

**Journal of Art, Architecture and Built Environment (JAABE)****Policy Document****Table of Contents**

<b>Sr. No.</b>	<b>Items</b>	<b>Page No.</b>
1	Basic Information	2
2	Guidelines for submission of research articles	2
3	Peer-review Policy	3
4	Originality and Plagiarism Policy	3
5	Subscription Details	5
6	Ethical Guidelines	6
7	Privacy Statement	7
8	Author Agreement Form	7
9	Deadlines of all the processes (Detailed Process Map)	10
10	Article Processing/Publication Fee	13
11	Disclosure and Conflict of Interest	13
12	Correction and Retraction of Research Articles	14
13	Contribution and Consent of each Author	15
14	Another National and International Guidelines	15

## 1. Basic Information

<b>Frequency of Journal</b>	Biannual (two issues annually)
<b>Review Type</b>	Double-blind peer-reviewed
<b>Journal Type</b>	Open access
<b>Publication Fee</b>	Free of cost
<b>Publication Portal</b>	OJS
<b>Average Publication Time</b>	20-24 Weeks
<b>Timeliness of Publication</b> (mention the month/date of publication of relevant volume/issue).	Spring (June), Fall (December)
<b>ISSN (E)</b>	2617-2704
<b>ISSN (P)</b>	2617-2690
<b>No. of Volume/ Issues Published</b>	4-Volumes / 8-Issues
<b>HEC-Recognized</b>	Y-Category

## 1. Guidelines for Submission of Research Articles

All submissions must have an abstract of 250-300 words. The abstract should briefly outline the research objectives as well as the methodology adopted for the research and the conclusions drawn by the scholar. Abstracts should also be accompanied with 4-8 key words or descriptive phrases.

- The length of full paper should be between 3000 to 5000 words including complete list of references and bibliography.
- Text should be typed on A4 sized sheets. It should be in the format of Microsoft Word document
- The article text should be in Times New Roman 12 point; single-column format with double spacing.
- Referencing format for the paper should be APA referencing style.
- All the quotations in inverted commas must be cited to the source.
- The Conclusions should outline the main article theme and summarize the research idea and concludes the author's findings.
- Acknowledgements should be given in a separate section at the end of the research article before references.

**Note:** Plagiarism report must be attached with the manuscript and JAABE strictly follows the anti-plagiarism **policy of HEC**. Before submitting your manuscript please read: [Policies and Guidelines](#)

## Figures and Tables

- Figures should be inserted without using the text box.
- Figures and tables should be numbered consecutively (e.g., Fig. 1) in accordance with text.

- For Figures and tables captions use font Times New Roman 8 point.
- When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row.

### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

## **2. Peer-Review Policy**

All submitted manuscripts are reviewed through 'double-blind' peer review process that means the identities of the authors are kept confidential from the reviewers, and vice versa. To make this possible, anonymized version of the manuscript are sent to referees. Submitted papers are first considered by the editor after submission. Papers that do not fall within the scope of the journal are 'desk-rejected'. In addition, papers that fail to meet a minimum threshold for quality and originality are also rejected without being sent out to the reviewers. Papers passing through this initial editorial scrutiny are then typically sent out to minimum two referees (one national and one international). ". If one or more of these turn down the invitation to provide a review, other referees will subsequently be appointed. Normally, at least two authoritative reviews are needed before the respective editor can make a decision as to whether to accept, reject, or ask for a 'revise and resubmit' of the submitted paper.

## **3. Originality and Plagiarism Policy**

It is *the journal's* editorial policy to welcome the original work that is not under consideration for any other publication at the same time. All authors are obliged to be aware of the importance of presenting content that is based on their own research and expressed in their own words. Plagiarism is considered to be bad practice and unethical. As per the part of *journal's* Copyrights Policy, originality guidelines are designed to assist authors in understanding acceptable and unacceptable practice. Our approach is specifically aimed at promoting and protecting authors' work. The Peer Review Process ensures quality and is in accordance with the policy of the Higher Education Commission (HEC). Please visit HEC Plagiarism Policy.

The following types of plagiarism should be avoided:

**Verbatim copying** - Verbatim copying of more than 10% or 15% (or a significant passage or section of text) of another person's work without acknowledgement, references or the use of quotation marks.

