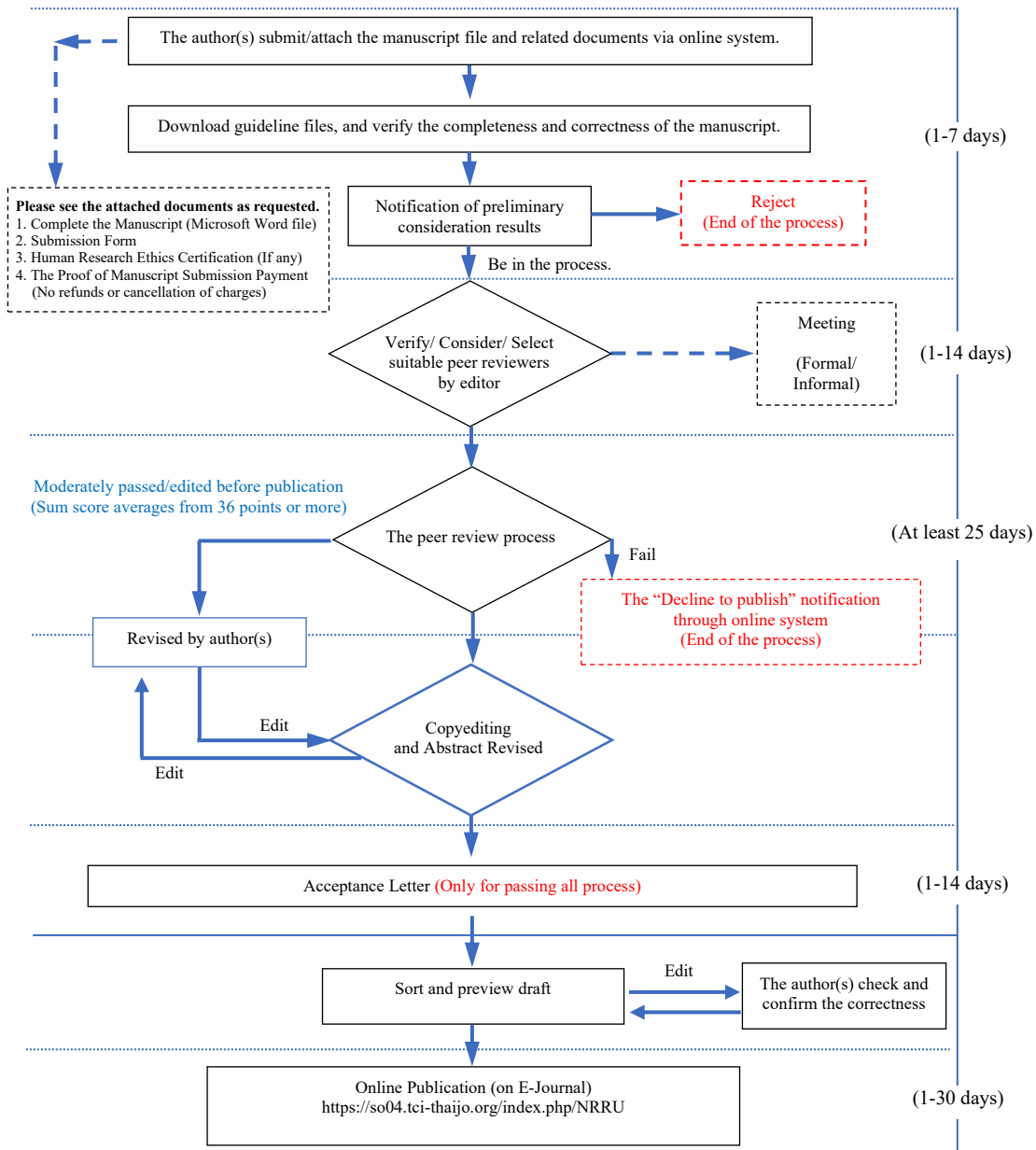


THE PROCESS OF MANUSCRIPT SUBMISSION FOR PREPARING AN ARTICLE FOR RESEARCH COMMUNITY AND SOCIAL DEVELOPMENT JOURNAL



Remarks:

- The journal is open for manuscript throughout the year.
- The author(s) submit/attach the manuscript file and related documents via online system only.
- If the manuscript has been reviewed after editing, the Journal will send an acceptance letter and sort according to the next issue.
- If the manuscript has been reviewed after editing, the author(s) will receive an acceptance letter for approximately 60 days (counting from the date of acceptance).
- The number of days shown in the procedure is subject to change as appropriate.

GUIDELINES FOR MANUSCRIPT SUBMISSION AND AUTHOR COMPLIANCE

Manuscript Submission

For the submission of research articles, academic articles, and review articles, authors must strictly follow the detailed guidelines provided.

