



The Bhopal School of Social Sciences

**MANUAL
OF
ACADEMIC
PUBLICATIONS**

DECLARATION

This policy was prepared by the Academic Publication Committee of
The Bhopal School of Social Sciences on 30 January, 2019.

Revised draft of the policy was produced on 1 March, 2019.

The draft of this policy as it exists on 22 March, 2019 is accepted and
shall be called 'Manual of Academic Publication'.



Rev. Dr. Fr. John P. J.

Principal

Chairman (Academic Publications Committee)

The Bhopal School of Social Sciences

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INTRODUCTION

Writing is the most important means for communicating academic work. Research and publication complement teaching and training. Publication promotes academic positions, professional accreditation in the form of continuing education and improving prospect of success in research. Publishing evidences and availing to the wider user is very critical for the progress of society and students.

Publications can also be regarded as an asset that enables authors to gain recognition and acknowledgement as experts in a particular field at national and international levels. Publication in peer-reviewed journals also gives international recognition for an individual, department, university, and institutions. In some cases, where a topic of major global importance is included in a publication, the author's country, and even the region, may also get a greater recognition.

1. AIM

The Bhopal School of Social Sciences aims to create and nurture a spirit among the teachers, students and academicians by creating an environment of multidisciplinary research and publications. It strives for enhancing the professional competence of the faculty members. At the same time, it focuses on realising the vision and missions of the institute, for contributing towards the development of society. The institute establishes a support system for facilitating the research endeavours. The institute aims to adhere to all stipulated rules and regulations, established good-practices and ethical conduct of research and publication.

2. SCOPE

This policy will apply to all those defined as authors/editors/researchers of the college. These include

- 2.1 All staff members (temporary and permanent)
- 2.2 All students of the college;
- 2.3 All external contributors associated with research and publication activities of the college. This policy shall apply to all publication related activities as follows:
- 2.4 Publications for academic purposes- course books and reference books
- 2.5 Publications of college periodicals, literary work, and research work on current topics or any other departmental publications recognized by the Principal of the college.
- 2.6 Research papers by academicians, students either independently or as an outcome of conferences and seminars in the form of edited books.
- 2.7 Publication of Departmental Journals in print and e-journals, Interdisciplinary journals

3. ACADEMIC PUBLICATION COMMITTEE

3.1. Composition

The committee shall comprise of at least one faculty member from any three academic departments from the college. A member from non-academic departments maybe be nominated by the Principal.

- 3.1.1. *The Chairman:* The Principal of the college is the ex-officio Chairman of the committee.
- 3.1.2. *The Convener:* The Chairman chooses any member from the publication committee to serve as its Convener.
- 3.1.3. *In-Charge of committee:* The Convener is ex-officio In-Charge of the publication committee of the College.

3.2. Functions

- 3.2.1. Meeting: The committee shall meet at least once a month to consider various responsibilities assigned to the committee in this policy or by the Chairman/Convener.
- 3.2.2. Review of Publication Activities: The committee is required to review and advise the designated editors/in charges/concerned persons about the procedural details of their publication activity.

3.3. Responsibilities

- 3.3.1. Committee: The committee is required to upgrade all publication work and any other deemed necessary.
- 3.3.2. Publication proposals: The committee is required to study and review all proposals being carried out by departments or individual authors. If these publications need a financial assistance from the college, the committee will advise the Chairman about suitability of the publications and quantum of assistance to be allotted. The final decision on the assistance, however, rests with the Chairman who may increase/decrease/refuse the assistance.
- 3.3.3. Application of Policy: The committee will advise the Chairman if an activity falls within the scope of this policy as defined in section 2. The final decision on whether this policy applies to the activity or not, rests with the Chairman.
- 3.3.4. Promotion of academic publication: The committee shall take up activities it deems necessary for attaining aims and objectives of the policy such as providing information on independent topics, course related topics and any other related activity for promoting publications.

4. FINANCIAL ASSISTANCE

- 4.1. Scope: The College will provide financial assistance for an activity recognized and approved by the publication committee. Mere recognition by the committee does not qualify the activity for a financial assistance. Financial assistance will be made at the discretion of the Chairman in his capacity as The Principal of the College.
- 4.2. Types: The College will provide assistance for the following:
Books: Edited, Reference, Course books.
Periodicals-Journals-(Print, e-journals), Magazines and departmental publications.

