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N U M L

## **Policy for NUML Research Journals**

**Year 2020**

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## 1. General

### 1.1. Purpose

NUML is publishing 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.

### 1.2. Scope

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

### 1.3. Policy Statement

- 1.3.1 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 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.
- 1.3.2 All journals will be supervised by Patron in Chief (Rector) and Patron (Pro Rector Research). Each journal will be comprised of an editorial committee headed by the chief editor. Other members will be the editor and a sub-editor.

## 2. Procedure

NUML will use the Open Journal System (OJS) for 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.

- 2.1. Call for research papers with deadline shall be published on Journal as well on NUML's web site and its social media platforms for each issue of the journal. The journals will receive papers electronically using OJS.
- 2.2. 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.
- 2.3. The editor 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.
- 2.4. The accepted paper will be sent to the approved reviewers through OJS as per the journal guidelines. Each journal will maintain a list of reviewers approved by the academic council. Each journal will regularly update their reviewers' list with preference to international experts as per HEC guidelines. No institutional (in-house) reviewers will be allowed.

- 2.5. On final acceptance by reviewers and necessary proof reading by the editor, the paper will be published both in hard form as well as on journals' website. The frequency of publication of journal will be decided by the relevant editor. Therefore, which issue will be carrying the paper in question will also be decided by the concerned editor.
- 2.6. 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.
- 2.7. The immediate family (parents, spouse, siblings, children) of the editorial team will be allowed to publish no more than one paper in three consecutive issues.
- 2.8. The researchers outside NUML are only eligible to apply for publication in journals as no self-institutional publication is allowed under HEC policy.
- 2.9. All efforts should be made to invite and publish international authors. All journals should target at least 1/4rth of the published articles should have international authorship as per HEC policy

### 3. Financial Rules

- 3.1. 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.
- 3.2. 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.
- 3.3. Editor will be paid Rs. 30,000/- per issue whereas an Sub-editor will be hired for each journal in consultation with HR department.
- 3.4. 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.
- 3.5. 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.

Steps	Fee (NIJBM, JCI, JRSS)	Fee (Al-Basirah, Daryaft)
Initial submission fee	Rs. 1,000	Rs. 1,000
Foreign / External review*	Rs. 12,000	Rs. 7,000
Publication fee	Rs. 12,000	Rs. 7,000

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