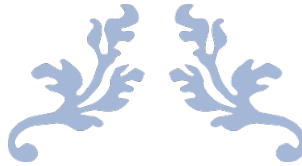




JOURNAL OF ISLAMIC THOUGHT AND CIVILIZATION

Policy Document



MARCH 21, 2022

**DEPARTMENT OF ISLAMIC THOUGHT & CIVILIZATION
University of Management and Technology, C II, Johar Town, Lahore, Pakistan**



Contents

1. GUIDELINES FOR SUBMISSION:	2
A) AUTHOR INFORMATION.....	2
B) FORMAT REQUIREMENT	2
C) CITATION GUIDELINE	3
2. REVIEW PROCEDURE:	6
DESK REVIEW	6
PEER REVIEW POLICY	6
DISCLAIMER.....	6
3. ORIGINALITY AND PLAGIARISM:	7
4. SUBSCRIPTION DETAILS:	7
5. ETHICAL GUIDELINES:	7
I. EDITORS' DUTIES	9
II. AUTHORS' DUTIES	10
III. REVIEWERS' RESPONSIBILITIES:	10
6. PRIVACY STATEMENT:	12
DISCLAIMER.....	12
AUTHOR E-PRINTS	12
7. PUBLICATION PROCESS MAP:	13
8. DETAILED TIMELINE OF PUBLICATION PROCESS:	14
9. ARTICLE PROCESSING/PUBLICATION FEE:	19
10. DISCLOSURE AND CONFLICT OF INTEREST:	19
EDITOR OBLIGATIONS REGARDING CONFLICTING INTERESTS	20
11. CORRECTION AND RETRACTION POLICY:	21
12. CONTRIBUTION AND CONSENTS OF EACH AUTHOR AND ANY OTHER INFORMATION:	22
AUTHORSHIP POLICY	22
a. <i>Authorship Credit</i>	22

Frequency of Journal	Biannual
Recognition	HEC recognized
Indexation	Scopus, DOAJ, COPE
Category	Y-Category
Journal Type	Open access
Publication Fee	Free of cost
Publication Portal	OJS
Timeliness of Publication	Issue 1: 25 th June Issue 2: 25 th December
Average Publication Time	20-24 Weeks
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1. Guidelines for Submission:

A) Author Information

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

- Every author must provide a working email ID irrespective of whether he/she is corresponding or not.
- All authors of an article, whether 4 or 5, are requested to provide their ORCID IDS.
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Only those manuscripts will be considered for publication that have not been previously published anywhere nor is under consideration elsewhere.

B) Format Requirement

PAPER STRUCTURE

- Submissions should include abstracts of up-to 200-250 words that explain the gist of the research and arguments the writer has presented. The abstract must not be exaggerated or contain any new information that is not outlined in the main body of the text. It should briefly outline the purpose of the research as well as the methodology used and conclusions drawn by the author. The article must be accompanied by 5-10 keywords or descriptive phrases.

- The conclusion should outline the main themes and pointers of the article. It should sum up the whole idea of the article and the author's findings.
- The paper should be written using Times New Roman 12-point font with double spacing. It should comprise of maximum 6000-7500 words including footnotes and bibliography.

C) Citation Guideline

1. All footnotes and Bibliographies should be cited in the Chicago Manual of Style. The Journal of Islamic Thought and Civilization follows the Chicago Citation Style, Notes and Bibliography Style (17th) for citations. This reference style requires footnotes or endnotes in the text while citing, and a bibliography at the end of the document listing all the works that have been cited and any other works consulted. The bibliography should be arranged alphabetically by the author.

FOOTNOTES

While giving footnotes, please keep in mind the following requirements.

1. References/footnotes must be in Chicago style, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. For further details of the Chicago Manual of Style please [click](#).
2. **Note numbers** should begin with "1" and follow consecutively throughout a given paper. Be sure to use Arabic numerals (1, 2, 3) nor Roman (i, ii, iii).
3. In the text: Put the note number at the end of the sentence and after all punctuation where the reference occurs, even if the cited material is mentioned at the beginning of the sentence. In MS Word this can be achieved by clicking Alt+Ctrl+F for footnotes and ALT+Ctrl+E for endnotes. Moreover, note numbers are superscripted.
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5. Never use two note numbers at the end of a sentence.
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8. Use of DOI is highly encouraged.
9. All citations must be confirmed. That is, the correct page number of the cited source and details of publication should be given. If they are not, they will be removed wholly from the text by the editors.

Subdivision - Numbered Sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2 ...), 1.2, etc. (the abstract is not included in the section numbering). Use this numbering for internal cross-referencing as well: do not just refer to 'the text.' Any subsection may be given a brief heading. Each heading should appear in its separate style format.

HEADINGS

1. Consistency and parallel structure must be maintained in headings and subheadings.

2. Headline styles must be used for capitalization.
3. Headings and subheadings must begin on a new line.
4. The level of hierarchy in the headings and subheadings must be clear and consistent.
5. Headings and subheadings should not be ended with a period.
6. Avoid using more than three levels of hierarchy.
7. There should be more space before the subheadings than after.
8. There can be two levels of headings without any text between them.
9. Font should be any font that is readable, preferably Times New Roman 12 points.

