

**Journal Policy Document**

**Journal Managed & Published by**

**Physio Rehab and Research Center (Pvt). Ltd**

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1. **About the Journal**
	1. **Aims & Objectives**

The Healer Journal of Physiotherapy and Rehabilitation Sciences (THJPRS) is an official Journal of "Physio Rehab and Research Center (Pvt) Ltd” and is managed, funded and published by Physio Rehab and Research Center (Pvt) Ltd. The Healer Journal of Physiotherapy and Rehabilitation Sciences is bi-annual, an open access, doubled blind peer-reviewed international journal that has strived to make science widely available so that physiotherapy can heal, rehabilitate, transform society, and positively impact the lives of people. The Healer Journal is committed to applying scientific knowledge and encourages evidence-based practice to improve health and advance human progress. In our issues and online first content, we publish some of the best healing sciences, from the best scientists and therapists worldwide, providing an unparalleled global reach and impact on health. The aim is to improve the implementation of research findings into clinical physical therapy and practice. A highly-cited, multi-disciplinary, international editorial board provides reviews on the issue articles and assures timely publication of issues.

* 1. **Scope of Journal**

This document is aimed to facilitate the whole publication process of the journal in accordance to HEC rules & guidelines and international standards of research journals. This policy is applicable to The Healer Journal of Physiotherapy and Rehabilitation Sciences published by Physio Rehab and Research Center. Journal will use Open Journal System (OJS) for all types of communications and publication process to ensure transparency, integrity and efficiency. Journal will aim to be indexed with international indexing agencies including Web of Science and SCOPUS as per HEC guidelines. The Journal has its Editorial and Advisory Board. The Editorial board is comprised of Chief Editor, and Editor, Managing Editor and Assistant Editor. While Advisory Board Comprise of reputed national and international subject specialists with research expertise. The details of Advisory and Editorial bord are attached in annexure A.

* 1. **Procedure of Publication**

The Healer Journal of Physiotherapy and Rehabilitation Sciences will continue to use Open Journal System (OJS) for submission of manuscripts, review process and publication of issues and volumes of journal. All authors, Reviewers, and Editor must have to register on OJS after accepting the terms and conditions in declaration. The Journal will continue its double-blind peer review policy to ensure research quality and transparency of process. Call for paper shall be published on Journal website. All manuscripts will be received electronically through Open Journal System. Please read section 2 “Guidelines and Policies of Journal” for further details and see the submission process in Annexure A.

* 1. **Review of Articles**

Submitted manuscripts are reviewed for originality, significance, adequacy of documentation, reader interest and composition. Manuscript not submitted according to instructions will be returned to the author for correction prior to beginning the peer review/process. Revised manuscripts are judged on the adequacy of responses to suggestions and criticisms made during the initial review. Each manuscript will be check for technical, epidemiological, statistical, and ethical and language corrections. All parts of accepted manuscripts are subject to editing for scientific accuracy and clarity by the office of the Editor. The editorial board of THJPRS holds the right to a final decision of accepting or rejecting any article from publication in the journal, at any stage including the editorial review.

1. **Guidelines and Policies**
	1. **Submission Guidelines**

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

* The submission has not been previously published, nor submitted before another journal for consideration (or an explanation has been provided in Comments to the Editor).
* The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
* Where available, URLs for the references have been provided.
* The text is single-spaced, uses a 12-point font, employs italics, rather than underlying (except with URL addresses) and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
* The text adheres to the stylistics and bibliographic requirements outlined in the Author Guidelines.

**Author Guidelines**

The Healer Journal welcomes contributions that are relevant to the science or practice of physiotherapy and rehabilitation sciences. We highly recommend to carefully read the author guidelines and fill in the related forms before submissions.

**Human rights**

If the work involves the use of human subjects, the author should ensure that the work described has been carried out following ‘The Code of Ethics of the World Medical Association’ (Declaration of Helsinki) for experiments involving humans. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

**Conflict of interest**

To prevent the information on potential conflict of interest for authors from being overlooked or misplaced, that information must be part of the manuscript. It should therefore also be included as a single line in the manuscript.

**Submission declaration and verification**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture, or academic thesis, that it is not under consideration for publication elsewhere, that its publication is approved by all authors and by the responsible authorities where the work was carried out, and if accepted, it will not be published elsewhere in the same form, in English or any other language, including electronically without the written consent of the copyright holder. If additional papers have or will be published with any overlap of the current dataset, it is the authors' responsibility to notify the editor at the time of submission.

