

TRICHY SRM MEDICAL COLLEGE HOSPITAL AND RESEARCH CENTRE

Irungalur, Tiruchirapalli

[Affiliated to The Tamilnadu Dr. M.G.R. Medical University, Chennai]



INSTITUTIONAL RESEARCH BOARD (IRB)

Institutional Publication Policy (Uncontrolled Copy)

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Institutional Publication Policy

1.0. Preamble

A new analytic database called ‘Nature Index’ launched in 2014 by the Nature Publishing Group has highlighted that India’s research outputs have grown steadily since 2012 and that the country ranks 13th for its high-quality scientific publications in an independently selected group of 68 high quality scientific journals¹. The common benefits of the scientific publications are enhances teaching practices, learn effectively in update manner, encourage research based practice and knowledge production and help in building professional career

2.0. Mandate

This Institutional publication policy (IPP) oversees all matters related to research publications, books, monographs etc. History of academic publishing had dated back to the 17th century, where the World’s first scientific journal is recorded as “*Philosophical Transactions*”². One important shared value of publication is AHEO formula that describes Accurate (precise) – Honesty (truthful information) – Efficient (proper resource utilization) - Objective (fact speaking) (institutional policies) for the publications that bind and collaborate or link all researchers together.

3.0. Abbreviations

AHEO - Accurate-Honesty-Efficient-Objective
 DOAJ – Directory of Open Access Journals
 eISSN – electronic International Standard Serial Number
 FCA – First-Corresponding Author
 H index – Hirsch index
 HoI – Head of the Institution
 IAEC – Institutional Animal Ethics Committee
 IEC – Institutional Ethics Committee
 IF – Impact Factor
 IRB – Institutional Research Board
 IPP – Institutional Publication Policy

JCR – Journal Citation Reports
 MCI – Medical Council of India
 MoU – Memorandum of Understanding
 MRD – Medical Record Department
 PDF – Portable document format
 PG - Postgraduation
 Ph.D – Doctor of Philosophy
 pISSN – printable International Standard Serial Number
 TSRMMCH&RC – Trichy SRM Medical College Hospital and Research Centre
 UG - Undergraduation
 UGC – University Grants Commission

4.0. Objectives

- To draw up and adopt research code which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- To encourage and facilitate the publication of the research work/ projects in reputed academic journals
- To foster scientific collaborations in order to increase the interdisciplinary publications
- To develop rules, procedures and guidelines for quality publications, incentives faculty promotions and awards

5.0. Publication strategy

Publication planning	Manuscript development	Journal selection	Metrics
Readers' benefits	Content	Reach	Impact
1. Need/ requirements 2. Attitude and behavior towards publications 3. Understanding the methods and outcome 4. Modifications and improvements	1. End user centric publications 2. Writing flow in understandable manner 3. Inclusion of “What it means?” and recommendations	1. Reachable 2. Non-flexible in reviewing 3. Multimedia publications 4. Adhere to the MCI and affiliated University guidelines	1. Attract the readers 2. Useful for clinical and laboratory practices 3. Publication with patients' involvement 4. Feedback from peers

6.0. Policy statements

6.1. Approval of Research studies by Institutional Research Board

Any research study may be initiated only after review and approval by the Institutional Research Board. The IRB will review the need and significance of the proposed study, clarity of research objectives, validity of the methods, justification of required resources and feasibility, and transferred to Institutional Ethics Committee (IEC) or Institutional Animal Ethics Committee (IAEC) for final approval.

6.2. Approval of Research studies by Institutional Ethics Committee

6.2.1. Any research study may be initiated only after obtaining explicit written approval from the IEC and IAEC as per requirements.

6.2.2. In such cases, the decision including full/ expedited/ exempted review will be taken by the Institutional Ethics Committee (Member Secretary) and not with the Investigator. But in the case of IAEC all the proposals should be presented for getting approval.

6.3. Advisory on Journal for publications

6.3.1. UGC's list of approved Journals - The Institution recommends publishing the research data in the UGC's list of approved Journals. The list may be accessed at <https://www.ugc.ac.in/journallist/>. Only publications in such journals will be considered for career advancement, increments and for incentives.

6.3.2. MCI list of approved journals - Medical Council of India (MCI) on 12th February 2020 has amended the “*Minimum Qualifications for Teachers in Medical Institutions Regulations, 1998*” to add a list of medical databases and indexes for aspiring medical professionals to publish their articles. Directory of Open Access Journals (DOAJ) is one of the options along with other medical databases like Medline, Pubmed Central, etc and the same may be accessed at <https://doaj.org/search>.

