



LAHORE COLLEGE FOR WOMEN UNIVERSITY

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Ref No: Dir/QEC/1555
Date: 16-11-21

To,
Vice Chancellor
Lahore College for Women University,
Lahore

1668
17-11-21

Subject: Request for Approval of Uniform Policy Template for Journals

With reference to the subject as per the recommendation of the Advance Studies and Research Board (ASRB) held on 06th October 2021, the task to prepare a uniform policy template for all the journals of the University was assigned to the undersigned. In this view the said policy is attached herewith for your kind approval and circulation please.

Submitted for approval/ consideration please.

Kind Regards


Dr. Arham Shabbir
Director QEC

*Pl circulate among
faculties
B. S. M. A. S.
17/11/21*

Uniform Policy Template for Journals of LCWU

1. Website

A journal's website and policy document, including the text that it contains, shall demonstrate that care has been taken to ensure high ethical and professional standards. It must not contain information that might mislead readers or authors, including any attempt to mimic another journal/publisher's site. An 'Aims & Scope' statement should be included on the website and policy document and the readership clearly defined. There should be a statement on what a journal will consider for publication including authorship criteria (e.g., not considering multiple submissions, redundant publications) to be included. ISSNs should be clearly displayed (separate for print and electronic).

2. Name of journal

The Journal name shall be unique and not be one that is easily confused with another journal or that might mislead potential authors and readers about the Journal's origin or association with other journals.

3. Peer review process

Journal's content must be clearly marked as whether peer reviewed or not. Peer review is defined as obtaining advice on individual manuscripts from reviewers/experts in the field who are not part of the journal's editorial staff. This process, as well as any policies related to the journal's peer review procedures, shall be clearly described on the journal's website and policy document, including the method of peer review used. Journal websites and policy document should not guarantee manuscript acceptance or very short peer review times.

4. Ownership and management

Information about the ownership and/or management of a journal shall be clearly indicated on the journal's website and policy document. Publishers shall not use organizational or journal names that would mislead potential authors and editors about the nature of the journal's owner.

5. Governing body

Journals shall have editorial boards or other governing bodies whose members are recognized experts in the subject areas included within the journal's scope. The full names and affiliations of the journal's editorial board or other governing body shall be provided on the journal's website and in the policy document. The periodicity at which editorial board shall meet and its quorum shall be made part of policy document.

6. Editorial team/contact information

Journals shall provide the full names and affiliations of the journal's editors on the journal's website and in policy document as well as contact information for the editorial office, including a full address.

7. Copyright and licensing

The policy for copyright shall be clearly stated in the author guidelines and the copyright holder named on all published articles. Likewise, licensing information shall be clearly described in guidelines on the website and in the policy document, licensing terms shall be indicated on all published articles, both HTML and PDFs. If authors are allowed to publish under a Creative Commons license then any specific license requirements shall be noted. Any policies on posting of final accepted versions or published articles on third party repositories shall be clearly stated.

8. Author fees

Any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated in a place that is easy for potential authors to find prior to submitting their manuscripts for review or explained to authors before they begin preparing their manuscript for submission. If no such fees are charged that should also be clearly stated.

9. Process for identification of and dealing with allegations of research misconduct

Publishers and editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication, among others. In no case shall a journal or its editors encourage such misconduct, or knowingly allow such misconduct to take place. In the event that a journal's publisher or editors are made aware of any allegation of research misconduct relating to a published article in their journal, the publisher or editor shall follow COPE's guidelines (or equivalent) in dealing with allegations.

The journal website and policy document shall demonstrate policies against plagiarism, citation manipulation, and data falsification/fabrication among others. In the policy document it would be stated that, the authors would be required to provide an undertaking / declaration, in cover letter at the time of submission, 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.

