

IRJICC

*(International Research Journal of
Islamic Culture and Communication)*

Policy Document For CY 26


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Aims and Scope

The Journal of “IRJICC” is a multi-disciplinary endeavor dedicated to the scholarly study of various aspects of Islam and the Islamic world. Special attention is paid to works dealing with Islamic Philosophy, mysticism, interfaith dialogue and Islamic culture and civilization. The journal seeks to place Islam and its traditions in the light of spirituality and rationality with its pragmatic and tremendous values and to encourage comprehensive consideration of in many facets: to provide a forum for the study of Islam with special academic inquiry and in global context; to promote interaction among academics from multiple traditions of learning and exchange and discussion of research findings. “IRJICC” will provide a vehicle to help academics, researchers, policy makers to educate, influence and share information to learn from each other’s work as well as to provide a research forum to explore new solutions to new rising problems.

Frequency of Journal

The Journal of “IRJICC” is a quarterly research Journal.

Peer Review Policy

Peer-review is the system used to assess the quality of a manuscript before it is published. Independent researchers in the relevant research area assess submitted manuscripts for originality, validity and significance to help editors determine whether the manuscript should be published in their journal.

“IRJICC” research journal of Islamic culture and communication a **double-blind peer- review system**, where the reviewers do not know the names or affiliations of the authors and the reviewer reports provided to the authors are anonymous.

Submitted manuscripts

will generally be reviewed by two to three experts who will be asked to evaluate whether the manuscript is scientifically sound and coherent, whether it duplicates

already published work, and whether or not the manuscript is sufficiently clear for publication. Reviewers will also be asked to indicate how interesting and significant the research is. The Editors will reach a decision based on these reports and, where necessary, they will consult with members of the Editorial Board.

Disclosure and Conflicts of Interest

- ***The potential conflicts of interest of all author(s) must be conveyed to the editor at the earliest possible stage, including but not limited to employment, consultancies, honoraria, etc.***
- ***All sources of financial support for the project should be disclosed.***

Conflict of Interest

The editors and reviewers will not edit a submitted paper for those author(s) and/or institution against which s/he has any conflicts of interest.

Conflict of Interests Policy

A Declaration of Conflicting Interests policy refers to a formal policy a journal may have to require a conflict of interest statement or conflict of interest disclosure from a submitting or publishing author.

The Committee on Publication Ethics (COPE) states in its Guidelines on Good Publication Practice (2003) that: "Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived."

Many scholars, researchers, and professionals may have potential conflicts of interest that could affect their research. As a result, the journal requires a formal declaration of conflicting interests enabling a statement to be carried within the paginated published article.

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

All manuscripts submitted to the journal are evaluated fairly and are not necessarily rejected when any competing interests are declared.

Examples of conflicts 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 that might be affected by the publication of your paper.*
- *Having received funds reimbursing you for attending related symposia, or talk.*

If there are other interests that 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.)

Conflict of interests

Upon identification of any conflict of interest, the editors may require more information from the author that may include the following:

1. *Acknowledgement of financial support/sponsorship in their contribution.*
2. *Any commercial or financial involvements that might present an appearance of a conflict of interest related to the contribution are disclosed in a covering letter accompanying the contribution and all such potential conflicts of interest will be discussed with the editor as to whether disclosure of this information with the published contribution is to be made in the journal.*

3. *If they have signed an agreement with any sponsor of the research reported in the contribution that prevents you from publishing both positive and negative results or that forbids you from publishing this research without prior approval of the sponsor.*
4. *If they have checked the manuscript submission guidelines to ensure whether the journal requires a Declaration of Conflicting Interests and have complied with the requirements specified where such a policy exists.*

The Authors are required to fill and sign the Copyright and Author Consent Form upon submitting the manuscript.