6.3.3. Indexed journals - The Institution recommends publishing in journals indexed in Scopus/ Web of Science/ PubMed/ Index Medicus.

6.3.4. Predatory and Pseudo-Journals- Faculty and students of TSRMMCH&RC are advised to be informed to avoid publishing/ supporting predatory or pseudo-journals.

6.3.5. Open Access Journals - The recommendations for evaluating legitimacy and “safety” of Open Access Journals are

- Check with the DOAJ accessible at <https://doaj.org/>. DOAJ - meet basic publishing quality standards by exercising peer review or editorial quality control.
- Use the “Think, Check, Submit” checklist available at <https://thinkchecksubmit.org/>
- Refer to Laine C, Winker MA. Identifying predatory or pseudo-journals. *Biochemia Medica* 2017; 27(2): 285-291.

6.4. Authorships: Ethical and Professional point of view

Getting credit for work done (authorship) and making research results (publication) is mandatory for all authors in the list.

6.4.1. Authorship should be limited to those who have made a significant contribution to the conception, design, execution or interpretation of the reported study. The order of the authorship is generally reflective of the quantum of contributions to the study and manuscript drafting.

6.4.2. In general, the individual who has contributed maximum to all aspects of the study – conception, design, data collection, analysis, interpretation, drafting and revision of manuscript is to be designated as the **First Author** irrespective of their student/ faculty status.

6.4.3. The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. It is authenticated that the first and corresponding authors receive the equal credit³.

6.4.4. All authors share responsibility for the scientific accuracy of an abstract for presentation at a professional meeting or a manuscript, including supplementary material. Hence, in cases of fabrication, falsification, or plagiarism, all authors are potentially culpable.

6.5. Acknowledgements

7.5.1. Contributions which do not meet the above criteria should be acknowledged as non-author contributors including financial sources, equipment/ consumables/ reagents/ tissues samples, writing assistance, technical editing, language editing, proof-reading, general supervision, assistance in collecting data, technical assistance, expert statistical advice, caring of patients etc.

6.6. Affiliation and Address conventions

It is mandatory that authors' affiliations to the University, parent Institution and department are clearly stated in all publications arising from work conducted in the Institution and/or its constituent units. The following format is to be followed for reporting author affiliations:

Name of parent department, Name of constituent Institution/ Unit, Name of the University (in bracket affiliated to), District, Pincode, Country.

6.7. Scientific misconduct

6.7.1. Data falsification and fabrication – The IRB have rights to submit the report related to data fabrication / falsification from any source to the HoI/ Dean of the Institution.

6.7.2. *Plagiarism* - Reproducing, in whole or part including text/ sentences/ figures from a report, book, thesis, publication or internet. To avoid such things, authors are asked to cite or provide courtesy.

6.7.3. *Cheating* - Using unauthorized material, copying, collaborating when not authorized and purchasing or borrowing papers or material from various sources.

6.7.4. *Abuse of confidentiality* - imposes confidentiality requirements on human subjects' research. The abuse of confidentiality may not undermine the validity of research data, but it can undermine the integrity of the research process.

6.7.5. Procedures to handling allegations of scientific misconduct

6.7.5.1. Any allegations of scientific misconduct are to be reported by the recipient of such communication to the HoI/ Dean through the concerned head of the department. If the Head of the department himself/ herself have such misconduct, any faculty or observer has enough rights to submit the letter of misconduct directly to the HoI/ Dean.

6.7.5.2. The HoI/ Dean will refer and forward the matter for inquiry by the IEC (if necessary).

6.7.5.3. The IEC will conduct an inquiry where the respondent will be given an opportunity to defend in person.

6.7.5.4. The IEC will submit a report on the findings of the inquiry to the HoI/ Dean.

6.7.5.5. The HoI/ Dean will constitute a Disciplinary Committee which will make a final recommendation regarding disciplinary and/ or corrective action.

6.8. Archives of publications

6.8.1. All research publications (journals), books, chapters in books, dissertations, theses, policies and guidelines, manuals and proceedings, project reports (both funded and non-funded) of faculty and students of the Institution will be archived in a designated repository maintained by the IRB.

6.8.2. A softcopy (PDF) of the accepted publication with proof of indexing, impact and other necessary publication metrics will be maintained.

