

Ethical Practices for Publication in PJB

Approved by Editorial Board on 07-05-2011

The submission of manuscripts to Pakistan Journal of Botany implies to follow the following publication ethics set by the Pakistan Botanical Society.

1. **Cover Letter:** All submissions must contain a cover letter in which the corresponding author must solemnly declare that:
 - a. The paper is the outcome of original research
 - b. The paper is not a duplicate publication
 - c. All authors have read the paper and agree to publish in PJB.
2. **Duplicate publication:** The manuscript has not been submitted or published elsewhere in any form except in the form of thesis, abstract or oral/poster presentation. If such irregularity is found all authors of the manuscript plagiarized will be banned for a period of five years.
3. **Originality of the manuscripts:** That the data reported in the manuscripts have been generated from original research and no part (text, table and figures) have been copied from elsewhere. If some part of the data (tables or figures) has already been published earlier publication of same author, it should be properly indicated and acknowledged.
4. **Originality Reports:** All submitted papers will be checked through online software for their similarity to already published literature. This excludes Materials and Methods and References Sections, and quoted text. The similarity of all manuscripts must be not over 25%.
5. **Papers by a Single Author:** Not more than two papers of the same corresponding author will be published in a single issue. However, under special circumstances, the Chief Editor may accommodate not more than three papers of a single corresponding author per issue.
6. **Initial Screening:** All submitted manuscripts will be initially screened by the Editorial Office and out of scope or low quality papers will be immediately returned to authors.

7. **Review Process:** All submitted papers will be then forwarded to the Section Editors who will manage to get the papers reviewed by two independent reviewers. The reviewers return their reports to the Section Editors usually within three–four weeks of initial submission. The Section Editor then makes a final decision on the manuscript and returns to the Chief Editor for communication to authors.
8. **Revised Manuscripts:** The revised manuscript must contain a cover letter containing reply to Reviewers’ comments and indication of all changes made in response to the reviewers’ comments.
9. **Page Charges:** All authors (including Editors and members of the Executive Council) either local or foreign will have to pay the prescribed page charges BEFORE final publication of their manuscripts.
10. **Tracking of manuscripts:** The dates of article submission, revision and acceptance will be clearly indicated on all manuscripts.
11. **Maximum Time for Publication:** All submitted manuscripts will be published maximally within one year of initial acceptance. If any manuscript is not accommodated within this much time, the author may report the matter to the Chief Editor who will resolve it as soon as possible.
12. **Transfer of Copyright:** All authors must submit a duly signed (by all authors positively but at least by the corresponding author) Transfer of Copyright form BEFORE final publication to the Editorial Office.
13. **Citing articles from PJB:** Although authors can cite articles from PJB we do not compel authors to do so. If the authors willingly want to cite papers from PJB they must not cite more than 5 papers from all years and two from last two years.
14. **Latest citations:** All authors must make sure that at least 20% of total citations must be from last five years. Failing this, the manuscripts will be returned to the authors for necessary changes.
15. **Self Citations:** Any author must not cite his own papers more than 5% of total citations.
16. **Correction in online/print version:** The online version of latest issue of PJB is made available approximately one month before the appearance of printed version

and all corresponding authors are informed through email that their papers are available online for downloading. The authors should carefully check the article metadata (title, authors and their affiliation, email addresses, and abstract) and may request the Chief Editor for any correction (if any) within ONE WEEK of the date of online publication.

17. **Corrigendum Policy:** We try our best to make sure that final print version is free of errors. However, if the author thinks any crucial correction in the text after one week time, the corresponding author can request a corrigendum to the Chief Editor before publication of next issue.
18. **Finance:** The account of the Pakistan Journal of Botany is solely maintained by the Chief Editor. However, all the expenditures are audited by the External Auditor at the end of each fiscal year. The audit report is then approved by all Editors and members of Executive Council in annual meeting of the Executive Council.
19. These Ethical Guidelines are set by the Chief Editor with the consent of all Editors. However, these guidelines can be amended time to time.