

PAKISTAN JOURNAL OF PSYCHOLOGY

POLICIES AND PRACTICES

Aims and Scope

The Pakistan Journal of Psychology encourages scientific originality and creativity in the field of Psychology. It publishes empirical and conceptual papers, which aim to increase the understanding of human behavior, pathology as well as enhance the standard of research in Pakistan. It covers the broad range of domains including industrial, social, organizational, and personnel psychology, as well as all experimental and clinical research on etiology and management of psychiatric illnesses/ associated problems with medical illness, and their preventions. The main areas of interest also include personality, sociology and psychometrics. Innovative or interdisciplinary approaches with a psychological emphasis and those, which develop the link between clinical psychology and other areas of the discipline, such as social and cognitive psychology are particularly considered. Authors are generally expected to relate their analysis, as far as possible to the socio-cultural context of Pakistan in particular, and developing and developed countries in general.

It contains following varieties of papers:

Empirical Research Papers and Surveys with new quantitative or qualitative data, which addresses significant theoretical and/or practical concerns in clinical psychology or any other related field.

Theoretical and Conceptual Papers, with new ideas as theories, perhaps accompanied by a critique of existing approaches; or articles advocating changes in research paradigms, methods or data analysis techniques; or analysis of practice in clinical psychology, either taking into consideration any theory and/or sound data.

Reviewers of Books and Existing Research helpful in drawing conclusions or creating insight into a field or research and/or practice.

Case Studies with illustration of the history, etiology of Psychological disorders, diagnostic specification as well as therapeutic intervention till the phase of termination and follow up.

Frequency of Journal

PJP is a Biannual Research Journal. It publishes two issues per year. The first issue is released on 30th of June of every year and second issue is released 31st of every December.



DIRECTOR
Institute of Clinical Psychology
University of Karachi

Authorship

Authorship credit and 'principal authorship' should be decided prior to submitting research and only those manuscripts will be considered for publishing which is accompanied by the "Agreement Form" signed by all authors in the agreement of authorship.

Authorship credit should be based on meeting the following criteria:

1. Substantial contribution to initial research concept or design, data collection and/or analysis and interpretation of data
2. Manuscript initial drafting and revising and introducing fundamental changes in it
3. Final drafting and approval of the version to be published

Authorship credit should reflect the individual's contribution to the study. Editors retain the right to request information about the contributions of each person in writing the manuscript. Providing funding or resources, mentorship, or contributing research but not helping with the publication itself do not necessarily qualify for authorship.

Acknowledgements

Authors should also appropriately recognize the contributions of technical staff and data professionals. All contributors who do not meet the criteria for authorship (e.g., financial support) should be listed in the section "Acknowledgements" (financial disclosure). It is expected that those being acknowledged have given their permission to be named.

Disclosure and Conflict of Interest


The PJP expects from author(s) to declare all potential conflict of interests of financial or non-financial and professional or personal nature that can arise in relationship to an institution, organization, or another person. 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.

Editors of PJP may use information disclosed in conflict-of-interest and financial-support statements as a basis for editorial decisions. Failure to declare conflict of interest prior to publication may result in immediate rejection of the manuscript. Any conflict of interest that comes to light after publication will lead to a disciplinary action following COPE Guidelines.

Ethical Oversight

The PJP requires authors to pay due respect to the well-being and dignity of research participants.

1. Research involving human participants must have obtained prior approval by an Institutional Review Board (IRB) or equivalent ethics committee(s). Submit, upon


DIRECTOR
Institute of Clinical Psychology
University of Karachi

request, documentation from the review board or ethics committee confirming approval of the research.

2. American Psychological Association's Ethical Guidelines on Conducting Research with Human Participants must be shown to have been carefully followed.
3. Authors are requested to avoid the use of sexist language.

Originality and Plagiarism Policy

Authors of the manuscript are required to submit **Agreement Form** duly signed by all the authors that declares originality, not being considered for publication in any other journal, authorship consent and nomination of corresponding author.

Authors must not engage in plagiarism or self-plagiarism. Exercising care for publishing only original research, Editors of PJP are committed to deterring plagiarism and self-plagiarism and may use anti-plagiarism software (Turnitin) to screen submitted manuscripts for similarity to previously published material. The manuscripts may be screened during the whole editorial cycle, including submission process and until the final publication in online or print form.

1. Authors are required to make reasonable and diligent efforts to cite all sources that have been used in development of the submitted manuscript. Maximum 19% similarity index is allowed as per the mandatory condition of the Higher Education Commission (HEC), Pakistan.
2. Authors are responsible for acquiring written permission to publish lengthy quotations, illustrations, etc. for which they do not own copyright.
3. If tables, illustrations, or photographs, which have already been published are included, a letter of permission for republication should be obtained from the author(s) as well as the editor of the journal where it was previously published.


Duplicate Publication

It is prohibited for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication, unless it is a resubmission of a manuscript rejected for or withdrawn from publication.

