

---

# **Al-Wifaq**

## **Research Journal of Islamic Studies**

---

*Policy Documents*

NOVEMBER 1, 2022



DEPARTMENT OF ISLAMIC STUDIES  
Federal Urdu University of Arts, Science & Technology, Islamabad.

## Table of Contents

1. About the Journal _____	2
2. Aims and Objectives_____	2
3. Scope of Journal: _____	3
4. Guidelines for Submission: _____	3
5. Authors Declaration _____	7
6. Originality and Plagiarism Policy _____	8
7. Subscription Details _____	9
8. Article Processing and Publication Fee_____	9
9. Review Policy_____	9
10. Privacy Policy_____	11
11. Accessibility Policy _____	11
12. Article Publishing Rights & Copy Right Policy _____	12
13. Ethical Guidelines: _____	12
14. Deadlines of all Processes: _____	14
15. Conflicts of interest / Competing interests Policy _____	15
16. Correction and Retraction Policy: _____	16
17. Contribution and consents of each author and any other information: _____	16



# AI-WIFĀQ

Research Journal of Islamic Studies,  
Department of Islamic Studies,

Federal Urdu University of Arts, Science & Technology, Islamabad.

ششماہی  
الوفاق

## Policy Documents

### About the Journal

Al-Wifaq, a Biannual and trilingual (Urdu, Arabic & English) Research Journal related to the field of Islamic Studies, is being published regularly without break, since June 2018.

The editorial team of the Journal is following the rules defined by HEC (Higher Education Commission). It is a blind peer-reviewed journal published by the Department of Islamic Studies, Federal Urdu University of Arts, Science & Technology, Islamabad, (Pakistan). The journal is constantly struggling to achieve distinction by promoting the quality of research. The team at the Journal is also committed to accelerating professional ethics to set standards of quality and academic integrity.

Articles by learned research scholars from all over the world are accepted in the Al-Wifaq. The Journal tries to foster internal as well as external dialogue among Muslims and with those of other faiths, in the fields of Islamic Studies, in order to encourage an atmosphere conducive to universal peace and understanding, for a better world.

Journal Name:	Al-Wifaq
Other Name:	الوفاق
Published by:	Department of Islamic Studies, Federal Urdu University of Arts Science & Technology, Islamabad, Pakistan.
Contact E-mail:	<a href="mailto:alwifaq@fuuast.edu.pk">alwifaq@fuuast.edu.pk</a>
Publishing Frequency:	Bi-Annual (2 Issues per year)
Starting Year:	June 2018
Language:	English, Arabic, Urdu
eISSN:	2709-8915 (Online)
pISSN:	2709-8907 (Print)
DOI:	<a href="https://doi.org/10.55603/alwifaq">https://doi.org/10.55603/alwifaq</a>
Indexation:	ISI, IRI, Research Bib, Asian Research
Recognition:	HEC recognized
Category	"Y"
HEC Category Link:	<a href="https://hjrs.hec.gov.pk/index.php?r=site/result&amp;id=912560">https://hjrs.hec.gov.pk/index.php?r=site/result&amp;id=912560</a>

### Aims and Objectives

Al-Wifaq research journal has its purpose is to interpret the teachings of Islam in such a way as to bring out its dynamic role in the context of the intellectual and scientific development of the modern world.

Al-Wifaq is a scholarly journal dedicated to Islamic research and scholarship. It aims to serve as a forum for scholars to write objectively, analytically and, where necessary,

critically on Islamic history, philosophy, science, arts, culture, archeology, law and jurisprudence.

Its aim is to help academic researchers get their writings published in all domains of religious studies, particularly in Islamic studies.

It aims to promote diversity, tolerance, and productive scholarly debate among researchers, regardless of race, nationality, or religion.

It aims to present Islam in a rational and liberal way in terms of its basic principles of universal brotherhood, tolerance and social justice.

Its aim is to interpret the teachings of Islam in such a way as to bring out its dynamic role in the context of the intellectual and scientific development of the modern world.

