



## **NUML Research Journals Policy**

**Year 2023**

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## Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Statutes of National University of Modern Languages, the following expressions shall have the meanings as follows:

- 1.1 Publication Process** - the process of production and dissemination of publications in print or electronic form.
- 1.2 Publisher** - Publisher is a person or a company engaged in publishing.
- 1.3 Editorial Committee** - The Editorial Committee ensures and implements the process of assessing scholarly articles according to the journal's requirements.
- 1.4 Self-Institutional Publication** – Publication of a person engaged in the same institution from where journal is being published.
- 1.5 Co-author** - Any person who has made a significant contribution to a journal article, and who shares responsibility and accountability for the contents of article.

## Section-2. Policy

### 1 Purpose

NUML publishes various research journals which are housed in different departments / faculties. This document aims to facilitate the complete publication process of these journals to run in an efficient manner in accordance with HEC rules and international research journals' standards.

### 2 Scope

This policy is applicable to all research journals mandated under the aegis of NUML.

### 3 Policy Statement

**3.1** All the journals will use OJS for all types of communication for the purpose of publication in the interest of transparency, efficiency and integrity. All journals will aim to be a part of the Web of Science / SCOPUS publication recognition system as per HEC policy / guidelines. NUML will facilitate each journal to get a DOI for each paper to be published.

**3.2** All journals will be supervised by Patron in Chief (Rector) and Patron (Pro Rector Research). Each journal will comprise an editorial committee headed by the Chief Editor. Other members will be the Editor, Managing Editor and a Sub-Editor/Research Assistant.

### 4 Publication Process

NUML is using the Open Journal System (OJS) for the paper submission and review process in all research journals. All authors, reviewers and members of the Editorial Committee will have to register on NUML-OJS after accepting terms and conditions in declaration. Transparency of research papers will be ensured through blind peer-review by the Journals' Editorial Committee. The stepwise publication process is given below in detail.

**4.1** Call for research papers with deadlines shall be published in Journal as well on NUML's website and its social media platforms for each issue of the journal. The journals will receive papers electronically using OJS.

**4.2** Editorial committee will carry out initial screening through a desk review to accept or reject the submitted paper in accordance with the guidelines of each journal. Moreover, a detailed peer review policy has been mentioned [under section 5.5](#).

**4.3** Each journal should have at least 05 articles in each issue. However, an effort should be made to include 07-10 articles for each journal issue.

**4.4** Publications by the editor or members of the editorial team are not allowed.

**4.5** The researchers outside NUML are only eligible to apply for publication in journals as no self-institutional publication is allowed under HEC policy.

**4.6** All efforts should be made to invite and publish international authors. All journals should target at least 1/4th of the published articles should have international authorship as per HEC policy.

### 5 Policies of NUML Journals

#### 5.1 Frequency of Publications

All NUML journals adhere to the policy of bi-annual publications. Two issues will be published in one volume (per year).

## **5.2 Timelines of Publications**

Call for papers are announced in January and July for the two issues of June and December respectively.

## **5.3 Author of the Paper**

- 5.3.1** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the article submitted. All those who have made significant contributions in conceptualization, design, conducting, data analysis, and writing up of the manuscript should be listed as co-authors.
- 5.3.2** Authors are required to provide an undertaking / declaration stating that the manuscript under consideration contains solely their original work that is not under consideration for publishing in any other journal in any form.
- 5.3.3** It is the responsibility of the corresponding author to include names of only those co-authors who have made significant contributions to the work. Contribution of each author with details will be provided to the editor.
- 5.3.4** 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.
- 5.3.5** Others who have participated in certain substantive aspects of the research may be acknowledged for their contribution in an “Acknowledgement” section.

## **5.4 Originality and Plagiarism Policy**

There is a zero tolerance for plagiarism. The authors are required to submit a similarity report if their articles are extracted from their dissertation. They also need to ensure that the article has not been published before. Editorial committee will generate the Similarity Index Report of the accepted paper (after the desk review) for further processing. The paper may be accepted / rejected based on similarity index as per HEC policy. The manuscripts up to 19% similarity index will be considered for review.