Form Download: Submission forms can be downloaded at:

<https://so04.tci-thaijo.org/index.php/NRRU/announcement>

Online Submission: Manuscripts must be submitted via the online system at:

<https://so04.tci-thaijo.org/index.php/NRRU/about/submissions>

Manuscript Preparation and Formatting

Document Format: Manuscripts must be typed using Microsoft Word on single-sided A4 paper (1 column). Set 1-inch margins on all sides. Use a single space after punctuation marks and set line spacing to single-spaced.

Length

Research articles must be between 15–20 pages, and academic articles must be between 10–20 pages. This page count includes all figures, tables, and other components. The manuscript must be complete, accurate, and properly formatted. Word files will be verified using the journal's operational computers. For non-computer-generated illustrations, authors must submit additional clear, original image files alongside the manuscript.

Text Writing

English vocabulary within the Thai text should be translated into Thai as much as possible. English terms may be transliterated only if they are specific technical terms that lack a clear Thai equivalent. The language used should be clear and accessible to readers. For acronyms, the full term must be spelled out at its first occurrence. Statistical data analysis must be presented with up to 4 decimal places throughout the manuscript (e.g., 0.0, 0.00, 0.000, 0.0000). Decimals must not begin with a point alone (i.e., instead of .0, .00, .000, .0000, authors must use 0.0, 0.00, 0.000, 0.0000).

Citations

In-text citations must follow the Name-Year system (APA 7th Edition). Secondary citations (e.g., "cited in") are not permitted. Interviews may only be cited as in-text citations. References to articles and research papers must not exceed 5 years from the date of publication. Websites may only be cited for statistical data retrieved from reliable, traceable databases with correct accessible links.

Submission Process

Authors must completely fill out and sign the required documentation. The main manuscript must be submitted exclusively as a Microsoft Word file via the specified online system. Additional supporting documents (as specified) may be submitted as PDF or image files via e-mail (journal-rdi@nrru.ac.th). Authors must notify the coordinator via the online system or by phone. If an author relocates or is away from their primary address for an extended period, they must inform the journal.

Manuscript Revision (Pre- and Post-Evaluation)

Generally, peer reviewers will assess the academic accuracy and completeness before returning the manuscript to the author for revision. Authors retain the right to revise their manuscript; however, the Editorial Board reserves the right to publish only manuscripts that fully comply with the journal's formatting and content standards.

Cancellation Policy

Articles currently in the publication process that have not yet been published can be canceled if the author or the article fails to meet the specified criteria, clarifications, or guidelines. The Editor-in-Chief or their designee reserves the right to cancel publication in all cases. The Editorial Board will maintain coordination with the author until the article is successfully published.

Final Proof

Authors must conduct a final proofreading to approve the accuracy and completeness of the manuscript's content before final publication.

Copyright and Journal Rights

The copyright of all published articles belongs to the Research and Development Institute, Nakhon Ratchasima Rajabhat University. The journal reserves the right to consider manuscripts for publication. In the event of any issues, the Editor-in-Chief or their designee has the right to immediately cancel the publication of the article.

The Research Community and Social Development Journal exclusively accepts manuscripts that strictly adhere to the prescribed format. Therefore, prior to submission, authors must provide reliable contact information to ensure continuous communication for revisions, result notifications, and other processes until publication is complete. The journal reserves the right to reject an article if the author cannot be contacted.

Evaluation and Review Criteria

Manuscripts will be evaluated by at least 3 peer reviewers per article under a double-blind review process. The evaluation yields results across 4 levels:

41 - 50 Points: Minor Revision before publication

31 - 40 Points: Moderate Revision before publication

21 - 30 Points: Major Revision and Resubmit for re-evaluation

1 - 20 Points: Reject (Not suitable for publication)

Note: An article must achieve an average score of at least 36 points to proceed to the revision process, subject to the Editor's final discretion.

In the event of rejection, if the author wishes to revise and resubmit, the article must enter the submission process entirely anew.

Authors must revise the manuscript according to the peer reviewers' suggestions and submit a revision response memo. The Editor will then verify the completeness and formatting compliance of the revisions before sending the final draft to the author for final proofing prior to publication.

ETHICAL STANDARDS OF THE RESEARCH COMMUNITY AND SOCIAL DEVELOPMENT JOURNAL

(For Editors, Peer Reviewers, and Authors)

Under the bounds of ethics and morality, Editors, Peer Reviewers, and Authors have roles and responsibilities in accordance with the journal's standards as follows:

Duties of the Editor

1. Operate within the scope, objectives, and accepted disciplines of the journal, adhering to established academic standards.
2. Continuously and consistently improve the academic quality of the journal.
3. Support the authors' freedom of academic expression while maintaining the integrity of academic works.
4. Evaluate manuscripts impartially and without bias. Personal opinions unrelated to academic content must not influence the decision to accept or reject an article, unless serious issues are proven and authors fail to comply with journal standards.
5. Maintain the confidentiality of authors and reviewers until the article is published.
6. Publish content with academic accuracy, protect intellectual property from commercial interests, and refrain from seeking business benefits from authors, readers, or reviewers.
7. Be willing to issue corrections to ensure clarity and accuracy, and apologize if retractions or withdrawals are necessary.
8. Do not overturn a rejection decision unless serious issues arise during the submission or review process prior to publication.

