

POLICY DOCUMENT FOR INTERNATIONAL JOURNAL OF POLICY STUDIES (IJPS)

1. Frequency of Journal

International Journal of Policy Studies is a Bi-Annual Research Journal. It Published two issues per year.

2. Guidelines for Submission of Research Articles

- a. Authors are requested to upload a manuscript that does not carry any author's and his institution's Information or any information that can reveal the author's identity.
- b. The title page that carries details of authors and their institution, acknowledgment, details of the conflict of interest, disclosures, and details of the contribution of each author must be submitted separately.
- c. The Author Agreement Statement must be submitted separately with the manuscript and title page.
- d. The author has to ensure that the research work, he/she is submitting for publication, is genuine and the same paper has neither been published nor has it been presented elsewhere for publication.
- e. Manuscripts for publication should comprise 3000 to 6000 words, typed in *MS Word* format on A-4 size paper should be submitted via the submission tab.
- f. An abstract of 150 to 200 words should be a structured summary indicating the purpose, theoretical background, methodology, results, and contribution of the study. It should not contain any citations. The summary should be clear and understandable to readers.
- g. The article should be in standard format and footnote referencing in APA format be followed for citations.
- h. A properly ordered Bibliography in APA format should be provided.
- i. The draft must be submitted at the website www.ijpstudies.com with a cover letter carrying the title of the article, the author's full name, institutional affiliation, mailing address, and any other information that the author wishes to send related to the paper.
- j. A maximum of three contributors will be allowed in one article.
- k. Original drawings should preferably be submitted in a form ready for printing. Each illustration should bear a number, the author's name, and the title of the paper. Tables should be clear, readable, and appropriately labeled. Source of each table should be given at the bottom.

- l. Loanwords accepted in English usage should be spelled following the standard dictionaries.
- m. All submitted manuscripts will be checked with anti-plagiarism software (Turnitin) before they are sent for blind peer review. A maximum of 19% similarity is allowed as per the mandatory condition of the Higher Education Commission (HEC).
- n. Every submitted manuscript will be reviewed by the Editor / editorial team to determine if the topic fits within the scope of the journal. All manuscripts received will be accepted after initial screening, and undergo a double-blind peer review process. The reviewer's response will be shared with the corresponding author. In case of revision, the corresponding author will be given time to incorporate the revisions and resubmit the work.
- o. The Editor / Editorial Board reserves the right to edit the draft and make necessary changes, defer for revision, or reject the paper.
- p. Research paper, once reviewed, cannot be withdrawn, provided the Editor / Editorial Board allows upon request of the author/s in some special cases.
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3. *Peer Review Policy*

IJPS is a Double-Blind Peer Reviewed Research Journal. All articles submitted to the journal are sent to the reviewer without the details of the author and his institution.

4. *Originality and Plagiarism Policy*

IJPS Publish only original research conducted by authors as mentioned in the author guideline. The allowed similarity index is less than 19% as per the policy of HEC Pakistan.

5. *Ethical Guidelines*

a. Authorship

Authorship credit should be based on meeting the following criteria:

Substantial contribution to paper concept or design, acquisition of data, or analysis and interpretation of data;

Drafting the article or reviewing and introducing fundamental changes to it;

Final approval of the version to be published.

All persons designated as authors and co-authors should meet these criteria. As co-authors of a paper, there should be identified all persons who have made significant scientific contributions to

the work reported, and who therefore share responsibility for its content and results. Authors should also appropriately recognize the contributions of technical staff and data professionals. All contributors who do not meet the criteria for authorship (e.g., financial support) should be listed in the section “Acknowledgements” (financial disclosure). Editors retain the right to request information about the contributions of each person in writing the article.

Authors should also be aware that the following phenomena are examples of scientific misconduct and must be avoided: ghostwriting and guest writing authorship.

A group of co-authors should jointly decide the order in which their names are given. During manuscript submission, the submitting author must provide contact information (full name, email address, institutional affiliation, and mailing address) for all of the co-authors. The author who submits the manuscript for publication accepts the responsibility of notifying all co-authors of the manuscript being submitted. The author must submit an Author Agreement statement duly signed by each author, which should be submitted together with the manuscript.

All detected cases of scientific misconduct will be documented and the appropriate institutions and entities will be notified.

b. Sources of Data and Ideas

Authors are required to faithfully acknowledge and identify contributions of other persons to their reported work as well as identify sources of both data and ideas. Authors should cite all publications that have been important in the development of the submitted study and that will guide the reader to the earlier researchers that are essential for understanding the present analysis.

Authors are required to make reasonable and diligent efforts to find, and then accurately cite sources and publications. Authors should only present as reliable either personally verified or peer-reviewed sources of scientific data and literature.

