

Jamia Hamdard
(Hamdard University)
New Delhi 110062

Guidelines for Ethical Conduct of Research and Publication

(Code of Academic Conduct)

1. Objective

These guidelines have been framed to prevent and handle the research misconduct in Jamia Hamdard.

2. Coverage

These guidelines will be applicable to all the level of research, publications in any form (digital or printed) and presentation of research at any forum. These guidelines will be applicable on all the level of faculty, students and staff of Jamia Hamdard working in any capacity permanent, temporary or ad-hoc including students registered for Ph.D. under Memorandum of Understanding arrangement and foreign nationals. However, scientists working in the other institutions but recognized as supervisors(s)/co-supervisor(s) will be excluded. These guidelines will be communicated to them. Jamia Hamdard alumni who publish their work after leaving the University will also be covered under these guidelines.

3. Research misconduct

Research misconduct will mean fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results. Fabrication is making up data or results without actually performing research and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Research misconduct does not include honest error or differences of opinion within group with outside group.

4. Plagiarism

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Ignorance will not excuse a violation. Intentional plagiarism, such as deliberate copying or use of another's work without credit, submitting a paper from the Internet as one's own, or altering or falsifying citations to hide sources is very serious. Unintentional plagiarism may result from not knowing how to cite sources properly, sloppy research and note-taking, or careless cutting and pasting from electronic resources – it shall be treated a violation of the ethics and subject to discipline.

5. Authorship

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. Authorship practices should be judged by how honestly they reflect actual contributions to the final product (i.e. manuscript, book, book chapter, presentations). Authorship is important to the reputation, academic promotion, and grant support of the individuals involved as well as to the strength and reputation of self and their institution.

5.1. Authorship roles

1. Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work. For example (in the case of a research report) they should have contributed to the conception, design, analysis and/or interpretation of data. Acquisition of funding and provision of technical services, patients, or materials, while they may be essential to the work, are not in themselves sufficient contributions to justify authorship.
2. Everyone who has made substantial intellectual contributions to the work should be an author. Everyone who has made other substantial contributions (not meriting authorship) should be acknowledged.
3. When research is done by teams whose members are highly specialized, individuals' contributions and responsibility may be limited to specific aspects of the work.
4. All authors should participate in writing the manuscript by reviewing drafts and approving the final version.
5. One author should take primary responsibility for the work as a whole even if he or she does not have an in-depth understanding of every part of the work. He/she may act as corresponding author.
6. This primary author should assure that all authors meet basic standards for authorship and should prepare a concise, written description of their contributions to the work, which has been approved by all authors. This record should remain with the sponsoring department.

5.2. Order of authorship

Many different ways of determining order of authorship exist across disciplines, research groups, and countries. Examples of authorship policies include descending order of contribution, placing the person who took the lead in writing the manuscript or doing the research first and the most experienced contributor last, and alphabetical or random order.

5.3. Corresponding author

Generally, the role of corresponding author should be rested with the group leader/research supervisor. He/she will be responsible for correspondence with the journal/book editor. He/she will also be responsible for sharing progress of the

publication with other authors, addressing the queries from the reviewers in consultation with other authors. He/she should also resolve authorship issue at the initial stage. Giving role of corresponding authors to students may result in serious problem. Alumni of Jamia Hamdard who wants to publish their research work as corresponding author should seek written consent from their supervisor(s) in advance and should also disclose and get approval for names of authors in the manuscript and their sequence.

5.4. First author

In all cases, except when it has been agreed upon by the student, the research scholar shall be the first author in a 'research paper'. However, in case of reviews this may depend on the relative contribution. Equal contribution by more than one author shall be duly acknowledged.

5.5. Names in papers from collaboration/Memorandum of Understanding (MoU) institutes

Under no circumstance, Jamia Hamdard faculty would thrust their names as one of the authors in the research papers resulting from the work of the student working in the institutions with which Jamia Hamdard have signed MoU. The authorship shall be considered only in case a faculty member fulfils the criteria as outlined above.

5.6. Ghost authorship

A ghostwriter is a professional writer who is paid to write manuscripts that are officially credited to another person. Academic or professional ghost authorship is ethically unacceptable and shall be treated as 'misconduct'.

5.7. Honorary or guest authorship

Honorary authorship to the individuals who are not even remotely connected or have contributed to the work is not acceptable. Authorship in lieu of personal relationship or favour or to the Head of the Department of Dean of Faculty without being related to the study or contributing to the manuscript shall not be allowed and shall be treated as misconduct on part of both the actual authors who includes such and names honorary authors.