10. Publication Ethics

A journal shall also have policies on publishing ethics. These should be clearly visible on its website and in policy document and should refer to: i) Journal policies on authorship; ii) How the journal will handle complaints and appeals; iii) Journal policies on conflicts of interest / competing interests for authors, editors and reviewers ; iv) Journal policies on data sharing and reproducibility; v) Journal's policy on ethical oversight; vi) Journal's policy on intellectual property/ copy rights ; and vii) Journal's options for post-publication discussions and corrections viii) journal policies on requirement of informed consent.

11. Publishing schedule

The periodicity at which a journal publishes shall be clearly indicated.

12. Access

The way(s) in which the journal and individual articles are available to readers and whether there are associated subscription or pay per view fees shall be stated.

13. Archiving

A journal's plan for electronic backup and preservation of access to the journal content (for example, access to main articles via CLOCKSS or PubMedCentral) in the event a journal is no longer published shall be clearly indicated.

14. Revenue sources

Business models or revenue sources (e.g., author fees, subscriptions, advertising, reprints, institutional support, and organizational support) shall be clearly stated or otherwise evident on the journal's website and in policy document. Publishing fees or waiver status should not influence editorial decision making.

15. Advertising

Journals shall state their advertising policy if relevant, including what types of adverts will be considered, who makes decisions regarding accepting adverts and whether they are linked to content or reader behavior (online only) or are displayed at random. Advertisements should not be related in any way to editorial decision making and shall be kept separate from the published content.

16. Direct marketing

Any direct marketing activities, including solicitation of manuscripts that are conducted on behalf of the journal, shall be appropriate, well targeted, and unobtrusive. Information provided about the publisher or journal is expected to be truthful and not misleading for readers or authors.

17. Submission Guidelines

The journal website and policy document shall have clearly mentioned submission guidelines for authors e.g. general instructions and formatting of manuscript, referencing guidelines, citation guidelines and sponsoring information. The journal may adopt your paper your policy for the manuscripts at the time of initial submission.

18. Preliminary Scrutiny

The journal website and policy document shall clearly mention common reasons for manuscripts rejection during preliminary scrutiny by editorial staff.

19. Minimum criteria for accreditation

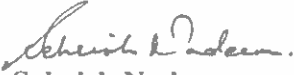
All journals which are awarded any category by HEC (W, X or Y) would follow the revised minimum criteria for accreditation of research Journals as mentioned in HEC letter no: 2(22) R&D(SS&H)/HEC/2019/337 dated November 05, 2019 (Table I).

Revised Minimum Criteria for Accreditation of Research Journals

(Table-1)

Level	Eligibility Requirements
W	(i) Indexation with well-reputed international databases preferably Web of Science and Scopus. (ii) Must have citation information from diverse sources including Impact Factor, Source Normalized Impact per paper, Eigen Factor, SCImago Journal Rank, and impact per paper. (iii) Should have required Weighted Average Score on all the above parameters on thresholds fixed for each scientific area calculated through an IT Based System.
X	(i) Published articles should be peer-reviewed by well reputed international experts in relevant filed. (ii) Indexing/abstracting with at least one recognized indexing abstracting agency of HEC with some additional quality criteria (iii) At minimum: 1/4" of the published articles should have international authorship (iv) No self-institutional publications allowed (v) Articles processing thorough OJS or similar journal management system.
Y	(i) Articles processing through OJS or similar journal management system (ii) An academic editorial board (or equivalent), comprising of members with PhD degrees in relevant fields (i.e., area of publication) and strong research and publications background (iii) Publications by editor or members of editorial team not allowed (iv) Self-institutional authorship shall not exceed 1/5" of total articles
Note	<i>Mere the fulfilment of above criteria doesn't guarantee accreditation. HEC will have an exclusive right to defer/reject any application of a journal on the basis of content analysis, non-compliance of SOPs or upon infringement of ethical guideline framed by HEC.</i>

Prepared by


Shrish Nadeem
QA-Manger


16/11/21
Dr. Arham Shabbir
Director QEC

Approved by:


17/11/21
Vice Chancellor