# BIRLA INSTITUTE OF TECHNOLOGY MESRA RANCHI

## STANDARD OPERATING PROCEDURE (SOP)

## for

## Allotment of ISBNs for Publishing Books & Learning Materials Under the Institute.

(Effective from: A.Y. 2025 – 26 [MONSOON 2025])

# 1. PURPOSE

This Standard Operating Procedure (SOP) defines the uniform process for obtaining, allotting, and using International Standard Book Numbers (ISBN) for all publications produced by any Department/Centre of **Birla Institute of Technology, Mesra, Ranchi**. It ensures compliance with national ISBN regulations and maintains publication quality and institutional integrity.

# 2. SCOPE

This SOP applies to all academic and institutional publications requiring an ISBN, including:

- Books and edited volumes
- Textbooks and reference books
- Study materials and instructional modules
- Conference proceedings
- Periodicals and journals published by any department
- Reports, monographs, and annual publications
- E-books (PDF / EPUB)

It does **not** apply to journal articles, theses/dissertations, or works published through external publishers.

# 3. APPLICABILITY

This SOP is applicable to:

**All Academic Departments, Centres, and Research Units.**

# 4. ROLES AND RESPONSIBILITIES

## 4.1 DEPARTMENT / AUTHOR RESPONSIBILITIES

- Identify manuscripts suitable for publication under the Institute Publisher Name.
- Ensure originality, plagiarism-free content, and academic integrity.
- Follow institute formatting and referencing guidelines.
- Submit the publication proposal to the Departmental Academic Committee (DAC).
- Provide complete book metadata to the ISBN Nodal Officer for ISBN allotment

## 4.2 DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

- Review academic quality, originality, and relevance.
- Certify that the manuscript adheres to academic ethics.

- Approve or reject the proposal with comments.
- Ensure that plagiarism report (≤10% similarity recommended) is attached.

## 4.3 ISBN NODAL OFFICER / CENTRAL LIBRARY

- Maintain and distribute ISBNs from the institute's allotted block.
- Verify the completeness of metadata and documentation.
- Upload titles to the ISBN portal and manage communication with the RRRNA agency.
- Maintain a register of ISBNs allotted, used, and published.
- Archive final soft copies and verso pages for compliance.

## 4.4 REGISTRAR / COMPETENT AUTHORITY

- Provide administrative approval for publications where required.
- Ensure institutional adherence to publication standards and policies.

## 5. PROCEDURE FOR ISBN ALLOTMENT AND PUBLICATION

### Step 1: Submission of Intent

The author/department submits the Publication Request Form (Form No: 01) to the HOD, including:

- Title, authors/editors, and department
- Abstract/summary
- Proposed format (Print / PDF / EPUB)
- Intended audience
- Estimated completion date

### Step 2: Academic Review by HOD/DAC

The HOD conducts:

- Academic merit and relevance check
- Plagiarism and originality review
- Ethical compliance verification

  If approved, the proposal is forwarded to the ISBN Nodal Officer.

### Step 3: ISBN Allotment

### The ISBN Nodal Officer:

- Verifies completeness of metadata
- Allots ISBN(s) as applicable:
  o Print version
  o PDF version

- o   EPUB version
- Issues the "ISBN Allotment Sheet" to the department
- Informs the HOD regarding the allotted ISBN

## Step 4: Manuscript Preparation

The authors prepare the final manuscript including:

- Title page
- Copyright (verso) page
- Chapters, references, acknowledgements
- Correct placement of ISBN on verso page and back cover

## Step 5: Pre-Publication Quality Check

The department submits the proof copy to the HOD for:

- Technical review
- Language and formatting check
- Verification of figures/tables consistency

## Step 6: Final Approval

- After incorporating corrections:
  - o   Department forwards final manuscript to Nodal Officer
  - o   Nodal Officer verifies metadata + ISBN placement on verso page
  - o   Final administrative approval.