6.9. Collaborative publications

6.9.1. Any research project that involves transfer of biological specimens with collaborators outside the Institution must seek specific, explicit approval from the HoI/ Dean for the same. If necessary the HoI/ Dean may forward to IEC for any specific recommendations.

6.9.2. A written Memorandum of Understanding (MoU) has to be prepared with the external collaborators regarding the confidentiality and intellectual property rights arising from sharing of such materials.

6.9.3. All legal provisions applicable to transfer of such material have to be adhered according to the institutional policies.

6.9.4. The collaborative researchers are instructed to include the institutional collaborator(s) in all the publications made with the support of the biological samples received from the host institution.

6.10. Quality of publications

6.10.1. Encourages publications in journals indexed in Scopus/ Web of Science/ PubMed/ Clarivate Analytics/ Index Medicus.

6.10.2. Requesting faculty to publish in the journals indexed with Elsevier, Springer, Nature, Impact factor provided by Journal Citation Reports at Thomson Reuters would be taken into account.

6.11. Publications and promotions

6.11.1. The Institution shall recruit faculty members and researchers who have demonstrable/ demonstrated capability in research. Faculty promotion may significantly depend on quality of research output, especially research publications.

6.11.2. All the research papers enclosed by the faculty for promotion should be verified by the IRB. Based on the note given by the IRB regarding indexing, type of article, speciality related, authorship, utilization of institutional data, IEC clearance and printable version of journal, the promotion of such faculty may be considered.

6.11.3. The faculty published prior to entry of this institution cannot be considered for any incentives or other increments or inclusion in the publication archives. Such publications cannot be listed in the department also. The individual may keep the past record for individual projects, not for departmental or institutional.

6.12. Publication incentives

6.12.1. The Institution will encourage publications in quality journals as listed in 6.10.1 and 6.10.2. Further, a cash incentive of Rs 2,500/- will be provided to the first author only on publishing of each papers in the above listed indexed journals; this will motivate other researchers to publish as well.

6.12.3. The eligible publications of 6.12.1. will be peer reviewed through Institutional Research Board meetings which will decide the award of eligible manuscripts based on indexing and impact factor or the HoI/ Dean will form a special committee to screen the same.

6.12.4. Financial support is not applicable for open access on-line and electronic/ non-printable journals.

6.12.5. The number of research projects undertaken/ sanctioned and papers published in a year will be one of the criteria for annual incentives and further promotion in Academic departments.

6.12.7. Collaborative and Interdepartmental research will be promoted. In such cases, special awards will be provided during Annual Research day celebrations, based on the recommendation of the IRB.

6.13. Conflict of interest

6.13.1. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a concrete decision can be made on a case-by-case basis.

6.13.2. Upon receipt of reports of scientific misconduct related to conflict of interest, the HoI/ Dean may appoint an exclusive committee to investigate the matter and suggest appropriate measures on a case to case basis.

7.0. Usefulness of measuring research output and impact

7.1. Basic responsibilities in productivity and impact

Identify the quality of the articles published by the students, faculty and others researchers and should be measured for its output and impact.

7.2. Measuring the research output

7.2.1. Check whether the data is our institutional or not?

7.2.2. Whether the topic is approved by IRB and IEC?

7.2.3. Evaluate the outcome of the article with the methodology presented in the IRB/ IEC

7.2.4. Evaluate the conflict of interest raised among departmental faculty or others

7.2.5. Whether the data collected is matched with the data available in the institutional medical record department (MRD)?

7.3. Publication - term of office

According to the guidelines of the approval, affiliated and accreditation authorities, the research publications should fall on all the categories mentioned below to include in institutional gallery

7.3.1. *Indexing: Group 1:* Scopus, PubMed, Embase, MedLine, Embase, Index Medicus, Index Copernicus, and *Group 2:* Springer, EBSCO, Web of Science, Clarivate Analytics, Elsevier, Nature – All the publications made by this institution are evaluated by verifying for its indexing status. If non-indexed with the above said (group 1), then that publications are not considered for promotions or any other monetary benefits. The publications in the group 2 journals are mainly concentrated by the UGC for the understanding of the institutional research standards. Thus, all the researchers are asked to publish articles preferably in any of the above said indexed journals.

7.3.2. *Type of Articles:* Only original research articles and original research papers are accepted for the faculty promotion and other monetary benefits. Remainings are maintained in the institutional publication archives.

7.3.3. *Journal Criteria:* All the institutional researchers are motivated to publish their research outcomes in the national and International journals. But for the purpose of faculty promotion and other monetary benefits, the publications made only in the speciality journals are considered.