It provides an open forum for dialogue between radical, conservative and modernist schools of thought aimed at finding a balanced ideology.

It seeks to find Islamic answers through dialogue on social, political, economic and moral issues in today's rapidly changing world.

### **Scope of Journal:**

Al-Wifaq is a bi-annual, double-blind peer-reviewed open-access research journal.

It focuses on Islamic studies to publish arbitrated articles dealing with various aspects of life. It covers various branches of knowledge such as Uloom-ul-Quran, Uloom-ul-Hadith, Usool-e-Fiqh, Comparative Religions, Ilm-ul-Kalam, Sufiism, Philosophy, History, Culture and Civilization, Law, Politics, Economics, Anthropology, Education, Human Rights as well as contemporary issues in Islamic perspective, etc. Similarly, Commentary on Islamic books and biography of Muslim Personalities are also published in it.

As the Journal accepts articles in three languages (Urdu, Arabic, and English), so in this way, it establishes a scholarly relationship between academic and intellectual communities of the world in the field of Islamic Studies. If you are considering submitting an article to the Journal, please take careful notice of the Journal's requirements regarding its scope and reference style etc.

### **Guidelines for Submission:**

#### **General Instructions**

A research paper is one's opinion on a topic, informed by research he has done. It is not a summary of others' thoughts, a personal essay, or a review or critique. This can be daunting for new and experienced writers alike. The article must not have been published anywhere else. Moreover, the article should be decorated with references to basic sources. It is necessary to follow the rules of writing and spelling.

#### **Author Information**

The authors should provide their names, email addresses, phone number(s), present position/title besides the names of the universities/colleges on the title page of the manuscript to facilitate academic review and production.

- Every author must provide a working email ID irrespective of whether he/she is corresponding or not.
- All authors of an article are requested to provide their ORCID IDS.
- **The Corresponding Author clearly indicates** who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal

Only those manuscripts will be considered for publication that have not been previously published anywhere nor is under consideration elsewhere.

### **Format Requirement**

The authors are required to follow the instructions for formatting their research papers otherwise the paper will not be accepted for publication.

- The article should be sent through email in **Microsoft Word file format**.
- It should not be more than **25 pages**.
- Regarding the **Font size**, follow the below-mentioned Instructions
  1. For Main-Headings, font-size: 18
  2. For sub-heading, font-size: 16
  3. For text, font-size: (Urdu, Arabic-14, English-12)
  4. Footnote: font size (Urdu, Arabic-12, English-10)
- **Line Spacing:** single throughout the paper.
- **Header & Footer:** Page numbering should be at the center of the footer of the paper with the title of the paper at the center in the header.
- Page setup: envelope B5, Portrait
- **Margins:** 1.0-inch margin on the left and right side, 0.8-inch on top and bottom of each page.
- **Paragraph Indentation:** Indent each paragraph's first line by 0.5 inches and apply the indentation consistently throughout the paper.

### **Directions for Writing**

- **Title**  
This title page provides the title, date, and the name of the researcher and address. The title is extremely important. So, it should be comprehensive, precise, and reflect the original theme of the article.
- **Information about the Author**  
Author(s)' name should be placed on the title page of the final paper right after the title on the left corner and the institution's name along with further details should be placed in the footnote specified with the symbol (\*). Please indicate the corresponding author in case the paper has

multiple authors, as well as one article, which cannot be written by more than two authors. A separate page containing the full name of Author(s), Email Address, affiliated Institute, Postal address, and phone number(s) should also be submitted along with the article.

- **Abstract**

The abstract is a self-contained paragraph that summarizes the entire study; its purposes, methods, results, interpretations. The abstract of a research article seems first but it is often best to write this at last. The author would enclose an abstract containing approximately 250 words. It should deliver a concise summary of the objectives, methodology (including the species studied), key results, and major conclusions of the study. It should be written in complete sentences without subheadings. The abstract must be written in the English language.

