

SARASWATI DENTAL COLLEGE & HOSPITAL, LUCKNOW



CODE OF ETHICS FOR GOOD RESEARCH AND PUBLICATION PRACTICES

(An initiative of Institutional Research & Development Committee- IRDC)

Approved at

A joint meeting of Institutional Research & Development committee (IRDC) and Institutional Human Ethics Committee (IHEC) dated 18th & 19th December, 2019

Amended on 15th October, 2020



Saraswati Dental College, Lucknow

**Institutional Research & Development Committee (IRDC)
Code of Ethics for Good Research and Publication Practices**

1. PROLOGUE

Ethics is primarily a matter of knowing whereas morality is a matter of doing. Put simply, ethics is the study of morality-careful and systematic reflection on and analysis of moral decisions and behaviour, whether past, present or future. Morality is the value dimension of human decision-making and behaviour. The language of morality includes nouns such as 'rights', 'responsibilities' and 'virtues' and adjectives such as 'good' and 'bad' (or 'evil'), 'right' and 'wrong', 'just' and 'unjust'.

Research is defined as the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. Research is "creative and systematic work undertaken to increase the stock of knowledge, including knowledge of humans, culture and society, and the use of this stock of knowledge to devise new applications." Research is a careful and detailed study into a specific problem, concern, or issue using the scientific method. Good research should be well justified, well planned, appropriately designed, and ethically approved. To conduct research to a lower standard may constitute misconduct. A primary task of a researcher is the communication of technical results to the broader scientific community. Whether in written or oral form, scientific communication is a critical step in the scientific method and is the key driver of movement within a scientific field. Therefore, the construction of a written scientific manuscript must not be taken lightly. In general, the purpose of a scientific manuscript is to construct a clearly written document that describes a question and then logically presents an answer to this question that is based upon theoretical or experimental results.

2. OBJECTIVES

- 2.1** To ensure that all research and publication interventions are founded upon a robust ethical framework based on national and international guidelines for good clinical laboratory and publication practices.
- 2.2** To provide guidelines for the individuals to conduct research work and publications associated with Saraswati Dental College & Hospital, Lucknow, in pursuit with Institutional Research &

Developmental Committee (IRDC), Institutional Human Ethics Committee (IHEC) and Institutional Scientific Publications Committee (ISPC).

3. GOOD RESEARCH PRACTICES

- 3.1** All research projects by faculty or students, either compulsory or non-compulsory should have IRDC approval before commencement of the research project.
- 3.2** Laboratory and clinical research should be driven by protocol; pilot studies should have a written rationale. Research protocols should seek to answer specific questions, rather than just collect data. Protocols must be carefully agreed by all contributors and collaborators, including, if appropriate, the participants. The final protocol should form part of the research record and submitted as format given by IRDC and IHEC.
- 3.3** Early agreement on the precise roles of the contributors and collaborators, and on matters of authorship and publication, is advised.
- 3.4** Statistical issues should be considered early in study design, including power calculations, to ensure there are neither too few nor too many participants. Sample size determination is must during protocol submission.
- 3.5** Formal and documented ethical approval from an appropriately constituted research ethics committee is required for all studies involving people, medical records, and anonymised human tissues. Use of human tissues in research should conform to the highest ethical standards, such as those recommended by the guidelines issued by ICMR on Bioethics.
- 3.6** Fully informed consent should always be sought. It may not always be possible, however, and in such circumstances, an appropriately constituted research ethics committee should decide if this is ethically acceptable. When participants are unable to give fully informed consent, research should follow international guidelines, such as those of the Council for International Organizations of Medical Sciences (CIOMS).
- 3.7** Animal experiments require full compliance with local, national, ethical, and regulatory principles, and local licensing arrangements. International standards vary.
- 3.8** Formal supervision, usually the responsibility of the principal investigator, should be provided for all research projects: this must include quality control, and the frequent review and long term retention (may be up to 15 years) of all records and primary outputs.
- 3.9** Data should be appropriately analysed, fabrication and falsification of data do constitute misconduct. All sources and methods used to obtain and analyse data, including any electronic pre-processing, should be fully disclosed; detailed explanations should be provided for any exclusions. Methods of analysis must be explained in detail, and referenced, if they are not in common use.

- 4. Recommendations regarding Financial Support for Research work:** Research funding is the financial support provided for any scientific research, in the areas of natural/biological science, technology, and social science. The term often connotes funding obtained through a competitive process, in which potential research projects are evaluated and only the most promising receive funding. Most research funding comes from two major sources, corporations (through research and development departments) and government (primarily carried out through universities and specialized government agencies; often known as research councils). A smaller amount of scientific research is funded by charitable foundations also. In this regards IRDC has formulated following recommendations. Following are the recommendations formulated by IRDC regarding research funding.
- 4.1** Interested researchers are encouraged to visit the National Universities website for detailed information in respective departments and thrust area. Research proposal relevant to thrust areas recognized by the university can be applied to respective Universities for providing financial support.
 - 4.2** All the students (UGs or PGs) as well as faculty members should recognize thrust areas recognized by various national and international funding agencies for example ICMR, IADR, DST, DBT, DBT-Welcome Trust, UGC, ISDR, ICP, IPS- JPS International Scientific Exchange Programme etc.
 - 4.3** Undergraduate students (3rd year and 4th year) are encouraged to apply for financial support of Rs 10,000 under short term studentship (STS) scheme by ICMR. Similarly, financial support of Rs 50,000 for MDS Dissertation can be availed from ICMR and Dr. Aruna Mehta Research Scholarship up to Rs 30,000 by Indian Prosthodontist Society (IPS).
 - 4.4** Saraswati Medical and Dental College Society is keen to provide research funding for research proposals having potential for conversion into patents, commercial product or services and/or publication in scientific journals indexed in PubMed/ Scopus as well as Web of Science with Impact Factor (of more than 2) as given by journal citation report published by Institution of Scientific Information (Thompson Reuters).
 - 4.5** All researchers should whole heartedly strive and do the needful to obtain Extramural funding.
 - 4.6** Sabbatical leave may be granted for research work apart from duty leave that is dedicated for carrying out research projects related work. Applicants need to write an application to the Chairman, IRDC for the same in advance for approval.
 - 4.7** Decision regarding the funding amount & sabbatical leave for the research project will be decided by the Chairman, IRDC after consultation with committee members and will be recorded as MOM.

