# SRI VENKATESWARA UNIVERSITY

*(Established under Tamil Nadu Private Universities Act, 2019)*

## PUBLICATION POLICY

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# UNIVERSITY PUBLICATION POLICY

## 1. Preamble

Sri Venkateswaraa University recognises scholarly publication as an essential component of academic and research excellence. Quality publications contribute to the creation, dissemination and application of knowledge and enhance the academic reputation, research visibility and societal impact of the University. This Policy establishes a framework for preparing, evaluating, publishing, recognising and monitoring scholarly publications originating from the University. It is intended to encourage meaningful and high-quality research output while discouraging unethical, duplicate, fragmented and low-quality publication practices.

## 2. Objectives and Scope

The primary objective of this Policy is to promote a strong culture of high-quality scholarly publication at Sri Venkateswaraa University. The Policy seeks to encourage publication of original research, rare case reports and case series in reputable peer-reviewed journals and other recognised scholarly outlets, improve the quality and visibility of University publications, promote responsible authorship and publication ethics, facilitate appropriate institutional support for publication, and enhance the University's national and international academic standing.

The Policy also aims to guide faculty members, researchers and students in selecting appropriate journals and publishers, maintaining research and publication integrity, avoiding predatory and deceptive publishing practices, and ensuring accurate representation of the University's affiliation in all scholarly publications.

This Policy shall apply to all faculty members, research scholars, postdoctoral fellows, students, research staff and other individuals undertaking research under the aegis of Sri Venkateswaraa a University, including research conducted in collaboration with affiliated

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institutions or external organisations where the University is identified as an institutional affiliation.

The Policy shall apply to research articles, review articles, systematic reviews, meta-analyses, case reports and case series, conference papers, book chapters, books, monographs, and other forms of academic and research publications, as applicable.

## 3. Guiding Principles

University publications shall be guided by academic freedom, research integrity, scientific rigour, originality, transparency, accountability and responsible dissemination of knowledge. Publications shall reflect respect for human dignity, research participants, animals and the environment, wherever applicable.

The University shall encourage publications that demonstrate originality, methodological soundness, meaningful contribution to knowledge and potential societal benefit.

## 4. Authorship, Contribution and Institutional Affiliation

Authorship shall be determined solely on the basis of substantial contribution to the work and shall follow internationally accepted principles of responsible authorship. Individuals who have made significant contributions to the conception or design of the work, acquisition, analysis or interpretation of data, drafting or critical revision of the manuscript, and approval of the final version shall be appropriately recognised as authors.

Gift authorship, honorary authorship, ghost authorship and inclusion of individuals who have not made a legitimate scholarly contribution shall not be permitted to be mentioned as authors. Conversely, individuals who have made substantial contributions shall not be excluded from authorship.

The order of authorship shall be determined by the authors based on their respective contributions and disciplinary conventions. The University shall not ordinarily intervene in disputes concerning the order of authors unless there is evidence of violation of ethical or institutional requirements.

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The corresponding author shall assume responsibility for communication with the journal and shall ensure that all authors have approved the final manuscript and agreed to its submission and publication.

All research arising substantially from work undertaken at Sri Venkateswaraa University shall accurately acknowledge the University as an institutional affiliation.

The standard institutional name "**Sri Venkateswaraa University**" shall be used consistently in manuscripts, publications, conference presentations, scholarly databases and other academic communications. Wherever appropriate, the name of the institution, faculty, department, centre or institution within the University may be added after the University name.

Faculty members and researchers shall avoid inconsistent, abbreviated or unofficial versions of the University's name that may adversely affect institutional identification, bibliometric indexing and research visibility.

## 5. Quality of Journals and Publishers

Faculty members and researchers are expected to exercise due diligence in selecting journals and publishers. Preference shall be given to established, peer-reviewed and academically credible journals indexed in recognised databases and having transparent editorial and peer-review processes. Journal selection shall be based primarily on scholarly quality, relevance, editorial standards, indexing status, peer-review practices and reputation rather than solely on rapid publication or perceived ease of acceptance.

The University shall discourage publication in predatory, deceptive or pseudo-journals and with publishers that engage in misleading practices concerning indexing, editorial boards, peer review, impact metrics, publication fees or journal identity.

## 6. Recognised Publication Databases

For purposes of institutional assessment and recognition, publications may be classified with reference to recognised indexing and abstracting databases such as Scopus, Web of Science, PubMed/MEDLINE and other discipline-appropriate databases, as determined by the Publication Committee of the University from time to time.

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The University Publication Committee may periodically notify the databases, journal categories, quartiles and other publication indicators that shall be considered for institutional incentives, academic appraisal or other purposes.

