

# Publication Guidelines

Meeting of the Committee constituted as per notice of the Director Extension Services, JNKVV Jabalpur wide Letter No.DES/KVK/2015/535 dated 09.06.2015 was held in the chamber of Director Extension Services on 08/10/2015 to finalize the guidelines for publication of research papers, technical bulletins, manuals, popular articles/ pamphlets and paper presentation in International/ National Seminar. Following Members were present.

Following decisions were taken –

1. A separate Publication Monitoring and Evaluation (PME) cell should be developed at V.V. level. The Cell shall be chaired by The Director Instruction and it shall have one member each from Directorate Research Services and Directorate of Extension Services, Faculty of Agriculture and Faculty of Agricultural Engineering. On the recommendation of PME Cell, respective Director Research, Director Extension, Dean Faculty shall approve the publication material.
2. The publication material shall routed through HoD/ In-charge Station/ Programme Coordinator, Dean College, PME Cell to Director/Dean Faculty.
3. The Dean College should form a Screening Committee (comprised of at least three senior faculty members) for screening and recommendation for onward transmission.
4. The PME Cell shall allot the publication number.
5. Separate proforma (Annexure –I, II, III) shall be used for research paper publication in Journal, paper for presentation in conference/ seminar/ symposia, and technical bulletin/manual/popular article/extension article respectively should be used for getting approval and obtaining Publication Number from the Vishwa Vidyalaya.
6. A teacher / scientist of the Vishwa Vidyalaya publish material without approval and obtaining publication number shall be treated as violation of MP Civil Services (Conduct) Rules.
7. Guide lines developed for the above purpose is enclosed.

## **Guidelines for Publications**

### **Communicating Results of Research**

1. To maximize the benefits from research, publications resulting from research activities must be disseminated in the most effective manner and at the earliest opportunity. Exceptions may be appropriate in certain circumstances, such as restrictions stipulated in Jawaharlal Nehru Krishi Vishwa Vidyalaya (here after read as Vishwa Vidyalaya) approved agreements for collaborative/ sponsored/ contract research or to preclude disclosure prior to patent filing or for similar reasons.
2. Formal research publications can be communicated in the form of books, academic and professional journals; and through conferences and their proceedings. However, a variety of less formal means, including web-based publications and tools for social networking, are also now increasingly being used to disseminate information.
3. The best mode for publications arising from the research should be considered by the author(s) based on the status and reputation of the journal or publisher, the peer review process of evaluating the research outputs, access by other stakeholders to the work, the likely impact of the work on users of research, and further dissemination and production of knowledge.
4. The intended publication should provide an honest description and analysis of the findings by the authors. Plagiarism, fabrication of data, willful deception or misinterpretation of results by selective reporting of data, as well as the theft of data or research results from others, shall constitute unethical scientific behavior and shall not be acceptable under any circumstances.
5. Submission of the same work based on the same set(s) of data to more than one journal is unethical and should not be permitted.
6. If, after publication, any honest error is discovered in the publication, the author(s) shall be responsible to promptly retract the paper or notify the same to the journal's editor for publishing the erratum. Such honest error shall not be considered as an example of scientific misconduct. The institute should have a mechanism in place to minimize occurrence of such "honest errors".
7. Probable exceptions to point 5 may be writing of books/ chapters/ review articles etc., where there is full cross-referencing and which is fully acknowledged.

## **Authorship and acknowledgements**

1. The authorship should truthfully reflect individual's contribution to the reported study. The sequence of authorship should be decided keeping in view the substantial contribution in conceptualization/ design, or analysis and interpretation of data; and/or drafting the article or revising it critically for important intellectual content. In case of publications emanating out of the thesis (Master/PhD), the concerned student shall necessarily be the first author. However, it is equally important that deserving authors are not omitted. In case of controversy/ dispute, the Director/Dean Faculty may, if necessary, constitute a Committee, with a set time frame (not exceeding 15 days) for resolving the issue.
2. It is advisable that the authorship is discussed between the members of research team at an early stage of execution of the project and reviewed whenever there are changes in participation/ contribution. In case where there is more than one author of an intended publication, all the authors should take responsibility for the integrity of the work and findings reported. However, one of them (not necessarily the Principal Investigator or Project Leader) should be nominated as corresponding author. The corresponding author shall assume overall responsibility for the manuscript and act as a point of contact between the PME Cell / Editor and the other authors.
3. All those who have contributed to the study but in a manner that does not merit authorship should be duly acknowledged. Publications involving work done by a student enrolled with another University other than the Vishwa Vidyalaya must acknowledge that the work was carried out at the Vishwa Vidyalaya. The sources of financial support for the project should also be duly disclosed and acknowledged. Courtesy demands that individuals and organizations providing facilities must also be acknowledged.
4. In cases when a student/ scientist who is a corresponding author publishes her/his research paper from a location outside the country, it is her/his responsibility to ensure that(s) he informs the Head of Deptt./ Dean College or PME Cell by sending a copy of the manuscript.
5. In case research paper proposed for publication from Master/ Doctorate thesis, the Guide Lines of Thesis Manual (2013) be followed strictly given on page No.22, S.No. 11. Violation of same, the major advisor shall be held responsible.