**Changes to authorship**

Authors are expected to consider carefully the list and the order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in the author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. The editor can consider the addition, deletion or rearrangement of authors after the manuscript has been accepted only in exceptional circumstances. While the editor considers the request, the publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the editor will result in a corrigendum.

**Clinical trial results**

The policy of The Healer Journal regarding clinical trial registration is consistent with the position of the International Committee of Medical Journal Editors (ICMJE). Results may be posted in the same clinical trials registry in which primary registration resides. This will not be considered to be a prior publication if the results are posted in the form of a brief structured (less than 500 words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardize consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

**Reporting clinical trials**

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow chart/diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure.

**Registration of clinical trials**

Registration in a public trials registry is a condition for publication of clinical trials in this journal following ICJME recommendations. Trials must register at or before the onset of patient enrollment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

**Authorship Letter**

The corresponding author has to submit an authorship letter at the time of submission of the manuscript, duly signed by all co-authors along with a description of their contributions, affiliations and email addresses. Declaration of any potential conflict of interest, transfer of copyrights and funding will also be mentioned in it.

**Informed consent and patient details**

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in The Healer Journal publication. Written consents must be retained by the author but copies should not be provided to the journal. Only if specifically requested by the journal in exceptional circumstances, the author must provide copies of the consents or evidence.

**Submission**

Manuscripts may be submitted by registering with the journal. Once you have submitted the article, all correspondence will be sent by email. In case of any submissions related query, please send email on submission@thehealerjournal.com.

**Article length**

Manuscript length (not including title page, abstract, references, tables or figure legends) depends on the type of study:

* Systematic reviews: up to 5000 words
* Clinical trials, experimental and qualitative studies: up to 3500 words
* Observational studies: up to 2500 words

**Editorials**

The Healer Journal publishes two editorials on scientific or professional issues of physiotherapy practice and other health-related matters and innovations in each issue. Editorials are usually commissioned; however, anyone wishing to write an editorial should contact the Journal Editor for discussion about the topic. Editorials should be no more than 2000 words with a maximum of three authors and 20 references. Commissioned editorials are not formally peer-reviewed, but may be subject to informal review. Non-commissioned editorials will be formally peer-reviewed.

* 1. **Manuscript Preparation**

**Essential title page information**

**Title:**The title should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

**Running title:** Write a short running title on the title page.

**Author names and affiliation**s: Please clearly indicate the given name(s) and family name(s) of each author. Present the authors' affiliation addresses (where the actual work was done) below the names. Provide the full postal address of each affiliation, including the city and country name and, if available, the e-mail address of each author.

**Corresponding author:** Indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail addresses and contact numbers are given. The corresponding author details should be included on the title page.

**Abstract**

The structured abstract should comprise the following: Background, Objective, Design, Methods, Results, Conclusion. A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used.

**Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, using Australian / British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

**Units and Abbreviations**

This journal does not favor abbreviations in the text. However, 95% CI, SD, OR, RR, MD and such commonly used terms do not require spelling out in full at first mention (they would usually appear within parentheses), but even when presented outside of parentheses these do not require defining. The journal uses an approved list of units and abbreviations.

**Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

**Methodology**

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

**Results**

Results should be clear and concise.

**Discussion**

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

**Conclusion**

The main conclusion of the study should be presented in a short concluding paragraph at the end of the Discussion section.

**Conflict of Interest**

To prevent the information on potential conflict of interest for authors from being overlooked or misplaced, it is necessary for that information to be part of the manuscript. It should therefore also be included after conclusion.

**Figures**

Ensure that each illustration has a caption. Supply captions below the figure. A caption should comprise a brief title and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. The maximum number of figures or images is 4.

**Tables**

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively following their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells. Write captions below the table. The maximum number of tables to be included is 4.

**References**

**Citation in text**

Please ensure that every reference in the text should be mentioned as Arabic numerals in superscript. Reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication. Use the support of Citation Style Language styles, such as EndNote.

**Reference style**

Text: Indicate references by (consecutive) superscript Arabic numerals in the order in which they appear in the text. The numerals are to be used outside periods and commas, inside colons, and semicolons. The referencing style used by the journal is the Vancouver style, which can be found as a standard referencing style in EndNote, RefWorks, Mendeley, and Zotero.

