



**AL-BAHIS RESEARCH INSTITUTE OF
ISLAMIC SOCIAL SCIENCE (PRIVATE) LTD**
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Policy Documents of
Al-Bahis Journal of Islamic Sciences

Policies

Instruction Of Submission

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 single-spaced; uses prescribed fonts; 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.

Researchers are invited to submit their original research articles that should be relevant to the topics.

All submitted articles will be reviewed on a blind peer review basis. The final decision regarding acceptance/revision, rejection will be based on the reviews received from the reviewers and the sole discretion of the Chief Editor.

All inquiries should be directed to the attention of the Editor through ansaritanweerhuma@gmail.com. / dr.huma@brjisr.com

Apart from this, we publish articles on any topic if they are studied from a religious point of view.

The mission is to offer the chance for publications of different scholarly articles in the field of art, culture, and Islamic studies. We encourage scholars to send us their research articles in three different languages; English, Urdu, and Arabic

Review and Publication Policy

The practice of peer review is applied to ensure that excellent research is published. Our referees, therefore, play a vital role in maintaining a high standard of Written Research journals and all manuscripts are peer-reviewed after the described below.

The journal follows a systematic review and publication policy.

Acknowledgment of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement whose observation, derivation, or argument has been reported in advance must be accompanied by a relevant citation. A reviewer should draw the attention of the editor to the fact that there is a special resemblance or overlap between the manuscript under review and any other published article of which he is personally aware.

The submitted manuscript is acknowledged within 5 working days upon receipt.

Initial manuscript evaluation

The Editors first evaluate all manuscripts. Those who are rejected at this stage are insufficiently original and have serious scientific flaws, have poor grammar, or are outside the aims and scope of the journal. Those that meet the minimum criteria are passed on to at least two experts for review.

Type of Peer Review

All of a journal's content is subjected to peer review. Articles submitted for possible publication are subjected to a double-blind, peer-review process. Articles are first reviewed by editors. The editor may dismiss it either because it is not working with the journal subject matter as it is clearly in senior and therefore cannot be considered at all. Articles that are found suitable for review are then sent to two experts in the field of the paper. The review process takes a maximum of two months.

Editor's decision

Referees advise the editors, who are responsible for the final decision to accept or reject the article.

GUIDELINES FOR CONTRIBUTORS

Al – Bahis research journal develops a statement of variety, tolerance, and fruitful scholarly among researchers without any ethnic, national, or religious equity. So we welcome scholars from around the world to submit their scholarly contributions to our platform.

Scholarly and research-oriented original manuscripts about any of the areas mentioned in the Journal's aims and Objects are welcome. Research articles will be published after blind peer review of Internal and External Experts of the field as per revised policy and rules of the HEC "Y" category Research Journals. Research articles must be submitted according to the rules.

SUBMISSION PROCEDURE

The complete guidelines on submission that must be adopted by the contributors are as follows:

- Authors should send a soft copy of their research articles in MS word format as an through ojs System and if have any problem concern directly to the Editor to Al-Bahis Journal or either her email

dr.huma@brjisr.com or ansaritanweerhuma@gmail.com

- The maximum number of authors per article is two.
- An article should consist of 14 to 20 pages, including references, and 150 to 200 words abstract with Keywords. The title should be translated into English if the article is in Arabic or Urdu languages.

Research Contributions should be in MS Word. Font for English is Times New Roman, for Muhammadi Quranic and Urdu is Jameel Noori Nastaleeq.

- Font size for title headings for English is 16 Bold, and for sub-headings 14 Bold, however, font size for references is 12. For Arabic and Urdu articles, the main headings are 16 Bold, sub-headings 14 Bold, and the main body of text 13, and for references font size is 12.
- The submission file is Microsoft Word and uses a single space.
- Please make the page setting of your word processor to A4 format (8.27x 11.69 inches); with the margins: bottom 3 cm (1.18 in) and top 3 cm (1.18 in), left 3 cm (1.18 in) and right 2.5 cm (1.47 in).
- References should be inserted as Endnotes and numbered consecutively and should follow the Chicago Manual Style.
- The article sent for publication is without plagiarism. The author has to submit an article along with a similarity report and he/she will be legally responsible for any objection in this regard.
- Al- Bahis Research Journal, strictly follows Plagiarism Policy as per guidelines of HEC.
- Articles that do not fulfill the instructions will be returned for revision without review.
- The elements of article writing research results are: (1). Title, (2). Author's name, (3). Abstract (English) and keywords, (4). Introduction, (5). Research Methods, (6). Result of research, (7). Discussion, (8). Conclusions and suggestions, (9). Bibliography.