**Paraphrasing** - Improper paraphrasing of other person's work is where more than one sentence within a paragraph or section of text has been changed or sentences have been rearranged without appropriate attribution. Significant improper paraphrasing (more than 10% of work) without appropriate attribution is treated as seriously as verbatim copying.

**Re-using parts of a work without attribution** - Re-use of elements of other person's work, for example, a figure, a table or a paragraph without acknowledgement, references or the use of quotation marks. It is incumbent on the author to obtain the necessary permission to reuse elements of another person's work from the copyright holder.

**Self-plagiarism** – *It is* required that all authors sign a copyright form that clearly states that their submitted work has not been published previously. If elements of a work have been previously published in another publication, including any UMT publication, the author is required to acknowledge the earlier work and indicate how the subsequent work differs and builds upon the research and conclusions contained in the previous work. Verbatim copying of author's own work and paraphrasing is not acceptable and we recommend that research should only be reused to support new conclusions.

We recommend that authors cite all previous stages of publication and presentation of their ideas that have culminated in the final work, including conference papers, workshop presentations and listserv communications. This will ensure that a complete record of all communication relating to the work is documented.

**Republication of original work** – Only original and innovative work is published in the *journal* with a small number of exceptions only. These exceptions include conference papers, archival papers that are republished in special issues and at the discretion of the editor. The original work is fully and correctly attributed and permission from the appropriate copyright holder obtained. Besides, it is the author's obligation to mention any facts in this regard in the compliance with ethical standard statement at the end of the manuscript.

**Attribution** - References to other publications must be in AMA manual of style. All references should be carefully checked for completeness, accuracy, and consistency. You should include all author names and initials and give any journal title in full.

**Handling allegations of plagiarism** – The journal seeks to uphold academic integrity and to protect authors' rights and to ensure this, the editors take all cases of plagiarism very seriously. The editors are also aware of the potential impact of an allegation of plagiarism can ruin a researcher's career. Therefore, they have procedures in place to deal with alleged cases of plagiarism. In order to take an unbiased approach, they investigate each case thoroughly, seeking clarification from all affected parties.

This journal is an academic publication and uses software such as Turnitin.com to get help when an alleged case of plagiarism is brought to the attention. If the editors are approached by a third party with

an allegation of plagiarism, they would always seek a response from the author(s)/contributors or copyright holder(s) before deciding on a course of action. Their decisions will be unbiased and objective as well not influenced by other parties.

The journal is not obliged to discuss individual cases of alleged plagiarism with third parties. We reserve the right not to proceed further with a case if the complainant presents a false name or affiliation or acts in an inappropriate or threatening manner towards the journal editors and staff.

### **Prior Publication**

If submitted manuscript or its significant part has been previously published, it is not generally acceptable for publication in the journal. However, for abstracts and posters presented at conferences, the authors are responsible to inform the editor and acknowledge the first source of publication. Articles that have been presented at a conference but not published by the conference organizers may also be considered. The author should confirm that they have not granted the conference organizers a license to the work; if the author retains all the rights in the work, the journal editor may consider the article for publication based on the fact that articles presented at a conference are unlikely to be the same or substantially the same version as that being accepted by the journal.

In all cases, the author should disclose any prior publication or distribution to the editor and ensure appropriate attribution to the prior distribution and/or publication of the material.

## **4. Subscription Details**

### **UMT Journals Subscription Policy**

1. All UMT journals are Open Access (OA) and have the Creative Commons Attribution CC By 4.0 International License. The material on the journals' website is partially or fully accessible/readable without any charges. Prints can be obtained only for research/academic purpose.
2. Subscription charges are being introduced only for printed copies, and are not applicable to online subscription or vice versa.
3. UMT journals reserve the right to change or amend the subscription policy.
4. UMT journals may demand article processing charges (APC) in future from the authors for the accepted manuscripts.
5. The receipt of subscription fee will be acknowledged through a letter.