5. COLLEGE JOURNAL PUBLISHING POLICY

The Journals published by BSSS College are presently annual, however it is subject to review by the editorial board of the concerned journal. The purpose of the journal is to provide platform to various academicians, scholars, researchers, and students to express their thoughts and views on present research issues and facts.

5.1. Financial Support

The college bears all the expenses of the journal from acceptance to publications of the Author's paper. The college does not charge authors a publication fee for the articles they publish.

5.2. Nomination/Appointment of Editors

The editors are nominated by the Publication Committee and appointed by the Board of the College. The Publication Committee encourages a wide breadth of qualified scholars to apply and seeks the advice of college's intellectual leaders in the recruitment process in an effort to appoint editors who reflect the diversity of the Association in interest, gender, and ethnicity.

5.3. Publication Decisions

The final acceptance or rejection of individual manuscripts and the timing of their publication is at the sole discretion of the editor. Input from members of the Editorial Board is advisory and editors may make decisions consistent with that advice. Editors may not place final decisions regarding acceptance or rejection in the hands of individual board members, associate editors, or any other group.

5.4. Publication Design

Editors may not change the graphic layout or structural features of journals without the approval of the Publications Committee. Requests for changes in cover colour/art, graphic layout, content headings, type size/format, or other production characteristics

must be submitted to, and approved by, the Publications Committee before any changes need to be implemented.

5.5. Publication Style

The College Board has directed that the editorial style of all scholarly publications be governed by the latest edition of the Publication Guidelines assigned by the journal style. It is the responsibility of the editorial office to see that each manuscript follows the defined style. Manuscripts will not be rejected solely based on issues of style, but will need to adhere to the style guidelines before final publication.

5.6. Ethical Standards

All manuscripts submitted to BSSS publications must be original works that

5.6.1. Credit all authors

5.6.2. Acknowledge sources and supporting material

5.6.3. Identify previous publication of the manuscript in an earlier form.

The place, time, and form of the previous publication, and whether the present material duplicates or is substantially different than the earlier presentation, must be made explicit in a cover letter accompanying the manuscript submission. BSSS Journal does not publish articles that have been previously published in substantially the same form. Any manuscript submitted to BSSS publication must not be simultaneously considered by another publication. If extraordinary circumstances call for simultaneous submission, the Journal editor should be informed by the author(s). Decisions regarding the originality of and/or appropriateness of a submitted manuscript will be rendered by the editor. Evidence of alleged misconduct or ethical violations will be reported to the Publications Committee.

5.7. Open-access Policy

The copy of journal remains available at college library, Research Cell, Concerned Department and Publication Committee. The title of papers with the Volume and Issue of the journal is uploaded at the college website. The researcher can access it from the college website and can send the request to the editorial board to send the copy of paper without any charge.

5.8. Submission Policy

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out.

The publisher and journals have a zero-tolerance plagiarism policy. We check the issue using two methods: a plagiarism prevention tool (Plagiarism Detector Software) and a reviewer check.

5.9. Responsibilities of the Editorial Office:

- 5.9.1 To bear ultimate responsibility for adherence to journal publishing style, academic validity, and accuracy of materials.
- 5.9.2 To formulate and articulate a direction for the journal during the term of the editorship that is in keeping with the mission established by the Editorial Board and Publications Committee.
- 5.9.3 To determine content of the journal through selection and active solicitation of scholarly articles that serves to fulfil the objectives.
- 5.9.4 To appoint a volunteer editorial staff for editorial continuity.
- 5.9.5 To establish an editorial board and procedures for consistent peer review of all manuscripts and to handle the peer review process through all revisions.
- 5.9.6 To negotiate institutional support for relevant correspondence.
- 5.9.7 To ensure that tone and content of articles meet appropriate academic standards and to uphold the use of journal publication style.
- 5.9.8 To communicate with authors on all issues of content, accuracy, and relevance, and resolve any major substance issues with authors.
- 5.9.9 To review articles for language that could be legally problematic, misleading, or inflammatory.
- 5.9.10. To oversee the work of reviewers, to ensure that they adhere to the guidelines, and make amendments if required.
- 5.9.11. To review articles for language or data that could be legally problematic due to concerns over libel, plagiarism, copyright infringement, or human subject violations.

