

Ethical Guidelines For Editors

“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 Punjab, Lahore”

The Editor’s Responsibilities

- **Establishing and maintaining the 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 the quality of Al-Tansheet.
- **Applying the process of blind peer review** in its true letter and spirit,
- **Promoting & implementing anti-plagiarism & journal policy** without institutional pressure.

Fair play and Impartiality

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

Confidentiality

- **Confidentiality of the author(s) and reviewers** during the peer review process will be ensured
- **The 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 a paper** are available on the Al-Tansheet webpage.

The Review Process

- **Articles are initially scrutinized** and then go through the **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 the author and incorporating suggested corrections.**
- **Referring troublesome cases** to Advisory Committee.

Dealing with Misconduct

- **Will encourages reviewers to comment** on ethical issues and possible misconduct.
- **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.
- **Editorial Board Members will only be limited to ONE** paper per issue.
- **Authorship & co-authorship policies** 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 the completion of the review process**
- **Acceptance or rejection of a paper will be based on academic standards.**
- **The Editor will justify the reason (s) for 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.