Policy Document

(APRIL-2022)

BASIC INFO

Frequency of Journal   Bi-annual

Recognition   HJRS

Indexation

1.   Journal Factor

2.   Tehqeeqat

3.   Scientific Indexing Service

4.   Index of Urdu Journals

5.   Google Scholar

6.   Directory of Research Journal indexing

7.   Scientific Impact Factor Journal

Category   Y-category

Subject Area   Arts & Humanities

Journal Type   Open Access

Publication Portal   OJS

Publication Fee   No

Timeline of Publication   Vol. 1 (June) Vol. 2 (December)

Average Publication Time   20-24 weeks

ISSN Print   1991-7813

ISSN online   2073-3674

1. Guidelines for Authors

Publication Ethics & Malpractice

The following ethical guidelines are obligatory for all authors. Violation of these guidelines may result in the application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges.

1.1. Reporting Standards

- The author (s) will ensure that the research report and data contain adequate detail and references.
- Fraudulent to knowingly inaccurate statements are unethical and unacceptable.
- Confidentiality is observed regarding authors and reviewers during the peer-review process.

1.2. Originality and Plagiarism

- Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable.
- Material quoted verbatim must be placed in quotation marks.
- If more than a 19% similarity index has been found, As per HEC's policy it will either be rejected or left at the discretion of the Editorial Board for the purposes of a conditional acceptance.
- Link of HEC's policy about plagiarism is as followed:

  https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Plagiarism%20Policy.pdf

1.3. Declaration

- An undertaking is required that the manuscript contains solely author (s) original work that is not under consideration for publishing in any other journal in any form.
- An undertaking is required by author(s) in order to claim the right to authorship and to ensure that all have agreed to the order of authorship.

1.4. Multiple, Redundant, and Current Publication

- Authors should not submit manuscripts describing essentially the same research to more than one journal or publication except it is a re-submission of a rejected or withdrawn manuscript.
- Concurrent submission of the same manuscript to more than one journal is unethical publishing behavior and is unacceptable.

1.5. Acknowledgment of Sources

- A paper must always contain a proper acknowledgment of the work of other (s).

- The author(s) must also acknowledge the contributions of people, organizations, and institutes who assisted the process of research or financial funding (in the acknowledgment).
- It is the duty of the author(s) to conduct a literature review and cite the original publications.

1.6. Authorship Credit

- Authorship of the work may only be credited to those who have made a noteworthy contribution to the conceptualization, conducting, data analysis, and writing up of the manuscript.
- The corresponding author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

1.7. Privacy of Participants

- Authors must respect the privacy of the participant(s) of the research.
- Authors must ensure that in instances where the identity of the participant needs to be revealed in the study, explicit and informed consent of the concerned party is obtained.

1.8. Data Access and Retention

- The author(s) should provide raw data to the Editor if any question arises about the accuracy or validity of the research work during the review process.
- The author(s) must provide an accurate description of how the images were generated and produced and will ensure they are free of manipulation.

1.9. Disclosure and Conflicts of Interest

- The potential conflicts of interest of all authors must be conveyed to the editor at the earliest possible stage, including but not limited to employment, consultancies, honoraria, etc.
- All sources of financial support for the project should be disclosed.

1.10. Manuscript Acceptance and Rejection

- During the review period, the author can contact the Editor to ask about its status.
- In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted or rejected accordingly.
- In case of dissatisfaction over the decision of rejection, the author can appeal the decision by contacting the Editor.

1.11. Referencing Style

- Chicago manual of style (16th Edition) is recommended for referencing in Zaban-o-Adab

1.12. Submission of the Document

- The research article can only be submitted through OJS

2. Access Policy

Zaban-o-Adab will be published through an open-access journal system that allows readers to read, download, copy, distribute, print, search or link to the full texts of its articles and use them for any other legal purpose. All current/previous issues and complete articles can be viewed or downloaded from Website of Zaban-o-Adab.

3. Policy for Editors

- To provide integrity and credibility of research contributors
- To maintain ethical standards of the Journal
- To provide corrigendum for any correction and clarification where required

3.1. The Editor's Responsibilities

- To maintain the quality of the Journal by publishing quality research work in Zaban-o-Adab to promote freedom of expression within the cultural, constitutional/legal framework
- To apply the process of blind peer review in true letter and spirit
- To promote academic research by applying the HEC plagiarism policy
- To communicate to contributors (authors) about ethical practices in research
- To implement the journal's policy without institutional pressure

4. Peer-Review Policy & Process

4.1. Selection of Reviewers:

A careful selection of national and international reviewers is made keeping in view their area of research. To get an unbiased review, the names of reviewers are kept confidential. All works submitted for publication are reviewed objectively without regard to authors' race, gender, religious view, ethnicity, citizenship, political tendency, age, and reputation.

4.2. The Review Process

- Received articles are initially scrutinized by the editorial committee and then processed through the double-blind peer-review process.
- Sufficient guidelines along with a Reviewer's Proforma are provided to reviewers.
- The reviewer's comments are shared with the author who is responsible to incorporate the suggested corrections in his article.

4.3. The Reviewer's Responsibilities

Reviewers are encouraged

- To comment on ethical issues and possible misconduct.
- To confirm plagiarism through Turnitin and/or searching for similar titles etc..

5. Transparency

- Only one paper as a PI (Principal Investigator) should be published in the same issue.
- Authorship & co-authorship policy will be strictly adopted.

6. Conflict of Interest

- The editors and reviewers will not edit and review a submitted paper for those author(s) and/or institution against which she/he has any conflicts of interest.

7. Disclosure

- Reviewer will not use any unpublished information/data from the submitted research paper   without the permission of the author(s)

8. Publication Decisions

- Only shortlisted research papers relevant to the scope of the journal will be published after completion of the review process
- Acceptation or rejection of a paper will be based on academic standards.
- The Editor will justify the reason (s) for rejecting a research paper and will timely communicate the editorial decision to the author (s)

9. Procedure for Appeal/Complaint Policy

The Editor is responsible for establishing a proper mechanism for appeals launched against:

- The rejection of a research paper.
- Objections to publications causing harm to any party.
- Infringement of Ethical boundaries in any manner.

10. Publication Charge Policy

There is no process/publication fee.

11. Sources of Funding

All the expenses of the journal are borne by the Department of Urdu.

12. Subscription Details

13. Timeline for Peer Review and Publishing

Submission of papers	Week 1- 4
Meeting of Editorial Board	week 5
National Review Process	week 6-10
International Review Process	week 11-16
Communication of Review Reports to authors for	
Minor/major revision	weeks 17-18
Submission of the revised paper	weeks 19-20
Preparation of final draft	week 21- 22
Online Publication of the Journal	week 23-24

Editor   Chief Editor   Head of Department

Patron in Chief

Head of Organization/Vice Chancellor