

# **STANDARD OPERATING PROCEDURES FOR QUILLBOT**



**DIRECTOR RESEARCH & DEVELOPMENT**

**PROF. DR. HINA ZAFAR RAJA**

**RAHBAR COLLEGE OF DENTISTRY**

No. 38/RCoD/R&D/ 12 /2024 Dated:14<sup>th</sup> November, 2024

To: Principal Rahbar College of Dentistry, Lahore

Info: All HODs

## **STEP 1**

### **SOPs for Plagiarism Check**

All research proposals will follow the outlined procedure before final approval by the Ethics Review Committee (ERC) of RCoD.

#### **Guidelines:**

- Researcher must submit a soft copy for plagiarism check to (qac@rcod.com.pk)
- The originality report will be issued within 5 working days from the date of submission.
- The soft copy of the originality report will be emailed automatically to the applicant within 5 working days.
- If the Similarity Index is higher than 19%, the researcher should consult with their subject instructor or supervisor to improve the work.

#### **Document Format Requirements:**

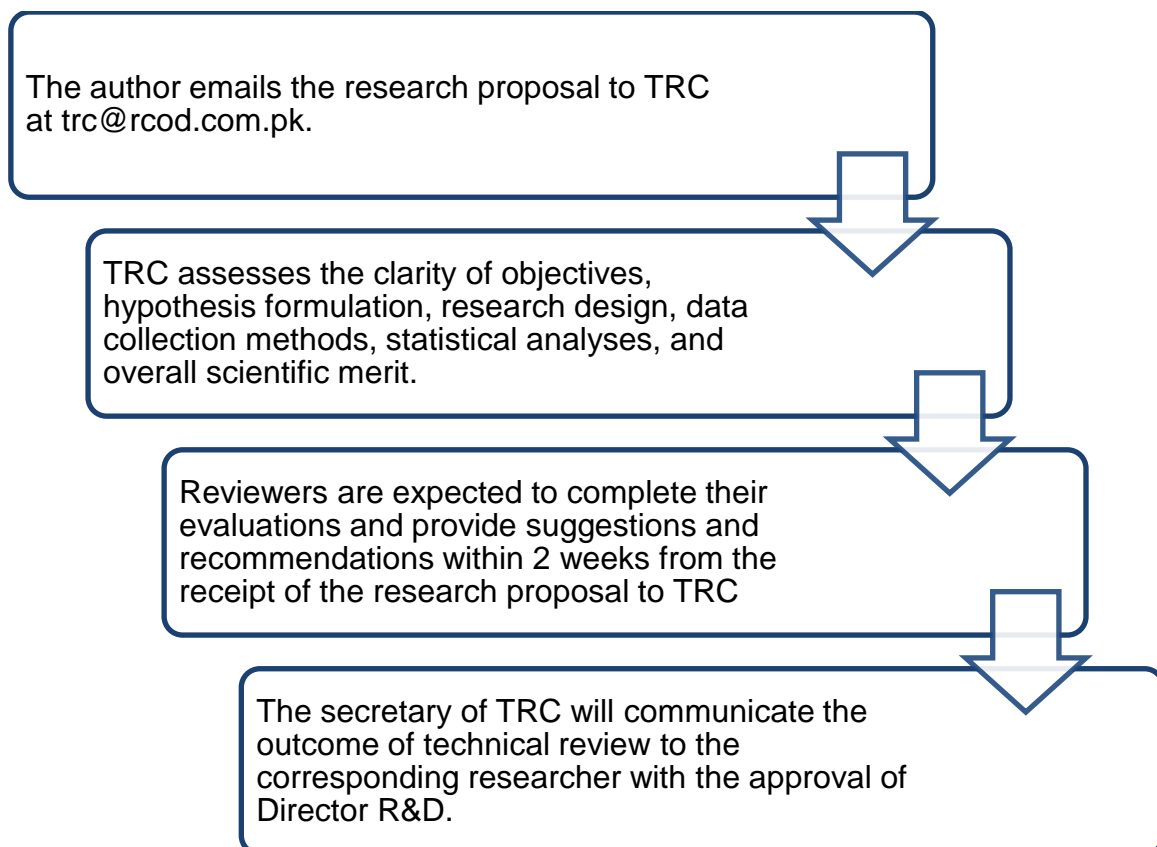
All thesis, dissertation, and research papers submitted to R&D must:

- Be in a single MS Word (doc) file (submissions split into multiple files will not be accepted).
- Use a consistent citation style (MLA, APA, Chicago, etc.).
- Exclude footnotes in the soft copy submitted for the Quillbot Originality Report (qac@rcod.com.pk), as these typically result in a higher Similarity Index in Quillbot.

