



UNIVERSITY OF JHANG

**POLICY OF URDU RESEARCH JOURNAL
“TASHKEEL”**

Year 2023-24

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Note: This policy consists of 18 above mentioned points on 7 pages

1. Purpose

1.1 The purpose of this document is to facilitate the complete publication process of Urdu Research Journal “Tashkeel” published by the department of Urdu, University of Jhang as per the guidelines of Higher Education Commission (HEC) of Pakistan and international standards of the research being practiced in contemporary research journals of language and literature.

1.2 The major aim of the journal is to provide a quality platform to research scholars and academic experts to showcase their potential in the field of language and literature. Furthermore, the journal provides a chance to readers to have quality interaction with updated ideas of the Urdu researchers from all over the world.

1.3 The main objectives of the journal are:

1. To publish high quality research of Urdu Language and literature with transparency.
2. To focus on modern and postmodern perspectives of the critical literary theories for the better understating of language, literature and society.
3. To explore the new ways to promote Urdu language and literature in the world.

2. Scope

2.1. This policy is applicable to the Urdu Research Journal “Tashkeel” published by the department of Urdu, University of Jhang.

2.2. The scope of the journal is to deal with the research related to Urdu language and literature, comparative studies of the languages and, critical and literary theories. Scholars from all over the world are encouraged to submit their papers. However, all the articles will be published only in Urdu language.

3. Policy Statement

3.1. Urdu Research Journal “Tashkeel” will be supervised by the Patron in Chief (Vice Chancellor) and Patron (Dean) of university of Jhang. An Editorial Committee will be headed by the Editor in Chief (Head of Urdu Department). Other Members will be Editor, Managing Editor/Sub Editor, Research Assistant (If needed) and a Technical Assistant.

3.2. Currently, Editor, Managing/Sub Editor and Technical Assistant are not taking any honorarium but after getting the approval of recognition from HEC, PKR 30K for Editor, 20K for Managing/Sub Editor, 15K for Research Assistant (If needed) and 15K for Technical Assistant will be paid on the completion of each issue.

3.3. Open Journal System (OJS) will be used for communication and publication of the articles to ensure complete transparency, efficiency and integrity as per the guidelines of HEC.

4. Frequency of the Journal

Urdu Research Journal "Tashkeel" will be published bi-annually. Two Issues will be published in each year commonly in June and December.

5. Guidelines for Submission of research articles

Authors are facilitated with guidelines for submitting the article for publication in Urdu Research Journal. Authors are requested to read the following guidelines carefully before submitting their articles

1. Tashkeel is a journal related to quality Urdu research and critical inquiry.
2. Journal is published bi-annually, commonly in June and December.
3. Articles are published as per rules and regulations and research policy of HEC.
4. Articles are sent to local and foreigner field experts for blind peer review.
5. The Language of the articles published in journal is Urdu.
6. Articles must be in composed form in the given sample of the MS Word File.
7. During composing and formatting the article, follow these specifications:

Document Type: MS Word, Page Size: Letter, Each Side Margins: 1", Font: Jameel Noori Nastaleeq, Font Size: 12, Abstract Font (English): Times New Roman, Font Size: 10.

8. The authors are required to write the name, designation and address as per sample.
9. Title of the article must be in English along with Urdu.
10. Word limit for Abstract in English is 90 to 100.
11. Please mention the reference as endnote and write them at the end of the article as per the given sample (Author, Book Name, Publisher, Address, Year, and page).
12. Make original and authentic sources for references.
13. Authors are required to submit an affidavit that the article is original and not copied or already published in any journal or in book.

14. Themes of the articles must relate to the scope of the research journal. Creative writings like poetry and fiction or translations will not be published.
15. Do not send your paper to any other journal after sending to Tashkeel till decision.
16. Please submit your article preferably on OJS (tashkeel.uoj.edu.pk) or send on email: tashkeel@uoj.edu.pk

6. Peer Review Policy

- 6.1. Urdu research journal "Tashkeel" will follow double-blind peer review policy to ensure the quality research.
- 6.2. Editorial committee will accept (shortlist) or reject the submitted papers in the initial screening through the process of desk review for further proceedings. The research articles that would not meet the scope of the journal, research methodology, scholarly writing or technical standards, will be rejected in desk review.
- 6.3. Plagiarism reports (Similarity Index Reports) of shortlisted articles will be generated by the editorial committee of the journal. At this stage Editorial committee will accept or reject the article as per the guidelines of Anti-Plagiarism Policy of HEC.
- 6.4. Initially accepted papers will be sent to the approved reviewers without disclosing the authors' identities. Authors remain unaware of the reviewers' identities as well. Authors are responsible for incorporating any recommended changes or updates to their articles. Final publication is contingent upon receiving favorable recommendations from the review reports. Journal will be published online as well as in print form.

