



**GALGOTIAS
UNIVERSITY**
— Uttar Pradesh —
CREATING KNOWLEDGE

Research Guidelines

2015 Onwards

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GUIDELINES FOR GU ACADEMIC FACULTY MEMBERS AND RESEARCH SCHOLARS

How to write good research papers and to publish in high impact referred journals?

As research scholars, we strive to do high-quality research that will advance science and engineering. We come up with what we believe are unique hypotheses, base our work on robust data and use an appropriate research methodology. As we write up our findings, we aim to provide theoretical insight, and share theoretical and practical implications about our work. Then we submit our manuscript for publication in a peer-reviewed journal. For many, this is the hardest part of research. Writing and publishing a research paper in a peer-reviewed journal is a complicated process. This document describes how to prepare a good research paper, which should be structured.

While there are several types of research articles, such as short communications, review papers and so forth, these guidelines focus on preparing a full article (including a literature review), whether based on qualitative or quantitative methodology, from the perspective of the management, education, information sciences and social sciences disciplines.

Writing for academic journals is a highly competitive activity, and it's important to understand that there could be several reasons behind a rejection. Furthermore, the journal peer-review process is an essential element of publication because no writer could identify and address all potential issues with a manuscript.

Although the research paper structure can vary, most journal articles in education have six parts: introduction, literature review, methodology, limitations, results, and discussion. This tends to be what reviewers expect to see, and it is a good structure to follow, especially if you are just starting out. A manuscript that wanders and does not have a clear structure makes for a difficult read. The use of subheadings is fine, but they should be used sparingly. The American Psychological Association style guide mentioned below provides some advice on subheadings.

Seven Steps to publishing in a scientific journal

- 1. Do not rush submitting your article for publication.**
- 2. Select an appropriate publication outlet.**
- 3. Read the aims and scope and author guidelines of your target journal carefully.**
- 4. Make a good first impression with your title and abstract.**
- 5. Have a professional editing firm copy-edit (not just proofread) your manuscript, including the main text, list of references, tables and figures.**
- 6. Submit a cover letter with the manuscript.**
- 7. Address reviewer comments very carefully.**



1. Do not rush submitting your article for publication.

Research scholars should start writing their research papers during the early stages. This does not entail submitting your manuscript for publication the moment you have crafted its conclusion. Authors sometimes rely on the fact that they will always have an opportunity to address their work's shortcomings after the feedback received from the journal editor and reviewers has identified them. A proactive approach and attitude will reduce the chance of rejection. A logical flow of activities dominates every research activity and should be followed for preparing a manuscript as well. Such activities include carefully reading the manuscript at different times and perhaps at different places. Re-reading is essential in the research field and helps to identify the common problems and shortcomings in the manuscript, which might otherwise be overlooked. It is very helpful to share the manuscripts with your colleagues and other researchers in the network and to request their feedback.

2. Select an appropriate publication outlet.

The most appropriate journal to submit a manuscript is to be identified. Finding the right journal for the article can dramatically improve the chances of acceptance. Innovative Journal finders are available in the journal's website. Authors enter the article title, a brief abstract and the field of research to get a list of the most appropriate journals for their article. Less experienced scholars sometimes choose to submit their research work to two or more journals at the same time. Research ethics and policies of all scholarly journals suggest that authors should submit a manuscript to only one journal at a time. Doing otherwise can cause embarrassment and lead to copyright problems for the author, the university employer and the journals involved.

3. Read the aims and scope and author guidelines of your target journal carefully.

Once you have read and re-read your manuscript carefully several times, received feedback from your colleagues, and identified a target journal. The next important step is to read the aims and scope of the journals in your target research area. By doing so, it will improve the chances of having your manuscript accepted for publishing. Another important step is to download and absorb the author guidelines and ensure your manuscript conforms to them. Rejection can come at different times and in different formats. For instance, if your research objective is not in line with the aims and scope of the target journal, or if your manuscript is not structured and formatted according to the target journal layout, or if your manuscript does not have a reasonable chance of being able to satisfy the target journal's publishing expectations, the manuscript can receive a desk rejection from the editor without being sent out for peer review.

4. Make a good first impression with your title and abstract.

The title and abstract are incredibly important components of a manuscript as they are the first elements a journal editor sees. It is good to receive the advice from editors and reviewers on the submissions, and feedback from the colleagues at academic conferences.

- **The title** should summarize the main theme of the article and reflect your contribution to the theory.



- **The abstract** should be crafted carefully and encompass the aim and scope of the study; the key problem to be addressed and theory; the method used; the data set; key findings; limitations; and implications for theory and practice.

5. Have a professional editing firm copy-edit your manuscript, including the main text, list of references, tables and figures.

The key characteristic of scientific writing is clarity. Before submitting a manuscript for publication, it is highly advisable to have a professional editing firm copy-edit your manuscript. An article submitted to a peer-reviewed journal will be scrutinized critically by the editorial board before it is selected for peer review. Research papers submitted to the referred journals are rejected before they even reach the peer-review stage, and one of the top reasons for rejection is poor language. A properly written, edited and presented text will be error free and understandable and will project a professional image that will help ensure your work is taken seriously in the world of publishing. On occasion, the major revisions conducted at the request of a reviewer will necessitate another round of editing. Authors can facilitate the editing of their manuscripts by taking precautions at their end. These include proofreading their own manuscript for accuracy and wordiness and sending it for editing only when it is complete in all respects and ready for publishing.