Duties of the Author

1. Manuscripts submitted for consideration must not have been previously published, nor be currently under review or awaiting publication elsewhere in any format.
2. Authors must strictly comply with all journal standards and guidelines, and be willing to revise the manuscript according to reviewer and editor feedback.
3. The submitted manuscript must have a plagiarism similarity index not exceeding 20%. The research process must contain complete academic elements with full citations. Research results must be free from data manipulation, concealment, or omission without valid explanation, and strictly free from data fabrication or falsification.
4. The inclusion of related literature must accurately cite the works of others according to academic principles and must not infringe upon the copyright of data, content, or images.

5. All individuals listed as co-authors must give their consent and formally acknowledge the submission to the journal.
6. If the research involves human subjects and has received ethical approval, the certificate of human research ethics must be provided to the journal.

Duties of the Peer Reviewer

1. Evaluate manuscripts willingly, utilizing specific academic knowledge and expertise.
2. If a conflict of interest is identified regarding the manuscript, the reviewer must notify the Editor immediately to minimize bias in the evaluation.
3. Reviewers must not use the assigned manuscript or its findings to produce new articles for their own benefit.
4. Evaluate the manuscript strictly based on academic quality (both quantitative and qualitative), provide a clear final recommendation, and submit written justifications to the Editor.
5. Complete the evaluation and return the results within the timeframe specified by the Editor.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Policies and Guidelines for AI Usage in Manuscript Preparation

The Research Community and Social Development Journal (RC&SDJ) recognizes the potential of Artificial Intelligence (AI) as a facilitating tool in research. However, to ensure that the use of AI complies with publication ethics—which heavily emphasize academic accountability, data integrity, transparency, respect for intellectual property, and confidentiality—the Editorial Board has established the following AI usage policies and guidelines for manuscript preparation for all relevant parties:

1. For Authors

Originality: Authors must be the creators of the intellectual work. AI serves merely as a supportive tool. The concepts, proposals, and core content within the manuscript must originate from the authors' originality.

Accountability for Accuracy

Authors bear ultimate responsibility for the accuracy and completeness of the manuscript. Therefore, authors must always independently verify the accuracy of all information generated by AI tools.

Authorship Restriction

AI or AI developers cannot be listed as authors or co-authors because AI cannot consent to or assume legal and academic responsibility for the manuscript's content. Authors are solely

responsible for any errors, data distortion, copyright infringement, or publication ethics violations arising from AI usage.

Transparent Disclosure

Authors must explicitly disclose the use of AI. This declaration should be placed at the end of the manuscript (before the Acknowledgments or References sections) under the heading "Declaration of Generative AI in Scientific Writing". The disclosure must include:

- The name and version of the AI tool used (e.g., ChatGPT 4.0, Gemini, Midjourney v6.0, Microsoft Copilot).
- A clear description of the scope of AI usage in the manuscript preparation process.

Note: Disclosure is not required if AI is used solely for proofreading, grammar checking, or language editing of text entirely written by the authors themselves.

Prohibition on Main Content Generation

The use of AI to write the main body of the manuscript is strictly prohibited. Furthermore, the use of AI to fabricate, falsify, or distort data, illustrations, or references is strictly forbidden.

Permitted Scope

AI may be used for language editing, coding assistance, statistical data analysis, reference formatting, modeling, or abstract translation. However, such usage must not violate any other stipulated policies.

Acceptance of Terms

Confirming manuscript submission in the system constitutes acceptance of these policies and guidelines. If a violation is detected, the Editorial Board reserves the right to reject or retract the article under all circumstances.

2. For Reviewers

Independent Evaluation

Reviewers must evaluate and review manuscripts using their own skills and expertise. The use of AI to assist in evaluating or writing review comments is prohibited.

Confidentiality

Reviewers are strictly prohibited from uploading the manuscript file, any part of its content, or the review results into public AI systems to prevent intellectual property infringement and maintain academic confidentiality.

Reporting Observations

If reviewers suspect or detect signs of AI usage in a manuscript that violates the journal's policy, they must notify the Editor-in-Chief immediately.

3. For Editors

Initial Screening

Editors must conduct the initial screening and evaluation of manuscripts independently, without using AI to make acceptance or rejection decisions.

Confidentiality

Editors must not upload the manuscript or any part of it into AI systems to prevent copyright infringement and breaches of confidentiality.

Final Decision

In cases of doubt regarding violations of the AI policy, the Editor's assessment and decision are final.

4. Editorial Board Actions

The Editorial Board of the Research Community and Social Development Journal reserves the right to utilize AI detection tools or software. Inappropriate use of AI or violations of the announced policies and guidelines will be considered a severe breach of publication ethics. The Editorial Board has the right to reject the manuscript for publication or immediately retract the published article from the database.

Note: This policy applies to all manuscripts submitted for publication consideration onwards.