**Submission checklist**

The following list will be useful during the final checking of an article before sending it to the journal for review. Please consult this Guide for Authors for further details of any item. Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

* E-mail address
* Full postal address

All necessary files have been uploaded, and contain:

* Keywords
* All figure captions
* All tables (including title, description, footnotes)
* Further considerations
* The manuscript has been 'spell-checked' and 'grammar-checked'. References are in the correct format for this journal.
* All references mentioned in the reference list are cited in the text, and vice versa
* Permission has been obtained for use of copyrighted material from other sources (including the Internet)

**2.3 Publication Policy**

Following are the objective of publication policy for The Healer Journal

* To establish a clear and sound framework for the encouragement of publications;
* To protect the rights of authors, reviewers and editors with respect to the publication of any research;
* To transfer the copy rights of manuscript to The Healer Journal at the time of submission through transparent and clear policy;
* To formulate and implement research ethics policies so that uniform criteria for ethical reviews can be practiced;
* To protect the rights of research participants and ensure their safety, privacy, confidentiality and consent during research;
* To formulate and implement blind peer-review quality criteria and external blind peer-review process for publication;
* To establish a policy regarding conflict of interests and disclosure of funding sources for research and publication;
* To establish a policy of selection of editorial team members, their editorial freedom, continuous monitoring and terms of accountability for a defined period;

**Ethics and consent**

This Policy is applicable to all ethical permissions and approvals for publications in the course of research work or study at the Institute or with Institute Support or work outside the Institute intended for publication. The research work must be submitted to the research journal for publication. Ethics approval for research involving human subjects, human material, or human data, must have been performed in accordance with the Declaration of Helsinki and must have been approved by an appropriate ethics committee. In case of device or any material indicated in text, a declaration by author/s should be submitted that no financial benefit has been taken from manufacturer/importer of that product by any author. In case of experimental interventions, permission from ethical committee of the hospital should be taken beforehand. All interventional studies submitted for publication should carry Institutional Ethical & Research Committee approval letter.

**Consent for publication**

For all manuscripts that include details, images, or videos relating to individual participants, written informed consent for the publication of these must be obtained from the participants (or their parent or legal guardian in the case of children under 18) and a statement to this effect should appear in the manuscript.

**Publication of Clinical Trial**

This Policy follows International Committee of Medical Journals Editors (ICMJE) criteria. ICMJE defines a clinical trial as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between an intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials), would be exempted.

**Availability of data and materials**

This Policy is applicable to all research materials and data in the course of work or study at the Institute with Institute Support or submitted to the research journal of the Institute. Submission of a manuscript to The Healer Journal implies that materials described in the manuscript, including all relevant raw data, will be freely available to any scientist wishing to use them for non-commercial purposes, without breaching participant’s confidentiality. The authors are encouraged to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files, in machine-readable format (such as spreadsheets rather than PDFs) whenever possible. The Healer Journal requires that all publicly available datasets be fully referenced in the reference list with an accession number or unique identifier such as a digital object identifier (DOI).

**Standards of reporting**

This Policy is applicable to the checklists submitted to the research journal of the Institute. The Healer Journal advocates complete and transparent reporting of physiotherapy and rehabilitation research according to the standards, including:

* Randomized controlled trials ([CONSORT](http://www.consort-statement.org/downloads)) and protocols ([SPIRIT](http://www.spirit-statement.org/))
* Systematic reviews and meta-analyses ([PRISMA](http://www.prisma-statement.org/)) and protocols ([PRISMA-P](http://www.equator-network.org/reporting-guidelines/prisma-protocols/))
* Observational studies ([STROBE](http://www.strobe-statement.org/))
* Case reports ([CARE](http://www.care-statement.org/))
* Qualitative research ([COREQ](http://intqhc.oxfordjournals.org/content/19/6/349.long))Diagnostic/prognostic studies ([STARD](http://www.stard-statement.org/) and [TRIPOD](http://www.tripod-statement.org/TRIPOD/TRIPOD-Checklists/TRIPOD-Checklist-Prediction-Model-Development-and-Validation))

**Conflict of interests**

This Policy states that The Healer Journal requires authors to declare conflict of interests in relation to their work. All submitted manuscripts must include a ‘conflict of interests’ section at the end of the manuscript and also in letter of Authorship listing all competing interests (financial and non-financial) duly signed by all authors.