Indexing status shall be verified with reference to the relevant database at an appropriate point in time, and claims regarding indexing, impact factor, quartile or other metrics shall not be made without verification.

## 7. Publication Ethics

All publications arising from the University shall comply with accepted standards of publication ethics. Fabrication, falsification, plagiarism, manipulation or selective presentation of data, image manipulation intended to mislead, duplicate publication, redundant publication, inappropriate text recycling, citation manipulation and other forms of academic misconduct shall be prohibited.

Researchers shall disclose relevant conflicts of interest and shall comply with ethical requirements relating to human participants, animals, biosafety, clinical research, genetic research and other regulated areas, wherever applicable.

Where ethical approval is required, the appropriate approval shall be obtained before commencement of the research and the approval details shall be reported in the publication. Any deliberate violation of publication ethics or institutional publication requirements may result in appropriate corrective or disciplinary action in accordance with the rules of the University.

## 8. Plagiarism and Similarity

Manuscripts submitted for publication shall be original and free from plagiarism. Researchers shall appropriately acknowledge and cite the work of others.

The University may use recognised plagiarism-detection/ similarity-checking/ text matching software as part of its quality-assurance process with a threshold of not greater 10%. Similarity reports shall be interpreted judiciously, taking into consideration legitimate similarities arising from methodology, terminology, references and other unavoidable textual elements.

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Where plagiarism or other forms of academic misconduct are suspected, the matter may be examined in accordance with the University's applicable research integrity and academic misconduct procedures.

## 9. Originality and Duplicate Publication

A manuscript submitted for publication shall not ordinarily be simultaneously submitted to more than one journal. Duplicate publication, substantial overlap between publications without appropriate disclosure, and inappropriate fragmentation of a single research study into multiple publications (Salami publications) merely to increase publication numbers shall be discouraged.

Where multiple publications arise from the same research project or dataset, each publication shall make a distinct and substantial scholarly contribution and shall appropriately acknowledge related publications.

Researchers may use recognised preprint platforms where consistent with the policies of the intended journal and applicable funding or regulatory requirements. Prior dissemination of a manuscript as a preprint shall be disclosed to the journal where required.

Researchers shall ensure that preprint publication does not compromise confidentiality, intellectual property rights, patentability or other legitimate interests.

## 10. Peer Review

Faculty members and researchers are encouraged to contribute to the peer-review process of scholarly journals in their areas of expertise. Peer review shall be undertaken objectively, confidentially and without conflict of interest.

Reviewers shall not use unpublished information obtained during peer review for personal advantage or disclose confidential manuscript content to others.

## 11. Predatory and Deceptive Publishing

The University shall adopt a zero-tolerance approach towards deliberate engagement with predatory or deceptive journals and publishers. Faculty members and researchers shall verify

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the authenticity of claims relating to indexing, impact factor, editorial board membership, peer review, publication charges and journal ownership before submitting manuscripts.

The University may maintain or periodically publish guidance on identifying potentially predatory journals and publishers.

## 12. Open Access and Copyright

The University encourages responsible open dissemination of scholarly knowledge wherever feasible and consistent with copyright, intellectual property, publisher policies, confidentiality, and funding-agency requirements.

Authors shall understand the copyright and licensing terms associated with their publications before signing publication agreements. Wherever possible, researchers are encouraged to retain appropriate rights for scholarly use and dissemination of their work in accordance with applicable policies.

## 13. Publication Support, Publication Charges and Article Processing Charges

The University shall provide appropriate support for scholarly publication through access to digital resources, research databases, plagiarism-detection facilities, statistical and methodological support, language and scientific writing assistance, research training programmes and other academic resources, subject to availability.

The University may organise workshops and faculty-development programmes on scientific writing, research reporting, journal selection, publication ethics, bibliometrics, research visibility and responsible use of artificial intelligence in scholarly communication.

The University may provide financial assistance towards legitimate article processing charges, publication charges or other scholarly publication expenses, subject to availability of funds and institutional rules.

Financial support shall ordinarily be considered only for publications meeting the quality and ethical requirements prescribed by the University. Payment of a publication fee shall not, by

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itself, constitute evidence of publication quality or entitle a publication to institutional recognition.

The University may establish separate procedures specifying eligibility, ceilings, priority categories, supporting documents and approval mechanisms for publication-related financial assistance.

## 14. Use of Artificial Intelligence in Publications

The use of artificial intelligence and related computational tools in research and scholarly writing shall be responsible, transparent and consistent with the requirements of the target journal, publisher and applicable ethical standards.

