



Working Paper 26 **Approval of Policy for Research Journals**

Sponsored by Office of Research, Innovation and Commercialization (ORIC)

1. Preamble

In pursuit of making the University of Central Punjab (UCP) as a reputed publisher of peer-reviewed international journals for scholarly work, it is imperative to develop an effective infrastructure for publishing of journals through comprehensive guidelines. By regular publishing the volumes/issues of journals, not only the in-house research culture of the university is envisaged to be improved but also pave the way for greater societal contribution as well as international recognition.

2. UCP journals

UCP will start with five journals initially, which shall encapsulate all the faculties of UCP. Table. 1 indicates the journal titles, frequency, and journals mapping with relevant faculties, where following points are worth noting:

- a. The titles of the journals have been defined in such a manner that domains of different faculties are covered.
- b. For journals involving multiple faculties, one of the Deans will serve as Editor-in-Chief (EIC), while faculty members from different faculties will share the responsibility in the editorial board. In case of single faculty journal, Dean of that faculty will be the EIC.
- c. The biannual frequency of publication is adopted for journals. In this regard, the quarter wise distribution of vol./issue of each journal is graphed in Table. 2.

Table. 1 – Faculty-wise journal status at UCP



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J. No.	Journal Title	Frequenc y	Editor-in- Chief	Responsibilit y
J1	Paradigm Journal Title of journal will be changed to " UCP Journal of Business & Management Sciences " ISSN: 1996 2800	Bi- annually	Dean FMS (Ex. Officio)	FMS
J2	UCP Journal of Law & Legal Education ISSN: -	Bi- annually	Dean FOL (Ex. Officio)	FOL
J3	UCP Journal of Social Sciences, Humanities & Mass Communication ISSN: -	Bi- annually	Dean FASS (Ex. Officio)	FHSS
J4	UCP Journal of Sciences & Technology ISSN: -	Bi- annually	Dean FOS (Ex. Officio)	FOST, FOP
J5	UCP Journal of Engineering & Information Technology ISSN: -	Bi- annually	Dean FOIT (Ex. Officio)	FOIT, FOE
*J6	UCP Journal of Linguistics & Mass Communication ISSN: -	Bi- annually	Dean FLL (Ex. Officio)	FLL, FMMC

J1 – Journal is active, J2 – First Issue is under process, J3 – J6 – Will be launched.

*Name yet TBD by Deans

Table. 2 – Quarter wise distribution of journals vol./issue for 2022-2023

J. No.	2022 Q2 (Oct-Dec)	2023 Q3 (Jan-Mar)	2023 Q4 (Apr-June)
J1	Publish Vol. 15 Issue. 2		Publish Vol. 16 Issue. 1
J2		Publish Vol. 2 Issue. 1	
J3		Publish Vol. 1 Issue. 1	
J4			Publish Vol. 1 Issue. 1
J5			Publish Vol. 1 Issue. 1
J6			Publish Vol. 1



				Issue. 1	
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2.1 Aim – In start, it is intended that all journals of UCP shall achieve the benchmark of HEC-Y category recognition as per new HJRS system. Thereafter, the next target is to achieve better HEC categories through indexing of journals in Scopus and Emerging Sources Citation Index (ESCI) - Web of Science (WoS). The ultimate goal is to get listed in Journal Citation Report (JCR) of WoS and the attainment of impact factor.

3. Management of UCP journals

The management of UCP journals in the context of roles of EIC, boards, ORIC office to process the multiple aspects of journals are described below:

3.1 Editor-in-Chief role – The Editor-in-Chief (EIC) is responsible for the overall management of the journal in terms of constitution of editorial/advisory/reviewer boards, management of editorial policies to ensure the high ethical standards, effective peer-review process, transparent decision making, and regularity of vol/issue publication. EIC will also be responsible for timely submission of correspondence records/audit reports to HEC and other relevant agencies. Similarly, the performance report of journal should be submitted to ORIC office on six monthly basis. EIC should arrange strategic meetings with editorial/advisory boards to enhance the journal prestige. The aims, objectives, and scope of journals should be well-defined. For funds, the relevant agencies/societies/industrial-partners/HEC shall be explored.

3.2 Editorial, advisory & reviewers' boards – These boards should be comprehensive and diverse. Editorial board should contain the hierarchy of editor, managing editor, and single/multiple associate editors of UCP faculty members. The advisory board shall contain at least 50% Ph.D members of relevant field from technologically advanced countries, while the reviewer



board should contain the pool of researchers of relevant fields. The research profile of the board members shall be considered while formalizing their membership.

3.3 Role of ORIC Office - The ORIC office will play the facilitation role for editorial board via interacting with EIC in the context of journal operation/launching, quality management, new tool usage for citation enhancement, engagement of in-house resources (journal management software, ICT, website/database, servers, staff etc.), budgeting, honorariums, and approval of key recommendations in the light of feedbacks from editorial office. The yearly assessment report of each journal will be prepared by research section of ORIC office, which will be discussed with EIC for improvements.