## Step 7: Printing / Digital Release

**Departments may:**

- Print copies through an approved printer
- Release e-book PDF/EPUB through the Institute website or repository
- Ensure the ISBN is clearly printed on:
  - o   Back cover
  - o   Verso (copyright) page
  - o   Metadata of the digital file

## Step 8: Post-Publication Submission

Departments must submit to the Central Library:

- Final PDF copy
- One printed copy
- Final title verso page
- Copyright statement
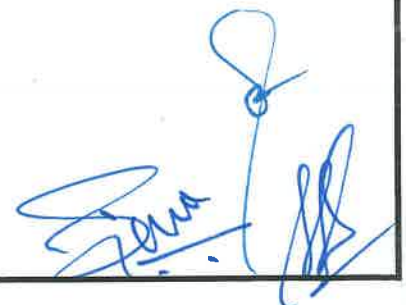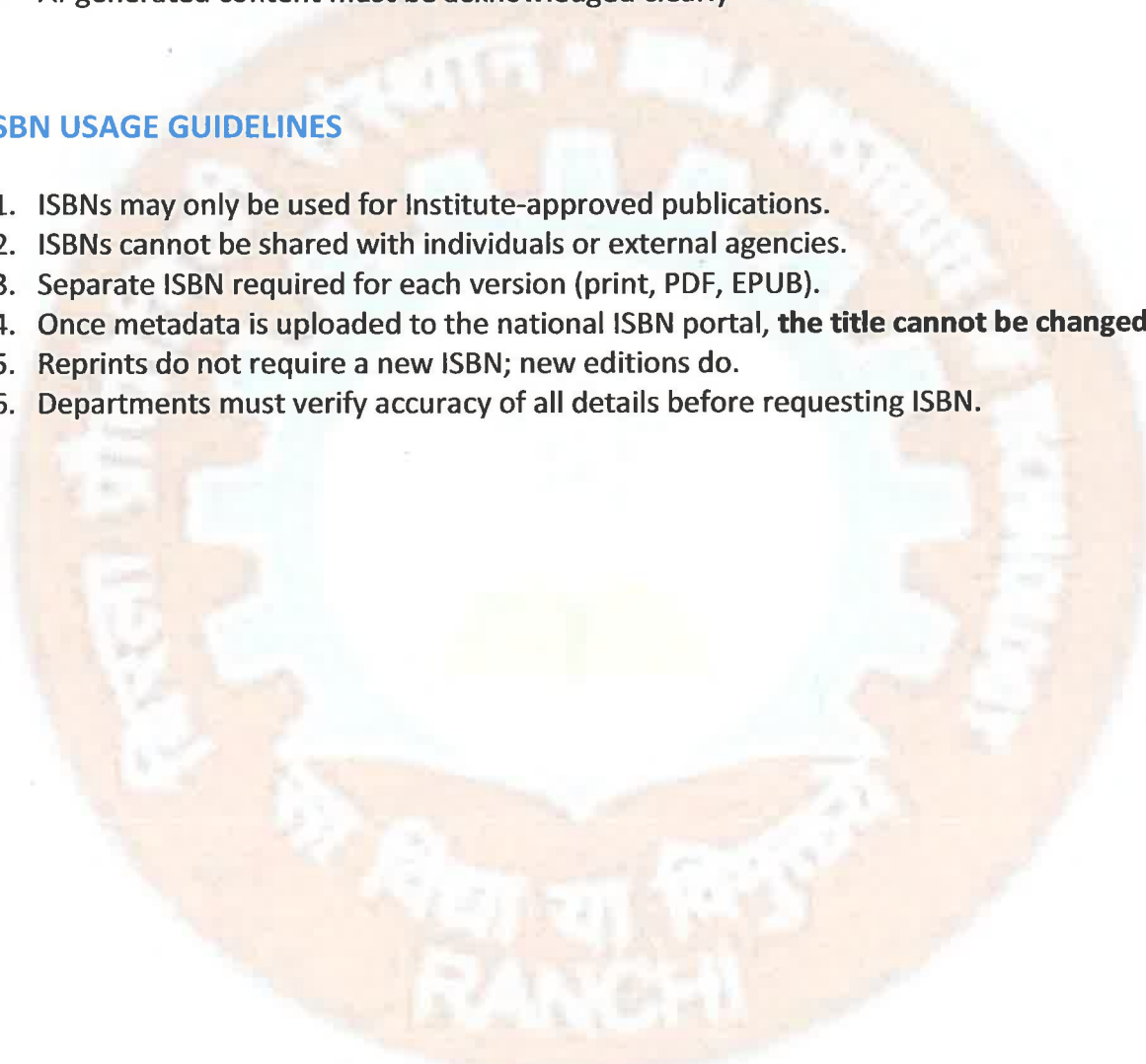  The ISBN Nodal Officer updates the ISBN portal and archives the publication.

