

# Publication Division Policy and Guidelines

The Publications Division of St. Aloysius College, Elthuruth, Thrissur is helping the authors and editors to publish their documents with ISBN. The College Librarian is in-charge of this division. Raja Rammohun Roy National Agency for ISBN under the Department of Higher Education, Ministry of Human Resource Development, Government of India provides ISBN.

#### Vision

To create a platform for quality and accessible knowledge dissemination.

## **Mission**

Bring out publications, conference materials, and Reference Books to encourage the knowledge production and dissemination of information.

#### **Publication Committee**

- Principal
- IOAC Coordinator
- Librarian
- Faculty Member

## **Publication Policy of Publication Division**

- The document should have minimum 100 pages
- The publication content should be Academic Books, Seminar/Conference Proceedings
- Plagiarism report should be attached along with the ISBN application
- Publication Division of St. Aloysius College, Elthuruth, Thrissur will only assign the ISBN to the publication. The rest of the process and the expense related to the publication will be the responsibility of the Author/Editor/ Department
- Publication Division of St. Aloysius College, Elthuruth, Thrissur will not be responsible for the content of the Book



## **Steps to receive ISBN**

- 1. Fill the printed application for allotment of ISBN(format available in Library website)
- 2. E copy of the full version of the document along with the cover page, Title page and verso of Title page to the Librarian's email Id: librarian@staloysiuselt.edu.in

## **Author Guidelines**

## Referencing

Our preferred referencing style is APA latest edition (presently 7th Edition), however you are free to use whichever style suits the conventions of your subject area.

#### Reference list

- Please ensure that all listed references are cited, and all cited references are listed.
- All authors' names should be written as "Surname", "Initials" (i.e. Scaife, A.).

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Note: Any issues raised in relation to the Publication Division will be addressed by the Publication committee and the decisions of the Publication committee will be final.