6. The non-refundable subscription fee is required to be paid in advance through cheque/demand draft/bank transfer payable to the specific UMT account only. Payment into any personal account is not permitted. Currently, no agent is working as a third party for the subscription.
7. Inland postal charges are part of the subscription, while shipment charges are required for international subscribers.
8. Claims for loss of any issue will not be entertained in case of incomplete address or change in address without prior intimation.
9. UMT journals maintain postage record which can be shared on demand.
10. The following will be models for inland Subscription

<b>Subscription Time</b>	<b>1year</b>	<b>2Years</b>	<b>3years</b>
<b>Amount</b>	<b>Rs12000</b>	<b>Rs20000</b>	<b>Rs30000</b>

## 5. Ethical Guidelines

Our editors and referees are required to declare any conflicts of interest related to the manuscript they are requested to evaluate. To ensure transparent double-blind peer-review, the identities of authors are not disclosed to referees, and vice versa. Manuscripts submission by the editor/associate editor or by any member of the editorial board is not allowed as per HEC policy guidelines for the research journals.

### Authors

Authors are expected to adopt the general ethical standards in their research and writing, ensuring that:

- The submitted work or any of its essential content has not been previously published in a refereed journal and is not being considered for publication elsewhere. To ensure this, the editors screen out the submissions using the anti-plagiarism software, i.e. Turnitin.com.
- Published relevant material/work referred by the authors in their research must be properly cited as per APA 7th Manual of style formatting guidelines.
- Mentioning and acknowledging the sources of funding and significant help is the ethical obligation of the authors. It must be explicitly mentioned under the heading of 'Compliance with the Ethical Standards' at the end of the manuscript.
- Obtaining the consents from the parties with vested interests is the ethical responsibility of the authors.

If a published paper or its essential content is found to have been published before or if any other unethical conduct by the authors is verified, the journal will take one or more of the following actions:

- Publishing a notice
- Retracting the paper
- Preventing the corresponding author from publishing in UMT Journals

Reporting the impropriety to the corresponding author's, co-authors, employer, head of department (HOD), funding body, and HEC.

## Complaints

JAABE publishes corrections only when significant errors arise from author error (Corrigenda) or editorial mistakes (Errata). If there is a serious complaint about a journal's own procedures, the Editor-in-Chief will confer with the corresponding author and any relevant members of the editorial board in order to resolve the problem. The advisory board of JAABE will be consulted if further guidance is required, and if the above procedures prove unacceptable, the matter will be referred for outside adjudication as per COPE guidelines.

## 6. 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.

## 7. Author Agreement Form

### Copyright, Author(s) Consent & Declaration Form

*It is mandatory for all the authors who submit their manuscript for publication in the Journal of Art, Architecture and Built Environment to complete this prerforma. The duly filled and signed copy of this form must be emailed to the journal's editorial office at jaabe@umt.edu.pk*

I myself on behalf of my co-authors (listed below), hereby give my consent to publish my/our Research Paper/Case Study/Review Paper titled "-----" in the Journal of Art, Architecture and Built Environment published by University of Management and Technology (UMT) protected by copyright under the Creative Commons Attribution 4.0 International (CC BY 4.0) license. Moreover,

1. I/We declare that the manuscript under consideration contains solely my/our original work that is neither published previously nor under consideration for publishing in any other journal in any form.
2. I/We have contributed substantially towards the preparation of the manuscript in order to claim the right to authorship.
3. I/We have ensured that all those who have substantially contributed in this manuscript have been included in the author list and they have agreed to the order of authorship.

4. I/We have ensured that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication. Others who have participated in certain substantive aspect of the research have been acknowledged for their contribution in an "Acknowledgement" section.
5. I/We have abided by all the ethical guidelines mentioned on the journal website <https://journals.umt.edu.pk/index.php/jcct/Policies-Guidelines>

### Details of Author's Contribution

Please indicate each author's contribution in the given field by using the 'Partially' or 'Fully' scale.

Author Name	Institutional Affiliation	Contribution	ORCID	Institutional Email Address	Contact Number
1-					
2-					
3-					
4-					
5-					

### Conflict of Interest, Funding and Acknowledgment

<b>Funding:</b> Please add: "This research received no external funding" or "This research was funded by NAME OF FUNDER, grant number XXX".	
<b>Conflicts of Interest<sup>1</sup>:</b> Declare conflicts of interest or state "The authors declare no conflict of interest."	
<b>Acknowledgments:</b> In this section you can acknowledge any support given which is not covered by the author contribution or funding sections. This may include administrative and technical support, or donations in kind (e.g., materials used for experiments).	
<b>Supplementary Materials:</b> [The authors can skip this statement if no supplementary material is associated with the article.]	

