

**Ali Yavar Jung National Institute of Speech & Hearing Disabilities  
(Divyangjan), Bandra (W) Mumbai – 400 050**

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**CIRCULAR**

**Sub:** Guidelines for Article Publications and Paper Presentations for Faculty Members and Technical Staff of AYJNISHD(D), Its RCs & CRCs

1. The publication of articles and presentation of papers aim to promote evidence-based practices, share knowledge, and contribute to the field of rehabilitation and disability studies.
2. All faculty members and technical staff of AYJNISHD(D), including those from its RCs and CRCs, are encouraged to present papers and contribute articles for publication.
3. Articles and presentations should align with the objectives of AYJNISHD(D) and focus on rehabilitation, disability management, research, and related topics.
4. Faculty members and technical staff may publish and/or present as sole authors or in collaboration with other professionals or institutions. Proper acknowledgment must be given to all contributors and to the Institute.
5. Articles and presentations must maintain high ethical standards and be free from plagiarism.
6. Faculty members and technical staff must seek prior approval from the Head of the Institute or the Academic Committee before giving consent to program organizers or before submitting manuscripts. Articles based on institutional data or resources must explicitly acknowledge AYJNISHD(D).
7. If you are preparing manuscripts and presentations based on a research study you have undertaken, ensure that the study has received prior approval from the ethical or academic committee and the Head of the Institute.
8. Articles and presentations derived from students' master's theses accepted by the University do not require prior approval from the Institute for publication and presentation. The respective research guides may be included as co-authors/co-presenters.
9. Articles should be submitted to reputable peer-reviewed journals or publications in the relevant field, or to esteemed organizations and statutory bodies such as RCI. Authors are encouraged to prioritize both national and international journals and organizations of high repute.
10. Any potential conflict of interest must be avoided.
11. The Institute may provide support in terms of access to resources and feedback. However, no financial assistance will be provided for publication fees unless approved by the Executive Council of the Institute.
12. All are encouraged to submit a copy of the published articles to the IDC for documentation purposes.
13. The Academic Committee of the Institute may periodically review publications to assess their impact.
14. Published articles and presentations will be acknowledged in the Institute's annual reports and other platforms as part of promoting scholarly contributions.
15. The decision of the Head of the Institute in all matters pertaining to publication and presentation will be final.

By adhering to these guidelines, all concerned can ensure that their contributions reflect the Institute's commitment to fulfilling its R&D objectives.

Sd/-

Director