



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

Dated: 25-04-2017

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

The fifth editorial board meeting of Journal of Rural Development and Agriculture (JRDA) was held on 10<sup>th</sup> April, 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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|---|-------------------------------|
| <b>1. Prof. Dr. Naghmana Rashid</b><br>Chairperson, Department of Agricultural Sciences<br>Dean, Faculty of Sciences<br>AIOU, Islamabad | <b>Editor-in-Chief, JRDA</b>  |
| <b>2. Dr. Sabir Hussain Shah</b><br>Assistant Professor<br>Department of Agricultural Sciences<br>AIOU, Islamabad                       | <b>Editor, JRDA</b>           |
| <b>3. Dr. Shafique Qadir Memon</b><br>Assistant Professor<br>Department of Agricultural Sciences<br>AIOU, Islamabad                     | <b>Associate Editor, JRDA</b> |
| <b>4. Dr. Farhat Ullah Khan</b><br>Assistant Professor<br>Department of Agricultural Sciences<br>AIOU, Islamabad                        | <b>Associate Editor, JRDA</b> |
| <b>5. Dr. Muhammad Tarique Tunio</b><br>Lecturer<br>Department of Agricultural Sciences<br>AIOU, Islamabad                              | <b>Associate Editor, JRDA</b> |

**6. Dr. Hina Fatima**

Assistant Professor/Incharge  
Department of Biology  
AIOU, Islamabad

**Assistant Editor, JRDA**

**7. Mr. Shahid Javaid**

Assistant Professor  
Department of Agricultural Sciences  
AIOU, Islamabad

**Assistant Editor, JRDA**

**8. Mr. Malik Akhtar Hussain**

Assistant Professor  
Department of Law/Pakistan Studies  
AIOU, Islamabad

**Assistant Editor, JRDA**

**9. Ms. Fouzia Anjum**

Lecturer  
Department of Agricultural Sciences  
AIOU, Islamabad

**Assistant Editor, JRDA**

The following member could not attend the meeting due to her official leave.

**1. 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 said that the said meeting has been scheduled to discuss **HEC Ethical Guidelines for Peer Reviewers** for the smooth functioning of JRDA. After discussion, the following guidelines for JRDA were formulated:

1. All peer reviewers should submit their valuable comments about the articles.
2. If the peer reviewer does not have subject expertise, he/she should inform the editor immediately after receiving the request. If the article is relevant to his/her expertise, then he/she should submit the review report within a month. After one month, the article should be sent to another relevant expert, without any delay.

- 3.** It is the prime responsibility of the reviewer to inform the editor of any possible delay and to suggest another date of submission about a review report.
- 4.** The reviewer should avoid unnecessarily delaying the review report or demanding unnecessary additional data/information.
- 5.** The reviewers should have technical new knowledge as well as scientifically broad vision.
- 6.** Both reviewers and author(s) should avoid biased attitude as well as unsupported assertions.
- 7.** The reviewer should provide justification for criticism on a manuscript and it will not be appropriate to personal criticism on author(s) and he/she should follow merit to ensure that the decision is purely based on the quality of the research paper.
- 8.** The reviewer should not include the author(s) research work in his/her own research without the prior approval of the editor.
- 9.** The data of the research paper must be kept confidential by both reviewers and editor.
- 10.** Reviewers must inform the editor about any potential conflict of interest (e.g. personal, financial, intellectual, professional, political or religious) or the research paper under review is the same to his/her presently conducted study.
- 11.** Reviewers should keep the research paper as confidential document and must not discuss its contents in any platform except in cases where a professional advice is being sought with the authorization of the editor.
- 12.** If reviewer would suspect that the research paper is almost the same of someone else's work and the author(s) has not acknowledged/referenced others' work appropriately, he/she will ethically inform the editor and provide its citation as a reference, or if he/she would suspect the results in research paper to be untrue/unrealistic/fake, he/she will share it with the editor.

**13.** The peer reviewers should consider the originality of research paper in the sense that whether the research paper adds to the existing knowledge and research questions/hypotheses are appropriate to the objective of the research work.

**14.** If the layout and format of the paper is not according to JRDA author guidelines, the reviewers should discuss it with the editor or should include this observation in his/her review report. On the other side, if the research paper is exceptionally well, the reviewer may overlook the formatting issues. Other times, reviewers may suggest restructuring the paper before publication.

**15.** If there is serious problem of language expression and reviewer gets an impression that the research paper does not fulfill the linguistic requirements, then he/she should record this deficiency in his/her report and suggest the editor to make its proper editing.

**16.** The clarity of illustrations including photographs, models, charts, images and figures is essential to note. If there is duplication that should be reported in the review report. Similarly, descriptions provided in the 'results' section should correspond with the data presented in tables/figures, if not then it should be clearly listed in the review report.

**17.** The reviewers should critically review the statistical analysis of the data as well as rational and appropriateness of the specific analysis. They should read the 'Methodology' section in detail and make sure that the author(s) has demonstrated the understanding of the procedures being used and presented in the manuscript.

**18.** The reviewers must check that the organization of the research paper is appropriate to the standard or prescribed format and whether the author(s) followed the JRDA guidelines for preparation and submission of the manuscript?

**19.** For writing a review report, the reviewers are requested to write a brief summary in the first section of the review report, this summary should comprise of reviewer's final decision and inferences drawn from full review. Any personal comments on author(s) should be avoided and final remarks must be written in a courteous and positive manner.

**20.** When reviewer makes a decision regarding research paper, it will clearly indicate as 'Reject', 'Accept without revision', or 'Need Revision' and either of the decisions should have justification of the same.

**21.** The final decision about publishing a research paper (either accept or reject) will solely rest with the editor and it is not a reviewer's job to take part in this decision. The editor will surely consider reviewer's comments and have a right to send the paper for another opinion or send back to the author(s) for its revisions before making the final decision.

Chairperson/Dean highly appreciated all the members for their valuable suggestions in finalizing the above guidelines.