- **Keywords**

Keywords are words or phrases that describe the main content of your articles. A list of 4 to 6 keywords may also be provided after the abstract.

- **Introduction**

This section provides background information to the reader which leads from the general questions to what was actually done in the research study. It is, therefore, not the place for an exhaustive literature review but should indicate the scope of the study, why the study was conducted, and related work by others. The Introduction should be broad, specific, ending with an objective clearly and briefly.

- **Methods**

This section of the article describes what was actually done in the research study; where, when, who, how, etc. A reader should be able to visualize exactly what the researcher did. In this section, the researcher should try to include important details but not irrelevant ones. The objectives should be in mind while writing the Methods. Sub-headings can be used to organize this section.

- **Discussion**

The typical Discussion begins with a concise wrap-up of the salient results and then goes on to explain what they mean. In this section, one can interpret what he has. The discussion will be easy to follow for the reader if it is organized around the objectives of the study. Think clearly and write concisely.

- **Conclusion/Findings/Recommendations**

What happened? It is important that the results be presented with an organizational structure that matches the objectives of the study. The results should be written out so that the reader does not have to study tables or graphs to get the general picture. So, the conclusions should be presented in a logical sequence. The findings of the research should be clearly mentioned on which recommendations are made accordingly.

- **References and Bibliography**

1. All papers cited in the body of the paper must be referenced and no paper should be referenced if it has not been cited.
2. Second, it is important as a professional courtesy to reference people's ideas so it does not seem that you have thought up everything yourself. It is not necessary to cite every paper ever published on the subject but reference to a key early paper or a recent review of the subject is good practice.
3. Regarding references, you should only cite papers that you have actually read.
4. References should be made according to the following guidelines:
  - References should be made as endnotes.
  - While giving references, the Chicago Manual Style 17<sup>th</sup> edition should be adopted. Please visit:  
[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)
  - For similar references at multiple locations, a traditional style of abbreviations may be used.
  - Quranic verses in the article are presented in Arabic script such as: Al-Quran, Sura Al-Nisa, 4:184
  - In Hadithic References, Book, Chapter & Hadith Number should be mentioned.
  - All-known figures mentioned in the article must be briefly introduced and references from books should also be quoted.

### **Transliteration of Arabic, Urdu, and English Words**

Urdu and Arabic words in English articles must be transliterated. Transliteration Table is given on link:

<https://alwifaqjournal.com/dox/Transliteration-Table.jpg>

### **Citation from the Internet/Webpage**

If the author wants to cite an internet link, then he/she is required to provide a complete URL address and the fetching date otherwise the reference will be considered invalid. Follow the guidelines from Chicago Manual 17<sup>th</sup> Edition.

### **Transmission of Required Information**

The authors should describe their research in detail along with enough details of the citation so that others will be able to revisit the research. Incorrect and ambiguous statements will be troublesome and not acceptable.

### **Simultaneous/Multiple Publication**

Authors should avoid submission of the article in more than one journal for review and publication at a time. This is unethical as well as multiple publications

on the same research are also not acceptable.

If an author wants to publish their work in multiple stages in multiple different articles, then references of the first publication should be represented accurately in the second publication.

### **Defining Sources**

The written permission of the source is compulsory if any information is used and quoted which is derived from a discourse, correspondence, or a talk of a third party. Sources must be defined and cited in an accurate manner.

### **Major Mistakes in Published Work**

If any mistake or error is noticed by the authors after submission, it is mandatory to inform the focal person of this journal "Al-Wifaq" immediately. that necessary correction in the article may be made well in time and in case of major mistake, the article may be withdrawn. The author is also bound to withdraw or make necessary corrections well in time as directed by the editor or publisher and also provide evidence confirming the accuracy of the original research wherever required.

### **Authors of the Work**

Any individual with a significant contribution to the research work which is being presented in the article can be included as the author(s) of the article. However, it is the responsibility of the primary author to ensure that all the co-authors have seen the final draft of the article and agreed to the submission of the article.

