BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Raebareli Road, Lucknow-226025

Letter No.- 220/**.R&DC/BBAU/26** **Date-** 28/09/**2026**

Notification

The Policy for University Research Journals, attached herewith, has been approved by the competent authority and is being notified for implementation.

25/9/26

Registrar

Encl.: - Attachment as above

Copy to: -

1. All Deans/Heads/Coordinators of Schools/Departments/Courses, BBAU, Lucknow for information.
2. All concerned.
3. S.O. to Hon'ble Vice-Chancellor, BBAU, Lucknow.
4. PS to Registrar, BBAU, Lucknow.
5. Finance Officer, BBAU, Lucknow.
6. Controller of Examinations, BBAU, Lucknow.
7. I/C University website, BBAU, Lucknow for its uploading

Assistant Director
R & D Cell

Annex. 1 (C/8)

POLICY FOR UNIVERSITY RESEARCH JOURNALS
Publication Division, Research and Development Cell
Babasaheb Bhimrao Ambedkar University, Lucknow

1. PREAMBLE

Babasaheb Bhimrao Ambedkar University (BBAU), Lucknow, is committed to promoting excellence in research, innovation, knowledge creation, and dissemination. In pursuance of this objective, the University shall publish and support peer-reviewed academic journals through the Publication Division of the Research and Development Cell (RDC).The Publication Division shall facilitate the publication of high-quality multidisciplinary, interdisciplinary, and domain-specific journals in print and/or electronic format to provide a credible platform for researchers, academicians, professionals, industry experts, policy practitioners, and research scholars for dissemination of original scholarly work.

The journals shall uphold the highest standards of academic integrity, ethical publishing practices, transparency, inclusivity, and intellectual excellence.

2. OBJECTIVES

The objectives of the University journals shall be:

1. To promote quality research and scholarly communication.
2. To provide a platform for dissemination of original research findings.
3. To encourage multidisciplinary and interdisciplinary research.
4. To promote innovation, critical inquiry, and evidence-based knowledge.
5. To enhance national and international visibility of research conducted within and outside the University.
6. To foster academic collaborations among researchers, institutions, and industries.
7. To support the vision of NEP-2020 towards research-intensive higher education institutions.

3. TITLE OF JOURNALS

The University may publish one or more journals under titles approved by the Competent Authority, such as:

- Journal of Science Society and Sustainability
- Journal of Social Science Law and Governance.
- Any other journal approved by the University from time to time.

The journals may be multidisciplinary, discipline-specific, thematic, bilingual, multilingual, online, print, or hybrid in nature.

4. PUBLICATION

All University research journals shall be published with address of:
Publication Division
Research and Development Cell
Babasaheb Bhimrao Ambedkar University, Lucknow

All published articles information under journal shall be communicated to Assistant Director-Research and Development (Publication)

Special issues shall be archived, and circulated through the Publication Division of the Research and Development Cell, Babasaheb Bhimrao Ambedkar University, Lucknow.

5. GOVERNANCE STRUCTURE

5.1 Patron

Hon'ble Vice-Chancellor
Babasaheb Bhimrao Ambedkar University, Lucknow

The Vice-Chancellor shall provide overall guidance and strategic direction to the publication initiatives of the University.

5.2 Board of Advisors

The Board of Advisors shall comprise eminent academicians, scientists, researchers, policy experts, and distinguished professionals from India and abroad.

Functions

- Provide academic and strategic guidance.
- Suggest emerging research themes.
- Promote national and international visibility.
- Advise on publication quality standards.
- Facilitate collaborations and indexing opportunities.

5.3 Chief Editor/Editor-in-Chief

Nomination by Competent Authority-Babasaheb Bhimrao Ambedkar University, Lucknow

Responsibilities

- Overall academic leadership of the journal.
- Compliance to the publication policies of the university and other related norms

5.4 Managing / Executive Editor/s

Few by Nomination and few by Designation for 3 Years on rotation basis

Responsibilities

- Editorial oversight of journal content.
- Ensuring quality and integrity of publications.
- Final decision regarding publication of manuscripts.
- Day-to-day management of journal operations.
- Coordination of manuscript processing.
- Communication with authors and reviewers.
- Monitoring publication timelines.
- Preparation of issues for publication.

- Maintenance of publication records.

5.5 Editorial Board Members

The Editorial Board shall consist of distinguished faculty members and subject experts from BBAU and other reputed academic and research institutions.

Functions

- Preliminary screening of manuscripts.
- Identification of suitable reviewers.
- Recommendations regarding publication.
- Development of thematic issues.
- Promotion of journal visibility and quality.

