

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

PUBLICATIONS GUIDELINES

Researchers should seek to publish their results in accordance with UGC guidelines and funders' terms and conditions. They should ensure that they:

1. Use the most appropriate means to publish the results of their research, typically as papers in refereed journals
2. Publish a coherent report of the work and do not report the data more than once (unless in a secondary analysis) or sub-divide the data (unless this was a predefined approach)
3. Consider negative results of research as important as positive when disseminating research and avoid exaggerating the importance of conclusions obtained
4. Analyse the data using appropriate methods of statistical analysis
5. Acknowledge and cite the work of others where appropriate, fully and accurately attributing relevant sources
6. Take steps to ensure the accuracy of the data reported and act immediately to correct any genuine errors or misunderstanding prior to and after publishing
7. Acknowledge the funding, support, sponsorship and other forms of input (including that of the college) to the work in an appropriate way
8. Give notice of intention to publish and seek approval, where appropriate, from all partner organisations
9. Openly declare all relevant interests
10. Not seek media exposure for research which has not been subject to peer review, unless sanctioned by all parties
11. Handle the release of research data which might have high and/or commercial impact with care and sensitivity, consulting the guide and other partners as appropriate.
12. Research guides/ PIs should ensure the student's contribution to any research and accordingly decide on authorship in publications and patents. The gift authorship should not be granted to any person unless he/she has actively contributed in making the manuscript.
13. Authorship should be decided based on significant contributions made to research. Anyone who has not participated in a substantial way in conceiving the idea, executing or interpreting substantial part of the research must not be included as an author of a relevant publication.
14. Remember to select as many appropriate "Key Words" as possible. Many people do keyword searches when performing literature reviews. This will increase the likelihood of your manuscript being read.
15. Papers presented for publication must be the author's own work, reflecting their own research and analysis. Authors should not engage in plagiarism - verbatim or near-verbatim copying, or very close paraphrasing, of text or results from another's work.
16. If a publication is found to include an honest error (for example a difference in interpretation, errors unrelated to the research), it is advised that authors seek a

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- correction (erratum) or retraction of work as appropriate, providing the reason for this action.
17. The collaborators and sponsors of any work need to be explicitly mentioned and/or acknowledged in the presentation and publications.
 18. The address for correspondence shall mention the full name of the college, Vivekanand Education Society's College of Pharmacy (Affiliated to University of Mumbai).
 19. The publications need to be duly cited with literature survey, in prescribed format by the publication house. The bibliography must be relevant, precise and devoid of excessive self-citation.
 20. Duplicate submission of research / review papers will be investigated and serious action will be taken. Hence, one must not submit a project or work that is substantially similar in style, content or length to more than one journal or publisher unless it has been rejected by the previous publisher.
 21. No students would publish or present any research or review work or thesis without a thorough plagiarism search. A plagiarism report needs to be submitted to the research guide before communication or submission.
 22. No students would publish or present any research or review work without consulting respective guides or at least on one of on-role faculty members and mentioning their names as *corresponding author*.
 23. Aim high but not too high. Aiming for top tier journals with research findings that are not ground breaking will leave you with a lot of rejections and lost time.
 24. Do NOT submit your article to more than one journal at a time. This is unethical and you will eventually get caught.
 25. If a journal allows you to suggest reviewers for your manuscript, do so. This can work to your advantage. Suggest reviewers who know your field well and who might be interested in the results presented in your paper.

GUIDELINES FOR ARTICLE WRITING

Following thoughts should be carried while preparing abstract:

- Background information (2 lines) to help readers in understanding the context of author's research.
- Rational of the research
- What procedure you adopt in research and how you perform the same?
- What are findings of research?
- Comparison of results with previous/reported studies
- Conclusion on research findings
- Recommendations based on research findings

1. Introduction:

- It works like a linker, between current knowledge of the research topic and your findings, for the readers to predict advancement in field through this research.

