

UCP Journal of Science & Technology (UCP-JST)

Policy Document

UCP Journal of Science and Technology (UCP-JST)

About the Journal

UCP Journal of Science and Technology (UCP-JST) is a multidisciplinary, peer-reviewed, open-access bi-annual journal, jointly published by the Faculty of Science & Technology (FOST) and the Faculty of Pharmaceutical Sciences (FOPS).

Aims and Scope

UCP Journal of Science and Technology (UCP-JST) is a multidisciplinary, peer-reviewed, open-access journal devoted to publishing research in the field of science and technology, including biological, physical, and life sciences. The journal publishes research articles, review papers, and conference proceedings in the core areas of biochemistry, biotechnology, microbiology, health, and pharmaceutical sciences, zoology, mathematics, and physics. UCP-JST encourages interdisciplinary research engaging academia and industry to produce practical solutions to industrial challenges.

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Call for Research Papers

UCP Journal of Science and Technology (UCP-JST) is a bi-annual double blind-peer peer-reviewed journal that endeavors high-quality research by exercising editorial control and peer review policy. UCP-JST encourages researchers from all areas of science and technology to contribute quality research articles, state-of-the-art reviews, and book reviews for publication. All original research articles and reviews papers published by UCP Journal of Science and Technology (UCP-JST) are available on its website with full text instantly after acceptance. Authors contributing their research work to UCP-JST transfer the copyrights of their research work to the journal and its publisher.

Submission Deadline

There is no deadline and research papers can be submitted to UCP-JST throughout the year.

Frequency of Publication

UCP Journal of Science and Technology (UCP-JST) publishes two issues a year.

Guidelines for Submission of Articles

Manuscript Submission

Submitting a manuscript implies that the work described has not been previously published and is not currently under consideration for publication elsewhere. It also indicates that all co-authors, if any, and relevant authorities at the institution where the work was conducted have approved its publication, whether implicitly or explicitly. The publisher will not be held legally liable for any compensation claims.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Online Submission

Please follow the hyperlink “Submit manuscript” and upload all of your manuscript files following the instructions given on the screen.

Source Files

Please ensure you provide all relevant editable source files at every submission and revision. Failing to submit a complete set of editable source files will result in your article not being considered for review. For your manuscript text please always submit in common word processing formats such as .docx or LaTeX.

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
 - Please avoid acronyms in the title of your article
 - For local studies, please indicate the name of the region and country in the title.
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide an abstract of about 200 words for review and research article and 100 words for a case study. The abstract should begin with a brief but precise statement of the problem or issue, followed by a description of the research method and design, the major findings, and the conclusions reached.

Keywords

Please provide 3 to 5 keywords which can be used for indexing purposes.

Text Formatting

- Manuscripts should be submitted in Word or Latex.
- Use a normal, plain font (e.g., 10-point Times Roman) for text with 1 line spacing.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.

Tables

- All tables are to be numbered using Arabic numerals such as **Table 1**
- Tables should always be placed and cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Table captions begin with the term Figure. in bold type, followed by the figure number, also in bold type.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figure Lettering

To add lettering, it is best to use Helvetica or Arial (sans serif fonts).

- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8 pt).
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals such as **Figure 1**
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term **Figure**, in bold type, followed by the figure number, also in bold type.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.
- Figures should be provided in our required file formats, .jpg, .tif. If your figure is not in .jpg, .tif or .pdf, please convert to the accepted file type that allows the highest quality having 900-1200 dpi (resolution).
- Artwork is of high quality (correct resolution, not blurred, stretched or pixelated)

Headings

Please use no more than three levels of displayed headings.

Main heading should be bold with the font size 12-point Times Roman and sub headings should be 10-point Times New Roman and Bold.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Additional Information Text Formatting

All manuscripts should be formatted containing continuous line numbering. Use the page and line numbering function to number the pages.

References

APA Citation Style Guide (7th Ed.)

Citation

Cite references in the text by name and year in parentheses. Some examples:

Negotiation research spans many disciplines (Thompson, 1990).

This result was later contradicted by Becker and Seligman (1996).

This effect has been widely studied (Derwing et al., 2002)

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

If available, please always include DOIs as full DOI links in your reference list (e.g. “<https://doi.org/abc>”).