## **Authors Declaration**

Authors are required to provide an undertaking/declaration 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.

A manuscript that is co-authored must be accompanied by an undertaking explicitly stating that each author has contributed substantially towards the preparation of the manuscript to claim the right to authorship.

It is the responsibility of the corresponding author that s/he has ensured that all those who have substantially contributed in the manuscripts have been included in the author list and they have agreed to the order of authorship.

### **Author Agreement Form / Statement**

All authors are required to provide a signed statement declaring the originality of the Article. Sample text is as under:

We the undersigned declare that this manuscript is original, has not been published before and is not currently being considered for publication elsewhere. We confirm that the manuscript has been read and approved by all named



authors and that there are no other persons who satisfied the criteria for authorship but are not listed. We further confirm that the order of authors listed in the manuscript has been approved by all of us. We understand that the Corresponding Author is the sole contact for the Editorial process. He/she is responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs.

Signed by all authors as follows:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Author Consent Statement**

Each author is required to submit a statement along with his/her submitted article showing his/her agreement with all the policies of the journal regarding publication of any article.

## **Originality and Plagiarism Policy**

Al-Wifaq Research Journal believes in quality research and consequently, there is no space for plagiarism. Plagiarism is considered a breach of Journalistic ethics and is an intellectual crime. In accordance with the guidelines of Higher Education Commission (HEC), Al-Wifaq Research Journal will never tolerate plagiarism as It has a very clear policy regarding this.

Distortion of facts, copying or stealing of others' creative work, duplicating and reproducing an author's own already published work, are all considered undesirable and adverse practices. Therefore, the plagiarism of all received manuscripts is checked through the software (Turnitin) before sending them for blind peer review. If similarity is more than 19%, the paper is returned to the author(s) immediately. Al-Wifaq follows HEC guidelines to make the determination whether (or to what extent) plagiarism exists.

If plagiarism or other unethical practices are detected after publishing the paper, editorial board has the authority to correct or retract the paper as HEC's plagiarism policy. All authors are responsible for their content individually and collectively. In case of serious plagiarism issues, editorial board may decide to consult the institutions of authors.

Self-plagiarism: verbatim or substantial copying of authors' own published work (or under consideration for publication at some other outlet) effecting originality of current submission is also not acceptable in any way.

Authors caught plagiarizing face disciplinary measures. Al-Wifaq Research Journal will take strict actions regarding this as following:

1. A 'Plagiarism Standing Committee' is to be handled for investigation. Clear terms of reference will be provided to the 'Plagiarism Standing Committee' for their investigation.

2. Under investigation, an opportunity to the author will be provided to justify the originality of their concepts and research work.
3. Plagiarism Standing Committee shall conduct the investigation and submit its report with clear-cut findings and recommendations to the editor journal within a specific period not exceeding 60 days.
4. The Dean/Head of Department will have the discretion to implement the recommendations after approval through the statutory process and take punitive actions against the offender as per penalties prescribed under the HEC policy or to forward the report to HEC for further actions.

It is the responsibility of the authors to prove the originality of their research by ensuring that ideas are not stolen, the citation is original and proper, no rephrasing is made from someone other's thought, and the results and conclusion drawn are obtained from the original research of the author. The work presented for publication must be related to the author's original research.

## **Submission Details**

The researchers should submit their research work through form given on <https://alwifaqjournal.com/about/submissions>

## **Article Processing and Publication Fee**

The Management decided to charge 15,000 PKR for publishing an article. It includes national and international review, publishing, long archives, website running, typing, copy editing, and other necessary charges.

There are no submission charges, nor surcharges based on the length of an article, figures, or supplementary data.

If the article is accepted after the internal/desk review, the author(s) will be asked to pay 15,000 KKR and if the article is declined in the review process, 10,000 PKR will be returned to the author(s) excluding the 5,000 PKR as evaluation charges.

