

POLICY DOCUMENT

Foundation University Journal of Rehabilitation Sciences (FUJRS)

F U J R S
Foundation University Journal of Rehabilitation Sciences



Defense Avenue, Phase – I DHA Islamabad
E-mail: fujrs@fui.edu.pk
Phone: 051-5788171, 5788250 Ext 205 Fax: 051-5788582

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Foundation University Journal of Rehabilitation Sciences (FUJRS) is an official rehabilitation sciences journal of Foundation University College of Physical Therapy being published by Foundation University College of Physical Therapy, Foundation University Islamabad

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ISSN (Print): 2709-5134

ISSN (Online): 2789-2700

1. AIMS & SCOPE OF JOURNAL:

Foundation University Journal of Rehabilitation Sciences (FUJRS), is a multidisciplinary rehabilitation sciences journal with aim and scope of:

- To publish evidence based researches in the domain of physical Therapy, occupational therapy, speech therapy, prosthetics and orthotics, rehabilitation psychology and other sub-specialties.
- To provide quality literature as open access vital to not only rehabilitation research and clinical practice but also for teaching and reference purposes. FUJRS Open-Access will give barrier-free access to the literature for research in addition to increases accessibility, reach, and retrieval power. FUJRS aims to stimulate latest ideas, innovation and critical thinking among researchers.

2. DETAILS OF FREQUENCY OF PUBLICATION OF VOLUME/ISSUE:

Foundation University Journal of Rehabilitation Sciences is a biannually journal and publishes a volume with 2 issues every year. i.e., January and July of each year.

3. TIMELINE OF PUBLICATION:

Issue 1 of volume is published online by January 31st of every year, while issue 2 of volume is published by July 31st of every year.

4. MANUSCRIPT PROCESSING TIMELINE:

Call for paper submission for upcoming issues is announced in January & July of each year. Following paper submission the editorial board internal review is completed within 1 week duration. For external peer review, reviewers are provided 4 weeks with grace period of 2 weeks days for manuscript review. Following external review in case of revision requirement manuscript will be returned to authors for revision. Revisions must be submitted within one week duration.

5. SUBMISSION PROCESS:

FUJRS only accepts manuscripts for consideration of publication via OJS platform. If researchers/authors are interested for publication of their valuable manuscripts, kindly submit the complete article with relevant required documents on the OJS platform of FUJRS (<https://fui.edu.pk/fumjs/index.php/fujrs>). For Instructions for Authors and submission process see *APPENDIX AA*.

5.1. Third Party Submissions:

All manuscripts must be submitted by the corresponding author/ authors themselves. FUJRS does not accept manuscripts submitted by third party on behalf of authors.

6. AUTHOR DECLARATION FORM:

The authors are required to submit a fill a duly signed author declaration form (Available at <https://fui.edu.pk/fumjs/files/Submission%20Statement%20Final.pdf>). Authors are to ensure that the data provided in author declaration form and journal's website metadata is same. Otherwise, the journal reserves the right to replace metadata with the information provided by the authors in the author declaration form (APPENDIX B – AUTHORS DECLARATION FORM).

7. AUTHORSHIP:

FUJRS expects all published articles to contain clear and accurate attribution of authorship. It is the responsibility of the corresponding author to ensure that all authors that contributed to the work are fairly acknowledged and that the published author list accurately reflects individual contributions. FUJRS follows the guidelines laid down by the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publication Ethics (COPE) while receiving, processing and publication of research manuscripts. The journal will consider a right to authorship when all four of authorship criteria of ICMJE are met. These criteria are as follows:

- Substantial participation in the research work with contribution to all stages of research namely, the conception of the research work; the research design itself; or the data collection; data analysis following collection; or data interpretation following analysis
- Active contribution to the research manuscript during drafting or its critical revision with reference to importance of the intellectual content
- Active contribution / participation in the final approval final copy of manuscript that is ready for publication
- Willingness to share responsibility for the whole research work to allow for investigation and resolution of integrity and accuracy of research work.

Where authors employ the services of third-party agencies prior to submission, for instance in language editing or manuscript formatting/preparation, they must ensure that all services comply with the following guidelines.

7.1. Corresponding author:

Corresponding author is responsible for ensuring that all listed authors have approved the manuscript before submission, including the names and order of authors, and that all authors receive the submission and all substantive correspondence with editors, as well as the full reviews, verifying that all data, figures, materials (including reagents), and code, even those developed or provided by other authors, comply with the transparency and reproducibility standards of both the field and journal.

This responsibility includes but is not limited to: (i) ensuring that original data/original figures/materials/code upon which the submission is based are preserved following best practices in the field so that they are retrievable for reanalysis; (ii) confirming that data/figures/materials/code presentation accurately reflects the original; and (iii) foreseeing and

minimizing obstacles to the sharing of data/materials/code described in the work. The corresponding author should be responsible for managing these requirements across the author group and ensuring that the entire author group is fully aware of and in compliance with best practices in the discipline of publication.

To discourage ghost authorship, corresponding authors must reveal as appropriate whether the manuscript benefited from the use of editorial services that, if unacknowledged, might constitute an undisclosed conflict of interest. Examples include use of an editor from an organization that may have a vested interest in slanting the results or reliance on a technical writer at a level that would warrant authorship credit. These situations might variously be addressed by including a statement in the acknowledgments, by describing the effort in the methods section, or by adding an author.

The involvement of scientific (medical) writers or anyone else who assisted with the preparation of the manuscript content should be acknowledged, along with their source of funding. The role of medical writers should be acknowledged explicitly in the ‘Acknowledgements’ or ‘Authors’ contributions’ section as appropriate.

