



KANNUR UNIVERSITY

കണ്ണൂർ സർവകലാശാല

Re-accredited by NAAC with 'B++' Grade



Policies of Kannur University

**Internal Quality Assurance Cell (IQAC)
Kannur University**

Publication Policy

Scientific and scholarly publications from the various departments of the University constitute the main educational resource that ensures the effective dissemination of research findings, thoughts, and analyses to the scientific, academic, and lay communities inside and outside the University. A well-formulated publication policy will help to put in place the vital apparatus for translating the University's academic and research activities into tangible contributions that can aid knowledge production in various domains of University education. Cutting-edge publications provide ample opportunities for academic funding for Faculty members and for the enhancement of the University's standing at national and international levels.

The policies and procedures set forth in the proposed Publication Policy will be strictly implemented in all cases of research publications, professional and other informational publications related to the Directorate of Student Affairs (DSS) or official publications from DSS that any particular department or publishing segment of the University intends to publish. The policies and procedures may not be strictly followed in the case of flyers and brochures of minor events. The main aims of these policies and procedures is (1) to ensure that administrative, editorial, and budgetary responsibilities for the publication are properly allocated, (2) to ensure a certain standard of quality and excellence in the conception, design, and creation of such publish-worthy materials, (3) to see to it that that no University publication goes unrecorded, (4) to ensure that publication policies are in compliance with University's general policies, (5) to ensure the timeliness of University publications, (6) to establish standards of excellence for University publications, (7) to help teachers, researchers and writers, and scientists in producing quality papers that can stand comparison with the best of the best in the field, (8) prevent copying or duplication of already published materials duplication, (9) to resolve issues and disputes relating to publications, and (10) to recommend proper measures for ensuring a quality review process and prior approval of all communications (written and spoken) from the University.

Journal Publications:

The main procedure to be followed by Departments of the University while planning to launch a new journal publication is to ensure that it is in the interests of the University and the same must be approved by the Faculty Dean, Head of the Department and the Department Council and ultimately by the Vice Chancellor. Those journals that are already being regularly published should subject to annual review by the Vice Chancellor and Faculty Dean and Director of Research.

The University will make a budgetary allocation for University Publications. In cases where the University accrues funds from subscriptions or journal sales, the same will be added to the overall budget application for every year based on the accrual data of the past year.

Other Publications

Publications that may be released in an irregular mode like the University News Letters will also require prior recommendation and approval that they serve the best interests of the University. In cases such as that of the University Newsletter, a one-time approval for a series of publications may be granted. Money received as a result of subscriptions and sales must be clearly shown in the budget applications. It is also possible to establish a rolling publication fund, in which accruals from such sales may be deposited in the rolling fund account. The Vice Chancellor will remain the ultimate authority to sanction payment for contributions to any regular or irregular publications.

General:

The University will hold the copyright for publications, regular or occasional. It is imperative that the publishing agency, whether it is the University Departments or any other unit, send one copy to the Central Library, with all the relevant details of information regarding the publication.

Journals Published by Co-operatives, Associations and other Extra-University Units and Edited by Faculty Members of the University.

It is important that the entire range of editorial and financial responsibilities of the University towards journals be clearly set out in written form and be agreed to by the Head/Officer-in-Charge heading the unit and funding the publication, the Director of Research and the Vice Chancellor.

Each of the publications will place on record the contributions of The University (Kannur).

Yearly Reports and Budgeting

In order to expedite the process of publications, publications funded by Kannur University or involving any kind of financial commitment on the part of the University shall submit a yearly report to the Director of Research before March 10th of every year. Special applications requesting the continuation of financial assistance from the University must also include a concise report on the past year's publications along with a complete accounting of all kinds of related expenditures and utilization of funds.

Publications Repositories:

Central Library – Kannur: All University publications will be kept in the Central Library, Thavakkara Campus. All publications—journal papers, conference papers, conference proceedings, book chapters, popular articles, are to be deposited with university library in accordance with the publishers' conditions. As soon as the paper is accepted for publication, the final PDF to be deposited.

Closed and Open Access Repository: For use only within Kannur University, Open Access Repository could be used by the University to measure and manage the overall research output of the University. For this purpose, researchers will be required to submit the peer-reviewed and final versions accepted for publication to the University's Open Access Repository. In order to facilitate the process of national assessments by sanctioned bodies such as NAAC, researchers may also be required to submit an electronic copy of non-peer reviewed research. Researchers (or officers from the Directorate of Research) will deposit these research outputs in the ***closed repository*** along with the information regarding the public availability of the research output in ***open access repository***. After this process, the research output may be automatically passed into open access.

Publication Fee: University encourages researchers to publish in open access journals and those without publication fees. Publication fee if any would be borne by the researchers except in cases , where the fee cannot be waived off by the publisher and recommended by the Department Council, Director of Research and Vice Chancellor based on the impact of the publication.

Address Convention: This set of policies and procedures governing publication also demands of Kannur University publications to be placed in such a way that they can be easily located and retrieved as belonging to the University so as to make sure that the University receives full credit for bibliometric searches carried out for the future government requirements for the assessment

of research, league tables or other purposes. With this idea in view, the policy also requires that researchers include and fill in an address column in the form when submitting an item for publication. In case of acute space restraints by publishers, the phrase “Kannur University” must be used.

Peer-Review Policy

Peer review is an essential component in the process of scientific publication. The kinds of contribution to Kannur University journals that should be subjected to a careful peer-review process are as follows: Articles, Letters, News Letters and Bulletins, Brief Communications, Technical Reports, Analysis, Reviews, Perspectives, Progress articles and Insight articles. All kinds of correction should also be subject to a peer-review process at the discretion of the editors before the corrections are approved and published.

Online manuscript review

Peer-reviewers may be allowed to submit their reports via University’s secure online system by following the link provided in the editor's email. An online help guide to assist in using this system may be designed and made available.

Criteria for Publication

The criteria for publication may decide by competent authorities belonging to various University sections and departments.

The Review Process

The mandatory steps (such as reviewer selection, time, anonymity) to be followed in ensuring a foolproof review process may decide by competent authorities belonging to various University sections and departments.

(NB: The proposed Policy is only a draft document to be placed for further discussion and finalization by competent higher authorities of Kannur University.)