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University of the Punjab, Quaid-i-Azam Campus, Lahore.



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Policy Document

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Guidelines for Submission:

A) Author Information

The authors should provide their names, email addresses, phone number(s), present position/title besides the names of the universities/colleges on the title page of the manuscript to facilitate academic review and production.

- Every author must provide a working email ID irrespective of whether he/she is corresponding or not.
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- Submissions should include abstracts of up-to 200-250 words that explain the gist of the research and arguments the writer has presented. The abstract must not be exaggerated or contain any new information that is not outlined in the main body of the text. It should briefly outline the purpose of the research as well as the methodology used and conclusions drawn by the author. The article must be accompanied by 5 keywords or descriptive phrases.
- The conclusion should outline the main themes and points of the article. It should sum up the whole idea of the article and the author's findings.
- The paper should be written using Times New Roman 12-point font with double spacing. It should comprise of maximum 6000-7500 words including endnotes.

C) Citation Guideline

1. All footnotes and Bibliographies should be cited in the Chicago Manual of Style. The Al-azva journal follows the Chicago Citation Style, Notes and Bibliography Style (17th) for citations.

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While giving Endnotes, please keep in mind the following requirements.

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Submitted papers are first considered by the editor after submission. Papers that do not fall within the scope of the journal are 'desk-rejected'. In addition, papers that fail to meet a minimum threshold for quality and originality are also rejected without being sent out to the reviewers. The standard procedure of an initial editorial review by the internal editorial committee consists of the **content, scope, formatting, citations according to recommended Style, i.e., Chicago Manual of Style**, and is usually completed in three to four weeks.

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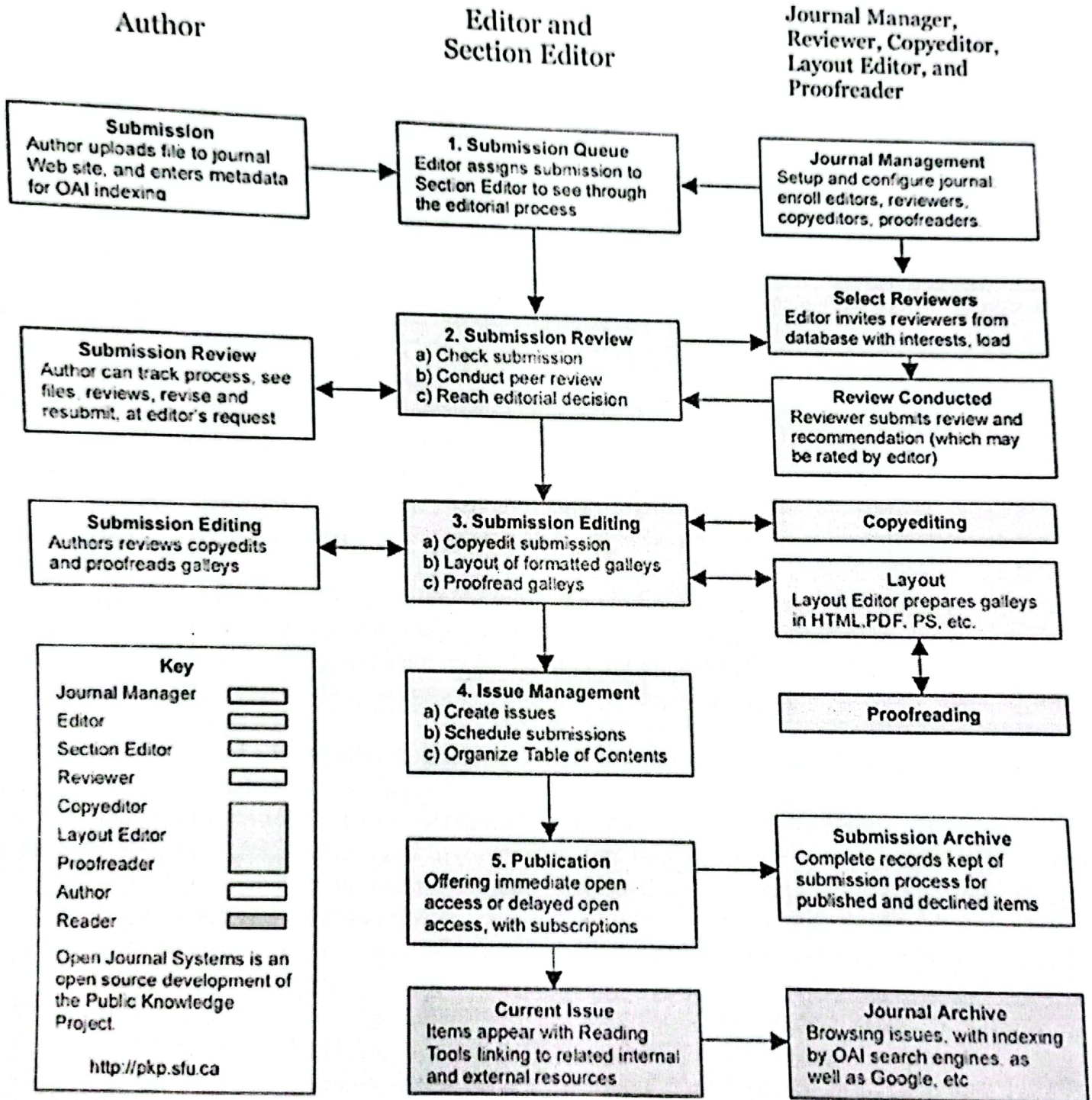
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Publication Process Map:

OJS Editorial and Publishing Process



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