Corresponding authors should indicate whether any authors on earlier versions have been removed or new authors added and why. It is incumbent on the corresponding author to ensure that all authors (or group/laboratory leaders in large collaborations) have certified the author list and contribution description: that all authors who deserve to be credited on the manuscript are indeed identified, that no authors are listed who do not deserve authorship credit, and that author contributions, where they are provided, are expressed accurately. All contributions of authors and contributors will be published at end of article.

Any potential authorship disputes brought to the editors’ attention will be handled in line with COPE guidelines.

7.2. Changes in authorship:

FUJRS discourages change of authorship during review process or after publication. Authors are instructed to ensure that such issues don’t rise. Even so if change in authorship is required, the requests for changes to authorship must be directed to the journal editor. Requests will be dealt with fairly and in accordance with the relevant COPE guidelines (detailed below). Changes in authorship will only be permitted where valid reasons are provided and all authors are in agreement

with the change. Post-publication changes to authorship will typically be made via a published correction.

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- Request removal of author before publication
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7.3. 'Ghost,' 'Guest,' or 'Gift' authorship:

FUJRS considers all forms of ghost, guest, and gift authorship to be unethical and works closely with editors and publishing partners to take a firm stance against such practices. Any allegation of ghost, guest, or gift authorship will be investigated in accordance with the COPE guidelines (https://publicationethics.org/files/u7140/Ghost_0.pdf). Where such practices are identified the authors in question will be removed from an article through a post-publication correction or erratum. In addition the journal may choose to notify the institutional or local ethics committee for the authors in question.

8. MANUSCRIPT PROCESSING - steps involved from date of receipt of research article till the publication of article

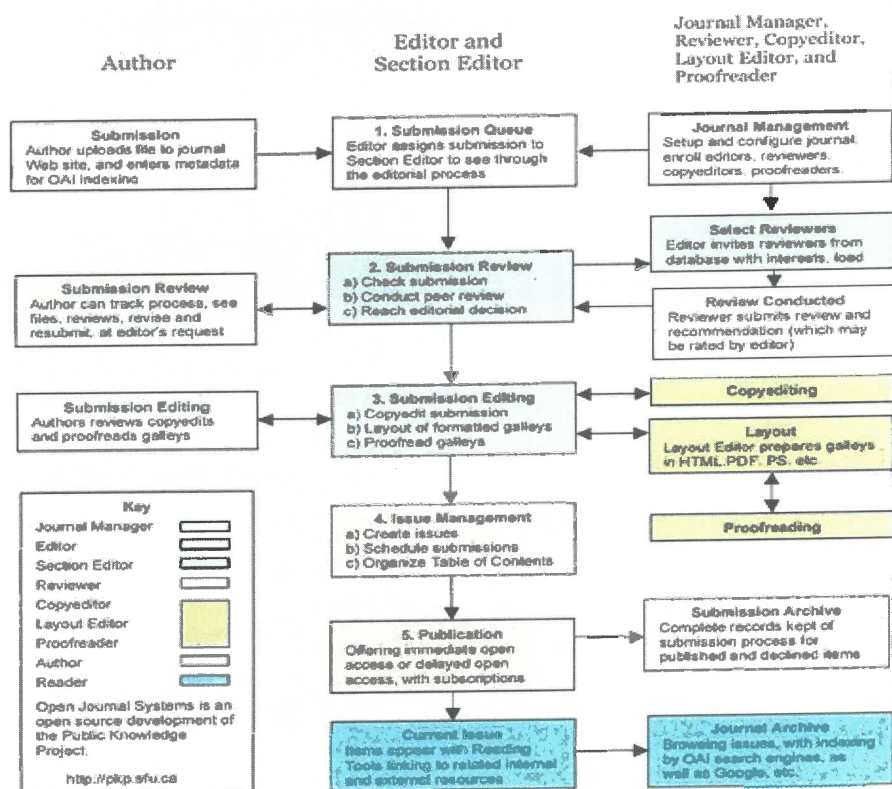
FUJRS encourages all participants in the publishing process to adhere to established principles of ethical publishing. This extends from authors to journal editors, reviewers, journal administrators, and publishing staff. Editors have full editorial independence. FUJRS will never knowingly exert pressure on editors to accept manuscripts for commercial or political reasons.

Submitted manuscripts are reviewed for originality, significance, adequacy of documentation, reader interest and composition.

Manuscripts not submitted according to instructions will be returned to the author for correction/explanation prior to the beginning of the processing. Revised manuscripts/response are judged on the adequacy of responses to suggestions and criticisms made during the initial review.

Manuscripts are then forwarded to external peer reviewers. This process is double-blinded. Each manuscript will further be checked for technical, epidemiological, statistical, ethical and language corrections.

All parts of accepted manuscripts are subject to editing for scientific accuracy and clarity. The editorial board of FUJRS holds the right to a final decision of accepting or rejecting any article from publications in the journal at all stages.



9. PEER REVIEW POLICY:

The double-blind review process of peer review that is a fundamental scientific publication process is adopted by the foundation university journal of rehabilitation science. FUJRS conducts an internal peer review of the submitted manuscripts to evaluate originality of manuscript, scope and content etc. Manuscripts found unsuitable for publication with reference to poor structure, writing or topics are rejected at this initial stage of peer review. Manuscripts that require any revision after internal review are returned for required amendments. Manuscript found suitable following internal review/revision by editor assigned are forwarded for at least two external

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9.1. Double-Blind Review:

The identities of both reviewers and authors are concealed from each other throughout the review. To facilitate this, authors must ensure that their manuscripts are prepared in such a way that they do not reveal their identities to reviewers, either directly or indirectly. Please therefore ensure that the following items are not present in your submission and are provided as separate file with title of "Title Page". It should include:

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- Article category, abstract word count, manuscript word count
- All authors' names and affiliations
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- Acknowledgments

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10.CONFIDENTIALITY:

Unless otherwise specified, FUJRS expects editors and reviewers to handle all submissions in confidence. If a reviewer wishes to delegate the review or seek the opinion of a colleague on a specific aspect of the paper, they are expected to clear this with the editor in the first instance.

