



# Iḥyā' al'ulūm

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Journal Homepage: <http://joqs-uok.com> (HEC Recognized)



## 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](http://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).

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### 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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## 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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