

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

PUBLICATION GUIDELINES

In supersession of all previous publication policies and instructions, the following revised Publication Guidelines are being issued for the publications of all divisions of IGNCA. All publications of IGNCA are categorized into three categories (A), (B) and (C) as under:-

Category (A)

- i) Reports, Brochures, Newsletters, Booklets, Leaflets, Folders, Catalogues/Lists or, any such material which are published for free distribution/circulation.
- ii) Research Journal and other small monographs which are priced and will be distributed by the Co -Publisher who publishes the Journal and other such material and also by the IGNCA through its sale counters and online.
- iii) Books of Hindi and other Indian languages, literature etc.
- iv) Publicity materials

Category (B)

Kalatattvakosa, Kalamulasastra, Kalasamlocana, seminar proceedings, field based studies, Research Monographs and other Publications of all the Divisions of IGNCA.

Category (C)

e-Publishing and other specific cases, e-Digitization of all existing publications Reports, Seminar Proceedings, Booklets, Publicity material, Leaflets etc. for online publicity including small online presentations.

Guidelines for Publishing/Co-publishing

1. for the publication of Category A

- A (i) pertains to free distribution and print-run of each to be decided by the Publication Committee prior to work allocation, IGNCA will bear 100% production cost, distribution cost etc.
- A (ii) and (iii) to be priced publications, distribution of these priced publications will be the responsibility of the co-publisher and of the IGNCA(in some cases, specifically decided while entering into contract on case to case basis) through sale counters, online and with other arrangements.
- Sale price of Category A (ii) and (iii) not to exceed two times of the cost of production.
- Total number of prints of A (ii) would not exceed 200 copies (unless otherwise felt necessary for the increased number of copies to be printed) Prior approval of MS, IGNCA to be taken. Provision of on demand print also to be kept.
- Total number of prints of A (iii) not to exceed 500 copies with a provision for on-demand print. For more number of copies in exceptional cases prior approval of MS, IGNCA to be obtained on case to case basis.

2. for Category B

IGNCA will have exclusive copy right on all publications.

- IGNCA and the Co-publisher to share the cost on 50:50 basis
- 20% of the printed copies will be given to IGNCA by co-publisher for its use as deemed fit.
- IGNCA will have right to use these copies as complimentary gifts or for sale.
- Number of prints would be decided mutually by the IGNCA and the co-publisher.
- The co-publisher will have right to sell the books only within the country.
- Maximum 90 days will be given to the Co-Publisher to publish the book after handing over CRC and other related material or completion of CRC by Co publisher.
- In case of any delay, Co-Publisher would be charged as per the decision of the Publication Committee for late delivery.
- Sale Price of Category B publications etc. would be fixed 3 times of actual production cost which includes cost of CRC preparation / Designing/ formatting etc.
- Co-Publisher is to provide Authors/Editors/Contributors copies on specific case basis to be decided mutually at the time of allotment of work/ agreement (MoU,LOA).
- Co-Publisher to provide copy /copies of publications for review and sale promotions and also be responsible to meet any constitutional liability/ statutory obligations as per the regulations of Government of India/ State Governments.

3. for Category C

All e-Publications, Digitization of old and existing publications, Reports, Seminar proceedings, Booklets, Publicity material, Leaflets etc. online publicity material including small online presentations.

The costing pattern will be decided by the Publications Committee on case-to-case basis.

The committee to also decide the number of copies etc, of e-publishing, digitization etc. The committee to also decide on any other matter to be followed further in respect of publishing policy not included in above paras.

4. Any negotiation/arrangement with the Co-publisher/ Publisher etc. apart from the accepted norms and guidelines as stated above will require prior approval of the Publication Committee.

5. The Publication Committee will consist:

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| i) Member Secretary, IGNCA or his representative | ...Chairman |
| ii) Joint Secretary, IGNCA | ... Member |
| iii) HoD of the concerned division | ...Member |
| iv) FA and CAO | ...Member |

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|---------------------------|----------------|
| v) Outside Subject Expert | ...Member |
| vi) Publication Unit | ...Coordinator |

6. General Guidelines

(a) The entire work of bringing out publications be divided into two parts:

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|--------------|-----------------------------|
| i) Up to CRC | ii) After CRC and Marketing |
|--------------|-----------------------------|

(a) The Divisions will get the CRC done with their respective resources and in the event of non-availability of resources/ manpower, the content/manuscripts to be handed over to Publications Unit for CRC preparation.

(i) Language Editing, Content Editing, Cross-Referencing, Bibliography tally to be completed by the content provider before handing over contents/ manuscripts to the Publications Unit.

(ii) Layout Designing, Formatting, etc. will be undertaken by the Publications Unit in consultation with respective Divisions.

(b) Publication Unit to prepare CRC also through its resources. If the divisions are not having the suitable facility of CRC making.

