Al-Burz Policy Documents

Scope and Mission

Vision

To be a dynamic and collaborating knowledge sharing platform between Brahui researchers and international thoughts. Which could be contributed to promote the pace of development in Brahui language and literature.

Mission
The mission of Al-Burz is to.
- Provide an active platform for researchers to share the outcomes of their research with the global community.
- To promote the development of fiction and language, particularly in developing countries
- To become one of the leading open access international journals in the field of Brahui Language and literature.
- To achieve excellence and maintain the uppermost ethical standards in publishing the original research
- To provide swift publication in a variety of formats like original research, editorials, review articles, viewpoints and book reviews.

Aims
Al-Burz is an open access academic journal published by department of Brahui, University of Balochistan Saryab Road Quetta-Pakistan. Which focus on publishing original and peer reviewed research papers on all aspects of Brahui Language, Brahui

literature, Brahui linguistics, Brahui costumes (traditions & folk wisdoms) Brahology and international Issues which effect the Brahui literature and language. Alburz is academic journal which gains a foothold in Pakistan, Asia and opens to the world. It aims to promote the integration of languages, literature and linguistics. Submitted papers will be reviewed by technical committees of the Journal.

Scope

Al-Burz only accept those manuscripts which focuses following topics in Brahui or in English) not limited to the followings,

1. Brahui language
2. Brahui linguistics
3. Brahui Grammar
4. Brahui phonetics & Phonology
5. Brahui semantics
6. Brahui alphabets & orthography
7. Brahui dictionaries
8. Brahui literature (Modern and folk)
9. Brahui poetry (Modern and folk)
10. Brahui Fiction
11. Brahui folk wisdom
12. Other topics related to Brahui.

Author Guidelines

Follow the APA Formatting & referencing style for your research paper. Your essay should be typed, double spaced on standard sized Paper (8.5" x 11") with 1" margins on all sides.

You should use a clear font that is highly readable. Al-Burz recommends using 12 pt. Times New Roman font. Include a page header (also known as the "running head") at the top of every page.
To create a page header/running head, Insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The Running head is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

Major Paper Sections
Your essay should include four major sections:
1. Title page
2. Abstract
3. Main Body
3.i Introduction
3.ii Method
3.iii Results

3.iv Discussion
4. References
4.i Appendices (if necessary)
4.ii Tables and/or figures (if necessary)

Why the topic is important (covered in your introduction)
What the problem is (also covered in your introduction)
What you did to try to solve the problem (covered in your methods)
What you found (covered in your results section)
What you think your findings mean (covered in your discussion)
Thus an experimental report typically includes the following sections.

Title Page

The title page should contain the title of the paper, the author's name, and the institutional affiliation. Include the page header (described above) flush left with the page number flush right at the top of the page. Please note that on the title page, Your page header/running head should look like this:
Running head: **TITLE OF YOUR PAPER** Pages after the title page should have a running head that looks like this:

TITLE OF YOUR PAPER

Type your title in upper and lowercase letters entered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double spaced. Beneath the title, type the author's name: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).
Beneath the author's name, type the institutional affiliation, which should indicate the location where the author(s) conducted

Abstract

Begin a new page. Your abstract page should already include the page header (described above). On the first line of the abstract page, canter the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks). Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may Also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double spaced. Your abstract should be between 150 and 250 words. You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new Paragraph, type Keywords: (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

Al-Burz Scriptالبرز لکھوڑ

1- البرز براہوئی بُتخ نا لکھوڑ' براہوئی نا ایلو اخبار' رسالہ او میگزین او کتاب آنتیان جتا اے۔ دا ٹی براہوئی الم توار(Vowels)آتا جتا درشانی اے ہر وڈاٹ درشان کننگے۔ ہندا خاترن شیفکو ٹک آتا بابت اٹ البرز براہوئی پٹ و پولی نوشت اے ہاٹی تننگے۔

2- ''ءُ'' اے بیرہ براہوئی نا مست انگا تد الم (Diphthongs)آتا درشانی کن غرز کننگے۔ داکان بیدس' پورا براہوئی نوشت ٹی ''ءُ'' ہچو جاگہ اس نوشتہ مف۔ براہوئی نا مست انگا تد الک (Diphthongs) آک دا دو۔ (ئُی۔ ؤ۔ ئے)