5. GOOD PUBLICATION PRACTICES

- 5.1 Manuscripts should be written in IMRaD (Introduction, Materials and Methods, Results and Discussion) format. The discussion section of a paper should mention any issues of bias which have been considered, and explain how they have been dealt with in the design and interpretation of the study
- 5.2 The award of authorship should balance intellectual contributions to the conception, design, analysis and writing of the study against the collection of data and other routine work. If there is no task that can reasonably be attributed to a particular individual, then that individual should not be credited with authorship. To avoid disputes over attribution of academic credit, it is helpful to decide early on in the planning of a research project who will be credited as authors, as contributors, and who will be acknowledged.
- 5.3 All authors must take public responsibility for the content of their paper. The multidisciplinary nature of much research can make this difficult, but this can be resolved by the disclosure of individual contributions.
- 5.4 Careful reading of the target journal's "Instructions to Authors" is advised, in the light of current uncertainties.

6. CONFLICT OF INTEREST

- 6.1 Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of author, reviewers, and editors.
 - 6.2 They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived.
 - 6.3 They may be personal, commercial, political, academic or financial.
 - 6.4 "Financial" interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies and company support for staff.
- 7. PLAGIARISM:** Plagiarism ranges from the unreferenced use of others' published and unpublished ideas, including research grant applications to submission under "new" authorship of a complete paper, sometimes in a different language. In short plagiarism refers to the practice of claiming credit for the words, ideas, and concept of others.
- 7.1 It may occur at any stage of planning, research, writing, or publication: it applies to print and electronic versions.
 - 7.2 All sources should be disclosed, and if large amounts of other people's written or illustrative material (mainly figures, graphs and table's) are to be used, permission must be sought.

- 7.3 All students who are compiling their final dissertation (library or main) must check their research work through plagiarism software and should submit "similarity report" to IRDC/ISJPC before final submission.
- 7.4 Anyone who aspires to publish scientific work in reputed scientific journals must assure that their manuscripts are free of plagiarism. A "similarity report" using anti-plagiarism software can be obtained for documentation, before final submission.
- 7.5 Few of the online plagiarism software available at no or minimal cost are DupliChecker, CopyLeaks, PaperRater, Plagiarisma, Plagiarism Checker X, Plagium, PlagTracker, QueText, Viper and www.plagiarism-detector.com. Ithenticate and Grammarly are paid software for plagiarism check.
- 7.6 Self-plagiarism: It is defined as a type plagiarism in which writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work. Self-plagiarism is often considered as invasion upon a publishers' copyright.
- 7.7 All PGs/ faculty (researchers) are required to submit plagiarism check/similarity report to IRDC with their completion report or before ending research for publication.
8. **PATENT AND COPYRIGHTS:** A Dental Surgeon may patent surgical instruments, appliances and medicine or Copyright applications, methods and procedures.
9. **PG Student Dissertation Guidelines**
 - 9.1 Thesis or dissertation may be prepared on a computer, consider the following requirements for meeting the standards.
 - 9.2 Paper Use only one side of high-quality (preferably executive Bond Paper), plain white (unlined in any way) bond paper, minimum 20-lb weight, and A4, 8-1/2" x 11" in size. Erasable paper should not be used.
 - 9.3 Type Size and Print Select fonts' type: Times New Roman and size of 10 to 12 characters. The size of the titles should be 14 and Bold, the size of subtitles should be 12 and bold.
 - 9.4 Print should be letter quality or laser (not dot matrix) printing with dark black characters that are consistently clear and dense.
 - 9.5 Use the same type of print and print size throughout the document.
 - 9.6 Do proper pagination, Number all of the pages of your document, including not only the principal text, but also all plates, tables, diagrams, maps, and so on.
 - 9.7 Roman numerals are used on the preliminary pages (pages up to the first page of text) and Arabic numerals are used on the text pages.
 - 9.8 The numbers themselves can be placed anywhere on the page, however they should be consistent.

