**All India Institute of Speech and Hearing: MYSORE - 6**

**Minutes of the Meeting for discussing the proposal on converting the Institute Published Journals into Electronic Format held on Friday, January 16th, 2015 at 11.00 am at the Boardroom, Administrative Block, AIISH, Mysore.**

**Members Present**:

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| Dr. S.R. Savithri  Director | - | Chairperson |
| Dr. Asha Yathiraj  Professor of Audiology | - | Member |
| Dr. Shyamala, K.C  Professor of Lang path | - | Member |
| Dr. S. Venkatesan  Professor of Clin. Psy. | - | Member |
| Dr. R. Manjula  Professor of Sp. Path | - | Member |
| Dr. Sandeep Maruthy  Reader in Audiology &  Assistant Editor, JAIISH  Dr. Shijith Kumar C  Library and Information Officer | -  - | Member  Convener |

At the outset the Director welcomed the members to the meeting and briefed them about the objective of the meeting. Following this, Dr. Shijith Kumar C., presented on the e-format of the Journal of All India Institute of Speech and Hearing (JAIISH) and the Student Research at AIISH on which the members discussed.

1. ***Changing the title of the Journal of All India Institute of Speech and Hearing to the proposed Briefing in Communication Disorders.***

The committee recommended change in the title, but opined that the proposed title was inappropriate. The Library and Information Officer will send a mail to all the members, who in turn would suggest the title.

1. ***Sections that are to be incorporated into the Journal of All India Institute of Speech and Hearing.***

The committee recommended to include two more sections namely, letters to the editor and announcement, in addition to the proposed research article, case report and inclusion of review of test materials in the book review section.

**3**. ***Increasing the frequency of publication of JAIISH***

Frequency of the journal may be increased from annually to half yearly.

4. ***Changing the publication format of JAIISH***

Two of the members expressed that the journal may be published in both print and electronic format.

**5. *Journal Accessibility***

The committee recommended that the journal contents may be made freely available online to the registered users.

**6**. ***Implementation of Digital Object Identifier (DOI).***

The committee recommended procurement of DOI during the initial stage of the publication of the journal in electronic format.

**7**. ***Up-gradation of Student Research at AIISH***

Publication of the Student Research at AIISH under the common title may be stopped and the Part A Audiology, Part B- Speech Pathology and Part C Special Education may be published under the following titles in electronic only format.

1. Postgraduate Research in Audiology
2. Postgraduate Research in Speech Language Pathology
3. Postgraduate Research in Special Education

***8. Editorial Workflow Settings: Peer reviewing of the manuscripts***

The committee recommended double peer reviewing of the manuscripts.

***9. Editorial Workflow: Peer Reviewing Decisions Options***

The committee recommended that the options under the peer reviewing in the software may be limited to the following: Accept, Revise, Revise and Resubmit, Reject.

***10. Editorial Workflow: Author Reviewing***

The provision for returning the manuscript to the author after reviewing may be limited to once during the editorial process instead of twice as proposed.

***11. Further changes and suggestions in settings***

The website interface may be made more attractive and professional. Intranet access will be enabled to the prototype system designed and the members will go through it and offer more suggestions for improvement.

The meeting ended with thanks to the chair.

Dr. S. R. Savithri

Chairperson