11.ETHICAL APPROVAL FOR RESEARCH:

As described by Helsinki Declaration, the authors are required to declare if their experiments involving human subjects were conducted in accordance with the best ethical standards in place. It is important to note that the use of any information that can lead to identification of human subjects is strictly prohibited. Likewise, reports of experiments should state the institutional or national standards that were followed during experiments. Manuscripts submitted to the FUJRS should be accompanied by an approval from the ethics committee/ethical review board of the institution where the study was carried out. In conditions where no ethical approval was required for the study, a statement explaining the situation countersigned by the head of the department should be submitted.

11.1.RETROSPECTIVE ETHICS APPROVAL:

If a study has not been granted ethics committee approval prior to commencing, retrospective ethics approval usually cannot be obtained, and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor-in-chief's discretion.

12.INFORMED CONSENT:

An informed consent should be obtained from the patients as patients have a right to privacy and utmost care should be exercised to not violate their privacy. The latest version of Helsinki

Declaration can be followed as a useful guide for ethical standards involving informed consent and FUJRS follows the guideline provided by the ICMJE as far as rights of patients are concerned. All information which can be used to identify the patients like their initials, names or hospital record number should be omitted from the written or photographic material unless its inclusion can be justified and / or the patient or the parents / guardians of the patient consented to the inclusion in writing. Although it is not required at the time of submission of manuscript but can be asked at any stage of processing and should be mentioned in the methodology section of manuscript.

13.PATIENT CONFIDENTIALITY:

FUJRS will ensure that a patient's right to privacy has not been infringed without prior consent. For publication of material that contains detailed patient information about a living individual, it is compulsory for a signed patient consent to be obtained. Any identifier that might reveal a patient's identity will be removed (i.e., x-rays, MRIs, charts, photographs, etc.). Written informed consent is required from any potentially identifiable patient or legal representative and will be presented in either the Methods section or the Acknowledgements.

14.CLINICAL TRIAL REGISTRATION:

FUJRS will only consider publication of results of those randomized controlled trials which have been conducted according to the ICMJE instructions. The clinical trials which are unregistered and / or which have recruited participants before registration of the trial will be published at discretion of editor.

15.REGISTRATION OF SYSTEMATIC REVIEWS:

FUJRS supports the prospective registration of systematic reviews and encourages authors to register their systematic reviews in a suitable registry (such as PROSPERO). Authors who have registered their systematic review should include the registration number as the last line of the manuscript abstract.

16.ACKNOWLEDGMENTS:

Contributors who do not meet the ICMJE criteria for authorship, but helped in the study, may be listed in the acknowledgment section. These may be named, and their function or contribution should be defined. Authors are responsible for obtaining written permission from the person acknowledged by name.

17.DISCLOSURE OF RESEARCH FUNDING:

FUJRS requires disclosure of all funds and grants received for the purpose of completion of research. These disclosures can be made at the end of manuscript after declaration of conflict of interest. In case of no external funding sources used, the authors should declare this in his manuscript.

18.WITHDRAWAL OF MANUSCRIPTS POLICY:

Submitted manuscripts to FUJRS can be withdrawn at any stage of evaluation process without any penalty imposed but the authors are bound to inform the Editor in chief via e mail with reason of withdrawing the manuscript. This email would include the filled “Withdrawal Form” of manuscript duly signed by all authors which is available in the download section of journal website. After wards Editorial board will confirm the completion of with drawl process. Authors are not allowed to submit their manuscripts anywhere else without this confirmation letter from FUJRS. In case of any such misconduct authors will be included in the blacklist for future correspondence. Manuscript withdrawal form is available at <https://drive.google.com/file/d/1ZW7Z0gC8GGpZfsHOSkIAh7-LRs8tfNNm/view?usp=sharing%22>

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19.CONFLICTS OF INTEREST / COMPETING INTERESTS:

A competing interest, also known as a ‘conflict of interest’, can occur when you (or your employer or sponsor) have a financial, commercial, legal, or professional relationship with other organizations, or with the people working with them, that could influence your research.

Full disclosure is required when you submit your paper to a Foundation University Journal of Rehabilitation Sciences. The chief editor will firstly use this information to inform his or her editorial decisions. The editorial board may then publish such disclosures to assist readers in evaluating the article. Or, instead, the editor may decide not to publish your article on the basis of any declared competing interest. You can declare the competing interest in author declaration form available on website.

All manuscripts for articles, original research reports, editorials, comments, reviews, book reviews and letters that are submitted to the journal will be accompanied by a conflict-of-interest disclosure statement, or a declaration by the authors that they have no conflicts of interest to declare. All articles that are published in the journal will be accompanied by a conflict-of-interest disclosure statement, or a statement that the authors have replied that they have no conflicts of interest to declare.

Competing interests can be financial or non-financial in nature. To ensure transparency, any associations which can be perceived by others as a competing interest must also be declared. Any financial relationship from the past three years (dating from the month of submission) of any size should be disclosed. These potential conflicts of interest can be but not limited to:

- Direct employment, either full or part-time.
- Grants and research funding (this includes grants from trade associations and non-profits substantially (50 percent or more) funded by private sector firms.
- Consultancies.
- Travel grants, speaking fees, writing fees and other honoraria.
- Paid expert testimony for one side in an adversarial proceeding (this does not include testimony as a factual witness in a civil or criminal case).
- Patents granted, pending and applications, whether or not generating royalties.
- Membership on private sector scientific or other advisory boards, whether paid or unpaid.