**Authorship**

This Policy states that The Healer Journal requires letter of Authorship duly signed by corresponding author, authors and co-authors as compulsory requirement for publication. Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. The Healer Journal requires information about the contributions of each person named as having participated in a submitted research study as authorship does not communicate what contributions qualified an individual to be an author. The letter of Authorship for The Healer Journal is based on the following criteria. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged.

* 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.

**Types of Manuscripts and subsections**

This Policy is uniformly applicable to all manuscripts including Editorial, Original Research Article, case reports, case series, short communications, clinical practice articles, systematic reviews, critical reviews, Medical Humanities and letters to Editor. Between 3 to 10 key words should be given for all the category of manuscripts under the abstracts as per mesh [medical subject heading]. This policy includes all subsections including Editorial, Physiotherapy and Rehabilitation Sciences. The Healer Journal has adopted ICMJE criteria for types of manuscripts in subsections. The material submitted for publication may be in the form of an Original research (Randomized controlled trial - RCT, Meta-analysis of RCT, Quasi experimental study, Case Control study, Cohort study, Observational Study with statistical support etc.), a Review Article, Commentary, a Case Report, Recent Advances, New techniques, Debates, Adverse Drug Reports, Current Practices, Clinical Practice Article, Short Article, KAP (Knowledge, Attitudes, Practices) study, An Audit Report, Evidence Based Report, Short Communication or a Letter to the Editor. Ideas and Innovations can be reported as changes made by the authors to an existing technique or development of a new technique or instrument. Original articles should normally report original research of relevance to clinical medicine. The original paper should be of about 2500-3000 words excluding abstract and references. It should contain a structured abstract of about 250 words. Three to 10 keywords should be given for an original article as per MeSH (Medical Subject Headings). There should be no more than three tables or illustrations. The data should be supported with 20 to 25 references, which should include local up to 10 years as well as international references up to 5 years. Most of the references should be from last five years from the date of submission. Short communications should be of about 1000 - 2200 words, having a structured abstract of about 250 words with two tables or illustrations and not more than 20 references.

Clinical case reports must be of academic and educational value and provide relevance of the disease being reported as unusual. Brief or negative research findings may appear in this section. The word count of case report should be 800 words with a minimum of 3 key words. It should have a non-structured abstract of about 100 - 150 words (case specific) with maximum of 5 - 6 references. Not more than 2 figures shall be accepted. Systematic Review article should consist of critical overview/analysis of some relatively narrow topic providing background and the recent development with the reference of original literature. It should incorporate author's original work on the same subject. The length of the systematic review should be of 3000 to 5000 words with minimum of 40 and maximum of 60 references

The length of the review article should be of 2500 to 3000 words with minimum of 40 and maximum of 60 references. It should have non-structured abstract of 150 words with minimum 3 key words. Letters should normally not exceed 400 words, with not more than 5 references and be signed by all the authors-maximum 3 are allowed. Preference is given to those that take up points made in contributions published recently in the journal. Letters may be published with a response from the author of the article being discussed. Discussions beyond the initial letter and response will not be entertained for publication. Letters to the editor may be sent for peer review if they report a scientific data.

**Publication policy for special issues**

The Healer Journal requires specific publication standards and scientific merit for publications. Scientific merit of a journal's content is based on validity, importance, originality of research submitted to The Healer Journal, and contribution to the coverage of the field. The Healer Journal requires following steps for publication;

Manuscript received by the editor, then checking plagiarism through “Turnitin”, after acceptability limit of plagiarism according to similarity report, manuscript forwarded to in-house editors, statistician, bibliographers and section reviewers, then final review by the blind peer-reviewers including internal reviewers and external reviewers, explicit process of external peer reviews, based on the review reports by the peer reviewers, the manuscripts are either approved or rejected or returned to authors for improvement/ revision. All approved are accepted for publication in The Healer Journal.