**Procedure for submitting manuscripts to research journals** – To get clearance for each research publication, the procedure laid down below needs to be followed in Vishwa Vidyalaya.

1. The complete manuscript under the signature of corresponding author should be submitted to PME Cell (through Head of the Department or Regional Station) in the proforma as placed at Annexure I. In case authors from outside the Institute are included, the corresponding author will also be responsible for her/his contribution, which too

should be reflected in the proforma enclosed. If one of the researchers of the Vishwa Vidyalaya is co-author in a publication from any other organization (other than Vishwa Vidyalaya), she/he should inform the PME Cell in writing.

2. If required, the PME Cell (or Dean of the College) should constitute a small committee of 2-3 scientists to check the veracity of research. Accordingly, the comments received, if any, shall be conveyed by the PME Cell (or Dean of the College) to the corresponding author for consideration within a period of 15 days.
3. The corresponding author should submit the revised/final manuscript to the intended national/international journal for publication endorsing a copy to the PME Cell.
4. In specific cases when a research paper is rejected from publication by any journal, it should be left to the discretion of the author to resubmit the manuscript to any other journal for publication after considering the comments of reviewer/editor. However, a copy of revised and submitted manuscript shall be endorsed to PME Cell as per regular practice.
5. The PME Cell shall maintain a record of all the manuscripts sent for publication by assigning a reference number with dates of receipt and clearance of the manuscript.

**Divergence of views regarding merit of the research paper or under delay in communicating approval**

1. In cases where there is divergence of views regarding merit of the research paper, the concerned scientist/ staff shall forward the paper for publication under her/his responsibility and making it explicit in the forwarding letter to the Editor of the intended journal that *“The Data/ Results/ Schemes and ideas given in the papers are entirely the work of my/our research work and the Dean of the College is not responsible for any liability arising out of this publication”*. A copy of the paper would, in any case, be endorsed/ forwarded to PME Cell for record.
2. If there is undue delay in the Vishwa Vidyalaya in offering comments on the received manuscript, but the scientist holds the view that the paper is worthy of early and timely publication, she/he may forward the paper to the intended scientific journal as provided in point 1 above after a waiting period of 25 days after its receipt in the PME Cell

**Procedure for forwarding abstracts/full paper for national/international seminar/symposia/conference etc.** – The abstract should be forwarded within 7 days by the Head of Division/Head of Research Station/Centre along with the proforma as placed at Annexure-II. The full paper shall also be forwarded through the same Annexure II.

**Publishing material of extension value** – Publications of extension value or other literature for benefit of farmers, students, other users of information or the general public should be forwarded

in proforma as Annexure-III. Such publications must be given a publication number and recorded in the PME Cell; and a copy of such publication must be kept for safe record in the Vishwa Vidyalaya Library.

### **General**

1. *Publication of books and booklets by the institutes, publications arising from work of scientists outside the mandate of the Vishwa Vidyalaya* – Vishwa Vidyalaya have no objection, provided the publication is permitted under the MP Civil Services (Conduct) Rules. However, prior intimation be given to Director/ Dean Faculty and copy submitted in the PME Cell.

**Proforma to be submitted to PME Cell by author(s) for Forwarding research manuscript  
for publication In research journals**

Date \_\_\_\_\_

To

The Chairman  
PME Cell,  
JNKVV, Jabalpur.

Subject : Submission of Research Manuscript for publication in scientific journals.

Sir,

I/ we are/am enclosing herewith manuscript of an original scientific research article entitled “\_\_\_\_\_” with a request that permission may kindly be granted for submission of the same in the “\_\_\_\_\_” journal/national/international/other (to specify). I hereby certify that the information given for each of the items listed below is correct.

S.No.	Item
1.	The article/ paper/ manuscript is based on bona fide research and/or miscellaneous observations conducted in the Institute, and is related to mandated activities as per details below.
2.	Project title : Project Ref No. : Type of project : Vishwa Vidyalaya project/Externally funded/ Contract research/ Master/ PhD research/ any other scheme
3.	Title/Topic/ Name of the activity of the institute of which the publication is an output.
4.	The manuscript has been thoroughly checked by all the authors (including the authors from other organizations, if any) and are satisfied with its form and content.
5.	Due credit of authorship has been given to each contributor of the article.
6.	The sequence in which the authors’ names appear has been decided by consensus.
7.	The article has not been submitted simultaneously for publication in any other journal.
8.	Due acknowledgement has been given to funding agencies or for assistance received from individuals/ institutes/ sponsoring agencies for carrying out this work.
9.	Care has been taken that the publication will not lead to premature disclosure in cases where filing of patent is envisaged.
10.	Data/Results/Schemes/Ideas given in the paper are entirely the outcome of my/our research work and the same has not published in research journal(s) elsewhere and no contents of the publication copied from any other publication(s). Vishwa Vidyalaya is not responsible for any liability arising out of this publication.
11.	Internal citing: The required number of secondary sources has been cited parenthetically in the proper format; and credit is given each time that the information is used, even if it is paraphrased or summarized.