Open Access Policy

The PJP provides open access to its content grounded on the principle that making research freely available to the public supports a greater global exchange of knowledge. Copyright for manuscripts published in PJP journals are retained by the authors, with first publication rights granted to the journal.

The PJP is not responsible for subsequent uses of the work. It is the author's responsibility to bring an infringement action if so desired by the author. All manuscripts published in PJP can


DIRECTOR
Institute of Clinical Psychology
University of Karachi

be deposited in public and institutional repositories such as research gate, university libraries, personal websites etc.

Privacy Statement

The names and email addresses entered on our site will be used exclusively for the stated purposes of our journals and will not be made available for any other purpose or to any other party.

Call for Papers

The PJP gives 'Call for Papers' inviting submission for manuscript once or twice in a year. The 'Advertisement for Call for Papers' is posted on Journal's website and Institute of Clinical Psychology's Official website and Social media site.

Peer Review Policy

The PJP is a Double-Blind Peer Reviewed Research Journal. All manuscripts submitted to journal are sent to reviewer without the details of author and his institution.

Publishing Process and Timeline

The PJP uses Open Journal System for Management of the journal. The Editor of the journal also has the right of the Journal Manager. The PJP takes at least two to three months to complete review process after the date of submission. The PJP publishing process involves following steps:

1. The Editor/Manager of the Journal assign manuscript with anonymous author to a Member from Editorial Board for desk review.
2. Manuscript are evaluated by Editorial Board Members of PJP for their scientific significance and novelty, relevance to PJP's scope and policies, and compliance of the content with the journal's publication ethics.
3. The Editorial Board Member sends manuscript to Editor after desk review/ Initial screening. The paper may be rejected, returned to the author for revisions, or accepted for publication.
4. The Editor sends to reviewers for peer review all those manuscripts which successfully clear desk review and assign two reviewers including national/international reviewers to the manuscript (without the details of authors and his institution).
5. The Reviewer receive notification on his email and review reports are submitted on Open Journal System.
6. The Editor takes the decision in the light of reviewers report whether manuscript is acceptable for publication.




DIRECTOR
Institute of Clinical Psychology
University of Karachi

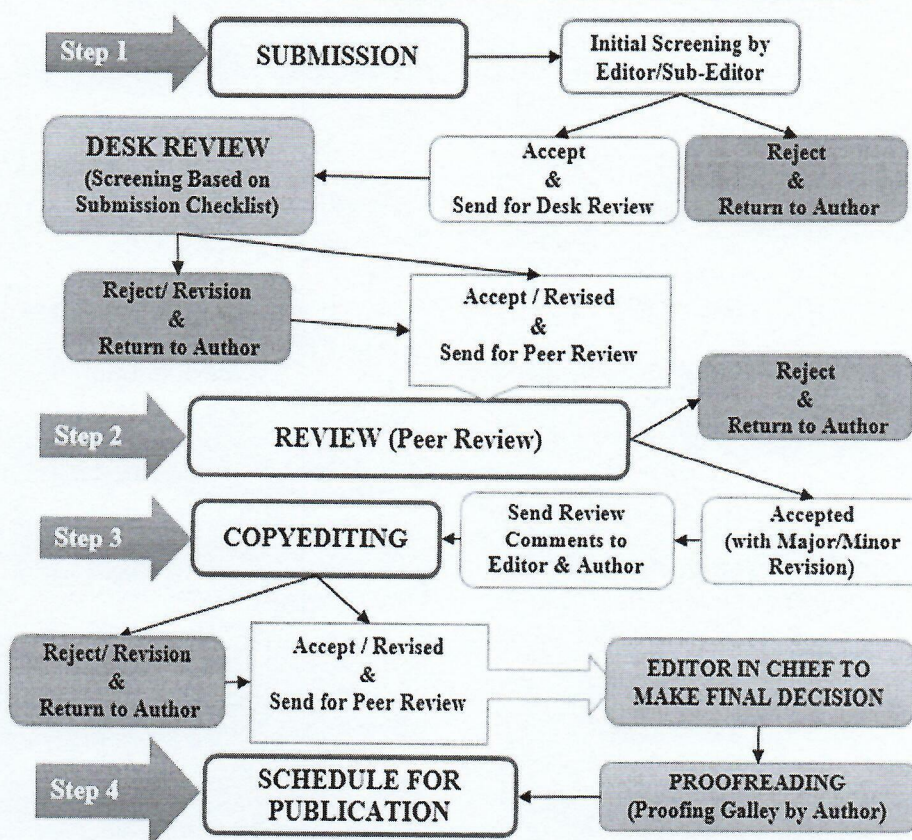
- a) If positive review reports are received and the handling Editor is satisfied with the scientific and methodological aspects of the manuscript then **'manuscript acceptance decision'** will be communicated to author(s). He will send the manuscript for Copy editing after receiving two positive review report. The Copy editing involve in further proof reading of manuscript and making corrections in formatting of manuscript. The Editor reserves rights to edit the draft and make necessary changes.
- b) If the review reports indicate that manuscript has the potential to be published however requires revisions then **'manuscript revisions decision'** is communicated to the author and the Editor sends to authors the manuscript for revision/correction proposed by the reviewers.

