



AIOU POLICY FOR RESEARCH JOURNALS 2020

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LIST OF ACRONYMS

AIOU	Allama Iqbal Open University
PRJ	Policy for Research Journals
HEC	Higher Education Commission
ORIC	Office of Research, Innovation & Commercialization
SOP	Standard Operating Procedure
TOR	Terms of Reference
URSC	University Research Support Committee
WoS	Web of Science
ISSN	International Standard Serial Number
COPE	Committee on Publication Ethics
URSC	University Research Support Committee


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CHAPTER 1

INTRODUCTION

1.1 TITLE AND SCOPE

- i. These regulations shall be called "AIOU Policy for Research Journals 2020 (AIOU PRJ 2020)".
- ii. This policy has been framed in consonance with the quality standards set by HEC and International Indexing agencies like WoS.
- iii. The Office of Research, Innovation and Commercialization (ORIC) is the focal office for all activities/initiatives related to this policy.

1.2 DEFINITIONS

- i. For the purpose of this policy, unless otherwise stated, the following definitions and abbreviations shall apply:
- ii. **Research Journal** at AIOU means a scholarly publication containing articles written by researchers, professors and other experts focusing on a specific discipline or field of study. Unlike newspapers and magazines, journals are intended for an academic or technical audience, not general readers.
- iii. **Web of Science** means an online subscription based scientific citation indexing service originally produced by the Institute for Scientific Information (ISI).
- iv. **Editor -in-Chief** means the most senior editor who has overall responsibility for the journal.
- v. **Editor** means a person responsible for identifying important 'hot topics', sourcing high quality manuscripts, handling day-to-day paperwork, and organizing the flow of manuscripts (i.e. from author to referees and back and finally to the publisher). Depending on the size of the journal, the number of editors can range from one or two people to many more.
- vi. **Editorial Board** means a group of prominent people in the journal's field. The presence of an editorial board is very important for journal as an ambassador for journals. To some

extent the quality of a journal is judged by the members and academic credentials of its editorial board.

- vii. **Peer reviewer** means external expert chosen by the editor to provide written opinions, with the aim of improving the study.


1.3 OBJECTIVES

- i. Guidance for management, support and quality enhancement of research journals at Allama Iqbal Open University to bring their academic and publication quality to international standards.
- ii. Establishment of minimum and optimal standards, in line with International best practices, for academic review, publication quality, and ethical practices.
- iii. Establishment and strengthening of monitoring systems.
- iv. Monitoring the conduct of journal editors/editorial board, for safeguarding the research record, and for ensuring the reliability of everything they publish.
- v. Capacity building of editorial teams, faculty and researchers for academic publishing.
- vi. Provide guidelines to maintain research integrity and address issues pertaining academic misconduct, disputed authorship, misleading reporting, competing interests, or other factors, including honest errors that could affect the reliability of published work.
- vii. Provision of financial support and linking of such support to performance, i.e., success in meeting quality criteria.


1.4 BENEFICIARIES & STAKEHOLDERS

Beneficiaries/ Stakeholders of AIOU-PRJ are:

- i. AIOU faculty, students, and researchers
- ii. Editorial Staff and Members
- iii. AIOU collaborators/partners ,researchers and developers
- iv. Internal and external peer reviewers/ subject experts


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- Higher Education Commission and other relevant government entities
- Office of Research, Innovation and Commercialization (ORICs)


Dr. Abdul Kader Durrani
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CHAPTER 2

POLICY FOR RESEARCH JOURNALS

2.1 Starting New Journals

- i. The proposal for starting a new journal may be forwarded through Editor in Chief to ORIC.
- ii. The proposal must clearly provide proper justification for the need, rationale and benefits of journal for general audience, and in particular for AIOU faculty and students.
- iii. To keep high standards of publishing, multiple journals from the same faculty would not be encouraged until and unless appropriately justified.
- iv. ORIC after initial evaluation of proposal, will refer the case to URSC.
- v. The Vice Chancellor, on the recommendations of URSC, may approve the start of new journal.

2.2 Publisher Characteristics

- i. The journal must be published by an academic department of AIOU or Faculty on regular basis.
- ii. The publisher should be registered and have a formal governing body, which must approve the publication decisions. "Registered" in case of AIOU means approved by VC on recommendations of URSC and notified by the Registrar of the University.
- iii. The publisher name, in case of AIOU Research Journals, the complete name of university along with Faculty/Department name with a verifiable, physical address (not P.O Box) must be provided on hard and soft copy of each journal issue.


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- iv. The details of source of funding/grant support in subject areas, where grant support is common or required must be appropriately acknowledged and should be provided online as well.

2.3 Journal Eligibility, Scope & Title

- i. To be eligible the journal must fulfill the minimum eligibility criteria for Registration/Application Submission for HEC Journal Recognition System (HJRS) within two years of its start of publication.
- ii. In case of non-performance and failing to meet the minimum standards, a journal may be discontinued/merged with some other AIOU journal on recommendations of URSC.
- iii. In genuine cases, relaxation may be granted to journals for a period decided on the recommendations of URSC.
- iv. The journal must have clearly defined aims, objectives and scope of publication.
- v. Journal must possess a title aligned with the stated scope of the journal, published content, and community demographic (editorial board and authors).
- vi. The title should be consistently displayed at the article, issue (if present), journal, and website level.

2.4 Editorial Board and Advisory Board

- i. Composition of Editorial and Advisory Board

A. Editorial Board

- a. The journals will operate under the guidance of an Editorial Board which will be a team of experts in the journal's field. The Editorial Board will provide expert advice on content, guide on strategies for attracting new authors and encouraging submissions.
- b. The Editorial Board should comprise of Patron, Editor-in-Chief, Editor and Associate Editors/Managing Editors/Assistant Editors.
- c. The Vice Chancellor (VC) may serve as Ex Officio Patron of AIOU journals.


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