

Working Paper # 44
1st Revision of NUST Journals Policy
Sponsored by Research Dte

Preamble

1. The raison d'être of the universities is creation of new knowledge. The universities are known by their research output which invariably finds expression in the form of research papers/articles, journals, and books. Universities globally publish their own journals which help to establish their credibility, identity, and leadership in a field. With active participation of other researchers, regularity of publishing, fair/unbiased review and quality of scholarly work, the journal acquires popularity among scientific/researchers' community, thereby making its place in various abstracting/indexing databases.

2. Currently, NUST publishes following research journals as mandated in

“NUST Journals Policy” approved vide **Working Paper No. 49 in 54th ACM (Annexure A)** held on 07 Feb 2020:

S.No	Title of Journal	Responsibility
a.	NUST Journal of Engineering Sciences, ISSN: 2070-9900 (Six Monthly) ISSN (Online): 2411-6319	SCME
b.	NUST Journal of Social Sciences and Humanities, ISSN:2520-503X (Six Monthly) ISSN (Online): 2523-0026	S3H
c.	NUST Journal of Natural Sciences, ISSN:2072-4659 (Six Monthly) ISSN (Online): 2710-222X	ASAB
d.	NUST Journal of International Peace and Stability (Six Monthly) ISSN (Print): 2616-4426 ISSN (Online): 2616-4434	CIPS
e.	NUST Business Review (Six Monthly) ISSN (Print): 2707-6598, ISSN (Online): 2707-6601	NBS

3. The above mentioned five journals are in publication for several years. It is a time to improve their visibility and ranking within the country and abroad. To achieve this NUST has taken several measures which would be presented in the coming paragraphs.

Aim

4. To develop NUST Journals into a reputed international scholarly avenue of dissemination of scientific information by formulating a comprehensive policy that will cater to their growth, recognition, indexation and reputation.

Committee Formulation


5. To achieve as described in previous paragraphs a committee is formed to review the NUST Journals Policy and introduce best practices. This committee chaired by Dr. Amir Azam Khan (Editor- NJES) includes the following members:

- a. Editors of all NUST Journals
 - Editor NJNS
 - Editor NJSSH
 - Editor NJIPS
 - Editor NBR
- b. A representative of Research Directorate (RIC)

Committee Recommendations

6. All matters related to NUST Journals are dealt by Pro-Rector (RIC) through Research Dte and AD (NUST Journals) is to facilitate the Editors of NUST journals. The following parameters/guidelines are proposed as a strategy for the pro-active progress of NUST Journals over the years, where these journals are intended to serve as a platform for publication of high quality, peer-reviewed, original contributions and research work in the relevant disciplines/fields recognized at international level with high reputation and stature. The following are the recommendations of the committee:

- a. **Management and Responsibility for NUST Journals:** Each Editorial Board under the supervision of the Editor-in-Chief/Editor is responsible for the overall management and concomitant effects in terms of all related activities of output, consistency, review, compilation, publication, printing, circulation, subscription, recognition, indexation and stature of the respective journal. All Editors are responsible to provide updates on the performance of the journal to Research Dte on a six-monthly basis.
- b. **Editorial and Advisory Boards:** There should be a comprehensive and diverse Editorial and Advisory Board of national and international repute for each Journal. The Editor and his/her team will ensure articles for language correctness, style, formatting, and uniformity and standardization in each issue. Whereas the Advisory Board should be comprised of members preferably from academically/technologically advanced countries in the relevant disciplines. The credentials of the Board's members should be taken into consideration while formalizing their membership.


