



PAKISTAN ASSOCIATION FOR WOMEN'S STUDIES (PAWS)
(registration no: DSW(726)-K/1992)

POLICY DOCUMENT FOR Pakistan Journal of Women's Studies (PJWS)

1. Frequency of journal

PJWS 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 her/his institution's information or any information that can reveal author's identity.
2. The title page with details of author/authors and of their institution, acknowledgments, 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, she/he 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 not more than 69000 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 for all citations the Chicago Manual format be followed.
8. Properly ordered Bibliography in the Chicago Manual format should be provided.
9. Draft must be submitted at the website <<http://www.pakistanwomenstudies.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.

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12. should bear a number, the author's name, and the title of the paper. Tables should be clear, readable and appropriately labelled. Source of each table should be given at the bottom.
13. Loanwords accepted in English usage should be spelled in accordance with the standard dictionaries.
14. 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

PJWS is a double-blind peer reviewed research journal. All articles submitted to this journal are sent to reviewers without the details of author and her/his institution.

4. Originality and plagiarism policy

PJWS allows similarity index less than 19% as per policy of HEC Pakistan.

5. Ethical guidelines

5.1. Authorship

Authorship credit should be based on meeting the following criteria:

- Substantial contribution to the theme of the paper, acquisition of data, and analysis and interpretation of data;
- drafting the article or reviewing and introducing fundamental changes in it;
- final approval of the manuscript to be published.

All persons designated as authors and co-authors should meet the above criteria. As co-authors of a paper, each should be identified for her/his significant scientific contributions to the work submitted and as one who share responsibility for 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.

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



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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 publications that have been important in the development of the submitted study as this will guide the reader to the earlier researchers that are essential for understanding the present analysis.

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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

PJWS is double blind peer-reviewed journal. Submitted papers are evaluated by independent referees or Editorial Board members specialized in the article's field. Our reviewers evaluate submitted material's scientific significance and novelty, define its accordance to the journal's profile, scrutinise 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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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 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 takes decision in light of review reports received from the reviewers.

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 takes at least one month/ 4 weeks to complete review process after the date of submission. The Journal publishes all research article in the next issue which are being received in 4-weeks before the release of the 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 pf authors and their affiliation.



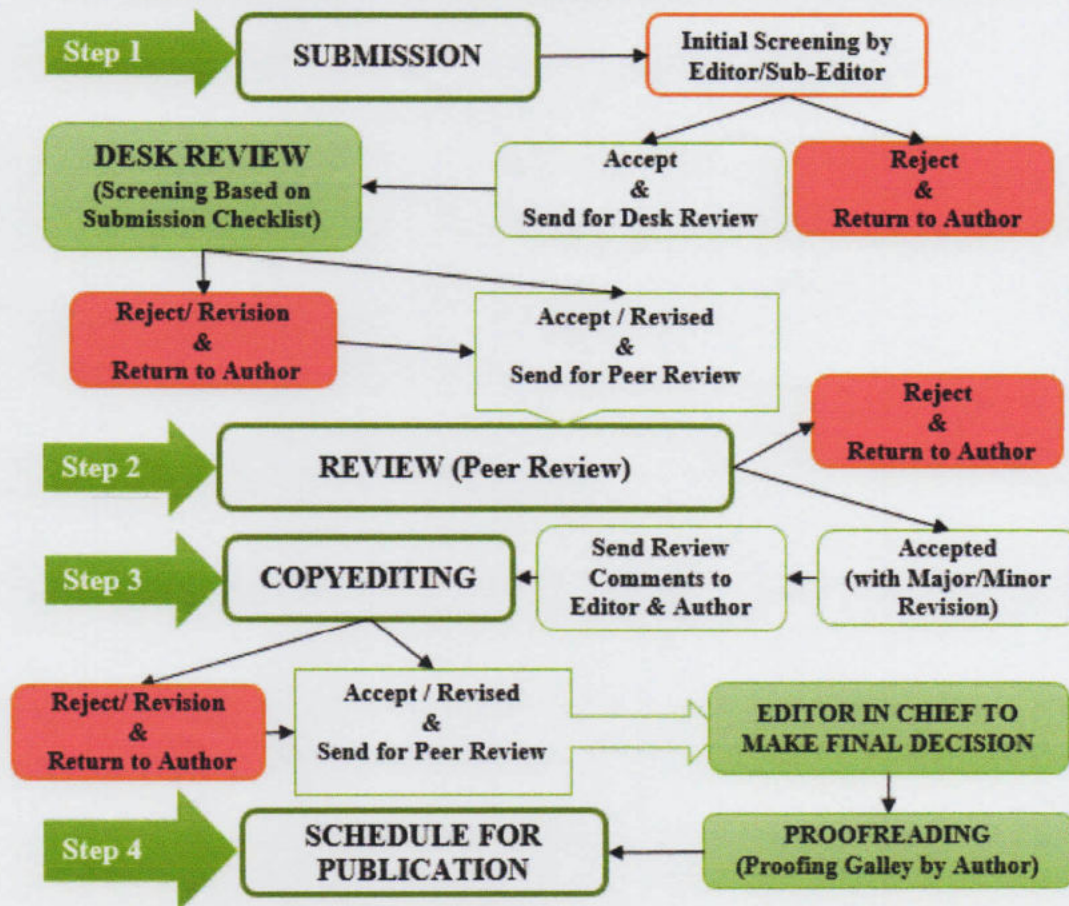
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2. The Editor/Manager of the Journal assigns the manuscript with author's anonymity to an editor from the editorial board for desk review. The Journal uses open journal system for Management of the journal. The Editor of the journal also has right of the journal manager.
3. The Editorial board member send articles to the Editor after desk review/ initial screening.
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Publishing Process



9. Article processing and publication fee

The Journal charges Rs 25,000 for article processing fee including Rs 8,000 initial deposit at the time of article submission and Rs 17,000 at the time of Publication.

10. Disclosure and Conflicts of interest

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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, analyse or write-up the study, must be specified in the manuscript.

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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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