Chhatrapati Shahu Institute of Business Education and Research (CSIBER), Kolhapur

Institutional Publication Ethics Policy

1. Purpose

This policy aims to uphold the highest standards of research integrity, ensure trustworthy scholarly communication, and provide a fair, transparent, and accountable process for preventing and addressing publication-related misconduct at CSIBER.

2. Scope

This policy applies to all students, faculty, research scholars, staff, visiting researchers, and collaborators engaged in research, writing, reviewing, or publication of scholarly work conducted under the auspices of CSIBER.

3. Definitions

- Research Misconduct: Fabrication, falsification, or plagiarism in proposing, conducting, or reporting research.
- Authorship Misconduct: Gift, guest, ghost authorship, or denial of rightful authorship.
- Conflict of Interest (COI): Any financial, personal, or professional interest that may bias the design, conduct, or reporting of research or publication

4. Guiding Principles

1. Honesty, transparency, and accountability in all research and publication stages.
2. Fair recognition of contribution and adherence to authorship criteria.
3. Confidential, prompt, and fair handling of all allegations of misconduct.
4. Commitment to COPE and ICMJE guidelines in publication practices.

5. Authorship & Contributorship

- Authorship must meet all the following criteria (adapted from ICMJE):
    1. Substantial contribution to conception, design, data collection, analysis, or interpretation.
    2. Drafting or critically revising the manuscript for intellectual content.
    3. Final approval of the version to be published.
    4. Accountability for all aspects of the work.
- An Authorship Contribution Form (based on the **CRediT taxonomy**) must accompany every manuscript submitted through the institution.

- Any change in authorship (addition, removal, or order) after submission must be approved in writing by all authors.
- Authorship disputes will be resolved by the Research Development Cell (RDC) in consultation with the Institutional Research Ethics Committee (IREC).

6. Data Management & Transparency

- Researchers must maintain accurate, complete, and verifiable research data for a minimum of five (5) years after publication.
- Data availability statements must be included in publications, indicating whether data can be accessed or shared (subject to privacy or ethical restrictions).
- Use of institutional or trusted public repositories is encouraged for long-term data storage.

7. Conflict of Interest (COI)

- All authors, editors, and reviewers must disclose financial and non-financial interests that could influence the research.
- A CSIBER COI Disclosure Form must be completed for all externally funded or collaborative research projects.
- The RDC maintains COI records and ensures necessary disclosures in publications.

8. Use of Artificial Intelligence (AI) and Large Language Models

- Any substantive use of AI in text generation, image creation, data analysis, or decision-making must be explicitly disclosed in the manuscript.
- Disclosures should include the AI model name, version, purpose of use, and human oversight applied.
- AI tools cannot be listed as authors. Researchers must follow ICMJE and COPE guidelines on AI-assisted writing.

9. Peer Review and Editorial Conduct

- Editors and reviewers affiliated with CSIBER must maintain confidentiality, impartiality, and integrity.
- Misuse of privileged information (e.g., using ideas from reviewed manuscripts) constitutes serious misconduct.
- CSIBER will follow COPE's Ethical Guidelines for Peer Reviewers.

10. Reporting and Investigation of Allegations

A. Reporting a Concern

- Any member may report suspected misconduct to the Research Cell (RC) via email or confidential online form.
- Reports should include manuscript identifiers, evidence, and relevant files.
- Acknowledgment will be sent within 7 calendar days.

B. Preliminary Assessment (7–30 days)

- The RC conducts initial fact-finding to determine credibility.
- If no basis is found, the matter is closed with written justification.

C. Formal Investigation

- If warranted, an Investigation Panel is constituted by the Director, including subject experts with no conflict of interest.
- The panel reviews evidence, interviews concerned parties, and submits findings within 90 days (extendable).
- Whistleblowers and respondents are protected under the Institutional Ethics Policy.

D. Outcomes and Sanctions

- Depending on severity, actions may include correction, retraction, supervised training, suspension of research privileges, or termination.
- Journals and funding agencies will be informed where appropriate, following COPE retraction guidelines.

E. Appeals

- An appeal may be filed within 30 days of the decision.
- The Appeals Panel will conduct an independent review and communicate the final outcome to the Director.

11. Training & Capacity Building

- **Mandatory Research Integrity and Publication Ethics Training** for all researchers and students during induction and periodically thereafter.
- Training will include case studies on plagiarism, authorship disputes, data management, and AI use.
- CSIBER will use recognized tools such as **Turnitin** for plagiarism checking.

12. Recordkeeping & Transparency

- Records of investigations and corrective actions will be securely maintained for 7 years.
- Annual redacted summaries may be published as part of CSIBER's Research Integrity Report to promote transparency and accountability.

13. Cooperation with Journals and External Bodies

- CSIBER will cooperate with journal editors, publishers, and funding agencies during investigations, ensuring confidentiality while upholding research integrity.
- Procedures will align with COPE flowcharts and best practice guidelines.

