

Department of Health Research
Ministry of Health and Family Welfare
New Delhi



“DHR Policy on Publications”

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Guided by

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DHR Policy on Publications

Academic journals play an important role in knowledge dissemination. Publishing a study result in a relevant, international, open access, academic journal provides a much wider visibility to the work done and also ensures that the work done is being used by the broader community and also not being duplicated by others. Publishing an article therefore, also has a significant bearing on the responsibilities of the authors. This policy document is prepared to guide the authors regarding the rules and regulations of Department of Health Research (DHR) regarding publication from DHR.

Scope of this policy: This policy applies to all DHR scientific and technical staff including both regular and contractual. It provides a roadmap to DHR scientific staff who are willing to publish their work in academic journals. This policy includes supportive and punitive steps from inception to publication.

Following International guidelines: Authors should follow guidelines on editorial independence produced by [the World Association of Medical Editors](#)¹ and the code on good publication practice produced by the [Committee on Publication Ethics](#)², the recommendations of the [International Committee of Medical Journal Editors](#)³, and checklists and advice for good research reporting of [the EQUATOR network](#)⁴.

Following Journal's guidelines: Authors should follow the journal's guidelines and reporting standards provided as "instruction to authors" for preparing their manuscripts, e.g. following Instructions to the Authors described by Indian Journal of Medical Research when submitting to the IJMR⁵.

Following Ethics: Authors should ensure highest professional and ethical standards for biomedical and health research at all stages since inception, honesty in the conduct of research, obtaining relevant approvals, efficiency, judicious use of resources, ensuring accountability, transparency, declaration and management of conflict of Interest, justice, reliable data collection, integrity in analysis, reporting and publication⁶.

Responsibility of authors:

- Research should be undertaken by persons who are competent with qualifications, relevant experience/training to collect reliable data, undertake accurate analysis, interpretation and publication. Scientists should be sensitive to societal and cultural impact, engage with public, improve trust, undertake meaningful research and be accountable.
- There should be due considerations for data collection and ownership, plan for publication, translation of outcomes and preservation of data for at least 5- 15 years after study completion as it may be needed to confirm research findings, establish priority or be re-analyzed by other researchers or for monitoring by sponsors or regulators.
- For collaborative research there can be requirement for memorandums of understanding (MoU) and material transfer agreements (MTA) with the collaborators.
- Ghost authorship and gifted authorship are not allowed and contributions of all authors be clearly identified, collaborations if any, should be declared at the time of project initiation, with the name and details of all collaborators stated.
- Article should clearly indicate the source of funding/project no./grant number wherever applicable.
- Article should duly acknowledge if study has been funded/ sponsored/ commissioned/ conducted by Department of Health Research.

Reporting and publication:

- Completed research irrespective of results must be published and shared on public databases/DHR website.
- Research should undergo peer review in a time bound manner following fairness, honesty and confidentiality by competent reviewers.
- Plagiarism or any form of research misconduct is unethical, which includes self-plagiarism, fabrication, falsification, manipulation of data or images, gift authorship etc. Researcher must ensure authenticity of research results before publishing or disseminating out of the Institution.

- Researchers should strictly follow guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE), The Office of Research Integrity (ORI) on publication ethics, research integrity and authorship and ensure substantial intellectual role of all authors in publication or presentation. The articles should not be submitted to any predatory journal for publication.

Peer Reviewed articles: Authors should publish their articles in peer reviewed journals. Peer review is the system used to assess the quality of a manuscript before it is published. Independent researchers in the relevant research area assess submitted manuscripts for originality, validity and significance to help Editors determine whether the manuscript should be published in their journal.

Article-processing charges: Most of the journals providing Open access for publishing involves costs as article processing charges. The article-processing charges include a publication charge for each article accepted for publication, plus VAT or local taxes where applicable. The expenditure on article processing charges can be met from the publication head available in the budget of DHR, only for articles fulfilling all criteria as given below:

- An approval should have been sought from the competent authority of DHR (Secretary-level) prior to the submission of article to the journal.
- The article should have been accepted in an international, peer reviewed, good repute, PubMed indexed journal in the area relevant to the article.
- An approval should have been sought from the competent authority of DHR (Secretary-level) for payment towards article processing charges, once the article is accepted for publication in the journal.
- The corresponding author of the article should be working as a regular/contractual staff of DHR.

After Publication: All articles published by DHR's regular/contractual scientific and technical staff should be uploaded on the DHR's website with a link to the article and should also be included in the annual report of DHR for wider publicity and transparency.

References:

1. <http://www.wame.org/about/policy-statements>
2. <https://publicationethics.org/>
3. <http://icmje.org/recommendations/browse/>
4. <http://www.equator-network.org/>
5. <http://www.ijmr.org.in/contributors.asp>
6. National ethical guidelines for biomedical and health research involving human participants, ICMR, New Delhi.

Disclaimer:

This document is the first version of “DHR Policy on Publications” prepared on July, 2019. The document might be updated in future, as and when the rules and regulation of the organization changes.

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