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### 1. PUBLICATION FREQUENCY

Our journal is published biannually in the months of June and December

### 2. OPEN ACCESS POLICY

All articles in JRCD are open access and freely available online.

### 3. ARCHIVING

Long term preservation and archiving (LPTA) of data ensures that the journal's data is backed up in a network of libraries created by a dedicated digital archiving and preservation service. JRCD employs PKP Private's LOCKSS network to create a file distributed among the participated libraries, allowing these libraries to create permanent files of the journal with goals to preserve and restore the digital data. Aside from that a separate DOI has been assigned to each article.

### 4. PUBLICATION ETHICS AND POLICY GUIDELINES

#### AUTHORSHIP DISPUTES

#### **Acknowledgements**

This journal advocates acknowledging contributions to a scientific work where authorship is not claimed. All additional individuals who contributed to the study and are not a part of authorship should be credited, and their contributions should be detailed, according to ICMJE criteria. All authors must reserve the right to know their contributions were acknowledged along with the technical assistance, data gathering assistance, writing assistance and services offered from departmental head. Support in terms of funding and access to scientific instrumentation should also be acknowledged.

### **Number and order of authors**

The number of authors is not limited, although it shouldn't be substantially higher than the amount of work produced. The contribution to the work should determine the rank of the authors. All authors should concur on the number and arrangement.

### **Principal and corresponding authors**

Author with the most significant contribution should be ranked as the principal/first author. First author or the primary author should be the person who contributed the most. The principal author may, with the consent of all authors, either be the corresponding author himself or nominate another author for it.

### **Informed consent & maintaining the confidentiality of research participants**

1. Before including case specifics, other personal information, or images of patients and other persons in their work, writers must first obtain the relevant authorization forms, permits, and releases in order to be in compliance with the country's or region's data protection and privacy laws.
2. Each participant who appears in any video, audio, photograph, image, illustration, case report, or other form in which they can be identified, or who is the person's legal guardian, or another person with legal authority to act on their behalf, is informed beforehand that such photographs are being taken or such video, recording, photograph, image, illustration, or report is being made and of all the purposes for which they might be used, including disclosure. That person, their legal guardian, or another person in a position of authority must express their written consent in order for it to be accepted.
3. The written consent must abide by all applicable privacy and data protection laws in its entirety. When minors are involved (especially those with special needs or learning difficulties), when an individual's head or face appears, or while the individual's name or other personal information is mentioned, extra caution should be given when acquiring consent.
4. In the instance of a child, consent should be regarded not to have been provided and those photographs should not be disseminated if the child's parents or legal guardians disagree with the use of those images. To decrease the probability of images being used improperly, it is also crucial to make sure that only pictures of child wearing appropriate clothing are displayed.
5. Even if permission has been granted, care must be taken to ensure that the person being depicted and captioned are courteous and cannot be seen as disparaging that person.
6. In order to publish a manuscript, authors must persuade the editors that "informed consent to participate" was obtained from all adult subjects or from the parents or guardians of any minor subjects.
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12. It is typically insufficient to anonymize a photo simply by adding eye bars or obscuring the subject's face if authorization has not been obtained.

### **Conflicts of interest/ Financial disclosure**

According to The International Committee of Medical Journal Editors, "Authors should avoid entering into agreements with study sponsors, both for-profit and non-profit, that interfere with authors' access to all of the study's data or that interfere with their ability to analyze and interpret the data and to prepare and publish manuscripts independently when and where they choose."

Authors must identify and declare any personal circumstances or interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. If there is no conflict of interest, please state "The authors declare no conflict of interest." Any role of the funding sponsors in the design of the study; in the collection, analyses or interpretation of data; in the writing of the manuscript; or in the decision to publish the results must be declared in this section. If there is no role, please state "The funding sponsors had no role in the design of the study; in the collection, analyses, or interpretation of data; in the writing of the manuscript, and in the decision to publish the results".

### **PROTECTION OF RESEARCH PARTICIPANTS**

#### **Approval of Ethical Committee/ Use of humans and animals/ Helsinki Declaration**

1. We presume that the authors believe in the culture of responsible research.
2. In order to uphold the fundamental principles of research objectivity, honesty, openness, fairness, accountability, and stewardship we encourage research integrity.
3. We support the fundamental principles of the COPE standards and handle any alleged conduct in accordance with them.
4. At the time the article is submitted, the ethical approval certificate for any research involving individuals or animals must be provided.
5. The most recent version of the Helsinki Declaration must be used and noted when reporting studies involving human participants.
6. For medical research involving human subjects, we abide by the ICMJE Recommendations on Protection of Research Participants and the Declaration of Helsinki-related ethical principles of the World Medical Association (WMA).

