

# **IIU Policy for Research Journals**



**2022**

**Office of the Vice President  
(Research and Enterprise)**

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## LIST OF ACRONYMS

COPE	Committee on Publication Ethics
HEC	Higher Education Commission
HJRC	HEC's Journal Recognition System
IIUI	International Islamic University, Islamabad
IJSC	IIU Journals' Steering Committee
IPRJ	IIU Policy for Research Journals
IRD	Iqbal Institute of Research and Dialogue
IRI	Islamic Research Institute of IIUI
ISSN	International Standard Serial Number
ORIC	Office of Research, Innovation, & Commercialization
SOP	Standard Operating Procedure
TOR	Terms of Reference
WoS	Web of Science

# CHAPTER 1

## INTRODUCTION

### 1.1 TITLE AND SCOPE

- i. This policy shall be called “IIU Policy for Research Journals 2022 (IPRJ 2022)”.
- ii. This policy has been framed in accordance with the quality standards set by HEC and International Indexing agencies like WoS and best practices.
- iii. The Office of Vice President (Research and Enterprise) will be implementing office whereas
- iv. Office of the Research, Innovation and Commercialization (ORIC) will be executing or responsible offices for monitoring/financial support and academic accreditation.

### 1.2 DEFINITIONS

To this policy, unless otherwise stated, the following definitions and abbreviations shall apply:

i. **IIU Journals Steering Committee (IJSC)**

IIU Journals Steering Committee will be highest body of IIU for approval and monitoring of research journals. This Committee will allow initiation of new Journals and perform monitoring of existing journals. Moreover, financial support for journals will also be approved by this committee. The Committee can device mechanism for evaluation of applications for initiation of new journals. It can also perform other functions to resolve the issues related to the regular publications of the IIU Journals.

The composition of this Committee will be as under:

Chairman of the Committee                      Vice President (R&E)

Members of the Committee

- All Director Generals/Executive Directors of the Institutes/Academies/Centers
- All Deans of the faculties
- Two editors of well reputed HEC recognized existing journal of IIU
- Secretary/Member                      Director ORIC

- Director Finance or his/her nominee
- ii. **Research Journal** at IIUI means a scholarly publication containing articles written by researchers, professors and other experts focusing on a specific discipline or field of study. Open Accessed or Online Journals of IIUI will also be included in IIUI Journals. Unlike newspapers and magazines, journals are intended for an academic or technical audience, not general readers.
  - iii. **Web of Science** means an online subscription based scientific citation indexing service originally produced by the Institute for Scientific Information (ISI).
  - iv. **Editor -in-Chief** means the most senior editor who is looking after overall affairs of the journal.
  - v. **Editor** means a person responsible for overall administration of the journal. He/She will perform duties such as identifying of important academic and administrative matters of the Journal like initial scrutiny of articles, peer review, final selection of the articles for an issue of a journal, sourcing high quality manuscripts, handling day-to-day paperwork, and organizing the flow of manuscripts (*i.e.* from author to referees and back and finally to the publisher). Depending on the size of the journal, he/she can seek the assistance of associate editors and assistant editors to run the affairs of the Journal.
  - vi. **Editorial Board** means a group of experts in the journal's field. The presence of an editorial board is very important for journal as an ambassador for journals. To some extent the quality of a journal is judged by the members and academic credentials of its editorial board.
  - vii. **Peer reviewer** means external expert/s chosen by the competent authority to provide written opinions, with the aim of improving the study.

### 1.3 OBJECTIVES

- i. Guidance for management, support and quality enhancement of research journals at IIUI to bring their academic and publication quality to international standards.
- ii. Establishment of minimum and optimal standards, in line with International best practices, for academic review, publication quality, and ethical practices.
- iii. Establishment and strengthening of monitoring systems of IIU Journals.

- iv. Maintaining the reliability of the published material and safeguarding the research record by the journal.
- v. Providing support in capacity building of editorial teams, faculty and researchers for academic publishing.
- vi. Provision of financial support and linking of such support to performance, i.e., success in meeting quality criteria.