3.4 Web based publication process and webhosting - Effective management of website/webhosting for appropriate visibility of "Call for Papers", published content in volume/issues, and archive searching should be ensured. To make sure data security and protection, server/cloud hosting may be used. The UCP IT dept. will provide support in this regard.

3.5 Call for papers and frequency of publications - The "Call for Papers" for issue under concern should be advertised on website and broadcasted to UCP & external world in an effective manner. The expected submission dates and deadlines should be clearly mentioned on the website. The regularity and consistency in the frequency of vol/issue publication must be ensured.

3.6 Abstracting and Indexing - The journal should be abstracted/indexed in at least two or more HEC recognized international agencies (EbscoHost, ProQuest, Gale, DOAJ etc.). Further, the indexing in internationally recognized databases such as WoS-MJL, Scopus etc. should also be considered for the globalization of journal.

3.7 ISSN No - The journal should contain a valid 8-digit international standard



serial number (ISSN). The ISSN comes in two formats: print and electronic. In case of a new registration, the guidelines of ISSN can be viewed to request for an ISSN no. through the ISSN International Centre website.

3.8 Authorships and number of papers per issue – The journal should contain the scholarly article from international authors (at least one-fourth), local authors, and UCP authors. Note that for any given issue, the in-house papers should not cross the threshold of 10-15%, preferably less than 10%. Each issue should contain a minimum of five papers.

3.9 Peer-review process – A double blind peer-review process should be adopted where each manuscript should be reviewed by at least two foreign experts of relevant field. The reviewers should not be selected from editorial/advisory boards and in this sense the vast and diverse reviewers' board should be formed.

3.10 Open-Access option, article processing charges and subscription fees - The details of journal publishing model such as only open-access or only regular articles or hybrid model should be developed. The article processing charges should be mentioned, if applicable. Finally, the membership or subscription fee with regard to printed hardcopy or electronic softcopy of journal issues should be well-defined.

3.11 Licensing, contents & copyrights - The journal should be licensed through some licensing agency such as Creative Commons Attribution - Noncommercial 4.0 International License. The editorial board may explore the other licensing agencies of similar nature. The copyrights of published articles should be mentioned from the perspective of authors rights and journal role. The rights of copyright will rest with UCP.

3.12 Launching for new journal – UCP may consider launching of new journal keeping in view the field gap from already operational journals, coverage,



multidisciplinary aspect, and journal proposal. The journal proposal will be evaluated by expert committee constituted by Pro Rector and on the recommendation of which, the decision will be taken.

3.13 Software system & support staff - For the smooth operation of journal peer-review process and publishing, a software "Open Journal Systems" will be employed, which will be customized as per requirement of the journal. The UCP IT dept. will provide the assistance in this regard. Resource person(s), from the ORIC office, will be assigned to provide support to editorial board of journals with regard to policy implementation, review-process, software usage etc.

3.14 Citations and collaboration with top publishers - Effective measures and modern tool usage should be used to enhance the citation index of journal. Moreover, with the growing quality of journal, the partnership with top publishers such as IEEE, Elsevier, Wiley, Taylor & Francis, Springer, Emerald Publishing, Cambridge/Oxford University Press, SAGE etc. should be explored to enhance the journal prestige and metrics.

3.15 HEC Journals and Publication Policy - UCP journals should comply the requirements mentioned in the latest "HEC Journals and Publication Policy". The EIC/Editorial board must ensure such policy implementation in their respective journals.

3.16 Incentives for journals' publishing - The honorarium award per issue for editorial board/office will be recommended based on the achievements of milestones as mentioned below:

- a. WoS-JCR Impact Factor Journal = Rs. 150,000/issue
- b. Scopus/WoS Master Journal List = Rs. 90,000/issue
- c. HEC X/Y Ranking = Rs. 40,000/issue

The following weightages shall be adopted for the distribution of incentives:

- d. EIC & Editorial board - 80% (Equally distributed with EIC is equivalent to



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two editors)

e. Support staff excluding EIC/Editors - 20%

3.17 Financial effects – The annual financial effects for the running of six UCP journals are presented in Table. 3.

Table. 3 – Annual financial effects to produce issue of journals (Tentative)

Sr. No.	Financial Effects	Amount in PKRs	Total Cost Per Item
1	Publishing cost	Rs. 50,000/issue	12 issues x 50,000 = 600,000/-
2	Journal management software – License fee, customized development & database cost	Rs. 100,000/journal	6 journals x 100,000 = 600,000/-
3	*Support Staff x 2	Rs. 40,000/month	2 Staff x 40,000 x 12 months = 960,000/-
Grant Total:			PKRs. 2,160,000/- (2.16 M)

*Support staff will be centrally placed with ORIC /Dir Research to extend support to all the EICs as per their respective publishing schedule.

4. Proposal:

The Policy on UCP Research Journals is given in Annexure-A.

5. Recommendation:

The ACM is recommended to approve the UCP Policy for Research Journals.

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