

CHECK LIST - III

Check list for scientific papers to be sent for Publication.

Tick (✓) if submitted

1	Requisition letter to the Principal and forwarded by HOD	
	Title:	
	Tick – Original Article / Case Report/Case Series/ Review Article/ Dissertation topic	
2	List of authors, name/ designation/ department/ contribution with signature enclosed (If more than one department is involved in Publication, acknowledgement from concerned departmental HOD is mandatory)	
3	To mention the Corresponding Author Name	
4	Records: (a) OP/IP details for case reports (Not to Include photograph of the Patient and Hospital Name) (b) Master chart for large series (Not to reveal the names of the subjects)	
5	Ethical clearance for initiating the study	
6	Complete article enclosed	
7	Specify minimum Three journals in which the article will be published	
8	Is the manuscript part of dissertation?	Yes / No
9	If Yes dissertation acceptance letter to be enclosed	
10	Declaration by all investigators that study is not duplicated to avoid plagiarism (Enclosed Declaration)	

Signature of the applicant
(1st Author/Corresponding author)

Signature of the HOD

<i>Office use only</i>		
1	Office Dispatch No. with date	
2	Ethics Committee Invoice No. with date	
3	Comments by Ethics Committee	
4	Paper approved on	
5	Ethical Clearance Certificate No. with date	
6	Dispatch No. with date	