## **CHAPTER 2**

### **INITIATION OF NEW IIU RESEARCH JOURNALS**

#### **2.1 Starting New Journals**

- i. The proposal for starting a new journal may be forwarded through Dean/DG/ED to the Vice President (R&E)/Chairman Journals Monitoring Committee who will refer it to the ORIC on the prescribed Performa (Annex-A).
- ii. The proposal must clearly provide proper justification for the need, rationale and benefits of the journal for general readers and beneficiaries.
- iii. To keep high standards of publishing, multiple journals from the same faculty would not be encouraged until and unless rationally justified.
- iv. After initial evaluation of proposal, ORIC will refer the case to IIU Journals Steering Committee.
- v. The President, IIU, on the recommendations of IIU Journals Steering Committee may approve the start of new journal.

#### **2.2 Publisher Characteristics**

- i. The journal must be published by an Institute/Academy/Center/Academic Department/Faculty of IIU on regular basis.
- ii. The publisher's name, in case of IIU Research Journals, the complete name of Institute/Academy/Center/Academic Department/Faculty along with name with a

verifiable, physical address must be provided on hard and soft copy of each journal issue.

### **2.3 Journal Eligibility, Scope & Title**

- i. To be eligible the journal must fulfill the minimum eligibility criteria for Registration/Application submission for HEC Journal Recognition System (HJRS) as per its policy.
- ii. In case of non-performance and failing to meet the minimum standards, a journal may be discontinued/merged with some other IIU journal on the recommendation of IJSC.
- iii. In genuine cases, relaxation may be granted to journals for a period decided by the IJSC.
- iv. The journal must have clearly defined aims, objectives and scope of publication.
- v. Journal must possess a title aligned with the stated scope of the journal, published content, and community demographic (editorial board and authors).
- vi. The title should be consistently displayed at the article, issue (if present), journal, and website level.

### **2.4 Patron in Chief and Patron of IIUI Journals**

- i. The Rector IIU may serve as Ex Officio Patron in Chief of IIUI Journals
- ii. President IIUI may serve as Ex Officio Patron of IIUI Journals

### **2.5 Editorial Board and Advisory Board**

#### **i. Editorial Board**

- a. The journals will operate under the guidance of an Editorial Board which will be a team of experts in the journal's field. The Editorial Board will provide expert advice on contents, guide on strategies for attracting quality research work.
- b. The Editorial Board should comprise of Editor-in-Chief, Editor and Associate/Assistant Editors.
- c. If DG(s)/ED(s)/Dean(s) of the Institutes/Academies/Centers or Deans is/are not the Editor of the Journal then he/she will serve as Chief-Editor. If any of DGs/EDs of

Institutes/Academies/Centers or Deans of the faculties is serving as Editor, then no Chief-Editor will be required.

d. The Editor must have a good publication record, and preferably hold any position or membership of Professional Bodies, Societies or on the Editorial board of other prestigious journals. Experience of editing and reviewing of renowned reputed journals may also be considered.

e. The Editors of new Journals and Editorial/Advisory boards will be approved along with the approval of new journals by the steering committee.

f. The Editor of a journal and members of editorial and advisory board may be appointed for three years and can be re-appointed such type of appointments will be approved by the respected DGs/EDs and Deans.

## **ii. Advisory Board**

a. The journal must have a diversified Advisory board having a minimum of 08 members with PhD or terminal research degrees in relevant fields (i.e., area of publication) and should have strong research and publication background.

b. The Advisory Board shall have more than 50% of members from outside IIUI representing Pakistan as well as academically advanced nations.

c. Consent letters from Advisory Board members should be kept in record.

d. Credentials of the Editorial and Advisory Board Members should be clearly mentioned in the journal as well as on the Website.

e. To ensure smooth functioning of the journal, the Editor is responsible for conducting the Editorial Board meetings on regular basis (at least twice a year).

f. Any change/modification in the advisory board will be approved by the respected DGs/EDs and Deans.

## **2.6 Website Functionality/Journal Format**

i. IIU Journal portal hosting all the research journals published from IIU will be developed and shell be maintained by the IT department.

