

## POLICY DOCUMENT OF KALACHI RESEARCH JOURNAL

### 1. Frequency of journal

Kalachi Research Journal is a Bi Annual Research Journal. It is published twice a year.

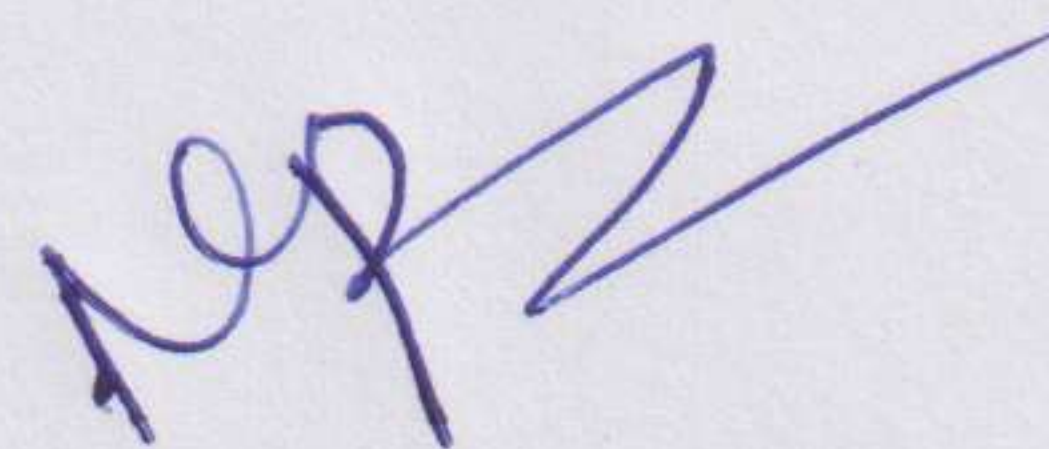
### 2. Guidelines for submission of research articles

1. Authors are requested to upload manuscript that does not carry any author's and his institution Information or any information that can reveal author's identity.
2. The title page that carries details of authors and their institution, acknowledgment, details of conflict of interest, disclosures and details of contribution of each author must be submitted separately.
3. Author Agreement Statement must be submitted separately with manuscript and title page.
4. The author has to ensure that the research work, he/she is submitting for publication, is genuine and the same paper has neither been published nor has it been presented elsewhere for publication.
5. Manuscripts for publication should comprise minimum 3000 words, typed in *MS-Word* format on A-4 size paper should be submitted via email [krj.salbc@gmail.com](mailto:krj.salbc@gmail.com) or [salbc.ku@hotmail.com](mailto:salbc.ku@hotmail.com).
6. An abstract of 150 to 200 words should be a structured summary indicating the purpose, theoretical background, methodology, results and contribution of the study. It should not contain any citations. The summary should be clear and understandable to readers.
7. Article should be on standard format and endnote referencing in MLA format be followed for citations.
8. Properly ordered Bibliography in MLA format should be provided.
9. Draft must be send on the email: [krj.salbc@gmail.com](mailto:krj.salbc@gmail.com) or [salbc.ku@hotmail.com](mailto:salbc.ku@hotmail.com) with a covering letter carrying the title of the article, author's full name, institutional affiliation, mailing address and any other information that the author wishes to send related to the paper.
10. Maximum three contributors will be allowed in one article.
11. Loanwords accepted in English usage should be spelled in accordance with the standard dictionaries.



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12. All submitted manuscripts will be checked with anti-plagiarism software (Turnitin) before they are sent for blind peer review. Maximum 19% similarity is allowed as per the mandatory condition of the Higher Education Commission (HEC).
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### **3. Peer review policy**

Kalachi research journal is a Double-Blind Peer Reviewed Research Journal. All articles submitted to journal are sent to reviewer without the details of author and his institution.

### **4. Originality and plagiarism policy**

Kalachi research journal publish only original research conducted by authors as mentioned in author guideline. The allow similarity index less than 19% as per policy of HEC Pakistan.

