

Policy Document

Research Journal TASDĪQ

1. About the Journal

1.1. **Journal Full Name:** Research Journal TASDĪQ

1.1.1. **Key Name:** تحقیقی مجلہ تصدیق

1.1.2. **Other Title:** Research Journal Tasdeeq

1.2. **ISSN**

1.2.1. **pISSN:** 2707-6210

1.2.2. **eISSN:** 2707-6229

1.3. **Area:** Social Sciences- Linguistics and Language

1.4. **Frequency:** Bi-annual

- Bi-annual since June 2022.
- It remained Annual in 2019-2021

1.5. **E-mail:** editor.tasdeeq@riphahfsd.edu.pk

1.6. **Language of Publication:** English, Urdu

1.7. **Published by:** Riphah International University Faisalabad Campus, Faisalabad

1.8. **Publication Platform:** OJS

1.9. **Indexation**

- 1.9.1. Crossref
- 1.9.2. ICI
- 1.9.3. Google Scholar
- 1.9.4. ROAD
- 1.9.5. OUCI
- 1.9.6. Scilit
- 1.9.7. Europub
- 1.9.8. DRJI
- 1.9.9. Tahqeeqat
- 1.9.10. Index of Urdu Journals
- 1.9.11. Scientific Journal Impact Factor
- 1.9.12. ISI
- 1.9.13. Academic Resource Index
- 1.9.14. Cite Factor
- 1.9.15. Journal Factor
- 1.9.16. CLOCKSS

2. Aim and Scope

- Its main aim is to provide researchers, faculty, and students a platform to share their good-quality research with others.
- Research journal TASDĪQ focuses the literary & linguistic research, editing, and modern criticism using modern research techniques in Urdu Language and Literature.
- Research papers that address the links between Urdu and other languages and their literature are also considered for publishing in this journal.
- Research papers that address teaching local and international languages and their literature, included in the Curriculum of Pakistan are also considered for publishing in this journal using Urdu or English.

3. Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal. They will not be made available for any other purpose or to any other party.

4. Editorial Team Formation

The Editorial Team will be formatted according to the HEC Journals' Editorial Team/ Editorial Board/Advisory Board formation instructions.

5. Policies

5.1. Open Access Policy

Research Journal **Taṣḍīq** will be published through an open-access journal system that allows readers to read, download, copy, distribute, print, search, or link to the full texts of its articles. All current/previous issues and complete articles can be viewed or downloaded from **Taṣḍīq's** Website.

5.2. Policy for the Editor

- The editor is wholly responsible for establishing/maintaining the quality of the journal.
- He/ She has full authority to accept or reject any research paper keeping in view the publishing policy of the Journal or the standard of the topic/ references/ material/ presentation/ language of the submitted paper and professional demands as well.
- The editor ensures the process of blind peer review of every paper.
- The editor ensures the Plagiarism Check of every paper and strictly follows the HEC Plagiarism Policy regarding this matter.
- The editor is bound to follow the journal's policy without any institutional pressure.
- The editor would provide a corrigendum for correction, clarification, and apologies when required.
- The editor may appoint Members of the Editorial Board/ Advisory Board and change them anytime.
- The editor ensures the smooth functioning of the journal and conducts the editorial board meeting regularly.
- The editor would disregard the discriminating factors, e.g. gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, seniority, and/or institutional association of the author(s) while selecting articles for publication.
- The editor would try to promptly respond to the author (s) of the papers submitted for publishing, for any query.
- The editor will not edit any submitted paper which would have any conflict of interest. He/ She is responsible for asking the reviewers/evaluators and for disclosing any conflict of interest regarding the submitted research paper to ensure impartiality.
- The editor ensures the confidentiality of the content of the manuscript before publishing at his and the reviewer's end.

5.3. Peer Review Policy

Research Journal **Taṣḍīq** is a double-blind peer-reviewed, open-access publication established by the Department of Urdu, Riphah International University Faisalabad Campus. The review process allows the author(s) to improve their manuscript through editorial communications. Scholars/ Reviewers accepting to review a research paper have an ethical responsibility to complete this assignment professionally. The quality, credibility, and reputation of a journal also depend on the peer-review process. The peer-review process depends on trust and demands that a reviewer is supposed to fulfill ethically. The reviewers should:

- Immediately inform the editor if they do not have the subject expertise required to carry out the review.

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- Be responsible to act punctually and submit review reports on time. They should immediately inform the editor of any possible delays.
- The data included in the research paper is confidential and the reviewer is not allowed to use it for his/her study or any other academic or professional purpose.
- Reviewers would consider the research paper a confidential document. They must not discuss its content on any platform except in cases where professional advice is being sought with the authorization of the editor. They are bound not to disclose the details of any research paper before its publication without the prior approval of the editor.
- A reviewer must declare any conflicting interests (e.g., personal, financial, intellectual, professional, political, or religious). She/he should declare if the research paper under review is the same as his/her presently conducted study.
- A reviewer should be honest enough to declare if she/he is biased at any level toward the manuscript submitted.
- The reviewer may justifiably criticize a manuscript, but it would be inappropriate to resort to personal criticism of the author(s). He/she is supposed to objectively review with consideration high academic, scholarly, and scientific standards.
- A reviewer should bring to the editor's notice, before writing the evaluation report, if the research paper is based on any previous research study is a replica of an earlier work, or work is plagiarized. Moreover, if the reviewer suspects the given results to be untrue/unrealistic/fake, or there has been an indication of violating ethical norms in the treatment of human beings (e.g., children, females, poor people, disabled, elderly, etc.), all these points should also be identified to the editor.
- For writing an evaluation report, reviewers are sent a prescribed form(s) from the editor, and they are supposed to share their comments on that form.
- The editor will surely consider the reviewer's comments and may send the paper to someone else for another opinion or send it back to the author(s) for revision before making any decision. However, the final decision about publishing a research paper (either accept or reject) will solely rest with the editor. A reviewer cannot challenge the decision of the editor in any forum.