- 9.9 Spacing Use double spacing except for long quotations, footnotes, and endnotes, which are single spaced.
- 9.10 Margins to allow for binding, the left-hand margin must be 1.5". Other margins should be 1.0".
- 9.11 Diagrams, photographs, or facsimiles in any form should be a standard page size, or if larger, folded so that a free left-hand margin of 1.5" remains and the folded sheet is not larger than the standard page.
- 9.12 Photographs of professional quality, black-and-white photographs are necessary for clear reproduction. Colours are allowed, but it should be certain the colored figure should not be confusing when printed in black and white.
- 9.13 The written text of dissertation shall be not less than 50 pages and shall not exceed 150 pages excluding references, tables, questionnaires and other annexure.
- 9.14 Cover: Black/ Tan/ Navy blue; water proof binding
- 9.15 Binding: Hard binding only, as spiral binding will not be accepted
- 9.16 For soft copy submission (File Format Thesis or Dissertations format should be in Doc (Ms Word Document) or PDF (portable Document format), Image files in JPG or TIFF format and Audio Visual in AVI (Audio video interleave), GIF, MPEG (moving picture expert) files format; Labelling on CD CD-ROM should be standard and should contain title, subtitle, name of the candidate, degree name, subject name, guide name, name of the department, college, and place.
- 9.17 Make sure that you do not copy verbatim more than two words in a row from the text you have found. If you do use more than two words together, you will have to use quotation marks. Citing is one of the effective ways to avoid plagiarism.
- 10. Publishing Guidelines for Faculty and Students**
- 10.1 Every faculty member should try to get publish at least one article in PubMed/Scopus/Web of Science index journal every year as First author. (either Narrative or Systematic Review &/or Meta-analysis (2° original research)
- 10.2 Every faculty should publish at least one article in Category 2/3 journals every year with first name to fulfil minimum DCI criteria (3 publications in 3 years with first name).
- 10.3 All PG dissertation should be registered with CTRI India. As currently it is required during publication of research paper. Every department should publish all thesis related articles in PubMed/Scopus/Web of Science index journals only, with first name of PG student only. Preferably in high impact factor journal.
- 10.4 Guides should ask PG student about all thesis related word file, figures, statistical analysis review of literature before appearing in exam and/or signing thesis. All students must be made clear that

thesis paper will be published under the name of Institute only, to avoid any conflict of interest later on.

- 10.5 Authorship for publication of case report by one or more departments can be sorted out by discussion amongst the involved departments, depending on amount of contribution.
- 10.6 High impact factor journal other than dentistry can also be chosen for publication.
- 10.7 Authors may ask for financial support, if any, from institution for publishing articles in Impact factor more than 3 (Based on JCR by Web of Science only).
- 10.8 Research culminated in "Patent" will be given due recognition. Publication is a criterion for awarding faculty members during annual appraisal & promotion or during 15th August or 26th January celebration.
- 10.9 Authors should take all possible precautions to avoid "plagiarism" in any research paper. Institution Scientific Journal Committee (ISJPC) may look after only the research content of all research sent for publication, unbiased.
- 10.10 Once the article is finally published, faculty member or student should mandatorily submit full-text PDF of the article to publication of (ISJPC) without fail via email to Sdcpublications@saraswaticolleges.com This will help in getting regular update, indexing details, and online/ e-repository of all SDC publications on regular basis. Further this will avoid asking data from any faculty member that is required while submitting data to external agencies.
- 10.11 Citations of institutional research work are very important. All authors should give full hearted support by citing articles with Institutional publications. E-repository of online list/ full-text PDF files of all research work so far done by our institution for perusal of all authors.
- 10.12 Every faculty member should have profile on Research Gate/ Scopus/ Goggle Scholar/ Orchid ID/Web of Science/ Indian citation index and must update it regularly.
- 10.13 Undergraduate students should also be motivated to participate and give their inputs in preparation of SDC e-Bulletin. Both scientific and literary inputs can be given.

11. DENTAL COUNCIL OF INDIA (PUBLICATION GUIDELINES)

11.1 Categories of Journal Publications Points

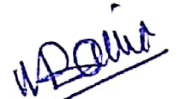
Category I: (Points 15)	Category II: (Points 10)	Category III: (Points 5, Max. Publication 3)
<ul style="list-style-type: none"> Journals Indexed to PubMed – Medline. (www.ncbi.nlm.nih.gov/pubmed) Journals published by Indian/International Dental 	<ul style="list-style-type: none"> Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding 	<ul style="list-style-type: none"> Journals published by Deemed Universities/ Dental Institutions/ Indian Dental Association Contribution of

<p>Speciality.</p> <ul style="list-style-type: none"> Articles published in Scopus and Web of Science indexed journals. Associations approved by Dental Council of India. 	<p>dental degree</p> <ul style="list-style-type: none"> Original Research/ Study approved by I.C.M.R/Similar Govt. Bodies. Author of Text / Reference Book concerned to respective specialty PhD. Or any other similar additional qualification after MDS 	<p>Chapters in the Text Book</p>
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- 11.2 For any publication, except original research, first author (principal author) shall be given 100% points and remaining authors (co-authors) shall be given 50% points and upto maximum of 5 co-authors will be considered.
- 11.3 For original research, all authors shall be given equal points and upto maximum of 6 authors shall be considered.
- 11.4 Maximum of 3 publications shall be considered for allotting points in Category III.
- 11.5 Publication in tabloids / souvenirs / dental news magazines / abstracts of conference
- 11.6 Proceedings / letter of acceptance shall not be considered for allotment of points. Total Score Required: **For Head of Department:** 40 marks; **Professor:** 30 marks; **Reader/Associate Professor:** 20 marks.
- 11.7 A post-graduate teacher would be re-evaluated every three years and shall have at least an additional 15 points in their score.
- 11.8 A **Journal Review Expert Committee** may be formed which shall enlist all the available International and Indian dental journals in various categories. The list would be displayed on the Council's website.
- 11.9 The Committee shall also be responsible for making annual review of the list of journals and shall continuously monitor the standard of publications in various journals and the categories of publications may be upgraded / downgraded, if the standard is not maintained by the journal.
- 11.10 In case of any dispute, the recommendation of the Expert Committee shall be reviewed by the Executive Committee and decision of the Executive Committee would be final.
- 12. What is National & International Journal?**
- 12.1 National journal, which belong to or has been started by a National institution or a National Society or Association;
- 12.2 International journal, which belong to and has been started by a publisher/Society working at International level (here outside India).