## **5.5 Peer Review Policy**

- 5.5.1** Transparency of research papers will be ensured through double blind peer-review policy.
- 5.5.2** Editorial committee will carry out initial screening through a desk review to accept or reject the submitted paper in accordance with the guidelines of each journal. It may include thematic irrelevance, language problems, faulty research methodology and/or lack of conceptual clarity.
- 5.5.3** The accepted paper will be sent to the approved reviewers through OJS as per the journal guidelines. Each journal will regularly update their reviewers’ list with preference to international experts as per HEC guidelines.
- 5.5.4** On final acceptance by reviewers and necessary proofreading by the editor, the paper will be published both in hard form as well as on journals’ websites

## **5.6 Article Processing/Publication Fee**

Details of article processing/publication fee is mentioned in [section 7.6](#).

## **5.7 Disclosure and Conflicts of Interest**

- 5.7.1** The potential and relevant competing financial, personal, social or other interest of all author(s) that might be affected by publication of the results contained in the manuscript must be conveyed to the editor.

**5.7.2** Author(s) should disclose any potential conflict of interest at the earliest possible stage, including but not limited to employment, consultancies, honorarium, patent applications/registrations, grants or other funding.

**5.7.3** All sources of financial support for the project (if any) will be disclosed alongside a brief overview of the role played by the responses during the various stages of research.

## **5.8 Corrections and Retractions of Research Articles**

### **5.8.1 Author's Responsibilities**

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

### **5.8.2 Editor's Responsibilities**

#### Correction Notice

A correction notice will be issued when it is necessary to correct an error or omission which can impact the interpretation of the article; however, the scholarly integrity of the article needs to remain intact. Examples include mislabeling of a figure, missing key information on funding or competing interests of the authors.

#### Retraction Notice

A retraction notice will be issued where a major error (e.g. in the analysis or methods) invalidates the conclusions in the article, or where research misconduct or publication misconduct has taken place (e.g. research without required ethical approvals, fabricated data, manipulated images, plagiarism, duplicate publication, etc.). Authors and institutions may request a retraction of their articles if their reasons meet the criteria for retraction.

## **5.9 Policy and Principles on Research Data**

Data fabrication is the act of making up data and reporting the made-up data as a true reflection of a never conducted research. Fabrication commonly occurs when a researcher fills out the experiment with personal assumed data. Relevant metadata standards or minimal information sets should be used where applicable. Research manuscripts should include details of how the research data were collected and processed, and should enable peer researchers to understand the data sufficiently to be able to repeat or extend the research, without consulting the original data creators.

If the question arises about the accuracy or validity of the research work during the review process, the author(s) should provide raw data to the editor.

## **5.10 Contribution of each Author with Details**

We understand that it is difficult to ascertain the contribution of each author in a shared authorship. In this policy document, however, each author will be asked to his/her level of contribution along with all details to be submitted with the manuscript.

## **5.11 Licensing Policy**

All the articles editorially accepted for publication by NUML journals are / will be licensed under the Creative Commons Attribution Non-Commercial License 4.0 International (CC BY-

NC 4.0). Submitting a manuscript to NUML journal, the author has to certify that he/ she is authorized by other contributor (s) and co-author (s) to enter the publication process.

### **5.12 Copyright Policy**

All work published by NUML journals is protected by international copyright laws. In addition, all the articles published in NUML journals are open accessed articles published and distributed under the Creative Commons Attribution Non-commercial 4.0 International License which allows: Reproduction, Distribution, Derives and Non-Commercial use, provided the original work, is properly cited and authors and publisher are properly identified. NUML journals allow the authors to retain copyright under the CC BY NC license.

### **5.13 Open Access Policy**

NUML journals are open-access journals which means that all content is freely available without charge to the user or his/her institution.

Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. This is in accordance with the Budapest Open Access Initiative definition of open access.

### **5.14 Any other National/International Guideline.**

A comprehensive **NUML Research Ethics Policy 2018** is posted on NUML website.

The editors of journals should follow the policy document in true letter and spirit. In case of violation, HEC may withdraw recognition/take action.

