



ETHICS AND PUBLICATION POLICY

PREAMBLE:

Publication Policy of **BLDEA's A. S. P. College of Commerce (Autonomous)** is framed to ensure that research publication as output of quality research is freely accessible without economic, social, and cultural barrier. It has been framed with a view (i) to support and assist the faculty members, research scholars, research associates and students for an effective research output, (ii) to increase the visibility of their publications by gathering and exhibiting them in the public domain within the liability of copy right agreements.

PUBLICATION POLICY

1. BLDEA's ASP College of Commerce (Autonomous) Publication Policy requires that, from 9th June 2017:
 - a. Authors shall record publication details and deposit full text copies of research outputs, i.e., accepted peer-reviewed journal articles and conference proceedings (with ISBN number) no later than three months after the date of acceptance for publication/ presentation.
 - b. Authors must use a standardized institutional affiliation "BLDEA's ASP College of Commerce (Autonomous)" in all research outputs to ensure clear affiliation.
 - c. The policy applies to all research outputs, including those published by the Faculty and students by adhering to Guidelines for Good Publication Practice to maintain academic integrity.
 - d. On the event of any misconduct like plagiarism on publication the author shall solely be responsible for such actions and the university supports the **committee on publication ethics (COPE)** code of conduct available at <http://publicationethics.org/>

Guidelines for Good Publication Practice (GPP)

The guidelines to be adhered during the process of publication for an effective management of publications and its repository. The university appeals all the faculty members, research associates, research scholars and students to adopt good publication practices and to maintain the academic integrity.

1. Objectives

This guideline has been laid down with the purpose of:

- 1.1. Ensuring good authorship practice among all faculty members and students of BLDEA's ASP College of Commerce (Autonomous)
- 1.2. Illuminating the authorship attribution criteria for all research outputs contributed by the faculty members and students of BLDE ASP College of Commerce (Autonomous)
- 1.3. Clarifying the authorship credit for publications in which more than one department / institution have contributed.

2. Definitions

For the purpose of this guideline, the few terms are defined as follows:

- 2.1. **Research:** a process of systematically carrying out original investigation by collecting and analyzing information to gain knowledge, to increase our understanding and insight about the phenomenon under the study".
- 2.2. **Publication:** a formal dissemination of research findings in a public domain in any format viz. hardcopy, electronic, web-based or other tangible forms. It includes but not limited to refereed and non-refereed books, journals, web-pages, creative works, technical papers, popular articles, etc. It does not include a dissertation or thesis of a student or research scholar.

Note: *The research work presented in a conference and published as a „Conference Proceedings“ is not defined as a research publication. It will be considered only as a scientific presentation.*

- 2.3. **Written consent:** original hand-written document in the prescribed format with signatures communicated through e-mails, scanned documents or electronic

identifications as appropriate.

2.4. **Corresponding author:** one of the co-author nominated by agreement among all the authors and who is responsible for communication between the publishers and co-authors. The corresponding author also holds the responsibility of maintaining records of authorship agreement.

2.5. **Authorship agreement:** A document to be signed by all the authors of a publication before communicating the manuscript to the publisher and modified accordingly if any modification in the authorship on a later stage and to be maintained by the corresponding author for all auditing purposes.

3. General Guidelines:

The publication could be original research articles, systematic reviews, short/brief communications/ Case reports/letters to editor/editorial or any other specific format of a journal.

3.1. Publishing in journals with impact factors and indexed in popular data bases:

3.1.1. All are encouraged to publish in any journal not listed in Dr Bealls list of predatory journals available at <https://beallslist.net/standalone-journals/>. This list has been periodically updated and has been considered by editors as a genuine list to identify fake/predatory journals and publishers.

3.1.2. All the researchers of this university are encouraged to publish their research findings in the journals with impact factor published by "ELSEVIER" only, the information of which is available at <https://www.scopus.com/sources>

3.1.3. In a similar line, the researchers are expected to publish their research findings in the journals indexed in any one of the following data bases. viz., Scopus and Web of Science.

3.1.4. To benchmark research output towards the most influential, highly cited publications within similar fields of disciplines, leading research data bases with indexing agencies viz; Scopus (Elsevier), Thomson Reuters (Web of Science). Research work carried out in BLDEA's ASP College of Commerce has resulted in renowned journal publications with high impact factors which are indexed in the above data bases.