- 12.3 Further National journal consisting at least 30% of editorial board member and at least 20% of manuscripts published every year by the authors with nationality outside its original country of journal (here outside Indian origin).
13. **How to find Journals Indexed in Scopus, PubMed and Web of Science?**
- 13.1 To view Journals indexed in Scopus, author's / faculty's profile, Scopus ID, h-index and Citations according to Scopus, check for author's search in <https://www.scopus.com/>
- 13.2 In case of publications in journals indexed in PubMed and write PMID for article indexed in PubMed and check it from <https://pubmed.ncbi.nlm.nih.gov/>. Delay of few months between article publications may be there between publication and getting PMID. In such cases author(s) need to carefully check for indexing of latest issues or articles published in that journal. In recent past many journals are now not indexed in PubMed, its information is available on journal website. Kindly be aware of predatory journals.
- 13.3 To check whether journal is indexed in web of science, visit <https://mjl.clarivate.com/home> and to check impact factor of journal if any register itself to the <https://mjl.clarivate.com/home> and view complete journal profile.
- 13.4 Impact Factor: Please write impact factor based on journal citation report only, which is available if and only if journal is indexed in web of science. Kindly do not write fake impact factor claimed by predatory journals.
- 13.5 **UGC Indexed Journals:** UGC provide list of indexed journals on its website. <https://www.ugc.ac.in/journallist>. In case of research papers published in deleted list of UGC until 2nd may 2018, the details in the link column may please mentioned as: the S. No. of the journal – Deleted list is available.

Compiled By:



Dr. Vivek K Bains
Member Secretary
Institutional Research & Development
Committee (IRDC)

Member Secretary

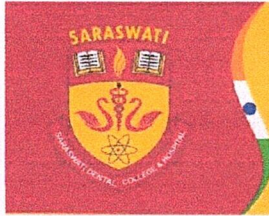
Institutional Research & Development Committee
Saraswati Dental College, Lucknow

Approved By:



Dr. K.N. Dubey
Principal
Saraswati Dental College,
Lucknow

Principal
Saraswati Dental College
Lucknow



SARASWATI

DENTAL COLLEGE & HOSPITAL



233, Tiwari Ganj, Ayodhya Marg, P.O. Juggour (Via Chihat), Lucknow - 226028 (U.P.)
NAAC - 'A' Accredited

Date: 10-03-2021

To

The Chairperson,
Management Committee
Saraswati Dental College & Hospital,
Lucknow

Subject: Regarding approval of Code of Ethics for Good Clinical Research and
Publication Practices

Dear Madam,

This is for your information that “**Code of Ethics for Good Clinical Research and Publication Practices**” has been amended and approved by the Institutional Research and Development Committee (IRDC) and Institutional Human Ethics Committee (IHEC) meeting held on 2nd and 3rd March 2021. The amended document is attached with this letter for the your kind approval.


Thanking You


Dr Vivek Kumar Bains

Member Secretary,

IRDC & IHEC
Institutional Research & Development Committee
Saraswati Dental College, Lucknow

*Forwarded to management committee
for necessary approval please.*


10/3/2021



SARASWATI
DENTAL COLLEGE



233, Tiwari Ganj, Faizabad Road, P.O.-Juggour (Via Chinhat), Lucknow-226028(U.P.)
NAAC - 'A' Accredited

Date: 20-03-2021

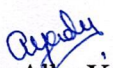
To

Member Secretary,
IRDC & IHEC,
Saraswati Dental College & Hospital,
Lucknow

Subject: Regarding approval of Code of Ethics for Good Clinical Research and Publication Practices

1. Refer to your letter Ref. No. SDC/IRDC/2021/03-02a, dated 10-03-2023.
2. This is for your information that “**Code of Ethics for Good Clinical Research and Publication Practices**” has been approved by the Management Committee of Saraswati Medical and Dental College.

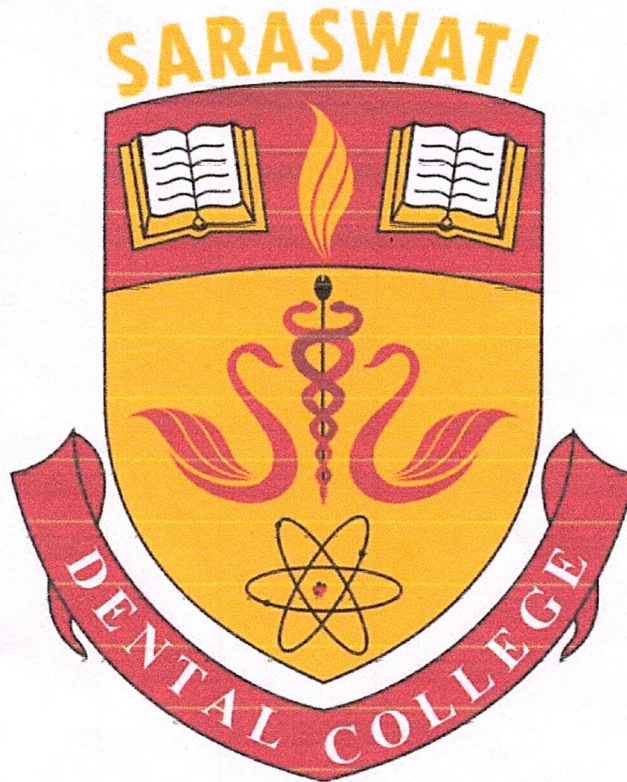
Sincerely,


Dr Alka Yadu,
Secretary, Management Committee of
Saraswati Dental College & Hospital
Lucknow