Authors must not engage in plagiarism or self-plagiarism. *Plagiarism* is verbatim or near-verbatim copying, or paraphrasing without due modification, of text, data, or other material containing results of another person’s work, without explicit identification of the source of such material. Similarly, self-plagiarism is replicating the author’s own previously published text or results without acknowledgment of the source. Exercising care for publishing only original research, editors of IJPS are committed to deterring plagiarism and self-plagiarism and may use special software to screen submitted manuscripts for similarity to previously published material. The manuscripts may be screened during the whole editorial cycle, including the submission process, and until the final publication in online or print form.

c. Duplicate Publications

It is prohibited for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication unless it is a resubmission of a manuscript rejected for or withdrawn from publication. An author is required to organize his or her paper so that it

provides a well-rounded description of the examined issue. Fragmentation of research reports excessively consumes journal space and unduly complicates literature research; therefore, authors are expected to avoid it whenever possible.

6. *Open Access Policy*

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9. *Author Agreement Form*

Authors of the research article are required to submit an **Author Agreement Statement** that declares originality, not accepted for publication anywhere, consent of Authors for paper publication in the journal, and nomination of corresponding authors. The statement of author agreement must be signed by all the authors of a research paper.

10. *Deadlines of all Processes*

The authors can submit their research papers throughout the year. There is no submission deadline.

11. *Reviewing and Editing*

IJPS is a double-blind peer-reviewed journal. Submitted papers and short communications are evaluated by independent referees or Editorial Board members specialized in the article field. Our Reviewers evaluate the submitted material's scientific significance and novelty, define its accordance with the general journal profile, and scrutinize its content for compliance with the journal's publication ethics. After the refereeing process is complete, the paper may be rejected, returned to the author for revisions, or accepted for publication.

The authors are responsible for the contents of their paper or short communication. Editors may request an author, when considered necessary, to elaborate on the content or technical details of the paper. Scientific editing might change the format and correct the writing to render it compliant with the editorial policy of the journal.

Pictures and graphs are special subject to editorial consideration, as their quantity should be optimal and only necessary in the content of papers. Pictures, graphs, and textual content alike are subject to ethical standards concerning authorship and integrity. Additionally, whenever images are included in accounts of research processes or results, or data collection, the author must provide an accurate description of how the images originated.

12. Acceptance of Articles and Publication of Articles

The acceptance and publication of the article are based on the decision of the Editor of the journal. The Editor decides in the light of the review report received from the reviewer.

13. Timelines of Publication of Issues

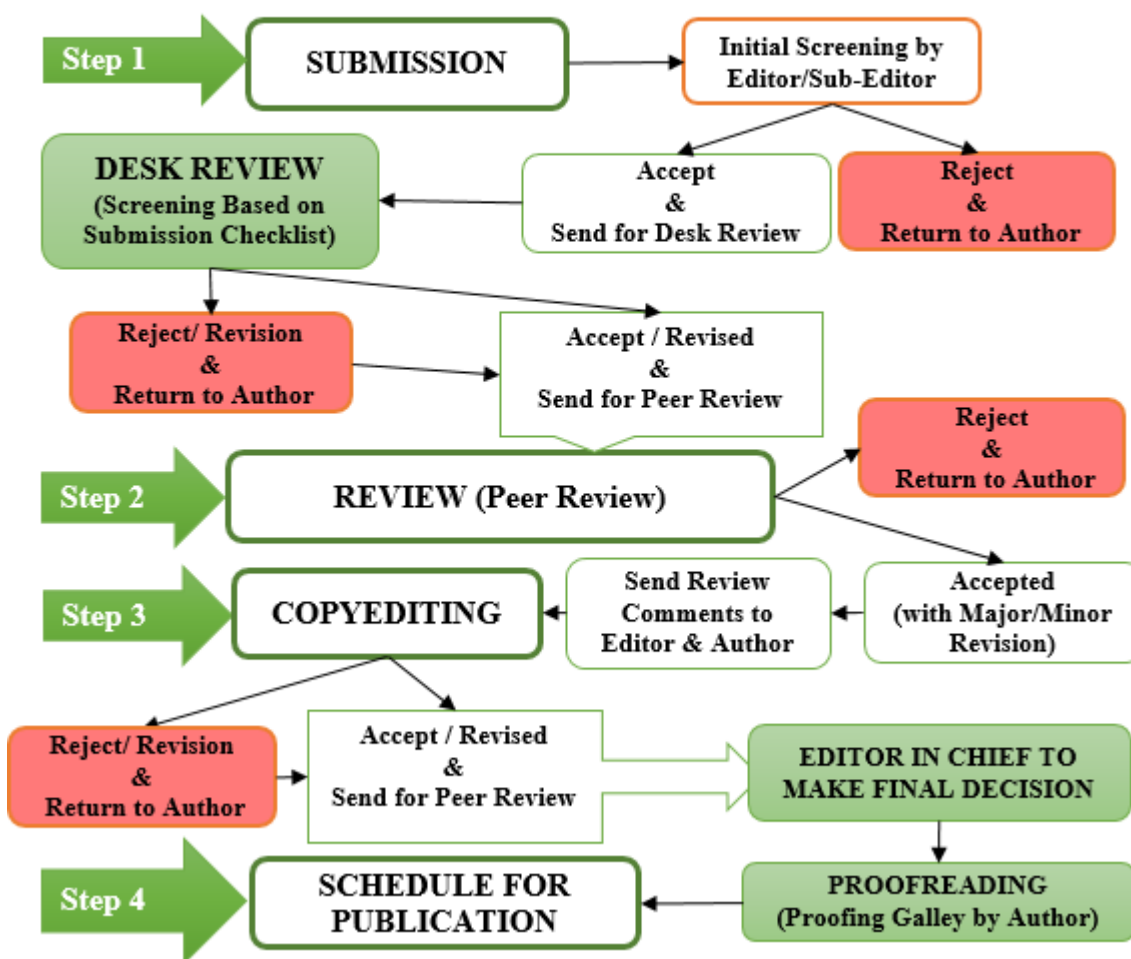
The Journal releases two issues per year. The first issue is released on the 30th of June of every year and the Second issue is released on the 31st of every December. The Journal takes at least one month/ 4 weeks to complete the review process after the date of submission. The Journal publishes all research articles in the next issue which are being received in less than 4 weeks before the release of the current issue.