### **5. Subscription Details**

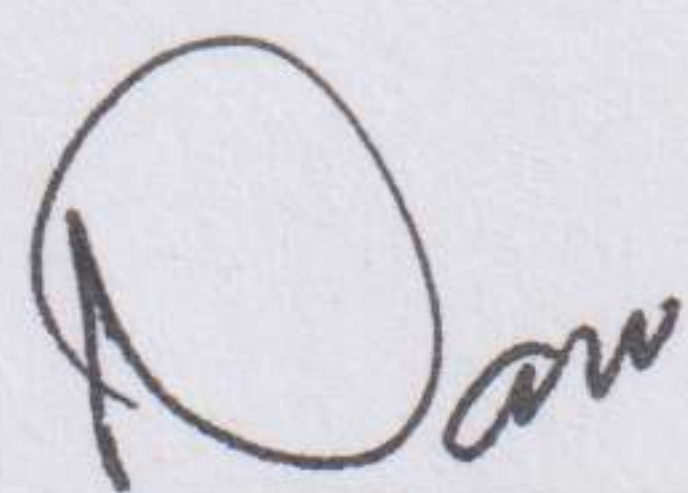
The Kalachi research journal can be subscribed for print copy by send an email to [krj.salbc@gmail.com](mailto:krj.salbc@gmail.com) or [salbc.ku@hotmail.com](mailto:salbc.ku@hotmail.com) beside this the online copy, the journal is freely available at <http://www.krjsalbc.org.pk> The subscription fee for a print copy is Rs 300/=

### **6. Ethical guidelines**

#### **6.1. Authorship**

Authorship credit should be based on meeting the following criteria:

- 1. Substantial contribution to paper concept or design, acquisition of data, or analysis and interpretation of data;
- 2. drafting the article or reviewing and introducing fundamental changes in it;
- 3. final approval of the version to be published.



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Authors should also be aware that the following phenomena are the examples of scientific misconduct and must be avoided: ghostwriting and guest writing authorship.

A group of co-authors should jointly make the decision about the order in which their names are given. During manuscript submission, the submitting author must provide contact information (full name, email address, institutional affiliation and mailing address) for all of the co-authors. The author who submits the manuscript for publication accepts the responsibility of notifying all co-authors of the manuscript being submitted. Author must submit Author Agreement statement duly signed by each author, which should be submitted together with the manuscript.

All detected cases of scientific misconduct will be documented and the appropriate institutions and entities will be notified.

## 6.2. Sources of data and ideas

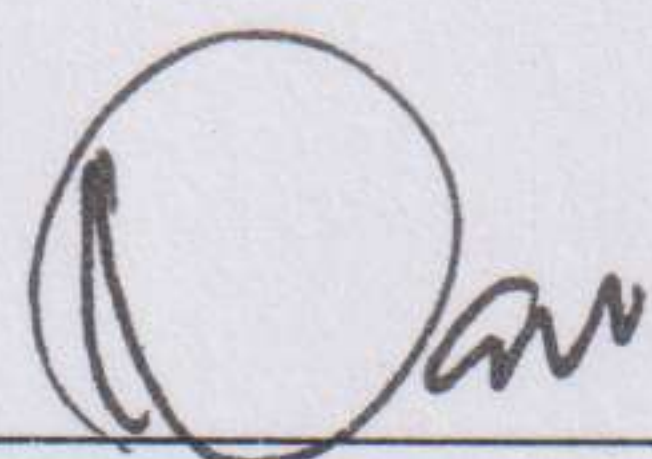
Authors are required to faithfully acknowledge and identify contributions of other persons to their reported work as well as clearly identify sources of both data and ideas. Authors should cite all publications that have been important in development of the submitted study and that will guide the reader to the earlier researchers that are essential for understanding the present analysis.

Authors are required to make reasonable and diligent efforts to find, and then accurately cite, original sources and publications. Authors should only present as reliable either personally verified or peer-reviewed sources of scientific data and literature.

