



स्वामी राम हिमालयन विश्वविद्यालय  
Swami Rama Himalayan University

## **GUIDELINES FOR WRITING/PUBLISHING OF A BOOK**

Approved by the Board of Management in its 30<sup>th</sup> Meeting held on  
12<sup>th</sup> March, 2021

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# SWAMI RAMA HIMALAYAN UNIVERSITY

## Guidelines for Writing/Publishing of a Book, Book Section/Chapter/ Lecture in print/digital/video format by Employee and/or Student of the University

1. **Title:** These guidelines shall be known as ‘Guidelines for Writing/Publishing of a Book, Book Section/Chapter/ Lecture in print/digital/video format by Employee and/or Student of the University (hereinafter collectively referred as “Author”)’

These guidelines shall come into force from the date of approval of the Board of Management of the University.

2. **Definitions :** In these guidelines, unless the context otherwise requires -
  - (i) **“Author”** means existing/former Employee and/ or Student of the University who wishes to write and/or publish a Book, Book Section/ Chapter/ Lecture in any media (print/digital/video format etc.);
  - (ii) **“Competent Authority”** means a person designated by the University from time to time;
  - (iii) **“Employee”** means employee (fulltime, contractual, part time and others) appointed by the University and include faculty and other staff of the University of its constituent Schools/Colleges/Departments;
  - (iv) **“Student”** means a candidate registered with the University for obtaining or has already obtained any certificate, fellowship or Degree.
3. These Guidelines have been developed to ensure high ethical standards of potentially valuable intellectual property, prior to public release. These Guidelines shall be applicable where :
  - (a) The author uses the name of the University as his/her employer/education institution (whichever is applicable) with his/her name.
  - (b) The author uses the data or facility/ resources or working hours of SRHU.
4. In case any the author is willing to publish any print/digital/video material using name, logo, photograph, general/confidential information or any other content of the University, he/she should obtain prior written approval from the competent authority of the University; failing which the University shall initiate appropriate legal action against such an author.
5. In case any Employee and/or Student desires to publish in individual capacity, any print/digital/video material unrelated to his/her professional work, the employee/student should obtain prior written approval from the competent authority of the University.



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The University shall repudiate the opinion/idea expressed in individual capacity by the employee/student in publication of such print/digital material. The University shall not be responsible if any of the content in publication is reported to be objectionable and derogatory, at any stage.

6. A Publication & Review Committee shall be constituted by the University for implementation & supervision of these guidelines. The Publications & Review Committee shall be responsible for interpreting these Guidelines and for resolving disputes concerning its interpretation and application. Further, the Committee shall design & recommend all the forms, formats, agreements etc. related to publication and also frame the detail procedures in terms of these guidelines.
7. **NOC from the University:** The concerned author must apply to the Competent Authority for NOC through his/her respective administrative head and submit a brief of the manuscript/Video/ lecture to be published/uploaded in its requisite format as prescribed by the Publication & Review Committee.
8. On case to case basis the benefit of special leave & financial assistance can be recommended by the Publication & Review Committee.
9. **Financial Assistance:** If concerned author requests for financial assistance from the University, the proportion of financial contribution by author & University shall be decided on case to case basis.
10. **Proposal for publication & its approval:** The author concerned who wishes to write and/or publish Book, Book Section/ Chapter/ lecture in any media (print /digital/video format etc.), shall submit his/her proposal before the Publication & Review Committee for approval in a format prescribed by the Publication & Review Committee. The Committee may accept or decline the proposal.
11. **Progress Report:** In case University grants any support/assistance to the author, the committee may ask the author to submit a periodic progress report of his/her work.
12. **Royalty:**
  - a. Royalty to be divided between Author & University in proportion of 60:40, if author has availed support of University including financial assistance and/or, has used University facility, as the case may be.
  - b. Royalty to be divided between Author & University in proportion of 80:20, if the author has not availed any support from the University but is mentioning SRHU as his/her affiliation.
13. **Selection of Publishers:** A prior approval of the University is to be obtained before selection of the publisher. The publishers of National/International repute shall only be permitted.

14. **Ethical Issues:** The publication of book/chapter or video lecture is an essential building block in the development of a coherent and respected network of knowledge. It is therefore important to agree upon standards of expected ethical behavior as follows:

**(i) Authorship of the book/ video lecture & declaration:**

- a) Authorship should be limited to those who have made a significant contribution.
- b) Author contributions should be clearly defined in terms of involvement in conception, design, coordination of the study, subject recruitment, data collection & interpretation, statistical analysis, or writing of the manuscript. All authors are expected to critically review the manuscript and approve the final version of the publication.
- c) A declaration regarding the same needs to be submitted by the author on requisite format as prescribed by the Publication & Review Committee to the concerned authority/committee.

