



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

Dated: 27-12-2016

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

The second editorial board meeting of Journal of Rural Development and Agriculture (JRDA) was held on 26th December, 2016 at 11:30 a.m. in the Chairperson's office, Department of Agricultural Sciences, Faculty of Sciences, Allama Iqbal Open University (AIOU) Islamabad under the Chairmanship of Prof. Dr. Naghmana Rashid.

The following members attended the meeting:

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| 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

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

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

Assistant Editor, JRDA

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

Assistant Editor, JRDA

The meeting started with the recitation of the Holy Verses from the Holy Quran by Mr. Shahid Javaid, Assistant Professor, Department of Agricultural Sciences, AIOU. Prof. Dr. Naghmana Rashid welcomed the participants and thanked all editorial board members for sparing valuable time. She clarified that the said meeting has been arranged to discuss "Ethical Guidelines for Author(s) by HEC" and share views about smooth functioning of JRDA.

During this meeting, the following rules of JRDA have been formulated:

1. Author guidelines/author information pack along with submission checklist may be uploaded in PDF so that the authors can download the detailed information.
2. Transfer of copyright proforma may be uploaded and submitted by the corresponding author at the time of acceptance of a manuscript.
3. The author guidelines given in JRDA should be reviewed critically.
4. In Materials and Methods section of the manuscript, the authors are required to mention all the institutes where the research work was carried out.
5. Times New Roman, 10 font, double spacing, bottom page number and continuous line numbering should be included throughout the manuscript.
6. The editor is required to develop a proforma for establishing a procedure for appeal in which the author(s)/readers can apply against the rejection of a research paper, objections to publications causing harm to any party and infringing ethical boundaries in any manner.
7. Reviewers' comments proforma may be uploaded in PDF.
8. Template of a manuscript should be uploaded in PDF.
9. Change to authorship policy should be clearly stated in author guidelines. For example one manuscript is accepted by a journal, and a request is received by a corresponding author to please add/delete one author name, then what will be the policy of JRDA in this case?
10. Role of funding source should be mentioned clearly in acknowledgement of manuscript. If there is no funding source then the authors are required to state that "This research didn't receive specific grant from any funding agency in the public, commercial or not-for-profit sectors". In addition to funding source, the authors may also acknowledge the contributions of people, organizations and institutes who assisted the process of research, including those who provided technical help, writing assistance or financial funding in acknowledgement section.

11. It is the prime responsibility of author(s) to conduct a literature review and properly cite the original publications that describe closely related work.
12. The editor is required to check the format of a submitted article, if it does not conform to the authors' guidelines of JRDA, it should be sent back to authors without any review. After resubmission, its initial screening should be done.
13. The length of the whole manuscript should be 5000-8000 words.
14. The author (s) should submit a covering letter (as a supplementary file) along with the manuscript to the editor.
15. The authors are required to follow a scientific style i.e. an internationally accepted signs and symbols for units (SI units).
16. The authors are required to include figures (colored or black and white) after the references section of the manuscript, but the figure captions should not be the part of the figure files themselves. The figures captions (Legends to figures) should be submitted after the figures. A figure should be labeled with Arabic numerals, and it should be abbreviated to "Fig." (e.g. Fig. 1, Fig. 2, Fig. 3, etc). The label of each figure should be matched with the figure legend having a concise and descriptive title. TIF (Tagged Image File) is the recommended file format for JRDA with a minimum resolution of 500 dpi. Figure panels are lettered by bold capital letters i.e. **A, B, C, D** etc.
17. All the tables should be numbered using Arabic numerals (e.g., "Table 1"). They should always be cited in text in consecutive numerical order. For each table, a table caption (title) explaining the components of the table should be provided above the table. A reference of original source should be quoted at the end of table caption for previously published material. Asterisks may be used to identify the significant values or other statistical data and they should be included below the table in the form of footnotes. The tables should be editable. Justification of the text within the cells is honored at typesetting. Spaces or tabs to separate data within a cell should not be used. The cells that span multiple columns and rows may be merged. Text colour should be black and 10 font size should be consistent in all the tables.

18. A template of APA Style for references may be uploaded in PDF.