6. Funding

Funding source should be acknowledged in the manuscript. It would be expected that while accepting funding for research/publication/travel or other academic activities a faculty member shall take care that it has no conflict of interest with Jamia Hamdard.

8. Conflict of interest

It is very important to identify and declare conflicts of interest with individuals or groups. The conflicts of interest may be of professional or financial nature.

7. Protection of individuals/animals

All the studies involving animal or human subjects shall be approved by the Ethical Committees constituted for the purpose. This information should be provided in the manuscript. Similarly, authors should also be familiar with aspects of bio-safety, radiation safety and protection of biodiversity of the country.

8. Protecting the rights of research participants/Subjects

The authors should be aware of the relevant frameworks such as the World Medical Association Declaration of Helsinki for clinical trials. Studies should have been approved by relevant bodies (for example, institutional review board, research ethics committee, data and safety monitoring board, regulatory authorities including those overseeing animal experiments whichever is applicable). Where individual human subjects or case studies are involved (for example, as in medicine, nursing), confidentiality should be protected and no publication of data/information be made that might upset or harm participants/subjects, or breach confidentiality of, for example, the doctor–patient relationship.

The participant's identity should be protected by avoiding publication of individual information and identifiable images from patients/human subjects. It should be done only with explicit consent from any patients described in case studies or shown in photographs.

9. Respecting cultures and heritage

Authors should exercise sensitivity when publishing images of objects that might have cultural significance or cause offence (for example, religious figures, texts, historical events). No attempt should be made to generalize or stereotype any caste, religion or group of individuals.

10. The Research and Publication Ethics Committee

- a. Jamia Hamdard shall constitute a Research and Publication Ethics Committee to handle matter pertaining to breach of ethics, plagiarism and other disputes as outlined above. The Advisor (Research) shall be the Convener of the Committee. The Committee may consider cases which are brought to its notice in writing through letters or e-mails. The Committee will also consider cases forwarded by the Vice Chancellor or other authorities such as Registrar, Deans and Head of the Department. The Committee may also take cognizance of the cases which are available in public domain where name of the University is under the threat of disrepute.
- b. Each case shall be disposed off within 15 days.
- c. The Committee shall be empowered to call for discussion and clarification any individual from the University who the Committee feels may help facilitate disposal of the case. It shall also call any individual who might have left Jamia

Hamdard, if the same is essentially required to make the decision. Opportunity shall be provided to all the affected individuals to explain their stand in person or writing. Persons not affiliated to Jamia Hamdard but may help facilitate the disposal may also be called. In such cases, University may consider disbursing them TA/DA as per rule/entitlement.

- d. Proceeding of the Committee shall be recorded and reported to the Vice Chancellor for a final decision. The Vice Chancellor shall be empowered to overrule Committee's decision or refer back the case for reconsideration with his written observations.

11. Action

Depending on the nature/seriousness of the misconduct, the Committee may recommend any or all of the actions which shall be reported to Vice Chancellor for necessary action.

- a. Dismissing the case with a majority decision in case misconduct is not substantiated with facts.
- b. Warning in writing to one or all the individuals, if the misconduct is mild or ignorance of offender is established.
- c. Warning in writing and the same shall be entered in the service book, if the offender is a staff of Jamia Hamdard.
- d. Withdrawal/retraction of publication.
- e. Denial of supervisorship of students for a definite period of time.
- g. Termination of fellowship of a student, if his/her role is explicitly established in an act of misconduct and reported the same to sponsoring agency.
- h. Termination of registration/enrolment from University.
- i. Denial of promotion for a definite period of time.
- j. Any further punitive action to be decided by the Vice Chancellor.

11.1. Appeals

The investigator(s)/researcher(s) may appeal against the decision of the Committee in writing within 15 days. The Committee may reopen the case in light in any substantive evidence submitted.

References

Graf C, Wager E, Bowman A, Fiack S, Scott-Lichter D, Robinson A. Best practice guidelines on publication ethics: a publisher's perspective. *Int J Clin Pract*, 2007, 61 (Suppl. 152), 1–26.

Roig M. Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing. St Johns University. 03/12/2009.

http://ori.hhs.gov/education/Plagiarism_Guidelines.pdf

<http://hms.harvard.edu/public/coi/policy/integritypolicy.html>