## **Review Policy**

To ensure the excellence of the publication of the article in Al-Wifaq Research Journal, a complete, thorough, comprehensive, and confidential review is adopted. The review is made by independent and competent scholars who give their recommendations on the article being presented for publication.

### **Selection of Reviewers**

A careful selection of national and international reviewers is made keeping in view their area of research. To get an unbiased review, the names of reviewers are kept confidential, All works submitted for publication are reviewed objectively without regard to authors' race, gender, religious view, ethnicity, citizenship, political tendency, age end reputation.

## **Tasks of Editor**

Decision for publication:

- To ensure Objectivity.
- To keep the process Confidential.

## **Declaration of opinion by Editor / Reviewers**

Reviewers of Al-Wifaq Research Journal provide an explanatory short paragraph(s) reflecting their opinions proof of objectivity in the review process, Al-Wifaq Research Journal expects free declaration of opinion from authors, editor, and reviewers. Hence reviewers are expected to avoid any arrangements that might potentially influence their recommendations or decisions of agreement or disagreement.

## **Responsibilities of Reviewers**

Reviewing process is expected to be academic, honest, courteous, precise and constructive. The basic characteristics of & a high-quality review are the followings:

The reviewers should outline weak and strong expectations of the work with respect to its organization end methodology and also comment on each of these. The reviewers should express their opinions on the work concerning whether it has unethical content or is below the standard for acceptance. The reviewers should give helpful suggestions for the improvement of the research work. The reviewers should have constructive and professional critiques addressed to the authors. The reviewers should provide a fair perspective to have a decision of acceptance {or revision}. The reviewers are expected to identify the works that do not include citations or have not cited usage of other works end specify which parts are reproduced by the author without citation. The reviewers should also state the outstanding similarities between the work submitted to Al-Wifaq Research Journal and any other study published in another journal. The reviewers should not contact the author directly or indirectly If e referee is not able to review e work or complete the review with some delay, he/she should inform the editor in time, If the reviewers suspect a violation, they can inform the editor about this easily. and they should not share the issue with others unless they receive a directive concerning this.

## **Review Process**

All manuscripts submitted are sent for a 'double blind' peer-review process in order to produce quality research. Referees do not know the name of the authors whose papers they review. Peer reviewers are asked to give their opinion about significant issues relating to the originality and quality of the article and to judge papers.

Al-Wifaq Research Journal follows a three-tier review process.

- In the first tier, each paper is run on the anti-plagiarism software and reviewed for relevance by the coordinators of the editorial committee.

- In the second stage, if the article is found to be relevant and plagiarism-free, the paper is sent to the reviewers: international and national. Suggestions by the reviewers are strictly implemented by sending the papers back to the authors.
- In the third and the final stage, the editorial team analyzes whether the recommended changes (where applicable) have been incorporated or not, and a decision about acceptance of the paper is made. Only papers of the highest research quality are accepted for publication.

### **Suggesting Reviewers**

Following the HEC guidelines in letter and spirit, authors submitting their research papers to "Al-Wifaq" are not given an option to suggest potential reviewers for reviewing their research papers. While authors may indicate those scholars (due to any real or perceived conflict of interest) to whom they feel not suitable to serve as reviewers for their specific paper.

### **Criteria for Selection of Reviewers**

Reviewers are selected carefully based on the following criteria:

1. Must hold a Ph.D. degree or advance professional qualification with extensive professional/academic experience, i.e. CFA, CMA etc.
2. Recognized well reputed expert in the field (having publications in reputable academic or professional research journals).
3. Should have a good understanding of data analysis.

### **Privacy Policy**

The information and opinions given by the reviewers during the review process are all kept confidential and are never used for the advantage of anyone. The submission of an article, as a special presentation, is kept confidential completely. Before the publication of an article, the reviewers and editor cannot utilize the data, ideas, or subjects without the permission of the author.