- ii. Every journal on the portal will have a comprehensive website, as per HEC prescribed guidelines, with the facility of online submission & review preferably using Open Journal System, Scholar One or similar software should be adopted.
- iii. It should facilitate online availability and include an archive of previous issues.
- iv. The available information must be accurate, the information architecture and navigation system must ensure easy access to the published contents and all other features defining the journal such as submission process, publication fee, and sponsorships / source of funding, Peer review policy, ethical consideration, contact details, Editorial and ethical affiliations Editorial Board, instructions to authors and so on.
- v. The journal portal/webpage must clearly link to the publisher/IIU homepage and vice versa.
- vi. Schedule for “Call for Papers” & Publishing Calendar, Complete Process of Publication showing time duration of individual activity and whole process, Publication Fee & Sponsorships / Source(s) of funding, Governing Body, Editorial Ethics, Contact Details, Scope of the Journal, Credentials of Editorial & Advisory Boards and last but not least Hyperlinks for relevant Indexing/Abstracting Agencies & Publication Tools (if any) must invariably be given and continuously updated on website of the journal.
- vii. Besides the website must be aesthetically pleasing and each online article must bear the name of the journal, Year of the publication, Volume No., Issue No., and page No. along with the official Logo.
- viii. Each article must clearly mention the corresponding author of the published article.

## **2.7 Transparency**

- i. The submission process, publication fee, and sponsorships / source of funding must be available publicly on the website.
- ii. The journal must have a registered ISSN that is verifiable on the ISSN database (<https://portal.issn.org/>) clearly and consistently displayed on all journal platforms (electronic and/or print). If both print and electronic ISSNs are present, both should be provided.

- iii. If the journal provides both online and print editions, it is mandatory to provide the journal URL and full-text access details of current content.

## **2.8 Timeliness and/or Publication Volume**

- i. The research journal should be published on time as per specified frequency/schedule in the stipulated time period.
- ii. Failure to follow specified frequency/schedule may lead to discontinuation of journal by IJSC.
- iii. The Editors of the journals after compiling/ready to print copy submit for printing to IRI Press with the approval of Vice President (R&E). This approval will include financial approval and after the publication of required copies, the editors will submit the bills of publications to the Finance department for payment to IRI Press.
- iv. The volume of scholarly articles published Quarterly/Bi-annually/Annually is expected to be within range as recommended by HEC appropriate to the subject area.
  - a. Annual Publication 2 issues in the last two years
  - b. Six Monthly Publication 4 issues in the last two years
  - c. Quarterly 8 issues in the last two years
  - d. Monthly 12 issues in the last one year

## **2.9 Indexing/Abstracting**

- i. The Journal must be registered with well reputed indexing agencies such as Web of Science, Scopus, or subject specific agencies within 03 years of its start of publication as per HEC guidelines for each category.
- ii. The Abstracting/Indexing Agency selected by the journal must have relevancy with the discipline, area, and scope of the journal.
- iii. For International indexing agencies, the Editor in Chief/ Editor may be responsible to provide full access of the published content with all necessary permissions to view that content.

## **2.10 Scholarly Contents**

- i. The journal must contain primarily original scholarly material.

- ii. The academic level of the research reported should be appropriate to a graduate, post-doctoral, and/or professional research readers.
- iii. The Editor may hold the responsibility to ensure the authenticity of published contents.
- iv. Published content must be in line with IIU policies and the international publication ethics.
- v. In case where majority of the content is conference proceedings, it shall be published as Special Issue of the journal with the prior permission of HEC.

### **2.11 Article Titles and Article Abstracts in English**

- i. The IIU journals could be published in English, Urdu, Arabic and any other approved language.
- ii. The journal must provide the Article titles and Article abstracts in English language despite of the language of the main body of the published content.
- iii. The language of titles, abstracts, key words, and all other published text presented in English must be clear and comprehensible to the readers.

### **2.12 Authorship**

- i. Names and Institutional affiliations, including country and addresses of all contributing authors must be reflected on each published article.
- ii. Each article must clearly mention the corresponding author of the published article in case of more than one authors.
- iii. Authorship may reflect geographical distribution, including both International and National authors.

### **2.13 Peer Review Process**

- i. Established procedures for external peer review be adopted and record must be maintained.
- ii. All published articles should be blind reviewed by at least two external reviewers.
- iii. Reviewer Proforma must be developed and endorsed by the Editorial Board and must cover all qualitative and quantitative aspects of the research article as per research parameters.
- iv. Comprehensive comments of the reviewer must display the important features/flaws of the reviewed article.