- **Journal article**

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

- **Article by DOI**

David, H., & Juyuan, J. (2013). A study of smog issues and PM 2.5 pollutant control strategies in China. *Journal of Environmental Protection*, 21(3), 16-21
DOI:10.4236/jep.2013.47086

- **Book**

Referring a book should follow format: Author, Initial. (Year). Book title. City of publication, Country/State: Publisher.

Gazda, G. M., Balzer, F. J., Childers, W. C., Nealy, A. U., Phelps, R. E., & Walters, R. P. (2005). *Human relations development: A manual for educators* (7th ed.). Boston, MA: Pearson Educational

- **Book chapter**

Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), *Understanding health inequalities in Aotearoa New Zealand* (pp. 97–106). Dunedin, New Zealand: Otago University Press.

- **Dissertation**

Krech Thomas, H. (2004). Training strategies for improving listeners' comprehension of foreign-accented speech (Doctoral dissertation). University of Colorado, Boulder.

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The following statements must be included in your submitted manuscript under the heading 'Statements and Declarations'. This should be placed after the References section. Please note that submissions that do not include required statements will be returned as incomplete.

Funding

Please describe any sources of funding that have supported the work. The statement should include details of any grants received (please give the name of the funding agency and grant number).

Example statements:

“This work was supported by [...] (Grant numbers [...] and [...]). Author A.B. has received research support from Company A.”

“The authors declare that no funds, grants, or other support were received during the preparation of this manuscript.”

Competing Interests

Authors are required to disclose financial or non-financial interests that are directly or indirectly related to the work submitted for publication. Interests within the last 3 years of beginning the work (conducting the research and preparing the work for submission) should be reported. Interests outside the 3-year time frame must be disclosed if they could reasonably be perceived as influencing the submitted work.

Example statements:

“Financial interests: Author A and B declare they have no financial interests. Author C has received speaker and consultant honoraria from Company M. Dr. C has received speaker honorarium and research funding from Company M and Company N. Author D has received travel support from Company O. Non-financial interests: Author D has served on advisory boards for Company M and Company N.”

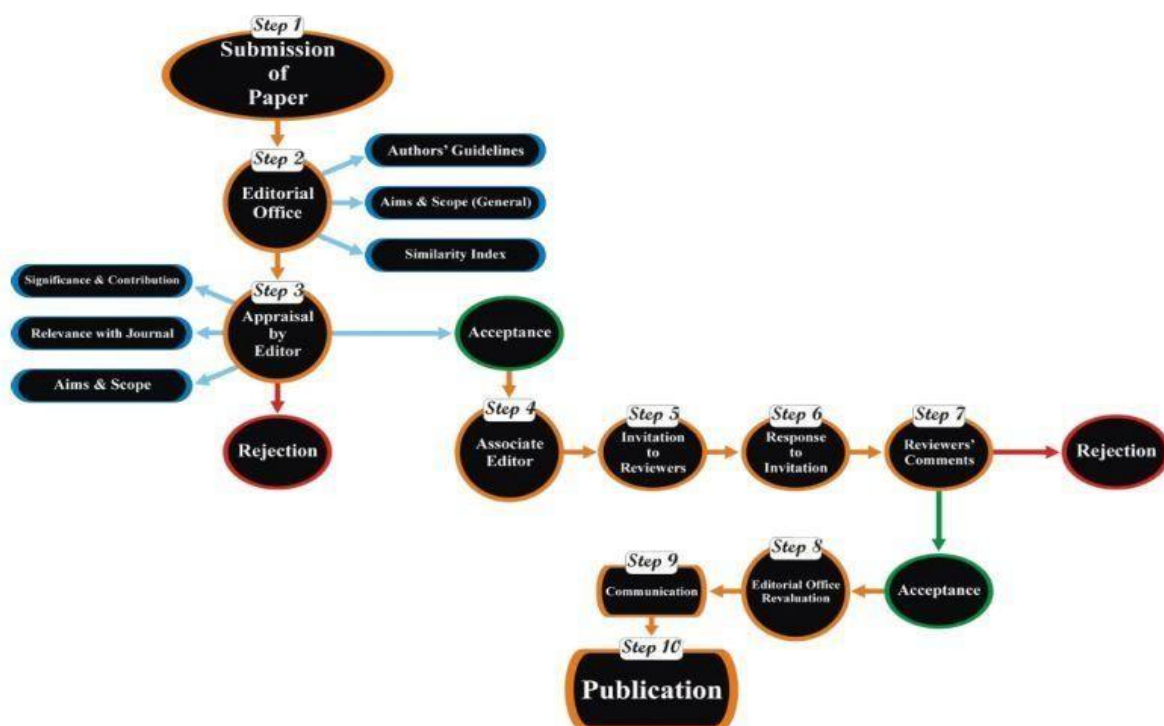
“The authors have no relevant financial or non-financial interests to disclose.”