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- c. **Web-Based Publication Process and Web-hosting:** Online application for complete processes from “Call for Papers” to the publication of NUST Journals on independent server service should be used to ensure smooth functions of editorial-based assignments enhancing web security and functionality in web-hosting of the journals. Technical support for web hosting will be provided by ICT Directorate.
- d. **Visibility and Archiving:** Each journal must maintain an updated and comprehensive website for all its issues, contents, publication policies, schedule, the timeline for each event etc. on Open Journal System (OJS) OR equivalent. Archiving of issues/volumes according to international publishing standards should be implemented. Following are some archiving systems that may be utilized for DOAJ, Scopus and Web of Science indexation:
1. LOCKSS
 2. CLOCKSS
 3. PKP Preservation Network (PKP PN)
 4. PubMed
 5. Other reputed archiving systems
- e. **Financing of NUST Journals:** All expenditures involved, and costs incurred in marketing/indexing/visibility, compiling, review, and printing will be provided by NUST to be spent by the Editor-in-Chief/ Editor. However, the respective Editorial board should make proactive efforts for securing external funding, sponsorships, articles publication charges, subscription fees etc. to ensure the financial independence of the journals in future. Revised HEC policy for publishing journals may be complied with for acquiring financial support from HEC. Each expenditure will be approved through Research Directorate and Pro-Rector (RIC) via E-minute.
- f. **International Standard Serial Number (ISSN) of the Journal:** The ISSN (print and online) of the journal should be obtained and must be displayed appropriately on the cover page.
- g. **Regularity in Frequency of Publication:** The NUST Journals are to be regularly published as per the defined frequency (Bi-Annually).
- h. **Peer Review:** NUST journals are academically/scientifically peer-reviewed journals that welcome manuscripts focusing on issues related to their specific

fields. Therefore, these Journals should follow the process of blind review and the reviewer's panel should be separate from the Editorial and Advisory Boards. Each manuscript/article/paper should be peer-reviewed by at least two internationally well-reputed reviewers in the respective field.

- i. **Abstracting and Indexing:** For better visibility, reputation, and citations, NUST Journals should target popular and internationally reputed Abstracting and Indexing Databases like:
 1. HEC Journal Recognition System (HJRS)
 2. Directory of Open Access Journals (DOAJ)
 3. Scopus - Elsevier
 4. Web of Science - Clarivate
 5. Other Journal Databases (ICI World of Journals, SciElo, Ulrich etc.)
- j. **Authorship:** The "Call for Papers" should be circulated around the world. The journals should have regular contributions from foreign scholars as Authors / Co-Authors, post-doctoral faculty of NUST abroad, NUST alumni and international collaborating co-authors.
- k. **Number of Papers per Issue:** Each issue should have a minimum of five papers.
- l. **Citations of Journals:** Citations of research work is very important factor in academia and scientific society. NUST Journals effort should be to exploit the situation favorably for acquiring a higher number of Citations which will inevitably help in the indexation of NUST Journals in Scopus and Web of Science.
- m. **Incentives for Journals' Publishing:** NUST Printing Press (P&PR Dte) will facilitate the printing of the journals as per the provided template and their publication costs will be borne by Research Dte. HEC financial assistance as per the category of the journal should be acquired, if applicable. The editor of the journal should ensure that sponsorship and recognition as per above is maintained. NUST will provide an honorarium to the editor and his/her team as follows:
 1. Journals in HEC Category 'Y' / Other: PKR 100,000 per issue.

2. Journals in Scopus / WoS Master Journal List / HEC Category 'X':
PKR 50,000 increase per issue in addition to existing PKR 100,000 per issue already awarded to journals in HEC Category 'Y'/ Other.
3. WoS-JCR Impact Factor / HEC Category 'W' Journals: PKR 50,000 increase per issue in addition to existing PKR 150,000 per issue already awarded to Journals in Scopus/WoS Master List / HEC Category 'X'.

Quartile Wise Improvement for future WoS-JCR indexed NUST Journal may lead to further increase in editor honorarium.

