
PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES, MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

Order No.EE2/198/ECPS/2023

02/08/2023

PUBLICATION POLICY

Publication policy for the Institution is mentioned in this order which was validated by circulating the draft. All Departments heads, faculty and students are strictly directed to follow the policy scrupulously. Revision of the policy will be done on receiving creative suggestions.

One of the cornerstones of academia is archival journal publication. Publishing provides a communication channel for researchers within a field, a repository of important research efforts, and a recognition mechanism for researchers and institutions alike.

PUBLICATION GUIDELINES AND RULES

1. The College follows the UGC norms for articles and accepts Journals indexed with UGC Care as the minimum standard for publishing in a journal. We expect our fraternity to aim higher.
2. The article to be published should agree with novelty and innovation.
3. The primary responsibility to ensure the quality, authenticity and originality (absence of unacceptable plagiarism) of any research/ review article shall be of the Research Supervisor.
4. Articles published in cloned/ predatory journals will not be accepted and may also invite punitive action against the Candidate. Due diligence is to be exercised before submitting a paper to any journal.
5. Repeated submissions to such journals may lead to the assumption that the Supervisor is not monitoring the publication process and may invite punitive action against the Supervisor.
6. To fulfill the publication requirements for award degrees a candidate shall publish minimum two research articles related to his/ her research topic.
7. Review Article(s) work may be accepted for course work (on the recommendation of Faculty Research Committee) but will not fulfill the publications requirements for award of degree to the Candidate.
8. Review/ research article(s) not related to the research topic shall count towards the Faculty's total research output but will not fulfill the publications requirements for award of degree to the Candidate.

9. Prior to publication, a submission before the Institutional Research Committee/ Institutional Review Committee is mandatory.
10. For research article, animal or human studies should be produced for ethical permission.
11. Short communications should be based on research work only.
12. A minimum of 50 references must be included for review papers and 15 for short communication.
13. Submission of proposals for Research work, Case series and Case report should be done 15 days prior to the presentation date and for review papers, it is 7 days

Authorship

1. **First Author:** The student from whose work the research/ review article has been written shall be the First Author.
2. **Last Author:** The Supervisor shall be the Last Author and also the Corresponding Author. Student will not be the corresponding author. This will ensure the quality of paper.
3. Authors in between the First Author (Student) and the Last Author (Supervisor) shall be arranged in a sequence proportionate to their contribution to the work being published in the paper.
4. Bogus authorship or gift authorship to people working at the same place or in the same laboratory but who are not contributors to the work being published is to be avoided.
5. Prefixes like Prof./ Associate Prof./ Asst. Prof./ Dr./ Mr./ Ms./ Mrs. are not to be put in front of the name in the paper.
6. Affiliation: The affiliation shall be written in full as, Department of -----, Ezhuthachan College of Pharmaceutical Sciences, Marayamuttom.

PRINCIPAL

PUBLICATION PROCEDURES

I. Subject

1. Topic should be clearly defined.
2. Conclusion should be clear.
3. Subject of current interest.
4. Subject should address significant to public .
5. Manuscript should provide new information or insights.

II. Format/presentation

1. What is the most appropriate format for this work?
Monograph, journal article, booklet, AV, other?
2. What is the current format of this work?
3. Does the manuscript follow conventional rules for spelling, punctuation, hyphenation, and footnote style?
4. Are tables, graphs, and illustrations effectively used and adequately explained?
5. What is the size and physical complexity of the manuscript?
6. What resources are needed for publication

III. Bibliography

1. Is the objective of the bibliography clearly stated?
2. Is the basis of selection stated and adhered to?
3. Is the format consistent and easy to understand?
4. If annotated, are the annotations in a consistent style and format