To enable effective tracking of the key resources used to produce the scientific findings reported in the biomedical literature, authors are expected to include a full description of all resources with enough information to allow them to be uniquely identified. The Healer Journal encourages authors to use unique Digital Object Identifier (ODI) within their manuscript to identify their model organisms, antibodies, or tools. Few important points are as below:

* The title of the article. Concise titles are easier to read than long, convoluted ones. Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.
* Authors’ names and Title of the Program. The names and other relevant information should be on title page only to ensure blind peer review of research article. The name of the department(s) and institution(s) to which the work should be attributed.
* Disclaimers, if any.
* Name, designation, place and contact of Corresponding authors. The name, mailing address, telephone and fax numbers, and e-mail address of the author responsible for correspondence about the manuscript.
* The name and address of the Supervisor / Co-Supervisor (s), if thesis based article
* An abstract (requirements for length and structured format vary by type of manuscript) should follow the title page. The abstract should provide the objective, methods, results, conclusions, and key words. These will assist indexers in cross-indexing the article and may be published with the abstract. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used.
* Introduction provides a context or background for the study (i.e., the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation; the research objective is often more sharply focused when stated as a question. Both the main and secondary objectives should be made clear, and any pre-specified subgroup analyses should be described. Give only strictly pertinent references and do not include data or conclusions from the work being reported.
* Patients and Methods section should include only information that was available at the time of the study. Identify the methods, apparatus (give the manufacturer’s name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations.
* When data are summarized in the Results section, the numeric results should be provided as the absolute numbers from which the derivatives were calculated, and should specify the statistical methods used to analyze them. The tables and figures should be used to explain the argument of the paper and to assess its support.
* The discussion emphasizes the new and important aspects of the study and the conclusions that follow from them. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted.
* References should be in Vancouver’s style and numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult the list of Journals Indexed for MEDLINE, published annually as a separate publication by the National Library of Medicine. The international references should be cited within five years and local within 10 years in manuscript.
* Illustrations (Figures) should be either professionally drawn or photo-graphed, or submitted as photographic quality digital prints. In addition to requiring a version of the figures suitable for printing, the Healer Journal requires electronic files of figures in a format (e.g., JPEG or GIF) that will produce high quality images (30 dpi) in the online version of the journal; authors should review the images before submission for quality.
* Letters, numbers, and symbols on Figures should therefore be clear and even throughout, and of sufficient size that when reduced for publication each item will still be legible. Figures should be made as self-explanatory as possible, since many will be used directly in slide presentations. Titles and detailed explanations belong in the legends, however, not on the illustrations themselves.
* If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph. When-ever possible permission for publication should be obtained. Figures should be numbered consecutively according to the order in which they have been first cited in the text. Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background.
* Legends for Illustrations (Figures) should be type or print out legends for illustrations using double spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.
* Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be in degrees Celsius. Blood pressures should be in millimeters of mercury, unless other units are specifically required.

**Citations**

This Policy is applicable to all publications in the course of work or study using citations submitted to the research journal of the Institute. Research articles and non-research articles (e.g. Editorial, Opinion, Review, and Commentary articles) must cite appropriate and relevant literature in Vancouver’s style. Excessive self-citation is discouraged and should not exceed 20%.

* 1. **Peer Review Policy**

The Journal follows a double-blind peer review process in which neither the authors nor the reviewers know each other’s details. The submitted manuscripts will be reviewed for originality, scientific significance, and adequacy of documentation. Further, reviewers are also required to disclose any conflict of interests regarding the manuscripts they will review. In case of any serious conflict of interest, another reviewer of same discipline will be chosen for the review. Authors are required to submit a complete list of byline authors, their affiliations, and contact details in a separate file along with the manuscript file. All the manuscripts submitted will be initially scrutinized within a week for completeness and formatting by the editorial staff. The manuscripts not prepared according to the instructions will be returned to the authors for any corrections/modifications before sending them for peer review. While manuscripts prepared according to the prescribed guidelines will be sent for peer review to at least two independent subject experts. The manuscripts will be accepted or rejected or sent for modifications according to the reviewers’ recommendations. In case of a difference of opinion among both subject experts, the manuscript will be sent to a third reviewer. All parts of accepted manuscripts are subject to editing for scientific accuracy and clarity by the office of the Editor. The manuscripts will undergo copyediting (including modifications in the text, table, and figures, etc.) and layout formatting by the editorial staff. Final articles will be sent to the corresponding authors for proofreading and acceptance of changes made by the editorial staff. The names of the reviewers will be strictly kept confidential and will not be disclosed at any point. Reviewers are expected to keep the scientific data strictly confidential and shall not keep its record or share it will any other colleague. Reviewers must also not use/quote data from the manuscript under review before its publication.