14. Implementation & Periodic Review

- This policy will be implemented by the **Research Cell (RC)** in coordination with the committee on publication ethics
- The policy will be reviewed every **three (3) years** or earlier if required by national or international regulatory changes.

15. Supporting Templates and Forms

1. Authorship Contribution Form
2. Conflict of Interest (COI) Disclosure Form
3. Data Availability Statement Template
4. Misconduct Report Intake Form
5. Investigation Checklist (aligned with COPE flowcharts)

Authorship Contribution Form (CRediT Taxonomy Based)

Chhatrapati Shahu Institute of Business Education and Research (CSIBER), Kolhapur
Authorship Contribution Declaration Form

Manuscript Title: _____
Journal / Conference: _____
Corresponding Author: _____
Department: _____
Date: _____

CRediT Role	Description	Name of Contributor(s)	Primary Contributor (✓)
Conceptualization	Formulating the research goals and aims		
Methodology	Development or design of methodology		
Software	Programming, software development, code testing		
Validation	Verification of results / reproducibility		
Formal Analysis	Data analysis and interpretation		
Investigation	Conducting experiments or data collection		
Resources	Provision of study materials, equipment, funding		
Data Curation	Managing and preserving data		
Writing – Original Draft	Writing the initial draft		
Writing – Review & Editing	Critical revision and editing		
Visualization	Data presentation, figures, tables		
Supervision	Oversight and mentorship		
Project Administration	Coordination and project management		
Funding Acquisition	Obtaining financial support		

Declaration:
All listed authors have made substantial contributions as indicated and agree to be accountable for the integrity and accuracy of the work.

Signatures:
1. _____(Author 1) 2. _____(Author 2)
2. _____(Author 3) 4. _____(Author 4)

Corresponding Author's Confirmation:
☐ I confirm that all authors meet authorship criteria and approve the final version of the manuscript.
Signature: _____ Date: _____

Conflict of Interest (COI) Disclosure Form

Chhatrapati Shahu Institute of Business Education and Research (CSIBER), Kolhapur
Conflict of Interest Declaration Form

Title of Manuscript / Project: _____
Author / Researcher Name: _____
Department: _____ **Date:** _____

Section A: Financial Interests

Have you received or expect to receive:
☐ Research funding ☐ Honoraria ☐ Consulting fees ☐ Equity / Shares
☐ Travel support ☐ Patent royalties ☐ Other financial interests
If yes, specify: _____

Section B: Non-Financial Interests

☐ Personal / professional relationships with editors, reviewers, or funders
☐ Institutional affiliations that may bias results
☐ Intellectual / ideological beliefs influencing interpretation
Details: _____

Section C: Declaration

I hereby declare that I have disclosed all potential conflicts of interest.
☐ No conflict of interest exists ☐ Conflict(s) disclosed above

Signature: _____ Date: _____
Verified by (RDC / Ethics Committee): _____

Research Misconduct Report Intake Form

Chhatrapati Shahu Institute of Business Education and Research (CSIBER), Kolhapur
Confidential Report Intake Form for Alleged Research Misconduct

Date of Report: _____
Reported by: ☐ Faculty ☐ Student ☐ Staff ☐ External collaborator
☐ Anonymous (if applicable)

Contact Information (optional): _____

Type of Allegation (check all that apply):
☐ Plagiarism ☐ Fabrication ☐ Falsification ☐ Authorship dispute ☐ Conflict of interest
☐ Misuse of confidential information ☐ Inappropriate AI use ☐ Other: _____

Details of Allegation:
(Describe incident, dates, and persons involved. Attach evidence if available.)

Manuscript / Project Title (if relevant): _____
Journal / Publisher / Funded Project: _____

Supporting Documents Attached:
☐ Manuscript ☐ Emails ☐ Data files ☐ Review comments ☐ Other (specify) _____

Declaration:
I understand this report will be handled confidentially by the RC and the Institutional Ethics Committee.

Signature (if not anonymous): _____ Date: _____

Received by RDC: _____ Date: _____
Reference ID (to be filled by RDC): _____

Investigation Checklist (Aligned with COPE Flowcharts)

Chhatrapati Shahu Institute of Business Education and Research (CSIBER), Kolhapur
Research Misconduct Investigation Checklist

Stage	Checklist Item	Completed (✓)	Notes / Date
1. Initial Assessment	Complaint received and logged		
	Acknowledgment sent to complainant (within 7 days)		
	Preliminary fact-check completed (within 30 days)		
	Decision to proceed / close case documented		
2. Formal Investigation	Investigation Panel constituted (no COI)		
	Notice to respondent(s) and opportunity to respond		
	Evidence collected (data, emails, lab notes, manuscripts)		
	Interviews conducted and recorded		
	Interim report drafted		
	Panel findings finalized and approved		
3. Outcome and Actions	Misconduct substantiated / not substantiated		
	Corrective actions decided (retraction, correction, etc.)		
	Notifications sent to relevant journals / funders		
	Confidential report archived securely		
4. Appeals (if any)	Appeal received within 30 days		
	Appeals Panel review completed		
5. Closure & Reporting	Final closure memo issued		