In addition, any current negotiations regarding future employment or current job offers, either

full- or part-time, must be disclosed.

Non-Financial Conflicts of Interest may be personal, political, or intellectual and may include any expression of strongly held views relevant to the subject of the submission. Discloseable non-financial conflicts of interest would also include membership or affiliation with non-governmental organizations that have an interest in the submission.

In cases of a failure to disclose relevant conflicts of interest, editor-in-chief will investigate the allegation. If true, editor-in-chief will determine the cause of the failure to disclose a relevant conflict. In all cases of failure to disclose a relevant conflict of interest, editor-in-chief will publish an editor's note that becomes part of the permanent record of that article. In those rare cases where editor-in-chief uncover a willful desire to hide financial conflicts of interest, the editor-in-chief will consider appropriate penalties, such as refusing to allow that author to publish in the journal for a specified period.

When considering whether to declare a conflicting interest or connection we encourage authors to consider how they would answer the following question: *Is there any arrangement that would embarrass you or any of your co-authors if it was to emerge after publication and you had not declared it?*

19.1.Editor's conflict of interest:

FUJRS expects its journal editors to declare competing interests at the point of agreeing their position and update them annually. FUJRS's standard editor agreement obliges the editor to declare any potential conflict of interest that might arise during the term of editorship prior to entry into any agreement or position.

Editors are required to recuse themselves from individual manuscripts if they themselves have a potential conflict of interest and to avoid creating potential conflicts of interest through assignment of handling editors or peer reviewers.

19.2.Reviewers/referees conflict of interest:

We encourage editors and journal administrators to consider potential conflicts of interest when assigning reviewers. The journal include wording in their invitation to review stating that acceptance of the invitation implies no financial or competing interest. Where a reviewer declares potential conflict of interest the editor will select alternative reviewers. Failure to declare conflict of interest may result in removal of the reviewer from the journal database.

20. PLAGIARISM POLICY:

FUJRS has Zero tolerance Policy on Plagiarism issue and follows the COPE guidelines and HEC (Pakistan) policies regarding Turnitin Originality Report and Plagiarism. Plagiarism is the use of others published and unpublished ideas or words without permission and presenting them as new and original rather than derived from an existing source. FUJRS journals evaluate submissions on the understanding that they are the original work of the author(s). We expect that references made in a manuscript or article to another person's work or idea will be credited appropriately. Equally we expect authors to gain all appropriate permissions prior to publication.

Re-use of text, data, figures, or images without appropriate acknowledgment or permission is considered plagiarism, as is the paraphrasing of text, concepts, and ideas. All allegations of plagiarism are investigated thoroughly and in accordance with COPE guidelines (<https://publicationethics.org/files/u7140/plagiarism%20A.pdf>).

Any disputes are considered on merit and editorial Board decides the issue after looking at all the pertinent facts.

HEC relevant Web links:

- <http://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>
- How to Interpret Originality Report (Guidelines) (<https://fui.edu.pk/fjs/files/how-to-interpret-originality-report.pdf>)
- HEC Plagiarism Policy (<https://fui.edu.pk/fjs/files/hec-plagiarism-policy.pdf>)
- Plagiarism Little Book (<https://fui.edu.pk/fjs/files/plagiarism-little-book.pdf>)

21. SCIENTIFIC MISCONDUCT POLICY:

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21.1.Data falsification and fabrication:

Data falsification is manipulating research data with the intention of giving a false impression. This includes manipulating images, removing outliers or “inconvenient” results, changing, adding or omitting data points, etc. Data fabrication means the making up of research findings.

Any questions regarding data integrity raised during or after the peer review process will be referred to the Editor-in-chief. The Editor-in-chief may request (anonymized) underlying study data from the author(s) for inspection or verification. If the original data cannot be produced, the manuscript may be rejected or, in the case of a published article, retracted. Cases of suspected misconduct will be reported to the author(s)' institution(s).

22.DEFAMATION:

Whilst striving to promote freedom of expression wherever possible, FUJRS aims to avoid publishing anything that harms the reputation of an individual, business, or organization unless it can be proven to be true. We take all possible measures to ensure that published work is free of any text that is, or may be libellous, slanderous, or defamatory.

23.JOURNAL'S OPTIONS FOR POST-PUBLICATION DISCUSSIONS, RETRACTIONS, CORRECTIONS AND POST PUBLICATION COMMENTS:

Editorial office thoroughly investigates on the complaints made against any paper or request to update. Options are Addendum, Erratum, Corrections and Retractions. Final decision is made by Editor-in-chief. Relevant persons and institutions will be consulted as necessary, including university authorities, or experts in the field.

23.1.Addendum

The original article can be amended through an Addendum reporting previously omitted results if those were unintentionally omitted from the original publication. The Addendum with the DOI in the current issue of the journal.

23.2. Erratum

If the author or contributor list is incorrect for example when somebody who does not meet authorship criteria has been added or when a deserving author has been omitted, then Errata should be published which can include missing or unclear figures or text. Minor mistakes do not qualify for an Erratum. All authors are instructed to proofread the final version carefully.

23.3. Corrections

Corrections should be submitted for any scientifically relevant errors in published articles. Any changes may be evaluated by the Assistant Editor. Any changes after publication that affect the scientific interpretation (e.g., changes to a misleading portion of an otherwise reliable publication, an error in a figure, error in data that does not affect conclusions, or addition of missing details about a method) are announced using a Correction. This is a separate publication that links to the original paper, which is updated. A note will also be added to the abstract page, which tells the readers that an updated version was uploaded.

