



## Policy document for Al-Amin Research Journal of Islamic Sciences

### Introduction

Al-Amin Research journal of Islamic sciences is a Research Journal by Department of Islamic Studies the University of Faisalabad (ISSN Print: 2790-6507, Online: 2790-6515) started in January, 2023. Al-Amin is a double-blind peer reviewed journal. The journal aims at investigating and bringing forth innovative research-based concepts and practices in the discipline of Islamic studies and Social Sciences Subjects at national and international levels. Its goal is to highlight Islamic concepts to answer the questions and to find solutions of different issues arising in modern era in the light of Shariah. The journal provides platform to researchers, classroom practitioners and academic professionals to share their novel theoretical and practical research initiatives.

Al-Amin not only encourages scholars to be creative, but also attempts to motivate and guide readers to be inquisitive, creative and critical in approach. The journal is constantly striving to achieve excellence by promoting quality of research. It is also committed to step forward with great zeal and zest to maintain standards of quality and integrity. Al-Amin welcomes stimulating, inspiring, and informative research papers catering to the complex and increasingly diversifying multidimensional needs of learners, teachers and professionals in diverse contexts. Contributions that break new grounds in the domain of Islamic sciences Instead of assuming the values of originality, neutrality, objectivity, diversity of opinion, contribution of knowledge, strength for argument, truth and honesty Al-Amin has incorporated all these values in process of selection and review. The Journal has diversified experts in its editorial and review board and is open to a wide range of methodological approaches and philosophical underpinnings.

### Aims and scope of Journal

Islamic Studies Research Journal "Al-Amin" is a peer-reviewed academic publication dedicated to advancing scholarship in the field of Islamic studies. The research journal Al-Amin invites the submission of original and unpublished research papers in the field of Islamic Studies and given relative fields. Submissions will be judged on originality, reliability and meaningful comparison to research resources. Each submission will be reviewed internally and externally. Internally by at least one editorial board member, if the submission is found to be published then it will be sent to external peer review process in which two reviewers will evaluate the research. The process of articles publication would be adopted as per the standards set by the HEC publication policy.

The Journal seeks to foster scholarly research and critical inquiry into various aspects of Islam and Muslim societies, including but not limited to:

1. Quran and Uloom-ul-Quran
2. Hadith and Uloom-ul-Hadith
3. Seerah and its Disciplines
4. Islamic Taswwuf and its different dominations
5. History of Islam and Science
6. Fiqh and its Objectives

7. Comparative study of Religions
8. Political, Social and economic thoughts of Islam
9. Contemporary Issues of Muslim Society
10. Islamic Law and Jurisprudence.
11. Social Sciences

**Guideline for Submission of Research Article:**

1. Unpublished articles on Islamic topics regarding given description can be submitted in any language of Urdu, English, and Arabic.
2. 2. Articles related to Islamic sciences will be included; the article will not be included containing material that contradicts the basic Islamic beliefs.
3. Composed Articles to A4 size.
4. Letter size is 14 points. The essay must be accompanied by an abstract in English which would be based on a style of 100 words including Key Word.
5. Page margin right 2.5 left 1.0 up 1.0 down 2.0.
6. The only articles can be published those which would be accompanied by a CD or have been sent by Email.
7. Special attention should be paid to the footnotes, references, the order of the author's name, name of the book, printing name, place of printing, date of printing, and place will be written clearly.
8. For any publication in Al-Amin Journal, the support of experts nominated by the organization is required and the organization will not accept the responsibility of returning the articles to the publishers of unpublishable articles.
9. The editor will inform the essayists/writers of the opinions of the experts and if any change is required in the dissertation, the essayist will be informed accordingly.
10. The article should not exceed 25pages in any case.
11. Essays to be composed in Urdu program word.
12. In case of publication, the link and E Copy of the journal will be sent to the author.
13. Send your writings etc. to this address for publication in Al-Amin.

Contact: +92 41 111 111 883, +92-41-8750971-75 EXT: (461)

Mob: 03431587901, 03026040505, Email: [hod.is@tuf.edu.pk](mailto:hod.is@tuf.edu.pk)/[alamin.tuf.edu.pk](http://alamin.tuf.edu.pk)

Address: The Chief Editor Al-Amin Journal, Department of Islamic Studies, The University of Faisalabad, West Canal Road Qamar Garden Faisal Town, Faisalabad.

**Frequency of Journal**

Islamic Studies Research Journal "Al-Amin" is a Bi-annual Research Journal. Two issues in June and December are published yearly.