- v. If desired by reviewer, improved draft from author must be shared with reviewer to ensure the incorporation of suggestions/comments.
- vi. To avoid peer review scams, reviewers must have institutional emails rather than non-institutional emails.
- vii. The appreciation certificate may be issued to reviewers for their contribution by the Editor from time to time.

## **2.14 Presence of Ethics Statements**

- i. The journal must prepare and provide a transparent policy regarding their ethical requirements for authors and published works.
- ii. If the journal supports and uses one or more third-party organization's principles (WAME, COPE, Declaration of Helsinki, etc.), either the full text of the guidelines should be presented and appropriately credited to the source, or a functioning link to the full text of the guidelines should be provided.
- iii. The journal must provide a readily accessible, clear statement of the commitment to peer-review and/or editorial oversight of all published content.
- iv. The plagiarism detection software like Turnitin, iThenticate etc. can be used. Considering the fact that use of above-mentioned software can only check similarity of words, it is the responsibility of Editorial Team/Board to ensure the existence of all the necessary processes and procedures to ensure that plagiarized work (including self-plagiarism) is not published. In case of publishing of any plagiarized work, strict action will be taken against the journal which may lead to discontinuation of such journal(s).
- v. The Editor will be responsible to follow a specific internationally well reputed protocol to curb predatory practices. Preferably, Guidelines of "Committee on Publishing Ethics" (COPE) should be followed in letter and spirit. In this regard, it is encouraged to take membership of COPE by IIU journals.
- vi. The website must display clear policies on Conflict of Interest, Citation Manipulation, Redundant Publications, Retraction and Author withdrawal of the submission.

## **2.15 Journal Monitoring**

- i. ORIC will monitor the financial support and academic accreditation of IIU Journals.

- ii. The journal will maintain the complete record of contact details with CV's, publication lists, consent letter/emails from members of Editorial board, Complete record of every published issue including all the details of submitted, accepted and rejected articles, record of peer review etc., complete record of number of copies printed and their mode of distribution (i.e. gratis, exchange, subscription) along with mailing list and it will be provided as and when required by HEC or IJSC. Such information may be provided on prescribed Performa.

## 2.16 Miscellaneous Matters/Guidelines for Submission, Review and Publication of Articles in IIUI Journals

IIU Journals are HEC approved journals therefore the HEC Criteria along with IIUI's own standards will be maintained in publication of quality research papers in IIUI Journals.

- Each IIUI Journal will maintain its diverse editorial board and advisory board as per HEC criteria.
- IIUI journals must ensure that no typographical errors occur in text of the Quran. The accuracy of quotations and references must also be ensured. Moreover, the editors must ensure that verses of the Quran and text of *Hadith* are copied from authentic e-sources (e.g. *Mushaf al-Madinah*) for the purpose of clarity and avoiding reading mistakes.
- Language and style of article should be up to the mark. Transliteration of the non-English words should be made in accordance with that of the IRI/Islamic Studies format.
- Each IIUI Journals must follow uniform format of endnotes/footnotes/ referencing throughout the Journal.
- It is the responsibility of Editors of IIUI Journals that nothing repugnant to mainstream Islamic Teachings is included in IIUI journals. The article published in the journal must be in accordance with the mission and objectives of IIUI. The article must not contribute to hate literature, extremism, sectarianism, and anti-State views.
- Each article must be based on original research exploring new dimensions of knowledge.
- Each IIU Journal will update its list of experts/evaluators for evaluation of articles based on following format:

Sr. No.	Name, Address and Designation of the Experts	Contact information Email, Phone No. etc.	Specialization

