



**GUIDELINES FOR THE REIMBURSEMENT OF OPEN ACCESS FEE FOR
PUBLISHING IN REPUTED JOURNALS BY THE FACULTY MEMBERS**

1. The Open access fee should be provided only to the full length original research articles published in highly reputed journals of the particular area of research belonging to **Quartile 1 and 2** category journals (<https://www.scimagojr.com/journalrank.php>). Reviews including systematic reviews, book chapters, commentaries, letters to the editors etc. will not be considered.
2. Only open access fee will be considered. Cover page fee, color figure expenses, page charges, article submission fee etc. will not be considered for reimbursement.
3. The publication should be readily available to the readers immediately after the publication of the article on the journal website without subscription. Publication should be in "**GOLD OPEN ACCESS MODE**".
4. Major part of the research work should be carried out at IIT Guwahati. The publication should contain the IITG affiliation and IITG Official email address of the faculty member as the corresponding author.
5. The faculty submitting the application for reimbursing the open access fee should be the Corresponding author of the manuscript.
6. Full/partial reimbursement up to a maximum of Rs. 50,000/- per publication will be allowed. If publication fee for one article is Rs. 40,000/-; only Rs. 40,000/- will be allowed to reimburse. If publication fee is Rs. 75,000/-, only Rs. 50,000/- will be allowed. However, institute may consider over Rs. 50,000/- per publication if the publication is outstanding and in a highly reputed journal.
7. Only one publication per faculty per year will be allowed. However, the institute has the right to approve the reimbursement for more than one publication after providing equal opportunities to all the faculty members subject to the availability of funds.
8. The faculty who has not availed the open access fee from this Head (CA, Account head: 97) in previous years will get preference in every financial year.
9. The faculty members interested to avail this fee should submit an "**INTENT FORM**" (Form – 30A) latest by **September 30th** each year. The intents will be considered on first come first basis only.
10. The reimbursement form will be considered only after getting funds from the institute for the corresponding financial year.
11. The faculty members reimbursing the open access fee should submit an "**APPLICATION FORM**" (Form – 30B) endorsed by the Head of the Department/Center.
12. The application should be accompanied with the hard copy of the acceptance letter, accepted manuscript, Credit/debit card/ bank receipt of the open access fee and receipt from the journal.