5.10. Additional Responsibilities of the Editorial Committee:

- 5.10.1. To coordinate with the production office on issues of mutual relevance.
- 5.10.2. To copyedit manuscripts for grammar and typographical accuracy.
- 5.10.3. To format articles into that journal's style.
- 5.10.4. To send each article to first authors with reviewers comments for amendments.
- 5.10.5. To receive authors' corrections and send corrected proofs.
- 5.10.6. To make editorial-office corrections and send proofs to publisher for approval.
- 5.10.7. To make final corrections, if any, and prepare PDFs in dictated style for printer.
- 5.10.8. To review articles for language or data that could be legally problematic due to concerns over libel, plagiarism, copyright infringement, human subject violations.

5.11. Plagiarism:

Editors will follow the current UGC Guidelines to check the plagiarism. The link is mentioned below:

[https://www.ugc.ac.in/pdfnews/8864815 UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf](https://www.ugc.ac.in/pdfnews/8864815%20UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf)

APPENDIX A

GUIDELINES FOR MANUSCRIPT SUBMISSION

Types and Length of Articles

Types of Articles	Length
<ul style="list-style-type: none">• Research articles, Research Reports	Up to 5000 words including end notes and references.
<ul style="list-style-type: none">• General Articles	Up to 8000 words including end notes and references.
<ul style="list-style-type: none">• Target Articles accompanied by commentaries• Short Reports• Notes Commentaries• Letters• Book Reviews	Up to 2500 words.

GUIDELINES FOR SUBMISSION OF RESEARCH ARTICLES IN JOURNAL AND BOOKS BASED ON CONFERENCE PROCEEDINGS

General Information:

- The selection and publication of research articles are done after review recommendations of the experts.
- All submissions will be reviewed and evaluated based on originality, technical research, and relevance to journal contributions.
- ***Submitted manuscript is subject to Plagiarism check.*** Final editorial decision regarding suitability of articles resides with the editors.
- ***The journal and other books based on proceedings and conferences will give acknowledgement w.r.t. the receipt of every email within twenty-four hours*** and in case of non-receipt of acknowledgment from the journal and other books based on proceedings, w.r.t. the submission of the manuscript, within two days of its submission, the corresponding author is required to demand for the same by sending a separate mail to the journal.
- The author (s) name or details should not appear anywhere on the body of the manuscript, to facilitate blind review except on the covering letter and the cover page of the manuscript, in the manner as mentioned in the guidelines.

- Editorial decision regarding publication will be communicated within 2 weeks from receipt of the manuscript.

Layout of manuscripts:

1. It must be original and should not have been published anywhere. Paper submission must accompany a **Covering Letter** for declaration by the author(s) that the paper is his/ their original work and has neither been published nor submitted for publication elsewhere.
2. Manuscript must be in MS Word processor in Book Antiqua font 12 pt. font size on A-4 size paper with 1" margin from all sides with double line spacing, and justified.
3. The **length of the paper** should be limited to approximately **5000** words including references (as per the specified layout) excluding tables and figures.
4. The **First Page** should contain the following information:
 - **Title of the paper** -The title of the article should be in 14 point Book Antiqua. It should be maximum of 150 characters and minimum of 2 words. It should be bold fully capitalized and centred.
 - **Name of author(s), Institutional affiliation and E-mail address and telephone number(s) of the corresponding** -It should be centred underneath the title with 12 point Book Antiqua Font.
 - **Abstract:** Abstract should be in fully italicized text, not exceeding 300 words. The abstract should not contain any undefined abbreviations or unspecified references.
 - **Keywords:** Abstract should be followed by a list of keywords maximum of five.
 - Format : MS Word (**PDF format not acceptable**).
 - **Font style** : Book Antiqua
 - **Font size** : **Title of Research Paper – 14 pint**
 - Main text - 11 point
 - Main text – Heading (Capital letters, Bold) 12 point
5. Use the table function, not spreadsheets, to make tables.
6. Use the equation editor or Math Type for equations.
7. **Tables, figures**, etc. should be serially numbered and duly acknowledged. Sources of the data need to be given below each table or figure. References should appear at the end of the paper printed with 12 pt. font size. For tables, figures and images authors should adhere to APA style formatting.
8. The research article should have bibliography, footnote, references, suggestions and findings.

