

Pakistan Journal of Social Research (PJSR)
Policy Document

1. Frequency of the Journal:

The **Pakistan Journal of Social Sciences (PJSR)** is **HEC Recognized “Y” Category**. PJSR is a Quarterly Research Journal (with Winter, Spring, Summer, and Fall Issues) which provided a platform to the researchers, academicians, policy makers and research scholars to present their perspectives on the current issues within the domains of social sciences. The Journal is run under the registered society named as “Health Education Research Foundation”. Initially, the PJSR was published annually but later during 2021 the Editorial Board decided to publish is on quarterly basis. The journal welcomes the novel ideas in the form of a primary research based, review based and case studies-based articles. In addition to that the journal also welcomes the book reviews. The submissions with the PJSR goes through the rigorous desk review by the editorial team and the plagiarism is also checked before it is processed further. If the articles are suitable enough and having compliance to the journal’s formatting and instructions are processed further for national/international reviews.

2. Guidelines for submission of research articles:

Basic Guideline for Authors

Pakistan Journal of Social Research (PJSR) is a peer-reviewed academic Journal envisioned for researchers in all fields of social sciences. Your name, designation, and e-mail address is essential during submitting your article. The manuscript should be written in good English and submission of an article implies that the work has:

1. Not been published previously in whole or part,
2. Is not under consideration for publication elsewhere,
3. Is approved by all authors,
4. If accepted, will not be published elsewhere in whole or part, in English or any other language, without the written consent of the Publisher.

Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. Transparency about the contributions of authors is encouraged. The Journal allows maximum THREE coauthors for a single paper.

Formatting Guidelines

- Minimum words limit for the manuscript is 4000 and the maximum words limit is 8000. By exceeding words limit from maximum, it will be returned to the author(s) for revision.
- Articles should be typed in single-space on one side of the paper only with wide margins.
- You should clearly indicate that which author will handle correspondence at all stages of manuscript publication.
- Number of authors name in article shall not be exceeded from three and their information i.e. (name, affiliation, phone, e-mail address, fax, permanent and postal address and brief biography) shall appear on the cover page.
- Abstract should be one continue paragraph without headings and word limit shall be ranged from 150-200. Font size will be 11 in Time new Roman in italic style.
- The authors should scrutinize their article (spelling, figure, and illustrations) thoroughly before submitting.

Format All files of the manuscript should be submitted as Word Documents (doc or docx file). The files in pdf version are not acceptable.

<i>Length of Manuscript</i>	All submitted manuscript should have a length of 4000-8000 words including references.
<i>Languages</i>	It is the discretion of author(s) to use either American or British English. However, please do not mix both in a single manuscript.
<i>Title Page</i>	<ol style="list-style-type: none">1. Title of the manuscript2. Name(s) of author(s) and affiliation(s).3. Contact Details of the corresponding author.4. Acknowledgement5. Author(s) contribution


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<i>Abstract</i>	Each manuscript should contain an abstract of 150-200 words. The author(s) should provide at least six keywords after the abstract.
<i>Manuscript Style</i>	<ol style="list-style-type: none"> 1. The manuscript must follow the APA Manual (7th Edition) for referencing. 2. Times New Roman font with 11-point font size of body text 3. Times New Roman font with 12-point font size for headings and sub-headings. 4. single line space 5. Remove any identifying notes or remarks throughout the text.

Paper must contain following sections:

- Title (not more than 10 words)
- Abstract (150-200 words)
- Keywords (5-7)
- Introduction
- Review of Literature
- Theoretical Framework/Conceptual Framework(optional)
- Materials and Methods
- Results and Discussion
- Conclusion
- Policy Recommendations (optional)
- References (APA Style)

Pakistan Journal of Social Research accepts the submission through Online Journal Management System-

Link: <https://pjsr.com.pk/ojs/index.php/PJSR/about/submissions>

3. Peer review policy:

PJSR Follows double blind peer review process.

1. At the first stage all submitted manuscripts are screened by the editorial board of the journal and it is ensured that structure, reference style and text size, adhere to the policy of the journal. In addition to that plagiarism/similarity index is also checked through the turnitin Only those articles are processed further which pass the similarity index keeping in view the HEC standards.
2. At the second stage if the manuscript qualifies for the review, it is sent to one international and one national reviewer after removing the name(s) of the contributor(s).
3. At third stage the editorial board evaluates the reviewer's comments and if required, shares with the contributor to rectify the changes suggested by the reviewers. The editorial board maintains the transparency of the manuscript review process and publication.

