

Publication Policy

Annual Report.

- Only PubMed indexed publications will be included in the Annual Report. For incorporation in the annual report the publication that has been published in electronic format (on the journal website is acceptable). Accepted publications or Publications in Press will not be accepted for Publication in Annual Report. As the process of publication of Journals as well as the Annual Report is a long drawn process over a few months it is possible that during this time some accepted publications will get published by the time the Annual report goes to press. Hence the person compiling the annual report should be given the list of both published and accepted list with a clear instruction to check back before finally sending the annual report to press. If any case a publication is missed in this process it should roll over to the next annual report. Publications in any other indexes should not be included in the annual report.

Submission for Publication.

1. No publication of original research or case report is to be submitted to a journal unless the research proposal had received consideration and approval by the HREC. Reviews, Commentaries, Systematic Analysis, Letter to editor are exempt from this if these do not report original research or a case report. All kinds of articles being submitted to a Journal by Faculty from the institutions of Charutar Arogya Mandal are included in this policy. In case of ambiguity whether an article comes under any of these categories or not, the Research Group should be consulted.
2. Submission of any form of article should be to PubMed or Embase indexed journals only. Submission of Chapters to Textbooks, Handbooks or Compilations of reviews are not in this purview.
3. Faculty is allowed to submit to Non PubMed Indexed or Non Embase Indexed Journals if they have more than 10 original articles in PubMed indexed journals. However it may be noted that these will not be considered for Annual Report, Performance Appraisal or Balance Scorecard. Even here it is expected that they should have made initial attempts to publish in about 10 PubMed/Embase Indexed journals.
4. Faculty can submit articles to Journals of National Organizations if they are not PubMed indexed/ Embase Indexed. However this will be from a predetermined list which is changed every year. The list will be determined by the Research Group in consultation with the Heads of Departments every year in the month of January.
5. Faculty with less than 10 original articles in PubMed can submit to Non PubMed Indexed journals after discussion and receiving permission from Research Group. Even here it is expected that they would have attempted to publish in PubMed/Embase indexed journals. In these cases it is expected that the research team will seek guidance from designated research mentors.
6. Indexation to PubMed/Embase should be current and not previously indexed.

Publication Ethics:

1. The Research Group endorses the criteria laid down by COPE and by ICMJE for ethics related to publication.
2. Few criteria have been laid down in the policy circulated regarding Principal Investigators.
3. Though not binding it is expected that an original article should have at least four authors and not more than six authors from a single department. For a case report there should not be ordinarily more than four authors on a single paper.
4. In case a faculty has a coauthor on a paper being submitted as a member of the editorial board of that journal, it is recommended that the paper be not submitted to the journal. However if the research is of importance and the journal has a wide circulation and is a high quality journal, than this may be cleared after consultation with the Research Group.
5. All authors on the paper are considered as equal by this policy and the institution.
6. The responsibility of the sequence of authors rests with the Principal Investigator of the Research Project. There are no current guidelines of COPE or ICMJE related to this issue.
7. The corresponding author should be a senior Faculty member and can be decided by the PI. A student (postgraduate or undergraduate) will not be a corresponding author. In case during initial submissions due to some practical issues a student has submitted an article all efforts will be made to redress it before publication. It is expected that the corresponding author is communication savvy.
8. In case of postgraduate thesis, the first author may be the postgraduate student. However it is not obligatory on the guide or the PI of the project to place the postgraduate student as the first author. In case of a situation where the postgraduate has not devised the project idea but has been handed the project by the guide/PI and the PG has just collected the data it is not inconceivable that the PG is not author on the paper (as per the COPE or ICMJE guidelines). Same guidelines apply to undergraduates.
9. Medicine is described as an Art and a Science. Research is an extension of the same with even more qualities required to be involved. Hence it is expected that the PI while deciding the author list has a larger goal in mind. This goal includes mentoring the junior faculty, maintaining interest in research, ensuring that the faculty progresses on his career path in terms of promotions and finally ensuring that the entire experience is a pleasant and rewarding one.
10. Finally conduct of research and non-publication will be considered as an unethical practice. For removing ambiguity research includes all proposals that have been submitted to HREC. This involves undergraduate, postgraduate research and thesis including PhD research. In case of this number exceeding >50% of the faculties research work the Faculty will cease being a PI. However we believe that this will be rare. This consideration will be done over a five year period beginning January 2014.