9. Do not use footnotes or endnotes as a substitute for a reference list.

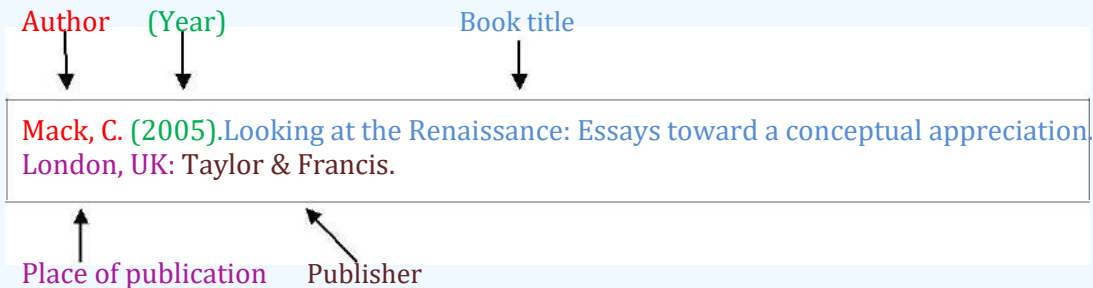
10. Citation and References

References:

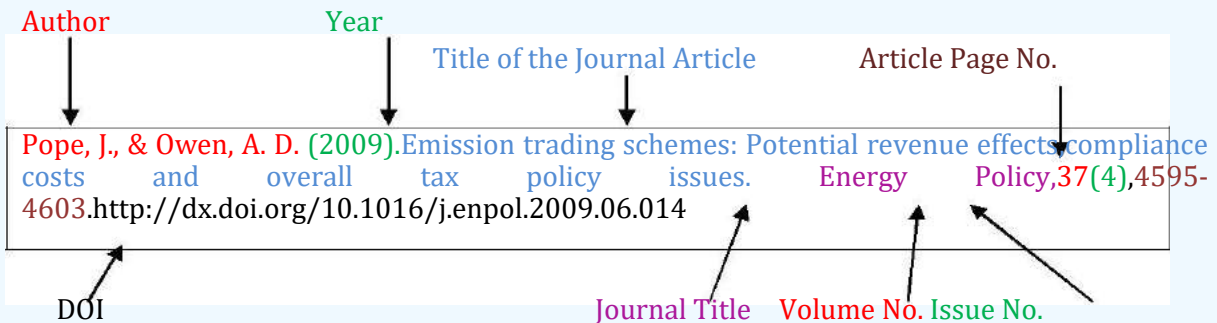
Authors must acknowledge all the sources they have drawn upon, including direct quotations, as well as ideas, concepts, data, and exhibits. Only those references cited in the main text should be listed in the reference list. Do not use footnotes or endnotes as a substitute for a reference list. The reference list should be in alphabetical and chronological order, and should include complete bibliographical details.

Authors should follow the referencing APA 6 style as depicted below:

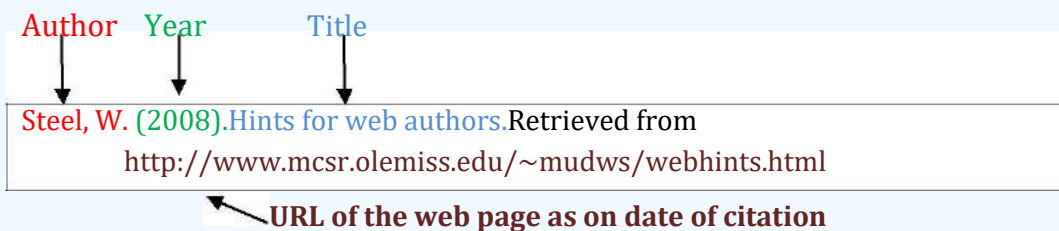
Book:



Journal article from a database:



Web Page:



Important Dates

Last date of Submission	--/------
--------------------------------	-----------

Decision on Acceptance

Within -- days

Manuscript should be supported by Covering Letter in the following format.

COVERING LETTER FOR SUBMISSION

Dated: _____

The Editor

BSSS Journal of -----

Subject: (Submission of Manuscript in the Area of

_____, please specify)

DEAR MADAM/SIR

Please find my submission of manuscript titled ' _____ -
_____ ' for likely publication in your journal.