5.6 Review Board Members

The Review Board shall consist of subject experts of national and international repute from BBAU and other reputed academic and research institutions.

Functions

- Conduct objective and confidential peer review.
- Evaluate originality, quality, methodology, and relevance.
- Recommend acceptance, revision, or rejection.
- Maintain confidentiality and ethical standards.

6. AIMS AND SCOPE

The journals shall publish:

- Original Research Articles
- Review Articles
- Conceptual Papers
- Case Studies
- Policy Papers
- Book Reviews
- Research Notes
- Technical Reports
- Interdisciplinary Studies
- Special Theme-Based Issues
- Educational News

The journals shall encourage contributions from all disciplines including Social Sciences, Humanities, Language, Mass Media,Physical Sciences, Life Sciences, Environmental Science, Engineering, Computer Science and Information Technology, Education, Management, Law, Commerce, Indian Knowledge Systems, and emerging interdisciplinary domains etc.

7. PUBLICATION FREQUENCY

The journal may be published:

- Quarterly
- . Biannually

- Annually
- Special Issues

as approved by the Editorial Board and Competent Authority.

8. PEER REVIEW POLICY

The journals shall follow a rigorous Single/ Double-Blind Peer Review System.

Process

1. Initial editorial screening.
2. Similarity and plagiarism assessment.
3. Assignment to expert reviewers.
4. Single/Double-blind peer review.
5. Editorial evaluation of reviewer comments.
6. Acceptance, revision, or rejection decision.
7. Final editorial approval.

The identity of authors and reviewers shall remain confidential throughout the review process.

9. OPEN ACCESS POLICY

The University encourages wider dissemination of knowledge.
Accordingly:

- Online journals may operate under an Open Access model.
- Published articles shall be freely accessible to readers unless otherwise specified.
- Authors shall retain intellectual ownership subject to journal copyright provisions.
- The University may archive all published content in institutional repositories.

10. PUBLICATION ETHICS

The journals shall adhere to internationally accepted standards of publication ethics.

Authors shall declare:

- Originality of work.
- Proper citation and referencing.
- Absence of plagiarism.
- Authenticity of data.
- Disclosure of conflicts of interest.
- Compliance with ethical guidelines.

Misconduct including plagiarism, data fabrication, falsification, duplicate submission, or unethical authorship practices shall invite retraction and appropriate actions as per norms.

11. ANTI PLAGIARISM and ETHICAL POLICY

All submissions shall be screened using approved Plagiarism/AI detection software.
The permissible similarity index shall be governed by:

- UGC Regulations
- University Guidelines
- Journal-specific editorial policies

Manuscripts exceeding permissible limits may be returned, revised, or rejected.

12. COPYRIGHT POLICY

The copyright arrangement shall be specified in each journal.
The University may:

- Retain publication rights;or
- Permit author-retained copyright with publication license.

Appropriate acknowledgement of published work shall be mandatory in all subsequent reproductions.

13. SPECIAL ISSUES

The journal may publish Special Issues on emerging themes with approval of competent authority Special Issues may be proposed by:

- Academic Departments
- Research Centres
- Professional Bodies

14. INDEXING AND ABSTRACTING

The Editorial Board shall endeavour to include the journal in:

- CrossRef
- Google Scholar
- DOAJ
- Scopus
- Web of Science
- Other recognized indexing databases

subject to eligibility and compliance requirements.

14A. DIGITAL OBJECT IDENTIFIER (DOI), UNIVERSITY JOURNAL PORTAL AND DIGITAL PUBLISHING POLICY

To ensure wider visibility, authenticity, accessibility, citation tracking, and long-term preservation of scholarly publications, all research journals published under the Publication Division of the Research and Development Cell shall be published in electronic and/or hybrid mode with Digital Object Identifier (DOI) support, subject to applicable requirements and registration procedures.

14A.1 Digital Object Identifier (DOI)

1. Every published article, review paper, research note, special issue, book review, or other scholarly contribution may be assigned a Digital Object Identifier (DOI) to facilitate permanent identification, citation, indexing, discoverability, and global accessibility.
2. The Chief Editor/Editor-in-Chief shall coordinate DOI registration and metadata management through recognized DOI registration agencies and approved publication platforms.

14A.2 University Journal Portal

1. All research journals of Babasaheb Bhimrao Ambedkar University, Lucknow shall be hosted on a dedicated centralized **University Journal Portal** developed and maintained by the Computer Centre through Research and Development Cell.