✓ Copy to:
Principal, Saraswati Dental College & Hospital

*Received
Kumar
20/3/2021*

SARASWATI DENTAL COLLEGE & HOSPITAL, LUCKNOW



CODE OF ETHICS FOR GOOD RESEARCH AND PUBLICATION PRACTICES

(An initiative of Institutional Research & Development Committee- IRDC)

Approved and amended as on 20/03/2021



Saraswati Dental College, Lucknow

Institutional Research & Development Committee (IRDC)

Code of Ethics for Good Research and Publication Practices

1. PROLOGUE

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Research is defined as the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. Research is "creative and systematic work undertaken to increase the stock of knowledge, including knowledge of humans, culture and society, and the use of this stock of knowledge to devise new applications." Research is a careful and detailed study into a specific problem, concern, or issue using the scientific method. Good research should be well justified, well planned, appropriately designed, and ethically approved. To conduct research to a lower standard may constitute misconduct. A primary task of a researcher is the communication of technical results to the broader scientific community. Whether in written or oral form, scientific communication is a critical step in the scientific method and is the key driver of movement within a scientific field. Therefore, the construction of a written scientific manuscript must not be taken lightly. In general, the purpose of a scientific manuscript is to construct a clearly written document that describes a question and then logically presents an answer to this question that is based upon theoretical or experimental results.

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Developmental Committee (IRDC), Institutional Human Ethics Committee (IHEC) and Institutional Scientific Publications Committee (ISPC).

The following proviso has been added in terms (1st Amendment) and added on 20/03/2021

To provide guidelines for the individuals to conduct research work and publications associated with Saraswati Dental College & Hospital, Lucknow, in pursuit with Institutional Research & Developmental Committee (IRDC), Institutional Human Ethics Committee (IHEC) and Institutional Scientific Publications Committee (ISPC), ICMR national ethical guidelines for biomedical and health research involving human participants 2017, ICMR Policy on Research Integrity and Publication Ethics 2019 and National Guidelines For Ethics Committees Reviewing Biomedical & Health Research During COVID-19 Pandemic.

Available at: https://ethics.ncdirindia.org/ICMR_Ethical_Guidelines.aspx

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- 3.3** Early agreement on the precise roles of the contributors and collaborators, and on matters of authorship and publication, is advised.
- 3.4** Statistical issues should be considered early in study design, including power calculations, to ensure there are neither too few nor too many participants. Sample size determination is must during protocol submission.
- 3.5** Formal and documented ethical approval from an appropriately constituted research ethics committee is required for all studies involving people, medical records, and anonymised human tissues. Use of human tissues in research should conform to the highest ethical standards, such as those recommended by the guidelines issued by ICMR on Bioethics.
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- 3.7 Animal experiments require full compliance with local, national, ethical, and regulatory principles, and local licensing arrangements. International standards vary.
- 3.8 Formal supervision, usually the responsibility of the principal investigator, should be provided for all research projects: this must include quality control, and the frequent review and long term retention (may be up to 15 years) of all records and primary outputs.
- 3.9 Data should be appropriately analysed, fabrication and falsification of data do constitute misconduct. All sources and methods used to obtain and analyse data, including any electronic pre-processing, should be fully disclosed; detailed explanations should be provided for any exclusions. Methods of analysis must be explained in detail, and referenced, if they are not in common use.
- 4. **Recommendations regarding Financial Support for Research work:** Research funding is the financial support provided for any scientific research, in the areas of natural/biological science, technology, and social science. The term often connotes funding obtained through a competitive process, in which potential research projects are evaluated and only the most promising receive funding. Most research funding comes from two major sources, corporations (through research and development departments) and government (primarily carried out through universities and specialized government agencies; often known as research councils). A smaller amount of scientific research is funded by charitable foundations also. In this regards IRDC has formulated following recommendations. Following are the recommendations formulated by IRDC regarding research funding.
 - 4.1 Interested researchers are encouraged to visit the National Universities website for detailed information in respective departments and thrust area. Research proposal relevant to thrust areas recognized by the university can be applied to respective Universities for providing financial support.
 - 4.2 All the students (UGs or PGs) as well as faculty members should recognize thrust areas recognized by various national and international funding agencies for example ICMR, IADR, DST, DBT, DBT-Welcome Trust, UGC, ISDR, ICP, IPS- JPS International Scientific Exchange Programme etc.
 - 4.3 Undergraduate students (3rd year and 4th year) are encouraged to apply for financial support of Rs 10,000 under short term studentship (STS) scheme by ICMR. Similarly, financial support of Rs 50,000 for MDS Dissertation can be availed from ICMR and Dr. Aruna Mehta Research Scholarship up to Rs 30,000 by Indian Prosthodontist Society (IPS).
 - 4.4 Saraswati Medical and Dental College Society is keen to provide research funding for research proposals having potential for conversion into patents, commercial product or services and/or

publication in scientific journals indexed in PubMed/ Scopus as well as Web of Science with Impact Factor (of more than 2) as given by journal citation report published by Institution of Scientific Information (Thompson Reuters).