- Each IIUI journal will prepare a comprehensive style and formation policy and devise guidelines for reviewers.
- The minimum qualification for an evaluator of IIU journals' articles will be a person having Ph.D. in the relevant discipline and research in his credit.
- The evaluator of an article will preferably be of the equal rank or above the rank of the article's author, e.g. an article authored by an Assistant Professor must be evaluated by an expert who should be an Assistant Professor or above. The article submitted by a full professor must not be evaluated by an expert less than a professor.
- The policy of blind peer-review will strictly be maintained and authors must not be informed about the particulars of the evaluators.
- Each IIUI Journal will develop a Performa to facilitate the process of blind peer review.
- The Performa along with guidelines for evaluation of the articles will be sent to evaluator along with articles preferably in soft form.
- On receipt of an article for publication, initial review of the article will be done by the Editorial Board or Editor or any internal member of the Editorial Board.
- The author will be bound to submit a certificate showing that this is his original work and is not submitted for publication elsewhere.
- The further process of the article for blind peer review will be initiated only if apparently the article meets minimum standards of the Journals.
- If the article is rejected at initial stage, the reasons will be recorded and presented in the meeting of the Editorial Board of the journal.
- If the article in initial review is considered appropriate for further process of review, then it will be processed for blind review as per IIU Policy in confidentiality. The plagiarization of the article will also be checked by the Editorial team before start of peer review process.
- If the Editor of a journal is a full professor or associate professor then he will appoint minimum two evaluators for blind peer review of the article from the panel approved by competent authority. That can be board of Faculty, Council of the institute or academy or publishing committee of the Institute/academy
- If the Editor of the journal is less than a professor or associate professor than the evaluators for peer review of the articles will be appointed with the consultation of the Director General/Executive Directors/Dean of concerned Institute/academy/Faculty.
- Maximum effort will be made to ensure that at least one evaluator of each article is from outside Pakistan.

- After the completion of the peer review of an article, the reviewers will be paid remuneration as per the approved rates. If an evaluator agrees he can be given books/publications equal to the amount of his remuneration instead of cash.
- After review of the articles, the authors will be informed about the opinions of the reviewers without mentioning their names and will be required to update their articles as per the observations of the reviewers.
- Before the publication of an article, Editors and Assistant Editors of the Journals will work closely with the authors to improve the manuscript as per Journals, format.
- After completion of all process the articles will be included in the issues of the Journals as per policy.
- Regular meetings of IIUI Journals' Editorial Boards will be held to review the process of publication of the Journals.
- The Editorial Boards may evaluate critically the recent issues for improvement in the upcoming issues of the journal.
- Efforts for maximum circulation of the Journals through internet and mail will be made in collaboration with the editors, publication, and marketing department of the University.

## **CHAPTER 3**

### **FINANCIAL SUPPORT FOR IIU RESEARCH JOURNALS**

The objective of financial support to research journals is to nurture and enhance academic and publication standards of IIU research journals at par with international standards.

#### **3.1 Conditions for Financial Support**

- i. The financial support will be provided from IIU research fund for journals for maximum 2 years unless they will get accreditation or secure HEC Journal category.
- ii. The journals must apply for HEC Research Journal Funding and will be eligible for Institutional financial support only, in case if they fail to secure funding from HEC or HEC funding is inadequate as per requirement.
- iii. If the journal gets higher category and they need more financial support, the funding may be increased.

- iv. Journals must submit documentary evidence and decision on their application to HEC, if applying for Institutional financial support.
- v. The financial support may be used for the following purposes:
  - a. Application for ISSN
  - b. Registration with one or more well reputed Abstracting/ Indexing agencies
  - c. External peer review fee (National/ International)
- vi. Funding may be continued based on satisfactory performance as decided by IJSC.

### **3.2 Eligibility Criteria**

The journal must fulfill the initial and editorial requirements set by IPRP, mentioned in Chapter 2 of this policy to be eligible for financial support.

### **3.3 Remuneration/Honorarium/Incentive**

- i. The IJSC will recommend the remuneration for external experts for National and International reviewers of manuscripts or for any other journal related activity on the recommendations of editor of the journal.
- ii. Approval of recommended amount of remuneration will be solicited from President, IIU.
- iii. Amount of remuneration may be revised from time to time.
- iv. The honorarium/incentive for the editorial team will be recommended by the IJSC committee on achievement of getting a higher ranking in HEC Journal recognition system.

