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## **International Journal of Physiotherapy Research and Clinical Practice Policies**

**International Journal of Physiotherapy Research and Clinical Practice (IJPRCP)** had adopted the following journal policies.

### **1. Open Access Policy**

In order to ensure maximum reach of **IJPRCP** contents, we have adopted the open access policy, meaning that, all the articles published in **IJPRCP** are made freely accessible online immediately after publication in an easily readable format, without any subscription or registration barrier.

### **2. Submission Policy**

- We welcome original research articles, review articles, educational articles, case reports, short communications etc.,
- When you submit a manuscript to IJPRCP, we will take it to imply that the manuscript has not already been published or submitted elsewhere. You may not submit your manuscript elsewhere while it is under consideration with IJPRCP.
- IJPRCP reserve the right to accept or reject an article. A paper can be rejected even after it has been accepted if it becomes apparent that there are serious problems with its scientific content, or our publishing policies have been violated.
- A copy of approval by human ethics committee or animal ethics committee (in case of animal studies) is mandatory for original research articles.

### **3. Peer-review Policy**

All the manuscripts submitted to IJPRCP will be subjected to double blinded peer review process;

- The manuscript will be reviewed by two suitable experts in respective subject area.
- The reports of both the reviewers will be considered while deciding on acceptance/revision or rejection of a manuscript.
- Editor-In-Chief will make the final decision, based on reviewer's comments.
- Editor-In-Chief can ask one or more of the advisory board members for their suggestions upon a manuscript, before making the final decision.
- Associate and assistant editors provide the administrative support to maintain the integrity of peer review process.
- In case, authors challenge editor's negative decision with suitable arguments,

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the manuscript can be sent to one more reviewer and the final decision will be made based upon his recommendations.

- Under any circumstances, the correspondence by the editorial board members or reviewers except Editor-in-chief and Editor with the authors is entertained. If there is evidence of such happening, then the paper will be summarily rejected.

### a. Initial submission

Once submitted, your manuscript will be assigned to a member of our Editorial Board, who will read the paper and decide whether it is appropriate for the journal. Manuscripts that are within scope of the journal, on initial assessment, to be technically sound and scientifically valid, will be sent to external reviewers. Copies of any papers containing similar or related work under consideration or in press at other journals must be included with the submission.

### b. Peer review

At the submission stage, authors may indicate a limited number of scientists who should not review the paper. Excluded scientists must be identified by name. Authors may also suggest potential reviewers; these suggestions are often helpful, but they are not always followed. By policy, referees are not identified to the authors, except at the request of the referee.

### c. Decision after review

After considering the reviewer reports the Editorial Board Member will make one of the following decisions:

- Accept outright
- Request a minor revision, where authors revise their manuscript to address specific concerns
- Request a major revision, where authors revise their manuscript to address significant concerns and perhaps undertake additional work
- Reject outright

### d. Revisions

In cases where the referees or Editorial Board Member has requested changes to the manuscript, you will be invited to prepare a revision. The decision letter will specify a deadline for submission of a revised manuscript. Once resubmitted, the manuscript may then be sent back to the original referees or to new referees, at the Editorial Board Member's discretion.

A revised manuscript should be submitted not as a new manuscript. The revision should also be accompanied by a point-by-point response to referees explaining how the manuscript has been changed.

### e. Final submission and acceptance

When all editorial issues are resolved, your paper will be formally accepted for publication. After acceptance, authors are sent proofs of their manuscript but only changes to the title, author list or scientific errors will be permitted. All corrections must be approved by the publishing team.

Manuscripts should be formatted according to the instructions given in author guidelines.

## **4. Licensing Policy**

To fully realize the potential of open access to research literature, barriers to reuse need to be removed. The Creative Commons (CC) licenses have emerged as an effective legal instrument to achieve this.

Instead of transferring rights exclusively to publishers (the approach usually followed in subscription publishing), authors grant a non-exclusive license to the publisher to distribute the work, and all users and readers are granted rights to reuse the work.

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([http://wiki.creativecommons.org/BIS\\_committee\\_UK\\_OA\\_Policy](http://wiki.creativecommons.org/BIS_committee_UK_OA_Policy)).

## **5. Archiving Policy**

This journal utilizes the Amazon Web Server (AWS) system to create permanent archives of the journal for purposes of preservation and restoration.

## **6. Publication Ethics**

The IJPRCP is an electronic Double Blind peer reviewed journal upholding the highest standards. Articles not in accordance with publication ethics and malpractices will be removed from publication if detected at any time. Plagiarism and research fabrication such as making up of data, manipulation of existing data, tables etc. and ethical clearance on the use of humans or animals for the study will also be checked. The journal reserves the right to use plagiarism detecting software to screen submitted papers at any time and suspected plagiarism or duplicate publishing will be reported immediately.

### 7. Authors Responsibility

The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may also be stated. IJPRCP hold no responsibility with regard to jurisdictional claims in published institutional affiliations.

Authorship provides credit for a researcher's contributions to a study and carries accountability. **Each author** is expected to have made substantial contributions to the conception **or** design of the work **or** the acquisition, analysis, **or** interpretation of data.

**All authors** to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

The corresponding (submitting) author is solely responsible for communicating with IJPRCP and for managing communication between co-authors. Before submission, the corresponding author ensures that all authors are included in the author list, its order has been agreed by all authors, and that all authors are aware that the paper was submitted.