**(ii) Originality and plagiarism:**

- a) The author should ensure that he/she has written an original work. A plagiarism check should be done before publishing the book, through software approved by the University. An undertaking to this effect shall be submitted by the author.
- b) If an issue of a possible plagiarism, fraud or infringement erupts subsequent to publication (or upload of a video on you tube /SWAYAM/MOOC/other portals), the author shall immediately inform the concerned authority/committee of the University.
- c) The concerned authority/committee shall take further course of action as per the guidelines of UGC on plagiarism.

**(iii) Fundamental errors in published works:** If and when, an author discovers a significant error or inaccuracy in his/her own published work/uploaded video, it is the author's obligation to promptly notify the publisher and cooperate with the editor to retract or correct the writing and keep the University informed.

**(iv) Data access and retention:** Author may be asked to provide the raw data, in case felt necessary, in connection with the book/ video lecture for review of the Committee setup for this purpose, and should provide the same to the concerned authority, as required.

**(v) Acknowledgement:** Proper acknowledgement should be made by the author for any support provided by the University /relevant others.

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- (vi) **Disclosure and conflicts of interest:** All submissions by the author must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest.
- (vii) **Use of patient images or case details:** Studies on patients or volunteers require institutional ethical committee's approval and informed consent, which should be documented in the book/ video.
15. **Agreement:** An agreement shall be drafted and recommended by the Publication & Review committee and approved by the University. The agreement will be signed, between the author and the University, covering the following:
- a. Financial aid, if requested
  - b. Royalty sharing
  - c. Copyright issues
  - d. Plagiarism & errors
  - e. Use of time, Resources & data
  - f. Selection of publisher
  - g. Authors' contribution
  - h. Data access and retention
  - i. Acknowledgements
  - j. Disclosure of conflict of interest
  - k. Ethical committees approval
  - l. Informed consent
  - m. Prior permission for joint authorship if any.
  - n. Any other matter which needs to be included as per the law in force at that time or as the Publication & Review committee/University thinks necessary to incorporate.
16. **Copyright:** The agreement between the University and author shall describe the rights related to the publication. It will govern how the author, University and the publisher can publish and distribute the book/video, and the wider general public can use it. Following shall apply when the University is the publishing house of the book/ video.
- a. In order for the University to publish and disseminate books/ video, it needs publishing rights. This is determined by a publishing agreement (as designed and recommended by the Publication & Review Committee and approved by the University) between the author and the University.
  - b. The University supports the need for an author to share, disseminate and maximize the impact of his/her work. Thus this agreement deals with the transfer or license of the copyright to the University while the author retains significant rights to use and share his/her own published work.
17. **Prior permission for joint authorship with other Institutions:** Prior permission before agreement is required in case of joint authorship with staff in other institutions.

  
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18. The author shall indemnify and hold harmless SRHU from and against direct and actual losses, expenses, claims, damages, penalties and liabilities that may be incurred, made against or suffered by SRHU, arising directly out of or in connection with or as a consequence of any material breach of any representations, warranties, covenants made by the author.
19. In case the author avails all or any of the support from the University, as stated in above points, which may include financial aid and/or, use of University facility and/or, working hours and/or, special leave and/or, data utilization of SRHU, as the case may be, and the result and quality of the work does not come up to the standard as assured by the author, then in view of prevailing circumstances, if the Publication & Review Committee thinks appropriate, it may ask the author to compensate the University. The amount of compensation shall not exceed the amount of losses sustained by the University in in terms of support/assistance/facility/leaves provided by the University to the author.
20. If by any means it comes under the knowledge of Publication & Review Committee/University that any author is Writing/Publishing a Book, Book Section/ Chapter/ lecture in print/digital or video format in contravention to the terms & conditions of these guidelines, the University may take strict penal action against that Employee/student.
21. Notwithstanding anything to the contrary in these guidelines, the author shall not be liable for failure or delay in writing & publishing a Book, Book Section/ Chapter/ lecture, in print/digital or video format under this guidelines, if such failure or delay is caused by acts of God, Strikes, lock-outs, embargoes, war, riots civil commotion, any orders of governmental, quasi-governmental or local authorities, or any other similar cause beyond his/her control and without his/her fault or negligence.
22. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provision mentioned herein above in these guidelines without any notice.
23. In case of any dispute, decision of the competent authority of the University would be final and binding.
24. The courts of Dehradun, Uttarakhand shall have exclusive jurisdiction over any dispute, differences or claims.

  
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