2. The University Journal Portal shall serve as a common digital platform for publication, management, archiving, indexing, dissemination, and preservation of all University journals.
3. The portal shall contain, among others:

- Journal Home Pages
- Editorial Board details
- Aims and Scope
- Author Guidelines
- Publication Ethics
- Submission and Review Management System
- Current and Archived Issues
- DOI-linked Articles
- Search and Citation Facilities
- Download Statistics and Metadata
- Indexing and Abstracting Information etc.

14A.3 Centralized Hosting Policy

1. In order to ensure efficient utilization of institutional resources and to avoid unnecessary expenditure on multiple independent domains, separate web-hosting services, annual maintenance charges, technical support costs, and administrative duplication, all University journals shall ordinarily be hosted through the centralized University Journal Portal.
2. No individual department, centre, school, institute, or journal shall independently procure separate journal hosting services, domains, or publication management platforms without prior approval of the Competent Authority.
3. The centralized hosting model shall facilitate:

- Cost effectiveness and financial prudence;
- Uniform branding and institutional identity;
- Standardized publication quality;
- Better cybersecurity and data protection;
- Centralized technical support and maintenance;
- Improved indexing and discoverability;
- Efficient digital archiving and preservation;
- Compliance with national and international publication standards.

14A.4 Management and Maintenance

The University Journal Portal shall be administered by the Publication Division of the Research and Development Cell and managed through the Executive Editor of the Journal and Assistant Director- Research and (Publication) or any other officer authorized by the University from time to time.

14A.5 Digital Preservation

The University shall maintain permanent electronic archives of all published journal issues, articles, special issues, conference proceedings, and related scholarly publications to ensure long-term accessibility and preservation of academic records.

The University may adopt suitable digital preservation mechanisms, repository systems, and metadata standards to ensure continuity, integrity, and accessibility of scholarly content.

15. DIGITAL ARCHIVING

The Publication Division shall maintain:

- Digital repository
- Journal archives
- DOI records
- Metadata records
- Published issue database

for long-term preservation and accessibility.

16. AUTHOR RESPONSIBILITIES

Authors shall:

- Submit original work with a certificate of Declaration and Similarity (Plagiarism & AI Report as specified by the concerned Journal) .
- Follow submission guidelines.
- Respond to reviewer comments.
- Obtain necessary permissions.
- Disclose funding support.
- Ensure accuracy of information.

17. REVIEWER RESPONSIBILITIES

Reviewers shall:

- Maintain confidentiality.
- Declare conflicts of interest.
- Provide objective assessments.
- Adhere to timelines.
- Uphold academic integrity.

18. EDITORIAL RESPONSIBILITIES

Editors shall:

- Ensure fairness and transparency.
- Maintain confidentiality.
- Prevent unethical publication practices.
- Promote academic quality.
- Take impartial publication decisions.

19. FINANCIAL ARRANGEMENTS AND MANAGEMENT

19.1 Financial Planning

The financial requirements for the publication of each University journal shall be assessed annually by the concerned Managing/Executive Editor in consultation with the Chief Editor and Editorial Board members.

The annual financial proposal may include expenditure related to:

- DOI registration and maintenance;
- Journal Management System and publication software;
- Copy-editing, proofreading, and formatting;
- Printing and publication of hard copies, wherever applicable;
- Website maintenance and digital archiving;
- Editorial and review process support;
- Indexing and abstracting services;
- Promotional and dissemination activities;
- Special issues and thematic publications; and
- Any other expenditure approved for the effective functioning of the journal.

19.2 REVENUE GENERATION, PROCESSING CHARGES AND ADVERTISEMENTS

In order to ensure the long-term sustainability, quality enhancement, digital visibility, indexing requirements, DOI registration, archiving, and publication management of University journals, the University may adopt appropriate revenue-generation mechanisms in accordance with its rules and regulations.

(a) Processing Charges (If required)

The University may levy a nominal manuscript processing fee, publication fee, or article processing charge (APC) for articles accepted for publication in its journals with prior approval of Competent Authority, if required.The processing fee shall be determined from time to time by the Editorial Board in consultation with the Publication Division and shall be subject to:

- Financial concurrence of the Finance Section;
- Administrative approval
- Approval of the Competent Authority; and
- Approval of the Hon'ble Vice-Chancellor.

The fee shall be nominal, reasonable, transparent, and aimed solely at supporting publication-related activities, including:

- DOI registration;
- Manuscript processing and peer review management;
- Copyediting and proofreading;
- Website hosting and maintenance;
- Digital preservation and archiving;
- Journal management systems; and
- Other publication support services.

