



## MAITRI-2023

### PUBLICATION ETHICS, POLICY AND MALPRACTICE STATEMENT

An International conference **MAITRI summit-2023** strives our young researchers for achieving the highest quality of research environment by contributing to original and impactful research to solve industrial and societal problems. Therefore, Academic integrity and ethics of the research for each and every stake holder (directly or indirectly) including Authors, Reviewers, Guest Editors and Editorial Board with Steering Committee should be well aware. Academic integrity implies adherence to certain values and moral conduct in academia. Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research manuscript and accountability of people as responsible members of academic community to serve the conference well. This policy shall be applicable and bound to all the stake holders of the **MAITRI**.

#### **Research Ethics – General Guidelines**

- All stake holders are expected to adhere to core values like honesty, integrity and sincerity and conduct their research in such manner that the reliability and trust of the **MAITRI** should not be compromised or get affected.
- Researcher should keep and preserve raw data of research activity/project for a period till their work not published in Book of Abstract, Book Chapters, and Conference Proceedings.
- The research aims of any study should benefit to researchers, society and industry and should cause no social, community and environment harm.
- Researchers should make sure that an appropriate research method is selected on the basis of informed professional expertise.
- Researchers should endeavor to ensure factual accuracy and avoid falsification, fabrication, distortion, suppression or misinterpretation of data.
- Researchers should be able to extrapolate the consequences of research engagement for all participants and attempt to alleviate potential disadvantages of participation for any individual or category of person.
- Researchers should ensure that reporting and dissemination are carried out in a responsible manner.
- Researchers should ensure that methodology and findings are open for discussion and peer review.
- Researchers should ensure that any indebtedness to previous research as a source of knowledge, data, concepts and methodology should be fully acknowledged in all outputs.
- Due credit should be given to all the authors depending upon their contribution in the research work.
- Authorship order should be decided in the early stage of a work. All authors must read the completed papers and must be willing to take complete responsibility of the data, interpretations and conclusions presented in the paper.
- The most significant contributor will be the first author of the manuscript.
- The guidelines of the concerned conference proceedings, books and journals should be followed for including name of all contributors in the paper.
- Particulars of the affiliation of the university should be mentioned as follows in all publications..... (Specify Name), ..... (Specify designation) at .....(Specify the name of the University)
- To ensure academic integrity and research ethics, editorial board are formulated. Editorial board will be responsible for the revision of the submitted manuscript. Further, Editorial board will be the final decisive authority.

#### **Anti-plagiarism Policy:**

- Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the university and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the university and is a serious misconduct which is subject to strict disciplinary action against the person found guilty. The **MAITRI** adopted a zero tolerance policy on plagiarism.
- Plagiarism is using, presenting or publishing work of another person as your own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.
- All published and unpublished material, materials downloaded from internet, copied from lecture handouts or any other source whether in manuscript, printed or electronic form, is covered by this definition. 'Collusion' is another form of plagiarism involving the unauthorised collaboration of students or other individuals in any piece of work. Following and such other acts as prescribed by the **MAITRI** from time to time shall be considered as the act of plagiarism:
  - ✓ Writing someone else's work as your own.
  - ✓ Paraphrasing or copying ideas from someone else's work without giving due credit.
  - ✓ Stealing unpublished raw data and publishing it without giving due credit.
  - ✓ Failing to put the words/idea/ information within quotes "..."
  - ✓ Giving incorrect information about the source of the quoted material.
  - ✓ Changing words but copying the sentence structure of a source without giving credit.
  - ✓ Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
  - ✓ Writing or reusing one's own specific words, images etc from previously published texts is known as self-plagiarism.
  - ✓ Images are also a form of scientific data and ideally need to be presented as such.
  - ✓ Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.



- ✓ If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of "creative commons." Under the "creative commons," the images can be used free of charge, but with proper attribution.
- ✓ In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal informations to be reported. The individual/guardian should be informed that names and initials will not be published and due efforts will be made to conceal individuals identity, but anonymity cannot be guaranteed.
- ✓ The practice of presenting same research findings in more than one conferences (encore abstracts) except (i) the congress permits it; (ii) copyright requirements are respected; (iii) prior presentations are disclosed; and (iv) repeated presentation is to reach a different audience.
- ✓ **Disclosure instructions (Use of ChatGPT and other such AI tools)**
  - Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the References list. The statement should be placed in a new section entitled 'Declaration of Generative AI and AI-assisted technologies in the writing process'.
  - Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.
  - This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.