## STEP 2

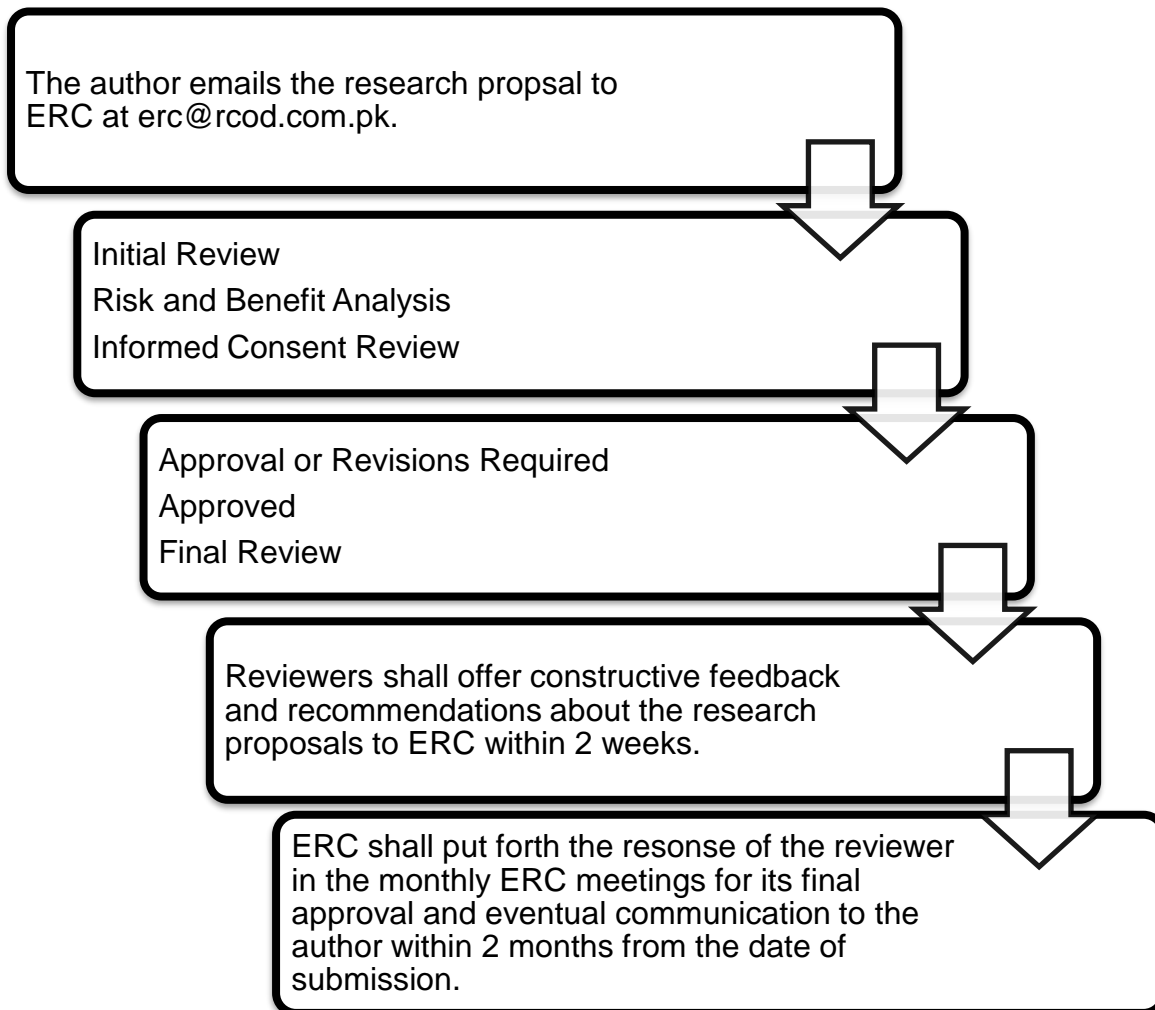
### Technical Review Committee (TRC)

The Technical Review Committee will assess research proposals for their scientific soundness, research methodology, and statistical rigor. The primary goal is to ensure the quality and integrity of research. Reviewers shall ensure the confidentiality of research proposals, and the information contained within them.



