



## **MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

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### **Guidelines on Publications'**

Approved as per BOM/39/2015 dated 24<sup>th</sup> February, 2015

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**Dr. Rajesh B. Gool**  
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## Guidelines on Publications

### Introduction:

Committee on Publication guide line is constituted to promote higher standard in scientific publications carried out by researchers, faculty members and students of the MGMIHS. This committee aims to find practical ways of advice to the authors, editors, editorial board members dealing with issues of scientific research, scientific publishing, scientific presentation, text books, electronic books and to develop good ethical practices.

### Objectives:

Objectives of the committee are to ensure intellectual honesty in all medical and allied medical publications. To ensure highest professional and ethical standards for biomedical and health research publications at all stages from inception, scrutinizing and approvals of draft publications, text books, e-learning material, the peer-review process, ensuring accountability, transparency, declaration of conflict of interest, redundant publication, plagiarism, role of editors. The policy is intended to provide procedures to manage allegations of publication misconduct.

### Guidelines by Regulatory Authorities:

During preparation of these guidelines the Committee has taken following publications into consideration:

- i) ICMR Policy on Research Integrity and Publication Ethics.
- ii) UGC Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions.

Researchers are advised to refer also the guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics, research integrity and authorship and ensure substantial intellectual role of all authors who are included in the publication or presentation.

### 1. Authorship:

1.1 The award of authorship should balance intellectual contributions to the conception, design, analysis and writing of the study against the collection of data and other routine work. If there is no task that can reasonably be attributed to a particular individual, then that individual should not be credited with authorship.

1.2 The first author should be the researcher/faculty/student who has ethical approval for conducting the study. To avoid disputes over attribution of academic



credit, it is helpful to decide early on in the planning of a research project who will be credited as authors/contributors, and who will be acknowledged.

1.3 Authorship can be provided to other collaborators who helped in data collection, analysis and report writing. All authors must take public responsibility for the content of their paper. The multidisciplinary nature of research can make it difficult, but it can be resolved by the disclosure of individual contributions.

1.4 The corresponding author should be the supervisor of the student or the faculty who has designed the study helped in data collection and analysis.

1.5 In case the faculty who had contributed to the project had resigned during the publication process, the signature of the faculty has to be obtained prior to publication.

1.6 In case of a student who designed and carried out the study has left the institute without publishing the research, the Guide/Head of Dept./ Supervisor can publish the research as the corresponding author with the student being shown as the first author.

1.7 In case the student has left the institute without publishing, permission from the student to be obtained to publish the scientific work with his name as first author and the guide as the Corresponding author (Proof of permitting to be the correspondence author)

1.8 The corresponding author can be the student who has completed the project. The supervising faculty / guide can be the corresponding author, if the first author (student) voluntarily requests the guide /faculty to be the corresponding author. (Proof of permitting to be the correspondence author to be obtained to avoid coercive authorship)

1.9 The details of contribution of all authors must be mentioned (Annexure-I & I a).

## 2. Review:

2.1 Peer-reviewers are external experts chosen by editors to provide written opinions with the aim of improving the study. Working methods vary from journal to journal, but some use open procedures in which the name of the reviewer is disclosed, together with the full or "edited" report.

2.2 Suggestions from authors as to who might act as reviewers are often useful, but there should be no obligation on editors to use those suggested.

2.3 The duty of confidentiality in the assessment of a manuscript must be maintained by expert reviewers, and this extends to reviewers' colleagues who may be asked (with the editor's permission) to give opinions on specific sections.

2.4 The submitted manuscript should not be retained or copied.

2.5 Reviewers and editors should not make any use of the data, arguments, or interpretations, unless they have the authors' permission.

2.6 Reviewers should provide speedy, accurate, courteous, unbiased and justifiable reports.

2.7 If reviewers suspect misconduct, they should write in confidence to the editor. Journals should publish accurate descriptions of their peer review, selection, and appeals processes.

2.8 Journals should also provide regular audits of their acceptance rates.

### **3. Duties of Editors:**

3.1 Editors are responsible for the Journals. They usually take over their journal from the previous editor(s) and always want to hand over the journal in good shape.

3.2 Editors provide direction for the journal and build a strong management team.

3.3 They must consider and balance the interests of many stake-holders, including readers, authors, staff, owners, editorial board members, advertisers, and the media.

3.4 Editors must treat all submitted papers as confidential. It is the responsibility of the editors to ensure the correctness of information before its publication.

### **4. Conflicts of Interest:**

4.1 Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived. They may be personal, commercial, political, academic or financial.