3- البرز براہوئی نوشت ٹی' ہرمست انگا گؤنڈ انگا الم توارShort Vowelsآتیکن۔ لوزنا اول ٹی الف (ا) او گڈ سر ٹی ہے (ہ) نوشتہ مرے۔

3.1- زبر(ؔ) زیر(ؔ) او پیش(ؔ) نا نوشتہ مف۔ واہم خواست نا رداٹ مجوری اے ختم کننگ کن نوشتہ مرے۔

3.2- مرغنا الم توارا آتا درشانی کن (ءَ کہ آ۔ ءِ کہ اے ' ءُ کہ او، ئُی کہ ي (جتائی آن جتاي) نوشتہ کننگے ۔

4- البرز نوشت او اراٹیٹی پاروکا براہوئی زبان ٹی اسٹی مرے ۔باوہ پیر ئُی آپاروکا براہوئی ہندن آن ہندن البرز نا دروشم ٹی مرے۔ البرز ہمو نوشت آتے امنا کپک ہرافتا پاروکا او نوشت نا زبان ٹی جتاي خننگے۔ دنکہ مسخت(پاروکا) مقصد(نوشت (

4.1- البرز نوشت بیرہ براہوئی ناتینا جند نا توار (alphabet)آتیٹی نوشتوکا' نوشت آتے امنا کیک۔ داکان بیدس پیین زبان تا توارک (alphabets) تے رد کیک۔ عربی توارک (alphabets) پیرہ بندرغ نا پین تیٹی نوشتہ کننگر۔

4.2- اگہ اس جاگہ اس لوز اسے ٹی عربی نا توار اس مجوری مننگے تو ہمو لوز نا ہندا پیین لوز اس نوشتہ مرے۔

4.3- اگہ نوشت ٹی' پیین زبان نا پوسکنو دروشینگ یا ایجاد اسے نا نوشتہ کننگ چٹ المی اے تو ہمو لوز نا انگریزی ٹی ہم پین پچنکا بریکٹ آتیٹی ( ) مرے۔

5- آن کمک (Reference)

i - آن کمک APA نا ہاٹی ٹی مرے۔

ii - آن کمک آک رومن یا بروِلکوا ٹی نوشتہ مریر۔

iii - آن کمک ٹی نوشتوک نا پین ناگئیکو بُتخ اول ٹی برے او کان پد۔'' ولدا اولیکو بُتخ نا اولیکو توار برے۔ اگہ پین ٹی مسہ بُتخ او تو اولیکو بُتخ نا اولیکو توار آن پد پین نا نامیکو بُتخ نوشتہ مرے۔ آن کمک ٹی پین تا Tatile (Dr. Mr.)نوشتہ مف۔ ''ڈاکٹر عبدالرزاق صابر ''اے Saabir. A. Razaak نوشتہ مرے۔ پین آن پد نوشت نا سال نا اوکان پدپنہ برے۔

iv- ایسر ی آن پد مسخت پٹ پولی نوشت ناگڈ سر ٹی کمک تروکا کتاب او آن کمک آک الف ٻے نا دروشم اٹ رومن یا بروکوا ٹی نوشتہ مریر۔

Al-Burz Format البرز نوشت نا ہائی

ہمو مجا اسکالر، خواننده غاک او پٹ پول کروکاک ہرافک تینا پٹ پولی نوشت آتے البرز ٹی شینک کنٹنگ نا خواستگارو تو ''البرز نا ہائی او لکوڑ'' نا رد اٹ تینا نوشت آتے راہی کیر۔ داکان بیدس البرزپین لکوڑ یا نوشتہ نا ہائی تے امنا کپک۔

البرز نا ہائی او دروشم APA Format ٹی مرے۔

البرز نا فونٹ سائز16او نوری نستعلیق مرے۔

- البرز پٹ پولی نوشتہ نا ہیڈنگ (سرہال) 20او نوری نستعلیق' بولڈ مرے۔ ایلو چنکا ہیڈنگ آک۔ 18 او کل آن چنکا 16 نوری نستعلیق او بولڈ مریر ۔