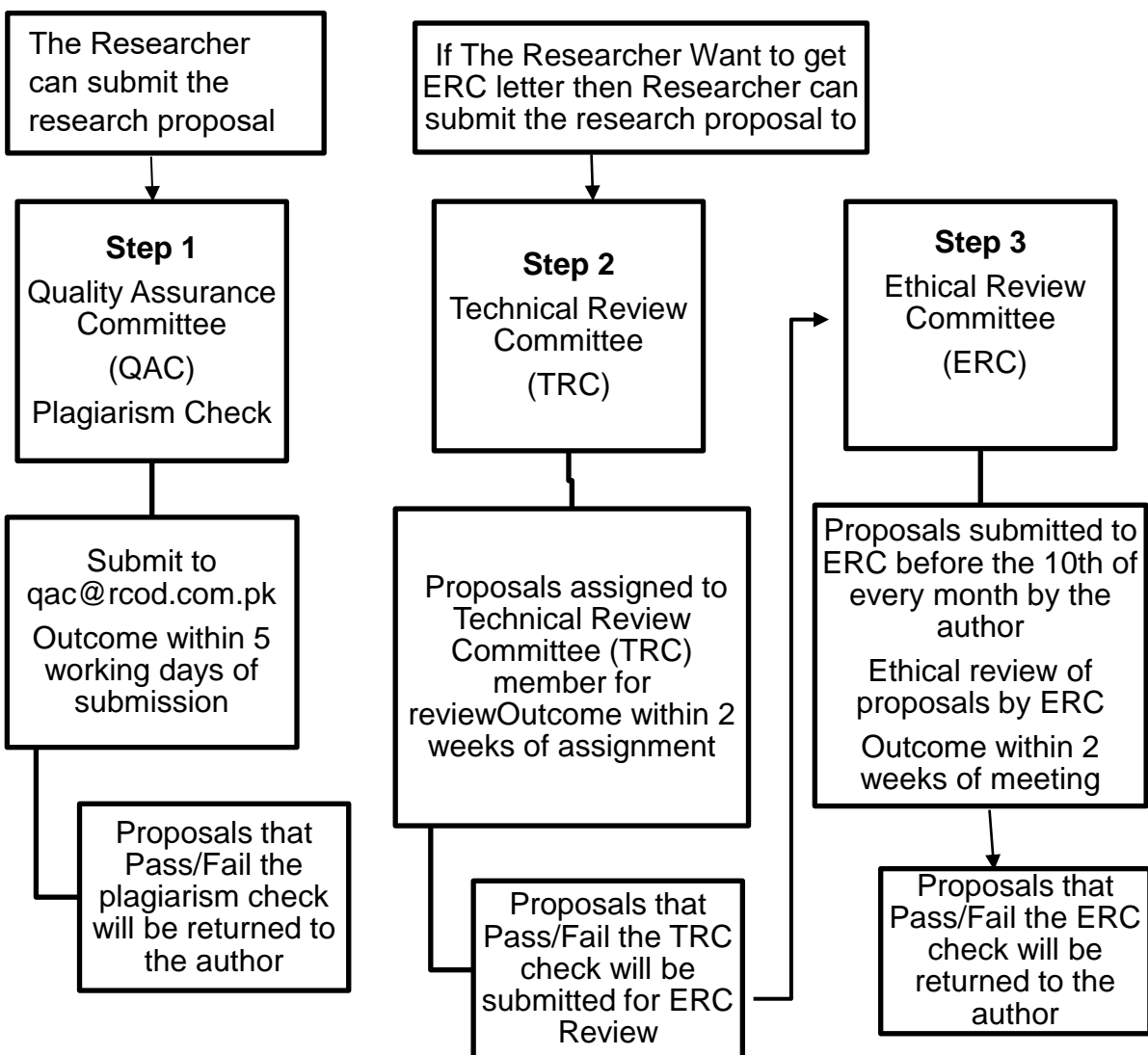
## **STEP 3**

### **Ethical Review Committee**



## Process of Research Article Submission (Workflow)

The researchers shall submit the manuscripts for the plagiarism check to QAC. If Researcher need Ethical Approval then the process will be followed as the workflow mentioned below.



**Please submit only the soft copy (Word document). Hard copies will not be entertained.**

**For queries and status updates:**

R & D office

Director R&D (Old Gate # 10, Ranger HQ, Harbanspura Rd ,near Jora Pull, Cantt, Lahore, Punjab)

No. 102/RCoD/134a Dated:6<sup>th</sup> November, 2024