



POLICY DOCUMENT FOR IRJAIS

1. Frequency of journal

IRJAIS is a Bi Annual Research Journal. It Published two issue per 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 4000 to 6000 words, typed in *MS-Word* format on A-4 size paper should be submitted via submission tab.
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 footnote referencing in APA format be followed for citations.
8. Properly ordered Bibliography in APA format should be provided.
9. Draft must be submitted at the website <www.irjais.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 two contributors will be allowed in one article.

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11. Original drawings should preferably be submitted in a form ready for printing. Each illustration should bear a number, the author's name, and the title of the paper. Tables should be clear, readable and appropriately labeled. Source of each table should be given at the bottom.
12. Loanwords accepted in English usage should be spelled in accordance with the standard dictionaries.
13. 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).
14. Every submitted manuscript will be reviewed by the Editor / editorial team in order to determine if the topic fits within the scope of the journal. All manuscripts received, will be accepted after initial screening, undergo double blind peer review process. The reviewer's response will be shared with the corresponding author. In case of revision, the corresponding author will be given time to incorporate the revisions and resubmit the work.
15. The Editor / Editorial Board reserves rights to edit the draft and make necessary changes, defer for revision or reject the paper.
16. Research paper, once reviewed, cannot be withdrawn, provided the Editor / Editorial Board allows upon request of the author/s in some special cases.
17. Copyright for articles published in IRJAIS journals are retained by the authors, with first publication rights granted to the journal. IRJAIS is not responsible for subsequent uses of the work.

3. Peer review policy

IRJAIS 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

IRJAIS 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.

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5. Ethical guidelines

5.1. 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.

All persons designated as authors and co-authors should meet these criteria. As co-authors of a paper there should be identified all persons who have made significant scientific contributions to the work reported, and who therefore share responsibility its content and results. Authors should also appropriately recognize the contributions of technical staff and data professionals. All contributors who do not meet the criteria for authorship (*e.g.*, financial support) should be listed in the section “Acknowledgements” (financial disclosure). Editors retain the right to request information about the contributions of each person in writing the article.

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.

5.2. 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

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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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5.3. Duplicate publications

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 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.

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Deadlines of all processes

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

7. Reviewing and Editing

IRJAIS 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.

The authors are responsible for the contents of their paper or short communication. Editors may request an author, when considered necessary, to elaborate on the content or technical details of the paper. Scientific editing might change format and correct the writing to render it compliant with editorial policy of the journal.

Pictures and graphs are special subject to editorial consideration, as their quantity should be optimal and only necessary in the content of papers. Pictures, graphs and textual content alike are

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subject to ethical standards concerning authorship and integrity. Additionally, whenever images are included in accounts of research process or results, or in data collections, the author must provide an accurate description of how the images originated.

8. 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.

9. Timelines of publication of issues

The Journal release two issues per year. The first issue release on 30th June of every year and Second issue release on 31st 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.

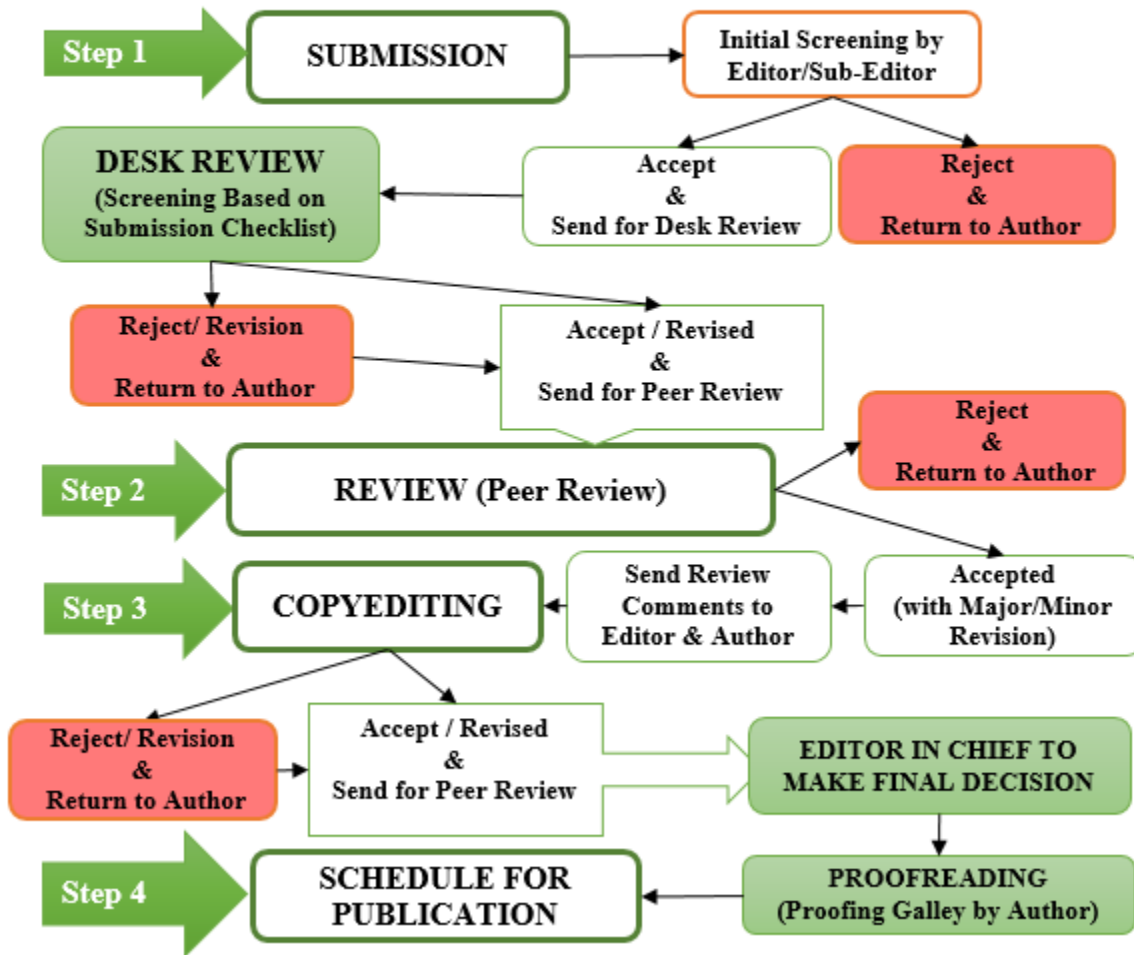
10. Steps involved from date of receipt of research article till the publication of article

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.
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Publishing Process



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9. Article processing and publication fee

Nil

10. Disclosure and Conflicts of interest

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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.

All participants in publication process who are in the situation of a conflict of interest, must disclose this fact. Of special importance is that if the original research study reported in the manuscript or the preparation of the manuscript was supported by one or more grants, the title and number of the grant(s) and the name of the institution(s) that provided the grants or financial support to conduct, analyze or write-up the study, must be specified in the manuscript.

Editors of IRJ AIS may use information disclosed in conflict-of-interest and financial-support statements as a basis for editorial decisions. The corresponding author must either notify the editor at the time of submission that there is no conflict of interest to declare, or fairly and effectively communicate all conflicts of interest, which will then be acknowledged in the published article.

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.





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

Authors are required to submit details of contribution of each author in title page that is uploaded separately, and submit consent of each author in Author agreement statement.

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