- 4.5 All researchers should whole heartedly strive and do the needful to obtain Extramural funding.
- 4.6 Sabbatical leave may be granted for research work apart from duty leave that is dedicated for carrying out research projects related work. Applicants need to write an application to the Chairman, IRDC for the same in advance for approval.
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- 5.3 All authors must take public responsibility for the content of their paper. The multidisciplinary nature of much research can make this difficult, but this can be resolved by the disclosure of individual contributions.
- 5.4 Careful reading of the target journal's "Instructions to Authors" is advised, in the light of current uncertainties.

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- 6.2 They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived.
- 6.3 They may be personal, commercial, political, academic or financial.
- 6.4 "Financial" interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies and company support for staff.

7. **PLAGIARISM:** Plagiarism ranges from the unreferenced use of others' published and unpublished ideas, including research grant applications to submission under "new" authorship of a complete paper, sometimes in a different language. In short plagiarism refers to the practice of claiming credit for the words, ideas, and concept of others.
- 7.1 It may occur at any stage of planning, research, writing, or publication: it applies to print and electronic versions.
- 7.2 All sources should be disclosed, and if large amounts of other people's written or illustrative material (mainly figures, graphs and table's) are to be used, permission must be sought.
- 7.3 All students who are compiling their final dissertation (library or main) must check their research work through plagiarism software and should submit "similarity report" to IRDC/ISJPC before final submission.
- 7.4 Anyone who aspires to publish scientific work in reputed scientific journals must assure that their manuscripts are free of plagiarism. A "similarity report" using anti-plagiarism software can be obtained for documentation, before final submission.
- 7.5 Few of the online plagiarism software available at no or minimal cost are DupliChecker, CopyLeaks, PaperRater, Plagiarisma, Plagiarism Checker X, Plagium, PlagTracker, QueText, Viper and www.plagiarism-detector.com. Ithenticate and Grammarly are paid software for plagiarism check.
- 7.6 Self-plagiarism: It is defined as a type plagiarism in which writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work. Self-plagiarism is often considered as invasion upon a publishers' copyright.
- 7.7 All PGs/ faculty (researchers) are required to submit plagiarism check/similarity report to IRDC with their completion report or before ending research for publication.
8. **PATENT AND COPYRIGHTS:** A Dental Surgeon may patent surgical instruments, appliances and medicine or Copyright applications, methods and procedures.
9. **PG STUDENT DISSERTATION GUIDELINES**
- 9.1 Thesis or dissertation may be prepared on a computer, consider the following requirements for meeting the standards.

The following proviso has been added in terms (1st Amendment) and added on 20/03/2021

- 9.1a. MDS dissertation / thesis should consist of following sections: Certificate from Guides and Co-guides, Acknowledgement, Content/ Index, List of Abbreviations/ Figures/ Tables/ Graphs, Introduction, Aim & Objectives, Review of Literature, Results/ Observations, Discussion, Conclusion, References [Vancouver (Numerical or Note) or Harvard (Parenthetical) Citations] and Annexures.

- 9.2 Paper Use only one side of high-quality (preferably executive Bond Paper), plain white (unlined in any way) bond paper, minimum 20-lb weight, and A4, 8-1/2" x 11" in size. Erasable paper should not be used.
- 9.3 Type Size and Print Select fonts' type: Times New Roman and size of 10 to 12 characters. The size of the titles should be 14 and Bold, the size of subtitles should be 12 and bold.
- 9.4 Print should be letter quality or laser (not dot matrix) printing with dark black characters that are consistently clear and dense.
- 9.5 Use the same type of print and print size throughout the document.
- 9.6 Do proper pagination, Number all of the pages of your document, including not only the principal text, but also all plates, tables, diagrams, maps, and so on.
- 9.7 Roman numerals are used on the preliminary pages (pages up to the first page of text) and Arabic numerals are used on the text pages.
- 9.8 The numbers themselves can be placed anywhere on the page, however they should be consistent.
- 9.9 Spacing Use double spacing except for long quotations, footnotes, and endnotes, which are single spaced.
- 9.10 Margins to allow for binding, the left-hand margin must be 1.5". Other margins should be 1.0".
- 9.11 Diagrams, photographs, or facsimiles in any form should be a standard page size, or if larger, folded so that a free left-hand margin of 1.5" remains and the folded sheet is not larger than the standard page.
- 9.12 Photographs of professional quality, black-and-white photographs are necessary for clear reproduction. Colours are allowed, but it should be certain the colored figure should not be confusing when printed in black and white.
- 9.13 The written text of dissertation shall be not less than 50 pages and shall not exceed 150 pages excluding references, tables, questionnaires and other annexure.
- 9.14 Cover: Black/ Tan/ Navy blue; water proof binding
- 9.15 Binding: Hard binding only, as spiral binding will not be accepted
- 9.16 For soft copy submission (File Format Thesis or Dissertations format should be in Doc (Ms Word Document) or PDF (portable Document format), Image files in JPG or TIFF format and Audio Visual in AVI (Audio video interleave), GIF, MPEG (moving picture expert) files format; Labelling on CD CD-ROM should be standard and should contain title, subtitle, name of the candidate, degree name, subject name, guide name, name of the department, college, and place.
- 9.17 Make sure that you do not copy verbatim more than two words in a row from the text you have found. If you do use more than two words together, you will have to use quotation marks. Citing is one of the effective ways to avoid plagiarism.