23.4. Retraction

FUJRS follows the retraction guidelines provided by the ICMJE and a retraction notice will be published in the following issue of FUJRS citing the reason for retraction of article. A published manuscript can be retracted if it is found to be a duplicate publication or if any unethical act has been proven. Written message announcing the retraction of article will replace the online article on the journal website.

Recommendations of the Committee on Publication Ethics (COPE) is followed by FUJRS for the retraction. Sometimes an article needs to be completely removed from the journal which can be due to inadvertent errors made during the process, major ethical breaches, and fabrication of data or unacceptable plagiarism. Such articles threaten the integrity of scientific records and need to be retracted. Potential Retractions are thoroughly investigated by the Editorial Office with the support of the Editorial Board and final approval by the Editor-in-Chief. Other persons and institutions will be consulted as necessary, including university authorities, or experts in the field. If a Retraction is published, the original publication is amended with a "RETRACTED" watermark, but will still be available on the journal's website for future reference. However, retracted articles should not be cited and used for further research, as they cannot be relied upon. The Higher Education Commission and author's institute will also be notified.

24. DATA SHARING, REPRODUCIBILITY, AND INTELLECTUAL PROPERTY POLICY:

Foundation University Journal of Rehabilitation Sciences encourages authors, where possible and applicable, to share datasets and other supplementary materials demonstrating the results published in the article, provided this does not violate protection of human subjects or other valid subject privacy concerns and confidentiality. Data may be provided as additional supporting file in other files section during submission of manuscript. Authors may also provide a data availability statement, including a link to the public repository used and a persistent identifier e.g. a DOI for the data, or an accession number. Authors are also further encouraged to cite any data referenced in the paper whether it is author's own work or someone else's, and cited data sets should also be included in the reference list.

25. COMPLAINTS AND APPEALS:

FUJRS follows the Guidelines published by the Committee on Publication Ethics for Complaints and appeals (<https://publicationethics.org/appeals>). If any reader, author, or reviewer has any complaints against the journal, its staff, editorial board or publisher, the authors can raise complaints by sending an email to: fujrs@fui.edu.pk.

The journal must be provided with sufficient, specific information about the matter to demonstrate that a potential ethics violation may have been occurred. Complaints may be submitted regarding issues related to inappropriate authorship, gift, and ghost authorship; undeclared conflicts of interests, plagiarism, multiple, duplicate or concurrent publication/simultaneous submission; unethical research, fabrication/falsification of results, research standards violations, reviewer bias/competitive harmful acts by reviewers or any contribution to FUJRS that infringes copyright or other intellectual property rights. Complaint may also be submitted about scientific content, e.g., an appeal against rejection where the Editor-in-Chief will consider the authors' argument, the reviewer reports and decides whether the decision to reject should stand; another independent opinion may be sorted.

Once a complaint is lodged, an acknowledgment email will be sent to the complainant. The investigation process will be initiated by the journal team according to the directions of Editor-in-Chief within three working days excluding the complaint receiving date. After the investigation is

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All received complaints are welcomed in an unbiased, and timely manner with certainty. When needed, the journal can contact other journals or concerning institutions and seek independent and legal advice. FUJRS welcomes highlighting any error or mistake to be corrected.

25.1. For complaints about publication ethics or scientific content:

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25.2. For complaints about processes:

Send your query with subject: "MANUSCRIPT PROCESSING: along with Article no." via email to fujrs@fui.edu.pk.

25.3. For Appeal against a rejection:

Only one appeal is permitted for each manuscript. Final decisions on appeals will be made by the Editor in chief. Appeal must address:

- the authors can demonstrate that an error that determined the final decision has been made – by a referee or the Editors – during review

OR

- if important additional data can be provided

OR

- if a convincing case of bias in the process can be demonstrated

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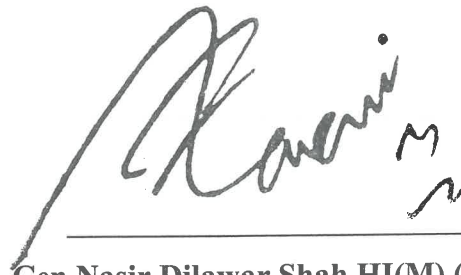
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APPENDIX A- SUBMISSION PROCESS & AUTHOR GUIDELINES

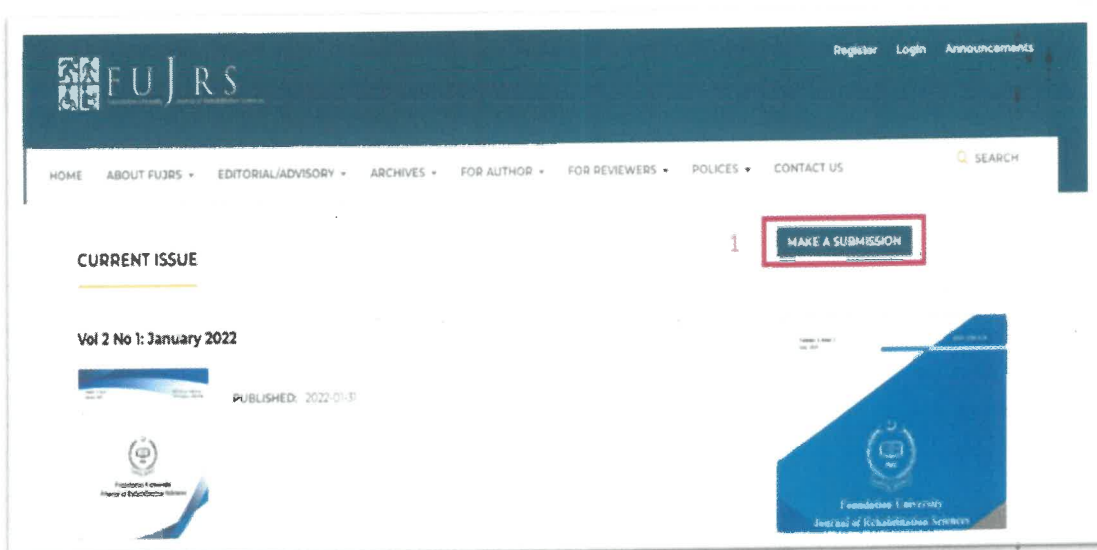
GUIDELINES FOR SUBMISSION OF RESEARCH ARTICLES:

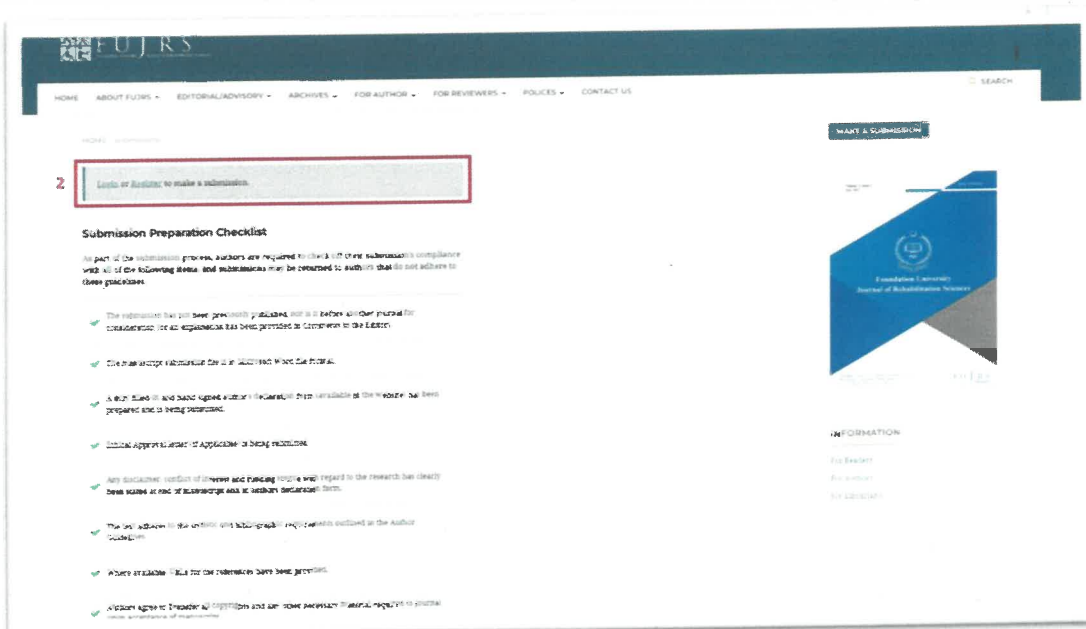
The complete manuscript submission process is:

1. Login/ register

To submit a manuscript, authors need to register with the journal prior to submitting or, if already registered, can simply log in by clicking “make a submission” tab on the Journal’s homepage.

Author needs to go through the submission checklist before proceeding the process.

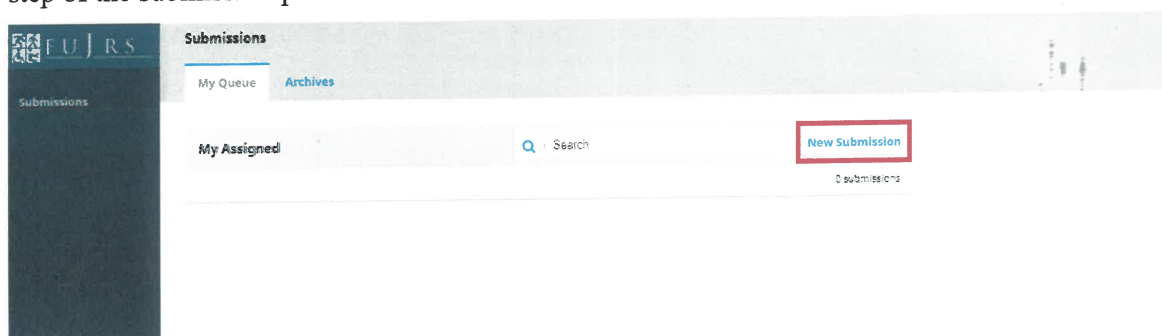




2. Start a new submission

After registration/ login, the author shall be directed to the author user homepage to begin the five-step submission process.

To begin, from the author user home page click “New Submission” to proceed to the first step of the submission process.



3. Step 1: Start

In Step 1, you will provide preliminary information about your submission.

Select the appropriate section for your submission (e.g., article, review, etc.). Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal’s privacy statement, and then click the Save and Continue button to move to Step 2.

4. Step 2: Upload submissions

On Step 2, a window will open allowing you to upload your submission file. The author will be required to attach main manuscript, ethical approval of the study if required and author declaration form duly signed by all the authors (electronic signatures are not acceptable).

