

ICMR-NATIONAL INSTITUTE OF EPIDEMIOLOGY
Institutional Scientific Publication Policy
(w.e.f. 2nd June, 2021)

Institutional Scientific Publication Committee of ICMR-NIE

The Institutional Scientific Publication Committee (ISPC) aims to maintain high standards of scientific publication, and ensure compliance with publication ethics at the ICMR-National Institute of Epidemiology. ISPC will guide an independent and non-judgmental internal peer review process primarily focusing on making constructive changes with an objective of improving the overall quality of the institutional scientific output in terms of manuscripts and conference abstracts.

Constitution:

ISPC members—Director (Chairperson), Scientists of grade ‘F’ and ‘G’ and Heads of all the Scientific/Technical Divisions. In the absence of Director, the chairperson will be as per the seniority of the available members on the day of the meeting.

Secretariat – Mr. S Satish, Library Information Officer is the member-secretary. The secretariat will coordinate and facilitate the functioning of the ISPC (satish@nie.gov.in)

Institutional Manuscript Review

1. All “manuscripts” including original articles, review articles, guest/invited articles/commentaries/editorials, research letters and text book chapters wherein an ICMR-NIE staff (both regular and project)/student/fellow is an author and ICMR-NIE is listed as an affiliation, should be submitted for internal peer review.
2. The corresponding/lead/ICMR-NIE author will circulate the draft of the manuscript with list of authors with affiliations and contributions, along with names of 3-5 potential journals that are being considered for manuscript submission
 - a. Pubmed / Scopus Indexed Journals or those listed in JCR (Clarivate Analytics) reports should be considered for publication
 - b. The articles should not be submitted to any predatory journal for publication (Refer to ICMR Policy on Research Integrity and Publication Ethics (RIPE); https://ethics.ncdirindia.org//asset/pdf/ICMR_PRIPE2019.pdf)
3. Before submission of manuscript for internal peer review, the corresponding author should check for plagiarism using the *iThenticate* software available in the designated computer in the library.
 - a. If the plagiarism score is more than 15%, the manuscript should be revised to bring to an acceptable level of <15% or to the acceptable level of particular journal.
 - b. **The .docx file of revised manuscript (version 1.0) alongwith plagiarism report should be emailed to Mr. Satish managing the secretariat of the ISPC.** After confirmation of plagiarism to be within acceptable level, the member secretary will circulate the manuscript for internal peer review.

4. Manuscript (version 1.0) should be submitted along with the signed paper copy of the Research Integrity Undertaking (Annexure 1) by the lead/corresponding author.
5. The internal peer review will be an independent and non-judgemental process. The objective is to obtain constructive suggestions/comments to improve the overall quality of the manuscript. The internal peer-review will be done by circulation among the ICMR-NIE scientists [Grades B to G] and Principal / Senior Technical Officers. The comments/inputs for the manuscript (version 1.0) can be given within 5 days of circulation.
 - a. The internal peer reviewer(s) should treat the manuscript with the utmost confidentiality and should not discuss or disclose or share the contents outside the Institute. They should not use any information contained in the circulated document(s) except with the written consent of the concerned author.
 - b. The internal peer reviewers can give their suggestions/comments on the “manuscripts” using “reply all” to the circulated email
 - c. The internal peer reviewers can also give their suggestions/comments to the authors 'in confidence' by writing directly to him/her.
 - d. In cases of any work (institutional, individual or collaborative) that requires confidentiality prior to publication, the ICMR-NIE author can share the details with ISPC and state the justification for not sharing with the internal peer review
6. Anytime after 5 days of the circulation period, the manuscript version 2.0 (revised as per internal peer review) should be submitted to the ISPC secretariat along with a structured response to comments received, if any. Non-receipt of comments should also be intimated to the ISPC.
7. The manuscript (version 2.0) along with the response to comments will be designated by the Chairperson to one of the ISPC members for review and recommendation for action to the ISPC. Final recommendation (*approved/revision*) by ISPC will be officially communicated to the Corresponding author from the ISPC secretariat within 5 days of submission of version 2.0.
8. Manuscript(s) can be submitted for publication only after written approval by ISPC Chairperson.
9. The Corresponding/Lead/NIE author should submit the pdf version of the final published article to the library for indexing. Only such publications will be included in the official publication list and reports of ICMR-NIE.
10. Member secretary submits six monthly reports to ISPC on the publication status of the approved manuscripts.