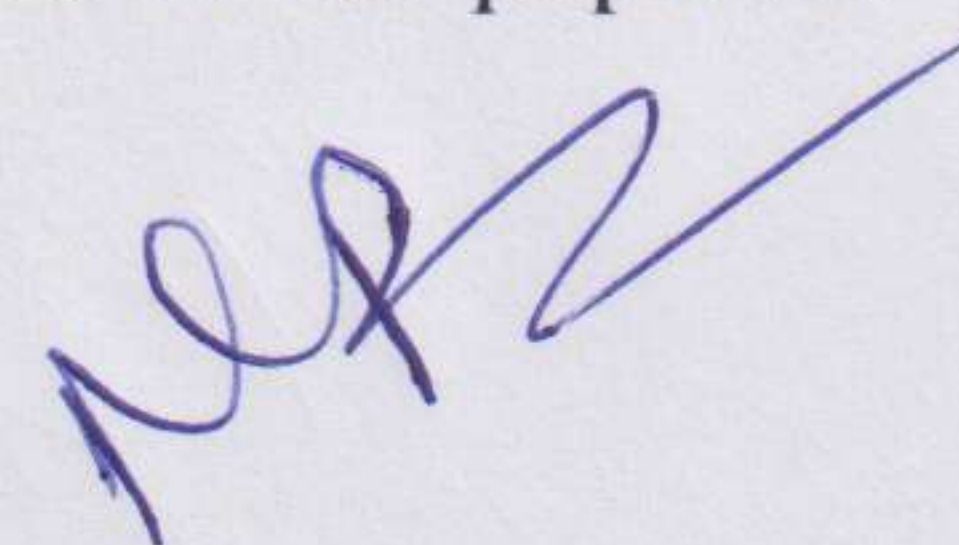
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It is prohibited for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication, unless it is a resubmission of a manuscript rejected for or withdrawn from publication. An author is required organize his or her paper so



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that it provides a well-rounded description of the examined issue. Fragmentation of research reports excessively consumes journal space and unduly complicates literature research; therefore, authors are expected to avoid it whenever possible.

#### **6.4. Open Access Policy**

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#### **Deadlines of all processes**

The authors can submit their research paper though out the year. There is no submission deadline.

#### **8. Reviewing and Editing**

Kalachi is double blind peer-reviewed journal. Submitted papers and short communication are evaluated by independent referees or Editorial Board members specialized in the article field. Our Reviewers evaluate submitted material's scientific significance and novelty, define its accordance to general journal profile, scrutinize its content for compliance with the journal's publication ethics. After the refereeing process is complete, the paper may be rejected, returned to the author for revisions, or accepted for publication.

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#### **9. Acceptance of articles and publication of articles**

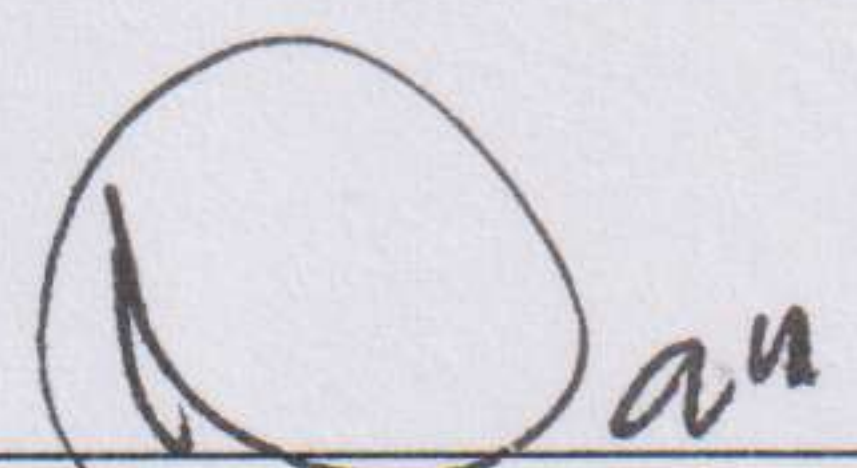
The acceptance and publication of article is based on decision of the Editor of the journal. The Editor take decision in the light of review report received from reviewer.

#### **10. Timelines of publication of issues**

The Journal release two issues per year. The first issue release on 30<sup>th</sup> June of every year and Second issue release on 31<sup>st</sup> of every December. The Journal take at least one month/ 4 weeks to complete review process after the date of submission. The Journal publish all research article in the next issue which are being received in less than 4-week time before the release of current issue.