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Authors of the research article are required to submit **Author Agreement Statement** that declares originality, not accepted for publication anywhere, consent of Authors for paper publication in the journal and nomination of corresponding authors. The statement of author agreement must be signed by all the authors of research paper.

Deadlines of all processes

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

REVIEWING AND EDITING

The Islamic Studies and Culture 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 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.

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.

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.

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.
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.
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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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Publication and Submission fee

A sum of Rs. 10,000/ needs to be submitted article for process fee. And after processing for article publishing fees 25000 .

However, If the author wishes a waiver, a request should be submitted before submitting the manuscript.

DISCLOSURE AND CONFLICTS OF INTEREST

Conflict of interest is a situation in which the process of research and publication may be corrupted or its results may be biased because of some other interests of its participants. It may concern any one or more of the participants of research and publication process – the author, the reviewer, or the editor. Conflicts of interest may occur for financial (e.g., employment opportunities, fees or other compensation arrangements, beneficial ownership of stock) or other reasons (e.g., personal relationships, pursuit of academic career, intellectual passion, political involvement etc.) that can reasonably be expected to influence motivations or results of actions of participants of the publication process.

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.

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.

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.

Guidelines for Editorial and Review Board

Editors should be ready to justify any important deviation from the described process. Editors should not reverse decisions on publication unless serious problems are identified.

The editor is responsible to give a general guideline to authors and reviewers. We follow transparency, merit, and excellence in our editors evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the author/s. Editor's decision to accept or reject a paper of publication should be based only on the paper's importance of originality and clarity, and its relevance to the stated domain of the journal.

. Reviewers must critically review the assigned paper in the specified time frame of Brjisir.

. If the reviewer is not sure to complete the review process in the specified time, kindly inform within 24 hours of the assignment of paper.

. All the review feedback must be provided through an Email form through the Brjisir Review template.

. Reviewers must highlight the parts of submitted manuscripts that require amendments from authors. The expert reviewer suggestions will be valuable and added.

. If reviewers find any paper suitable for publishing even then critical remarks should be given in order to improve the quality of manuscripts.

. Reviewers must maintain the formatting and style of original manuscripts as strictly adhered to by templates Brjisir.

. The editorial board of Brjisir reserves the right to remove any changes suggested by reviewers and their decision should not be overturned by reviewers.

Author Guidelines

- Research articles will be forwarded for peer review to two nominated referees, after approval of the Executive Committee.
- Editorial Committee reserves the rights of necessary amendments, changes, and cancellations.
- All research articles published in “ **Al-Bahis**” express the perspective of their authors so every article is the sole responsibility of the writer although the Editorial Committee has no responsibility in this regard.

1. The title page should:

- present an appropriate title of article

- list full names, affiliation, institutional and email addresses and phone numbers of all authors
- indicate the corresponding author
- The paper must contain 150 words in the abstract on the title page. Please include a maximum of 5 to 7 keywords below the abstract, Introduction of research topic, literature review, Results & Conclusions, References.
- The number of pages consecutively, beginning with the title page. The page number should be in the Center of the Footer.
- The researcher should send a soft copy of their articles in Ms word format as an ojs System .
- The Bi-Annual Research Journal “Al - Bahis” published by the Research Institute of Islamic sciences is a national and international peer-reviewed medium for the publication of articles in Islamic learning and contemporary Muslim thought. It contains the articles in three languages: English, Urdu, and Arabic.
- Introduction should explain the background to the study, its aims, a summary of the existing literature and why this study was necessary.
- For research articles this section should discuss the implications of the findings in context of existing research and highlight limitations of the study. For methodology manuscripts this section should include a discussion of any practical or operational issues involved in performing the study and any issues not covered in other sections.
- Conclusions should state clearly the main conclusions and provide an explanation of their relevance or importance to the field.
- If the paper is based on the case studies than conclusion should state what was learnt, what the next steps should be, and, if possible, what contingency planning may be required for those steps.

Articles Section default policy

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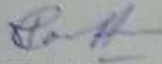
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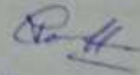
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