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- Give a roadmap to readers about the research i.e. motive or rational behind the research.
 - **Use of correct tenses**
 - Present simple- for general background context and description what will be done in paper
 - Present perfect- past to present solution
 - Future simple- researchers contributions
 - **Common Problems Associated With Introduction**
 - No relation with the objective of the paper
 - Improper citation for the previous work
 - Having high proportion of the paper
 - Rational and objective of research topic is not well defined
 - Disorganized sections
 - Not clear mentioning the rational for methodology to resolve the research problem (why this method)
 - **Following Points to be Considered While Writing Introduction**
 - Define the problem
 - Existing solution related with problem if any
 - Survey of literature
 - Reason for particularly selecting the method to solve the problem
 - Main aim of present work
 - Possible outcomes
 - Future implications (if any)
 - Outline structure of paper
2. **Material and Methods**
- This section helps readers to know the type of material used to carry out the research and also tell the sufficient detailed method which enable them to replicate research work.
- Step by step description of method.
 - Not more than two steps of method should include in one sentence.
 - Chronological order of methods perform is having no significance for reader
 - **Common Problems Associated With Material and Methods**
 - Researchers not mention the exact grade of chemicals use in research
 - Methods are incomplete
 - No description of sampling method
 - No description for the fraction which was analyzed
 - No data treatment (statistical method) is shown
 - If new method is adopted then no justification for using that method
- **Following Points to be Mentioned While Writing Material and Methods**
 - Study location and its characteristics

- What variable is going to be measure
- What kind of precaution to be taken while doing any method
- What equipment used for the method and what are the process parameters
- Protocols used for collection of data
- Give description of statistical method and equation used to analyze the results
- Reference to the literature for the common method not describe fully in paper

3. Results and discussion

- Some journals require a separate result and discussion section while often they are integrated under heading result and discussion.
 - Simple and clearly mention your output so that referees can understand your results.
 - Organize results in a sequence that gives answer to the aim or hypothesis which you set at the beginning of the paper.
 - Figure and tables are involved to represent the results.
 - Negative results should also be mention in paper.
- **Common problems associated with result and discussion**
 - Section is too long because of unnecessary repetition of result in discussion
 - Repetition of results that already mention/shown through figures/tables.
 - Improper arrangement of tables and figures
 - Table and figure not mention in the text
 - Significance of data was not checked

Following points to be mention while writing result and discussion-

- What did I find?
- What did I not find?
- Any unexpected results
- Follow the protocol as mention in method section
- Sequential use of tables and figures
- Give supporting information for your findings
- Past simple tense is used to report the results

Conclusion must be clear and concise and leave the reader with a good impression.

- It should not just the repetition of information given in abstract or introduction.
- Some journals are not having conclusion section then they need to write one concluding paragraph in their discussion.
- Conclusion should include-
- A concise highlight of most important findings and their advancement over the present state of knowledge
- A final judgment on findings along with possible applications to other areas
- An indications for the limitations of the study
- Possible improvements with recommendation for future work

JOURNAL SELECTION, REFERENCING and PLAGIARISM

Choose the right journal for your manuscript

Here are a few questions you should ask yourself when selecting a journal for your manuscript:

1. JOURNAL AIMS & SCOPE

- Does the SUBJECT OF YOUR ARTICLE match the journal's specific focus?
- Does the journal accept the ARTICLE TYPE you plan to submit?
- What is the READERSHIP and target audience of the journal?

2. PRESTIGE & VISIBILITY

- Is the journal considered PRESTIGIOUS in your field?
- Is the journal's IMPACT FACTOR in line with your requirements?
- (The number of citations a journal receives in a given year, taken against the total citable items it published over the preceding two year period, determines its Journal Impact TM Factor (JIF). The JIF provides an important and objective measure of a journal's contribution to scholarly communication).
- Is the journal included in relevant ELECTRONIC DATABASE?
- Does the journal publish an ONLINE EDITION?

3. REVIEW & PUBLICATION PROCESS

- What is the PUBLICATION FREQUENCY of the journal?
- What is the TURNAROUND TIME for decisions and publications?
- Is there a PUBLICATION DELAY after acceptance?
- What are the PUBLICATION CHARGES?
- Does the journal have an OPEN ACCESS POLICY?