5. Step 3: Enter metadata

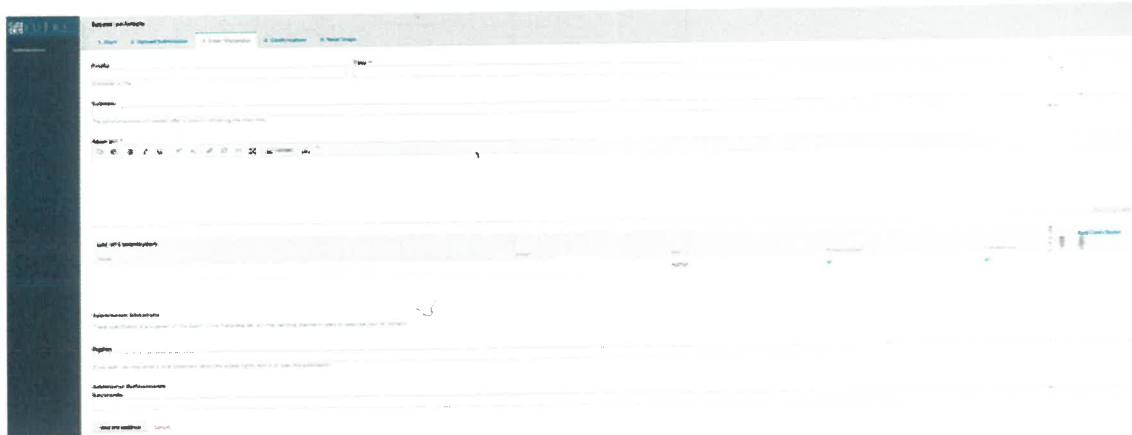
On Step 3, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract.

You can add more contributors (e.g., co-authors), by clicking the “Add Contributors” link. This will open a new window with fields to enter their information. You will be asked to assign one contributor as primary contact with whom correspondence will be made regarding manuscript.

If you wish, you may enter a brief statement about the access rights held in or over this submission.

4 – 5 keywords as per MeSH criteria must be entered.

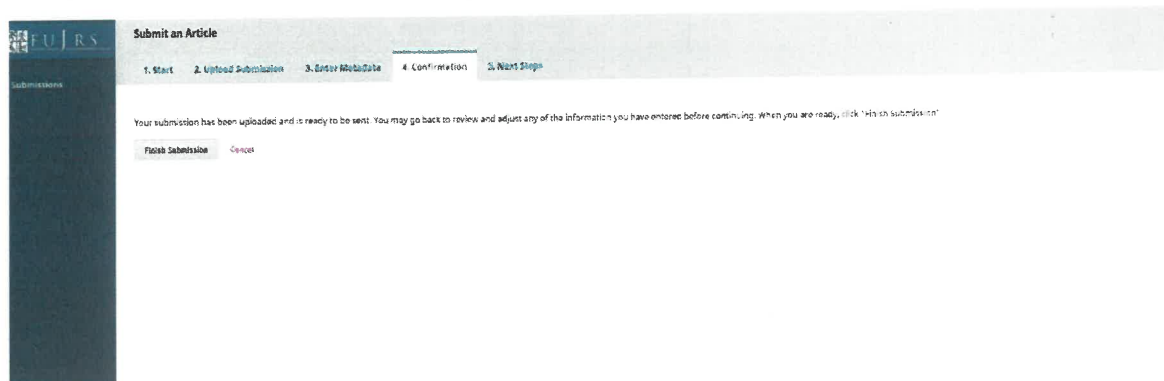
The author should make sure that the data provided in author declaration form and metadata is same. Otherwise, the journal has the authority to replace metadata according to author declaration form.

A screenshot of a web form titled "Submit an Article". The form is divided into several sections: "Profile" with a dropdown menu, "Title" with a text input field, "Abstract" with a large text area and a rich text editor toolbar, "Keywords" with a text input field, and "Acknowledgements" with a text input field. At the bottom right, there are "Save and Continue" and "Finish Submission" buttons.

Once all the required data is entered, author will save and continue the submission process.

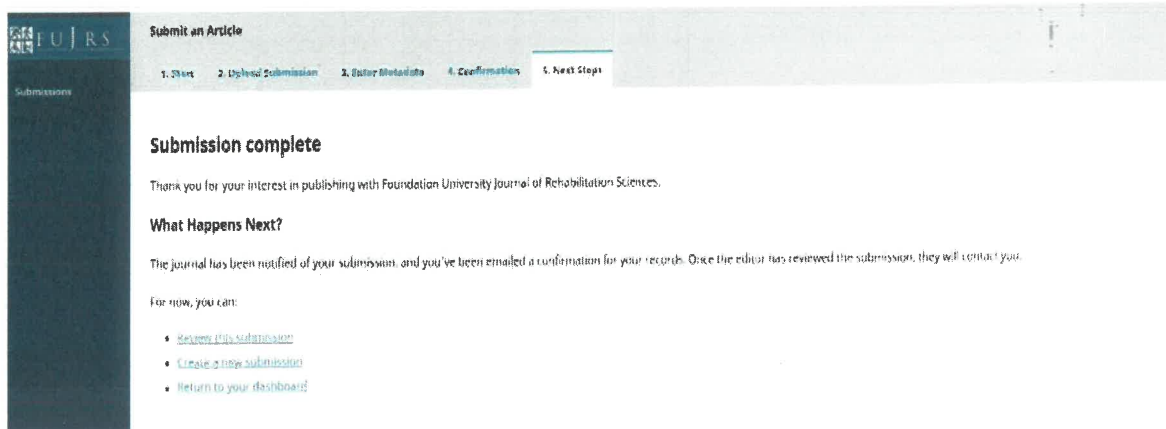
6. Step 4: Confirmation

On Step 4, you will be asked to confirm that you have completed all the requirements. Click "Finish Submission" followed by final "OK" tab.

A screenshot of the "Submit an Article" form at the "Confirmation" step. The progress bar at the top shows five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (highlighted), and 5. Next Steps. Below the progress bar, a message states: "Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click 'Finish Submission'". A "Finish Submission" button is visible at the bottom left.

7. STEP 5: Submission Completion

Your submission is now complete and the editor has automatically been notified regarding your submission. At this point you will also receive a submission acknowledgement email.