7. Originality and Plagiarism Policy

Urdu Research Journal "Tashkeel" ensures the originality of the work selected for the publication. Authors are required to send their original and unpublished papers to the journal. For this purpose after the desk review, Similarity Index Report is generated with Turnitin before sending the papers for review to the field experts. In this regard journal follows Anti Plagiarism Policy of Higher Education Commission (HEC) of Pakistan in true letter and spirit. The papers up to 19% similarity index only will be considered for peer review.

8. Subscription

Urdu Research Journal "Tashkeel" is open to all on the website for free of cost without even signing up any registration or subscription form. For hard Copy of the journal, readers are required to fill the subscription form and to submit the subscription fee of 400PKR (Local) or 5USD (for foreigners) without postal charges.

9. Ethical Guidelines

Urdu Research Journal “Tashkeel” will be in accordance with the basic human rights in term of ethics. The data submitted to the journal will not be provided to any person for any kind of unethical activity. All person involved in the publication process of the journal will follow the ethical grounds in term of their roles and responsibilities.

10. Privacy statement

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.

11. Author Agreement Form

Authors of the papers are required to ensure that research work is original and submitted to only this journal for publication. Authors will not submit the same paper to any other journal before the final decision of the editorial committee of the journal, in case of rejection. Corresponding authors will make sure to write the names of co-authors only if they provide a significant contribution in the research willingly.

12. Deadlines of All Processes

. Each issue will be published by following the due process of publication given as:

A. Submission of papers	Week 1- 10
B. Editorial Review Proofreading	Week 11-13
C. National Review Process	Week 14-16
D. International Review Process	Week 14-16
E. Preparation of final draft	Week 17- 19
F. Online Publication of the Journal	Week 20-24

13. Time line of publication of Issue

Urdu Research Journal “Tashkeel” is published bi-annual means two issues in each year. First Issue will be published between May & June and second issue between November & December.

14. Steps: Receipt to Publishing

Open Journal System (OJS) will be used for paper submission, Article Reviews and publication by Urdu Research Journal “Tashkeel”. Stepwise Process from Receipt of the article to publication is as:

1. Call for research papers along with deadline will be published on the website of the journal and university as well. It will also be shared through multiple social media platforms.

2. Editorial committee will accept (shortlist) or reject the submitted papers in the initial screening through the process of desk review for further proceedings. The research articles that would not meet the scope of the journal, research methodology, scholarly writing or technical standards will be rejected in desk review. Further process will be carried out as mention in **section 6.3& 6.4.**

15. Publication Fee and Financial rules

A. Initially, publication of the article will be free of cost and authors will not be required to pay any submission, review or publication fee, however after getting approval of recognition from HEC, fee of PKR 20K will be charged from the authors of the papers as per given detail:

Paper Submission Fee: 1000 PKR

Processing/External/Foreign Review fee: 7000PKR

Publication Fee: 12000PKR

B. Currently, Reviewers are not being paid but after getting the approval of recognition from HEC, an honorarium of PKR 2000 per article will be paid to the external reviewer with in the country and USD 15-20 per article to External Reviewer outside the country.

16. Disclosure and conflict of interests

It is required for all the personal from authors to editors or reviewers to immediately disclose the financial, personal or professional relationships or conflict of interests that could potentially biased their work to follow the transparency and ethical standards of the research.

17. Correction and Retraction

- 16.1. If authors finds any error or inaccuracy in his/her own published paper, its core responsibility to inform the editor to make the correction.
- 16.2. In case of minor error, Editor will notify the correction and will make it possible without changing the idea or the core value of the published paper.
- 16.3. In case of major error like plagiarism Index, Change in conclusion or findings, manipulation or fabrication of the research data, Editor will notify and may request to the author/institution to retract his/her research paper if their criteria meet the retraction.

18. Contribution and consent of Authors

It is the basic responsibility of the 1st or Corresponding authors to write the names of co-authors only if they provide a significant contribution in the research willingly.

Approved by Vice Chancellor (University of Jhang)