Invited articles and university articles may be exempted from the applicable APC charges. APC charges of BBAU faculty members shall be borne by University with prior administrative and financial approval of competitive authority.

(b) Advertisements and Sponsorship

1. The University journals may accept advertisements, sponsorships, academic announcements, conference notifications, institutional advertisements, and other appropriate promotional content for revenue generation and support of publication activities.
2. Acceptance of advertisements shall be subject to:

- Compliance with University rules and regulations (if any).

- ❖ Administrative and Financial concurrence;
- ❖ Approval of the Hon'ble Vice-Chancellor; and
- ❖ Such other approvals as may be prescribed by the University from time to time.

3. Advertisements shall not compromise the academic independence, editorial autonomy, integrity, credibility, or peer-review process of the journal.
4. The Editorial Board shall have the authority to reject any advertisement that is misleading, unethical, contrary to public interest, inconsistent with the objectives of the University, or likely to affect the academic reputation of the journal.
5. Revenue generated through processing charges, advertisements, sponsorships, subscriptions, or other approved sources shall be accounted for in accordance with the University financial rules and utilized exclusively for strengthening publication-related activities and scholarly communication initiatives.

(c) Academic Independence

Under no circumstances shall financial contributions, sponsorships, advertisements, or processing charges influence editorial decisions regarding acceptance, rejection, review, or publication of manuscripts. All editorial decisions shall be based solely on academic merit, originality, quality, and compliance with the journal's publication standards.

19.3 Consolidated Budget Proposal

The Assistant Director (Research and Development – Publication), Publication Division, Research and Development Cell, shall compile and consolidate the annual financial requirements received from all University journals.

A consolidated budget proposal covering all journals and publication-related activities of the University shall be prepared by the Publication Division and submitted through the Director, Research and Development Cell to the Finance Section for examination, financial concurrence, and approval by the Competent Authority in accordance with the University rules and financial regulations.

19.4 Financial Concurrence and Sanction

No expenditure shall ordinarily be incurred without obtaining:

1. Budgetary provision;
2. Administrative and Financial concurrence of the Competent Authority;
3. Approval of the Competent Authority as per the University financial rules; and
4. Any other statutory or administrative approvals required under the University regulations.

The Publication Division shall function as the coordinating unit for all publication-related financial matters pertaining to University journals.

All the transactions will be made through designated university bank account operating in the joint name of Editor-in-Chief/Chief Editor of the journal and Finance Officer, BBA University.

19.5 Utilization and Expenditure Monitoring

The Managing/Executive Editor of each journal with Assistant Director-Research and Development (Publication Division) shall ensure that the sanctioned funds are utilized strictly for approved publication-related activities and in accordance with the University financial rules, General Financial Rules (GFR), and applicable statutory provisions.

The Publication Division shall maintain records of sanctioned budgets, expenditure statements, utilization details, publication outputs, and supporting documents for audit and review purposes.

19.6 Annual Accounts and Settlement

After closure of each financial year, the Publication Division shall obtain expenditure statements and utilization details from **Editor-in-Chief/Chief Editor**of all concerned journals and prepare a consolidated account of expenditure incurred under the publication head.The consolidated statement shall be submitted to the Finance Section for reconciliation, adjustment, and settlement of accounts in accordance with the prescribed financial procedures of the University.

Any unspent balance, savings, committed liabilities, or pending payments shall be reported and processed as per applicable financial rules and guidelines of the University.

20. POSTAL (CORRESPONDANCE) ADDRESS

Editor-in-Chief/Chief Editor
Title of the Journal: _____
Publication Division
Research and Development Cell
Babasaheb Bhimrao Ambedkar University
Vidya Vihar, Raebareli Road
Lucknow – 226025, Uttar Pradesh, India

21. OFFICIAL COMMUNICATION

All correspondence regarding manuscript submission, publication, review process, editorial matters, subscriptions (if any), special issues, and publication-related communications **shall be through email only** addressed to the **Editor-in-Chief/Chief Editor**with intimation to the: **Assistant Director (Publication)** Research and Development Cell-

Publication Division, Research and Development CellBabasaheb Bhimrao Ambedkar University, Lucknow

22. IMPLEMENTATION OF THE PUBLICATION POLICY OF THE JOURNALS

This Publication Policy shall come into force from the date of approval by the Competent Authority and shall apply to all the journals of Babasaheb Bhimrao Ambedkar University, Lucknow.

The University reserves the right to amend, modify, or update this policy from time to time in accordance with academic, statutory, and regulatory requirements.

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