After acceptance, the proof is sent to the corresponding author. He/She is responsible for the accuracy of all content in the proof, in particular that names of co-authors are present and correctly spelt, and that addresses and affiliations are current.

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Authors may suggest potential reviewers but please keep in mind that we are not obliged to follow these recommendations. The decision of the Editorial Board Members on the choice of referees is final.

Material submitted to IJPRCP should not be discussed with the media, except in the case permitted by the editorial board in writing.

Authors must ensure that

- Their work is original
- Must not have been published elsewhere
- Other authors, contributors or sources should be appropriately credited
- They are responsible for language editing before submission
- Their work has not been copied or plagiarized in whole or part from any other work
- The financial support and conflict of interest for the project / research work if any should be disclosed
- They are obliged to notify the editor if any error or inaccuracy is discovered and co-operate with the editor to correct the same

Articles should be submitted using online procedures. Simultaneous publication in more than one publication is a **breach of publication ethics**.

Committee on Publication Ethics (COPE) during the 2nd World Conference on Research Integrity in Singapore in 2010 has developed the below mentioned guidelines. Sciresol Journals, as a publisher follows COPE, WAME and has adopted COPE's best practice guidelines for dealing with ethical issues in a journal. The Journal Members (Advisory Board, editors and the journal manager) have consented to adopt the COPE as it meets the purpose and objective of the Journal.

The following is a summary of COPE's international standards for authors of scholarly research publications and describes responsible research reporting practice. The comprehensive guidelines can be downloaded here

- The research being reported should have been conducted in an ethical and responsible manner and should comply with all relevant legislation.
- Researchers should present their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation.
- Researchers should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others.
- Researchers should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere.
- Authors should take collective responsibility for submitted and published work.
- The authorship of research publications should accurately reflect individuals'

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contributions to the work and its reporting.

- Funding sources and relevant conflicts of interest should be disclosed.

They must ensure that

- The submitted manuscript undergoes Double - blind peer review before publishing
- They will strive to prevent any conflict of interest between the author and editorial and review personnel
- All the information related to the submitted manuscript is kept confidential prior to publishing

### **8. Clinical Trials**

IJPRCP will consider manuscripts reporting results from well-conducted clinical trials. The trials must be conducted as per ICH-GCP guidelines. We require all clinical trials to be registered in CTRI (Clinical Trial Registry of India) and the registration numbers and date of registration should be added to all relevant manuscripts. These details will be published with the manuscript. Manuscripts reporting clinical trials should be submitted with their protocols as a separate document.

### **9. Meta Analyses**

Articles reporting meta-analyses must be accompanied by a completed PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) checklist and flow diagram, available at [www.prisma-statement.org](http://www.prisma-statement.org).

### **10. Reviewers Responsibility**

They must ensure that

- Reviews of the manuscript is completed and provides suitable comments for improvement.
- Promptness in notifying the editor about his inability to review the manuscript.
- Maintains confidentiality about the manuscript obtained for review, by not discussing with others.
- Standards of Objectivity preserved by reviewing the manuscripts objectively with clear views and supporting arguments and without any personal criticism.
- Acknowledgement of Sources.
- All References not cited by author should be removed. All citations should be accompanied with any previously reported observation, derivation or

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argument.

- The editors should be intimated for any overlap of the reviewed manuscript with any other published paper.
- Disclosures and Conflict of Interest– manuscripts having conflict of interest resulting from competitive, collaborative or any other relationships or connections with institutions connected to the paper will not be considered.

In case, plagiarism is detected during review/editorial process, such manuscript(s) will be rejected immediately and we can also consider other steps depending upon the seriousness of the case. If the plagiarism is proven after publication, such manuscript(s) will be removed from our website and appropriate announcement will be placed in this regards.

Further, **IJPRCP** can bring such instances in notice of author's funding agencies, author's institutes (where they work) and to the original authors whose work has been plagiarized. Please report the plagiarism to [info@sciresol.com](mailto:info@sciresol.com)

### **11. Editorial Decision-Making**

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Authors sometimes request a correction to their published contribution that does not affect the contribution in a significant way or impair the reader's understanding of the contribution. In these cases, the fact that a correction has been made is stated in a footnote so that readers are aware that the originally published text has been amended.

### **12. Duplicate Publication**

Material submitted to IJPRCP must be original and not published or submitted for.

Duplicate publication occurs when an author re-uses substantial parts of his or her own published work without providing the appropriate references. This can range from getting an identical paper published in multiple journals, to slicing of the paper, where authors add small amounts of new data to a previous paper.

IJPRCP is happy to consider submissions containing material that has previously formed part of a Ph.D. or other academic thesis which has been published according to the requirements of the institution awarding the qualification.



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### **13. Manuscript Withdrawal Policy**

Authors must abide by these policies after submission of their manuscript.

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- Withdrawing an already confirmed manuscript after it has been accepted requires consent from all the authors with valid reason for withdrawing of their manuscript.

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- Unpaid membership in an advocacy or lobbying organization
- Unpaid advisory position in a commercial organization
- Writing or consulting for an educational company
- Acting as an expert witness

The corresponding author is responsible for submitting a competing interest's statement on behalf of all authors of the paper. We do not require authors to state the monetary value of their financial interests.

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Retraction could be due to:

- Plagiarism
- Bogus Authorship

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- Fraudulent Data
- Correction in Publication

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