4. Originality and plagiarism policy:

Plagiarism Guidelines:

1. The "Pakistan Journal of Social Research" strictly follows the HEC plagiarism policy.
2. Authors must avoid any kind of plagiarism in their manuscripts.
3. While writing the manuscripts they must cite all the sources (words, ideas, figures, data, etc.) they consult for the write-up.
4. While submitting the manuscripts all authors are required to declare the originality of their work.
5. If any form of plagiarism is detected during the peer review process the manuscript will be rejected. If the plagiarism is detected after the publication, the publisher has the right to issue a correction or retract the manuscript.
6. The Author(s) should have a special focus on proper citation while only those articles, research and publications that have made a mark and have an outstanding position on the research subject shall be cited.
7. Authorship should be given to people who were practically involved in the research, corresponding author should take the responsibility and avoid unnecessarily adding the coauthors. Corresponding author should also provide detail of finances involved in undertaking this research.

8. View HEC Plagiarism Policy on the following link. HEC Plagiarism Policy

5. Subscription details:

Currently, PJSR is giving subscriptions to the individuals/organizations of the online publication without any charges but in future we are planning to impose a nominal subscription fee.

6. Ethical guidelines:

To ensure high-quality standards in research publications, to keep public interest in the research findings every journal has to keep some ethical standards. Pakistan Journal of Social Research (PJSR) tries best to maintain these standards for publications.

Ethical Statement for Pakistan Journal of Social Research (PJSR)

I verify/ certify/endorse by myself and on the behalf of all the co-authors that the manuscript which have submitted to Pakistan Journal of Social Research (PJSR) is our original work.

Research Misconduct Issues

Pakistan Journal of Social Research maintains high standards of publication ethics and doesn't allow anyone to misconduct, if any sort of misconduct is reported in the published articles in Pakistan Journal of Social Research the journal reserves the right to take strict action against such contributors. To deal with such publication misconduct related issues the PJSR strictly follows the COPE's guidelines in dealing with allegations.

7. Privacy statement:

The public will have access to certain pages contained on the Website that contain general information about the Authors, the journal (PJSR), and the services it provides.

8. Author agreement form:

LICENSING & COPYRIGHT

Copyright of the manuscripts published are retained by the author/authors and the first publication rights granted to PJSR. PJSR or other team member will not be responsible for any successive use of the author(s) work. If so desired, it is the job of author (s) to bring an encroachment action.

9. Deadlines of all processes:

Duration of paper submission, review of articles, acceptance of articles and publication of articles, timelines of publication of issues, steps involved from date of receipt of research article till the publication of article.



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10. Article processing/publication fee:

Publication Fee and Sources of Funding

Pakistan Journal of Social Research is working under “Health Education Research Foundation” - a purely a non-profit society registered under Societies Registration Act, XXI of 1860. The journal solely meets its expenses through the publication fee charged from the article contributors.

The paper submission and publication fee are imposed to meet the petty expenses of the journal. The journal can give special waivers to the deserving PhD/M.Phil Scholars and other sound contributors. The journal engages all staff, editorial/advisory/review board members on purely volunteer basis.

11. Disclosure and conflict of interest:

Conflict of Interest in Research (COIR)

The PJSR follows the COI/COIR definition of COPE “A conflict of interest (COI) is a situation in which a person or organization is involved in multiple interests, financial interest, or otherwise, one of which could possibly corrupt the motivation of the individual or organization. The presence of a conflict of interest is independent of the occurrence of impropriety.” It could be explained as the situation in which the integrity of academic activity, particularly research, maybe, or maybe perceived to be, compromised by financial or other interests. A conflict of interest occurs when a secondary interest distorts or has the potential to distort a judgment related to primary interest.

Conflicts may be a personal relationship, association, family, friends, relationships, and other close personal links; ideological/ beliefs such as religious/political that is relevant to the work; academic such as competitors or someone whose work is critiqued; affiliation i.e. employment, on the advisory board for, or a member of an organization with an interest in the outcome of the work; financial i.e. funding, services, goods and other payments received/ anticipated or expected by author/authors relating to the subject of the work or from an organization with an interest in the outcome of the work and maybe an intellectual property i.e. patents or trademarks owned by someone or their organization.