Artificial intelligence tools shall not be listed as authors. Authors shall retain full responsibility for the accuracy, originality, integrity, confidentiality and ethical compliance of the published work. AI-generated content shall not be used to fabricate data, references, images, results or scholarly evidence.

Where disclosure is required or considered appropriate, the use of AI tools shall be transparently acknowledged in accordance with the policies of the journal or publisher.

## 15. Research Data and Supporting Information

Researchers shall maintain research data, records, laboratory notes, images, analytical files and other relevant research materials for the period prescribed by applicable regulations, funding agencies and University policies.

## 16. Institutional Recognition of Publications

Publications shall be considered for institutional recognition only when the University affiliation is correctly stated and the publication satisfies the University's prescribed quality and ethical requirements.

The University may recognise publications based on factors such as indexing status, journal quality, quartile, citation impact, originality, authorship contribution and other discipline-

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appropriate indicators. Such criteria may be revised periodically to reflect developments in scholarly publishing.

## 17. Publication Incentives

Sri Venkateswaraa University may establish an incentive mechanism to encourage high-quality publications. Incentives may be linked to recognised indexing, journal quality, quartile, scholarly impact, citations, books, and patents arising from research and other demonstrable academic contributions.

The incentive scheme shall prioritise quality and impact over the numerical count of publications. A separate set of rules or guidelines may be issued by the University specifying eligibility, documentation, ceilings, approval procedures and categories of incentives.

## 18. Conference Publications and Proceedings

Conference presentations and proceedings shall be recognised according to their academic standards prescribed by the University. Researchers shall distinguish clearly between conference abstracts, conference proceedings and full peer-reviewed journal articles. Presentation of the same research at multiple conferences shall not be represented as multiple independent research outputs.

## 19. Books, Book Chapters and Monographs

The University encourages faculty members and researchers to publish scholarly books, monographs and book chapters with reputed publishers. Such publications shall undergo appropriate scholarly review and shall meet accepted standards of academic integrity and originality. For institutional recognition, preference may be given to publications with established academic or professional publishers and appropriate ISBN and editorial processes.

## 20. Retraction, Correction and Post-Publication Issues

Authors have a continuing responsibility for the integrity of their published work. Where a significant error is identified after publication, the authors shall promptly inform the journal and take appropriate corrective action.

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Where misconduct, serious error or other circumstances warrant retraction or correction, the University shall cooperate with the concerned journal or publisher and take appropriate institutional action where necessary.

Complaints relating to authorship, plagiarism, duplicate publication, data integrity, unethical publication practices or other publication-related misconduct may be brought before the appropriate University authority.

Such matters shall be examined by the Publication Committee of SVU and University Academic Integrity Panel fairly, confidentially and in accordance with the University's applicable research integrity, academic and disciplinary procedures. All parties shall be given an appropriate opportunity to present relevant information.

## 21. Monitoring and Publication Database

The University shall maintain an institutional record of scholarly publications to facilitate monitoring, reporting, research assessment and improvement of institutional research performance.

The University may establish a centralised digital publication repository or research information system integrating publications with author profiles, institutional affiliations, researcher identifiers and recognised research databases, wherever feasible.

Faculty members and researchers shall provide accurate and timely information regarding their publications to the designated University authority.

Faculty members and researchers are encouraged to maintain accurate researcher profiles and persistent identifiers such as **ORCID** and other recognised academic identifiers. They should ensure consistency in their names, institutional affiliation and research profiles to improve discoverability and accurate attribution of scholarly output.

The University shall encourage responsible enhancement of institutional and individual research visibility through legitimate academic platforms and repositories.

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## 22. Roles and Responsibilities

The University Research and Publication Committee, or such other authority as may be designated by the University, shall oversee the implementation of this Policy and recommend measures to improve the quality and visibility of University publications.

Heads of Departments and Dean of research shall promote responsible publication practices within their respective units. Faculty members, researchers and students shall remain primarily responsible for ensuring the accuracy, originality, ethical compliance and integrity of their publications.

A designated **Publication Committee** may be established to coordinate publication records, journal verification, publication support, incentives, training programmes and related activities.

## 23. Periodic Review

The Publication Policy shall be reviewed periodically to incorporate developments in scholarly communication, indexing systems, publication ethics, open-access practices, artificial intelligence, research assessment frameworks and applicable regulatory requirements.

The University may issue detailed guidelines, standard operating procedures and amendments from time to time for effective implementation of this Policy.

This Publication Policy shall come into force from the date of its approval by the competent authority of Sri Venkateswaraa University and shall remain in force until amended or replaced by a subsequent policy.

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