Institutional Abstract Review

1. All “abstracts” to be submitted for oral or poster presentation or video in a scientific conference should be submitted for internal peer review.
2. The review process will be same as that for manuscript review, except that the period for review will be 2 days.
3. Mentors/ supervisors (for ICMR-NIE student abstracts) and Corresponding author/ PI should ensure non-duplication of abstract and/ refrain from making multiple submissions of same data as abstracts in different conferences / meetings.

4. Abstract (version 1.0) should be submitted along with the Research Integrity Undertaking (Annexure 1) by mentors/supervisors or corresponding author/PI.

Authorship criteria

1. An "author" is generally considered to be someone who has made substantial intellectual contributions in planning and implementation of the study, analysis of the data and drafting of the manuscript.
2. Ghost and gift authorships are globally considered as un-ethical practices and the same is unacceptable at ICMR-NIE. These unprofessional practices contribute to depletion in scientific output and bring discredit to the organization. Each author's contribution should be clearly mentioned in the manuscript submitted to the ISPC.
3. All authors should meet the following criteria (as per ICMJE):
 - i) Substantial contributions to conception **or** design of the work; **or** acquisition, analysis; **or** interpretation of data for the work
AND
 - ii) Drafting the article or revising it critically for important intellectual content
AND
 - iii) Final approval of the version to be published
AND
 - iv) Agreement to be accountable for all aspects of the work in ensuring the questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
4. Any authorship related issues can be brought to the attention of the ISPC (through the ISPC secretariat) in writing.

Publication charges

The corresponding/NIE author should submit a written/email request to ISPC along with the invoice for payment of publication charges for an accepted manuscript mentioning the source of funding as well. The decision regarding sanction of publication charges will be recommended by the ISPC. Final decision will be taken by the Director, NIE.

- Authors are encouraged to request for waiver/discount in publication charges from the journal before approaching ISPC for the payment of publication charges.
- Sanction of publication charges will be done subject to full adherence to the Institutional Scientific Publication Policy and fund availability from suitable sources
- Sanction of publication charges from extramural project funds will require approval from the funding agency

Annexure 1

ICMR-National Institute of Epidemiology

Research Integrity Undertaking

(Adapted from: ICMR Policy on Research Integrity and Publication Ethics)

I, Dr/ Mr/ Mrs....., designated as.....
in.....(Name of Division) give an undertaking for the
document
entitled.....

Hereby, as the corresponding/lead/NIE author of this work, on behalf of all the authors, I would like to certify that:

Tick (if applicable):

- ☐ All authors have contributed sufficiently to qualify for authorship and are not involved in any research misconduct.
- ☐ ICMR-NIESAC/any other scientific approval was obtained for the study, if the manuscript/abstract pertains to a study including ICMR-NIE author/s.
- ☐ ICMR-NIE or any other IHEC/IAEC approval was obtained and the study followed applicable guidelines and regulations, if the manuscript/abstract pertains to a study including ICMR-NIE author/s.
- ☐ All authors have read, accepted and provide their consent for this manuscript/abstract.
- ☐ I shall not submit the paper to any predatory journal. The name/s of the journal/s to which paper being submitted is/are.....
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.....
.....
- ☐ I shall be responsible for any legal issues related to misconduct, plagiarism and violation of the copyright act related to this particular work.
- ☐ All raw data for the figures/tables presented in the manuscript are available with me and kept securely and can be provided if required.
- ☐ We have disclosed/acknowledged the financial support received for carrying out the study.
- ☐ Plagiarism Check - the content of this research document is original and own work, and is free from plagiarism. I have checked the research document through *iThenticate* software (Enclose Report)
- ☐ Corresponding author belongs to an institution other than ICMR-NIE

Any other information

Contributing author information

[illegible]

Corresponding/Lead/NIE author Name:

Signature:

Date: