



VMRF-DU POLICY/ GUIDELINES ON STANDARDISATION FOR AUTHOR, AFFILIATION AND INSTITUTION NAMES IN PUBLICATIONS

IT is hereby notified that the following guidelines/policy shall be applicable in respect of University Research Code of Ethics with immediate effect.

The following is the guideline/Policy which VMRF-DU recommends that researchers/staff follow when deciding how to list their full names and institutional affiliations in their publications. The purpose of the guidelines is to help the researchers/staff as authors to avoid the incidence of name variants when published. This is to facilitate the retrieval of one's publications in bibliographic databases which enhances the visibility of one's publications.

VMRF-DU Publication Policy requires that, from 1st June,2018

- Authors shall record publication details and deposit full text copies of research outputs, i.e. accepted peer-reviewed journal articles and conference proceedings (with ISBN number) no later than three months after the date of acceptance for publication/ presentation.
- Authors must use a standardized institutional affiliation "**Vinayaka Mission's Research Foundation (Deemed to be University)**" in all research outputs to ensure clear affiliation with the VMRF-DU University.
- The policy applies to all research outputs, including those published by the Officers, Faculty, Non-Teaching Staff, students and PhD scholars by adhering to the Guidelines for Good Publication Practice to maintain academic integrity.
- In the event of any misconduct like plagiarism in the publication, the author is solely responsible for such actions and will be referred to the **University Academic Misconduct Panel (AMP)** and **Plagiarism Disciplinary Authority (PDA)** for disciplinary action.

GUIDELINES

Standardization for Author Names

- As an author, you should choose a name form that clearly identifies and differentiates you from other authors.
- Be consistent in using the form of your name in your publications and use the same form throughout, whether you are the sole author or within a group of authors in the publications. This ensures that your articles would be more easily searchable in the databases.

Standardization for Institution, Department and Affiliation Names

- The University's name should be provided in English.
- Begin with the department and Institution name, followed by the University.

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- Be consistent with the form of the department addresses and affiliations you provide in your publications.
- If you wish to indicate your affiliation with more than one of the University's departments please follow the format.

For example,

Author's name^{1,2}

¹*Department of Ophthalmology, Vinayaka Mission's KirupanandaVariyar Medical College, Vinayaka Mission's Research Foundation (Deemed to be University), Salem - 636 308, Tamil Nadu, India*

²*Unit on Neuron-Glia Interactions in Retinal Disease, National Eye Institute, National Institutes of Health, Bethesda, MD 20892, USA.*

This ensures that the respective departments are more easily retrieved in databases used for gauging researcher impact.

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