I hereby affirm that the contents of this manuscript are original. Furthermore, it has neither been published anywhere in any language fully or partly, nor it is under review for publication elsewhere.

I affirm that all the co-authors of this manuscript (if any) have been the submitted version of the manuscript and have agreed to inclusion of their names as co-authors.

Also, if my/our manuscript is accepted, I agree to comply with the formalities as given in Guidelines of the Journal. The Journal has discretion to publish our contribution in any of its journals.

Name of Corresponding Author:

Designation/Post:

Institution/College/University with full address & Pin Code:

E-mail Address (es):

Residential address with Pin Code (for sending the hard copy of Journal):

Mobile Number (s):

GUIDELINES FOR REFERENCE BOOKS

BOOK PUBLICATION POLICIES

GENERAL GUIDELINES

BSSS publishes books for the purpose of disseminating reports of original investigations to readers, the general academician community and the public at large.

In order to preserve the integrity of BSSS publications with respect to publishing original investigations, BSSS prohibits the submission of material for publication that has been previously published in any form that constitutes public distribution, except prior permission of the publisher/author has been taken otherwise proper referencing must be done.

BSSS will not consider for publication of a manuscript that has been submitted to another Publisher with the same basic scientific content reaching the same fundamental conclusions.

Repositories – BSSS allows Books to be placed in an institutional repository and allows submitted articles/chapters/books to be accessible on the College website.

The editor has complete responsibility and authority to accept a submitted Article/Chapter in case of edited book for publication or to reject it. The editor may confer with associate editors or reviewers for an evaluation to use in making this decision.

The editor and the editorial staff should not disclose any information about a manuscript under consideration to anyone other than reviewers and potential reviewers

OBLIGATIONS OF AUTHORS

Only individuals who have significantly contributed to the book and preparation of the book should be listed as authors. All of these co-authors share responsibility for submitted articles/chapters. While not all co-authors may be familiar with all aspects of the work presented in the book, each should have in place an appropriate process for reviewing the accuracy of the reported results. The corresponding author accepts the responsibility of having included as authors all persons who meet these criteria for authorship and none who do not. Other contributors who do not meet the authorship criteria should be appropriately acknowledged in the book. The corresponding author also attests that all living co-authors have seen the final version of the article, agree with the major conclusions, and have agreed to its submission for publication.

OBLIGATIONS OF REVIEWERS OF MANUSCRIPTS

A reviewer of a manuscript should judge objectively the quality of the manuscript and respect the intellectual independence of the authors. In no case is personal criticism appropriate.

ETHICS FOR AUTHORS AND REVIEWERS

Intentional plagiarism, fabrication, or falsification are serious examples of publication misconduct and as such are inappropriate actions that will discredit the union and compromise the integrity of academicians.

Identify sources of all information and cite those publications that have been influential in determining the nature of the reported work and that guide the reader quickly to the primary and other earlier work essential for understanding the present investigation. Information obtained privately, as in conversation or correspondence, should not be used or reported without explicit permission from the source.

Never include personal criticism in a written piece of work.

Follow the appropriate procedures in force in their countries that govern the ethics of work done with human or animal subjects.

List all funding sources and sources of data or other in-kind support for all authors in the acknowledgments.

Peer Review

All submitted articles/Book/chapters are subject to an extensive review in consultation with members of the Academic cell and independent external referees.

Copyediting and Proofs

Articles and Book chapters must be written in good Language in a clear and correct style in order to maintain uniformity throughout the text. Articles/chapters submitted are copy-edited before they are published.

Editorial Policies

Articles/chapters must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The principal/corresponding author will be required to submit a Copyright Letter along with the manuscript, on behalf of all the co-authors (if any). The author(s) will confirm that the manuscript (or any part of it) has not been published previously or is not under consideration for publication elsewhere. Furthermore, any illustration, structure or table that has been published elsewhere must be reported, and copyright permission for reproduction must be obtained.

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Accepted articles/chapters/books can be published online for free open access view. Open access publishing provides the maximum dissemination of the article/chapters/books to the largest audience. All corresponding authors will be asked to indicate whether they wish to have their work made freely available on publication.