Editor obligations regarding conflicting interests

The same obligations equally apply to the editors or guest editors writing an editorial for the journal. When you are submitting or publishing your article in a journal which requires you to make a Declaration of Conflicting Interests, please include such a declaration at the end of your manuscript after any Acknowledgements and prior to the Funding Acknowledgement, Notes (if relevant)

**Please note, a Conflict of Interest Statement will not appear in journals that do not require a declaration of conflicting interests. Where a declaration is required the disclosure information must be specific and include any financial relationship that all authors of the article have with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article.*

Ethically Guidelines for The Author(s)

The following ethical guidelines are obligatory for all author(s) violation of which may result in application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges.

Reporting Standards

- ***Will ensure that the research report and data contain adequate detail and references.***

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- **Fraudulent or knowingly inaccurate statements are unethical and unacceptable.**

Originality and Plagiarism

- **Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable.**
- **Material quoted verbatim must be placed in quotation marks.**
- **If more than 19% similarity index has found, As per HEC's policy it will either be rejected or left at the discretion of the Editorial Board for the purposes of a conditional acceptance.**

Declaration

- **A declaration is required that the manuscript contains solely author original work that is not under consideration for publishing in any other journal in any form.**
- **A co-authored paper must be accompanied by an undertaking in order to claim right to authorship and to ensure that all have agreed to the order of authorship.**

Multiple, Redundant and Current Publication

- **Authors should not submit manuscripts describing essentially the same research to more than one journal or publication except if is a re-submission of a rejected or withdrawn manuscript.**
- **Concurrent submission of the same manuscript to more than one journal is unethical publishing behavior and is unacceptable.**

Acknowledgment of Sources

- **A paper must always contain proper acknowledgment of the work of others.**

- ***The author(s) must also acknowledge the contributions of people, organizations and institutes who assisted the process of research or financial funding (in the acknowledgement).***
- ***It is duty of the author(s) to conduct a literature review and cite the original publications.***

Authorship Credit

Authorship of the work may only be credited to those who have made a noteworthy contribution in conceptualization, conducting, data analysis and writing up of the manuscript.


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The corresponding author should ensure that all co- authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Privacy of Participants

- **Authors must respect the privacy of the participant(s) of research.**
- **Authors must ensure that in instances where the identity of the participant needs to be revealed in the study, explicit and informed consent of the concerned party is obtained.**

Data Access and Retention

- **The author(s) should provide raw data to the Editor, if any question arises about the accuracy or validity of the research work during the review process.**
- **The author(s) must provide an accurate description of how the images were generated and produced, and will ensure they are free of manipulation.**

Disclosure and Conflicts of Interest

- **The potential conflicts of interest of all author(s) must be conveyed to the editor at the earliest possible stage, including but not limited to employment, consultancies, honoraria, etc.**
- **All sources of financial support for the project should be disclosed.**

Manuscript Acceptance and Rejection

- **During the review period the author can contact the Editor to ask about its status.**
 - **In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted or rejected accordingly.**
- In case of dissatisfaction over the decision of rejection, the author can**

Ethically Guidelines For Editors

The Editor's Responsibilities

- *Establishing and maintaining quality of the journal by publishing quality papers.*
- *Promotion of freedom of expression within the cultural, constitutional/legal framework*

Good practices

- *Encouraging new ideas and suggestions for improving quality of IRJICC.*
- *Applying the process of blind peer review in its true letter and spirit,*
- *Promoting & implementing anti plagiarism & journal's policy without institutional pressure.*

Fair play and Impartiality

- *Will ensure impartial evaluation of the content of research papers,*
- *Disregard the all discriminating factors during selection of articles, e.g. gender, race, ethnicity, religious belief, etc. of author(s)*

Confidentiality

- *Confidentiality of the author(s) and reviewers during the peer review process will be ensured*
- *Confidentiality of the participants of the research should also be ensured.*
- *Prior to publication, the content of the manuscript would be kept confidential*

Editing and Formatting Guidelines

Clear guidelines about preparing and formatting of a paper are available on IRSJSS a webpage.

