### GENERAL GUIDELINES FOR PUBLICATION OF A JOURNAL

# **Approval from Vice Chancellor of** University

Decide the journal name, frequency, discipline and scope of the journal and take approval from VC



# Preparation of author guidelines and criteria of plagiarism policy of journal

Make author guidelines and plagiarism policy which should be below 19% according to HEC. (Follow SOP's of HEC)



### **Approval of Journal from various** boards

Agenda of approval of journal as well as dummy should be presented in all boards.

- 1. BOS.
- 2. ASRB.
- 3. Syndicate.



#### **Editorial Board**

Make list of editorial board members. The board should be diversified and members of board should be revised after a year or two. The board should be 50:50 ratio of National and International reviewers.



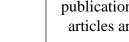
#### **Apply for eISSN Number**

After approval and notification of journal apply for eISSN number from website. (www.issn.org)



#### **Call for Papers**

Send letter to all departments to call for papers and collect papers for publication, Minimum five research articles are required in 1st issue of Journal.





# Approval of printing from Vice Chancellor

Take approval for printing of Journal from VC and decide specifications for hard copy.



## Preparation of 1st layout of **Journal**

After collection of papers prepare layout of journal in the form of dummy (including title) to be published in final format.



### **Apply for pISSN Number**

After printing of 1<sup>st</sup> issue apply for pISSN number by submitting the hard copy of journal.



#### **Note: Record Maintenance**

Keep the record of every document either related to approval or correspondence with authors/reviewers.