

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.*

Date : _____

To,

Head of the Division/Regional Station/In-charge, PME Cell
Indian Institute of Sugarcane Research
Lucknow

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/other (to specify).

S. No.	Item	Particulars
1.	Date/Location/Venue of the symposium/seminar/conference <i>etc.</i> 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 &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,	Yes/ No

	conclusion, works cited page, conventions' (grammar and spelling) etc. for submission of manuscript have been taken care of	
--	---	--

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. The paper is based on the Project No. _____ Project Title

The research paper will be presented by _____ (Name of the author).

(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 research manuscript for publication in research journals**

Date : _____

To
Head of the Division/Regional Station/In-charge, PME Cell
Indian Institute of Sugarcane Research
Lucknow

Subject: Submission of Research Manuscript for publication in scientific journals

Sir,

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

S. No.	Item
1.	The article/paper/manuscript is based on bonafide 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/contract research/MSc/Ph.D. 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 is satisfied with its form and content (Yes/No/N.A.). Author1 Author 2 Author 3 Author 4 Author 5 and so on
5.	Due credit of authorship has been given to each contributor of the article. (Write Yes/No/N.A.).
6.	The sequence in which the authors' names appear has been decided by consensus. (Write Yes/No/N.A.).
7.	The article has not been submitted simultaneously for publication in any other journal. (Write Yes/No/N.A.).

8.	Due acknowledgement has been given to funding agencies or for assistance received from individuals/institute/sponsoring agencies for carrying out this work. (Write Yes/No/N.A.).
9.	Care has been taken that the publication will not lead to premature disclosure in cases where filing of patent is envisaged. (Write Yes/No/N.A.).
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. (Write Yes/No/N.A.).
11.	Internal Citing: The required number of secondary source 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. (Write Yes/No/N.A.).

(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.