The Review Process

- *Articles are initially scrutinized and then go through double-blind peer review process.*

Sufficient guidelines along with a Reviewer's Proforma are provided to reviewers (see: Reviewer's Proforma download section)

- Sharing the reviewer's comments with author and incorporation of suggested corrections. □ Referring troublesome cases to Advisory Committee.

Dealing with Misconduct

- Will encourages reviewers to comment on ethical issues and possible misconduct.
- Confirmation of plagiarism through Turnitin and/or searching for similar titles etc. Will publish a corrigendum, remove and retract a plagiarized article.

Transparency

- Only one paper as a PI (Principle Investigator) should be published in the same issue.
- Editorial Board Members will only be limited to ONE paper per issue. Authorship & co-authorship policy will be strictly adopted.

Conflict of Interest

The editors and reviewers will not edit a submitted paper for those author(s) and/or institution against which s/he has any conflicts of interest.

Disclosure

will not use any unpublished information/data from the submitted research paper without the permission of the author(s)

Publication Decisions

- Only shortlisted research papers relevant to the scope of the journal will be published after completion of the review process
- Acceptation or rejection of a paper will be based on academic standards.
- The Editor will justifies the reason (s) of rejecting a research paper and will timely communicate the editorial decision to the author(s)

Procedure for Appeal

The Editor is responsible for establishing a proper mechanism for appeals launched against:

The rejection of a research paper.

- Objections to publications causing harm to any party.
- Infringement of Ethical boundaries in any manner.


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Ethically Guidelines For Reviewers

The Reviewers should:

- **Inform the Editor, if they do not have the subject expertise required to carry out the review and s/he should inform the Editor immediately after receiving a request.**
- **Be responsible to act promptly and submit review report on time**

Standards of Objectivity

- **The reviews should be objectively carried out** with a consideration of high academic, scholarly and scientific standards.
- **All judgments should be meticulously established and maintained.**
- **The decision should purely base on the quality of the research paper** and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations.
- **A reviewer should not use unpublished material disclosed** in a submitted manuscript, without the approval of the Editor.
- **A reviewer must declare any potentially conflicting interests** (e.g. personal, financial, intellectual, professional, political or religious).
- **A reviewer should be honest enough** to declare conflicts of interest, if, the research paper under review is the same as to his/her presently conducted study.
- **If the reviewer feels unqualified to separate his/her bias, s/he should immediately return the manuscript to the Editor without review, and justify to him/her about the situation.**

Confidentiality

Reviewers should consider the research paper as a confidential document and must not discuss its content on any platform except in cases.

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where professional advice is being sought with the authorization of the Editor.

Ethical Considerations

- If the reviewer suspects that the research paper is almost the same as someone else's work, s/he will ethically inform the Editor and provide its citation as a reference.
- If the reviewer suspects that results in the research paper to be untrue/unrealistic/fake, s/he will share it with the Editor.
- If there has been an indication of violating ethical norms in the treatment of human beings (e.g. children, female, poor people, disabled, elderly, etc), then this should be identified to the Editor.
- If the research paper is based on any previous research study or is replica of an earlier work, or the work is plagiarized for e.g. the author has not acknowledged/referenced others' work appropriately, then this should be brought in the Editor's knowledge.

Originality

For evaluating originality, the reviewers should consider the following elements:

- Does the research paper add to existing knowledge?

Are the research questions and/or hypotheses in line with the objective of the research work?

Structure

If the layout and format of the paper is not according to the prescribed version, the reviewers should discuss it with the Editor or should include this observation in their review report. On the other hand, if the research paper is exceptionally well written, the reviewer may overlook the formatting issues. At other times, the


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reviewers may suggest restructuring the paper before publication. The following elements should be carefully evaluated:

- ❖ If there is serious problem of language or expression and the reviewer gets the impression that the research paper does not fulfill linguistic requirements and readers would face difficulties reading and comprehending the paper. The reviewer should record this deficiency in his/her report and suggest the editor to make its proper editing. Such a situation may arise when the author(s)' native language is not English.
- ❖ Whether the data presented in the paper is original or reproduced from previously conducted or published work. The papers which reflect originality should be given preference for publication.
- ❖ The clarity of illustrations including photographs, models, charts, images and figures is essential to note. If there is duplication then it should be reported in the review report. Similarly, descriptions provided in the "Results" section should correspond with the data presented in tables/figures, if not then it should be clearly listed in the review report.
- ❖ Critically review the statistical analysis of the data. Also check the rational and appropriateness of the specific analysis.
- ❖ The reviewers should read the "Methodology" section in detail and make sure that the author(s) has demonstrated the understanding of the procedures being used and presented in the manuscript.
- ❖ The relationship between "Data, Findings and Discussion" requires a thorough evaluation thoroughly. Unnecessary conjecture or unfounded conclusions that are not based on the presented data are not acceptable.
- ❖ Further questions to be addressed are whether: the organization of the research paper is appropriate or deviates from the standard or prescribed format?
- ❖ Does the author(s) follow the guidelines prescribed by the journal for preparation and submission of the manuscript?

❖ *Is the research paper free from typographical errors?*

Review Report

- *The reviewer must explicitly write his/her observations in the section of 'comments' because author(s) will only have access to the comments reviewers have made.*
- *For writing a review report, the reviewers are requested to complete a prescribed form (s).*
- *It is helpful for both the Editor and author(s) if the reviewer writes a brief summary in the first section of the review report. This summary should comprise the reviewer's final decision and inferences drawn from a full review.*
- *Any personal comments on author(s) should be avoided and final remarks should be written in a courteous and positive manner.*
- *Indicating any deficiencies is important. For the understanding of the Editor and author(s), the reviewers should highlight these deficiencies in some detail with specificity. This should help justify the comments made by the reviewer.*
- *When a reviewer makes a decision regarding the research paper, it should be clearly indicated as 'Reject', 'Accept without revision', or 'Need Revision' and either of the decisions should have justification.*
- *The reviewers should indicate the revisions clearly and comprehensively, and show willingness to confirm the revisions submitted by the author(s), if Editor wishes so.*
- *The final decision about publishing a research paper (either accepts or reject) will solely Rest with the Editor and it is not a reviewer's job to take part in this decision. The editor will surely consider reviewer's comments and have a right to send the paper for another opinion or send it back to the author(s) for revision before making the final decision.*

“These guidelines are retrieved from Higher Education Commission (HEC), Pakistan manual of “Ethical Guidelines for Journals”, which has been prepared



*by Dr. Rukhsana Kausar, Director Institute of Applied and Clinical Psychology,
University of the Punjab, Lahore*

Guidelines for submission of research articles (English)

“IRJICC” feels honor in providing a platform by publishing original material of interest to the research scholars “IRJICC” is an academic refereed journal published four times a year (Quarterly). Unsolicited manuscripts will be welcomed here.

Manuscript Submission

Submit two copies of the manuscript along with a soft copy via CD/Email to the Editor. Manuscripts should not be submitted via Fax. To facilitate academic review and production, authors must provide their complete name, address, phone number(s), current position/title, and name(s) of universities on the title page. Manuscripts will be considered for publication only if they have not been published previously and are not under consideration for publication elsewhere.

The Review Procedure Manuscripts that are submitted to “IRJICC” are subject to evaluation by at least two independent referees (including one from technologically advanced countries) who are expert in the applicable field. The decision to accept or reject a manuscript rests solely with “IRJICC” Editorial Board. This decision is final. The Editorial Board will, however, base its decision primarily upon the recommendations of the referees who have evaluated the paper.

Format Requirements

A. General Requirements: Unsolicited Manuscripts must be written in English/Urdu/Arabic. Type the manuscript on white bond paper, 8-1/2×11inches

(21.6×27 cm or A4 size paper) with margins of at least 1.5 inches (4cm) on left for

English and on right for Urdu/Arabic.

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Begin each of the following section on separate page and in the following order:

- ☐ Title page,
- ☐ Abstract,
- ☐ Introduction,
- ☐ Results & Conclusions, References.

