



**ALLAMA IQBAL OPEN UNIVERSITY
(DEPARTMENT OF AGRICULTURAL SCIENCES)**

Dated: 25-10-2016

Subject: **Minutes of First Editorial Board Meeting of Journal of Rural Development and Agriculture (JRDA)**

The first editorial board meeting of Journal of Rural Development and Agriculture (JRDA) was held on October, 24, 2016 at 2.00 p.m. in the Dean's Office, Faculty of Sciences, Allama Iqbal Open University (AIOU) Islamabad-Pakistan under the Chairmanship of Prof. Dr. Naghmana Rashid.

The following members attended the meeting:

1. Prof. Dr. Naghmana Rashid

Chairperson, Department of Agricultural Sciences
Dean, Faculty of Sciences
AIOU, Islamabad

Editor-in-Chief, JRDA

2. Dr. Sabir Hussain Shah

Assistant Professor
Department of Agricultural Sciences
AIOU, Islamabad

Editor, JRDA

3. Dr. Shafique Qadir Memon

Assistant Professor
Department of Agricultural Sciences
AIOU, Islamabad

Associate Editor, JRDA

4. Dr. Farhat Ullah Khan

Assistant Professor
Department of Agricultural Sciences
AIOU, Islamabad

Associate Editor, JRDA

5. Dr. Muhammad Tarique Tunio

Lecturer
Department of Agricultural Sciences
AIOU, Islamabad

Associate Editor, JRDA

6. Mr. Shahid Javaid

Assistant Professor
Department of Agricultural Sciences
AIOU, Islamabad

Assistant Editor, JRDA

7. Mr. Malik Akhtar Hussain
Assistant Professor
Department of Law/Pakistan Studies
AIOU, Islamabad

Assistant Editor, JRDA

8. Ms. Fouzia Anjum
Lecturer
Department of Agricultural Sciences
AIOU, Islamabad

Assistant Editor, JRDA

9. Ms. Mahwish Siraj
Lecturer
Department of Agricultural Sciences
AIOU, Islamabad

Assistant Editor, JRDA

The following members could not attend the meeting due to their official/personal engagements.

1. Dr. Hina Fatima
Assistant Professor,
Department of Biology,
AIOU, Islamabad

Assistant Editor, JRDA

2. Mr. Muhammad Jawwad
Lecturer
Department of Library and Information Sciences
AIOU, Islamabad

Assistant Editor, JRDA

The meeting was started with the recitation of the Holy Verses from the Holy Quran. Prof. Dr. Naghmana Rashid welcomed the participants and thanked all editorial board members for sparing valuable time. She explained that the said meeting has been arranged to discuss and share views about the smooth functioning of Journal of Rural Development and Agriculture (JRDA) so that a policy may be framed accordingly.

After a long discussion, the following guidelines as a policy of JRDA have been formulated:

1. The editor is required to follow ethical guidelines devised by Higher Education Commission, Islamabad to make it a standard journal.
2. Self-publications of editor and editor-in-chief in JRDA may be avoided.

3. The practice of including authors' names by **reference/friendship/give-and-take** may be discouraged. The articles may contain only those authors' names who have made significant contributions to the work. For it, a proforma "**Authors Contribution Form**" may be developed that contains detailed information about author's significant contributions. This form should be submitted online along with the manuscript by the corresponding author.

4. For peer-reviewing of the articles, the author(s) names and his/her/their affiliation should be removed from the articles before sending to peer-reviewers in order to keep confidentiality and privacy. If the reviewers suggest major revision, then the articles should be sent again to those reviewers after incorporating all the suggestions/queries along with "Authors Response to Reviewers Comments" (double peer-reviewing process should be adopted). Otherwise, if the peer-reviewers suggest minor revision, then it will be the responsibility of the editor to check critically whether the authors have taken into account all the criticism and suggestions made by the reviewers.

5. It is the prime responsibility of the editor that all the articles for possible publication in JRDA should be evaluated by at least two prominent scholars of the field from foreign countries to maintain the high quality of the journal. A field expert having Pakistani nationality but living in any advanced country will not be considered as a foreign expert.

6. A galley proof will be sent to the corresponding author before final publication of an article, so that no mistake should be left in online publication.

7. The board also endorsed the decision of the previous meeting of editors held on September 22, 2016 at 10.00 a.m. in Committee Room under the Chairmanship of Vice Chancellor. In this meeting, it was directed by him that the new journals including JRDA will publish six high quality articles in an issue. During this meeting, he also added that the journals of Allama Iqbal Open University must focus on quality research papers only. Therefore, JRDA will publish six quality articles in first annual issue including maximum two articles from AIOU.

8. Editor must ensure that multiple papers as a principal author/corresponding author/co-author will not be published in the same issue. Only **ONE** authorship or co-authorship will be allowed for an author in an issue.

9. Each associate and assistant editor will provide a list of at least ten reviewers relevant to his/her field from technologically advanced countries (after giving consents) to the editor, JRDA. Editor should make sure that lists of peer-reviewers provided by associate and assistant editors should cover all **areas of interest** of the journal. If the provided lists of peer-reviewers do not cover all the fields, then the editor will take consents from peer-reviewers for the remaining fields of the journal. Subsequently, the editor will send the articles blindly to the relevant field experts for critical assessment. The editor may not send any request to a corresponding author to provide a list of local or foreign reviewers for evaluating his/her article. The final list of the editing reviewers should be uploaded on the website of the journal.

10. In a peer-reviewing process, if the editor receives two diverse responses i.e. one reviewer accepts, while the other rejects the article, then the editor will send to a third reviewer. If he/she accepts the article, then it will be accepted, otherwise, the article will be rejected.

11. Editor may give one month time duration to a peer-reviewer for critical review of an article. If the reviewer does not send his/her report in this time frame, then the editor may send that article to another reviewer in order to save the time of the author(s).

12. Editor may short list the research articles checking their relevancy with the scope of the journal, depth of contents, research design, data analysis, plagiarism, English grammar, validity of data as well as authorship. If he finds any major error in the above standards, then he may send the articles to the associate/assistant editor(s). Based on the associate/assistant editor(s) decision, he may reject or conditionally accept the articles and communicate the editorial decision to the author(s) in time and he may not take the reverse decision.

13. Editor may double check similarity index of the articles i.e. before peer-review process and at galley proof stage.

14. The articles should not have similarity index more than 18% at submission as well as at acceptance levels.

15. Editor may develop a Facebook page for JRDA.

16. The four important parts of research article including key message, author contribution statement, conflict of interest and acknowledgement of sources may be checked critically in each submitted article (according to Authors Guidelines of JRDA).

17. Editor may share all accepted articles along with the review reports as well as rejected articles along with editorial decision with the editorial board, JRDA.

18. The board decided in this meeting that Mr. Muhammad Jawwad, Assistant Editor, JRDA will perform three responsibilities: To check format of the articles according to JRDA guidelines. To maintain APA style of references. Indexing/Abstracting of the journal to get impact factor in future. Mr. Malik Akhtar Hussain, Assistant Editor, JRDA will check whether the ethical guidelines for journals advised by Higher Education Commission, Islamabad, Pakistan and journal's own policy guidelines are being fulfilled by JRDA?

The Editor-in-Chief highly appreciated all the members of editorial board for their valuable suggestions in finalizing the above policy of Journal of Rural Development and Agriculture.