#### **.Retraction Policy:**

When plagiarism has been found to have occurred, **MAiTRI** will take the actions as determined by the type of plagiarism. Unless determined otherwise during the investigation, all authors are deemed to be individually and collectively responsible for the content of a plagiarizing paper. The Editorial Board places the investigation of each claim of plagiarism at the highest priority for resolution and action.

#### **Action(s) in case of plagiarism in a published article and proven misconduct:**

- A letter shall be sent to all other authors involved in which they are informed about the perpetrated act.
- Steering committee shall intimate author's University/ Department about the incident of misconduct.
- Steering committee may blacklist all such authors involved in the article, banning them to publish any content with the event of **MAiTRI** in any form.
- Registration fee is nonrefundable and **MAiTRI** may also fine to such authors also.
- **MAiTRI** will not provide plagiarism report to any authors. It should be the confidential to the editorial board of **MAiTRI** only.

#### **Registration Policy:**

- Registration means at least one participant/author from the accepted manuscript must completed the registration process.
- Registration fee is charged only against to attend the conference, Plenary talk, Conference Kit\*, Lunch and Dinner (if the conference held in Physical Form), Honorarium of the experts and Technical staff involved to organize the conference, Digital Certificates and Hard Copy of the Certificate (on request).  
\*Conference kit is only be provided to registered oral presenters.
- Conference Award: Editorial board and steering committee with consultation of the session chair chaired the participant's presentation and evaluation of review of their manuscript will decide the name of the awardee for the final award.
- Conference Award does not mean their paper has been accepted for the final conference proceeding.
- The final decision for the publication of conference proceeding is of Conference proceedings Publisher (such as Springer) as per their norms.
- Publisher (such as Springer) may reject/eliminate the manuscript at any stage.
- The page of the manuscript should be strict to 10-12 pages as per the format provided on the conference website to avoid the unnecessary length of the proceedings.
- GST will be charged extra on the registration fee as per the Institute and Govt. norms.

#### **Duties of Authors:**

- **Reporting standards:** Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper/proposal should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
- **Data Access and Retention:** Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.
- **Originality and Plagiarism:** The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.
- **Multiple, Redundant or Concurrent Publication:** An author should not in general publish manuscripts describing essentially the same research in more than one Journal/Conference or primary publication. Submitting the same manuscript to more than one concurrently constitutes unethical publishing behavior and is unacceptable.



- **Acknowledgement of Sources:** Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.
- **Authorship of the Paper:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.
- **Authorship Changes:** Authors are strongly advised to ensure the correct author group, the Corresponding Author, and the order of authors at submission. Changes of authorship by adding or deleting authors, and/or changes in Corresponding Author, and/or changes in the sequence of authors are not accepted after acceptance of a manuscript.
- **Hazards and Human or Animal Subjects:** If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.
- **Disclosure and Conflicts of Interest:** All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.
- **Fundamental errors in published works:** When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

## Undertaking

### Authors submitting camera ready copy to the conference agree to the following:

1. We are aware that copyright from web is not ethical and it is violation of copyright. If the paper is found to have copied material at any point of time the paper is likely to get rejected from the conference and the registration fees shall not be reimbursed.
2. I/we have read the decision notification of my paper message keenly.
3. The article is not under consideration with another Journal or conference.
4. I confirmed that there are no authors in my submitted manuscripts belongs to Afganistan, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and stateless persons. ([https://conference.mha.gov.in/NOC\\_letter.pdf](https://conference.mha.gov.in/NOC_letter.pdf))
5. During the conference, I/We have no plan to visit restricted or protected area in India or areas affected by terrorism, militancy and extremism etc. viz. Jammu & Kashmir and the North Eastern States (Other than States of Manipur, Mizoram and Nagaland). If I/we visit such place, I/we will be the sole responsible for the same. Also, I/We have informed the concerned authority of the states.

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**Place:**

**Signature of the Corresponding Author**

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