For Authors

All manuscripts for articles, original research reports, editorials, comments, reviews, book reviews, and letters that are submitted to the journal must be accompanied by a conflict of interest disclosure statement or a declaration by the authors that they do not have any conflicts of interest to declare. All articles that are published in the journal must be accompanied by this conflict of interest disclosure statement or a statement that the authors have replied that they have no conflicts of interest to declare. If a journal prints unsigned editorials, it should not have been written by anyone with a conflict of interest. To facilitate this policy, all authors must privately disclose ‘ALL their potential conflicts of interest’ to the editors of the journal at the time of submission. These include all financial and non-financial interests and relationships with other organizations. Authors should also disclose any conflict of interest that may have influenced either the conduct or the presentation of the research to the editors, including but not limited to close relationships with those who might be helped or hurt by the publication, academic interests and rivalries, and any personal, religious or political convictions relevant to the topic at hand. In the article, the authors must include a draft statement that discloses all relevant conflicts of interest and affiliations.

For Editors and Reviewers

Editors and reviewers must reject /decline to be involved with a submission when they have a recent/current publication or submission with the author. Share or recently shared affiliations with author, collaborate, or have close relationships with the author or financial interest/gain, or feel unable to be objective. Editorial staff must not use information gained through working with manuscripts for private gain. Reviewers must declare any remaining interests in the ‘Confidential’ section of the review form, which will be considered by the editor. Reviewer(s) must declare any conflict of interest which may affect their review work. In cases of conflict of interest, the reviewer(s) are requested to notify the editorial team of their inability to review a particular research paper. Editors and peer reviewers should disclose interests that might appear to affect their ability to present or review work objectively. These might include relevant financial interests or personal, political, or religious interests, and detailed descriptions about tasks, responsibilities of all parties on how to avoid and manage COIs.

12. Correction and retraction of research articles:

An article completes its publication process in 40 working days after submission. Corrections of research articles were made in the light of suggestions mentioned by referees. Retraction decision is poorly based on the comments of two referees.

13. Contribution and consents of each author:

The Pakistan Journal of Social Sciences (PJSR) is HEC Recognized “Y” Category. PJSR requires that all authors take the responsibility for the content of the research submitted for publication. And clearly mentioned the role or contribution of each author along with signatures.

The contributions of all authors must be described in the following manner:

1. Study conception and design
2. Data collection
3. Analysis and interpretation of results
4. Draft manuscript preparation

Multiple contribution may be assigned to one author but at least one contribution by each author.

S. No	Author Name	Contribution	Signature

14. Any other information:

Access to Data:

1. PJSR reserves the right to information regarding the research and the authors may be asked to provide raw data.
2. Author(s) should consider the ethical issues regarding publication of a manuscript. Hence, it is important to observe that multiple submission of an article in different journals must be avoided. In some cases, an article may be feasible to be published in another journal but that should be with the consent from PJSR. Corresponding author should also communicate to PJSR if there is any information that may affect the standards of publication or compromise the quality.

Responsibilities of the Editorial Board:

1. The editorial board member should act value free and perform fair play while taking the final decision regarding publication. They must avoid any personal liking or disliking, sectarian, religious, ethnic or political affiliation that may compromise their impartiality.
2. All the information regarding the manuscripts, publications, decisions, data or personal information must be kept confidential. Editorial board members should disclose any sort of information or affiliation that may fall into the clash of interest.

Responsibilities of the Reviewers:

1. Reviewers must keep the confidentiality about the manuscript, research or authors and stay impartial while reviewing the manuscript.
2. Reviewer should focus the manuscript objectively and no subjective comments or criticism be made on the manuscript or the author. If the reviewer feels any manuscript beyond the area of his/her domain of expertise should timely inform the editorial board.
3. Reviewers should keenly observe the citations, references and data sources and report the editorial board if any overlapping or similarities exist to a notable stretch.

Referencing Style

Pakistan Journal of Social Research (PJSR) followed the APA Manual (7th edition) for referencing. Brief guidelines/examples are provided below for use of APA referencing style for manuscript. Details about such examples can be found at AUT Website.