نیام ٹی مرے۔ ہرا نا فونٹ ۱۲ او Abstract لوز انگریزی ٹی مرے۔ "Abstract"براہوئی پٹ و پولی نوشت نا کہت نا لوز آک 250-150 مریر۔ کہت نا کمک لوز آک ۴ آن ۸ اسکان مریر۔

کمک لوز نا جند اٹالک مرے۔-*Keywords*

البرز پٹ پولی نوشت

ا- نلاپٹ پولی نوشت (Original Research Article)

1- سرہال (Tittle) سرہال ہرائی دوانزدہ آن زیات لوز مف۔ نوشتوک نا پن او سیالی (انت او اراڑے کاریم کیک۔

2- کہت (Abstract) کاریم نا مسخت' کاریم نا وڈوڈول' کہٹیا او ایسری نا درشانی مریک۔

3- چاہنداری (introduction) سرہال نا اہمیت ، ڈیل انتے؟ ہراڑا کاریم کنٹنگ اک۔

4- وڈوڈول (method) نی امر او انت کو کوشش اٹ ڈیل اے ایسر کنٹنگ کروس؟

5- کہٹیا (results) ٻے انت دو لٻس؟

6- شرہ جرہ (discussion) نا نزد اٹ نا کہٹیا (ٻے انت دو لٻس) نا انت مانہ مرو۔

7- آن کمک (Reference) آن کمک آک آک نوشت نا تہیٹی بروکوا یا رومن ٹی نوشتہ مریر۔ ایسری آن پد الف ٻے نا رد اٹ کتاب آتا سرجمی نوشتہ مریک۔

Review Policy

Submitted manuscripts are evaluated through OJS (open journal system) a free editorial management platform by PKP, on the basis that they present new insight into the investigated topic and are likely to contribute to research progress or a change in Brahui language and literature practice.

All submitted papers are subject to strict **double-blind peer review process** by at least one international and one national reviewers, that are experts in the area of the particular paper. The peer review process can take anywhere between 5 weeks to 9 weeks. The aim of the review process is to identify the strengths and weaknesses of the article, in terms of originality, interest, up-to-dates, coherence, and balanced argumentation. The factors that are chiefly taken into account in review are as follows:

- Relevance: Is this paper relevant for the topics of this journal?
- Soundness: Is this paper technically sound and complete?
- Are the claims supported by experimental/theoretical results?
- Significance: Is the paper interesting for other researchers?
- Originality: Are the results/ideas novel and previously unknown?
- Readability: Is the paper well-organized and easy to understand?
- Language: Is the paper written in correct Brahui or English (language) and style?

Of these, the main factors taken into account are significance and originality.

After the double-blind peer review of a manuscript, the corresponding author will receive an email in which s/he will be informed of the status of the manuscript. The possible decisions include
- ❖ **acceptance**
- ❖ **acceptance with major or minor revisions**
- ❖ **or rejection (Articles that are often rejected include those that are poorly written or organized or are written in poor Brahui or English)**

In most cases, **Al-Burz** reviewers recommend that authors revise their manuscripts and send their revisions to Al-Burz via OJS, for further process. In such cases, authors may want to accept some of the comments and suggestions that have been made by the reviewers, and at the same time refute some others. It is strongly recommended that authors send in a 'rebuttal' note in which they respond to all of the comments and suggestions made by the reviewers in an item-by-item fashion. They should clearly show which comments and suggestions they accept, and which comments and suggestions they refute. Where a comment or suggestion is refuted, the author is expected to provide the reason why. However, if authors are encouraged to revise and resubmit a submission,

- **there is no guarantee that the revised submission will be accepted**.
- **Rejected articles will not be re-reviewed**.
- **Articles may be rejected without review if the Editor-in-Chief considers the article obviously not suitable for publication.**

The paper acceptance is constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. No research can be included in more than one publication.

Publishing Policy

Al-Burz is bound to fallow the HEC,s Publishing Policies https://www.hec.gov.pk/english/services/faculty/journals/Documents/Policies/Notification.pdf

All articles in Al-Burz are published in **Brahui** and **English**. Al-Burz provides free language editing after successful review of a submission. Proofs will be made available after layout and copy editing is completed. Authors' corrections are accepted only by e-mail.