* 1. **Plagiarism Policy**

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints. HEC has comprehensively defined plagiarism in its ‘Plagiarism Policy’. The excerpt of the said HEC policy is reproduced as under:

“According to Oxford Dictionary, plagiarism is defined as ‘taking and using the thoughts, writings and inventions of another person as one’s own’”. This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

**a**. Copying or purposely paraphrasing portions of another author’s paper or unpublished report without citing the exact reference.

**b**. Copying elements of another author’s paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
**c**. Copying portions of another author’s paper or from reports by citing but not clearly
differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly.

**d.** The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing.

**e.** Self-plagiarism, that is, the copying or re-use of significant portions of one’s own copyrighted work without citing the original source.”

**Adoption of HEC Policies**

As mentioned earlier, all anti-plagiarism policies, rules, regulations and guidelines provided by HEC shall be adopted and fully implemented university-wide in letter and spirit. HEC also issues notifications from time to time as an on-going activity. Therefore, all such notifications shall be deliberated at appropriate forum(s) of THJPRS for adoption/adaptation in the light of Journal structure/settings.

**Turnitin**
Turnitin is an internet-based plagiarism detection service, being used globally to check plagiarism. It helps students, faculty, and researchers etc. to determine a similarity index of the submitted documents. HEC is incessantly advising to use Turnitin for checking plagiarism in assignments, papers and reports etc. THJPRS has already been making use of this extremely useful plagiarism detection software and shall continue to use this software in official capacity.

**Anti-Plagiarism Code of Conduct**

The students/Researchers are expected to:
• Ensure the observance of the universal moral principles of research
• Abide by all THJPRS & HEC research policies, rules, regulations and guidelines etc.
• Follow local and international applicable research policies and established practices
• Avoid immoral research practices
• Apply suitable and relevant research methods
• Conclude on the basis of critical analysis of the evidence
• Report completely and correctly, the findings of a research
• Keep clear, complete and accurate records of all research
• Acknowledge the individuals who made contributions to the research
• Obtain informed consent from the respondents/unit of analysis, for example, surveys in case of Social
Sciences, a declaration to the respondents/unit of analysis on the assurance of confidentiality and
right to withdraw from study at any time prior to data collection
• Keep privacy/secrecy when reviewing others’ work, and
• Avoid plagiarism of all nature

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All THJPRS community members have the implicit duty to report to the authorities concerned, in good faith and without fear, any suspected research misconduct like fabrication, falsification and plagiarism etc. and/ or any incident where known facts indicate a possibility of a code or policy violation.

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**2.9 Disclosures and Conflict of Interests**

The Healer Journal of Physiotherapy and Rehabilitation Sciences requires disclosure of financial conflict of interests that include (but are not limited to):

* Receiving reimbursements, fees, funding, or salary from an organization that may in any way gain or lose financially from the publication of the manuscript, either now or in the future.
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The Healer Journal of Physiotherapy and Rehabilitation Sciences requires authors to declare conflict of interests in relation to their work. All submitted manuscripts must include a “Conflict of Interests” section at the end of the manuscript and also in letter of Authorship listing all competing interests (financial and non-financial) duly signed by all authors. Where authors have no competing interests, the statement should read “The author(s) declare(s) that they have no competing interests”. The Editor may ask for further information or documents relating to conflict of interests. Editors and reviewers are also required to declare any competing interests and may be excluded from the peer review process if a competing interest exists. Competing interests may be financial or non-financial. A competing interest exists when the authors’ interpretation of data or presentation of information may be influenced by their personal or financial relationship with other people or organizations. Authors should disclose any financial competing interests but also any non-financial competing interests that may cause them embarrassment if they were to become public after the publication of the manuscript.

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The financial management of a journal will be governed by Physio Rehab and Research Center, Lahore. Local and international reviewers will be paid honorarium as approved by Editorial Board. The cost of printing administrative expenditure will be covered by the research center if not funded by HEC. Journal may charge publication fee from authors with the approval of Editorial Board.

**2.11 Corrections and Retraction of Articles**

In traditional journals, where articles are peer reviewed before publication, Corrections (or Errata) are published to alert readers to errors in the article that became apparent following the publication of the final article. By contrast, articles in the Healer Journal undergo peer review post publication and publication is not ‘final’ as new versions can be added at any stage. Possible mistakes that come to light during the peer review process may be highlighted in the published peer review reports, which are part of the article. Authors can publish revised versions, and any errors that become apparent during peer review or later can be corrected through the publication of new versions. Corrections and changes relative to the previous version are always summarized in the ‘Amendments’ section at the start of a new version.