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### **Accessibility Policy**

Al-Wifaq Research Journal is an Open Access Research Journal. All published articles can be accessed from <https://alwifaqjournal.com/issue/archive>. Readers are allowed to read, download, copy, distribute, print, search, or link to the full text and to use it for education and any lawful purpose under the government law of open access.

Moreover, every issue of the journal in one PDF file is also available in the archive section of the journal website.

Authors can be asked to show the sources which are used in the article during the review process hence he/she is bound to provide access to the sources. Moreover, it is also recommended that the authors withhold the sources and data for a short period after the publication.

## **Article Publishing Rights & Copy Right Policy**

In principle, articles are published after necessary reviews, revisions, and approval in respect to their submission order, however in some exceptional cases where the research is extraordinary and worthwhile; the order can be changed with the decision of the editorial board for which the authors are informed accordingly.

Al-Wifaq Research Journal is an official journal of Federal Urdu University, Islamabad, Pakistan, therefore, it is copyrighted by Federal Urdu University and holds all the rights of publishing articles online and in print format. The article once published in Al-Wifaq Research Journal, cannot be published elsewhere without the written permission of Al-Wifaq Research Journal.

## **Ethical Guidelines:**

This Journal's publication ethics and publication malpractice statement is loosely based on the **Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011)**.

### **Editors' Duties**

- The editor will use his/her intellectual discretion in deciding which of the manuscripts submitted will be forwarded for editing. This decision is solely based on the research conducted in the manuscript, originality, clarity of narrative, language and grammar as relevance to the paradigm of the journal. The important factors of copyright infringement, intellectual plagiarism and libel will also be accounted for.
- The authors' gender, race, religious belief and political background will not be a definitive factor in the decision process.
- Editors' need to outline clearly and concisely what is expected of authors in the form of regularly updated guidance. This link should be mentioned: <http://publicationethics.org/resources/code-conduct>.
- Editors need to provide guidance to reviewers on what exactly is expected of them. This includes the information on confidentiality. This guidance should be regularly updated.
- Editors should encourage good practice and comment on the originality of the research and be alerted to plagiarism.
- Editors should have the resources to be able to check plagiarism. (e.g. software, searching for new titles).
- The Editor will not use any additional material from his own volition.

- Editors should try and improve the journal and take it towards betterment by taking the views of the board members and reviewers into consideration.
- Be generally cognizant of new peer reviews and publishing methods and constantly reassess the processes of the Journal.
- They should ensure that all published reports and reviews of research have been reviewed by suitably qualified reviewers.
- Peer reviewers should be encouraged to comment on ethical questions and misconduct raised by submissions.
- Academic institutions should be encouraged to recognize peer reviewing as being part of the scholarly process.
- Editors should have a maintained database on the reviewers and consistently update the reviewers' performance.
- Editors should use a range of sources to look at potentially new reviewers. They should not just use personal contacts.
- Manuscripts should be handled with utmost care and confidentiality.
- Editors should protect the identities of peer reviewers. They should have a system in place that ensures that manuscripts submitted for publication retains confidentiality whilst being processed.
- Reviewers' comments and suggestions should be openly forwarded to authors, unless they contain malicious language, libel or offensive remarks.
- Editorial board members should be consulted annually to get their feedback on the Journal.
- Journals should have policies and systems in place to ensure that commercial considerations do not affect editorial decisions.
- A general description of the Journal's income sources should be declared (e.g. print charges, reprint sales).

### **Authors' Duties**

- The work should be as original as possible and appropriately cite the work or words and ideas of others. Borrowing of ideas and knowledge and research is also permitted provided it is cited correctly. If the work and/or words of others have been used, this has been appropriately acknowledged.
- Authors should present an objective discussion of the significance of research work as well as sufficient detail and references
- Authors should follow the submission guidelines of the Journal. These are outlined at: <https://alwifaqjournal.com/guidelines-for-authors/>
- The manuscript should only be submitted and published in one paper and multiple publications of the same manuscript is unacceptable and

completely unethical. Previously published manuscripts cannot be submitted under any circumstances.