4.2 Financial interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies and company support for staff.

4.3 Conflicts of interest must be declared to the editors by researchers, authors and reviewers.

4.4 Editors should also disclose relevant conflicts of interest to their readers. If in doubt, disclose, sometimes editors may need to withdraw manuscript submitted for publication.

### **5. Redundant Publication:**

5.1 Redundant publication occurs when two or more papers, without full cross reference, share the same hypothesis, data, discussion points, or conclusions.

5.2 Published studies do not need to be repeated unless further confirmation is required.

5.3 Previous publication of an abstract during the proceedings of meetings does not preclude subsequent submission for publication, but full disclosure should be made at the time of submission.



5.4 Re-publication of a paper in another language is acceptable, provided that there is full and prominent disclosure of its original source at the time of submission.

5.5 At the time of submission, authors should disclose details of related papers, even if in a different language, and similar papers in press.

## **6. Citation manipulation:**

6.1 Excessive citation of an author's own research by the author ( self-citation ) with the intention of increasing the number of citations for self should be avoided/ limited to appropriate number , unless the good scholarly work is of relevance to the particular scientific work.

6.2 Excessive citation of articles from a journal to increase the citation of the journal should be avoided.

6.3 Other citation manipulations like Honorary citation, Editor's self-citation, reviewer self-citations are discouraged.

## **7. Plagiarism:**

7.1 Plagiarism ranges from the unreferenced use of others' published and unpublished ideas, including research grant applications to submission under "new" authorship of a complete paper, sometimes in a different language. It may occur at any stage of planning, research, writing, or publication. It applies to both print and non-print.

7.2 All sources should be disclosed, and if a large amount of other people's written or illustrative material is to be used, permission must be sought. Anti-plagiarism guide lines of MGMIHS should be strictly adhered to.

## **8. Guidelines for submission of Publication: (Annexure - II)**

8.1 The Manuscript for publication should be according to the guidelines of the respective journal in which article is planned for publication.

8.2 The Manuscript for publication should be checked for plagiarism as per the guide lines of the UGC Plagiarism regulation 2018.

8.3 The MGMIHS utilizes the "URKUND" software for the Plagiarism check. More than 10% is not accepted in that case the author should rewrite the manuscript with modifications to reach less than 10% and resubmit the article manuscript along with the following documents:

8.4 A forwarding letter from the Head of Department and Guide (when Guide is not Head of Dept.) along with the manuscript of research paper.

8.5 Letter of undertaking from all authors with Signature.

8.6 Copy of the plagiarism report.

8.7 Letter for Ethical Clearance received for the research project.



8.8 Letter from the Dean Medical College/Medical Superintendent for studies based on data of health records - medical records, laboratories, entry OPD register of patients should be taken prior to the study and submitted at the time of manuscript submission.

8.9 Prior permission of MGMIHS for submitting paper to Journals, conferences not required. There is no objection if author(s) submitted a paper to a reputed journal or conference directly, provided an intimation is sent to the MGMIHS through proper channel, confirming ethics committee clearance, plagiarism check etc. If submitted for advise, the MGMIHS Publication Committee on request, may provide suitable experts, mentor or epidemiologist to help enhancing the quality and contents of the paper before submission to appropriate journals. While doing so, the committee would maintain complete confidentiality of all data and scientific contents of the said paper.

8.10 In case of Acceptance or Rejection it is the duty of the Author to inform the Head of the Department.

8.11 The article should not be submitted to any predatory journal for publication.

8.12 In case data of research carried out at the earlier institute is to be published after joining MGMIHS, permission from the earlier institute where research was carried out is mandatory before publishing under the MGMIHS. Name of both the institutes (earlier and present) should be in the publication.

8.13 In all publications authors should mention in the address bar MGM Institute of Health Sciences, Navi Mumbai. If they fail to do so such publications will not be considered by the institute for any award or recognition.

## **9. Presentation of Research Data at Conferences:**

9.1 Permission for presenting data of research carried out at MGMIHS at conferences needs permission of the MGMIHS PGC. The committee must give this within 15 days.

9.2 All Research projects carried out at MGMIHS is the property of MGMIHS. In case the data is to be presented after leaving the institute permission is needed from the MGMIHS PGC.

9.3 The data of research carried out at the earlier institute is to be presented after joining MGMIHS permission from the earlier institute where research was carried out is mandatory to be taken before presenting at any conference.

## **10. Media Relations:**

10.1 Medical research findings are of increasing interest to the print and broadcast media. Journalists may attend scientific meetings at which preliminary research findings are presented, leading to their premature publication in the mass media.

