

PROFORMA TO BE SUBMITTED TO PME CELL BY AUTHOR(S) FOR FORWARDING RESEARCH MANUSCRIPT FOR PUBLICATION IN RESEARCH JOURNALS.

Dated _____

To

Head of the Division/Regional Station/In-charge, PME Cell
Central Avian Research Institute
Izatnagar – 243 122

Subject: Submission of research manuscript for publication in scientific journals

Sir,

I/we are/am enclosing herewith manuscript of the original scientific research article entitled “_____” with a request that permission may kindly be granted for submission of the same in the “_____” journal/national/international/others (to specify). I hereby certify that the information given for each of the item listed below is correct.

Sl.	Item
1.	The article/paper/manuscript is based on bona fide research and /or miscellaneous observations conducted in the Institute, and is related to mandated activities as per details below:
2.	Project title: Project Ref. No.: Type of Project: Institute project/externally funded/contact research/ MSc /PhD research/any other scheme
3.	Title/Topic/Name of the activity of the institute of which the publication is an output.
4.	The manuscript has been thoroughly checked by all the authors (including the authors from other organizations, if any) and are satisfied with its form and content.
5.	Due credit of authorship has been given to each contributor of the article
6.	The sequence in which the authors’ names appear has been decided by consensus.
7.	The article has not been submitted simultaneously for publication if any other journal
8.	Due acknowledgement has been given to funding agencies or for assistance received from individuals/institutes/sponsoring agencies for carrying out this work.
9.	Care has been taken that the publication will not lead to premature disclosure in cases where filling of patent is envisaged.
10.	Data/Results/Schemes/Ideas given in the paper are entirely the outcome of my/our research work and the institute and ICAR are not responsible for any liability arising out of this publication.
11.	Internal Citing: The required number of secondary sources has been cited parenthetically in the proper format; and credit is given each time that the information is used even if it is paraphrased or summarized.

(Signature with name and designation of Corresponding Author)

(Signature of available Co-authors, if any)

Recommended and forwarded by the HoD/In-charge

(Signature of the HoD/In-charge)

Recommended and forwarded by the PME Cell In-Charge

(Signature of the PME Cell In-charge)

Approval of the Head of the Institute (Director/JD/PC/PD)

(Signature of the Head of the Institute)

PME Cell Reference No. _____

PROFORMA TO BE SUBMITTED TO PME CELL BY AUTHOR(S) FOR FORWARDING ABSTRACT/FULL PAPER FOR PRESENTATION TO THE NATIONAL/INTERNATIONAL SEMINAR/SYMPOSIA/ CONFERENCE ETC.

Dated _____

To

Head of the Division/Regional Station/In-charge, PME Cell
Central Avian Research Institute
Izatnagar – 243 122

Subject: Submission of abstract/full paper for presentation to the national/international seminar/symposia/conference etc.

Sir,

I/we are/am enclosing herewith an abstract/full paper entitled “_____” with a request that the permission may kindly be granted for submission of the same in the “_____” national/international seminar/symposia/conference/others (to specify).

Sl.	Item	Particulars
1.	Date/Location/Venue of the symposium/seminar/conference etc to be organized	
2.	Dead line/last date of submission of abstract/full paper to the organizers	
3.	Name of the society/organization	
4.	Cost of travel/boarding and lodging/fee including registration fee borne by ICAR/Institute/Organizer/Sponsor/self	
5.	Whether care has been taken that the publication will not leave to premature discloser in case filing of patent is envisaged	Yes / No
6.	Whether the issue of plagiarism has been taken care of	Yes / No
7.	Whether all minimum requirements including format, introduction, body conclusion, works cited page, conventions' (grammar and spelling) etc. for submission of manuscript have been taken care of	Yes / No

I, Dr./Mr/Smt/Ms _____ certify that i) The data/results/schemes/ideas given in the abstract/paper is based entirely on the work of my/our research work and need not necessarily represent the views of the Institute/ICAR, and ii) Due credit of authorship has been given to each contributor of the abstract/paper.

(Signature with name and designation of Corresponding Author)

(Signature of available Co-authors, if any)

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Approval of the Head of the Institute(Director/JD/PC/PD)

(Signature of the Head of the Institute)

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