14. Steps Involved from the Date of Receipt of the Research Article till the Publication of the Article

- a. Authors are required to submit complete manuscripts without details of authors and their institution along with a separate title page carrying details of authors and their affiliation.
- b. The Editor/Manager of the Journal assigns a manuscript with an anonymous author to an editor from the editorial board for desk review. The Journal uses an open journal system for Management of the journal. The editor of the journal also has the right of the journal manager.
- c. The Editorial board member sent an article to the editor after desk review/ Initial screening.
- d. The Editor sent to review all those articles which successfully cleared desk review and assigned two reviewers including national/international reviewers to the article.
- e. The reviewer receives notification on his email and Open Journal System.
- f. The Editor decides whether the article is fine for publication or not. If the article is fine for publication. The Editor further sent an article for Copy editing after receiving two positive reviews from authors. Otherwise sent from revision.

- g. Copy editing involves further proofreading of the research article and doing corrections in the formatting of the article.
- h. Once the copyediting is done. The editor sent the article for Production and Publication. A PDF of a research article is being attached to the Open Journal System with the Abstract and Affiliation details of the Authors.

Publishing Process



15. Article Processing and Publication Fee

International Journal of Policy Studies (IJPS), approved by the Higher Education Commission Pakistan (HEC) and listed in many indexing agencies, covers all policy-related topics in various fields related to social sciences. This allows the research community and the general public to gain unlimited, free and immediate access to scholarly articles, and to reuse the

content freely provided that proper attribution is given to the original authors. Therefore, to cover the cost of publishing and free access to readers, authors have to pay the following fee

Fee for National Contributors: 25000/-

Fee for International Contributors: 200\$

There are no submission charges, and no surcharges based on the length of an article, figures, or supplementary data.

16. Disclosure and Conflicts of Interest

Conflict of interest is a situation in which the process of research and publication may be corrupted or its results may be biased because of some other interests of its participants. It may concern any one or more of the participants of the research and publication process – the author, the reviewer, or the editor. Conflicts of interest may occur for financial (*e.g.*, employment opportunities, fees or other compensation arrangements, beneficial ownership of stock) or other reasons (*e.g.*, personal relationships, the pursuit of academic career, intellectual passion, political involvement, etc.) that can reasonably be expected to influence motivations or results of actions of participants of the publication process.

Conflicts of interest constitute a serious threat to the integrity and objectivity of both scientific research and publishing. Therefore, the best practice for authors, reviewers, and editors alike, is to avoid conflicts of interest situations whenever possible.

All participants in the publication process who are in a situation of a conflict of interest must disclose this fact. Of special importance is that if the original research study reported in the manuscript or the preparation of the manuscript was supported by one or more grants, the title and number of the grant(s) and the name of the institution(s) that provided the grants or financial support to conduct, analyze or write-up the study, must be specified in the manuscript.

Editors of IJPS may use information disclosed in conflict-of-interest and financial-support statements as a basis for editorial decisions. The corresponding author must either notify the editor at the time of submission that there is no conflict of interest to declare, or fairly and effectively communicate all conflicts of interest, which will then be acknowledged in the published article.

17. Correction and Retraction of Research Articles

The Editor of the Journal sent an email to the authors of the article for revision/correction proposed by Editorial board members and reviewers after the initial screening and the final review respectively.

18. Contribution and Consent of Each Author and Any other Information

Authors are required to submit details of the contribution of each author on the title page which is uploaded separately, and submit consent of each author in the Author agreement statement.