HEADING LEVEL FORMAT

- ✚ *LEVEL 1*: Centered, in Bold or Italics, Headline-style Capitalization, could also be underlined
- ✚ *LEVEL 2*: Centered, Regular Type (do not use italics, bold or underline), Headline-style capitalization
- ✚ *LEVEL 3* Flushed Left, in Bold or Italics, Headline-style Capitalization, could also be underlined
- ✚ *LEVEL 4* Flushed left, roman type (do not use italics, bold or underline), sentence-style capitalization
- ✚ *LEVEL 5* Run in at the beginning of paragraph (no blank line after), indented to the right, in bold or italics, sentence-style capitalization, terminal period.

Quotation

A prose or quotation of five or more lines or more than 100 words should be “blocked.” The block quotation is single-spaced and takes no quotation marks, but an extra line space must be left immediately before and after the quote. Indent the entire quotation 0.5.” However, quotes less than 100 words would be incorporated within the text with inverted commas as running quotes.

Figures and Tables Embedded in Text

Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly below the figure or table.

Bibliography

- The bibliography should start on a new page, and be titled ‘Bibliography’ at the top in 12 pt. Times New Roman font. Do not embolden the title.
- Use proper formatting for each type of source and always using a hanging indent. The first line of the citation will begin on the margin, subsequent lines are indented (opposite of a footnote/endnote).
- The bibliography must be ordered alphabetically.
- Please note that name of the first author in the bibliography is inverted while in the case of more than one author rest of the names are not inverted. For more information regarding the Chicago Bibliography, please [click](#).

Other Instructions

1. Terms of other languages should be in Italics and explained.
2. Academic jargon that is specific to a particular discipline needs to be thoroughly elaborated upon or footnoted.
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5. Authors should attach a plagiarism report with a manuscript authorized by library sources.
6. Articles that are unoriginal and heavily plagiarized shall not be entertained.
7. Articles not following Reference Guidelines i.e., Chicago Manual of Style for footnotes/Endnotes and Bibliography shall not be entertained.

Declaration

- Authors are required to provide an undertaking/declaration stating that the manuscript under consideration contains solely their original work that is not under consideration for publishing in any other journal in any form.
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- It is the responsibility of the corresponding author that s/he has ensured that all those who have substantially contributed in the manuscripts have been included in the author list and they have agreed to the order of authorship.

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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.

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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.

The standard procedure of an initial editorial review by the internal editorial committee consists of the **content, scope, formatting, citations according to recommended Style, i.e., Chicago Manual of Style, (Bibliographies and Notes format)** and is usually completed in three to four weeks

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Papers passing through this initial editorial scrutiny are then typically sent out to minimum three referees (one national and two international). ". If one or more of these turn down the invitation to provide a review, other referees will subsequently be appointed. The authors will be informed when Editors decide further review is required. All publication decisions are made by the journal's Chief Editor on the basis of the referees' reports (reviewers report).

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In case if a manuscript is found to be plagiarized (see plagiarism policy) after publication, the Chief Editor will conduct a preliminary investigation, maybe with the help of a suitable committee constituted for the purpose. If the manuscript is found to be plagiarized beyond the acceptable limits, the journal will contact the author's Institute / College / University and Funding Agency, if any.

We are advising all the author(s), do not submit the same paper to multiple journals. Author(s) should wait for the review status of the paper.