Number pages consecutively, beginning with the title page. Type the page number in the upper right-hand corner of each page in English, and in the upper left-hand corner of each page in Urdu and Arabic.

B. Abstracts: Provide on a separate page an abstract of 150 to 200 words followed by the keywords for respective article. This abstract should consist of labeled background, Methods, Results and Conclusion. They should briefly describe, respectively, the problem being addressed in the study, how the study was performed, the salient result and what the authors conclude from the results

C. Introduction:

State the purpose of the article and summarize the rationale for the study.

D. Key Words:

Include the Key Words relating to the article subject.

E. Results:

Present your results in logical sequence in the text.

F. Discussion:

Emphasize the new and important aspect of the study and conclusions that follow from them. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your discussion and references.

G. References:

Text and references must follow the format outlined in The Chicago Manual of


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Style like:

al-Alusi, Sayyad Muhmud al-Baghdadi. Ruh al-Ma'ani, Cairo: Muniriyah Press, 1353 AH, PP.

All footnotes citing books must contain the complete title, name of the author(s), place of publication, publishing company, and date. All foreign words must be underlined and transliterated.

"IRJICC" reserves the right to change the transliteration of all historical names, titles, and non-English terminology to bring conformity with its own style.


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Review Process

The peer review process is one of the most important and fundamental components in the publication process. The credibility and reputation of a journal mainly depend on the integrity of the peer review process and the trust of authors.

Being an HEC recognized/accredited journal, “IRJICC” follows peer review guidelines of HEC in true letter and spirit. All papers submitted to “IRJICC” (Journal of Social Sciences and Humanities) undergo a rigorous internal and external review by experts in the relevant area of interest:

Internal/Desk Review

Each paper goes through an internal / desk review by a relevant editorial board member to determine whether it is properly formatted and follows the publication ethics. The board member would also consider whether basic protocols of research have been followed in research design / analysis and contribution to the literature. Papers that do not meet the basic requirements are not sent out for external review.

External Review

“IRJICC” (Journal of Social Sciences and Humanities) follows a double-blind review process after a paper is screened through the internal review. Authors are requested not to include their personal information in the text of the paper. If the personal information is displayed by authors, another file is uploaded after removal of author’s information and sent to reviewers. Authors/s are further indicated not to post their papers on any website to prevent their identity to the potential reviewers. While reviewers are also expected to refuse if they come to know about the identification of the author(s) of a paper referred to them for peer review.

A reviewer proforma is also attached with each review request which helps reviewer in the review process. Each reviewer is given a timeline of 4 – 5 weeks for review. If the reviewer fails to comply with the timeline, a reminder is sent.

External reviewers generally comment and suggest originality, quality of presentation

<i>Sr#</i>	<i>Steps Of Review Process</i>	<i>Estimated Time</i>
1	Submission of paper	-
2	First internal/desk review	2 weeks
3	External Review	4-5 weeks
4	Sharing of review reports to author for minor/major revision	1 week
5	Submission of revised paper	2 week
6	Second internal review(to assess whether reviewer's suggestion have been incorporated satisfactorily)	2 week
7	Acceptance of paper(on successful submission of revised paper)	1 week
8	Submission of publication charges	1 week
9	Publication of issues	Last week of every December & June

Note: Authors are requested to revise the paper carefully in accordance with the reviewers' suggestions to avoid unnecessary delay in the review process.

Resubmission of paper (after peer review)

* Paper is returned to authors if it does not meet the basic criteria

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*** Paper is returned to authors if external reviewers find that the research paper has so serious faults that cannot be resolved through a major revision*

**** Authors are requested for further revision if editors find that reviewers' suggestions have not been incorporated satisfactorily*

***** Minumum publication time of an issue is 3 months, Issue may be published within last 3months of every issue duration.*

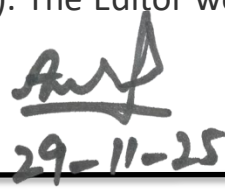
Nearly every published paper goes through at least one revision. Authors are directed to revise the paper carefully in accordance with the reviewers' suggestions to avoid needless interruption in the review process. Revised paper along with reply/response to review report should be submitted within two weeks. Author(s) should be very careful regarding accuracy and completeness in accordance with the reviewers' suggested points, to avoid further review and delay (further revision can be recommended if editors find that reviewers' suggestions have not been incorporated satisfactorily).

