

**Proforma for submission to PME cell by author(s) for forwarding research manuscript for publication in research journals**

Date:

To  
Head of the Section/ PME cell, IIOR, Hyderabad

Subject: Submission of research manuscript for publication in scientific journals

Sir,

I am enclosing herewith the article/manuscript of an original scientific research article with a request that permission may kindly be granted for submission of the same in the journal/ national/ international/ other (to specify ) as written below. I hereby certify that the information given for each of the items listed below is correct.

1	Title of the Article			
2	Name of the Journal to be sent with detail address with NAAS rating			
3	Name and Project no. under which the work was carried out	Project No:		
		Title of the Project:		
		Institute/Externally funded/Contract research/ M.Sc/ Ph.D.:		
4	Year of research work done			
5	Author(s)			
		Name	Affiliation/ Organization	Contribution
	Senior Author			
i	Co-authors			
ii				
iii				
iv				
6	Certify that			
	<ul style="list-style-type: none"> <li>• The article/manuscript is based on <i>bona fide</i> research conducted at IIOR and is related to mandated activities</li> <li>• The article/manuscript has been thoroughly checked by all the authors (including the authors from other organizations, if any ) and are satisfied with its form and content</li> <li>• Due credit of authorship has been given to each contributor of the article.</li> <li>• The sequence in which the authors' names appear has been decided by consensus.</li> </ul>			

	<ul style="list-style-type: none"> <li>• The article has not been submitted simultaneously for publication in any other journal</li> <li>• Due acknowledgement has been given to funding agencies or for assistance received from individuals/institutes/sponsoring agencies for carrying out this work.</li> <li>• Care has been taken that the publication will not lead to premature disclosure in cases where filing of patent is envisaged.</li> <li>• Data/Results/Schemes/Ideas given in the article/ manuscript are entirely the outcome of my/our research work and the IIOR and ICAR are not responsible for any liability arising out of this publication</li> <li>• Internal Citing: The required number of secondary sources has been cited parenthetically in the proper format; and credit is given each time that the information is used, even if it is paraphrased or summarized.</li> <li>• IIOR and ICAR are not responsible for any liability or legal issue arising out of this publication and corresponding author will be held responsible.</li> <li>• Plagiarism score is less than 10%.</li> </ul>			
7	Name and Signature of Authors			
	Name	Signature	Name	Signature
8	Signature with name and designation of senior author			
9	Recommendation of Head of Division			
10	Comments and Recommendations of the Publication committee			
	Dr. P. Padmavathi, Chairman			
	Dr. S. Senthilvel, Member			
	Dr. P. Duraimurugan, Member			
	Dr. Ch. Sarada, Member			
	Dr. T. Boopathi (OiC, TIC), Member Secretary			
11	*Comments of Senior author on the recommendations of publication committee			
	Comments, if any			
		All the comments and recommendations of the publication committee have been addressed		
		All IPR Issues have been suitably addressed		

12	Name and Signature of Senior author	Name Signature
13	Recommended and forwarded by the PME cell Incharge	
14	Comments/ approval of Director, IIOR	

**\*Point-wise comments on the recommendations of the publication committee is to be Annexed separately along with revised article.**

**Note: Either the format is to be neatly filled or typed and spacing for providing information may be increased**

**GUIDELINES FOR PUBLISHING RESEARCH PAPERS/BOOKS, BOOK CHAPTERS etc.,  
RADIO TALKS/TV PRESENTATIONS AND PARTICIPATION IN SYMPOSIA / WORKSHOPS  
/ SEMINARS BY THE SCIENTISTS AT ICAR-IIOR**

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**1. Scientific research papers, Full length papers submitted to National / International  
Journals / Seminars / Symposia**