### **3.4 Financial Management**

- i. Approved funds under Financial Support to IIU Research Journals shall be allocated by the Director Finance to the ORIC.
- ii. The administrative and financial powers of the released fund will be granted to Head ORIC.
- iii. The fund will be released to journal from Director Finance on sanction of Vice President (R&E). The request will be processed on the provision of the invoices for required amount sent to ORIC with all supporting documents.

- iv. Director Finance section shall send a copy of Funds Release Letter along with copy of cheque to ORIC, IIU for file record.

### **3.5 SOPs for Publication Fee Charging Journals**

- i. A new bank account will be opened for the Publication Fee and it will be collectively operated by Chief Editor and Editor of the Journal.
- ii. The Publication Fee will be deposited by the Authors into the Journal's bank account.
- iii. The amount collected will be used for licensing/agreements with indexing/abstracting agencies, remuneration to editorial team and external peer reviewers' fee.
- iv. The payment to foreign reviewers shall be made in US dollars and for this purpose IIU foreign currency account shall be used.
- v. The request for amount to be transferred in foreign currency shall be sent to ORIC for onward submission to the Director Finance by Editor in Chief/Editor of the Journal and quarterly reimbursement shall be made back to Director Finance from Journal's main account.
- vi. Adjustments in this regard shall be made on quarterly basis.
- vii. Journal's account shall be audited on annual basis.

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## **Annexes**



# INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

H-10, Islamabad, Pakistan

## FORM FOR REPORTING PERFORMANCE AND STATUS OF EXITING RESEARCH JOURNAL OF IIUI

Please fill in ALL section.

### 1.0

Name of Journal			
Publishing Institute /Faculty			
Name of the Editor			
Postal Address			
Email Address			
Phone Numbers		Fax Number	

### 2.0

Discipline									
Publisher (Faculty, Academy, Institute, Department, Center)									
Start Date of the Journal/Journal Published from									
Number of issues per year									
Monthly		Quarterly		Bi-Annual		Annual		Others	
ISSN (International Standard Serial Number)					E- ISSN number				
Category of the Journal in HEC Recognition Along with proof									
Web of the Journal									
OJS contact of the Journal									

**3.0**

Composition of Editorial Board? Please provide details as below (please provide consent of members)					
S.No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

Composition of Advisory Board? Please provide details as below (please provide consent of members)					
S.No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

**4.0**

Is the journal 'peer reviewed'? If yes, kindly provide details of permanent panel of reviewers.					
S.No.	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

**5.0**

Are all the articles are peer reviewed?					
Yes		If yes	All articles		Selected articles
No		If no, please explain the acceptance procedure			

**6.0**

How much is the processing time from the date of submission of the manuscript to the date of acceptance by the Editorial Board?	
Maximum processing time	Months
Minimum processing time	Months

**7.0**

Abstracting and indexation in HEC Approved Agencies. Please consult the HEC website, <a href="http://www.hec.gov.pk/htmls/journal_lib/ICR/index%20of%20books.pdf">http://www.hec.gov.pk/htmls/journal_lib/ICR/index%20of%20books.pdf</a> .	
National Agencies	International Agencies

**8.0 Publishing Statistics of the Journal for Last 4 years (2017-2020)**

Year	Vol. & Issue No.	No. of Received Art.	No. of Articles Rejected	No. of Articles Published	% of rejected articles	% of articles from foreign Authors
2017						
2018						
2019						
2020						

What is (are) the mode (s) of distribution					
In exchange		Gratis		Subscription	
If there is a mix of distribution, please indicate percentages of Journals distributed as:					
In exchange	%	Gratis/complimentary	%	Subscription	%
Total cost involved for publication per issue: Rs				Last issue Rs	
Funding source(s) for the Journal (Names of sponsors and committed support in Rupees.)		1.	2.	3.	
Price per copy: Rs.				(US \$)	

**Please also sent two copies of each printed/Published issue from 2017**

Official Stamp

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

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

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

For the official use only	
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**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD**

H-10, Islamabad, Pakistan

**APPLICATION FORM FOR INITIATION OF A RESEARCH JOURNAL**

*Please fill in ALL sections*

**1.0**

Proposed Name of Journal			
Faculty			
Department			
Proposed Name of the Editor			
Postal Address			
Email Address			
Phone Numbers		Fax Number	

