

CIFSS PUBLICATION POLICY

2025

ABSTRACT

This document includes various types of publication works undertaken by CIFSS, copyrights, duties and responsibilities of the author and publisher and royalty etc.

Chinmaya International Foundation Adarsha Shodha Sansthan (CIFSS) Affiliated to CENTRAL SANSKRIT UNIVERSITY



Chinmaya International Foundation Shodha Sansthan (CIFSS)



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CIFSS PUBLICATION POLICY - 2025

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Preamble

CIFSS Publication Policies correspond to the publication of

- in-house research journals,
- books and monographs,
- commemorative editions,
- proceedings of seminars and workshops and
- other academic resources prepared by the academic staff of CIFSS either as collective institutional works or as independent professional contributions, as well as
- other scholarly publications undertaken by CIFSS, or as may be
- entrusted to CIFSS by Central Sanskrit University or other statutory agencies,
- outcome of projects funded by statutory agencies both in print and online media where copyright or patent is exclusive to CIFSS (in cases of collaborative undertakings, the terms and conditions set down in the MoU shall be adhered to).

For easily referring to various aspects related to publication, such as: copyrights, duties and responsibilities of the author and publisher and royalty etc., a category-wise description is given below:

Category I - Publication of Annual Research Journal, Dhimahi

- *Dhimahi* is published once in a year, usually in the month of December.
- *Dhimahi* publishes original research articles or duly acknowledged reprints without modifying the content, or reprints modified with the consent of its original author for which explicit permission is obtained, generally in Sanskrit, Hindi and English in a wide range of topics which are printed inside its back-cover.
- Paper submission procedure and subscription details, as may be revised from time to time, are printed on its back-cover.
- The Director of CIFSS shall be General Editor of *Dhimahi*.
- CIFSS reserves all rights on articles published in *Dhimahi*.
- Author-copy is dispatched immediately after publication. In case of co-authorship, all authors shall be given a copy of the published journal. However, despatches/communications will be made in the address of one of the authors designated as correspondence author in the absence of which despatches/communications will be made in the address of the first author or sender of the article, as the case may be.

Category II - Works of academic staff of CIFSS

- The work normally precedes an internal project proposal submitted to the Director and carried on the nod of the Academic Committee.
- No agreement is required.
- Copyright shall be vested with CIFSS and the author.
- Author's rights and credentials shall not be infringed upon by superscribing the name and details of anyone else, other than that of the author anywhere in such publications.
- Royalty is paid in the form of 20 copies of published works.
- Purchases of further copies made by such academic staff-authors are allowed at 50% of the face-value of the published work.
- In the event of a reprint of such publications by CIFSS, the author of such a publication shall be consulted for possible revision/corrections. In this case, if author intents to revise/ incorporate corrections, then, the revised/corrected versions only be published.
- \circ Such reprints will also carry the same author credentials and royalty benefits.
- Revision on the work by the author, even after his/her retirement, shall be duly incorporated at the time of reprinting.
- Copyrights after the retirement or life-time of the author shall be in concurrence with the existing CPA/IPR rules.
- All published works in this category are sold at 60% of the face-value of the published work (i.e., 40% discounted).

Category III - Works made press-ready by author himself/herself, other than a staff member of CIFSS, and the cost of printing is paid in full in advance by the author

- Scholarly publications are undertaken at the sole discretion of CIFSS after due deliberations in the Academic Committee.
- The author shall have obtained necessary permission from the copyright owner to include third party copyright material (i.e., created by someone else).
- The work shall not contain libellous or unlawful statements and shall not infringe upon the rights or privacy of others.

- CIFSS shall convey the quote from the printing-press to the author and proceed for printing only after the quoted price is received.
- Copyright is vested with the author for that particular edition.
- Author's rights and credentials are not infringed upon by superscribing the name and details of anyone else than that of the author on the Cover and Title Pages. In this type of publications, if CIFSS wants to mention the contribution/specific role of someone else in the publication, such names/roles shall be mentioned only on the copy-right page.
- Royalty is paid in the form of half of total printed books.
- The other half of total printed books shall be sold or given as complements by CIFSS at its sole discretion.
- $\circ\,$ All published works are sold at 60% of the face-value of the published work (i.e., 40% discounted).
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- \circ Any revision on the work by the author shall be duly incorporated at the time of reprinting.
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- Copyrights after the life-time of the author shall be in concurrence with the existing CPA/IPR rules.

Category IV - Works made press-ready by the author himself/herself but cost of printing is born by CIFSS

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- The work shall not contain libellous or unlawful statements and shall not infringe upon the rights or privacy of others.
- Royalty is paid in the form of 20 copies of published works.
- \circ Purchases by authors are allowed at 50% of the face-value of the published work.
- Any revision on the work by the author shall be duly incorporated at the time of reprinting.
- All rights are reserved by CIFSS.

Category V - Works entrusted to CIFSS for publication by CSU

 $_{\circ}$ $\,$ The relevant communication in this regard has to be followed.

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