

## **POLICY DOCUMENT**

### *Journal of the Pakistan Historical Society*

#### **About the Journal**

*The Journal of the Pakistan Historical Society*, is a renowned quarterly research publication of international acclaim. It has been continuously published since 1953 by the Pakistan Historical Society, which was established in 1950. Presently, it is in its 71st volume, and has the honor of being patronized by the esteemed Hamdard Foundation Pakistan.

The Journal has received recognition from numerous organizations, including being indexed by the International Bibliography of the Social Sciences through ProQuest Information and Learning, U.K. & USA. Moreover, it has also been recognized in the ‘Y’ category by the Higher Education Commission Pakistan

Scholars from around the globe contribute their research articles to *Journal of the Pakistan Historical Society*, which emphasizes history in general, and South Asian and Islamic history, in particular. The Journal’s reputation as a platform for scholarly research is widely acknowledged.

#### **Aims and Objectives**

*Journal of the Pakistan Historical Society* is devoted to:

- Ancient and Medieval History and Civilization of Islam
- Culture and Traditions of Muslim People
- Study of Ancient and Medieval History and Culture
- Muslims in South Asia

#### **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.

#### **Open Access Policy**

All research articles published in *Journal of the Pakistan Historical Society* are accessible openly: immediately freely available to read, download and share. Articles are published under the terms of a Creative Commons license which permits use, distribution, and reproduction in any medium provided the original work is properly cited.

## **Article Publishing Rights & Copy Right Policy**

For *Journal of the Pakistan Historical Society* to publish research articles, we need publishing rights both online and in print format. This is controlled by an arrangement between the author and *Journal of the Pakistan Historical Society*. This arrangement manages the permit of the copyright to *Journal of the Pakistan Historical Society*. The *Journal of the Pakistan Historical Society* holds all the rights of publishing articles online and in print format.

## **Ethical Guidelines**

*Journal of the Pakistan Historical Society* is interested in publishing research-based articles on Ancient and Medieval History and Civilization of Islam  
Culture and Traditions of Muslim People  
Study of Ancient and Medieval History and Culture  
Muslims in South Asia

It may be mentioned that no polemic debate is allowed on our journal's pages.

Articles should be written in the English language with proper documentation. For endnotes Chicago style 17<sup>th</sup> Edition is necessary.

Primary sources should be preferred.

Soft copy should be sent in MS Word format double spaced and a margin of one inch from eachside on A4 size paper. Authors are requested to send their c.v. and WhatsApp numbers as well.

No author is allowed to send his/her research article to more than one journals simultaneously. The article may be sent to another journal only after getting final regrets from the *Journal of the Pakistan Historical Society*.

All the correspondence would be with the corresponding author.

## **Peer Review Policy**

Peer review process is one of the most important and fundamental components in the publication process. The credibility and reputation of a journal mainly depends on the integrity of peer review process and trust of authors. PHS likes to assure the research community that it applies very stringent and rigorous peer review process in order to deliver high quality of content to its widespread readers around the globe.

Being an HEC recognized/accredited journal, *Journal of the Pakistan Historical Society* follows peer review guidelines of HEC in true letter and spirit to meet the requirements of annual funding. All papers submitted to *Journal of the Pakistan Historical Society* undergo a rigorous internal and external review by experts in the relevant area of interest

## **Internal Review**

Each paper goes through an internal review by a relevant editorial board member to determine whether it is properly formatted and follows the publication ethics. The board member would also consider whether basic protocols of research have been followed in research design/analysis and

contribution to the literature. Papers that do not meet the basic requirements are not sent out for external review, and the authors are generally informed within 1 to 2 weeks.

### **External Review**

*Journal of the Pakistan Historical Society* follows a double-blind review process after a paper screened through the internal review. Authors are requested not to include their personal information in the text of the paper. They are further indicated not to post their papers on any website to prevent their identity to the potential reviewers. While reviewers are also expected to refuse, if they come to know about the identification of author(s) of a paper referred to them for peer review.