**2.0**

Discipline									
Publisher (Faculty, Academy, Institute, Department, Center)									
Proposed Year/Date of First Issue of the Journal									
Number of issues per year									
Monthly		Quarterly		Bi-Annual		Annual		Others	
Does the Journal have ISSN/eISSN? (International Standard Serial Number)		Yes/No		If Yes give ISSN/eISSN number (please provide a copy of letter)					
Proposed Circulation (Total Number of copies to be published per issue)		Online Journal (no need of print copies)		Distribution		In-country (number)			
						Abroad (number)			

**3.0**

Composition of Editorial Board? Please provide details as below (please provide consent of members)					
S.No	Name	Title	Address	Phone/Fax	E-mail
1.					
2.					

Note: Please extend the column if required.

Composition of Advisory Board? Please provide details as below (please provide consent of members)					
S.No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend the column if required.

**4.0**

Is the journal 'peer reviewed' If yes, kindly provide details of the permanent panel of reviewers?					
S.No.	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

**5.0**

Will all the articles be peer reviewed?					
Yes		If yes	All articles		Selected articles
No		If no, please explain the acceptance procedure			

**6.0**

How much is the proposed processing time from the date of submission of the manuscript to the date of acceptance by the Editorial Board?	
Maximum processing time	
Minimum processing time	

**7.0**

Proposed agencies for abstracting and indexation. Please consult the HEC website, <a href="http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf">http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf</a> .	
National Agencies	International Agencies

**8.0**

What is (are) the mode (s) of distribution					
In exchange		Gratis		Subscription	
If there is a mix of distribution, please indicate percentages of Journals distributed as:					
In exchange	%	Gratis/complimentary	%	Subscription	%
Total cost involved for publication per issue: Rs				Last issue Rs	
Funding source(s) for the Journal (Names of sponsors and committed support in Rupees.)		1.	2.	3.	
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International Islamic University, Islamabad

(Office of the Director (Academics & Examinations))

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No. IIU- D.Acad (08)/2008-11254

Dated:-08-06-2022

NOTIFICATION

Subject: - IIU POLICY FOR RESEARCH JOURNALS (IPRJ)

The Academic Council in its 81<sup>st</sup> meeting held on 23<sup>rd</sup> February, 2022 has approved recommendations of the sub-committee constituted under the Chairmanship of the Director General IRI on the subject captioned above.

Recommendations of the Academic Council are notified for information of all concerned.

(Dr. Muhammad Mumtaz)  
Director (Academics)

Distribution

All concerned

CC:

Assistant /Director (Meetings)

To report the matter before next meeting of the BOG

April 06, 2022

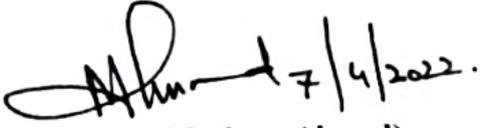
No. IIU-ORIC/IPRJ/2022-OS858

**NOTIFICATION**

**IIU POLICY FOR RESEARCH JOURNALS (IPRJ)**

It is notified for all concerned that Academic Council in its 81<sup>st</sup> meeting held on 23 February 2022 has pleased to approve the **IIU Policy for Research Journals 2022 (IPRJ 2022)**. The Policy is framed in line with the quality standards set by HEC and International Indexing agencies which would be referred to decide/process the applications and support for regular publication of IIU Research Journal.

- 2- All concerned are hereby advised to initiate/apply and publish the research journals keeping in view the IPRJ 2022 guidelines.
- 3- This issue with the approval of the President IIUI for implementation by all concerned.

  
(Prof. Dr. Mushtaq Ahmad)  
Director, ORIC

Encl: IIU Policy for Research Journals (IPRJ)

**Distribution:**

- i- All VPs
- ii- All DGs/Executive Directors
- iii- All Deans/Incharge of All Teaching Departments
- iv- Director/Incharge (HRMD/Gen. Admin./Acad./Exams/Audit/Finance/QAD)
- v- Legal Advisor, IIUI
- vi- Webmaster (with a request to upload the policy and circulate the info, electronically.)
- vii- Relevant File

Cc: SPS to Rector  
SPS to President  
APS to Director ORIC