Iḥyāʾ alʿulūm
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POLICY DOCUMENT FOR IHYA AL ULUM

1. Frequency of journal

IHYA AL ULUM is a Bi Annual Research Journal. It Published two issue per year.

2. Guidelines for submission of research articles

1. Authors are requested to upload manuscript that does not carry any author's and his institution Information or any information that can reveal author's identity.

2. The title page that carries details of authors and their institution, acknowledgment, details of conflict of interest, disclosures and details of contribution of each author must be submitted separately.

3. Author Agreement Statement must be submitted separately with manuscript and title page.

4. The author has to ensure that the research work, he/she is submitting for publication, is genuine and the same paper has neither been published nor has it been presented elsewhere for publication.

5. Manuscripts for publication should comprise 4000 to 6000 words, typed in MS-Word format on A-4 size paper should be submitted via submission tab.

6. An abstract of 150 to 200 words should be a structured summary indicating the purpose, theoretical background, methodology, results and contribution of the study. It should not contain any citations. The summary should be clear and understandable to readers.

7. Article should be on standard format and footnote referencing in APA or The Chicago Manual of Style format be followed for citations.

8. Properly ordered Bibliography in APA or The Chicago Manual of Style format should be provided.

9. Draft must be submitted at the website <www.joqs-uok.com> with a covering letter carrying the title of the article, author's full name, institutional affiliation, mailing address and any other information that the author wishes to send related to the paper.

10. Maximum three contributors will be allowed in one article.

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11. Original drawings should preferably be submitted in a form ready for printing. Each illustration should bear a number, the author's name, and the title of the paper. Tables should be clear, readable and appropriately labeled. Source of each table should be given at the bottom.

12. Loanwords accepted in English usage should be spelled in accordance with the standard dictionaries.

13. All submitted manuscripts will be checked with anti-plagiarism software (Turnitin) before they are sent for blind peer review. Maximum 19% similarity is allowed as per the mandatory condition of the Higher Education Commission (HEC).

14. Every submitted manuscript will be reviewed by the Editor / editorial team in order to determine if the topic fits within the scope of the journal. All manuscripts received, will be accepted after initial screening, undergo double blind peer review process. The reviewer's response will be shared with the corresponding author. In case of revision, the corresponding author will be given time to incorporate the revisions and resubmit the work.

15. The Editor / Editorial Board reserves rights to edit the draft and make necessary changes, defer for revision or reject the paper.

16. Research paper, once reviewed, cannot be withdrawn, provided the Editor / Editorial Board allows upon request of the author/s in some special cases.

17. Copyright for articles published in IHYA AL ULUM journals are retained by the authors, with first publication rights granted to the journal. IHYA AL ULUM is not responsible for subsequent uses of the work.

3. Peer review policy

IHYA AL ULUM is a Double-Blind Peer Reviewed Research Journal. All articles submitted to journal are sent to reviewer without the details of author and his institution.

4. Originality and plagiarism policy

IHYA AL ULUM Publish only original research conducted by authors as mentioned in author guideline. The allow similarity index less than 19% as per policy of HEC Pakistan.

5. Ethical guidelines

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Authorship credit should be based on meeting the following criteria:

1. Substantial contribution to paper concept or design, acquisition of data, or analysis and interpretation of data;

2. Drafting the article or reviewing and introducing fundamental changes in it;

3. Final approval of the version to be published. All persons designated as authors and co-authors should meet these criteria. As co-authors of a paper there should be identified all persons who have made significant scientific contributions to the work reported, and who therefore share responsibility its content and results. Authors should also appropriately recognize the contributions of technical staff and data professionals. All contributors who do not meet the criteria for authorship (e.g., financial support) should be listed

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5.2. Sources of data and ideas

Authors are required to faithfully acknowledge and identify contributions of other persons to their reported work as well as clearly identify sources of both data and ideas. Authors should cite all publications that have been important in development of the submitted study and that will guide the reader to the earlier researchers that are essential for understanding the present analysis. Authors are required to make reasonable and diligent efforts to find, and then accurately cite, original sources and publications. Authors should only present as reliable either personally verified or peer-reviewed sources of scientific data and literature. Authors must not engage in plagiarism or self-plagiarism. Plagiarism is verbatim or nearverbatim copying, or paraphrasing without due modification, of text, data, or other material containing results of another person's work, without explicit identification of the source of such material. Similarly,

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7. Reviewing and Editing

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8. Acceptance of articles and publication of articles

The acceptance and publication of article is based on decision of the Editor of the journal. The Editor take decision in the light of review report received from reviewer.

9. Timelines of publication of issues

The Journal releases two issues per year. The first issue release on 30th June of every year and Second issue release on 31st of every December. The Journal takes at least one month/ 4 weeks to complete review process after the date of submission. The Journal publishes all research articles in the next issue which are being received in less than 4-week time before the release of current issue.

10. Steps involved from date of receipt of research article till the publication of article

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1. Authors are required to submit complete manuscript without details of authors and their institution along with separate title page carries details of authors and their affiliation.

2. The Editor/Manager of the Journal assign manuscript with anonymous author to an editor from editorial board for desk review. The Journal use open journal system for Management of the journal. The editor of the journal also has right of the journal manager.

3. The Editorial board member sent article to editor after desk review/ Initial screening.

4. The Editor sent to review all those articles which successfully clear desk review and assign two reviewers including national/international reviewers to the article.

5. The review receives notification on his email and on Open Journal System.

6. The Editor takes decision whether article is fine for publication or not. If the article is fine for publication. The Editor further sent article for Copy editing after receiving two positive review From REVIEWERS. Otherwise sent for revision.

7. The Copy editing involve in further proof reading of research article and doing correction inn formatting of article.

8. Once the copyediting is done. The editor sent article for Production and Publication. A PDF of research article is being attached on Open Journal System with Abstract and Affiliation details of Authors.

9. Article processing and publication fee

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The Editor of the Journal sent an email to the authors of the article for revision/correction proposed by Editorial board member and reviewers after the initial screening and the final review respectively.

12. Contribution and consents of each author and any other information

Authors are required to submit details of contribution of each author in title page that is uploaded separately, and submit consent of each author in Author agreement statement.

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