5.4. Originality And Plagiarism Policy

Research Journal **Taşdıq** strictly follows the [Plagiarism Policy](#) as per the guidelines of HEC (Pakistan). The Similarity Report on [Turnitin](#) should be below 19 percent.

5.5. License Policy

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The author holds the copyright of his publication during the publication year.

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6. Submission

The following ethical guidelines are mandatory for all author(s). Violation of these guidelines may result in the application of penalties by the competent authorities, which will lead to the suspension or cancellation of publishing rights.

6.1. Reporting Standards:

- Will ensure that the research report and data contain satisfactory detail and references.

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- False, knowingly inaccurate, or inappropriate statements are unethical and unacceptable in any way/case.
- 6.2. Originality of Research and Plagiarism:**
- If Plagiarism is found in any of its forms, it sets up unethical publishing manners and leads to the rejection of research.
 - Material quoted in the same must be placed in quotation marks.
 - The similarity index shouldn't be more than 19%, As per HEC's policy.
- 6.3. Declaration & Certificate:**
- A declaration certificate will be required that the Article/Research Paper/manuscript contains the only author(s) original work that is not under consideration for publishing in any other journal/proceedings in any form.
 - The co-authored paper must be accompanied by an undertaking to claim the right to authorship and to ensure that all have agreed to the sequence/order of authorship.
- 6.4. Submission to Other Journals for Publication:**
- Submission of the same manuscript to more than one journal is unethical and leads to rejection at once.
- 6.5. Acknowledgment of Sources in Research:**
- A paper must contain a proper acknowledgment of the work of others.
 - The author(s) must also acknowledge the contributions of people, organizations, and institutes who assisted the process of research or financial funding (in the acknowledgment).
 - It is the duty of the author(s) to conduct a literature review and cite the original publications.
- 6.6. Research Work Authorship Credit:**
- Authorship of the work will be only credited to those who have made a significant contribution to the presentation of the concept, data analysis, and writing up of the manuscript.
 - The corresponding author(s) should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.
- 6.7. Privacy of Participants/Author(s):**
- Author(s) must respect the privacy of the participant(s) of the research.
 - Authors must ensure that in examples where the identity of the participant needs to be revealed in the study, obvious and informed consent of the concerned party is obtained.
- 6.8. Research Data Access and Preservation:**
- If any question arises about the accuracy or validity of the research work during the review process the author(s) should provide raw data to the Editor.
- 6.9. Already Disclosure and Conflicts of Interest:**
- The potential conflicts of interest of the author(s) must be conveyed to the editor at the earliest possible stage, including but not limited to employment, consultancies, honoraria, etc.
 - If necessary for Research, all sources of financial support for the project should be disclosed at the earliest.
- 6.10. Conditions of Manuscript's Acceptance and Rejection:**
- 60 days after submission of the Paper and receiving an acknowledgment letter, the author can ask about the status of his article.
 - In case of any recommended and suggested revision, the author(s) will be demanded to revise his research accordingly in the time given by the Editor. Later, he must provide a description of all corrections made in the manuscript and the revised copy.
 - If the author is not satisfied with the decision of rejection, the author can appeal the decision by contacting the Editor

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6.11. 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 who do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration.
- Most Important: Name of Author(s) with designation, Abstract (250-300 words), Keywords (at least 10-12), References.
- The submission file is in Microsoft Word 2013 or up document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; it uses a 12-point font, 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's Guidelines.

7. Publication Fee

7.1. Article Processing & Publishing Charges (APCs) Information (Pakistan)

Processing Charges: PKR 5000

Publishing Charges: PKR 10000

7.2. Article Processing & Publishing Charges (APCs) Information (Foreign)

Processing Charges: USD 50

Publishing Charges: USD 100

8. Publication Deadlines

- Issue 1 Publication Deadline: 30 June
- Issue 2 Publication Deadline: 31 December

9. Deadlines of Processes

Submission of papers	Week 1- 10
Editorial Review Proofreading	week 11-13
National Review Process	Week 13-16
International Review Process	Week 13-16
Communication to authors for revision	weeks 16-18
Submission of the revised paper	weeks 18-20
Preparation of final draft	week 20- 22
Online Publication of the Journal	week 23-24

Muhammad Farooq Baig
Managing Editor
Research Journal Tasdiq

Dr Muddassir Ahmad

Chairman,
Riphah International University
Faisalabad Campus



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The Editor,
Research Journal Tasdiq
Riphah International University Faisalabad Campus
editor.tasdeeq@riphahfsd.edu.pk

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