



Niirncd/St/ArticlePublicationCharges/(APC)/2023

OFFICE MEMORANDUM

Subject: Guideline for Processing of Article Processing Charges (APC) at ICMR-NIHR, Jodhpur

The following policy guidelines for processing of Article Processing Charges (APC) are hereby issued:

A. Integrity and Compliance

- The existing Institutional Publication Committee (IPC) shall evaluate all requests for publication of manuscripts/accepted papers.
- The first and/or corresponding author of the Institute shall submit the manuscript/accepted paper to the Chairperson, IPC (email: pk.anand@dmrcjodhpur.nic.in) for evaluation of integrity and compliance. The first corresponding author must be a regular/contractual staff member of the Institute.
- The IPC will assess the manuscripts/accepted paper to ensure adherence to the guidelines set forth by the ICMR and ICMJE and shall recommend for publication charges or rejection along with justification and reason.

B. Criteria for Payment of APC

- Foremost, efforts should be made to publish in subscription-based journals rather than opting for journals with APC. The One Nation One Subscription (ONOS) platform shall be explored for this purpose as per attached guidelines (Annexure-A).
- In case the concerned journal is not available on the ONOS platform, a certificate to this effect, duly signed by the concerned Nodal Officer, shall be submitted along with the manuscript/accepted paper. In case of other subscription-based journals, a certificate indicating the efforts made by the concerned regular/contractual staff shall also be submitted.
- The Nodal Officer, ONOS, shall generate User IDs for each regular staff member willing to publish papers and provide the same to the concerned staff.
- Efforts must be made to obtain waiver of APC, and the concerned regular/contractual staff shall submit supporting certificate/correspondence to this effect.
- The primary criterion is that the journal of intended publication must be indexed in reputed databases such as PubMed, Scopus, SCImago, International Scientific Indexing (ISI), Journal Citation Reports (JCR), or other recognized indexing agencies.
- APC shall be considered only if the Institute's scientist is the first or corresponding author of the publication requiring APC.



g) The concerned scientist shall submit the acceptance letter of the manuscript from the journal for which APC is required.

h) In case of collaborative work, the concerned scientist seeking APC support must provide evidence of direct involvement in the original research. However, for review articles, letters to the editor, and similar publications where original research evidence is not required, In all cases, the scientist of NIHR must be the first or corresponding author.

i) The APC charges shall be regulated based on the journal's Impact Factor (IF), as estimated by Clarivate Analytics, as follows:

I. Journals must be the top 10 journals of the specialty in the country

OR

II.

(i). Rs. NIL for journals with an Impact Factor (IF) < 1.

(ii). Up to INR 1,00,000 for journals with an Impact Factor $1 < IF < 2$.

(iii). Up to INR 2,00,000 for journals with an Impact Factor $2 < IF < 3$.

(iv). Up to INR 3,00,000 for journals with an Impact Factor $3 < IF < 5$.

(v). Full APC reimbursement for journals with an Impact Factor $IF > 5$.

For categories ($1 < IF$), journals must be among the top 10 in the specialty in the country.

j) A justification/rationale for APC requirement must be submitted by the concerned scientist.

k) Research publications arising from funded projects must be submitted to the IPC. The Principal Investigator (PI) shall provide justification for the APC request to support the publication. APC support will be considered subject to fulfillment of all the aforementioned criteria.

C. Other Recommendations

a) All IPC members shall review submissions and communicate decisions via email to the Chairperson within five working days.

b) For publications arising from interns/MSc/PhD students, APC up to ₹40,000/- (fixed) may be considered (excluding extramural projects), subject to fulfillment of criteria.

c) No APC shall be paid without approval of the Competent Authority based on IPC recommendations.

d) All published articles shall be uploaded on the Institute's website with links for transparency.

e) For intramural projects, APC should be met from project funds; if not feasible, from Institute funds with Director's approval.

f) For extramural/NHRP/DST/DBT/CSIR funded projects, APC should be met from project funds; if not feasible, from Institute funds with DG, ICMR approval.

g) No advance shall be given to any employee for APC. The payment shall be made directly to the Journal by the Accounts Section.



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HEALTH RESEARCH, JODHPUR

आई सी एम आर - राष्ट्रीय स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Health Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

h) This policy is effective from the date of issue. For earlier submissions, previous guidelines shall remain applicable.

This issues with the approval of the Competent Authority.

Sunil Bishnoi
Section Officer
For Director

Copy to :-

1. Personal Assistant to Directorate, NIHR-Jodhpur.
2. IPC Committee Members, NIHR-Jodhpur.
3. Account Section, NIHR-Jodhpur.
4. Dr. Kanchan Bala, JTO (For Hindi Translation), NIHR-Jodhpur.
5. IT Section (for uploading on the website), NIHR, Jodhpur
6. All Scientists and Technical Officers, NIHR
7. Guard File, Admin Section, NIHR-Jodhpur