



## “Hazara Islamicus” Ethically Guidelines For Editors

### The Editor’s Responsibilities

- **Establishing and maintaining quality of the journal** by publishing quality papers.
- **Promotion of freedom of expression** within the cultural, constitutional/legal framework

### Good practices

- **Encouraging new ideas and suggestions** for improving quality of JIRS.
- **Applying the process of blind peer review** in its true letter and spirit,
- **Promoting & implementing anti plagiarism & journal’s policy** without institutional pressure.

### Fair play and Impartiality

- **Will ensure impartial evaluation** of the content of research papers,
- **Disregard the all discriminating factors during selection of articles**, e.g. gender, race, ethnicity, religious belief, etc. of author(s)

### Confidentiality

- **Confidentiality of the author(s) and reviewers** during the peer review process will be ensured
- **Confidentiality of the participants of the research** should also be ensured.
- **Prior to publication, the content of the manuscript** would be kept confidential

### Editing and Formatting Guidelines

- **Clear guidelines about preparing and formatting of a paper** are available on JIRS webpage.

### The Review Process

- **Articles are initially scrutinized** and then go through **double-blind peer review process**.
- **Sufficient guidelines along with a Reviewer’s Proforma are provided to reviewers** (see: Reviewer’s Proforma download section)
- **Sharing the reviewer’s comments with author and incorporation** of suggested corrections.



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- **Referring troublesome cases** to Advisory Committee.

### **Dealing with Misconduct**

- **Will encourages reviewers to comment** on ethical issues and possible misconduct.
- **Confirmation of plagiarism** through Turnitin and/or searching for similar titles etc.
- **Will publish a corrigendum**, remove and retract a plagiarized article.

### **Transparency**

- **Only one paper as a PI (Principle Investigator) should be published** in the same issue.
- **Editorial Board Members will only be limited to ONE** paper per issue.
- **Authorship & co-authorship policy** will be strictly adopted.

### **Conflict of Interest**

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

### **Disclosure**

- **will not use any unpublished information/data from** the submitted research paper without the permission of the author(s)

### **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 justifies the reason (s) of rejecting** a research paper and will timely communicate the editorial decision to the author(s)

### **Procedure for Appeal**

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.**

“These guidelines are retrieved from Higher Education Commission (HEC), Pakistan manual of “**Ethical Guidelines for Journals**”, which has been prepared by Dr. Rukhsana Kausar, Director Institute of Applied and Clinical Psychology, University of the Punjab, Lahore”