Checklist for selecting an appropriate journal

- Do the aims and scope of the journal match that of the research?
- Has the journal published articles of similar nature?
- What is the journal peer review process?
- Does the journal reach the relevant audience?
- What are the journal's submission requirements? ("Information for Authors").

Some of the common factors for rejecting a manuscript include

- Manuscript content does not conform to scope of the journal or the overarching
 - theme of a special issue or is not interesting to the target audience
- Manuscript style does not conform with the journal style, format, or guidelines
- Duplication or significant overlap with existing work (plagiarism)
- Insignificant results or incremental research

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- Improper rationale of the study
- Superficial treatment of the subject matter
- Poorly designed study in terms of statistical tests, controls, etc.
- Preliminary results that lend to speculative interpretation
- Lack of clarity in writing

Here Are A Few Search Engines For Every Researcher's Help

- <https://journalfinder.elsevier.com/>
- <https://www.springer.com/gp/authors-editors/journal-author/journal-author-helpdesk/preparation/1276>
- <https://www.edanz.com/journal-selector>

Some Authentic Publishers

- ScienceDirect
- Springer
- Wiley Online
- Bentham science
- ACS publications

Evaluate Your Sources

- Beware of predatory journals
- Scopus, Web of Science, PubMed indexed
- Look at the impact factor- Thomson Reuters, Science Journal Impact Factor (Not Scientific Journal Impact Factor)

PREDATORY JOURNAL ALERT

Some of the typical characteristics of predatory journals are

- Guaranteed acceptance of manuscript upon submission
- Guarantee publication or quick peer-review or no peer-review process
- Pay and publish, irrespective of quality of manuscript or relevance to journal scope
- No journal website and/or no clarity on aims and scope of the journal
- Use of misleading and inaccurate self-generated impact factors
- No editorial board of recognized, affiliated experts
- Publication of obviously poor-quality content and/or content that is clearly outside the stated scope of the journal
- A journal title which can be easily confused with another journal or that might mislead potential authors and readers about the journal's origin, scope or association with other journals

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- Very wide scope: Multidisciplinary-Combination of multiple, unrelated, wide-ranging fields
- False claims of being indexed in major services like PubMed or DOAJ
- No publisher address or contact information
- Unclear ownership of the journal
- Spams researchers with many emails inviting submissions, often unrelated to expertise
- Advertises very fast times from submission to publication
- Publishes out-of-scope articles
- Publishes nonsense articles
- Poor or non-existent editing of articles (many spelling mistakes or very poor grammar)
- Hides information on charges
- No editorial board is listed, or the editorial board comprises dead or retired scholars or scholars who are not specialised in the topic
- Lack of information on the policies of the journal, such as peer review, licensing and copyright
- Indexing information: Journal is indexed or member of prominent publication association
- Display of ICV*: Index Copernicus Value (generally not found in authentic journals)
- Email Invitation: Editors and staff have institutional or journal-affiliated Email addresses

Some sources to find authentic and predatory (cloned/hijacked) journals:

- <https://mjl.clarivate.com/search-results>
- <https://mjl.clarivate.com/search-results>
- <https://www.ugc.ac.in/journallist/>
- <https://predatoryjournals.com/journals/>
- <https://beallslist.net>
- <https://thinkchecksubmit.org/>

RESPONDING TO PEER REVIEW COMMENTS

1. Peer Review: What and Why?

- Quality control mechanism: Experts evaluate scholarly works and ensure high quality of published science
- Authenticity: Hallmark of scientific and scholarly literature
- Novelty: Assesses the novelty and importance of the presented work

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Peer Review Process



WILEY

2. Types and frequency of decisions from the journal editor

- Accept (very rarely) – Congratulations!!!
- Minor revisions (frequently) – Congratulations!!
- Major revisions (frequently) – Congratulations but...!
- Reject (with review) & resubmit (sometimes) – hard work ahead!
- Reject with/without review – Not the end of the world!