- Authorship should be limited to those who have made a substantial contribution to the body of work and to its genesis. Those who have made a significant contribution should be listed as co- authors.
- In any event, authors should ensure accessibility of such data to other competent professionals for at least ten years after publication (preferably via an institutional or subject-based data repository or other data centre), provided that the confidentiality of the participants.
- Authors should use well reputed, substantiated and well-known sources only.
- Authors should provide a plagiarism report along with the submission of the manuscript.

#### **Reviewers' Responsibilities:**

- Manuscripts should be treated as confidential documents. They must not be disclosed or discussed with other persons apart from the editor.
- An editor must not use unpublished information in the editor's own research without the express written consent of the author.
- Editors should evaluate manuscripts exclusively on the basis of their academic merit.
- Reviews should be conducted in an objective fashion. Personal remarks should not be passed and will be regarded as inappropriate. Supporting arguments in the case of disagreements should be presented.
- Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.
- Peer reviewing process is in place in order to help the editorial changes to be made in addition to ensuring the quality of the journal is maintained.

#### **Deadlines of all Processes:**

##### **Duration of Paper Submission:**

Duration of Paper Submission starts two times in a year. Paper Submission for the 1<sup>st</sup> Issue of every Volume opens on 1<sup>st</sup> January and ends on 28 February. And the Paper Submission for the 2<sup>nd</sup> Issue of every Volume opens on 1<sup>st</sup> July and ends on 31 August.

##### **Review of Articles**

After the dead line of the article submission, similarity reports and enlists process takes maximum 10 days. If article's similarity founds above the mark, the correspondent author should be mailed.

After-that, if the article is found to be relevant and plagiarism-free, the paper selects for editorial reviewer and this review process takes almost a period of one month.

In the fourth Stage, after the editorial review if the paper selects, correspondent author should be asked to submit fee and after receiving fee the article sends for review to international and national reviewers. Suggestions by the reviewers are strictly implemented by sending the papers back to the authors. This process can take almost one and a half month.

### **Acceptance of Articles and Publication of Articles,**

In the third and the final stage, the editorial team analyzes whether the recommended changes (where applicable) have been incorporated or not, and a decision about acceptance of the paper is made. Only papers of the highest research quality are accepted for publication. This final process must be ended till 30 June & 31 December accordingly.

## **Conflicts of interest / Competing interests Policy**

Definition: Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived. They may be personal, commercial, political, academic or financial. "Financial" interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies and company support for staff.

A potential conflicting interest might arise from relationships, allegiances or hostilities to particular groups, organizations or interests, which may influence excessively one's judgments or actions. The issue is particularly sensitive when such interests are private and/or may result in personal gain.

As a result, Al-Wifaq requires a formal declaration of conflicting interest enabling a statement to be carried within the paginated published article.

Articles will be evaluated fairly and will not necessarily be rejected when any competing interest are declared.

Examples of conflict of interest might include the following, although it is not an exhaustive list:

- Having received fees for consulting.
- Having received research funding.
- Having been employed by a related company.
- Holding stocks or shares in a company which might be affected by the publication of your paper.



- Having received funds reimbursing you for attending a related symposium, or talk.

If there are other interests which the reasonable reader might feel has affected your research you may also wish to declare them.

\*Please note that it is not expected that details of financial arrangements be disclosed when a competing interest is declared.

## **Correction and Retraction Policy:**

Authors who discover errors in articles they have published should have the corresponding author contact the journal's editorial office with a detailed description of the correction that is needed. Corrigenda (corrections of author's errors) and errata (corrections of publisher's errors) will be published at no charge to the authors. Requests for corrections that affect the interpretation or conclusions of a published article will be reviewed by the editors. An article may be retracted when the integrity of the published work is substantially undermined owing to errors in the conduct, analysis, and/or reporting of the study.

Violation of publication or research ethics may also result in a study's retraction. Retraction statements will typically include a statement of assent or dissent from the authors.