GUIDELINES FOR MANUSCRIPT WRITING & SETTING/ Instruction for authors for FUJRS

Manuscript Submission Checklist

- Title Page
- Author Declaration Document
(<https://fui.edu.pk/fumjs/files/Submission%20Statement%20Final.pdf>)
- Ethical Approval Letter
- Complete Manuscript
- Tables/Figures
- Clinical trial registration number (In case of Experimental/Interventional studies)

Title page

The title page should be uploaded as separate and should include the following

- The manuscript title
- Article category, abstract word count, manuscript word count
- All authors' names and affiliations
- A complete address for the corresponding author, including an e-mail address
- Acknowledgments

Manuscript Formatting – General Overview

Lower case times new roman font should be used for writing the manuscript, with text size 14 (centralized and bold) for the title, 12 (left Indented and bold) for headings, and 12 (justified)

for the body of the manuscript. A spacing of 1.5 should be used between lines of the text, and no extra spacing should be used before or after the para. A 1-inch margin page margin should be used and pages should be numbered using Arabic numerical (1, 2, 3, 4, etc.)

Manuscript Formatting - Tables

Data should be presented clearly and concisely to enable the reader to comprehend easily. Tables should be numbered consecutively in Arabic numerals (i.e. 1, 2, 3, 4 etc.) and cited in the text. The tables should be placed along with the results where they are being stated along with text. Tables should be added/provided in editable format (MS Word). Tables should be centralized with short and self-explanatory legends/title and should be written on top of the table and should be centralized. If any data or table has been included from a published article or source, the source should be properly cited and author should seek proper admissions

Manuscript Formatting - Figures and Photographs

Figures and photographs should clarify and augment the text. The selection of sharp, high-quality illustrations with at least 300 dpi or greater resolution. Internal scale markers. Symbols, arrows, or letters used in photographs for measurements should stand out on the background. Figures should be centralized and legends/titles should be placed below the figure along with detailed explanations, which should also be centralized. Figures/pictures included from a published article or source should be cited along with proper permission.

Manuscript Formatting - Abbreviations and Units

Except for units of measurement, the first time an abbreviation appears, it should be preceded by the words for which it stands. System International (S.I.) Unit measurement should be used.

Manuscript Formatting - Abstract

An abstract should briefly state the background, objective, time, and location of the study, basic procedures, main findings, and principal conclusions. Mention the clinical trial number after the abstract in case of randomized controlled trials. Do not use references in abstracts. The structure of an abstract should be in accordance with the article type.

Structured Abstracts (Original Research, Systematic Reviews & Meta-Analysis):

Word Count: 250 words

A structured abstract should consist of five paragraphs, under the following headings: background, objective, methods, results, and conclusion followed by keywords.

Unstructured Abstracts (Case reports, case series, narrative reviews, and special communications):

Word Count: 150 words

An unstructured abstract should follow a logical sequence but does not require headings to be mentioned. Provide keywords after the abstract.

Manuscript Formatting - Body of the manuscript

The body of the manuscript should contain Introduction, Methods, Results, Discussion, and Conclusion. Other additional information included should be Acknowledgement, Disclaimer, Conflict of Interest, and Grants & Funding Disclosure.

Methods should constitute of ethical review statement, study design, description of selection of the observational or experimental subjects such as randomization protocol and Inclusion and exclusion criteria, Study setting and duration, Sample size calculation and justification with references, Follow-up period, outcome measurement tool, and data collection procedures, and statistical procedures applied for data analysis.

Present the results in a logical sequence in the text, tables, and illustrations and do not repeat all the data of the tables or illustrations in the text. Emphasize or summarize important observations. Frequencies and percentages both should be mentioned. Exact p values should be reported and decimal figures should be presented up to 2 decimals only.

The discussion should begin with a summary of the main results which are then discussed with results of previously published relevant studies. Any new findings of the research should be emphasized and the relevance should be stated. Limitations of the study should be stated at the end of the discussion in a separate paragraph.

The conclusion should be a brief summary of the study. Neither state any findings which have not been presented in the results, nor do state any benefits which have not been studied.

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Authors are strongly encouraged to refer to the scientific reporting guidelines for health research, hosted by the EQUATOR Network as mentioned below.

Manuscript type	Abstract Structure	Abstract word count	Maximum Authors*	Word Count	Number of References	Total Table and Figures
------------------------	---------------------------	----------------------------	-------------------------	-------------------	-----------------------------	--------------------------------

Case Report/Case Series	Unstructured	150	6	1250	10	3
Letter to the Editor	N/A	N/A	3	500	5	1
Systematic Review and Meta-Analysis	Structured	250	6	4000	50	5
Original Article	Structured	250	6	3000	35	4
Special Communication	Unstructured	150	6	3000	30	4
Narrative Review	Unstructured	150	6	4000	40	5

***Additional authors need to be justified with details of authorship criteria and contributor-ship**

Manuscript should be according to article category guidelines given below.

Study Design	Checklist
Observational Studies in Epidemiology (cohort, case-control, and cross-sectional studies)	STROBE
Case Reports	CARE
Randomized Control Trials	CONSORT
Non-Randomized Controlled Trials	TREND
Diagnostic Accuracy Studies	STARD
Reliability and Agreement Studies	GRRAS
Systematic Reviews and Meta-Analyses	PRISMA
Meta-Analysis of Observational Studies	MOOSE
Qualitative Research Studies	SRQR
Qualitative Research (focus groups and interviews)	COREQ

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Grants and Funding

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Patient Consent

Authors should explicitly state that the consent of the patient/guardian was taken prior to the inclusion of participants in the study.

References

References should be mentioned at the end of the manuscript and must be listed in the Vancouver Style. All references should be numbered sequentially in the text and entered after full stop and listed in the same numerical order in the reference section at the end of manuscript.

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