7. The limit of expenditure for preparation of MSS of Seminar Proceedings, Research Journals, etc. will be as under for the concerned divisions:

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|----------------------|--------------------|----------------------------|
| i) National Seminars | a) Rs. 50,000/- | - up to 50 participants |
| | b) Rs. 1, 00,000/- | -51 and above participants |

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|---------------------------------|---------------|-----------------------------|
| ii) International Seminars etc. | a) Rs. 1Lakh | -up to 50 participants |
| | b) Rs. 2 Lakh | - 51 and above Participants |

8- For national seminars 200 copies and for international seminars 400 copies of the proceedings will be printed, only for exceptional cases number of, copies can be increased with the approval of MS, IGNCA.

These copies are for distribution amongst research paper presenters/ article contributors/ editors and to meet out compulsory obligations - dispatch to the National Libraries, Libraries of the repute etc.

9- The e-version of all these proceedings will also be created and uploaded on the website of IGNCA. Downloading facility will be allowed after making payment online.

10- All the proceedings, contents/ manuscripts to be finalized within 90 days of the completion of seminar by respective Division.

Publication Unit will ensure availability of final printed version/ digitized form within 60 days of receipt of the CRC and other related material from respective Division.

11- Co-publishing system to be discouraged as far as possible and IGNCA to take over the responsibility of publishing books as Publisher.

12- The MoU/ LoA already entered, be honored but for new MoU/ LoA, the Publication Committee of the IGNCA is to take a decision.

- 13- Publication Unit to finalize a common MoU/ LoA Proforma for all the Divisions to enter into any such agreements with the consent of Publications Committee, if at all necessary, due to compulsion/ nature of work.
- 14- Publication Unit to finalize fresh panels of Printer, Distributor, Proof-readers, Designers, Editors, Translators in all regional languages category wise and theme wise.
- 15- All the Divisions to explore possibility of translating their works in Hindi and also to encourage original Hindi works. For translation etc. in Hindi, if required, help from Publications Unit is to be taken.
- 16- The annual plan for publishing books to be chalked out by the Divisions. Quarterly and monthly program be also decided to bring out publications in textual and digital format accordingly.
- 17- Regional Centers of Varanasi, Bengaluru, Ranchi and Guwahati be encouraged for the creation of more publications.
- 18- Proper marketing strategy be derived for CD/ Pen drives, DVDs/ Folders/ Publications etc. to increase reach among the targeted public.
- 19- Annual calendar for participation in National and International Book Fairs, Exhibitions etc. to be drawn. The possibility is also to be explored to club with the other participating Govt. agencies in exhibitions in the country and outside on sharing basis or to handover books/ publications/ periodicals etc. to Govt. agencies for display at stalls if there is such provision available with them.
- 20- Publications Unit to avoid printing hard copies in excess of the requirement to have a cap on the total expenditure.
- 21- Print on demand option, in-house undertaking of different works involved in book creations/ digital formatting/ e-conversion to be encouraged as far as possible.
- 22- All Divisions are to send copies of their publications, copies of old MoU/ LoA to Publications Unit.
- 23- The Publication Unit to maintain panel of Publishers, Printers, Distributors, Editors, Proof-readers, Designers, Translators etc. category wise, theme wise.
- 24- Publication Unit to also have rate contract for publishing, printing of general nature, publication, booklets, leaflets, Editing (language wise), content writers, designers, CRC preparation in all languages, translators etc. etc. as per GFR provisions.
- 25- The verso of the title page of the book shall carry the International Copyright Protection Notice (the 'C' in a circle) together with the name of the copyright owner and the name of the Co-publisher next to it, the year of publication, price and the usual matter of copyright preservation. The main title page (not the cover page) shall bear the title of the work name/s/editor/s and a logo of the IGNCA and Co-publisher. In case of co-publishing/ IGNCA as an author, the logo of IGNCA shall appear on the spine at top along with of publisher at bottom.
- 26- Common LOA/ the MoU to be followed with all Publishers etc. if not decided otherwise.
- 27- The Co-publisher/ Publisher is duty bound to bring out publication strictly as per prescribed specifications.
- 28- The Co-publisher to be solely responsible for marketing, publicity, and distribution, of the publication, if not decided otherwise.

- 29- The Co-publisher to be solely responsible for meeting out all statutory obligations and constitutional requirements including legal cases, copyright infringements etc.
- 30- The printing and publication of any other edition or reprint in India and abroad of the present work/edition whether in the original language of the manuscripts or its translation shall not be undertaken by the Co-publisher under any condition except through a fresh agreement between the IGNCA and the Co-publisher.
- 31- The pricing formula mentioned above is applicable only for national sales. For international sales, pricing formula will be decided by the Publication Committee on the merit of the subject.
- 32- All disputes, differences and other questions in anyway arising out of or relating to this policy shall be referred to Member Secretary IGNCA, whose decision shall be final and binding in the matter.
- 33- The settlement of legal disputes, if any, will be within the legal jurisdiction of Delhi.
- 34- This policy will come into force w.e.f. August 15th, 2017 and shall be valid till revised/modified or otherwise notified.
- 35- The Publication Policy shall not apply to the publications undertaken under the MoU with the Directorate of Publication Division, Ministry of I&B.

(Anurag Trivedi)
Director (Admn.)
8th August 2017

To;
All HOD
Project Director
Programme Director
FA and CAO
SO (Admin.)
Director (CIL) for uploading on IGNCA website
Guard File

Copy for information to;
PS to MS
PS to JS, IGNCA