



REQUEST FOR PAPER PUBLICATION

Corresponding Author's Name: E.Code:

Designation: Department/ Division:.....

Title of Paper:

Proposed Journal:

Does this work have any potential for patenting?

☐ Yes

☐ No

Has this been discussed with Technical Coordination Cell?

☐ Yes

☐ No

☐ N/A

Patent Application filed.

☐ Yes

☐ No

☐ N/A

Ethical Committee Clearance obtained

☐ Yes

☐ No

If "Yes" - ☐ IEC, ☐ IAEC, ☐ ICSCRT, letter no. and date

If "No" state reason

We, the authors, certify that:

- This work/part of the work has not been published in any of our previous publications.
- This work/manuscript is not submitted or under consideration for publication elsewhere
- All authors have contributed sufficiently to qualify for Authorship
- All authors have read and accepted the manuscript
- All financial and material support for the research and the work are identified in the Acknowledgment section of the manuscript
- Informed consent was obtained from all persons (parents or legal guardians for minors) to publish (in print and online) patient identifiers and photographs of patients
- Written permission is obtained from the holder of the copyright to reproduce the material protected by copyright
- A soft and hard copy will be submitted to the Institute repository on publication. This will be archived in the Dspace of the Institute and will ultimately be linked to the DST site six months after publication.
- The manuscript has been subjected to plagiarism check. The plagiarism is %.

Sl. No.	Author(s) name**	Author's contribution \$	Signature
1.			
2.			
3.			
4.			

Remarks and recommendations of Officers with name & signature:

☐ Yes ☐ No

Division Head/ Principal Investigator

Head of Department

Head BMT Wing*

Forwarded by Research & Publication Cell: ☐ Yes ☐ No – for the following reason:

Associate Dean (Research & Publication Cell)

☐ Not Approved

☐ Approved

DIRECTOR

E-Office file submission particulars:

1. E-Office file name format should be → **“Paper publication request by (Applicant name) for (journal name)”**.
2. Request form signed by HoD to be forwarded to R&P cell.
3. *Request from BMT wing to be forwarded through Head, BMT wing to R&P cell.

**** Additional authors name and signature may be affixed at the back. All authors must agree to be so listed and must have seen and approved the manuscript, its content, and its submission to the specified Journal.**

\$ All persons designated as authors should qualify for authorship, and all those who qualify should be listed. The contribution of each other may be indicated as

- (1) Conception and design of study
- (2) Acquisition of data
- (3) Analysis and interpretation of data
- (4) Drafting the manuscript
- (5) Critical revision for important intellectual content
- (6) Final approval of the version to be published.

An author must take responsibility for at least one component of the work, should be able to identify who is responsible for each other component, and should ideally be confident in their co-authors' ability and integrity.

Contributors who do not meet the criteria for authorship should be listed in the acknowledgment. Examples include: individuals who allowed their clinical experience to be included, a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Groups of persons who have contributed materially to the paper, but whose contributions do not justify authorship may be acknowledged under a heading such as "clinical investigators" or "participating investigators," and their function or contribution should be described; for example, "served as scientific advisors," "critically reviewed the study proposal." "Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship. In the event of an Author being outside the City, consent may be obtained by Email.

Please attach copy of the manuscript with the signature of all the authors on the title page along with proof of Plagiarism not exceeding 10%. The manuscripts recommended by the Head of the Department /Head BMT may be submitted to the Research and Publication (R&P) Cell in the AMC block. The R&P cell shall verify whether all the authors have given their consent as required by the Institute and pass it on to the Director for approval.

Once the Director's approval is obtained, the article may be forwarded for publishing. All articles published may be emailed to root@sctimst.ac.n to be archived in DSpace of the Institute. This will ultimately be linked to the Department of Science and Technology website. It is the responsibility of the authors to mention about the institute policy to archive all the articles on our Dspace while submitting it to the journals for publication. The article will be uploaded to "DSpace". In the event of submission of manuscript to another journal, please cite the original approval date may be referred number. A fresh consent form may be submitted. Copy of manuscript has to be submitted only if there are major changes.