- The article is to be submitted to the Member Secretary, Publication Committee through Head of the Section with his/ her remarks as per the format enclosed.
- Acknowledgement with inward number would be given by the Member Secretary to the corresponding author.
- All the relevant information are to be furnished by the corresponding author in the format.
- Member Secretary will forward the manuscript to the members of Publication Committee with his remarks.
- The research work should have been carried out at IIOR or at any other organization by the IIOR Scientist with prior approval of the competent authority of IIOR.
- The contents of the article should have been reported in brief either in Annual Report or Newsletter or RPF –II /III prior to submission of article.
- The contribution of each author of the research article is to be justified.
- Editing, guidance and simple statistical analysis does not deserve authorship in the research paper. Any such assistance may be acknowledged.
- Claiming authorship only for planning of experiments is not to be encouraged.
- The ICAR/ the funding agency have to be duly acknowledged.
- If the corresponding author of the article is from outside IIOR, the article should be processed first at the Institute where he/she works and then to the publication committee of IIOR. The article is to be examined by the Publication Committee for their comments/ suggestions.
- Each point/suggestion raised by Publication Committee has to be responded by corresponding author correctly point wise with page number of manuscript.
- One copy of the article, either revised as per the suggestions of the publication committee or unrevised, with proper justification of not accepting the suggestions/ comments of the Publication Committee, is to be resubmitted along with original copy to the Chairman,

Publication Committee for approval of Director, IIOR through Member Secretary, Publication Committee.

- After approval of the Director, IIOR, the article can be posted to the journal or through online by the author/corresponding author.

## **2. Popular articles**

- Popular articles written in local language / English should be sent to Member Secretary through their Head of Section for reviewing by the Publication committee.
- Popular article should be written by authors who worked in the relevant field for a minimum of at least 2 crop seasons.
- Number of authors should be confirmed to the actual contributors.
- Translated work of a popular article to be claimed for translation only and he/she can claim authorship along with the original authors
- Once the approval is obtained from the Competent authority, the article can be sent to the Editor / publisher by the corresponding author.

## **3. Radio Talks/TV presentations**

- Script of the radio talk / TV presentation should be sent to Member Secretary through Head of Section well in advance for reviewing by the Publication Committee.
- The approval of Director is to be obtained by Member Secretary, Publication Committee at least a day prior to the presentation and the same is to be communicated to the concerned scientist.
- In case of live programmes, after completion of the programme, the scientist should submit a brief report on the programme and opinions of callers to Director through TIO.
- The participant should not give views on any legal or policy issues of ICAR/ GoI.

## **4. Invited articles/papers/ review papers/ book chapters or books**

- Scientists can submit invited articles / papers / book chapters / books based on the invitation received from the organizers/publishers etc.
- The invited scientists who have not done the relevant work, have to involve the competent scientist(s) in the field and give due credit to the scientists who are actually related to the work.
- Review article / book chapter / editing of a book as Senior Author or sole author should be written by Scientists who worked in the relevant field/subject for a minimum of 3-5 years.

- They should submit to Member Secretary, Publication Committee to seek approval of the Director through Head of Section for reviewing by the Publication Committee.
- Once the approval is obtained from the Competent authority, the invited article/review paper/book chapter can be sent to the Editor / publisher by the corresponding author.

#### **5. Abstract for seminar/symposia/workshops**

- Abstract prepared for seminar/symposia/workshops should be submitted to the Member Secretary through Head of Section to Director for reviewing by the publication Committee.

#### **6. General Guidelines**

- Students and technical staff having post graduate qualification working with scientist can be the authors of the article.
- If, any of the authors are from outside IIOR, they have to enclose the permission letter of the competent authority of the respective Institute.
- If the corresponding author is from outside IIOR, prior consent of the concerned IIOR scientist should have been taken and if not, as and when the concerned scientist comes to know about it, he/she should immediately inform the same to the publication committee suggesting the course of action to be taken by IIOR.
- Generally, the corresponding author has to send the article to the journal for which it has been approved by Publication Committee, if either it is not published for some reason in the said journal or he/she wants to send the article to another journal, the corresponding author should intimate the Publication Committee for approval by the Competent authority.
- While recommending to attend the seminars to the symposium, the Head of the Section has to ensure that the Scientist concerned has not attended the seminar/ symposium on similar subject in a calendar year and the Scientist concerned should not be recommended if, he/she has already attended 2 seminars/ symposia in a calendar year.
- Plagiarism score (certificate) need to be attached while submitting the articles/ manuscripts to the Publication Committee.
- Each author's contribution towards preparation of the manuscript need to be mentioned without duplication/ambiguity.

