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IPR Publications Guidelines

Institute for Plasma Research
Gandhinagar, Gujarat

Version 1.0

Note

Scientific and Technical Publications are an integral part of research work being carried out at Institute for Plasma Research. Growth of research activities has led to increasing number of scientific publications. However, these publications must be controlled and managed through appropriate review and approval processes so that correct data/information is communicated through published literature external to the Institute.

Guidelines to publication processes will help the staff members to comply with the rules and regulations of publishing scientific/technical work carried out at the Institute.

The purpose of IPR Publication Guidelines is to provide guidance to IPR staff members and others involved in publishing and/or presenting scientific or technical material concerning IPR, as well as defining the approval workflows in various scenarios for all such materials.

The guideline also identifies responsibilities of IPR staff members and the structure of the IPR Publication Committee involved in this process.

The IPR Publication Guidelines, Version 1.0 is enclosed herewith for your kind perusal and implementation.


Dr A. V. Ravi Kumar
Chairman, IPR Publication Committee


Director, IPR



IPR Publications Guidelines

The document provide guidance to IPR staff members and others involved in publishing and/or presenting scientific or technical material concerning IPR, as well as defining the approval workflows in various scenarios for all such materials. The procedure also identifies responsibilities of IPR staff members and the structure of the IPR Publication Committee involved in this process.

Table of Contents

1.	Purpose	3
2.	Scope	3
3.	Definition	3
4.	Roles and Responsibilities	3
4.1.	Director	3
4.2.	Publication Committee	4
4.3	IPR Library	4
4.4	Authors.....	5
	<i> 4.4.1 IPR Staff and Research Scholars</i>	<i>5</i>
	<i> 4.4.2 Visiting Researchers/Interns/Students</i>	<i>5</i>
5.	Review and Approval Process.....	5
5.1	Submission of Document to Publication Committee	5
5.2	Review and Approval of Documents	6
	<i> 5.2.1 For Peer reviewed journal and Internal Research / Technical Report:</i>	<i>6</i>
	<i> 5.2.2 For submission to Conference Proceedings.....</i>	<i>6</i>
5.3	Display and Distribution of Internal Report to IPR Users	6
6.	Publications Workflow	7
7.	Publication Charges.....	8
8.	Copyright Clearance.....	8

Annexure-1 – Form of Publication

1. Purpose

The purpose of this document is to provide guidance to IPR staff members and others involved in publishing and/or presenting scientific or technical material concerning IPR, as well as defining the approval workflows in various scenarios for all such materials.

The guideline also identifies responsibilities of IPR staff members and the structure of the IPR Publication Committee involved in this process.

2. Scope

This guidelines covers, in particular, scientific publications authored by anyone disseminating any of the information and intellectual property of IPR, or representing a viewpoint on IPR matters and purporting to represent IPR. Types of publications covered by this guidance include – but are not limited to – IPR Internal Reports (RR/TR), Abstracts and Papers submitted to conferences, contributions to scientific journals or books and any scientific material to be made public. Publicly available information means any information to be made available to the general public through widely distributed media, or which is released to conferences or meetings outside of IPR.

Note that the present document does not cover communications to TV, radio or press and other public relations statements.

3. Definition

CC	Computer Centre
RR	Research Report
TR	Technical Report
IPR	Institute for Plasma Research
IP	Intellectual Property
IT	Information Technology
OA	Open Access
ARC	Abstract Review Committee
PC	Publication Committee

4. Roles and Responsibilities

4.1 Director

Director has the ultimate responsibility for IPR related scientific or technical publications. He is also responsible for establishing the general rules for participation of IPR staff in conferences and other scientific and academic fora.

Director is assisted by Publication Committee in the management of review and approval procedures for scientific and technical publications. He may delegate the authority for approval of all, or defined subsets of, publications to Chair of the Publication Committee.

4.2 Publication Committee

The Publication Committee is normally composed of:

1. A senior scientific/technical staff, selected by the Director, as Chair;
2. Representatives from other Groups/Sections as members;
3. A representative from the Library, normally the Librarian with secretarial/coordination functions.

The Director appoints the members of the Publication Committee, whose functions are in place until revoked.

The purpose of the Publication Committee are:

1. To ensure that all material released for external publication by the IPR has undergone the appropriate review and approval procedures;
2. To assign reviewers judiciously so that the publications are appropriately reviewed;
3. To approve the list of IPR relevant conferences and scientific/technical events drawn up by the IPR Library each year;
4. To make recommendations to resolve disputes relating to the authorship or technical content of material submitted for publication in journals and books or at conferences;
5. To make recommendations on the updating or adaptation of the IPR Publication Procedure/Guidelines as required.
6. To make recommendations for the publication of IPR Annual Report each year.