<sup>1</sup>Authors must identify and declare any personal circumstances or interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. Any role of the funders in the design of the study; in the collection, analyses or interpretation of data; in the writing of the manuscript, or in the decision to publish the results must be declared in this section. If there is no role, please state "The funders had no role in the design of the study; in the collection, analyses, or interpretation of data; in the writing of the manuscript, or in the decision to publish the results".



## Copyright Statement

1. Under the Creative Commons Attribution 4.0 International (CC BY 4.0) license, authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under CC-by 4.0 you are free to:
  - Share — copy and redistribute the material in any medium or format
  - Adapt — remix, transform, and build upon the material for any purpose, even commercially.

Under the following terms:

- Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
  - No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.
2. Herewith, we the authors, warrant that this contribution is original and that the corresponding author has full powers to submit this paper to the journal for possible publication. The corresponding author signs for and accepts responsibility for releasing this material on behalf of any and all co-authors.
  3. After submission of this agreement signed by the corresponding author, changes of authorship or in the order of the authors listed will not be accepted.

☐ I have read and understood the above declaration of copyright statement and agree to it on behalf of myself and co-authors.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Signature(s): \_\_\_\_\_

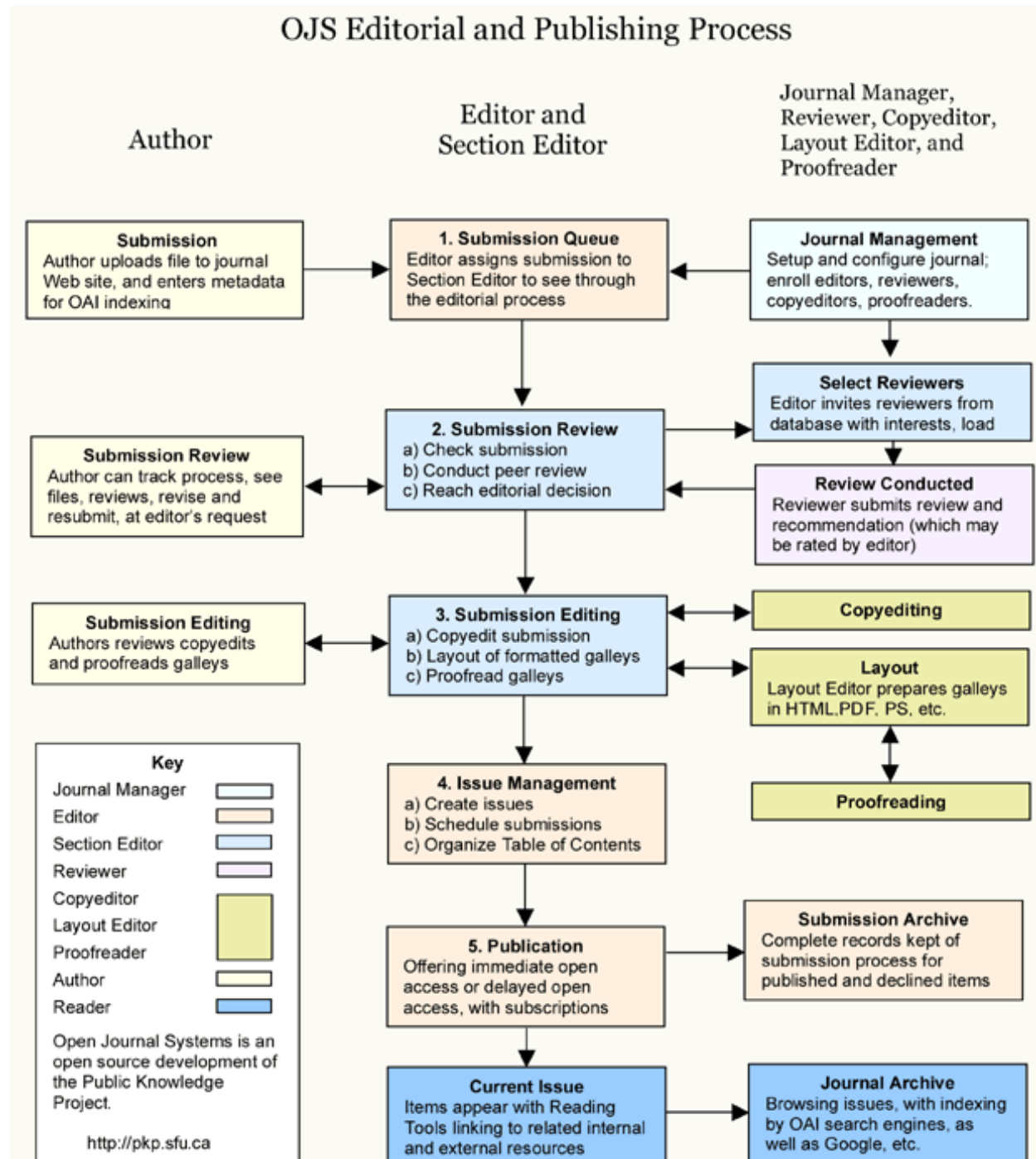
Date Signed: \_\_\_\_\_

---

**Note:** The journal's editorial board will process your manuscript for review **ONLY** after receiving this form. Please sign and return this copy to the journal's editor within same day.

## 8. Deadlines of all the Processes (Detailed Process Map)

### Publication Process Map:



**Detailed Timeline of Publication Process:**

<b>Operational activity</b>	<b>To be Sent</b>	<b>Editorial Assistant</b>	<b>Editor-in-Chief's Decision</b>	<b>Time Duration (in days)</b>
<b>Article Submission by Author</b>	Acknowledgement paper ID Consent form to be signed by author(s)			2-3 days
<b>Desk Review Process</b>		Extracting Turnitin report	Initial Screening Decision whether the article is worth publishing and within scope	3-5 days
<b>Intimation to Author (if accepted/rejected)</b>	Anonymous text file for blind peer review	Author is intimated via email on OJS Forwarded to Review stage	2 international and 1 local Reviewers are	1 day