**Peer review policy**

Al-Amin is a Double-Blind Peer Reviewed Research Journal.

**Internal Review:**

Each paper undergoes an internal review by a dedicated editorial board or team member to ensure compliance with formatting guidelines and publication ethics. This process includes verifying adherence to basic research protocols in research design and analysis, as well as assessing the contribution to the existing literature. At Al-Amin, a rigorous desk review process is employed, wherein articles must pass a desk rejection or acceptance system before being sent for external review. Papers that do not meet the essential criteria are not forwarded for external evaluation, ensuring a high standard of quality in published work

### External Review:

Following approval during the desk review stage, the article is forwarded to two esteemed external reviewers of international renown. Authors are instructed not to include personal information within the text to maintain anonymity, and they are advised against posting their papers online to prevent identification by potential reviewers. Similarly, reviewers are urged to refrain from accepting assignments if they become aware of the authors' identities during the peer review process. External reviewers provide valuable feedback on various aspects, including originality, presentation quality, research design, data analysis, conclusions, and the study's relevance to the research community. If significant flaws are identified during external review that cannot be remedied through revision, reviewers may recommend declining the paper.

### Criteria for Selection of Reviewers

Reviewers are meticulously chosen based on stringent criteria:

- Reviewers must possess a Ph.D. or advanced professional qualifications coupled with extensive academic or professional experience relevant to the field of study.
- They are recognized as esteemed experts in their respective fields, evidenced by their publications in reputable academic or professional research journals. Their expertise ensures thorough and insightful evaluation of submitted manuscripts.
- Reviewers must not have collaborated or co-authored papers with the author(s) to maintain objectivity and impartiality. Additionally, they should not be affiliated with the institution of the author(s) to avoid potential conflicts of interest.

### Publication Ethics (for reviewers)

Reviewers are strongly encouraged to adhere to the guidelines outlined by the HEC (Higher Education Commission) regarding their responsibilities. These guidelines emphasize the importance of maintaining objectivity, timeliness, and confidentiality in their reviews. Reviewers are expected to disclose any potential conflicts of interest and to provide thorough and constructive feedback while upholding the principles of confidentiality. Furthermore, they are urged to report any concerns or issues promptly and transparently. By following these guidelines, reviewers contribute to ensuring the integrity and credibility of the peer review process.

### Steps in Peer Review Process

The peer review process entails the following steps:

Sr. No	Steps of the Review	Process Estimated Time
1	Submission of paper	--
2	First internal review *	3-4Weeks
3	External review	4-5 weeks
4	Communication of review reports to authors for minor/major revision **	1 Week
5	Submission of the revised paper	4-8 Weeks
6	Second internal review (to assess whether reviewers' suggestions have been incorporated satisfactorily) ***	2-4 weeks
7	Acceptance of paper (on successful submission of revised paper)	1 Week

\*The paper is sent back to the authors if it fails to meet the essential criteria.

\*\* If external reviewers identify significant flaws in the research paper that cannot be addressed through substantial revisions, paper is returned to the authors.

\*\*\* Authors are asked to revise the manuscript further if editors find that reviewers' recommendations have not been adequately incorporated.

#### **Originality and Plagiarism Policy**

We uphold the paramount importance of originality to maintain the integrity of research published in Al Amin Journal. All submitted articles must represent the author's original work and should not have been previously published or concurrently submitted elsewhere for publication.

Al Amin Journal strictly adhere to plagiarism guidelines provided by the Higher Education Commission of Pakistan, as outlined in their policy document: Plagiarism Policy. We employ plagiarism detection tools and rigorous editorial review processes to identify and rectify issues related to originality, including plagiarism and self-plagiarism. Authors are responsible for thoroughly reviewing and revising their work to ensure its originality before submission to Al Amin Journal.

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#### **Ethical Guidelines**

Authors must ensure informed consent, confidentiality, and proper data handling, including compliance with relevant legal and ethical regulations.

Authors should provide detailed information about their manuscripts' ethical considerations, consent process, and approval.

We emphasize originality, accurate reporting, and citation of sources to avoid plagiarism and self-plagiarism. Al Amin journal encourage authors to disclose any potential conflicts of interest that may influence their research or its interpretation.

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. An author must organize his or her paper to provide a well-rounded description of the examined issue. Fragmentation of research reports excessively

consumes journal space and unduly complicates literature research; therefore, authors are expected to avoid it whenever possible.

#### **Open Access Policy**

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#### **Article Processing and Publication Fee**

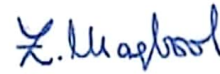
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