## **6 New Journal Policies & Procedures**

**6.1** As per HEC and SCOPUS guidelines, new journal should incorporate the following aspects:

- a. A unique journal name.
- b. A dedicated website in English language.
- c. Electronic-International Standard Serial Number (e-ISSN).
- d. The journal must have clearly defined aims, objectives and scope of publication.
- e. Scope should neither be too narrow nor too broad.

### **6.2 Procedure for Registration**

- a. Make a formal approval from higher authorities of NUML.
- b. Get e-ISSN and p-ISSN numbers from the U.S. ISSN center.
- c. There must be a dedicated Journal's website with a functional hyperlink.
- d. Journal's website should be placed on the Open Journal System (OJS).

### **6.3 Editorial Committee**

Make a comprehensive Editorial Committee. That hierarchy of board should be:

- a. Overall supervision by:
  - Patron-in-Chief: Rector NUML
  - Patron: Pro-Rector Research
- b. Editorial Committee will be comprised of:
  - Chief Editor

Editor

Managing Editor

Sub-Editor(s) (if needed).

All members must possess Ph.D. qualifications and their expertise must be in line with scope of journal.

- c. International member(s) in editorial committee would be extremely beneficial.
- d. Editorial board will be comprised of: national and international members with their full affiliation and contact details.
- e. Advisory Board will be comprised of: national and international members with their full affiliation and contact details.

#### **6.4 Publication Procedures & Policies**

- a. Journal will adopt the Open Journal System (OJS) for paper submission, peer review process, copy editing and final publication processes.
- b. For a stepwise publication process, consult [section 4](#).
- c. For clear and comprehensive journal policies, consult [section 5](#).
- d. For Scopus indexing and getting high ranks in HJRS, the Journal must include at least one research paper of an international author in one issue.
- e. There must be a dedicated email ID for the new journal, which will be taken from ICT department.
- f. For plagiarism checking of submitted research papers, the journal's editor will get a Turnitin account from Quality Enhancement Cell (QEC).

#### **6.5 Future Propositions**

- a. After publication of one issue, journals may apply in CrossRef to assign Digital Object Identifiers (DOIs) on research articles.
- b. Journal will take Creative Commons License ([consult section 5.11](#)).
- c. Journal will apply for Intellectual Property (IP) rights.
- d. After the launch of the first issue with at least 5 research articles, the journal will be eligible to apply in HEC Journal Recognition System (HJRS) for accreditation.
- e. For indexing in the Directory of Open Access Journals (DOAJ), the journal must have one-year publication history with 2 issues and at least 10 research articles.
- f. For indexing in SCOPUS, the journal must have two-years publication history with 4 issues and at least 20 research articles.

### **7 Financial Rules**

- 7.1** Each journal will have its own bank account to facilitate its financial matters. However, the financial management of a journal will be governed by the overall financial rules of the university.
- 7.2** The reviewers will be paid an honorarium of Rs. 5,000/- (for Local Reviewer) and USD 50 – 125 as recommended by the editor and approved by the competent authority.
- 7.3** Editor will be paid Rs. 30,000/- per issue whereas a Managing-Editor will be paid Rs. 15,000/- per issue for each journal.
- 7.4** A Research Assistant will be hired for each journal in consultation with the HR department.
- 7.5** The cost of printing administrative expenditure will be covered by the University if not funded by HEC. It is recommended that not more than fifty copies should be published.



**7.6** Submission fee can be charged from authors of the papers. For different stages of publication of a research paper, author will have to pay fee as mentioned in the table below:

<b>Steps</b>	<b>Fee (NIJBM, JCI, JRSS)</b>	<b>Fee (Al-Basirah, Daryaft)</b>
Initial Submission Fee	Rs. 1, 000	Rs. 1, 000
Foreign / External Review*	Rs. 9, 500	Rs. 6, 000
Publication Fee	Rs. 9, 500	Rs. 6, 000

Each journal has its own bank account which should be mentioned on journal's website.

**7.7** Guest authors (scholars of International Repute) will not be charged fee for submitting a research paper.