3. How to respond to reviewer comments?

- ‘CALM’ technique
- Comprehend: Keep your cool!
- Answer: Amend or advocate!
- List: Make a list... check it twice!
- Mindful: Make it easy for editor – they will appreciate it!

4. What if you cannot address a reviewer’s suggestion?

Suggestion: Reviewer suggests addition of something (e.g., picture of the experimental setup of a sample in a testing machine, but authors had not taken pictures of at the time of experiments performed)

Response: Be honest and mention that while you agree with the reviewer’s suggestion, you had not thought of this at the time of the experiment, and therefore, had not taken a picture.

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Ask if there is anything else (for instance, a diagram or a flow-chart) that can be used in place of the picture to make it interesting.

5. Two reviewers give conflicting comments: How to respond?

- See which reviewer you agree more with and follow his/her advice and justify your decision to the editor.
- Do not try to reconcile contradictory comments or follow a middle ground. That can be damaging to your manuscript.
- Request the editor to give you a third opinion.
- As the author, you have the final say.

6. References and citations

- Author-date citations; alphabetically arranged references
- Numbered citations; chronologically arranged references
- Numbered citations; alphabetically arranged, numbered references

7. Referencing Tools



8. Avoid Retractions; Publish Ethically

Reason for retraction: Falsification or fabrication of data

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9. *Salami slicing*:

Fragmenting the results of a study and reporting them in multiple papers is referred to “salami slicing”

- Increases the list of publications on an author’s CV but diminishes the value of each publication
- Harms science as publishing unnecessary and repetitive information increases the amount of literature, but not the amount of knowledge.

As a general rule, as long as the ‘slices’ of a broken up study share hypothesis, population and methods, this is NOT acceptable practice – same ‘slice’ should never be published more than once.

Question:

You have just completed a study about a new intervention related to births. You have two sets of results: one set on mothers and one on infants.

Should you write separate papers – each reporting a different set of results and send these papers to different journals? - NO

PLAGIARISM

1. Definition: According to Burg (2007), Plagiarism is "theft of words/ideas, beyond what would normally be considered as general knowledge".

2. *Types of Plagiarism*:

Wholesale plagiarism- stealing of entire material written by someone else and submitting as if it was his/her own. Most blatant type.

Verbatim plagiarism- copying of words/phrases from a source without using “quotation marks to denote the verbatim portions”

Conceptual plagiarism- incorporating distinctive ideas or new facts established from a source without attribution.

Structural plagiarism- adopting someone else approach to solve a hypothesis or problem statement without appropriate attribution or documentation.

E.g. of Self-plagiarism

Singh 2020, **Non-invasive versus invasive ventilation: one modality cannot fit all during COVID-19 outbreak**, *Korean Journal of Anesthesiology*

Singh 2020, **Non-invasive versus invasive ventilation in COVID-19: one size does not fit all!**, *Anesthesia and Analgesia*

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3. Retraction Notice: "The arrangement of titles and subtitles match, and there are clearly few changes or additions to the contents, or their expression in papers published in both the journals. Therefore, the editorial board and publication ethics committee of the KJA decided to retract this paper from our journal."

Question: If suppose there is a nicely written lengthy article or book chapter of your interest/research area that is published already and available online but in a different language that you are well versed with. Will it be ethically or morally correct to shorten it a bit and distill the study in your own words and publish it in English as your own?

Answer: NO. It is a type of Disguised Plagiarism or Compression plagiarism and translation plagiarism (Dougherty, 2019)

4. Why plagiarism prohibition is necessary

- To attest to Quality
- Promote Research
- Preserves and promotes originality
- To attest to Ethics and honesty

5. How to avoid Plagiarism: some tips

- Use of "Quotation Marks" and insertion of Citation
- Avoid self-plagiarism and text recycling
- Understand the literature well and reproduce the content in your own words while retaining the original meaning while paraphrasing or summarizing
- Use of professional editing services to polish the language if you are not confident about your writing

6. Plagiarism detection tools (Some are paid, some are free with word limit, some are online): Plagiarism Checker X, Plagiarisma, iThenticate, Urkund, Viper, Turnitin

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