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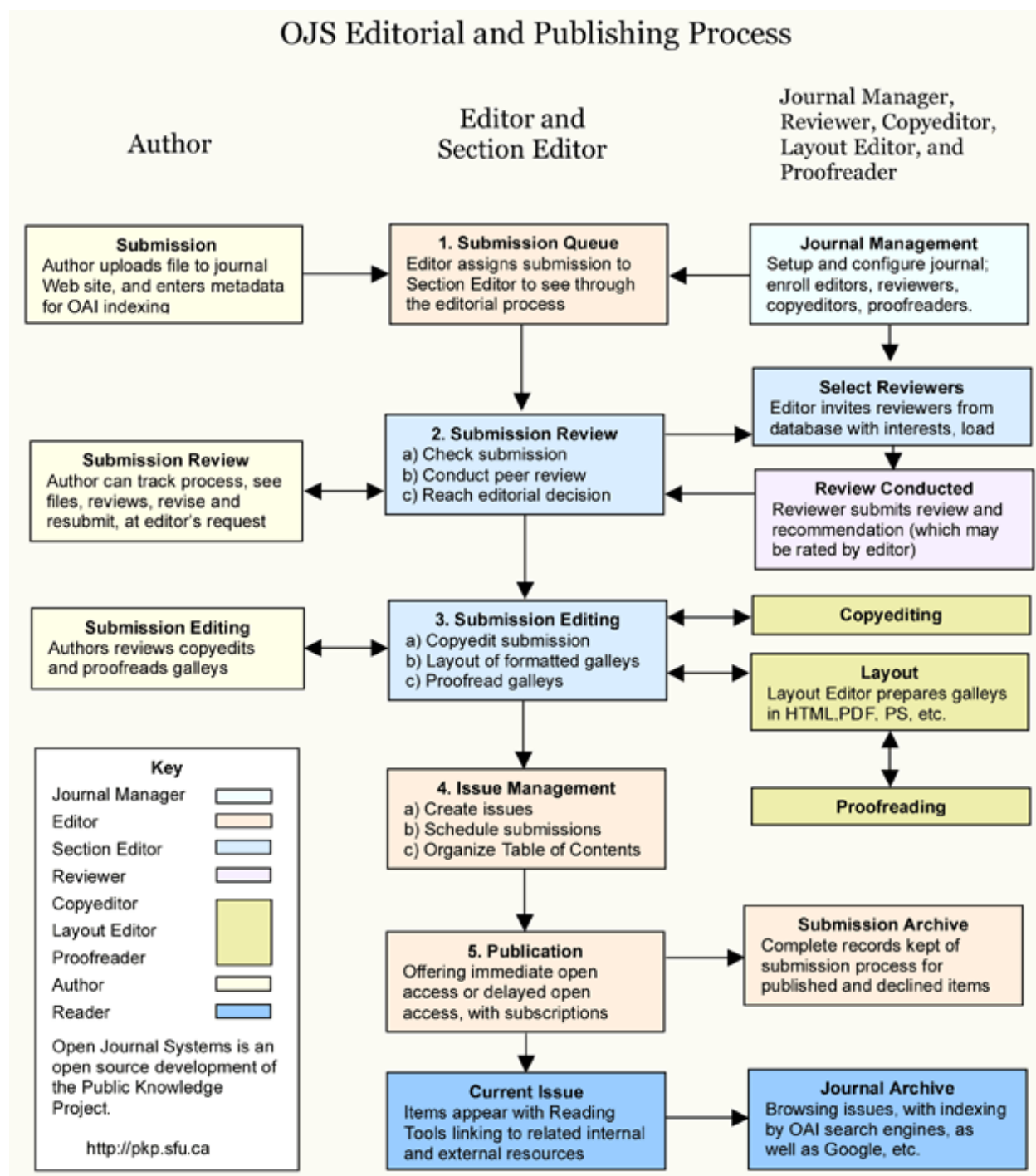
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6. Publication Process Map:



7. Detailed Timeline of Publication Process:

Operational activity	To be Sent	Editorial Assistant	Editor-in-Chief's Decision	Time Duration (in days)	Documents to be attached
Article Submission by Author	Acknowledgement paper ID Consent form to be signed by author(s)			2-3 days	Author's Consent form ORCID Id details
Desk Review Process		Extracting Turnitin report	Initial Screening Decision whether the article is worth publishing and within scope	3-5 days	Desk review report Plagiarism report
Intimation to Author (if accepted/rejected)	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	
<u>Foreign reviewers</u>	Anonymous Research Paper is sent to 2 international reviewers			25-35 days	Reviewers Evaluation Report
Intimation to Author (if accepted/rejected)		Author is intimated via email on OJS		5-7 days	<i>In case of acceptance,</i> author is asked to make suitable changes according to

		Reviewers comments/ suggestion are posted anonymously			reviewers' suggestions. Compliance Report along with the review paper to track changes theme and grading report Acceptance Letter
Withdrawal of Paper		Author is intimated via email on OJS		1-2 days	<i>In case of rejection,</i> a Withdrawal confirmation note to author is sent along with review report
<u>Local Reviewers</u>	Anonymous Research Paper is sent to 1 local reviewer			15-20 days	Reviewers Evaluation Report
Intimation to Author (if accepted/rejected)		Author is intimated via email on OJS Reviewers comments/ suggestion are posted anonymously		5-7 days	<i>In case of acceptance,</i> author is asked to make suitable changes according to reviewers' suggestions. Compliance Report along with the review paper to track changes theme and grading report

					Acceptance Letter
Withdrawal of Paper		Author is intimated via email on OJS		1-2 days	<i>In case of rejection,</i> a Withdrawal confirmation note to author is sent along with review report
Copy-editing	Research Paper	Copy-editing stage is initiated and sent to language editors. The manuscript undergoes following sub-stages. <ul style="list-style-type: none"> ✓ Language editing (English proof-reading) ✓ Layout editing ✓ Formatting ✓ Referencing in CMS manual 	Supervise and cross-check all stages before passing it to next stage	10-15 days	Manuscript edited with track line changes
Journal volume/issue soft and hard copy sent to Advisor Publications	Final manuscript	Initiate production stage Files sent to both advisors as well as Meta-data editor to		12-15 days	Final copy of manuscript Desk evaluation reports Reviewers evaluation report



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