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APPENDIX B

REVIEWING POLICY

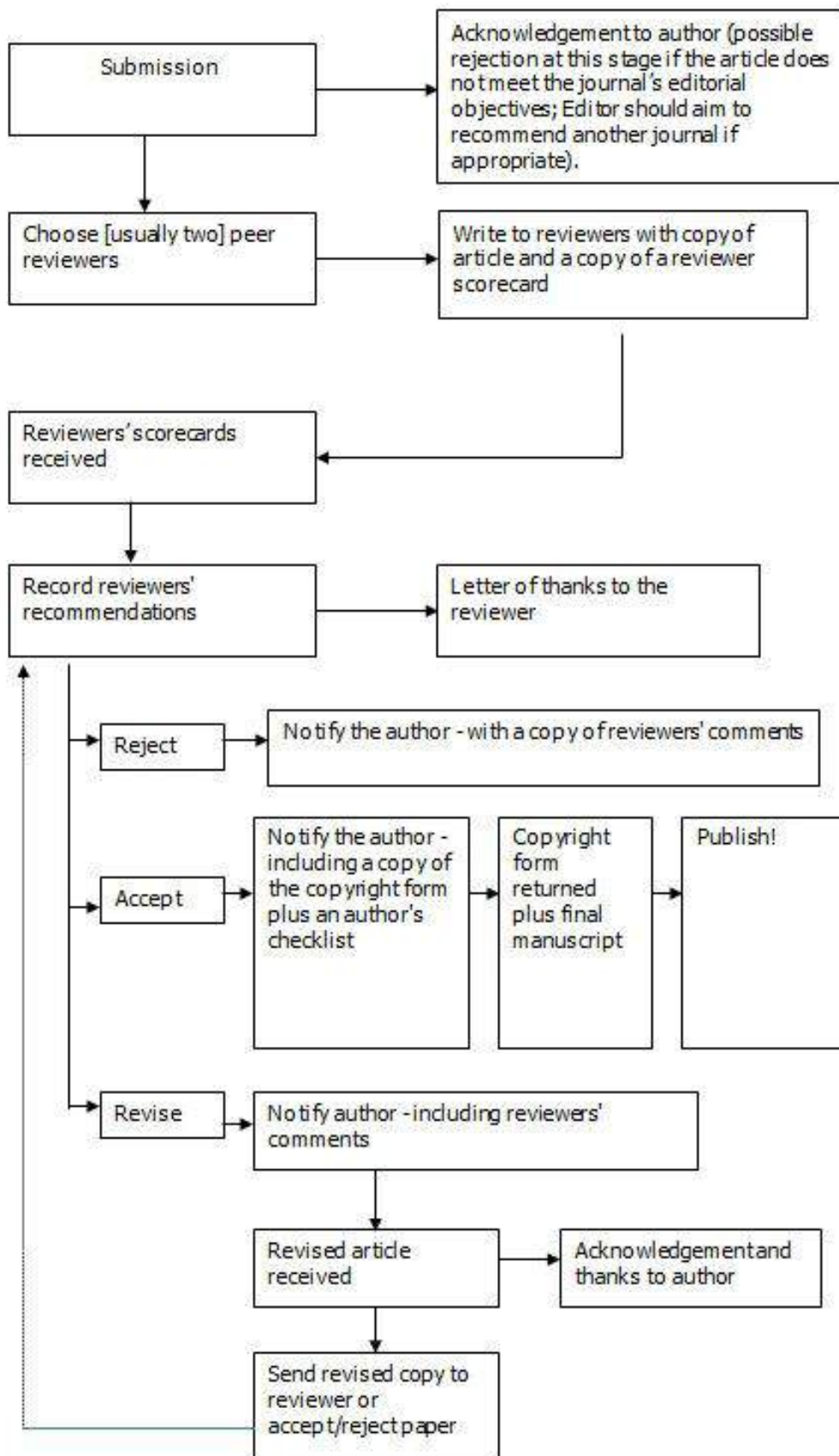
Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. Peer review is an essential component of formal scholarly communication. Authors who wish to contribute to publications have an obligation to do a fair share of reviewing.

PEER REVIEW PROCESS

Peer review is the major measure of quality assessment for any academic publication. Our Journals/ academic publications follow a single-blinded peer review process. Experts in the relevant fields, analyse the scholarly work from every perception, including its writing, the accuracy of its technical content, its documentation, and its impact on and implication to the discipline.