7. If there is any question about whether the study was carried out in line with the Helsinki Declaration, the authors must justify their strategy and show that the institutional review board specifically accepted any questionable components of the trial.
8. The editors will require that the benefits potentially derived from any research causing harm to animals are significant in relation to any cost endured by animals, and that procedures followed are unlikely to cause offense to the majority of readers. Authors should particularly ensure that their research complies with the commonly-accepted '3Rs':
  - Replacement of animals by alternatives wherever possible,
  - Reduction in number of animals used, and
  - Refinement of experimental conditions and procedures to minimize the harm to animals.

Any experimental work must also have been conducted in accordance with relevant national legislation on the use of animals for research. For further guidance authors should refer to the Code of Practice for the Housing and Care of Animals Used in Scientific Procedures [1].

Manuscripts containing original descriptions of research conducted in experimental animals must contain details of approval by a properly constituted research ethics committee. As a minimum, the project identification code, date of approval and name of the ethics committee or institutional review board should be cited in the Methods section.

JRCD endorses the ARRIVE guidelines ([www.nc3rs.org.uk/ARRIVE](http://www.nc3rs.org.uk/ARRIVE)) for reporting experiments using live animals. Authors and reviewers can use the ARRIVE guidelines as a checklist, which can be found at [www.nc3rs.org.uk/ARRIVEchecklist](http://www.nc3rs.org.uk/ARRIVEchecklist).

Home Office. Animals (Scientific Procedures) Act 1986. Code of Practice for the Housing and Care of Animals Used in Scientific Procedures. Available online: <http://www.official-documents.gov.uk/document/hc8889/hc01/0107/0107.pdf>

## 5. PLAGIARISM POLICY

Plagiarism is the presenting of another author's language, text, thoughts, ideas, or expressions as one's own unique work. Self-plagiarism is also included, which includes duplicate/redundant publication, content recycling, and salami slicing. JRCD adheres to the COPE, ICMJE, and HEC (Higher Education Commission) of Pakistan recommendations, norms, and policies on plagiarism. JRCD uses TURNITIN to check the similarity index, and notifications are sent to the authors if it is greater than 50%. If it is greater than 50%, it will be rejected without further inspection or processing. For authenticity, the Higher Education Commission (HEC) of Pakistan needs a similarity of less than 20%. If the authors have already checked the paper with the same software, they can submit the similarity report as a supplementary file. Plagiarism is considered academic dishonesty. If it is proven after the article has been published, it will be retracted, the authors may be permanently or temporarily blocked, and the parent institution may be notified for departmental proceedings against the author. If it is proven before publication, the present

work will be rejected, and the authors may be prohibited from submitting to this journal for one or more years.

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Authors are permitted to deposit all versions of their paper in an institutional or subject repository:

1. Preprint
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  3. Version of Record
- No embargo is applied.

## 7. DATA SHARING POLICY

Authors can submit their data in any public repository and share the information or link under this section at the end of the manuscript.

## 8. ADVERTISEMENT POLICY

1. All advertisements are subject to the approval of JRCD Management, which reserves the right to reject or cancel any ad at any time.
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## 9. APPEALS PROCESS

The readers, authors, reviewers or any other person may submit a formal appeal through official email (editor.jrcd@rmi.edu.pk) of the journal regarding any problem, including but not limited to any conflict, delays in review or publishing or article processing charges or rejection of manuscripts to the Chief Editor. The case will be referred for examination/ investigation to the Appeals Committee of the Editorial Board/ Advisory Board to give recommendations to the Board for decision. The Committee is comprised of;

1. Prof. Dr. Ghulam Rasool
2. Dr. Naseer Ahmed
3. Dr. Sobia Salam
4. Dr. Gulmeena Masood

## 10. COMPLAINTS PROCESS

Regarding any publication misconduct on the part of an author, a reviewer, or the Editor/Editorial Board, readers, writers, or any other person may send a written complaint to the Chief Editor using the journal's official email address (editor.jrcd@rmi.edu.pk). The Complaints Process Committee of the Editorial Board/Advisory Board will be asked to investigate the issue and make suggestions to the Board regarding its course of action. The Committee is comprised of;

1. Prof. Dr. Ghulam Rasool
2. Prof. Irfan Ullah
3. Dr. Naseer Ahmed
4. Dr. Nazma Saleem

## 11. AUTHORSHIP CRITERIA

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- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgements.

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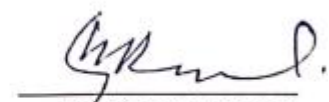
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