(Signature with name and designation of corresponding Author)

(Signature of available Co-authors, if any)

Recommended and forwarded by the HOD/ Incharge station

(Signature of the HOD/Incharge)

Recommended and forwarded by the Dean, College

(Signature of the Dean)

Recommended and forwarded by the PME Cell Incharge

(Signature of the PME Cell Incharge)

Approval of the (Director/ Dean Faculty)

(Signature of the Director/ Dean Faculty)

PME Cell Reference No.

**Proforma to be submitted to PME Cell by author(s) for Forwarding abstract/full paper for presentation to the National/international seminar/symposia/conference etc.**

Dated\_\_\_\_\_

To,

The Chairman  
PME Cell  
JNKVV, Jabalpur.

Subject: Submission of abstract/full paper for presentation to the national/international seminar/symposia/conference etc.

Sir,

I/we are/am enclosing herewith an abstract/full paper entitled “\_\_\_\_\_” with a request that the permission may kindly be granted for submission of the same in the “\_\_\_\_\_” national/international seminar/symposia/conference/others (to specify).

S.No.	Item	Particulars
1.	Data/Location/Venue of the symposium/seminar/conference etc. to be organized	
2.	Dead line/ last date of submission of abstract/ full paper to the organizers	
3.	Name of the society/ organization	
4.	Cost of travel/boarding & lodging/fee including registration fee borne by Vishwa Vidyalaya/ organizer/sponsor/self	
5.	Whether care has been taken that the publication will not leave to premature discloser in case filing of patent is envisaged	Yes/No
6.	Whether the issue of plagiarism has been taken care of	Yes/No
7.	Whether all minimum requirements including format, introduction, body, conclusion, works cited page, conventions’ (grammer and spelling) etc. for submission of manuscript have been taken care of	Yes/No

I, Dr/Mr/Smt/Ms ..... Certify that : i) The data/result/scheme/ideas given in the abstract/paper is based entirely on the work of my/our research work and the same has not published in research journal(s) elsewhere and no contents of the paper copied from any other publication(s). ii) The data/result/scheme/ideas given in the abstract/paper need not necessarily represent the views of the Vishwa Vidyalaya and the Vishwa Vidyalaya is not responsible for any liability arising out of this abstract/paper, and iii) Due credit of authorship has been given to each contributor of the abstract/paper.



(Signature with name and designation of corresponding Author)

(Signature of available Co-authors, if any)

Recommended and forwarded by the HOD/ Incharge

(Signature of the HOD/Incharge)

Recommended and forwarded by the Dean, College

(Signature of the Dean)

Recommended and forwarded by the PME Cell Incharge

(Signature of the PME Cell Incharge)

Approval of the (Director/ Dean Faculty)

(Signature of the Director/ Dean Faculty)

PME Cell Reference No.

**Proforma to be submitted to PME Cell by author(s)  
For allotment of publication number to  
Technical bulletin/ Manual/Extension article**

To

The Chairman  
PME Cell  
JNKVV, Jabalpur.

Subject : Submission of Technical Bulletin/ Manual/extension Article for allotment of publication number.

Sir,

I/we are/am enclosing herewith a manuscript of Technical Bulletin/ Manual/ Extension article entitled “ \_\_\_\_\_ ” with a request to allot publication number.

I Dr/Mr/Smt/Ms ----- certify that –

- i. The data/results/schemes/ideas given in the above manuscript is based entirely on the work of my/our research work and need not necessarily represent the views of Vishwa Vidyalaya.
- ii. Due credit of authorship has been given to each contributor of the manuscript.
- iii. No one else has been given authorship, who has not contributed in preparation of the publication.
- iv. All other persons/ institutes have been acknowledged, who have contributed in preparation of above manuscript.

(Signature with name and designation of corresponding Author)

Recommended and forwarded by the HOD/ Incharge

(Signature of the HOD/Incharge)

Recommended and forwarded by the Dean, College

(Signature of the Dean)

Recommended and forwarded by the PME Cell Incharge

(Signature of the PME Cell Incharge)

Approval of the (Director/ Dean Faculty)

(Signature of the Director/ Dean Faculty)

PME Cell Reference No.