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Policies

This document outlines the principles that guide our peer review process, ethical standards, publication ethics, and the pursuit of impactful and innovative contributions to the academic community. We invite you to familiarize yourself with our policies and join us in the pursuit of knowledge and academic excellence.

Authorship and Contributorship

Criteria

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study. Individuals who have made substantial contributions should be listed as co-authors. All authors must approve the final version of the manuscript and agree to its submission. The publication of the manuscript must also be approved by all authors.

Acknowledgment

Individuals who contributed to the work in the manuscript (e.g., contributors to language editing) but do not meet the criteria of authorship should be acknowledged.

Originality and Acknowledgment of Source

Authors should ensure that they have written an original manuscript, and if authors have used the work and/or words of others, that this has been appropriately cited or quoted. Authors should be prepared to provide public access to such data.

Data Sharing and Reporting

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. A manuscript should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate

statements constitute unethical behavior and are unacceptable. Authors are encouraged to share their data and materials to facilitate reproducibility. Data availability statements should be included in the published manuscript.

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Submitting an article implies that it has not previously been considered for publication in another journal. All authors, as well as institutional officers where the author(s) is/are employed, may be requested to provide proof that the paper has not been published elsewhere. The necessity of the institution's consent for sensitive article publishing is evaluated by the authors themselves, but also the responsibility for eventual charges related to publishing articles that the institution does not support. If the journal editor requests authorization, authors are expected to respond positively and provide transparent communication. It is understood that any individual cited as a source of personal communication has consented to be cited, however, a written authorization may be required at the editor's discretion.

Authors must ensure that the data presented in their manuscripts are accurate and not fabricated or falsified. Reporting or reanalyzing data from one large project is permitted, provided that there is no duplication of research purpose or research questions that have been published elsewhere. If the manuscript is accepted, it will not be published anywhere else in the same form in English or any other language. The editors reserve the right to edit and publish according to the set standards. After the final editorial check, the authors will approve the edited manuscript before publication.

To meet the criteria for acceptance, the manuscript should demonstrate advancements within its field, contributing thematically and problematically to the existing literature. The paper must justify its merit for publication in the journal *Human Research in Rehabilitation*.

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Peer Review Process

Initial Screening Process

Once a manuscript is submitted to the journal, the author(s) receive(s) a reference number and the manuscript is initially screened by the selection committee. The committee is comprised of in-house editors and is rotated periodically. Initial screening checks if the manuscript follows journal guidelines, is formatted correctly, is within the journal scope, and is an original contribution that will appeal to the readers. If the committee deems that the manuscript is of insufficient general interest or otherwise unsuitable for publication, the manuscript is not sent for an external review. Only manuscripts that are likely to meet the editorial criteria are sent to the Editor-in-Chief for an additional review. The timeframe for the initial screening process is about 2 weeks.

External Review Process

After initial approval of the Editor-in-Chief, the manuscript is sent to two external, independent reviewers. The editor should select suitable reviewers and ensure a fair, unbiased, and timely review process. The editor will assign two reviewers to each paper, based on their availability and expertise. Authors may be asked to suggest suitable reviewers for the subject of their paper during the submission process. Once the review is completed, a final decision is made on whether the manuscript will be accepted, rejected, or sent back for revision.

The journal uses a double-blind peer review system to ensure impartiality. Reviewer identities remain anonymous to authors, and reviewers cannot see the identity of the author. The review process usually takes a minimum of 2 months from the time of submission. However, if there is an issue (e.g., mixed reviews), editors may assign additional reviewers, and this will lengthen the process.

Duties of Reviewers

Reviewers are asked to evaluate the manuscript on the following aspects:

- Originality and scientific contribution to improving knowledge in the field;
- The study design and methodology are appropriate and described so that others could replicate results;
- Results are presented clearly and appropriately;

- Conclusions are reliable and significant;
- Internal validity (including review of the literature, methods, analysis, and interpretation);
- Organization and writing style (clear, concise, jargon-free writing)

The overall validation of the work in question and its importance to researchers and readers must always drive such decisions.

Reviewers will provide anonymous comments to authors and confidential comments to the editors, if necessary. The anonymous comments meant for authors will be available to both external reviewers.

Reviewers are not expected to correct or edit manuscripts, as this will be accomplished by the editorial staff. The editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, or other editorial advisers. Unless reviewers have agreed to disclose their names in some special circumstances, the editor must protect reviewers' identities.

The reviewer assists the editor in making editorial decisions and may also assist the author in improving the paper through editorial communications. All reviewers are required to adhere to the following:

Promptness

Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse themselves from the review process.

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Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviews should express their views clearly with supporting arguments.

Acknowledgment of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper.

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Authors may be asked to revise their manuscript, following recommendations from the reviewers. Revised manuscripts may be returned to the original reviewers or to alternate reviewers. The Editor-in-Chief may request more than one revision of a manuscript. Authors can amend their manuscript following the comments or can include an explanation of why they disagree with a particular comment.

Authors may request that their article be withdrawn before it is accepted for publication. After acceptance, the editorial board, which maintains the right to publish the article, will require significant reasons to be provided.

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Forms: Authors are asked to sign the conflict-of-interest declaration before a review of the manuscript.

- Declaration of Conflicting Interests (Visit the link to the PDF declaration)

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Human Research in Rehabilitation will always accept communication from institutions, readers, and reviewers and respond promptly to findings of research misconduct. If this occurs, the editorial board will investigate the claims. The editor will inform the author(s) of the given claims and, if need be, the journal will request an institutional

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Utilization of AI and AI-assisted technologies in writing articles should be limited to improving readability and language. AI should not be used to generate complete articles, to produce scientific insights, or to draw scientific conclusions. If this is discovered during the review, the article will be rejected without the possibility of resubmission. Authors should disclose in their manuscript the use of AI and AI-assisted technologies, and a statement will appear in the published work. Authors should not list AI and AI-assisted technologies as authors or co-authors, nor cite AI as an author.

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Ethics Approval

Human Research in Rehabilitation has specific requirements for manuscripts involving human participants in clinical or experimental trials. When submitting such manuscripts, contributors should provide the following information:

- Statement of Institutional Review Board/ethics committee approval, explicitly stated with an approved number.
- Confirmation of informed consent and/or assent. It should be stated that participants voluntarily agreed after being informed of risks, benefits, and procedures.
- Indicate compliance with international guidelines and standards (e.g., Declaration of Helsinki, ICH-GCP [International Council for Harmonization-Good Clinical Practice]).
- Trial registration number and registry name in a public database.
- Description of measures entailing participant protections (e.g., privacy, withdrawal rights, adverse events monitored and disclosed, ensuring fair treatment)
- Research involving vulnerable populations must also comply with internationally recognized ethical standards (e.g., Declaration of Helsinki; <https://www.wma.net/policies-post/wma-declaration-of-helsinki/>). If participants are minors or involve individuals who lack full decision-making capacity, authors must confirm that informed consent was obtained from a parent, legal guardian, or authorized representative. In addition, authors must report that assent was obtained, where appropriate. Descriptions of safeguards protecting participants from coercion, ensuring confidentiality, and respecting autonomy should also be documented for vulnerable participants.

The journal uses a checklist, containing the above items, to ensure that all information has been included. If a manuscript neglects to include specific information, it will be returned to the contributor.

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