The Publication Committee shall have an e-mail group and other IT tools and dedicated web areas to facilitate electronic based intercommunication, and it will meet as necessary, but at least once every two months. The Publication Committee secretary will provide coordination and secretarial support to the committee activities.

4.3 IPR Library

IPR Library provides all secretarial assistance and other support necessary for managing the publication review process. Moreover IPR Library is responsible for:

1. Coordinating all activities of the Publication Committee;
2. Disseminating communications to authors, reviewers and approvers relating to publications and to procedures established by the Publication Committee;
3. Displaying and Archiving IPR scientific and technical publications submitted to conferences, workshops, journals and books after proper review and approval process; implementing the appropriate approval workflows determined by the present procedure,
4. Maintaining an electronic library of IPR RR/TR which have been approved for distribution;
5. Preparing a comprehensive annual list of publications made by IPR staff;
6. Maintaining the Publication Procedure and any associated guidelines issued by the Publication Committee, communicating the Publication Procedure and additional guidelines within the IPR, and assisting authors and other interested persons with the publication process.

4.4 Authors

4.4.1 IPR Staff and Research Scholars:

IPR Staff and Research Scholars shall make sure that publications guidelines and procedures are followed in order to publish or present any type of technical or scientific paper in journals or books, at conferences or other academic fora, to make external presentations, or to prepare IPR Research (RR)/Technical Report (TR) for distribution.

The guidelines must be followed by IPR staff and Research Scholars irrespective of whether the staff member is the lead author or co-author of the publication in question. In the event that several members of IPR staff are co-authors of a publication, the lead author (if an IPR staff member) or a “responsible co-author” shall take responsibility for ensuring that procedures are followed and that clearance for publication is obtained.

4.4.2 Visiting Researchers/Interns/Students:

Students/visiting researchers must submit a Declaration/Undertaking, routed through his/her University/College/Institute project guide and head of the Department/Institution, at the beginning of research work and/or internship.

The certificate in the students’ project report / thesis should also contain the words “*publication of data resulting from this project will be subject to explicit approval from IPR publication committee*”

Visiting researchers/NFP interns/students, including Summer School Students shall follow the publication guidelines, failing which, could result in blacklisting of their college/department/University.

5 Review and Approval Process

5.1 Submission of Document to Publication Committee:

- a. Publication form is available online
[\(http://www.ipr.res.in/~library/download/publication form.pdf\)](http://www.ipr.res.in/~library/download/publication form.pdf)
- b. Download and fill up the form, mention the author (s) names, title of the publication
- c. Clearly define whether the manuscript will be submitted to:
 - i. Peer reviewed journal or
 - ii. Internal Research / Technical Report or
 - iii. Conference Proceedings
- d. If the content is confidential, then mention Circulation as Restricted or else publication will be considered as general publication
- e. Give keywords, to define the subject area

- f. If author intend to publish color figures printed in hard copy, which are chargeable by the journal publishers, kindly specify and seek approval from Library Committee Chairperson (refer to Section 7 Publication Charges)
- g. Put signature of the communicating author, with his/her contact number and payroll number in the specified space in the form, and
- h. Submit the publication form along with the manuscript to IPR library

5.2 Review and Approval of Documents:

5.2.1 For Peer reviewed journal and Internal Research / Technical Report:

- a. Chairman of the publication committee will decide the reviewer, the manuscript, along with publication form bearing signature of chairman, are forwarded to reviewer for comments and suggestions
- b. Manuscript with comments are sent to communicating author for incorporating suggestions given by the reviewer
- c. Modified version of the manuscript, original manuscript with comments, along with the publication form are sent to reviewer
- d. Modified manuscript, if found appropriate the reviewer will give his/her recommendation to go ahead with publishing.
- e. The recommended manuscript is sent for signature of the chairman of publication committee (2nd time), then, the publication form, reviewer comments (if any), and manuscript (original and revised/modification versions) will be sent to Director's Office for final approval.
- f. After Director's Approval, the manuscript is published as an internal report and authors could submit to journal

