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University of Ruhuna

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MATARA, SRILANKA

06.06.2017

**Internal Circular No: 01/2017**

All Deans of Faculties

The Librarian

All the Heads of the Departments

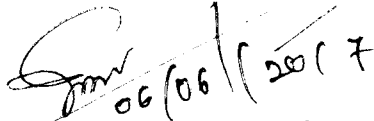
**Payment for publication of scholarly articles in indexed journals**

The following criteria should be applied when granting approval for payments for publication of scholarly articles in indexed journals. University shall not consider the payment of any prepublication processing fee.

1. The applicant for the publication fee should be the first or corresponding author of the article to be published, in case of multiple authorship.
2. The applicant should be a member of the permanent academic/administrative staff of the University of Ruhuna and the address of the University of Ruhuna should be included (Department, Faculty, Division, etc.) as the institutional affiliation.
3. The applicant who requests the payment for a publication should publish the respective article in an indexed journal. (N.B. Updated list of indexed journals with respect to each Faculty should be provided along with the request and the recommendation of the respective Faculty).
4. The University may consider to pay 50-75% of the publication fee considering the following.
  - (i) Applicant has no funding source to accommodate for cost of publication.

- (ii) If the article is accepted for a journal listed in Journal Citation Report (JCR) by Thomson Reuters.
  - (iii) Views of two/three experts shall be obtained with respect to the article to be published, prior to attaining a decision for payment of the publication fee. This activity is necessary only for the articles which are not accepted for journals listed in Journal Citation Report (JCR) by Thomson Reuters.
5. Priority shall be given for applicants who are requesting the above payment for the first time, if there are more than one applicant during the respective quarter of a particular calendar year.
  6. When a request is made for such a payment, the applicant should submit a copy of the article to be published along with the request.
  7. Due acknowledgment should be given to the University of Ruhuna (wherever possible), if the publication fee is granted by the University of Ruhuna.

The circular is issued with effect from 17<sup>th</sup> of April, 2017



**Prof. Gamini Senanayake**

**Vice Chancellor**

Cc: Deputy Vice Chancellor  
Registrar  
Bursar  
Senior Assistant Internal Auditor  
Auditor General/Government Audit Section