



HIGHER EDUCATION COMMISSION

(Quality Assurance Division)

Date: February 22, 2016

The Expert Committees meetings of HEC recognized Sciences discipline journals i.e. Health Sciences, Engineering & Technology, Agricultural Sciences, Multidisciplinary and Natural Sciences were held on October 28, 2014, and October 06, 2015 respectively at Mural Hall, HEC Islamabad. The agenda of the meetings was to strengthen and enhance the SOP regarding the Sciences discipline journals.

The committees unanimously approved criteria/SOP and directed that it should be implemented immediately. Therefore, all the chief editors/editors of respective journals are requested to adopt the following criteria in true letter and spirit.

It is pertinent to mention that the non-compliance of SOPs may lead the following without any prior intimation;

- a. The journal will be derecognized
- b. The journal will be demoted (Z category journal will be automatically derecognized)
- c. the grant of that financial year will be stopped
- d. Combination/integration of the above.

SOP for Chief Editor/Editor of Sciences Journals

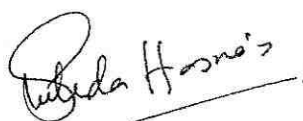
- i. Aim and Scope of the journal must be mentioned in each issue of the journal.
- ii. The Editorial Board meeting required to be documented and the record should be provided to HEC for consideration at the time of evaluation.
- iii. Manuscripts submission, acceptance and rejection rate/record of each issue must be properly maintained and provided to HEC for consideration at the time of evaluation.
- iv. The record of citation should be properly maintained and provided to HEC whenever desired.
- v. The Editorial Board should be diversified. The editorial board must be consisted of 50% National and 50% foreign/international active scientists, pure researchers.
- vi. The Chief Editor/Editor should not publish more than two papers in his/her research journal either as principal author or co-author in a year. However, it is also strongly discouraged.
- vii. The internal review of research articles is strongly discouraged. It is strongly recommended that submitted articles must be reviewed by external reviewers from University, Institutes, R&D organization other than the host HEI and their affiliated colleges/campuses.
- viii. The chief editor/editor of the journal has to ensure that each article published in the journal is checked through "Turnitin". The Similarity Index of each research article must be within HEC defined range i.e. $\leq 19\%$.
- ix. The contribution of quality research articles from other research institutes, Universities, R&D organizations should be encouraged.
- x. The Chief Editor/Editor of Multidisciplinary journals (Science discipline) should only publish research articles of sciences related discipline. Further, he/she make sure that research articles of social sciences and its sub-disciplines are not being published in the journal.
- xi. The Chief Editor/Editor of Multidisciplinary journals are directed to publish article/s of only those disciplines (Sciences only) that do not have any HEC recognized journal.
- xii. The HEC recognized journals must develop an independent dynamic website and upload all the previous issues of the journal with effect from the date of recognition/publication.
- xiii. It is strongly recommended that all HEC recognized journal should convert to Open Journals System (OJS) platform.

- xiv. Maximum three (3) year time will be given to "Z" category journals for upgradations to the higher category. If not so, the journal will be declared as derecognized.
- xv. If any discrepancy i.e. violation of criteria, misuse of funds etc. observed then HEC will de-recognize the journal and, later on, the same decision will be placed before experts committee for the endorsement during annual evaluation meeting.
- xvi. The policy to stop fake authorship and plagiarized research work and to make sure the promotion of genuine authorship and research work. For the purpose the editor should collect following information from the corresponding author:

Authorship and Contribution Declaration			
Sr.#	Author's Full Name	Intellectual/Contribution to Paper in terms of:	Signature by the Corresponding author on behalf of co-authors
i.	Mr. Alpha (Main/principal Author)	• Proposed topic, basic study Design, methodology, and manuscript writing	
ii.	Mr. Bravo (2 nd Author)	• Data Collection, statistical analysis and interpretation of results etc.	
iii.	Mr. Charlie (3 rd Author)	• Literature review & Referencing, and quality insurer	

- xvii. The National Quality Assurance Committee (NQAC) in its 20th meeting held on May 15, 1015, decided that the editors of journals should ensure that papers published in journals having more than one author should mention the contribution of each author. The credit given by the university to the publication in appointment and other matters will be in the light of the author's contribution.

The meetings ended with the vote of thanks to the participants



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