

Guidelines for Publication Charges

In order to encourage the staff members for publishing in high-impact journals or other publications, the Research Council of the University of Kelaniya has implemented a support scheme of providing publication charges.

Therefore, the Research Council has introduced two options for publication Charges

- 1. Providing Cash Advance for the Payment of Publication Charges**
- 2. Reimbursement of Publication Charges**

The applicants should provide complete applications to the Chairman of the Research Council by the **3rd week of the month** to be considered at the following Research Council Meetings. Publication charges are provided to the publications according to the terms and conditions stated in the Guidelines of the Research Council.

Common Terms and Conditions for Providing Publication Charges as Cash Advances or reimbursements

1. The applicant should be a member of the permanent staff of the University of Kelaniya
2. The applicant should be the first author or corresponding author. However, publication charges will be provided to permanent staff members for any authorship (even if they are not the first author or corresponding author) for the publications published in the year 2021
3. Publication charges can be applied for the following categories.

Citation Database	Link	Publication
Scopus	https://www.scopus.com	Book Chapters Book Series Books Conference Proceedings Journal articles Review papers Trade Publications
Clarivate Analytics: (Science Citation Index/ Expanded or Social Science Citation Index or Arts and Humanities Citation Index)	https://clarivate.com	Journal articles Review papers
SciMago	https://www.scimagojr.com	Journal articles Review papers
ABS	https://chateredabs.org	(4* and 4) Journals
ABDC	https://abdc.edu.au	(A* and A) Journals

4. Publication fees up to a maximum of LKR 300,000.00 will be provided for the publications in the above-listed indexes.
5. However, a maximum of LKR 500,000.00 will be awarded for publications in journals indexed in Scopus Q1 and Q2 ranked¹.
6. In order to qualify, the University of Kelaniya affiliation/ address should appear below the names of the author(s). The papers without the words “University of Kelaniya” in the address shall not be considered for reimbursement of publication charges.
7. The applicants should have ORCID, ResearchGate, and Google Scholar accounts that have been made public. Google Scholar account should have the University of Kelaniya address and kln.ac.lk email verification.
8. The publication should not be a redundant/ duplicate publication.
9. Publication charges are not provided for publications in predatory journals. Applicants are advised to refer Research Council website for the list of predatory publications.
10. Research Council will not provide publication charges for coloured pages and English editing services provided by the journals or other resources.
11. When providing publication charges, the applicant should submit a declaration that the same research work has not been submitted to obtain Foreign Travel Grants. In case the applicant is found to breach this condition, he/she has to refund to the university the publication fee awarded, and in such instances, the applicant will not qualify for funding for publication charges in the future.
12. The applicants are advised to check the waiver policy of the journals. If full waivers or partial waivers are applicable, such waivers have to be received by the authors and the remaining charges will be provided by the Research Council.
13. Applications prepared as per the format approved by the Research Council should be sent to the Chairman of the Research Council with the recommendation of the Director/ Faculty Research Centre, Head of the Department, and Dean of the Faculty. The applicants should provide documentary evidence showing that the publication is listed in the above-listed indexes.

¹ Q1 is occupied by the top 25% of journals in Scopus and Q2 is occupied by journals in the 25% to 50% group

Additional Terms and Conditions for Providing Cash Advance for the Payment of Publication Charges:

1. The request for a cash advance should include the acceptance letter of the paper and proof of the requested publication charges (rupee value with the correct conversion rate of the currency).
2. Once the paper is accepted for publication the author may request a cash advance through the Head of the Department, Dean of the Faculty, Chairman of the Research Council to the Vice-Chancellor.
3. After the final approval by the Research Council, the applicant should prepare a payment voucher for a cash advance and should submit it to the Research Council.
4. Upon receipt of the cash advance, the applicant should immediately pay the publication charges of the publication and settle the cash advance by providing the receipt of the payment of publication charges through the channels indicated in 7.
5. According to the Delegation of Financial Authority of the University of Kelaniya which has been recommended by the Finance Committee at its FC/2021/12 meeting and approved by the Council at its 498th meeting, the prevailing approved levels of advances are as follows:

Table: Limits are applicable for approving advance

Designation	Maximum Limits (LKR)
Vice-Chancellor	100,000
Dean/Registrar/Bursar	50,000
Deputy Registrar/ Deputy Bursar/ Librarian	30,000
Senior Assistant Registrar/ Senior Assistant Bursar	20,000
Assistant Registrar/ Assistant Bursar	20,000

6. If the requested cash advance exceeds LKR 100,000/- and payments are to be made within the shortest period, the approval of the Vice-Chancellor should be obtained, subject to the covering approval of the Finance Committee and the Council.
7. Any discrepancy in publication charges due to currency fluctuations will be reimbursed by the university if the applicant has paid a higher amount than the applied cash advance. If the cash advance value is higher than the paid amount, the applicant should return the additional money when settling the cash advance.
8. Any delays in settling the cash advance (over two weeks from the date of obtaining the advance) may disqualify the applicant for similar cash advance requests for publication charges in the future.
9. A PDF version of the abstract of the publication together with the web link to the paper should be submitted after publishing the paper to be published in the University e-repository.

10. The abstract of the publication should be published in the ResearchGate profile of the applicant after publishing the paper.

Additional Terms and conditions for the Reimbursement of Publication Charges:

1. A reprint of the journal article should be submitted with the application, which will be deposited in the University Library.
2. The Research Council considers a time duration for applying Publication Charges as One year (01) from the Date of Publication.
3. The applicant should provide sufficient evidence for the payment of the publication charges made by him/ her. (Receipt of the payment)
4. A PDF version of the abstract of the publication together with the web link to the paper should be submitted with the application to be published in the University e-repository.
5. The abstract of the publication should be published in the ResearchGate profile of the applicant.