## 6. ACADEMIC AND ETHICAL STANDARDS

All publications must adhere to the following:

- Zero tolerance for plagiarism and copyright violations
- Proper referencing and citation practices
- Ethical use of data, images, and external sources
- Permissions for reuse of previously published content
- Declaration of conflict of interest (if any)
- AI-generated content must be acknowledged clearly

## 7. ISBN USAGE GUIDELINES

1. ISBNs may only be used for Institute-approved publications.
2. ISBNs cannot be shared with individuals or external agencies.
3. Separate ISBN required for each version (print, PDF, EPUB).
4. Once metadata is uploaded to the national ISBN portal, **the title cannot be changed**.
5. Reprints do not require a new ISBN; new editions do.
6. Departments must verify accuracy of all details before requesting ISBN.

# Birla Institute of Technology, Mesra

## PUBLICATION & METADATA SUBMISSION FORM

*(for Publishing Under Institute Publisher Name & ISBN Allotment)*

*(To be submitted to Departmental Academic Committee & ISBN Nodal Officer)*

Department/Centre: _____

### SECTION A: BASIC & TITLE INFORMATION

1. Title of the Proposed Publication:

2. Subtitle (if any):

3. Language of Publication: _____

4. Type of Publication:
   ☐ Textbook   ☐ Reference Book   ☐ Edited Volume   ☐ Study Material
   ☐ Conference Proceedings   ☐ E-book (PDF/EPUB)   ☐ Other: _____

5. Edition:
   ☐ First   ☐ Second   ☐ Revised   ☐ Updated   ☐ Other: _____

6. Year of Proposed Publication: _____

### SECTION B: AUTHOR / EDITOR DETAILS

7. Author(s)/Editor(s) Name & Designation:

8. Translator / Illustrator / Contributor (if applicable):

9. Affiliation of Author(s)/Editor(s):

10. Contact Information (Email & Mobile)

### SECTION C: PUBLICATION DETAILS

11. Summary / Abstract (150–200 words):

_____

_____

_____

_____

12. Intended Audience:
☐ UG Students ☐ PG Students ☐ Researchers ☐ Faculty ☐ General Readers

13. Format Required (Pick ONE Only):
☐ Print (Paperback/Hardcover) ☐ E-book (PDF) ☐ E-book (EPUB)
(Separate ISBN will be issued for each format)

14. Number of Pages (Approx.): _____

15. Trim Size / Book Size:
☐ A4 ☐ A5 ☐ 6×9 inch ☐ Other: _____

16. Binding Type (for print):
☐ Paperback ☐ Hardcover ☐ Spiral ☐ Other: _____

17. Proposed Year of Printing / Release: _____

18. Place of Printing: _____

## SECTION D: SUBJECT & KEYWORDS

20. Primary Subject Category:

21. Secondary Subject Category (optional):

22. Keywords (5–8):

## SECTION E: COPYRIGHT & ORIGINALITY

23. Is the content based on original work?
☐ Yes ☐ No (If No, attach permissions)
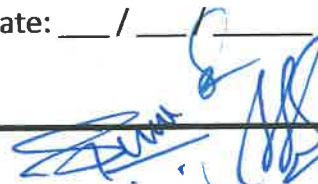
24. Proposed Selling Price (if applicable)

## SECTION F: DECLARATION BY AUTHOR(S)/EDITOR(S)

I/We declare that:

- The manuscript is original, free from plagiarism, and does not violate any copyright.
- All sources have been properly acknowledged.
- The work adheres to the Institute's academic integrity and ethical guidelines.
- I/We agree to publish this work under the Institute Publisher Name: Birla Institute of Technology, Mesra, Ranchi.
- I/We understand that once ISBN is allotted and uploaded to the national portal, metadata cannot be altered.
- I/We will submit the final Verso Page and publication files after printing/release.

Signature(s):

_____ Date: ___ / ___ / _____

_____ Date: ___ / ___ / _____

## SECTION H: RECOMMENDATION OF HEAD OF DEPARTMENT

26. HOD Review:

☐ Approved    ☐ Approved with Changes    ☐ Not Approved

27. Comments:

Name & Signature of HOD: _____

Date: ___ / ___ / _____    Department Seal

## SECTION I: FINAL ADMINISTRATIVE APPROVAL

Approved for Publication Under Institute Publisher Name:

☐ Yes    ☐ No

Signature & Seal of Competent Authority (DPGS/DUGS):

Date: ___ / ___ / _____

## SECTION J: FOR ISBN NODAL OFFICER (LIBRARY) USE ONLY

30. Title Metadata Verified:

☐ Yes    ☐ No (Reasons: _____)

31. ISBN Allotted:

- Print Version ISBN: _____

- PDF Version ISBN: _____

- EPUB Version ISBN: _____

Name & Signature of ISBN Nodal Officer: