

Policy Document of **AFKĀR**

Frequency of Journal Quarterly (January 2022 till now)

Bi Annual (January 2017 to December 2021)

Recognition January 2020-June 2022 in Y category

January 2017 to Dec. 2019 in Z category

Indexation IRI AIOU, DOAJ, DRJI, ADL, ATLA

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SCOPE

Qur'anic Studies

Hadith

Islamic Law

Islamic Thought and Literature

Christian-Muslim Relations: Past, Present & Future

Women and Islam

Islam and Peace

Islamic Art and Architecture

Islamic Civilization

Islamic Mysticism

Islam and Politics

However, authors are not only restricted to above mention areas. They can send their paper related to any area of Religion & Theology if not mentioned above.

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OBJECTIVES

AFKĀR Research Journal of Islamic Studies aims to promote scholarly research on contemporary issues and complexities of modern day world in addition to the orthodox approach of research.

The journal is dedicated to the scholarly study of all aspects of Islam and of the Islamic world. It seeks to publish articles that identify, explore, extend and unify Islamic Knowledge pertaining to Quranic Science, Ḥadith Sciences, Islamic Law, Islamic History, Sufism, Shariah & Law, Social Sciences, Economics, Politics, Islamic Culture and Civilizations, Comparative Religions and other related disciplines. The journal is committed to the publication of original research on Islam as culture and civilization. It particularly welcomes work of an interdisciplinary nature that brings together history, religion, politics, culture and law. The Journal has a special focus on contemporary Islamic Thought.

AFKAR welcomes all the research papers having strong potential significance to Islam and Social Sciences.

GUIDELINES

The Research Journal "AFKĀR" seeks to publish articles that explore, identify, extend and unify Islāmic Knowledge pertaining to Qur'ānic Science, Ḥadīth Sciences, Islāmic Law, Islamic History, Ṣufīsm, Sharī'ah & Law, Social Sciences, Economics, Politics, Islamic Culture and Civilizations, Comparative Religions and other related disciplines. "AFKĀR" welcomes all the research papers having strong potential and significance to Islam and Social Sciences.

Manuscript Submission

The authors are requested to submit well-researched and original paper with a length of 5000–7000 words, including references. The paper must contain an Abstract with a length of 250 words, including Keywords. The titles of Arabic and Urdu articles are to be translated into English Language as well.

First page of the article should contain title of the research paper, name of the author (s), designation, institution affiliation and contact details.

All the articles must be composed in MS Word, however, Font for English Articles; Palatino Linotype, for Arabic Articles; Sakkal Majalla and for Urdu Articles; Jameel Noori Nastaleeq.

General Requirements

An article should be typed on letter size paper (21.59-27.94) with margins of atleast 3.5cm on all sides. Font size of title headings should be for English Articles 16 Bold, sub-headings, and main body of text 11.5, however, font size for references is 10. For Arabic and Urdu articles, main headings 18 Bold, sub-headings, main body of text 13 and for references font size is 11.

Paper includes:

Title page,

Abstract,

Introduction,

Literature review,

The Research Journal "AFKĀR" prefers a critical and analytical academic approach by providing literature review of the research.

Results and Conclusions,

Transliteration of all historical names and titles of non-English terminology has to be done by author according to **AFKĀR's** transliteration table. References should be inserted as Endnotes and numbered consecutively. All citations should follow the Chicago Manual of Style. The details of the style can be observed on www.chicagomanualofstyle.org

Like:

Al-Qur'ān, 1: 5.

- Muhammad Ibn 'Umar Al Rāzī, Mafātīḥ-ul-Ghayb, (Beirūt: Mu'assasat Al Risālah, 3rd Edition, 1420 H), Vol. 4, p. 122.
- Abū 'Īsā Muhammad Ibn 'Īsā Al-Tirmazī, Sunan Al-Tirmadhī, Kitāb Al-Ahkām 'An Rasulillah ﷺ, Bāb Mā Ja'a Fī Ann al-Bayyinatu 'Alā Al-Mudda'ī Wa Al-Yamīno 'ala al-Mudda'ā 'Alayhe. Hadith No. 1261.
- H.A.R. Gibb, J. H. Karamers and others, The Encyclopedia of Islam, (Leiden: E. J. Brill & London: Luzac & Co., 1960), s.v. "Shahādah."
- Abdin Chande, "Symbolism and Allegory in the Qur'ān: Muhammad Asad's Modernist Translation", Islam and Christian-Muslim Relation, Vol. 15, (2004), pp. 79-80.

Kindly submit your article via email.

The articles are blind peer reviewed by the experts before publication. However, the Editorial Board reserves the right to exclude the paper without showing cause. The decision of the Editorial Board will be exclusive for publication of the article.

The research paper must comprise an original and unpublished work and must not be against the fundamentals and injunctions of Islām. It is expected that the research paper sent to "AFKĀR" is not under consideration for publication elsewhere.

The article submitted for publication must be without plagiarism. The author has to submit article along with similarity index report and he/she will be legally responsible for any objection and legal proceedings in this regard.

The Editorial Board does not necessarily agree with the views of the authors, and cannot be held responsible for any statement, comment or information.

ETHICAL GUIDELINES BY HEC

"These guidelines are retrieved from Higher Education Commission (HEC), Pakistan manual for "Ethical Guidelines for Journals", which has been prepared by Dr. Rukhsana Kausar, Director Institute of Applied and Clinical Psychology, University of the Punjab, Lahore"

For Reviewers

The Reviewers should:

- Inform the Editor, if they do not have the subject expertise required to carry out the review and s/he should inform the Editor immediately after receiving a request.
- Be responsible to act promptly and submit review report on time.

Standards of Objectivity

- The reviews should be objectively carried out with a consideration of high academic, scholarly and scientific standards.
- All judgments should be meticulously established and maintained.
- The decision should purely based on the quality of the research paper and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations.
- A reviewer should not use unpublished material disclosed in a submitted manuscript, without the approval of the Editor.
- A reviewer must declare any potentially conflicting interests (e.g. personal, financial, intellectual, professional, political or religious).
- A reviewer should be honest enough to declare conflicts of interest, if, the research paper under review is the same as to his/her presently conducted study.
- If the reviewer feels unqualified to separate his/her bias, s/he should immediately return the manuscript to the Editor without review, and justify to him/her about the situation.

Confidentiality

• Reviewers should consider the research paper as a confidential document and must not discuss its content on any platform except in cases where professional advice is being sought with the authorization of the Editor.

Ethical Considerations

- If the reviewer suspects that the research paper is almost the same as someone else's work, s/he will ethically inform the Editor and provide its citation as a reference.
- If the reviewer suspects that results in the research paper to be untrue/unrealistic/fake, s/he will share it with the Editor.
- If there has been an indication of violating ethical norms in the treatment of human beings (e.g. children, female, poor people, disabled, elderly, etc), then this should be identified to the Editor.
- If the research paper is based on any previous research study or is replica of an earlier work, or the work is plagiarized for e.g. the author has not acknowledged/referenced others' work appropriately, then this should be brought in the Editor's knowledge.

Originality

For evaluating originality, the reviewers should consider the following elements:

- Does the research paper add to existing knowledge?
- Are the research questions and/or hypotheses in line with the objective of the research work?

Structure

If the layout and format of the paper is not according to the prescribed version, the reviewers should discuss it with the Editor or should include this observation in their review report. On the other hand, if the research paper is exceptionally well written, the reviewer may overlook the formatting issues. At other times, the reviewers may suggest restructuring the paper before publication. The following elements should be carefully evaluated:

- If there is serious problem of language or expression and the reviewer gets the impression that the research paper does not fulfill linguistic requirements and readers would face difficulties reading and comprehending the paper. The reviewer should record this deficiency in his/her report and suggest the editor to make its proper editing. Such a situation may arise when the author(s)' native language is not English.
- Whether the data presented in the paper is original or reproduced from previously conducted or published work. The papers which reflect originality should be given preference for publication.
- The clarity of illustrations including photographs, models, charts, images and figures is essential to note. If there is duplication then it should be reported in the review report. Similarly, descriptions provided in the "Results" section should correspond with the data presented in tables/figures, if not then it should be clearly listed in the review report.
- Critically review the statistical analysis of the data. Also check the rational and appropriateness of the specific analysis.
- The reviewers should read the "Methodology" section in detail and make sure that the author(s) has demonstrated the understanding of the procedures being used and presented in the manuscript.
- The relationship between "Data, Findings and Discussion" requires a thorough evaluation thoroughly. Unnecessary conjecture or unfounded conclusions that are not based on the presented data are not acceptable.

- Further questions to be addressed are whether: the organization of the research paper is appropriate or deviates from the standard or prescribed format?
- Does the author(s) follow the guidelines prescribed by the journal for preparation and submission of the manuscript?
- Is the research paper free from typographical errors?

Review Report

- The reviewer must explicitly write his/her observations in the section of 'comments' because author(s) will only have access to the comments reviewers have made.
- For writing a review report, the reviewers are requested to complete a prescribed form (s).
- It is helpful for both the Editor and author(s) if the reviewer writes a brief summary in the first section of the review report. This summary should comprise the reviewer's final decision and inferences drawn from a full review.
- Any personal comments on author(s) should be avoided and final remarks should be written in a courteous and positive manner.
- Indicating any deficiencies is important. For the understanding of the Editor and author(s), the reviewers should highlight these deficiencies in some detail with specificity. This should help justify the comments made by the reviewer.
- When a reviewer makes a decision regarding the research paper, it should be clearly indicated as 'Reject', 'Accept without revision', or 'Need Revision' and either of the decisions should have justification.
- The reviewers should indicate the revisions clearly and comprehensively, and show willingness to confirm the revisions submitted by the author(s), if Editor wishes so.

• The final decision about publishing a research paper (either accepts or reject) will solely Rest with the Editor and it is not a reviewer's job to take part in this decision. The editor will surely consider reviewer's comments and have a right to send the paper for another opinion or send it back to the author(s) for revision before making the final decision.

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For Editors

The Editor's Responsibilities

- Establishing and maintaining quality of the journal by publishing quality papers.
- **Promotion of freedom of expression** within the cultural, constitutional/legal framework

Good practices

- Encouraging new ideas and suggestions for improving quality of Journal.
- Appling the process of blind peer review in its true letter and spirit,
- Promoting & implementing anti plagiarism & journal's policy without institutional pressure.

Fair play and Impartiality

- Will ensure impartial evaluation of the content of research papers,
- Disregard the all discriminating factors during selection of articles, e.g. gender, race, ethnicity, religious belief, etc. of author(s)

Confidentiality

- Confidentiality of the author(s) and reviewers during the peer review process will be ensured.
- Confidentiality of the participants of the research should also be ensured.
- Prior to publication, the content of the manuscript would be kept confidential

Editing and Formatting Guidelines

• Clear guidelines about preparing and formatting of a paper are available on journal's webpage.

The Review Process

- Articles are initially scrutinized and then go through double-blind peer review process.
- Sufficient guidelines along with a Reviewer's Proforma are provided to reviewers (see: Reviewer's Proforma download section)
- Sharing the reviewer's comments with author and incorporation of suggested corrections.
- Referring troublesome cases to Advisory Committee.

Dealing with Misconduct

- Will encourages reviewers to comment on ethical issues and possible misconduct.
- $\bullet \ Confirmation \ of \ plagiarism \ through \ Turnitin \ and/or \ searching \ for \ similar \ titles \ etc.$
- Will publish a corrigendum, remove and retract a plagiarized article.

Transparency

- Only one paper as a PI (Principle Investigator) should be published in the same issue.
- Authorship & co-authorship policy will be strictly adopted.

Conflict of Interest

• The editors and reviewers will not edit a submitted paper for those author(s) and/or institution against which s/he has any conflicts of interest.

Disclosure

• Will not use any unpublished information/data from the submitted research paper without the permission of the author(s)

Publication Decisions

- Only shortlisted research papers relevant to the scope of the journal will be published after completion of the review process.
- Acceptation or rejection of a paper will be based on academic standards.
- The Editor will justifies the reason (s) of rejecting a research paper and will timely communicate the editorial decision to the author(s)

Procedure for Appeal

The Editor is responsible for establishing a proper mechanism for appeals launched against:

- The rejection of a research paper.
- Objections to publications causing harm to any party.
- Infringement of Ethical boundaries in any manner.

PAPER SUBMISSION

Kindly submit your manuscript via email

Only submitted articles will be processed.

We only accept papers in January, April, July & October.

Author must provide their complete name, address, phone number(s), current position/title and affiliation on the title page.

Manuscript Preparation Guidelines

The authors(s) must follow the Guidelines for authors in preparing the manuscript before submission.

Remember Manuscripts will be considered for publication only if they have not been published previously and are not under consideration for publication elsewhere.

Review Policy

The journal follows double blind peer review policy. The paper is sent to two reviewers (including one from technologically advanced countries) to review the paper in the light of journal's guidelines and features of a quality research paper. For papers which require changes, the same reviewers will be used to ensure that the quality of the revised paper is acceptable. The decision to accept or reject a manuscript rests solely with AFKĀR Editorial Board. This decision is final. The Editorial Board will, however, base its decision primarily upon the recommendations of the referees who have evaluated the paper.

Review and Publication Process

The journal follows a systematic review and publication policy.

Step - 1: The submitted manuscript is acknowledged within 48 hours upon receipt. Step - 2: The manuscript/paper is sent to three reviewers (paper without the name and affiliations of the author(s). The review process takes maximum two months. Step - 3: The review reports are collected from the reviewers and the editor will communicate to the authors including all terms and conditions of the publication. Step - 4: If the paper is accepted subject to modification, the editor will send the review reports to the author/corresponding author including a formal request to modify the paper by seven days as per the suggestions of the reviewers. The author will send the modified paper to the same reviewers of the said paper to justify the modifications. If the

paper is again returned by the reviewers, the paper is said to be finally rejected. The journal will not proceed with the said paper. However, in case of very minor changes, the editorial board may consider the paper for further modifications. Step - 5: The accepted paper is processed for publication (soft copy) upon the successful completion of the journal's terms and conditions.

Step - 6: Proof Reading. The editor will send the processed paper for publication (MS Word) to the author/corresponding author for proof reading. Step - 7: The editor will notify the author/corresponding author about online publication with necessary download link. The author/corresponding author may request for any correction in published paper (in case of extremely important changes) within seven days of online publication.

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length of an article, figures or supplementary data.

If the paper is accepted after the desk review the author(s) will be asked to pay 20000 pkr or 100 USD (from International scholars) and if the paper is declined by any reason, 10000 pkr or 50 USD will be returned to the author (s) excluding the evaluation charges. We have discontinued print publication from January 2020. Therefore, we are not including any payment for hard copy of the journal.

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