The following proviso has been added in terms (1st Amendment) and added on 20/03/2021

9A Important points regarding Research Projects/ M.D.S. Dissertations:

- 9A.1 All Departments must identify at least 2 or 3 thrust areas for their respective Departments and all Research projects may preferably reflect their thrust areas.
- 9A.2 Professor in the Department must be the supervisor of the M.D.S. Dissertations.
- 9A.3 In situations where Professor is not available in the department, senior most Reader with at least 03 years experience may be allowed as supervisor.
- 9A.4 There can be maximum of 02 Co-supervisors in a M.D.S. Dissertation.
- 9A.5 In collaborative research related dissertations, 01 outside Co-supervisors may also be permitted.
- 9A.6 The topic of the M.D.S. Dissertation & all aspects of research must be discussed in detail and approved by the HoDs of the Department, before submission to Ethical committee.

9B General Guidelines:

- 9B.1 All the HoDs would be responsible to check and verify all the activities related to Dissertation & Research projects in their respective departments.
- 9B.2 Collaborative Research between two/more Departments or with other Research organizations of repute must be encouraged.
- 9B.3 All HoDs must ensure a healthy & unbiased environment for research in their respective departments
- 9B.4 Sr. Lecturers/Reader and also the MDS students need to be constantly motivated and supported for regular Research activities in the Departments.
- 9B.5 Collaborations with External agency/Research organization (if Involved) may preferably be within Lucknow only. In rare and exceptional situations, permission may be granted for collaborations with Institutes of National repute which may be situated outside Lucknow.
- 9B.6 All research proposals must be properly budgeted for processing of Institutional funding/Extra-mural funding. The standard format for funding will be provided.
- 9B.7 There must not be any conflict of interest in the Research projects/M.D.S. Dissertations.
- 9B.8 The Research proposals/Dissertations with hidden financial benefits to any of the stakeholders must be seriously discouraged.
- 9B.9 Before allocating Thesis topic to the M.D.S. student in new area of research, the HoD must ensure that the Student or Thesis Supervisor /Co Supervisors are trained for that particular area of research.
- 9B.10 Authenticity of Data must be ensured by HoD& the Supervisor before allowing these to be incorporated in the M.D.S. Dissertation.

10. Publishing Guidelines for Faculty and Students

- 10.1** Every faculty member should try to get publish at least one article in PubMed/Scopus/Web of Science index journal every year as First author. (either Narrative or Systematic Review &/or Meta-analysis (2^o original research)
- 10.2** Every faculty may publish at least one article in Category 2/3 journals every year with first name to fulfil minimum DCI criteria (3 publications in 3 years with first name).
- 10.3** All PG dissertation should be registered with CTRI India. As currently it is required during publication of research paper. Every department should publish all thesis related articles in PubMed/Scopus/Web of Science index journals only, with first name of PG student only. Preferably in high impact factor journal.
- 10.4** Guides should ask PG student about all thesis related word file, figures, statistical analysis review of literature before appearing in exam and/or signing thesis. All students must be made clear that thesis paper will be published under the name of Institute only, to avoid any conflict of interest later on.
- 10.5** Authorship for publication of case report by one or more departments can be sorted out by discussion amongst the involved departments, depending on amount of contribution.
- 10.6** High impact factor journal other than dentistry can also be chosen for publication.
- 10.7** Authors may ask for financial support, if any, from institution for publishing articles in Impact factor more than 3 (Based on JCR by Web of Science only).
- 10.8** Research culminated in “Patent” will be given due recognition. Publication is a criterion for awarding faculty members during annual appraisal & promotion or during 15th August or 26th January celebration.
- 10.9** Authors should take all possible precautions to avoid “plagiarism” in any research paper. Institution Scientific Journal Committee (ISJPC) may look after only the research content of all research sent for publication, unbiased.
- 10.10** Once the article is finally published, faculty member or student should mandatorily submit full-text PDF of the article to publication of (ISJPC) without fail via email to Sdcpublications@saraswaticolleges.com This will help in getting regular update, indexing details, and online/ e-repository of all SDC publications on regular basis. Further this will avoid asking data from any faculty member that is required while submitting data to external agencies.
- 10.11** Citations of institutional research work are very important. All authors should give full hearted support by citing articles with Institutional publications. E-repository of online list/ full-text PDF files of all research work so far done by our institution for perusal of all authors.

- 10.12** Every faculty member should have profile on Research Gate/ Scopus/ Goggle Scholar/ Orchid ID/Web of Science/ Indian citation index and must update it regularly.
- 10.13** Undergraduate students should also be motivated to participate and give their inputs in preparation of SDC e-Bulletin. Both scientific and literary inputs can be given.