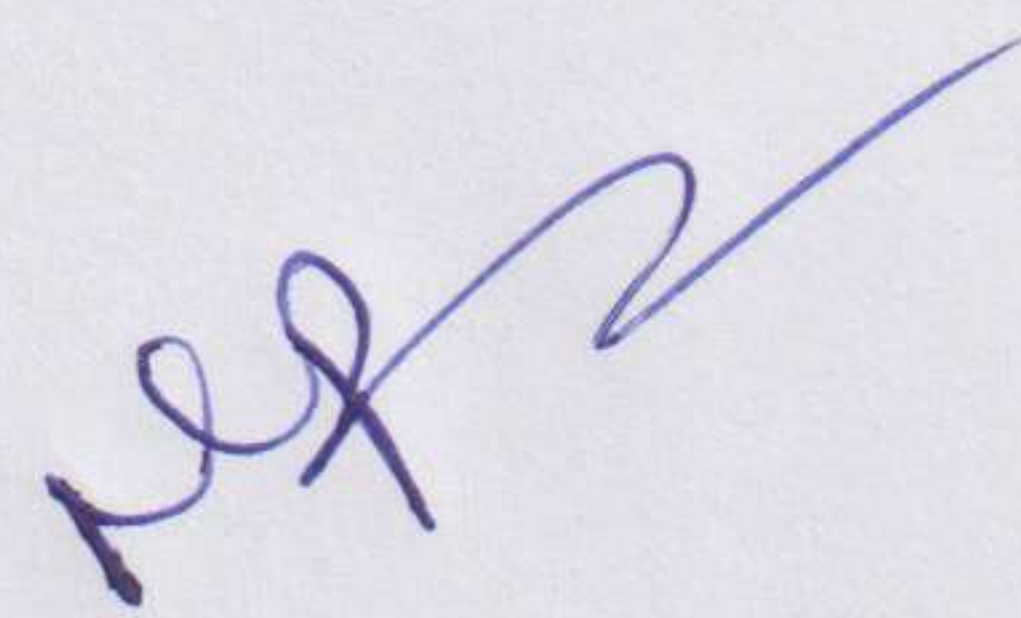
#### **11. Steps involved from date of receipt of research article till the publication of article**

1. Authors are required to submit complete manuscript without details of authors and their institution along with separate title page carries details of authors and their affiliation.
2. The Editor/Manager of the Journal assign manuscript with anonymous author to an editor from editorial board for desk review. The Journal use open journal system for Management of the journal. The editor of the journal also has right of the journal manager.
3. The Editorial board member sent article to editor after desk review/ Initial screening.
4. The Editor sent to review all those articles which successfully clear desk review and assign two reviewers including national/international reviewers to the article.
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Conflicts of interest constitute a serious threat to the integrity and objectivity of both scientific research and publishing. Therefore, best practice for authors, reviewers and editors alike, is to avoid conflicts of interest situations whenever possible.

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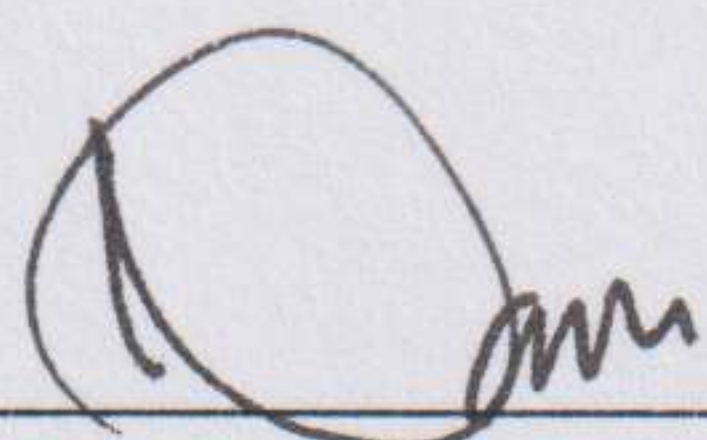
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## **11. Correction and retraction of research articles**

The Editor of the Journal sent an email to the authors of the article for revision/correction proposed by Editorial board member and reviewers after the initial screening and the final review respectively.

## **12. Contribution and consents of each author and any other information**

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