Approved articles will be initially published online on 31th December, at http://alburz.uob.edu.pk/uob/Journals/Alburz/Alburz.php   and then will also be available in a print copy.

Preprint and Post-Print Policy

After a manuscript has been published in Al-Burz we suggest that the link to the article on Al-Burz' s website is used when the article is shared on personal or public websites.

Ethical Policy

The ethical policy of Al-Burz (Brahui) journals follows the Ethical Guidelines for Journals-HEC,(https://www.hec.gov.pk/english/services/faculty/SSAH/Documents/JCR/HEC%20Approved%20Ethical%20Guidelines.pdf).

Authors must be honest in presenting their results and conclusions of their research. Research misconduct is harmful for knowledge. It could mislead other researchers.

Research results
Fabrication, falsification or selective reporting of data with the intent to mislead or deceive is unethical, as is the theft of data or research results from others. The results of research should be recorded and maintained to allow for analysis and review. Following publication, the data should be retained for a reasonable period and made available upon request. Exceptions may be appropriate in certain circumstances in order to preserve privacy, to assure patent protection, or for similar reasons.

Authorship

All those who have made a significant contribution should be given chance to be cited as authors. Other individuals who have contributed to the work should be acknowledged. Articles should include a full list of the current institutional affiliations of all authors, both academic and corporate.

Plagiarism

Reproducing text from other papers without properly crediting the source (plagiarism) or producing many papers with almost the same content by the same authors (self-plagiarism) is not acceptable. Submitting the same results to more than one journal concurrently is unethical. Exceptions are the review articles. Authors may not present results obtained by others as if they were their own. Authors should acknowledge the work of others used in their research and cite publications that have influenced the direction and course of their study.

Duplicate submission

Simultaneous submissions of the same manuscript to different journals will not be tolerated. The submitted article will be removed without consideration.

Corrections and retractions

All authors have an obligation to inform and cooperate with Al-Burz editors to provide prompt retractions or correction of errors in published works.

- The journal will issue retractions if:
    - There is clear evidence that the findings are unreliable, either because of misconduct (e.g., data fabrication) or honest error (e.g., miscalculation or experimental error).
    - The findings have previously been published elsewhere without proper cross-referencing, permission or justification (i.e., cases of redundant publication);
    - It constitutes plagiarism.
    - It reports unethical research.
- The journal will issue errata if:
    - A small portion of an otherwise reliable publication proves to be misleading (especially because of honest error);
    - The author list is incorrect (i.e. a deserving author has been omitted or somebody who does not meet authorship criteria has been included).

Other forms of misconduct include failure to meet clear ethical and legal requirements such as misrepresentation of interests, breach of confidentiality, lack of informed consent and abuse of research subjects or materials. Misconduct also includes improper dealing with infringements, such as attempts to cover up misconduct and reprisals on whistle-blowers.

The primary responsibility for handling research misconduct is in the hands of those who employ the researchers. If a possible misconduct is brought to our attention, we will seek advice from the referees and the Editorial Board. If there is the evidence, we

will resolve the matter by appropriate corrections in the printed and online journal; by refusing to consider an author's future work, for a given period, and by contacting affected authors and editors of other journals.

Minor misdemeanours may not lead to formal investigations, but are just as damaging given their probable frequency, and should be corrected by teachers and mentors.

Plagiarism Policy

Each of the manuscripts submitted for publication to Al-Burz, are subject to verification for plagiarism before being sent to an editor for editorial review by using the **Turnitin** anti-plagiarism software.

If the author(s) submit a manuscript that contains work that is not theirs, without acknowledging the sources, then it is considered that the author(s) have committed 'plagiarism'.

In case the plagiarism is detected, either by editors, peer reviewers or editorial staff at any stage before publishing the manuscripts, we will promptly alert the author (s) to either rewrite the text and cite the original source or we will reject the manuscripts if found that at least 20% of the original submission is plagiarized.

Copyright Policy

Authors who publish with Al-Burz journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.

1. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

Privacy Statement

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

Acceptance & Rejection

- Editor in chief can reject any submission with or without reason

Submissions can accept as it is or with minor or major correction after subsequent approval from editorial deck, subject to final approval in light of blind peer reviewer's comments.

Sources

Publication Fee:

Article submission is totally free. once the article has been submitted, the author will be awarded with acknowledgement letter-a receipt of receiving the article by Al-Burz Management system. Then the article will go through the Pre-Editorial review that is totally free of cost. Pre- Editorial review meant to check up and scrutinize the submitted article on the very basic criteria of Al-Burz (البرز) Publishing Policy, it includes:

Ø Scope

Ø Non-Repository Turnitin Originality (below than 19%)

Ø Basic Format (Authors' Strength and Citation Style etc)

Ø Abstract and Key Words

Al-Burz is an Open access research Journal, which appreciates the original contribution on Brahui language. Al-Burz provides free subscription in account of download and read online.

Al-Burz will not charges any fee at the time of submission. Contributors can make freely submission after registration in submission portal.

Al-Burz APC (Article Processing Charges)

Al-Burz will charge Rs. 25000 as APC (article processing charges) Post-acceptance of an abstract or article before sending to duble blind peer review (1-International & 1-National).

It founds about 50% of the whole process' charges. For permanent, instant, all-inclusive and worldwide access to the full article text the publication charges covers;

Ø **Editorial Work:** Administrative support, commissioning content, editorial layout, journal development, and correspondence with authors, reviewers and referees.

Ø **Review and Evaluation:** Editorial review, duble-blind peer review, final evaluation (01 international and 01 national referee)

Ø **Technical Infrastructure and Innovation**: Development, maintenance and operation of online journal system and websites and coordination among the editorial board.

Ø **Production of Articles:** Formatting and mark-up of articles.

Ø **Marketing of Journal and Content:** Making sure readers and authors know about the work published in the title

Ø **Promotion on Various Mediums:** Content advertising via various world recognized research forums and groups, data bases, research software's and social media

Ø **Customer Service:** Responding to authors and readers

Ø **Circulation:** Published contents circulation in the relevant circles for enhancing citations

Ø **Production of Articles:** Inclusion in abstracting, indexing, aggregating, linking, uploading in world class reputable research databases, directories and bibliographies

<u>**Source of Funding:**</u>

Al-Burz generates its 50% revenue from APC (article process charges). Mostly Al-Burz depends on its publisher, i.e University of Balochistan. The printing charges of Al-Burz from Volume no 1 to 12 have been carried out by the University of Balochistan.

Journal Account Detail:

Title of the Account: Al-Burz

Account No: 08737900141403 / IBAN PK46 HABIB 0008737900141403

HBL, University Branch, Sariab Road Quetta, Balochistan, Pakistan.

Print Copy Subscription:

Pakistan: 500 per copy+ Courier Charges

Foreign: 100USD + Courier Charges

Submission Process

Al-Burz accepts submission through OJS. To submit your manuscript please click **Register/Login tab**.

First time user? Read this.

Submitting manuscript in "Al-Burz (البرز) – Manuscript Submission and Tracking System" is quite simple. First time submitter/ Contributors have to "Create an account". After creating account and logging in, author starts a "New Submission". This is 5-steps self-explanatory article submission wizard. You can submit your manuscript in multiple sessions.

For more information regarding Editorial Policy and preparation of manuscript according to journal style, please visit For Authors page.

In Manuscript Submission and Tracking System you can complete your active submissions and track their status any time you want.

Before you start submission, please collect email addresses of all the authors and also send your ORCID Ids.

Membership

Al-Burz is member of Crossref DOI.

Recognition

Al-Burz is recognized in Category "Y" from HEC Journal Recognition System (HJRS). https://hjrs.hec.gov.pk/index.php?r=site%2Fresult&id=503456#journal_result

Approval

- Al-Burz has approved by Academic Council University of Balochistan Quetta. Pakistan
- Approved from departmental Board & Board of faculty.

Dr. Liaquat Ali Sani

Chief editor: Al-Burz

DR. LIAQUAT ALI SANI
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