



“Al-Duhaa” 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 JIRS.
- **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 JIRS webpage.

The Review Process

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



Al-Duhaa

Journal of Islamic and Religious Studies
Bi-Annual Research Journal
(Al-Ramzan Trust, Islamabad)

Email: editor.alduhaa@gmail.com

Contact #0315-5765774

اسلامی تحقیقی مجلہ (ششماہی)

الرمضان ٹرسٹ، اسلام آباد

فون نمبر: 0315-5765774

ای میل: editor.alduhaa@gmail.com



- **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)



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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.**

“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”