In exceptional circumstances, the editorial office reserves the right to remove an article from the journal's online platforms. Such action may be taken when:

- (i) the editorial office has been advised that content is defamatory, infringes a third party's intellectual property right, right to privacy, or other legal rights, or is otherwise unlawful;
- (ii) a court or government order has been issued, or is likely to be issued, requiring removal of such content;
- (iii) content, if acted upon, would pose an immediate and serious risk to health. Removal may be temporary or permanent. Bibliographic metadata (e.g. title and authors) will be retained and will be accompanied by a statement explaining why the content has been removed.

## **Contribution and consent of each author and any other information:**

### **Authorship Policy**

#### **i. Authorship Credit**

Authorship credits may only be given to those who have made a substantial contribution in constructing the article.

The corresponding author of the article holds the responsibility to give credits to the co-authors that are significantly involved in the work. Also, the corresponding author should make sure that all the co-authors have

approved the final submission and ready-to-publish version of the article. Others who have participated in certain substantive aspects of the research should be acknowledged for their contribution in an "Acknowledgement" section.

## **ii. Changes in Authorship**

The authors are fully responsible to provide the names of the authors upon submitting the article to the journal. Once the article is accepted for publication, any addition, deletion, or rearrangement of the authors' names will not be entertained unless approved by the journal's editor. To request such a change, the corresponding author must provide the journal's editor with:

- (a) the reason for the change in the author list and
- (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement, along with the confirmation from the author being added or removed.

Only in exceptional circumstances and with considerable reason/s will the editor may consider the addition, deletion, or rearrangement of authors after the manuscript has been accepted. While the editor considers the request, the processing of the manuscript for publication will be put on hold. If the manuscript has already been published in an online issue, any requests may not be entertained by the editor.

## **iii. Order of Authors**

It is the responsibility of the authors to have a mutual agreement on the order of the authors before submitting the article to the journal. Any such disagreements must be ruled out before the submission.

## **iv. Guest Authorship**

The "guest" author makes no significant contributions to the study, hence, do not qualify for authorship. Al-Wifaq Research Journals do not allow the appearance of guest authorship on the articles.

## **v. Anonymous Authorship**

Because authorship should be transparent and requires public accountability, it is not appropriate to use pseudonyms or to publish scientific reports anonymously. In extremely rare cases, when the author can make a credible claim that attaching his or her name to the document could cause serious hardship (e.g., a threat to personal safety or loss of employment), a journal editor may decide to publish anonymous content.

## **vi. Acknowledgment**

In the Acknowledgments section, authors may wish to include the names and contributions of those whose involvement in a study did not qualify

them for authorship (because of the journal policy) but have contributed to the article in some way.

#### **vii. Contributors**

"Ghost" and/or "Guest" author phenomenon has been common in the traditional listing of research papers. This has been raising inappropriate authorship practice in which some individuals did not have an actual input in the experiment. For this, the journal highly recommends that only authors who have made a significant scientific contribution to the research in the manuscript shall be listed individually in the submitted manuscript (including students and lab technicians).


#### **viii. Duplicate Submission**

Articles that are found to have been published elsewhere, or are under consideration for publishing elsewhere, will be considered as "duplicated" material. In case the author(s) have used their own previously published work (or work that is currently under review), they are asked to cite the previous work and indicate how their submitted manuscript offers novel contributions and adds value differently (from the previous work).

#### **ix. Citation Manipulation**

Submitted manuscripts that are found to include citations in order to increase the number of citations to a given author's work, or to articles published in a particular journal, will be considered as a "citation manipulation"-containing material.

#### **Signatures of Head of Organization:**

  
Dr. Ihtsham Ul Haq Padda  
Incharge Campus, Ihtsham Ul Haq Padda,  
Federal Urdu University of Arts,  
Science & Technology, Incharge Campus,  
Islamabad.  
Contact: +92 300 7904491