10.2 Authors approached by the media should give balanced account of their work, ensuring that they have mentioned where evidence ends and speculation begins.

10.3 Authors should help journalists to produce accurate reports.

10.4 All efforts should be made to ensure that patients who have helped with the research should be informed of the results by the authors before the mass media, especially if there are clinical implications.

10.5 They must consider and balance the interests of many stakeholders, including institute, readers, authors, staff, owners, editorial board members, advertisers and the media.

## **11. Advertising:**

11.1 Many scientific journals and meetings derive significant income from advertising. Reprints may also be lucrative.

11.2 Editorial decisions must not be influenced by advertising revenue or reprint potential: editorial and advertising administration must be clearly separated.

11.3 Misleading advertisements must be refused. Editors must be willing to publish criticisms, according to the same criteria used for material in the rest of the journal.

11.4 Reprints should be published as they appear in the journal unless a correction is to be added.

## **12. Dealing with Misconduct:**

12.1 The general principle confirming misconduct is an intention to cause others to regard as true that which is not true.

12.2 The examination of misconduct must, therefore, focus, not only on the particular act or omission but also on the intention of the researcher, author, editor, reviewer or publisher involved.

12.3 Deception may be by intention or by negligence. It is implicit, therefore, that "best practice" requires complete honesty, with full disclosure.

12.4 The investigation should be kept confidential to safeguard the right of concerned parties

## **13. Investigating Misconduct:**

13.1 Editors should not simply reject papers that raise questions of misconduct. They are ethically obliged to pursue the case.

13.2 If editors are presented with convincing evidence, perhaps by reviewers of serious misconduct, they should immediately pass this on to the employers, notifying the author(s) that they are doing so.

13.3 If accusations of serious misconduct are not accompanied by convincing evidence, the editors should confidentially seek expert advice.

13.4 If the experts raise serious questions about the research, then editors should notify the employers.



13.5 If the experts find no evidence of misconduct, the editorial processes should proceed in the normal way.

13.6 If presented with convincing evidence of serious misconduct, where there is no employer to whom this can be referred, and the author(s) are registered doctors, cases can be referred to the Regulatory Council.

13.7 If, however, there is no organization with the legitimacy and the means to conduct an investigation, then the editor may decide that the case is sufficiently important to warrant publishing something in the journal. Legal advice will then be essential.

13.8 If editors are convinced that an employer has not conducted an adequate investigation of a serious accusation, they may feel that publication of a notice in the journal is warranted. Legal advice will be essential.

13.9 Authors should be given sufficient opportunity to respond to accusations of serious misconduct.

13.10 The Publication Guideline Committee will decide action to be taken, for further approval.

#### **14. Action for misconduct:**

14.1 The following are ranked in the approximate order of severity:

14.2 A letter of explanation (and education) to the authors, where there appears to be a genuine misunderstanding of principles.

14.3 A letter of reprimand and warning as to future conduct.

14.4 A formal letter to the relevant Head of institutions or funding body.

14.5 Publication of a notice of redundant publication or plagiarism. An editorial giving full details of the misconduct.

14.6 Refusal to accept future submissions from the individual, the unit, or institution responsible for the misconduct, for a stated period.

14.7 Formal withdrawal or retraction of the paper from the scientific literature, informing other editors and the indexing authorities.

14.8 Reporting the case to the concerned Regulatory Council, or other such authority or organization which can investigate and act with due process.



15. Format of Authorship Consensus: [Annexure I]

Order of Authorship	Name & Designation	Department	Contribution to the scientific work	Signature
1				
2				
3				
4				
5				
6				

\* Corresponding Author must be mentioned

16. Details of the proposed journal for publication: (Annexure 1(a)).

Name of the Proposed journal	Publishers detail	ISSN/ISBN	Indexing status	Impact Factor	National/ International

17. Format for Scrutiny of Paper: (Annexure II):

Sr.No	Item	Yes	No
1.	Draft of Publication as per the proposed journal guidelines		
2.	Ethical approval letter		
3.	Plagiarism certificate		
4.	Format of authorship consensus		
5.	Details of the Proposed journal for publication		

18. Proposal Format for authoring Book/Chapters:

Sr.No	Item	Details
1.	Name of the Institute /Department	
2.	Title of the Book	
3.	Details of chapters (Number & name of chapters)	
4.	Author Name & Designation (If Single author )	
5.	Author Names& Designation with chapter Number (If Single author )	
6.	Time line ( in months /Years)	
7.	Proposed Publisher	



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### COMMITTEE ON PUBLICATION GUIDE LINES

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