6. Submit a cover letter with the manuscript.

Never underestimate the importance of a cover letter addressed to the editor or editor-in-chief of the target journal. It is revealed that many submissions do not include a covering letter. The cover letter gives authors an important opportunity to convince them that their research work is worth reviewing. Accordingly, the content of the cover letter is also worth spending time on it. A good cover letter first outlines the main theme of the research paper; secondly, argues the novelty of the paper; and also justifies the relevance of the manuscript to the target journal. Limit the cover letter to half a page. More importantly, peers and colleagues who read the article and provided feedback before the manuscript's submission should be acknowledged in the cover letter.

7. Address the reviewer comments very carefully.

Editors and editors-in-chief usually couch the acceptance of a manuscript as subject to a "revise and resubmit" based on the recommendations provided by the reviewer or reviewers. These revisions may necessitate either major or minor changes in the manuscript. Inexperienced scholars should understand a few key aspects of the revision process. First, it is important to address the revisions diligently; second, it is imperative to address all the comments received from the reviewers and avoid oversights; third, the resubmission of the revised manuscript must happen by the deadline provided by the journal; fourth, the revision process might comprise multiple rounds. The revision process requires two major documents. The first is the revised manuscript highlighting all the modifications made following the recommendations received from the reviewers. The second is a letter listing the authors' responses illustrating they have addressed all the concerns of the reviewers and editors. These two documents should be drafted carefully. The authors of the manuscript can agree or disagree with the comments of the reviewers and are not always obliged to implement their recommendations, but they should in all cases provide a well-argued justification for their course of action.



Given the ever increasing number of manuscripts submitted for publication, the process of preparing a manuscript well enough to have it accepted by a journal can be daunting. High-impact journals accept less than 10 percent of the articles submitted to them, although the acceptance ratio for special issues or special topics sections is normally over 40 percent. Scholars might have to resign themselves to having their articles rejected and then reworking them to submit them to a different journal before the manuscript is accepted. These recommendations require proper attention, planning and careful implementation; however, following this advice could help doctoral students and other scholars improve the likelihood of getting their work published, and that is key to having a productive, exciting and rewarding academic career. A data base of high impact journals can be maintained, which helps the faculty members and research scholars to identify and publish. A teaching University gets transformed into a good research University, if the research papers are published of high quality in referred journals. It is possible only if the University shows more publication. It helps to attain QS ranking. All researchers must involve in publishing research papers and should be made as mandatory.

GUIDELINES FOR RESEARCH PUBLICATIONS

- Every academic faculty member (of all the schools in GU) should publish 2 research papers in internationally referred journals per year.
- It is mandatory and strongly applicable to all the academic faculty members including the deans of the schools.
- The research papers will be published in peer reviewed journals.
- The research papers must be published in impact factor journals.
- Citation index should be also considered.
- More points under the performance appraisal will be given to the **FIRST AUTHOR**.
- Co-author or co-authors will be allocated lesser points in the performance appraisal calculations

Goals, guidelines and responsibilities of the academic faculty members and deans of the schools at GU

- All academic faculty members of all the schools at GU (those who hold PhD) must supervise PhD Research scholars at any cost. It is a compulsory one and mandatory.
- The maximum number of PhD Research scholars under a research supervisor may be 5.
- The research supervisor must monitor the research scholar's work periodically.
- The research supervisor must identify the doctoral committee members for his research students.
- Half yearly progress review meeting of the scholars must be conducted by the research supervisor to monitor their progress.
- Since the PhD research scholar is supported by research scholarships by GU, he or she should assist the research supervisor in teaching assignments or in the allocated research assignments.
- Every week, 12 to 15 hours of assistance is expected from the research scholars.



- Research scholars must meet their research supervisors regularly, at least twice a week. They have to report their research progress.
- All research supervisors must properly supervise and guide the PhD Research scholars in the right way and right direction.
- It is the entire responsibility of the research supervisors to monitor and guide the scholars.
- The research supervisors have to set their goals in order to complete the PhD work of their scholars.
- The key responsibility of the academic faculty research supervisors must maintain a file, individual file for every research scholar, for ready reference.
- Besides, the deans of the schools have the responsibilities mentioned below:
 - The deans of the schools are responsible to arrange and chair the meeting of the progress review of the PhD research scholars periodically after every semester. It is called as half yearly progress review meeting.
 - The dean of the schools are responsible to monitor the progress of the research scholars randomly, any time, and also has the authority to make enquiries to the concerned research supervisors.

The deans of the schools must follow their targets and goals regarding the complete research activities of the research scholars and as well as the entire research activities of all the faculty members.

The deans responsibility towards research activities of all the schools at GU are: targeting and attaining the required number of research publications per year, setting the goals to get the number of research projects from the research funding agencies through faculty members, motivating the faculty members to go for industrial consultancy work. These are the key responsibilities of the school deans.

The deans of the schools should also set their goals to produce more number of PhD graduates per year. The number should be fixed by the respective school deans.

The deans of the schools must send invitations to the M.Tech Alumni of GU, requesting them to register for PhD research degree program AT GU. This is a key responsibility of the deans of the schools.

Yearly performance of the academic faculty members will be assessed by the research dean and he is the key responsible officer. He verifies all the data submitted by the faculty members. An action will be taken by him after the verification process. Details of the performance incentive scheme are furnished below.

PI is called as Performance Incentive Scheme. The performance of the academic faculty is assessed by several components for every year. The weightage for every component differs from one to one. Some of the components are mentioned below. The whole responsibility should be taken by the school dean.