Reference Types	In-text	Reference List
Book with Single Author	(Gore, 2006) or Gore, (2006)	Gore, A. (2006). <i>An inconvenient truth: The planetary emergency of global warming and what we can do about it</i> . Emmaus, PA: Rodale.
Book with Two Authors	(Michaels & Balling, 2000) or Michaels & Balling, (2000)	Michaels, P. J., & Balling, R. C., Jr. (2000). <i>The satanic gases: Clearing the air about global warming</i> . Washington, DC: Cato Institute.
Book with Editor as Author	(Galley, 2004) or Galley, (2004)	Galley, K. E. (Ed.). (2004). <i>Global climate change and wildlife in North America</i> . Bethesda, MD: Wildlife Society.
Book & ebook with DOI	(Ewert et al., 2014) or Ewert et al. (2014)	Ewert, E.W., Mitten, D.S., & Overholt, J.R. (2014). <i>Natural environments and human health</i> . CAB International. https://doi.org/10.1079/9781845939199.0000
Brochure or Pamphlet	(New York, 2002) or New York, (2002)	New York State Department of Health. (2002). <i>After a sexual assault</i> . [Brochure]. Albany, NY: Author.
An Anonymous Book	(Environmental Resource Handbook, 2001) or Environmental Resource Handbook, (2001)	<i>Environmental resource handbook</i> . (2001). Millerton, NY: Grey House.
Articles in Reference Books	(Greenhouse effect, 2005) (Schneider, 2000)	Greenhouse effect. (2005). <i>American heritage science dictionary</i> . Boston, MA: Houghton Mifflin. Schneider, S. H. (2000). Greenhouse effect. <i>World book encyclopedia</i> (Millennium ed. Vol. 8, pp. 382-383). Chicago, IL: World Book.
Magazine Articles	(Allen, 2004) or Allen, (2004) (Begley, 2007) or Begley, (2007)	Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. <i>Smithsonian</i> , 35(5), 44-52. Begley, S., & Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. <i>Newsweek</i> , 150(2), 48-50.
Newspaper Articles (unsigned and signed)	("College Officials", 2007) (Landler, 2007)	College officials agree to cut greenhouse gases. (2007, June 13). <i>Albany Times Union</i> , p. A4. Landler, M. (2007, June 2). Bush's Greenhouse Gas Plan Throws Europe Off Guard. <i>New York Times</i> , p. A7.
Article with DOI	(Washington, 2014) or Washington (2014)	Washington, E. T. (2014). An overview of cyberbully in higher education. <i>Adult Learning</i> , 26(1), 21–27. https://doi.org/10.1177/1045159514558412

Article without DOI	(Moody, 2019) or Moody (2019)	Moody, M. S. (2019). If instructional coaching really works, why isn't it working? <i>Educational Leadership</i> , 77(3), 30–35.
Journal Article with two authors	(Bogdonoff & Rubin, 2007) or Bogdonoff & Rubin, (2007)	Bogdonoff, S., & Rubin, J. (2007). The regional greenhouse gas initiative: Taking action in Maine. <i>Environment</i> , 49(2), 9-16.
Journal Article with more than one author	(Miller-Rushing, Primack, Primack, & Mukunda, 2006) Or Miller-Rushing, Primack, Primack, & Mukunda, (2006)	Miller-Rushing, A. J., Primack, R. B., Primack, D., & Mukunda, S. (2006). Photographs and herbarium specimens as tools to document phonological changes in response to global warming. <i>American Journal of Botany</i> , 93, 1667-1674.
Journal Article from a Library Subscription Service Database with a DOI	(Mora & Maya, 2006) Or Mora & Maya, (2006)	Mora, C., & Maya, M. F. (2006). Effect of the rate of temperature increase of the Dynamic method on the heat tolerance of fishes. <i>Journal of Thermal Biology</i> , 31, 337-341. doi: 10.1016/j.jtherbio.2006.01.055
Website	(United States Environmental, 2007), Or United States Environmental, (2007) (Gelspan, 2007) Or Gelspan, (2007)	United States Environmental Protection Agency. (2007, May 4). <i>Climate Change</i> . Retrieved From the Environmental Protection Agency website: http://www.epa.gov/climatechange Gelspan, R. (2007). <i>The Heat Is Online</i> . Lake Oswego, OR: Green House Network. Retrieved from The Heat Is Online website: http://www.heatisonline.org
Webpage, no date,	(Athletics New Zealand, n.d.) or Athletics New Zealand (n.d.)	Athletics New Zealand. (n.d.). <i>Form a new club</i> . http://www.athletics.org.nz/Clubs/Starting-a-New-Club
YouTube video or other streaming video	(MSNBC, 2020) Or MSNBC (2020)	MSNBC. (2020, January 7). <i>Julián Castro endorses Elizabeth Warren</i> [Video]. YouTube. https://www.youtube.com/watch?v=Uk2Tzc8H5po
Conference paper	(Mason & Missingham, 2019) Or Mason & Missingham, (2019)	Mason, I. & Missingham, R. (2019, October 21–25). <i>Research libraries, data curation, and workflows</i> [Paper presentation]. eResearch Australa


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