

STANDARD OPERATING PROCEDURE

PUBLICATION COMMITTEE

PURPOSE:

To ensure timely publication of papers from faculties / students Sri Manakula Vinayagar Medical College and Hospital with high scientific rigour and ethical standards and to maximize the productivity of our institution in terms of high quality publications in peer reviewed journals with globally accepted indexing. Also to ensure fair distribution of authorship based on the ICMJE authorship criteria on their academic contribution.

SCOPE AND APPLICABILITY:

This SOP is applicable to all undergraduate and postgraduate students, faculties, central laboratory scientists of Sri Manakula Vinayagar Medical College and Hospital who are pursuing biomedical research of any kind and wish to publish their work in scientific journals with institution funding. This procedure shall be used for reviewing and considering request(s) received with regard to granting scholarship for publication of their work in scientific journals in their respective fields.

RESPONSIBLE PERSONS:

Dean (Research)	Chairperson
Dr.Karthikeyan K, Dean (Academic)	Member
Dr.Deepika, Associate Professor	Member
Dr.Reena Mohan, Assistant Professor, Community Medicine	Member
IQAC Coordinator	Member Secretary

RESPONSIBILITIES:

Research assessment and publication committee will be responsible for reviewing the quality

of publication, adjudication of conflicts regarding data ownership, authorship and intellectual property rights. This committee will strive to ensure good quality publication with highest level of transparency and clearest ethical behaviour.

FREQUENCY OF COMMITTEE MEETING:

The research assessment and publication committee will hold maximum of up to two meetings in a month through online or offline modes as needed to discuss and review the publication requests submitted by students and faculty of Sri Manakula Vinayagar Medical College and Hospital.

INSTRUCTIONS FOR INVESTIGATORS:

All research publications (original article/ review articles/case report/ case series) that require institutional funding shall be submitted to the committee before processing for publication and should fulfil the guidelines mentioned below:

1. Clearance from scientific and ethics committee
2. All research publications should follow the ICMJE authorship criteria mentioned below for awarding authorship
 - Substantial contributions to the conception or design of the work or the acquisition, analysis or interpretation of data for the work
 - Drafting the work or revising it critically for important intellectual content
 - Final approval of the version to be published
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved
3. The secondary data (patients/ students etc) generated from Sri Manakula Vinayagar Medical College and Hospital must be submitted for approval before dissemination/publication.

4. All research publications should include the citation from the relevant articles published from Sri Manakula Vinayagar Medical College and Hospital in their research article.

PROCESSING OF PUBLICATION GRANT:

1. Applications should be submitted through head of the department to the **office of the IQAC** at any time during the year.
2. The committee will evaluate the grant request and forward to the Director for final approval.