External reviewers (1-2) generally comment and suggest on originality, quality of presentation, research design, data/results/conclusions, the usefulness of the study, and interest to the researcher's community. During an external review, if reviewers find that the research paper has major flaws that cannot be resolved through a major revision, they can recommend declining the paper.

### **Suggesting Reviewers**

Following the HEC guidelines in letter and spirit, authors submitting their research papers to *Journal of the Pakistan Historical Society* are not given an option to suggest potential reviewers to review their research papers. While, authors may indicate those scholars (due to any real or perceived conflict of interest) to whom they feel not suitable to serve as reviewers for their specific paper.

### **Criteria for Selection of Reviewers**

1. Reviewers are selected carefully based on the following criteria:
2. Must hold a PhD degree or advance professional qualification with extensive professional/academic experience, i.e., CPA, CFA, CMA, etc.
3. Recognized expert in the field (having publications in reputable academic or professional research journals)
4. Not coauthored paper with author(s)
5. Not affiliated with the institution of author(s)
6. Should have good understanding of data analysis

### **Resources Available to Reviewers**

Reviewers of *Journal of the Pakistan Historical Society* are reputable academic and professional researchers who have access to a wide range of research related databases and other latest material. If reviewers need further material to complete their review, it is also provided to them.

## Publication Ethics (for reviewers)

All reviewers are encouraged to follow the HEC guidelines for reviewers to meet their responsibilities in relation to objectivity, promptness, conflict of interest, confidentiality and reporting.

## Steps in Peer Review Process

Peer review process of *Journal of the Pakistan Historical Society* can be broadly described as:

S.No	Steps of Review Process	Estimated Time
1	Submission of paper	
2	First internal review *	3-4 weeks
3	External review	4-5 weeks
4	Communication of review reports to authors for minor/major revision **	1 week
5	Submission of the revised paper	4-8 weeks
6	Second internal review (to assess whether reviewers' suggestions have been incorporated satisfactorily) ***	2-4 weeks
7	Acceptance of paper (on successful submission of revised paper)	1 week

\* Paper is returned to authors, if it does not meet the basic criteria.

\*\* Paper is returned to authors, if external reviewers find that the research paper has so serious faults that cannot be resolved through major revision.

\*\*\* Authors are requested for further revision, if editors find that reviewers' suggestions have not been incorporated satisfactorily.

Note: Authors are requested to revise the paper carefully in accordance with the reviewers' suggestions to avoid unnecessary delay in the review process.

## Resubmission of paper (after peer review)

Nearly every published paper goes through at least one revision. Authors should take a revision request as good news and an opportunity to learn and improve the quality of their research paper. They are directed to revise the paper carefully in accordance with the reviewers' suggestions to avoid needless interruption in the review process. Revised paper along with reply/response to review report should be submitted within two months. Author(s) should be very careful regarding accuracy and completeness in accordance with the reviewers' suggested points, so as to avoid further review and delay (further revision can be recommended if editors find that reviewers' suggestions have not been incorporated satisfactorily).

## English Language Editing

It is the basic responsibility of authors to ensure that their research papers should be free from spelling, typing, grammar, and syntax errors. Authors whose native language is not English must get their research paper edited by an English language expert.

## Publication Timelines

Issue No.	Quarter	Publishing Month
1	Jan-Mar	March
2	Apr-Jun	June
3	Jul-Sept	September
4	Oct-Dec	December

## Appeal/Complaint Process

The Editorial Board of *Journal of the Pakistan Historical Society* is committed to providing quality editorial services to its contributors and believes in building and maintaining trust and respect for all contributors, readers, and practitioners. *Journal of the Pakistan Historical Society* believes to improve its services by responding to appeals and rectifying its mistakes against:

- a) Objection to publications causing harm to any party.
- b) Infringing ethical boundaries in any manner.
- c) Rejection of research paper.

Authors/readers can submit their appeals directly to the Editor at editorial2@phs.com.pk. The appeal must provide detailed justification (harm, ethical issues, or response to editor/reviewer comments). The Editor would look after the matter independently and forward it to appropriate *Journal of the Pakistan Historical Society* editorial board member. Finally, the board member after going through all of submitted the complaints/justifications material can finally recommend acceptance of the appeal, further review, or uphold the original decision (if any).

