



ADICHUNCHANAGIRI UNIVERSITY

Estd. under ACU Act, 2012 (Karnataka Act No. 18 of 2013)

B G Nagara - 571448, Karnataka, India

ADICHUNCHANAGIRI UNIVERSITY PUBLICATION GUIDELINES COMMITTEE (PGC)

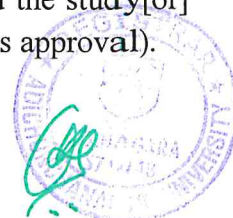
1. Preamble

Publication Guidelines & Monitoring Committee demonstrates the commitment of Adichunchanagiri University to promote high ethical standards in academic publications of the students, faculty members and researchers of the Adichunchanagiri University (ACU). This committee will also play an advisory role to facilitate compliance to essential ethical practices to all concerned in publications throughout the Adichunchanagiri University.

The objective of the Publication Guidelines Committee is to ensure quality and ethical practice of all the submitted academic publications in accordance with the ICMR and international ethical guidelines for publications.

2. Guidelines

- Publication Guidelines & Monitoring Committee shall follow the recommended national and international best practices as mentioned below for scrutiny and approval of manuscripts of publications:
 - Indian Council of Medical Research. Ethical Guidelines for Biomedical Research on Human Subjects. New Delhi : 2006 (Page number:32-33)
 - Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated April 2010; Details regarding the Publication Ethics: Sponsorship, Authorship, and accountability; International Committee of Medical Journal Editors is given at (www.icmje.org).
- The corresponding author will be responsible for the submission of necessary documents and follow the guidance till the stage of final approval. All scientific writings [research, case report, review, etc] which involve resources of the institute should be subjected to the process of PGC. The corresponding author shall usually be the faculty who is the supervisor of the researcher/student or the faculty who designed and took lead in data collection and analysis. In circumstances where the student who designed the study and conducted the study has left the institution and showed no interest to publish the work, the Supervisor/Guide of the Department concerned can take up the responsibility of publishing the work as corresponding author.
- The first author of the submitted work should be the researcher/student/faculty in whose name ethics approval is obtained and who has actually conducted the study[or] the lead person who did the study (for research which do not require ethics approval).





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- Authorship can be given to other collaborators/investigators who have participated in the conduct of the study and the order of authorship can be decided by the primary researcher/student/faculty and the supervisor/Head of the department.
- Required Documents for successful fast-track clearance by PGC:
 - The corresponding author should upload the manuscript for plagiarism check through the portal webpage through the PGC/faculty link as per the norms and guidelines provided in the UGC (Plagiarism) Regulations -2018.
 - On receipt of the plagiarism report assessed by the software DRILBIT, the author should see if the percentage is $> 15\%$ including references of the manuscript. If so, the author shall re-write the highlighted plagiarized phrases and resubmit at portal for re-assessment. Once the plagiarism percentage of $<15\%$ is reached, the corresponding author can proceed to next step.
- The corresponding author should submit the following documents.
 1. Letter to PGC Chairperson forwarded by Head of Department / Guide cum Supervisor.
 2. Letter of undertaking from all the authors from Adichunchanagiri University.
 3. Copy of plagiarism report.
 4. Manuscript in word format which follows the respective journal house of style.
 5. Ethical Clearance Letter to be submitted for the publication from a research project (biomedical research, animal research and clinical trials).
 6. For studies based on information on health records of Adichunchanagiri University (medical records, laboratory registries, outpatient registries, etc.) prior permission should have been obtained from Medical Director/Chief Operating Officer/Dean of the Medical College/Medical Superintendent before initiating data collection. A copy of the approval letter should be enclosed.
- Upon submission, the above-mentioned documents will be scrutinized by the concerned PGC member who will then approve/ suggest revision of the manuscript.
- Once approved by PGC member, the submission file moves to the final approval by PGC Chairperson.
- The authors are advised to submit their manuscript to Journals indexed in SCOPUS/PubMed/Web of Sciences/ UGC approved list of journals.





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- Authors are also requested to inform the committee if the manuscript gets accepted/rejected and their plans of submitting to another journal with or without revision.

3. Key review considerations

- Authorship
- Plagiarism report
- Fabrication and falsification clearance of data
- Protection of patient confidentiality
- Informed consent process
- Inclusion of the names of concerned department, Depart/College/Institute etc., and the name of the Adichunchanagiri University.
- Appropriate approval/ permissions from required authorities like IEC forwarding letters etc. as mentioned above in the guidelines.

4. Composition of PGC members

Sl. No.	Name	Designations	Handling Department
1	Dr. K. Prashantha	Chairman	ACU-CRI & ASNS
2	Dr. Shobith Rangappa	Member	AIMM
3	Dr. Amita K	Member	AIMS (Pathology/Microbiology/Anatomy/Forensic Medicine)
4	Dr. Asharani N	Member	AIMS (Biochemistry / Physiology / Pharmacology / Community Medicine)
5	Dr. Vinay Bhat	Member	AH & RC (All Departments)
6	Dr. S V Shashikala	Member	BGSIT (CS/AI & ML/IS)
7	Dr. B Naveen	Member	BGSIT (Civil/E&C/Mechanical)
8	Dr. Rajesh V	Member	SACCP (All Departments)
9	Dr Komala H K	Member	ACN (All Departments)
10	Dr Surekha Subhash Patil	Member	BGSCE and SAFGC
11	Dr M Vasanth Kumar	Member Secretary	ACU-Library

- The duration of appointment of the members is for a period of 2 years and extendable
- PGC shall report to the Vice-chancellor/Registrar periodically

The PGC shall maintain the following records.

1. Manuscript (hard copy as well as soft copy).
2. Copy of all the enclosed documents, like ethical clearance letter, other permission letters as mentioned in the guidelines.
3. Minutes of all meetings duly signed by the Chairperson / Member secretary.





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4. Copy of all existing relevant national and international guidelines on publication ethics.
5. Copy of all correspondence with the authors other regulatory bodies.
6. Final report of the accepted/rejected publications as informed by the authors
7. Database of the reprints.

5. Quality Evaluation of ACU publications-year wise

The PGC, shall conduct the Quality evaluation of all the Adichunchanagiri University publications for parameters like indexed/non-indexed status, type of the indexing database (Scopus/PubMed/Web of Science/UGC approved list of Journals/Index Copernicus), Impact Factor of the Journal in which the article is published and overall Impact factor of the Department/Faculty/ Adichunchanagiri University as a whole, using a software of an outsourced agency. Yearly report shall be submitted to the IQAC for consolidation and report preparation.


Dr. C.K. Subbaraya
Registrar
Adichunchanagiri University
B.G.Nagara-571448