- n. **Launching of New Journal:** NUST may consider the launching of new journals. The proposal/working paper for the same may be prepared by NUST Institutions/Directorates. The proposal must be prepared in consultation with a committee of researchers/faculty members in the respective fields and deliberated at Faculty Board of Studies (FBS) before submitting to Expert Committee to be formed by Research Dte. After the evaluation of this proposal by the expert committee, the working paper may be presented in UCRIP which will be followed by approval from ACM.
- o. **Usage of Journal Management Software:** For NUST Journals to be at par with international peer-reviewed top indexed journals, there is a great need to follow the top-quality manuscript submission management system. By utilizing the latest, highly professional journal submission management system not only increases the credibility and reputation of the journal but also attracts good quality submissions for the journal and smooth processing of submitted manuscripts. Examples of such systems include ScholarOne by Clarivate Analytics, Editorial Manager by Aries Systems and Open Journal System (OJS), etc.
- p. **Publishing in Partnership with Top Publishers:** As NUST Journals grow and attain international standing and repute, publishing agreements with top international publishers such as Sage, Elsevier, Emerald Publishing Group UK, Wiley, Inderscience, Taylor & Francis, Springer, Cambridge University Journals, etc., may be established. The aim of such partnerships would be to enhance the readership, citations, peer review process, and influence of the research in the global community. The terms of the agreements may be

negotiated with the publisher. These terms of the agreement between the university and the prospective publisher may get the approval of the competent authority before finalization with the publisher.

- q. If a special issue is published apart from regular issues, an incentive of PKR 50,000 will be provided. These special issues will consist of a minimum of five full-length peer-reviewed articles.
- r. NUST Journal must follow latest HEC policy (**HEC Journals and Publication Policy**) available on HEC Research Publication website (**Annexure B**). NUST faculty members and students are not allowed to publish in NUST journals to mitigate a Conflict of Interest with HEC Journals Policy.
- s. Any ethical issue related to NUST Journals publishing and processing matters should be reported to Research Directorate.
- t. For the independence of the journal's finances, a separate bank account is required for each NUST Journal. Journals will receive funds in their own bank accounts from HEC and other donor agencies. However, all expenses will be approved by Pro-Rector (RIC) through Research Directorate. Every journal will send a bank statement including journal expenses details of the current issue to Research Directorate, published in July and December, respectively.
- u. Terms of References (ToRs) attached as **Annexure C** will permit journals to spend their NUST and HEC funds present in their bank account according to the heads mentioned in the ToRs. Each expenditure will be approved through Research Directorate and Pro-Rector (RIC) via E-minute.
- v. Cases for Honorarium and printing of NUST Journals should be processed within the same fiscal year in which it is published.
- w. NUST journal editors should ensure geographical diversity / internationalization in the authorship of their articles.
- x. To increase journal citations and visibility, each journal editorial team should post/publish each article's web link along with keywords through social media accounts i.e. Twitter, Facebook, and LinkedIn.
- y. Cases of restructuring of NUST Journal's Editorial team should be sent to Research Directorate for processing and approval by Pro-Rector (RIC). The Editorial team must consist of the following hierarchy:

1. Editor-in-Chief/ Editor


2. Associate Editors (Relevant Subject Experts)
3. Assistant/ Managing Editors
4. Literary Editor (Optional)
5. Secretary (Optional)

Financial Effects

7. The **annual maximum financial effect** of the policy are as follows:
 - a. Publishing costs (including Printing, Posting, and Search Engine Optimization (SEO)) @ PKR 120,000 for 10 x issues– PKR 1,200,000/-
 - b. Honorarium for the Editor and his Team PKR 100,000 x 10 issues – PKR 1,000,000/- (calculated as per cat. (1) of para 6(m) ante)
 - c. Manuscript management license fee @ PKR 140,000 x 5 journals – 700,000/-
 - d. Cross Ref and Grammarly Subscription – PKR 150,000/- (Policy Letter as **Annexure D**)
 - e. Indexation of NUST Journals in Scopus – 50000 x 10 issues – PKR 500,000
 - f. Special Issue honorarium–50,000 x 05 issues – PKR 250,000/-
 - g. Grand Total: PKR 3,800,000/- (3.80 M)

Approval from ACM

8. The working paper was recommended for approval by 8th UCRIP held on 20th June 2022 and duly approved by 63rd ACM held on 28th June 2022.


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