Submitted manuscripts have to be examined by reviewers and editorial board. Manuscript may be submitted to editorial board for re-examination, if necessary. Editor should intimate the author about the acceptance or rejection of the paper preferably within 2 weeks of submission. The authors should be informed of reviewer's comments about the manuscript for the necessary changes.

Depending on reviewer commentary and recommendations, manuscripts should be sent back to authors for revision. After the editor receives the revised manuscript, it has to be assigned to the reviewer(s) once again, for approval of changes. But the final decision to publish is made by the Editor-in-Chief. It is expressed through the following flow chart:



WHAT SHOULD BE CHECKED WHILE REVIEWING AN ARTICLE?

There are no hard and fast rules to analyse an article, this can be done on case to case basis considering the worthiness, quality, and originality of the article submitted. In general cases the following may be checked in a review:

1. Structure of the article submitted and its relevance to author guidelines
2. Purpose and Objective of the article
3. Method of using transitions in the article
4. Introduction given and the conclusion/ suggestions provided
5. References provided to substantiate the content
6. Grammar, punctuation and spelling
7. Plagiarism issues
8. Relevance of the article
9. Any conflict of interest that may be detected
10. Knowledge addition to the relevant community

A reviewer's comment decides the acceptance or rejection of an article and they are one major element in a peer review process. All the reviewers should be requested to go through the articles, submitted to them for review in detail and give the review comments without any bias, which will increase the quality of our publications.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor before publication.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also attract the editor's attention towards any substantial similarity or overlap the manuscript and plagiarism of which they have personal knowledge.

Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

REVIEWER'S FORMAT

Reviewers will send us report on the following format:

REVIEWER'S REPORT (FOR JOURNAL ARTICLE / CHAPTERS IN EDITED BOOK)

Criteria for Evaluation	5	4	3	2	1
Introduction					
Literature Review / Theoretical Framework					
Research Design & Methodology*					
Depth of Analysis*					
Contribution to Theory / Practice					
Writing style and Clarity					
Originality in ideas & presentation					

* Not Applicable for conceptual papers

Recommendations:

Accept in the present form	
Re-submission with minor changes	
Re-submission with major changes	
Rejected	

Comments/Suggestions:

Date on which review was presented to author:

REVIEWER'S FORMAT FOR REFERENCE BOOK

About the Publication : Publishing Institute/Department	
Title of the book under review	
Name of the Reviewer:	
Manuscript Information	
Manuscript received after declaration /Copyright	
Manuscript number:	
Manuscript Title:	
Date of Receipt:	
Evaluation Report	
Overall Report (Compiled)	
Offered Suggestion	
Please rate the Following: (1 = Excellent) (2 = Good) (3 = Fair) (4 = Poor)	
Language	
Originality:	
Contribution to the Field:	
Technical Quality:	
Clarity of Presentation :	
Depth of Research:	
Introduction	
Literature review	
Research methodology and analysis	
Recommendation:	
Review Comment:	
<ul style="list-style-type: none"> • Accept As It Is • Requires Minor Revision • Requires Moderate Revision • Requires Major Revision • Reject 	

Date on which review was presented to author:

APPOINTMENT OF REVIEWER

Editors are expected to forward the few suggested names of the reviewers with their profile. The Committee will finalize the reviewer on the basis of their experience and credibility in consultation with the principal.

REMUNERATION OF REVIEWER

Remuneration will be decided on the basis of the quantum of content and profile of the reviewer, which will be forwarded by the editor to the Committee, along with duly filled Remuneration form.

REVIEWER'S REMUNERATION FORM FOR BOOKS

Department	
Title of the book	
Number of papers sent to the reviewer	
Name of the reviewer	
Brief profile of the reviewer, designation and experience	
Bank Account number of the reviewer	
Name of the bank, Branch	
IFSC Code	

APPENDIX C

COPY RIGHT FORM FOR EDITED BOOKS

Authors are required to submit a copyright agreement upon acceptance of their manuscript, before publication. The specimen of the Copyright Form is as under

Copyright Transfer and Declaration for the book to be released with ISBN No.

To

The Editor-in-Chief

1. I hereby transfer the Copyright of the paper *Title*.....

Submitted by (Authors):

Names with designation.....