Editors may request an author, when considered necessary, to elaborate on the content or technical details of the paper to render it compliant with editorial policy of the journal.

- c) If the reviewers reports are not satisfactory and Editor is not satisfied with the scientific and methodological aspect of the manuscript then authors will be communicated **"manuscript rejection decision"**
7. Once the copyediting is done. The editor sends manuscript for Production and Publication. A PDF of final version of the manuscript is published on Journal System with Abstract and Affiliation details of Authors.


DIRECTOR
Institute of Clinical Psychology
University of Karachi

Publishing Process



Correction and Retraction of Research Manuscript

If a manuscript is published on PJP and a mistake is discovered the Pakistan Journal of Psychology publishes corrections when necessary.


The PJP has a retraction policy in cases of evidence of unreliable data or findings, plagiarism, duplicate publication, and unethical research.

Manuscript Withdrawal Policy

Manuscript paper, once reviewed, cannot be withdrawn, provided the Editor / Editorial Board allows upon request of the author/s in some special cases.

Manuscript Processing Charges (APC)

A non-refundable publication fee of PKR. 5,000/- is charged for manuscripts submitted within Pakistan. A non-refundable processing fee of US \$150 is charged for the overseas manuscript With effect from July 01, 2023


DIRECTOR
 Institute of Clinical Psychology
 University of Karachi

The fee payment can be made through Cash Deposit or Pay Order in favor of the Institute of Clinical Psychology. The Cash or Pay Order will be deposited in the following account:

Account Title: Institute of Clinical Psychology

Bank Name: National Bank of Pakistan

Branch: University of Karachi

Account Number: 4100069594

IBAN No. PK51NBPA0071004100069594

The prospecting fee will be submitted in two steps:

1. At the time of submission authors will submit a processing fee of PKR 5000/- or US\$ 55 along with the manuscript. After paying the Processing Fee, the Authors will download the Fee Receipt from the below-given link and will submit it along with their manuscript.
2. Once the paper is reviewed and accepted for publication, the authors will be intimated to submit the remaining publication fee of PKR. 5000/-

Note:

1. *The submission of initial processing fees does not guarantee the acceptance of a manuscript.*
2. *No refund will be made in case the authors withdraw the manuscript after payment*



DIRECTOR

Institute of Clinical Psychology
University of Karachi

Subscription Policy

General

- Institutions and Universities intend to obtain the subscription of PJP should write the request to The Editor, Pakistan Journal of Psychology on Institutional letterhead along with filled in Subscription Form and should send to The Editor either through email or courier.
- The subscription charges for 'Print Only Subscription' is not linked to the 'Online Subscription' or vice versa.
- Subscription will always be prepaid and all subscriptions will be released only after the receipt of full payment of subscription.
- Subscription charges for Pakistan Journal of Psychology may be revised at the very beginning of the year and will be in effect from the same year that is 1st January of the year to 31st December of the same year.
- Pakistan Journal of Psychology reserves the right to change and amend the subscription policy.
- At the time of receipt of order only recent subscription charges and policies will be applicable.
- Change of address should be intimated to Pakistan Journal of Psychology at least 2 months or 60 days prior to the date of dispatch of the issue as mentioned in the frequency of subscription, no change of address request will be entertained after that.

Mode of Payment

- Payments will be through either Cheque or Demand Draft.
- Once the order is processed subscription charges will not be refunded unless Pakistan Journal of Psychology ceases the Publication of the journal
- Subscription charges outside Pakistan will include International/speed delivery charges.

SUBSCRIPTION CHARGES

Whole Volume

PKR 5000
UK£ 40.00
US \$ 50.00

Single Issue

PKR 2500
UK £ 20.00
US \$ 25.00


Courier Charges

Sindh
Punjab and KPK

Flyer Courier Packaging
PKR 300
PKR 350


Normal Courier Packaging

PKR 200
PKR 300


DIRECTOR
Institute of Clinical Psychology
University of Karachi

Lost Issue Claims

- Claim for the lost issue will be honored only after 45 days of dispatch of the issue and before the Publication of the next issue
- Tracking id for post will be provided to the subscribers and claim will be honored with proof of lost issue and only after verification of the same at both ends
- Claim for loss of issue will not be entertained in case of incomplete address or without the prior intimation of the change of address
- No refund of the subscription fee will be entertained in case of lost or missing issue
- Lost issue claims will be provided with details like subscriber ID, subscription Id, order number.


DIRECTOR
Institute of Clinical Psychology
University of Karachi