**Retraction**

Articles may be retracted for several reasons, including:

* Honest errors reported by the authors (for example, errors due to the mixing up of samples or
* Use of a scientific tool or equipment that is found subsequently to be faulty)
* Research misconduct (data fabrication)
* Duplicate or overlapping publication
* Fraudulent use of data
* Clear plagiarism
* Unethical research

For any retracted article, the reason for retraction and who is instigating the retraction will be clearly stated in the Retraction notice. The retraction notice will be linked to the retracted article (which usually remains on the site) and the article will be clearly marked as retracted (including the PDF).

An article is usually only retracted at the authors’ request or by the publisher in response to an institutional investigation. It is important to note in the context of the Healer Journal’s publication model, that ‐ as in traditional journals ‐ a retracted article is not ‘unpublished’ or ‘withdrawn’ in order for it to be published elsewhere. The reasons for retraction are usually so serious that the whole study, or large parts of it, are not appropriate for inclusion in the scientific literature anywhere. The content of a retracted article would only be removed where legal limitations have been placed upon the publisher, copyright holder or author(s), for example, if the article is clearly defamatory or infringes others’ legal rights, or if the article is the subject of a court order. In such cases, the bibliographic information for the article will be retained on the site along with information regarding the circumstances that led to the removal of the content. Under rare circumstances, for example, if false or inaccurate data have been published that, if acted upon, pose a serious health risk, the original incorrect version(s) may be removed and a corrected version published. The reason for this partial removal would be clearly stated on the latest version.

**2.12 Publication Ethics and Malpractice Statement**

The Healer Journal of Physiotherapy and Rehabilitation Sciences believes in the promotion and implementation of Research Ethics. Some of key points are included below:

* Editorial Committee shall continue its task of initial screening through desk review to ensure the that the manuscript is within the scope of journal and formatted accordance to the Journal Guidelines. Editorial Team can reject a paper in initial screening if it includes thematic irrelevance, language problems, faulty research methodology and/or lack of conceptual clarity.
* The Editor will generate the Similarity index reports of accepted papers (after desk review) for further processing. The paper may be accepted or rejected on basis of similarity index report in light of HEC policy.
* The accepted papers will be sent to the Reviewers as per journal guidelines. Journal will maintain and regularly update panel of reviewers with approval of editorial board. No institutional (in-house) reviewers will be allowed.
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* Editor shall monitor to ensure that an article must be processed on each step as mentioned above with minimum time.
* Journal will have at least 05 articles in each issue. However, an effort should be made to include 07-10 articles for each journal issue, final decision of inclusion of number of papers will be made by the Editor.
* The immediate family (parents, spouse, siblings, Children) of the editorial team will be allowed to publish no more than one paper in three consecutive issues.
* Only 5% self-institutional publications are allowed under HEC policy.
* All efforts should be made to invite and publish international authors. Journal shall target at least 1/4rth of the published articles should have international authorship.

**3. Management of Journal**

 **3.1 Duties of Editors**

 **Fair play and editorial independence**

Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study’s validity, clarity) and its relevance to the journal’s scope, without regard to the authors’ race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Editor has full authority over the entire editorial content of the journal and the timing of publication of that content.

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 **Involvement and cooperation in investigations**

Editors (in conjunction with the publisher and/or society) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or another note as may be relevant, will be published in the journal.

**3.2 Duties of Reviewers**

 **Contribution to editorial decisions**

Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavor.

 **Confidentiality**

Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Editor (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

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Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

 **Acknowledgement of sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. A reviewer should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

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**3.3 Duties of Authors**

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Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

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Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least 10 years after publication

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If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

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Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors’ requests for raw data, clarifications, and proof of ethics approval, and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers’ comments systematically on OJS point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

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When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal’s editors or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors’ obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper.

**3.4 Duties of the Publisher**

 **Handling of unethical publishing behavior**

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, in the most severe case, the retraction of the affected work.  The publisher, together with the editors, shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.

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**4. Annexure A**

**4.1 Editorial Board**



**4.2 Advisory Board**

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**4.3 Reviewer Board**

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**4.4 Article Submission Process Flowchart**

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