For the Book on------(Name of the conference/seminar)

2. I understand that the Editor-in-Chief may transfer the Copyright to a publisher at his/ her discretion.
3. The author(s) reserve(s) all proprietary rights such as patent rights and the right to use all or part of the article in future works of their own such as lectures, press releases, and reviews of textbooks. In the case of republication of the whole, part, or parts thereof, in periodicals or reprint publications by a third party, **written permission must be obtained** from The Editor-in-Chief, or his designated publisher.
4. I am authorized to execute this transfer of copyright on behalf of all the authors of the article named above.
5. I hereby declare that the material being offered by me in this paper is our original work, and does not contain or include material taken from other copyrighted sources. Wherever such material has been included, it has been clearly indented or/and identified by quotation marks and due and proper acknowledgements given by citing the source at appropriate places.
6. The paper, the final version of which I enclose, is not substantially the same as any that I/we have already published elsewhere.
7. I/we have not sent the paper or any paper substantially the same as the enclosed one, for publication anywhere else.

8. The submitted/enclosed camera-ready paper is thoroughly proofread by me and in conformity with the instructions for authors communicated to me.

Author's signature:

Name in Block Letters:

Contact No

Date and Place:

APPENDIX D

DISCLAIMER

DISCLAIMER FOR EDITED BOOKS

The views, opinions, findings, and conclusions or recommendations expressed in the papers and articles, published in this book, are strictly those of the author(s). They do not necessarily reflect the views of the publishers. The publishers take no responsibility for any errors or omissions in, or for the correctness of, the information contained in papers and articles. The authors of each article published in this book authenticates that this is his or her own original work.

DISCLAIMER FOR LITERARY WORK

The views, feelings and ideas expressed in these poems are strictly those of the contributing poets. They do not necessarily reflect the views of the publishers. The publishers take no responsibility for any errors or omissions in, or for the correctness of the content expressed in the verses published herein. The authors of each poem published in this book authenticate that this is his or her own original work.

DISCLAIMER FOR REFERENCE BOOKS

[Book Title]

First Edition 20__

Published & Printed by

The Bhopal School of Social Sciences, Bhopal
Madhya Pradesh-India

International Standard Book Number (ISBN)-: -----

Limit of Liability/Disclaimer of Warranty: This book contains information obtained from authentic and highly regarded sources. Reasonable efforts have been made to publish reliable data and information, but the editor, author and publisher cannot assume responsibility for the validity of all materials or the consequences of their use. The authors and publishers have attempted to trace the copyright holders of all material reproduced in this publication and apologize to copyright holders if permission to publish in this form has not been obtained. If any copyright material has not been acknowledged please write and let us know so we may rectify in any future reprint.

NOTE: The editors can customize the disclaimer in consultation with the publication cell

APPENDIX E

PLAGIARISM POLICY

Editors should follow the UGC Guidelines to check plagiarism as per link given below:

https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf

APPENDIX F

MALPRACTICE AND ETHICS POLICY

The Institute highly discourages any kind of malpractice or unethical behaviour adopted by the researchers/contributors. Keeping this in mind following fundamental ethical issues have been defined. Each ethical issue is followed by recommended actions as advised by COPE for editors. These are:

1. **Data Fabrication / Data Falsification:** Data fabrication concerns the making up of research findings. Data falsifications manipulating research data with the intention of giving a false impression.

2. **Duplicate submission / publication and redundant publication:**

Duplicate submission / publication: This refers to the practice of submitting the same study to two different publishing houses or publishing more or less the same study in two journals/ publications. These submissions/publications can be nearly simultaneous or years later.

Redundant publication (also described as 'salami publishing'): This refers to the situation that one study is split into several parts and submitted to two or more journals. Or the findings have previously been published elsewhere without proper cross-referencing, permission or justification. "Self-plagiarism" is considered a form of redundant publication.

3. **Duplication of text and/or figures (plagiarism)**

Plagiarism is the use of other's published and unpublished ideas or words (or other intellectual property) without attribution or permission, and presenting them as new and original rather than derived from an existing source. The severity is dependent on various factors: extent of copied material, originality of copied material, position/context/type of material and referencing/attribution of the material used.

4. **Authorship issues:**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors as per UGC Guidelines. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

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