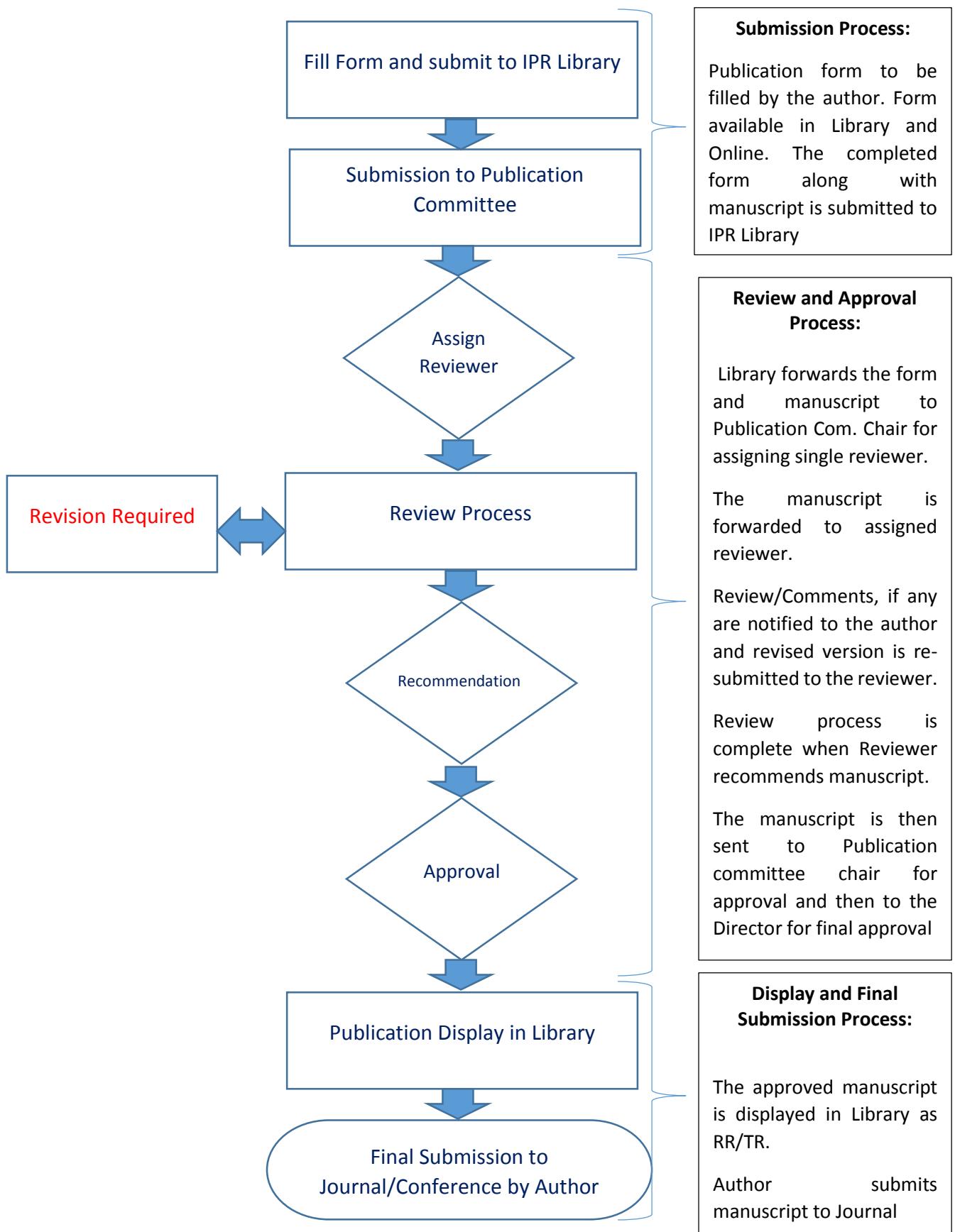
5.2.2 For submission to Conference Proceedings:

- a. Authors submit their abstracts with conference details to Abstract Review Committee online through e-office
- b. Status of the submission is visible to the author who has uploaded
- c. Papers submitted to International Conferences as well as those conferences which levy a publication charge must be reviewed and approved through IPR publication process as per Section 5.2.1, before submission to conference.

5.3 Display and Distribution of Internal Report to IPR Users:

- a. Published internal reports are printed and displayed in library
- b. Authors will be informed about the status of the report from time to time and details of report number will be intimated
- c. Printed copies of reports are kept ready for distribution to the users, Electronic copies of internal reports can be accessed on Intranet (linked through Library website)

6. Publication Workflow



7. Publication Charges

Authors must intimate and/or forward any communication received from Publishers towards publication/page charges, to library immediately.

- 1) Publication charges will be paid only for those articles which have been routed through the Publication Committee and approved by the Director.
- 2) Waiver of charges for all publications should be sought from publishers as far as possible.
- 3) The printing cost of color figures is usually very high. Keeping budget considerations in view, printing of colored figures are discouraged. However, charges for color printing can be paid for figures appearing in articles which are published in journals having impact factor of 6 and higher. In this case too, the authors are urged to use their better sense of judgment and avoid printing those figures in color which can be printed in black and white readily with no loss of any data/information (e.g. instead of using colored line plots, black lines with different styles can be employed, surface plots having two colors can be readily represented by black and grey shades).

(<http://www.ipr.res.in/library/aboutlib/IPR%20Publication%20Policy.html>)

8. Copyright Clearance

IPR retains the copyright of its own internal publications (Reports) that is, RR and TR. However, IPR do not retain copyright of materials published in Journals/Conference Proceedings, which are normally transferred to Publisher.

Authors must communicate to the Publication committee if they wish to publish in Open Access journals.