

## **Guidelines for the publications of the book(s)/monographs(s)/anthology (ies) from the Publication Bureau, Panjab University, Chandigarh.**

1. Manuscripts / publication proposals (2 hard copies) are to be submitted by the faculty members of P.U. Teaching Departments or the teachers belonging to the Institutes/Colleges affiliated to Panjab University, Chandigarh to the Honorary Director, Publication Bureau. The Vice-Chancellor may also invite or recommend the publication of a manuscript submitted by an eminent scholar/writer belonging to any field of study in the interest of the students and higher education.
2. The writer/s should submit two (2) hard copies of her/his/their manuscript (after type-setting and proof reading including the cost of translation, if it is required – **(ready for publication format)**) to the office of the Publication Bureau through the Vice-Chancellor, Panjab University, Chandigarh for the consideration of publication.
3. The writer/s should not have written cheap notes or guides.
4. The Publication Bureau may publish the manuscript duly recommended for publication after its blind review and evaluation by external experts through proper procedure subject to the approval of the Vice-Chancellor.
5. The hard copy of the manuscript submitted for publication will be sent to reviewers proposed by the Honorary Director, Publication Bureau and duly approved by the Vice-Chancellor for the purpose of reviewing the manuscript and examining the possibility of its publication.
6. The Publication Bureau will inform the concerned writer/s about the report of the examiner/s. If revisions are prescribed, writer/s will be required to re-submit the revised manuscript (2 hard copies + one soft copy) within the stipulated time. Each writer who submits his/her manuscript for publication will be required to submit an **“Undertaking”** enclosed herewith to the Publication Bureau – prior to the publication of the book/manuscript.
7. The Publication Bureau requests the Chairpersons/Directors/ Coordinators of Departments/Centre’s/Institutes to encourage and motivate the faculty members to publish their books/anthologies/monographs. The Publication Bureau will also publish the extension lectures/talks/orations delivered by outside scholars at Panjab University after following the due procedures subject to the approval of the Vice-Chancellor.
8. In accordance with **P.U. Calendar 2016 (Vol.III Chapter-XXXV (ii) Financial powers of the Head of the Department of Publication Bureau, page 497-498)**, the responsibility of Publication Bureau is **only to produce the books/monographs etc. duly approved by the Hon’ble Vice-Chancellor after following the due procedure cited above.** As per rules cited above, **the Publication Bureau does not allocate or sanction any kind of financial grant or remuneration to be paid to any faculty member(s) or writer(s) working on any academic project under the auspices of any teaching department of Panjab University or affiliated colleges or any other institution.**
9. **The entire process of the production of books/monographs has got to be duly approved by the University authorities as per rules.**

(Sudhir Kumar)  
Professor of English DES-Multidisciplinary Research Centre  
Honorary Director  
Publication Bureau

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