



ASSAM
down town
UNIVERSITY

NAAC Accredited & UGC 12 (B) Status Holder



AdtU Research Publication Policy, 2024

Assam down town University
Panikhaiti, Guwahati,
Assam-781026

S.No.	POLICY PARTICULARS:	
1.	Name of the Policy	AdtU Research Publication Policy, 2024
2.	Policy Serial No	Memo No: AdtU/ DRA-II/2024-25/056
3.	Policy abbreviated as	ARPP (AdtU Research Publication Policy)
4.	Version	1.0
5.	Initiator	Directorate of Research
6.	Contact	Executive Director of Research
7.	Policy Issue/Notification Number/Memo No. and Date	Memo No: AdtU/ DRA-II/2024-25/056
8.	Policy Title	Research Publication Policy
9.	Date of Release	09/12 /2024
10.	Supersedes	None
11.	Effective from	09/12 /2024
12.	Approval Date	09/12 /2024
13.	Terminated on	In vogue
14.	Supersedes by	Not applicable as of now
Approved by		Vice chancellor/Board of Management

1. Introduction:

The Assam down town University encourages publication of articles (Research, Review, Conference papers etc.) describing and presenting the findings of original research, review of existing knowledge in a particular field or any novel idea opinion etc. in a manner that will improve and enhance the publication records of the university and quality of the works of the faculty members, staff, research scholars, students besides bringing laurels and recognition to themselves as well to the university.

"Publications' are considered as output of research activity and includes Full length articles and papers, Short Communications, Correspondences as well as Letters to Editor" in journals, Conference Proceedings, Monographs, Books, Book Chapters, Exhibitions, Posters in conferences and workshops, Preprint archives, online repositories, appropriate social media and all such other forums where it may be viewed by others.

2. Scope of the Policy: This policy document brought out by the Assam down town University as "AdtU Research Publication Policy" shall be applicable to all AdtU faculty, scientists, staff, Research scholars, students and collaborators, multidisciplinary and multi institutional research group(s) involved in any form of research activity with the Assam down town University.

3. Definitions:

3.1. Author: "Author' refers to any person who has made substantial contribution to the publication in any capacity, including:

- (a) Conceptualization of the research work
- (b) Doing the actual experiments/Field studies
- (c) Collection, analyses, and interpretations of data
- (d) Conceiving and Writing of the manuscript
- (e) Reviewing/Revising the manuscript in a substantial manner
- (f) In any other way that makes the study possible and meaningful, and worthy of publication.

3.2. Corresponding author(s):

'Corresponding author' is/are the one (or more) author (s), who is responsible for the manuscript and meets the criteria of authorship as defined above. The corresponding author(s) maintains the integrity of the manuscript and obtains agreement of all co-authors to all the submitted as well as final revise version of the manuscript. The corresponding author(s) must use the Institutional email address (AdtU.in) in all forms of communication related to the manuscript.

3.3. Co-authors:

'Co-authors' are all researchers, that meet the authorship criteria, but are not Corresponding authors. Each co-author is also responsible for the content of the manuscript and as such required to peruse the manuscript before submission and satisfy himself/herself about the content of the manuscript.

3.4. Guest author:

Guest authors: The inclusion of a person's name, who has not made any significant contribution in the publication as author/co-author is known as guest-authorship.

3.5. Authors' contributions:

In all research/review articles/papers/correspondence, inclusion/mention of the specific contribution of each and every authors in the research work and/or in writing/preparation of the article/paper/correspondence must be mentioned under the appropriate head of the publication. Equal credit and weightage shall be given first author and corresponding author of the research publication.

3.6. Acknowledgements:

Individuals who have made valued contributions like providing experimental material, arranging funding, general supervision of the experiments, general administrations, but do not satisfy the criteria of authorship should be duly acknowledged in the publications.

4. Mandatory fulfillment of requirements and follow-up actions for all forms of publications and in the publication process:

4.1. Integrity:

All the authors (Corresponding author as well as co-authors) are responsible for the integrity of the manuscript and are liable in case any fault is noticed/found at any stage of the process of publication. The following specific points but not limited to are to be considered:

4.1.1. Plagiarism: All manuscripts/works presented for publication any fora must be free from plagiarism as defined in the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018. All work submitted for publication must be the original work of the author(s) and be properly attributed and should be free of plagiarism and self-plagiarism. Reuse of data, figure, image, content from own publication(s) without proper attribution/acknowledgement is self-plagiarism and to be avoided as it can draw severe repercussions. The author(s) can take help of the plagiarism and AI detection services provided by AdtU library or any other authorized agency of the university to assure themselves that the proposed publication is free of all forms of plagiarism.

4.1.2. Artificial Intelligence (AI): Use of Artificial Intelligence to ghost-write the manuscript, or create content is to be avoided.

4.1.3. Guest authors: The inclusion of a person's name, who has not made any significant contribution in the publication as author/co-author is known as guest-authorship. This practice is highly discouraged. However, the university recognizes that there may be collaborators from outside the university, who have made significant contributions to the publication and as such it is encouraged to include their name in the author's list. The individuals who has merely helped in editing the manuscript or formatting, grammar checking of the manuscript, without any scientific contribution should not be given authorship but their contribution should be duly acknowledged.

4.1.4. Ghost-writing: When a person significantly contributes to a piece of research or development of a publication by giving his/her scientific input like interpretation of data, drawing inference from the data etc. but is not given the due credit in lieu of some other form of compensation including but not limited to pecuniary benefit etc. is generally known as Ghost-Writing. AdtU strongly discourages this practice among its faculty (including honorary faculty), researchers, staff and students.