3.1.5. Additional requirements as deemed by the regulatory authorities like UGC/NAAC, etc. prevailing at that time will be applicable over and above the

above stipulated guidelines

3.2. Official credits and weightage on publications for career advancement:

- 3.2.1. Except for the individual credits, (E.g.: seeking promotion for higher position, individual profile, etc.) the co-authors are not entitled to submit the publication details to the department/college for the overall data base.
- 3.2.2. Only the first author or corresponding author is entitled to submit the publication details to the department/college for updating the data base and for any quality audit purposes viz. inspections, etc. (This is to avoid multiple entry of the same publication in the data base when more than one author from the same department or from more than one department).
- 3.2.3. If the student remains the first author, then the credit of the publication by default will be given to the department to which the guide/supervisor belongs to irrespective of whether he/she is a corresponding author or not.

3.3. Communicating the status of publication(s) with documentary evidence:

- 3.3.1. The researchers need to officially intimate about their publication(s) to their department heads during the statuses of both articles accepted for publication and Articles published (online / print).

3.4. Rights reserved for publication during faculty-student collaboration in research:

- 3.4.1. The output of the research work carried out by the students should not be submitted for publication without the consultation and consent from their respective research supervisor.
- 3.4.2. If the student fails to publish/refuse for authorship within a period of six months from the completion of his/her course, and it is believed that the student will not publish the work in near future and or where the work would be no longer be novel and publishable due to delay in the publication process, the outcome of the research can be communicated for publication by the respective research supervisor/guide as a principal author with all reasonable attempts to inform the student for the intention to do so.

3.5. Due affiliation to be given to BLDEA's A.S. P. College of Commerce

3.5.1. All the authors who publish their research findings should mention, "BLDEA's A.S.P. College of Commerce (Autonomous)"

3.6. Publication repository of BLDEA's A. S. P. College of Commerce (Autonomous).

3.6.1. Wherever the copyright agreement between the authors and the publishers allows, the articles published with the affiliation of BLDEA's A.S.P. College of Commerce (Autonomous) Vijayapura should be submitted as a print copy as the case may be to the Publication repository of BLDEA's A.S.P. College of Commerce (Autonomous) as soon as possible after the publication.

3.6.2. Other research outputs like book chapters and books can also be deposited in this repository.

3.6.3. Number of publishers allows the authors to deposit their own author final version" of their work in institutional repositories. It is bound responsibility of the corresponding author to ensure that the publisher agreement permits deposit in online repositories.

3.6.4. Under no circumstances the authors are required to deposit their publications in the repository in contravention to the copy right agreements made by them.

3.6.5. By meeting the criteria of this guideline, if authors want to deposit their publications in the repository, he or she can e-mail the same (preferably in PDF format) or give in Personal to the Librarian of the Institution.

4. Violation of Guidelines:

4.1. Any violation from the content of this guideline by knowingly, intentionally, and recklessly will be considered as research misconduct.

4.2. Such act will be duly informed to the higher authorities of the college and university for necessary actions.

4.3. Violations of the content of this guideline that do not rise to the level of research misconduct will demand a corrective action or other sanctions by the individual as deemed by the higher officials of the Institution/university.

5. Following the Regulations:

- 5.1. The nomenclature of the departments should be strictly followed as per the UGC/NAAC Regulations.
- 5.2. Additional requirements as deemed by the National and International regulatory authorities like UGC/AICTE etc. and BLDEA's ASP College of Commerce (Autonomous) Regulations prevailing at that time will be applicable over and above the above stipulated guidelines.

6. Publication For Appointment and Promotion

BLDEA's ASP College of Commerce (Autonomous) having following publication policy for Appointment and Promotion

1. Yearly 2 Research Publications in Indexed Journals of Scopus/ Web of Science.
2. Authorship should be 1st author or as corresponding author
3. Publication should be the Original Research
4. Paper should be published in Print/Online ISSN Journal.



Co-ordinator,

Internal Quality Assurance Cell (IQAC)
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Principal,

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**Administrative Officer,
BLDE Association,
Vijayapur.**