<b><u>Foreign reviewers</u></b>	Anonymous Research Paper is sent to 2 international reviewers			25-35 days
<b>Intimation to Author (if accepted/rejected)</b>		Author is intimated via email on OJS Reviewers' comments/suggestion are posted anonymously		5-7 days
<b>Withdrawal of Paper</b>		Author is intimated via email on OJS		1-2 days
<b><u>Local Reviewers</u></b>	Anonymous Research Paper is sent to 1 local reviewer			15-20 days
<b>Intimation to Author (if accepted/rejected)</b>		Author is intimated via email on OJS Reviewers' comments/suggestion is posted anonymously		5-7 days
<b>Withdrawal of Paper</b>		Author is intimated via email on OJS		1-2 days
<b>Copy-editing</b>	Research Paper	Copy-editing stage is initiated and sent to language editors. The	Supervise and cross-check all stages before	10-15 days

		manuscript undergoes following sub-stages. ✓ Language editing (English proof-reading) ✓ Layout editing ✓ Formatting ✓ Referencing in CMS manual	passing it to next stage	
<b>Journal volume/issue soft and hard copy sent to Advisor Publications</b>	Final manuscript	Initiate production stage Files sent to both advisors as well as Meta-data editor to generate metadata		12-15 days
<b>Verification and Authentication by Advisor Publications</b>			Volume no. and issue no. are assigned along with ordered table of contents	25-30 days
<b>DOI generation</b>	Finalized Research papers for current volume	Maintaining website and updating metadata before publishing	Keen supervision of Editor-in-Chief	5-7 days
<b>Galley Proof version approval</b>	Finalized galley versions are sent to authors for their approval	Email correspondence with authors to resolve their queries (if any) Gathering galley proof-version consent	Chief editor proceeds with printing of production files	2 days
<b>Print Publication by KRSS</b>	Final formatted, cross checked and verified copy of to-be-published file Journal basic info, Logo, Issue no., Vol. no., Table of contents			5-7 days
<b>Circulation of publication newsletter</b>				4-5 days
<b>Circulation of Hard copies</b>				15 Days

## 9. Article Processing/Publication Fee

Articles published in *JAABE* are Open Access with no Article Processing Charges (APC). Authors do not pay APC and Article Publication Fee (APF) to cover the costs of peer-review, language editing, production of articles in PDF, and dissemination of published papers in various venues, in addition to other publishing functions. All the expenses are borne by its publisher, University of Management and Technology, Lahore, Pakistan. There are no charges for rejected articles, no submission charges, and no surcharges based on the length of an article, figures or supplementary data. All the items (Manuscripts, Editorials, Teaching Modules, Corrections, Addendums, Retractions, Comments, etc.) are published free of charge.