7.3.4. *Author sequence and credit*⁵: The sequence of authors should reflect the declining importance of their contribution. The first author should get credit for the whole impact, the second author half, the third a third, and so forth, up to rank ten. When papers have more than ten authors, the contribution of each author from tenth position onwards is then valuated at just 5%.

The first-corresponding-author (FCA) emphasise the great importance by which the first and corresponding authors should get credit of the whole impact and others as mentioned above.

In specific situations, if the journal published the details of each author's contribution then the credit should be quantified according to the contributions made.

7.3.5. *Types of journals*

7.3.5.1. Electronic Journal - can be accessed via electronic transmission and has the purpose of providing material for academic research and study.

7.3.5.1.1. Some electronic journals are online-only journals

7.3.5.1.2. Others are online versions of printed journals.

7.3.5.2. Print Journal: The paper version of journal; print journal issues are the ones that we usually checked in through library integrated systems⁶.

7.3.5.3. The ISSN system refers to the types as print ISSN (p-ISSN) and electronic ISSN (e-ISSN); thus the p-ISSN is accepted for promotion and incentive purposes.

7.4. Research outcomes: this is measured by one or more of the following

- ❖ Research funding
- ❖ Publication counts
- ❖ Conference proceedings
- ❖ Books published
- ❖ Citation counts
- ❖ H-index
- ❖ Collaborative Research data
- ❖ Journal impact factor
- ❖ Research Awards
- ❖ Intellectual property and patents
- ❖ Policy reports

8.0. Authors' and Institutional responsibilities

8.1. Student roles: Before submitting a research reports/ dissertations/ thesis (UG/ PG/ Ph.D.) to the department, the student is responsible for checking the dissertation/ thesis for plagiarism. In addition, the student should certify that they are aware of the academic guidelines of the Institution and has checked their document for plagiarism, that the thesis is their original work.

8.2. Faculty roles: Faculty should ensure that proper methods are followed for experiments, computations, and theoretical developments and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Apart from the student certification regarding a web-check for plagiarism for thesis, the Institution will provide means for plagiarism checking. Faculty members are encouraged to use this facility for checking reports, theses and manuscripts. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity.

8.3. Institutional roles: A breach of research and publication integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions.

In the case of any researchers the first violation of such breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion from the research activities. It is recommended that faculty bring any such violations to the notice of the head of the department.

9.0. Copies of Publication policy

The Research Faculty will prepare the master copy (signature in all pages – not for circulation)/ controlled copy (counter signature and reference for the teaching staff and department)/ uncontrolled copy (counter signature and reference for the all). The issuance of controlled and uncontrolled copies will be with the permission of the Dean/ HoI.

Note: All these data will be maintained as Archives and only the uncontrolled copies shall be distributed upon request. The issuance log of uncontrolled copies will be maintained.

10.0. Request for Formulation of new IPP/ Revision of IPP

This form is to be completed and submitted to the Dean/ HoI by any Head of the Department/ Research Faculty whenever a problem or a deficiency in policy is identified. Finally the Research Faculty will present this issue in the IRB and IEC meeting as “Full Committee Review” and further approved by College Council.

Document No.	
Title of the Document	
Details of problems or deficiency in the existing Policy	
Identified by:	Date
Discussed in IEC meeting held on	
Discussed in College Council held on	
References to be modified or clarified	
Points to be revised	
Date Policy revised	
Date of Policy approved	
Date of Policy become effective	

11.0. Annual Activity Report

The Research Faculty in Consultation with the Head, IRB shall prepare an annual activity report of the Institutional publications for submission to the Head of the Institution and accreditation agencies. This shall include:

- A quantitative evaluation of the publications in a year including indexing, impact factor, h index, citation index etc.
- Archive the publications - yearwise, department wise

12.0. References

1. Kogleck L, Priyadarshini S, Pincock S, Bocquet A, Gilloch C. Nature Index analysis 2014: India’s ascent towards world-class science, 2015; <http://www.natureindex.com/news/indian-science-ascending> (accessed 23rd July 2020).
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5. Teja T, Michael EH, Jochen K. Author sequence and credit for contributions in multiauthored publications. PloS Biol 2007; 5: e-18.
6. Halloumeh KA, Jirjees JM. Electronic versus Print Journals in Academic Libraries in Abu Dhabi: Preference & Problems. Adv Journ Commun 2015; 4: 113-126.

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