The following proviso has been added in terms (1st Amendment) and added on 20/03/2021

10A Important points regarding Research Publications from M.D.S. Thesis:

- 10A.1** Individual publications from M.D.S. Thesis is NOT PERMITTED
- 10A.2** PG Students must submit at least 02 Research articles in reputed Journals before obtaining NO DUES from their respective departments.
- 10A.3** The 1st & 2nd Research article from the Thesis should mention the concerned MDS student as 1st author followed by the names of Supervisor & Co-Supervisors as Co-authors. The 3rd Research article from the Thesis may be got published indicating Supervisor as 1st author followed by the name of the Student & Co-Supervisors as Co-authors.
- 10A.4** Whenever any publication is made from the Thesis, it would be mandatory to mention the name the Saraswati Dental College& Hospital, Lucknow and take consent of the student and all Supervisors.
- 10A.5** Due acknowledgement of all contributors & funding agencies must be made in all publications.
- 10A.6** While publishing Research article in future from the Thesis, any new Co-author outside Saraswati Dental College, Lucknow must not be included, under any circumstances.
- 10A.7** A duly signed Declaration /Undertaking to abide with the “**Institutional guidelines on Research and Publication**” from Thesis contents, must be added in the Thesis itself at the time of submission.

11. DENTAL COUNCIL OF INDIA (PUBLICATION GUIDELINES)

11.1 Categories of Journal Publications Points

Category I: (Points 15)	Category II: (Points 10)	Category III: (Points 5, Max. Publication 3)
<ul style="list-style-type: none">Journals Indexed to PubMed – Medline. (www.ncbi.nlm.nih.gov/pubmed)Journals published by Indian/International Dental Speciality.	<ul style="list-style-type: none">Medical / Dental Journals published by Government Health Universities awarding dental degree or Govt. Universities awarding dental degree	<ul style="list-style-type: none">Journals published by Deemed Universities/ Dental Institutions/ Indian Dental AssociationContribution of Chapters in the Text

<ul style="list-style-type: none"> Articles published in Scopus and Web of Science indexed journals. Associations approved by Dental Council of India. 	<ul style="list-style-type: none"> Original Research/ Study approved by I.C.M.R/Similar Govt. Bodies. Author of Text / Reference Book concerned to respective specialty PhD. Or any other similar additional qualification after MDS 	Book
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- 11.2** For any publication, except original research, first author (principal author) shall be given 100% points and remaining authors (co-authors) shall be given 50% points and upto maximum of 5 co-authors will be considered.
- 11.3** For original research, all authors shall be given equal points and upto maximum of 6 authors shall be considered.
- 11.4** Maximum of 3 publications shall be considered for allotting points in Category III.
- 11.5** Publication in tabloids / souvenirs / dental news magazines / abstracts of conference
- 11.6** Proceedings / letter of acceptance shall not be considered for allotment of points. Total Score Required: **For Head of Department:** 40 marks; **Professor:** 30 marks; **Reader/Associate Professor:** 20 marks.
- 11.7** A post-graduate teacher would be re-evaluated every three years and shall have at least an additional 15 points in their score.
- 11.8** A **Journal Review Expert Committee** may be formed which shall enlist all the available International and Indian dental journals in various categories. The list would be displayed on the Council's website.
- 11.9** The Committee shall also be responsible for making annual review of the list of journals and shall continuously monitor the standard of publications in various journals and the categories of publications may be upgraded / downgraded, if the standard is not maintained by the journal.
- 11.10** In case of any dispute, the recommendation of the Expert Committee shall be reviewed by the Executive Committee and decision of the Executive Committee would be final.
- 12. What is National & International Journal?**
- 12.1** National journal, which belong to or has been started by a National institution or a National Society or Association;
- 12.2** International journal, which belong to and has been started by a publisher/Society working at International level (here outside India).

- 12.3 Further National journal consisting at least 30% of editorial board member and at least 20% of manuscripts published every year by the authors with nationality outside its original country of journal (here outside Indian origin).
13. **How to find Journals Indexed in Scopus, PubMed and Web of Science?**
- 13.1 To view Journals indexed in Scopus, author's / faculty's profile, Scopus ID, h-index and Citations according to Scopus, check for author's search in <https://www.scopus.com/>
- 13.2 In case of publications in journals indexed in PubMed and write PMID for article indexed in PubMed and check it from <https://pubmed.ncbi.nlm.nih.gov/>. Delay of few months between article publications may be there between publication and getting PMID. In such cases author(s) need to carefully check for indexing of latest issues or articles published in that journal. In recent past many journals are now not indexed in PubMed, its information is available on journal website. ~~Kindly be aware of predatory journals.~~

The following proviso has been substituted in terms (1st Amendment) and added on 20/03/2021

Avoid publishing articles in predatory journals. Definitions on the details of predatory journals is provided in Annexure IV of ICMR Policy on Research Integrity and Publication Ethics 2019

- 13.3 To check whether journal is indexed in web of science, visit <https://mjl.clarivate.com/home> and to check impact factor of journal if any register itself to the <https://mjl.clarivate.com/home> and view complete journal profile.
- 13.4 Impact Factor: Please write impact factor based on journal citation report only, which is available if and only if journal is indexed in web of science. Kindly do not write fake impact factor claimed by predatory journals.
- 13.5 **UGC Indexed Journals:** UGC provide list of indexed journals on its website. <https://www.ugc.ac.in/journallist>. In case of research papers published in deleted list of UGC until 2nd may 2018, the details in the link column may please mentioned as: the S. No. of the journal – Deleted list is available.

Amended on: 20/03/2021

Compiled By:

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Member Secretary
Institutional Research & Development
Committee (IRDC)

Institutional Research & Development Committee
Saraswati Dental College, Lucknow

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