Appeal/Complaint Process

The Editorial Board of "IRJICC" is committed to providing quality editorial services to its contributors and believes in building and maintaining trust and respect for all contributors, readers, and practitioners. Research journal of Islamic culture and Communication believes to improve its services by responding to appeals and rectifying its mistakes against:

- a) Objection to publications causing harm to any party
- b) Infringing ethical boundaries in any manner and
- c) Rejection of research paper

Authors/readers can submit their appeal directly to the Editor at editorirjicc@gmail.com. The appeal must provide detailed justification (harm, ethical issues, or response to editor/reviewer comments). The Editor would look


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after the matter independently and forward it to some appropriate “IRJICC” editorial board member. Finally, the board member after going through whole the complaint/justification can finally recommend acceptance of the appeal, further review, or uphold the original decision (if any). **Language Editing**

It is the basic responsibility of authors to ensure that their research papers should be free from spelling, typing, grammar, and syntax errors. Authors whose native language is not English/Arabic/Urdu must get their research paper edited by an English/Arabic/Urdu language expert.


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Reviewer's Proforma

Title of Article:

The following table is intended to assist the honorable reviewer of the article. The editorial committee of the **IRJICC** will take final decision for publication on the bases of the score obtained by the article.

S. No	Quality Statements	Strongly Agree 4	Agree 3	Disagree 2	Strongly Disagree 0
1	The manuscript deals with a significant topic.				
2	The content of the manuscript is original.				
3	The author included the appropriate background or literature review.				
4	The author's writing style is clear.				
5	The study is conceptually sound and theoretically grounded and sources are mentioned with full details On foot notes/end notes.				
6	The analysis of data are sound and appropriate.				
7	The conclusion and/or implications flow from the study findings				
8	This work will inform and educate specialized scholars and graduate students.				

Final Comprehensive Assessment :

1. Approved for publication (with minor changes) :

2. Approved with conditions (with major changes) :

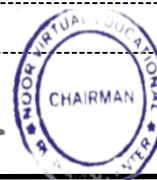
3. Rejected / not suitable for publication:

Other comments / Suggestions:

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International Research Journal of Islamic Culture and Communication

Is a peer Reviewed International Scholarly Journal

Honorable Reviewer's Name and Address:

Email: Phone / Mobile:

Signature & Stamp: Dated:


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Copyrights and Plagiarism Policy

Plagiarism Policy

Authorship policy

“IRJICC” strictly follows Plagiarism Policy as Per guidelines of HEC. The Similarity Report on Turnitin should be below 19 percent.

Authorship Credit

Authorship credits may only be given to those who have made a substantial

Copyrights/License Policy

The authors retain copyright under the CC BY licence. However, author have to sign a form agreeing to the publication of their article under the CC BY licence.

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This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

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. **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.

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.

Guest Authorship

The "guest" author makes no significant contributions to the study, hence, do not qualify for authorship. The IRJICC journal does not allow the appearance of guest authorship on the articles.

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.

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.

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).

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).

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.

Corrections 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. The original article is marked as retracted but a PDF version remains available to readers, and the retraction statement is bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors.

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Confidentiality Policy

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ج	J
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خ	Kh
د	D
ذ	Dh
ر	R
ز	Z
س	S
ش	Sh
ص	ṣ Ṣ
ض	ḍ Ḍ
ط	ṭ Ṭ
ظ	ẓ Ẓ
ع	' (ayn)
غ	Gh
ف	F
ق	Q
ك	K
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م	M
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