## Originality and Plagiarism Policy

In accordance with the guidelines of Higher Education Commission (HEC), *Journal of the Pakistan Historical Society* observes Zero Tolerance to plagiarism

(<http://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Plagiarism%20Policy.pdf>).

*Journal of the Pakistan Historical Society* uses either Turnitin or iThenticate for all research papers submitted to detect possible plagiarism. If the similarity is more than 19%, the paper is returned to the author(s) immediately. *Journal of the Pakistan Historical Society* follows HEC and COPE guidelines to make the determination whether (or to what extent) plagiarism exists.

If plagiarism or other unethical practices are detected after publishing the paper, editorial board has the authority to correct or retract the paper as HEC's plagiarism policy (<http://www.hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>). All authors are responsible for their content individually and collectively. In extreme cases, the Editorial board may decide to consult the institution of author(s).

**Self-plagiarism:** verbatim or substantial copying of authors' own published work (or under consideration for publication at some other outlet) affecting the originality of current submission is also not acceptable in any way.

### **Article Processing Charges/ Publication Fees**

*Journal of the Pakistan Historical Society* does not charge any fee for Submission or publication of an article. Authors do not pay Article Processing Charge (APC) and Article Publication Fee (APF) to cover the costs of peer review administration and management, professional production of articles in PDF and other formats, and dissemination of published papers in various venues, in addition to other publishing functions. All the expenses are born by its publisher.

### **Submission Guidelines:**

#### **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 Open Office, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is double-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.

### **Author Guidelines**

No author is allowed to send his/her research article to more than one journal simultaneously. The article may be sent to another journal only after getting final regrets from the *Journal of the Pakistan Historical Society*. Only one co-author is allowed with the principal author.

All the correspondence would be with the principal author.

*Journal of the Pakistan Historical Society* publishes original research papers with the understanding that these papers are not being considered for publishing elsewhere. Submission is accepted throughout the year with an average review time of 3 months. All submissions in Microsoft Word format should be sent electronically via website.

All submissions are subject to double-blind peer review and should follow the *Journal of the Pakistan Historical Society* format. All tables and figures should be numbered and inserted in the text of the paper.

## **Manuscript Preparation**

**Language:** All manuscripts should be in English language (US English). Research papers should be thoroughly checked by the author(s) to avoid grammatical, typographical, and syntax errors. Scholarly language and subject-related terminology should be used as the readers of *Journal of the Pakistan Historical Society* belong to a scholarly audience. Authors should focus on content, style, integration of ideas, higher-order thinking skill of analysis, and novel arguments.

Manuscripts should be typed double-spaced with at least a one-inch margin on all sides.

Times New Roman is recommended for text, tables, and figures. The sections may include Title page, abstract, keywords, introduction, history, methodology, present status, text, references, tables, and figures, comparison and analysis, conclusion. The page numbers of the entire manuscript should be at the bottom right corner of each page.

Title Page Should Contain Title of the manuscript, Author(s) names with superscripts representing their affiliation clearly marked \*corresponding author with Telephone, Cell numbers and E-mail address.

**Abstract:** On a separate page (200-250 words) with Keywords (3-5).

**Tables:** On a separate page, numbered as appearing in the text bearing title (bold) and legend underneath.

**Figures:** On separate page, numbered as appearing in the text Fig. 1 and so on.

**References:** Should be as per Chicago Manual of Style 17<sup>th</sup> Edition (Serialized end notes with specified information about the reference. Specimen as under:

Shah Nawaz Khan, *Ma'athir-ul-Umara*, Vol. I, Urdu Trans., Muhammad Ayub Qadri, Lahore, Urdu Science Board, 2004, p. 192.

F. Mackeson, "Report on the Route from Seersa to Bahawulpore" in *Journal of the Asiatic Society of Bengal*, Vol. XIII, New Series, Part I, Calcutta, Bishop's College Press, January to June, 1844, p. 313, Boileau, Personal Narrative, pp. 54-45.

## **General Guidelines**

Complete length of the manuscript should be between 6000-7000 words excluding Abstract and end notes.

## **1. Abstract: (14pt, Bold, Times New Roman)**

1. The abstract of the manuscript should be in the range of 150 (min) to 250 (max) words. The abstract must meet the below given criteria:
  2. Should be a single paragraph with continuous synchronized sentences.
  3. No sub heading and bullets are allowed.
  4. If any abbreviation is used, its definition is necessary at its first mention.
  5. Abstract must clearly and briefly define the problem, research methodology, and author's contribution to approach the defined problem and outcomes of the research.
- 5-Keywords: For indexing purpose, 3-7 keywords are required related to the article

## **6. Introduction: (14pt, Bold, Times New Roman)**

Research article would start with the breakup of "Introduction". Which contains discussion on the problem, motivation, challenges and author contribution to this piece of work. Define the clear goals and objectives. The introduction should reveal some broad knowledge of the overall topic and quickly focus on the major point of the paper. This introduction section ought to be concise and followed with no sub heading unless necessary and may define the organization or outline of article.

## **7. Background, History, Review-of Literature and Methodology: (14pt, Bold, Times New Roman)**

This section would provide passable **background/literature** review to support the research piece. A **Review-of-Literature** is required to cater information from various significant sources which provides support to the major points of the article. Only **End-notes** are allowed (at the end of manuscript) for citing the references in Chicago Manual of Style with no running sentences. The referred Journal, Books, Edited books must strictly follow the style provided in the given link. The study must contain the recent references from last 1 or 2 years in order to exhibit the existing and shaping challenges of recent advancements. If use any narration "*It must be in closed quotation with italic font*" along with the end-note reference.

## **8. Methodology**

This section defines Problem statement, all the relevant and passable details of procedures, methods and tools adapted to meet the research objective and challenges. If the research piece is using any sort of data, then its source must be cited properly with author/creator name, title, published date of dataset/statistics, publisher, URL or other availability or access information of dataset. It can be segregated into different relevant segments and sub-segments according to the research requirement. This section must maintain synchronization with upcoming sections of manuscript.



## 9. Research outcomes/ result/findings (If any)

Make sure this container is not for the discussion. Here the author must present its finding, data representations/comparison charts /comparative analysis. If the data is represented in table form then it must be cross referenced Table 1

S. No.	Field 1	Field 2	Field 3

**Table 1**

## 10. Result

The Result section presents the experimental data to the reader, and is not a place for discussion or interpretation of the data.

## 11. Preparation of Figures and Tables

Authors are supposed to embed all figures and tables at appropriate place within manuscript. Figures and tables should neither be submitted in separate files nor add at the end of manuscript. Figures and Tables should be numbered properly with descriptive title. Each Figure/Table must be explained within the text by referring to corresponding figure/table number. Any unexplained or unnumbered Figure/Table may cause rejection of the paper without being reviewed.

## 12. Argument, Critique or Discussion

The unbiased important points or claims of the research work that are defined earlier are discussed here. The discussion is required to be reasonable, precise, well-supported, positive and the interpretation of the research findings. Use extensive classical citation along with recent literature work.

## 13. Conclusion

The conclusion section should be in range of 250-450 with running sentences. The conclusion section must define the below:

1. Main outcome of the research work.
2. Research significance (importance of the research).
3. Relevance.
3. Limitation.
4. Application.
5. Recommendations.

*Note. Do not use cross-reference, subheading, point-list in this section.*

## **14. Declarations**

### **Acknowledgments**

All acknowledgments (assuming any) ought to be remembered in a separate section before the references and may incorporate list of peoples who supported and contributed to the research working anyway.

### **Funding source**

The funding source section will be added if there is any funding source or supporting grant to the proposed research piece. It will be mention here in this section with the full name of funding agency and supporting grant with the grant number.

## **15. References**

All references are required to be complete, accurate, authentic and primary (Journal, online books, proceedings, patents, authentic websites with permanent archival policy). Grey literature (unauthentic website, news portal, social media, Wikipedia etc.) are not encouraged. If the author is referring hadith, *Tafasir* or *fiqh* books then use original root books.

### **Important notes:**

For Arabic text use font **AHT Times New Roman** follow transliteration- guideline (available on official website)

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**Author Correction:** An Author Correction may be published to correct any important error(s) made by the author(s) that affects the scientific integrity of the published article, the publication record, or the reputation of the authors or the journal.

**Publisher Correction:** A Publisher Correction may be published to correct an important error(s) made by the journal that affects the scientific integrity of the published article, the publication record, or the reputation of the authors or of the journal.

**Retraction:** 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. The original article is retained unchanged save for a watermark on the pdf indicating on each page that it is “retracted.” A retraction note titled “Retraction: [article title]” signed by the authors and/or the editor is published in the paginated part of a subsequent issue of the journal and listed in the contents list.

### **Declaration for Conflict of Interest Policy**

A potential conflicting interest might arise from relationships, allegiances or hostilities to particular groups, organizations or interests, which may influence excessively one’s judgments or actions. The issue is particularly sensitive when such interests are private and/or may result in personal gain.

As a result, *Journal of the Pakistan Historical Society* requires a formal declaration of conflicting interest enabling a statement to be carried within the paginated published article.

Articles will be evaluated fairly and will not necessarily be rejected when any competing interest are declared.

Examples of conflict 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.

*\*Please note that it is **not expected** that details of **financial** arrangements be disclosed when a competing interest is declared.*

### **Author Agreement Statement**

All authors are required to provide a signed statement declaring the originality of the Article.

Sample text is as under:

We the undersigned declare that this manuscript is original, has not been published before and is not currently being considered for publication elsewhere. We confirm that the manuscript has been read and approved by all named authors and that there are no other persons who satisfied the criteria for authorship but are not listed. We further confirm that the order of authors listed in the manuscript has been approved by all of us. We understand that the Corresponding Author is the sole contact for the Editorial process. He/she is responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs.

Signed by all authors as follows:

Name: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

### **Author Consent Statement**

Each author is required to submit a statement along with his/her submitted article showing his/her agreement with all the policies of the journal regarding publication of any article.

### **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-author that is the co-author has approved 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 the 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 is 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 journal does not allow the appearance of guest authorship on the articles.

**e. Anonymous Authorship**

Since 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., a threat to personal safety or loss of employment), 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 have contributed to the article in some way.

**g. Duplicate Submission**

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

**h. 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.

**i. Policy and principles of research data**

Making available data for other researchers helps and supports the development of knowledge and makes the research process more effective. The nature of data varies from field to field but generally, it is the observations, experiments, and samples that confirm the results of previous findings and are not published as a journal paper. There are different formats of researcher data such as processed data, raw data, clean data, software, estimation techniques, methods, protocols, and research materials. *Journal of the Pakistan Historical Society* is playing an important role to support researchers in terms of data availability. *Journal of the Pakistan Historical Society* also encourage researchers to make data available which they used in their research for other researchers to benefit from them and used in their research as well.

The following principles are followed by *Journal of the Pakistan Historical Society*:

- Encourage researchers to share research data where appropriate.
- Researchers are asked to make data available for other researchers to benefit from them and may use in their research.
- Make it easier for researchers to be in line with data management requirements, such as supporting data availability statements to enhance transparency.
- Research data vary among different fields of study, specific permission may be requested and requirements may be taken into account where needed.
- Equal opportunity will be provided to all researchers in order to effectively reuse research data.

### **Rules for Details of Contribution of each researcher in the research paper**

Contribution of each author in detail means which author has contributed to which part of the paper, for example, if there are two authors one contributed by writing introduction and literature while the second author contributed by doing analysis, estimation, writing results, interpretation, and conclusion.

**Seal of Pakistan Historical Society**

Mrs. Sadia Rashid  
President  
Pakistan Historical Society