



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

Dated: 21-03-2017

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

The fourth editorial board meeting of Journal of Rural Development and Agriculture (JRDA) was held on 20th March, 2017 at 10:00 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 and thanked all editorial board members for sparing valuable time. She explained that the meeting has been scheduled to discuss Thomson Reuters Journal Selection Process for the smooth functioning of JRDA. After discussion, the following guidelines for JRDA were formulated:

- 1. The issues of JRDA may be published on regular basis.**
- 2. Editor should maintain the same font size and style of the tables to the text of the articles in both soft and hard copies.**

- 3.** It is the prime responsibility of the editor to promote JRDA by the following ways:
- a.** By sharing the soft and hard copies of the journals with the relevant researchers;
 - b.** By using social media;
 - c.** By writing letters to VC's/ Rectors/ Directors of Institutes;
 - d.** By website hits;
 - e.** By establishing citation history;
 - f.** By mentioning citation format;
 - g.** By approaching international researchers to update them about the research journal.
- 4.** JRDA should follow Thomson Reuters Journal Selection Process.
- 5.** JRDA may develop a publishing format for articles like Digital Object Identifier (DOI), Quick Response code (QR code) and PDF etc. The previous issues of the journal would not be recognized if DOI, QR code or PDF has not been established.
- 6.** Editor must focus on timeline of publication i.e. a journal must be published according to its stated publication schedule. The acceptance of an article should be given only for peer review process, not for publication before the final decision about the submitted article.
- 7.** Editor should ensure international editorial conventions such as informative journal titles, fully descriptive article titles and abstracts, full address information of every author and complete bibliographic information for all cited references.
- 8.** English language bibliographic information should be maintained for article titles, author names and addresses, references, and abstracts and keywords.
- 9.** If the submitted article does not fulfill the basic criteria of a journal then it should be returned to the corresponding author for resubmission after meeting the author guidelines. On the other hands, its initial screening should be done by the editor. At this stage, it can be rejected or accepted for peer review. Editor should ensure a double-blind peer review, and at least one of the reviewers must be from outside the country. Moreover, peer-review is masked in both directions and as such the identity of the author is removed from the

manuscript prior to its review in order to protect the confidentiality and privacy. Editor is required to send both reviewers' comments to author(s) promptly and ensure that the corrections suggested by the reviewers are incorporated by the author(s) in letter and spirit. The revised article may be sent to reviewer-3 for English grammar and language correction, if needed. The editor should refer trouble cases (e.g. in case of one acceptance and one rejection or any conflict arisen after review) to editorial board in order to resolve the matter amicably.

10. The editor may ensure the editorial content including specialized fields of studies, emerged as published research on new topics, topic should be adequately addressed in coverage, enormous amount of citation data readily available, emerging topics and active subject fields in the literature.

11. The editor may focus on international diversity for generating relationship with the target audience of the journal. JRDA should include an internationally diverse group of authors, editors and editorial advisory board members.

12. The editor should establish a citation analysis for getting impact factor of the journal. He should ensure whether JRDA has been cited in Web of Science. He is responsible to identify the papers that cited his journal. Self-citation may be seriously discouraged as it weakens the integrity of the journal's impact factor and it also deselected the journal from the Web of Science until the problem is corrected.

The Editor-in-Chief highly appreciated all the members for their valuable suggestions in finalizing the above guidelines.