4.1.5. Conflict of Interest: Author(s) need to identify all potential source of conflicts of interests including but not limited to, legal, ethical, moral, financial, personal and other nature and mention the same in the publication if such conflict of interest exists after trying all the best to avoid the point of conflict in consultation with the individual /agency with whom the conflict is arising.

4.1.6. Recognized standard journal: The author(s) to publish only in journals recognized by SCI, Scopus, Web of Science, UGC-Care, PubMed, NAAS (National Academy of Agricultural Sciences), other recognized national/international Academies, Professional/Scientific Societies/Bodies etc. **This policy is independent of other policy of AdtU related to minimum research paper publication target and reward for publication.**

4.1.7. Predatory journals: Publication in predatory journals must be avoided at all cost.

4.2. Affiliation/Acknowledgments:

4.2.1. The Assam down town University (AdtU) must be acknowledged in all publication arising out of the research work of the faculty, staff and/or students of Assam down town University and the authors affiliation should be clearly identified in the format given below. In case of limitation of space, Assam down town University has to be given top priority, to the exclusion of other test.

(Program/Faculty/School/Department), Assam down town University, Guwahati, 781026, Assam, India.

4.2.2. Researchers must acknowledge the source of funding(s), whether Intra-mural or extra-mural in nature and must comply with funding authority's requirements.

4.2.3. AdtU encourages all authors to obtain a persistent author identification from a recognized agency like Vidwan/ORCID/Scopus etc. and use it in the submission process to comply with publishers' requirement as well as to avoid misidentification.

4.3. Ethical/Biosafety Clearance: All works using clinical data, or biological material should be cleared by respective institutional ethical committee/bio-safety committee as and when required. It is the responsibility of the researcher to satisfy himself/herself that all such statutory requirements have been adhered to and the university will not any way liable for any negligence by the researcher in this regard.

4.4. Copyright: The university shall have the copyrights of all the publications/documents/works wherever marked as copyright protected by the competent authority of the university.

4.5. Submission of article/Paper etc: It is mandatory for all authors to submit a copy of the final draft and a copy of the published manuscript in the university repository (ERP), without which no any benefit will accrue to the researcher for the publication. Approved SOP notified by the university in this regard has to be followed (Annexure-I).

4.6. Submission of Books/Book Chapter for publication: The manuscript details of books and book chapters' (e.g. Title of the manuscript, Affiliation, Publisher's name etc.) need to undergo through an internal review process to ensure that it meets the university's academic/research and ethical standards. Approved SOP notified by the university in this regard has to be followed (Annexure-I).

4.7. Other Miscellaneous Publications (Bulletins/Leaflets/Report etc.): The terms and conditions set by the university for the publication of materials such as bulletins, leaflets, reports, and other such documents are to be designed in such a manner that it ensures that the materials align with the university's standards, policies, and objectives (Annexure-II).

Annexure-I

SoP for submission of research paper/book and book chapter for publication & uploading of the relevant information through ERP

The following is the procedure to be adopted while submitting research paper/book and book chapter for publication in different journals/publishing agency and uploading of relevant information through ERP for intimation to the university authority

1. The faculty members will prepare & submit the publication submission report of their manuscripts for publication to the respective dean of faculty. The details of the required items for the publication submission report are mentioned in Annexure-II.

Dean of respective faculty will scrutinize the publication submission report and provide a unique ID. The author and Dean will be responsible for correctness of affiliation. Special care must be taken that the “Assam down town University” style is put in affiliation.

2. The concern faculty member then will make the entry in ERP with unique ID to be provided by the Dean of Faculty Studies. The format of ID no is – Name of the faculty of studies or establishment in abbreviated form/ Serial No/ Year. Example- FoS/1/2024, FPS/10/2024, DISA/23/2024 etc.

3. Directorate of research will take note of the ERP submission of all research and review papers. Based on these records, reports on publication of papers will be presented to the appropriate forum whenever needed.

Annexure-II

The information need to be furnished for pre-approval of manuscript submission

1. Title of the paper
2. Abstract of the paper
3. Title page of the paper (in this page Title, Authors name, Affiliation, email address ORCID ID, Acknowledgement will be included)
4. Whether the study conducted in AdtU (Tick whichever is applicable)
 - Yes-complete experimental work carried out in AdtU.
 - Yes-Partially completed in AdtU.
 - No-Experimental work completed outside AdtU.
5. Whether the paper can be considered as a result of MoU (Tick whichever is applicable)
 - Yes-The Main/Corresponding/Co-authors of the papers are from institute under MoU signed with AdtU
 - No
6. A declaration that the paper is original and approval of the ethical, animal ethics committee has been taken wherever applicable and there is no plagiarism.

Note: The above information/ format should be submitted to the respective Dean of the faculty of Study/ Head of the establishment with a copy mark to the Directorate of Research (Email- DoR.journalapproval@adtu.in)

Annexure-III

Terms and Conditions for publications of Bulletins/ Leaflets/ Report etc.

The following is the procedure to be adopted while publishing bulletins/ leaflets/ report etc.

1. The prescribed guidelines/SoPs of AdtU on the format, design, layout, colour combination etc. must be followed for consistency with university standards.
2. All materials intended for publication must undergo an internal review process of the university for accuracy, quality, and compliance with university standards and norms.
3. Intended publications must receive formal approval from concerned department(s)/faculty and from the competent authority as the case may be of the university before finalization.