## 10. Disclosure and Conflict of Interest

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 have an effect on, or could be seen to have an effect on 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 which might be affected by the publication of your paper.
- Having received funds reimbursing you for attending a related symposia, 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.)*

### **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 a 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.

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) and References, under the heading 'Declaration of Conflicting Interest'. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

*\*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 has 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.*

## **11. Correction and Retraction of Research Articles**

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. 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 right, 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.

## 12. Contribution and Consent of each Author

- Authors are responsible to make the subjects aware about data protection regarding any personal data and confidentiality.
- The authors need to check the specific biobank/biorepository policies or any other type of data provider policies to ensure non-bio research.
- Authors must obtain consent regarding the already available data and/or biological material, if applicable.
- For all research involving human subjects, the author(s) must obtain freely-given informed consent to participate in the study from participants (or their parents or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript.
- For studies involving vulnerable groups where there is the potential for coercion or where consent may not have been fully informed, extra care may be taken by the editor and may be referred to the Advisory/Editorial board.
- Authors should make sure to also seek consent from individuals to publish their data prior to submitting their paper to a journal. This is in particular applicable to case studies.
- A structured '**Declaration**' (funding, conflict of interest/competing interests, Ethical approval, consent, data and/or code availability and authors' contribution statements) should be included in the manuscript before the 'Reference' section.

## 13. Another National and International Guidelines

### Accessibility Policy and Open Access Statement

We are committed to continuously enhance the accessibility of our published database to maximize the readability without any interruption. We process all our articles through the Open Journal System (OJS) that automatically generates the files in 'html' and converts those that are not in the desired format, making our files easily accessible on the web to all kinds of users.



### ***Open Access Statement***

This is an open access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. All articles are available on the internet to all users immediately upon publication. Non-commercial and commercial use and distribution in any medium is permitted, provided the author and the journal are properly credited.

### **Authorship Policy**

#### **a. 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 to 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.

#### **b. 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 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.

#### **c. Order of Authors**

It 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.

#### **d. Guest Authorship**

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



### **e. 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., threat to personal safety or loss of employment), a journal editor may decide to publish anonymous content.

### **f. 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 has contributed to the article in some way.

### **g. 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 who 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).

### **h. Duplicate Submission**

Articles that are found to have been published elsewhere, or are under consideration for publishing elsewhere, will be considered as a "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).

### **i. 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.

### **Digital Archiving Policy**

The journal is fully committed to store the published material on digital archives to ensure that the articles will always be available to readers, even in the event of a publication being lost or discontinued. The best way to ensure that journal articles will always be accessible to readers is to deposit all published articles into a long-term digital preservation service or archive.

All UMT journals are digitally archived on **PN Preservation Networks (LOCKSS)** and **Internet Achieves** on regular basis. The journal has further ensured that the metadata of all of its

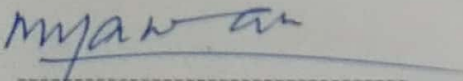
open access journals is compatible to all the well-known repository services and their digital crawlers may regularly collect it for record and preservation. Besides, the journal also assigns Digital Object Identifiers (DOI) to all its issues and the contents to facilitate reaching their permanent links on the internet. Moreover, the journal management system automatically self-archives the data on UMT servers regularly.

### Confidentiality Policy

The editors and the publication handling/managing staff keeps all information about a submitted manuscript confidential and shares it only with those involved in the evaluation, review, and publication processes as per the journal's publication policy. The journal is operating through an automated journal management system to ensure transparent double-blind peer review process as well as confidentiality of the information. The Editors should consider adding a confidentiality notice to all correspondence, including reviewer forms, to serve as a reminder to authors, editors, and reviewers.

### Advertisement Policy

The journal does not accept or publish any advertisements.



Prof. Dr. M. Yusuf Awan  
Editor-in-Chief

Prof Dr. Muhammad Yusuf Awan  
~~Dean~~  
School of Architecture and Planning (SAP)  
University of Management and Technology  
Lahore.