Please refer to the “Competing Interests” section below for more information on how to complete these sections.

Peer Review Policy

The peer-review method for the UCP-JST is double-blind. Reviewers aren't given any information about the authors, including their identities or associations, and review reports are similarly sent to authors anonymously. The benefit of a double-blind peer-review approach is that it assures that submissions are evaluated solely on their quality and content. It allows reviewers to evaluate submissions objectively and determine whether the data is original, genuine, and significant.

Each manuscript submitted for publication is rigorously reviewed by two independent reviewers, ensuring a comprehensive evaluation. At least one of these reviewers is an international expert, providing a global perspective to the review process. They thoroughly evaluate the manuscript not only to see the quality of the content, and research but also to check the duplication of previous scientific papers in references. If the paper is recommended for consideration for publishing in assessment reports by the assessors, the editorial staff will take the final selection. The peer review process is explained in the flow chart below



Plagiarism Policy

The journal strictly adheres to the Higher Education Commission's (HEC) plagiarism policy. Research articles submitted for publication in journals, go through a rigorous similarity/plagiarism check process. The editorial team authenticates the plagiarism/similarity check process by using Turnitin software. As per HEC policy, the Similarity Score Index (SSI) must not exceed 19%. With reference to using Turnitin to generate originality reports, highlighting the Similarity Score Index (SSI), the Journal follows the following policies and procedures:

The editorial team will check a submission for three times only (explained in section 2, 3 and 4 of the HEC plagiarism policy available at their website). Once at the time of initial submission and two more chances — subject to approval for further processing by the Internal Evaluation Committee — provided to improve the quality of research article. A failure to improve the quality of the paper and to meet the HEC criteria, the Internal Evaluation Committee of editorial board may take necessary action including rejection, penalties and reporting of the matter to the HEC.

After the submission of a research article by the researcher, at the internal evaluation stage, an initial comprehensive Similarity Score Index report would be generated without excluding "Quotations, Bibliography and Matches." This initial report would help editors to verify the overall Similarity Score Index (SSI). Once the committee approves the paper for further processing, the report will also help the researcher to reduce its overall SSI.

A second SSI report would be generated when a researcher submits the revised research article. At that stage, editorial team may generate SSI report by excluding "Quotations, Bibliography and Matches." A third SSI report would be prepared, if needed, before the paper is sent for peer review and publication process. Editors are responsible for performing all the relevant tasks related to plagiarism check.

Article Processing Charges

UCP Journal of Science and Technology does not charge any publication or article processing charges. The journal is published and owned by the University of Central Punjab and all the cost is managed by the University of Central Punjab.

Ethical Guidelines for Authors

UCP Journal of Science and Technology follows Higher Education Commission (HEC), Pakistan guidelines on ethics in true spirit. The journal has adopted ethical guidelines for authors and reviewers from HEC.

Ethical Guidelines for the Author(s)

The following ethical guidelines are obligatory for all author(s) violations of which may result in the application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges.

Reporting Standards

- It is the author(s)' responsibility to ensure that the research report and data contain adequate detail and references to the sources of information in order to allow others to reproduce the results.
- Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Originality and Plagiarism

- It is the author(s)' responsibility to ascertain that s/he has submitted an entirely original work, giving due credit, by virtue of proper citations, to the works and/or words of others where they have been used.
- Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable.
- Material quoted verbatim from the author(s) previously published work or other sources must be placed in quotation marks.
- As per HEC's policy, in case the manuscript has a similarity index of more than 19%, it will either be rejected or left at the discretion of the Editorial Board for the purposes of conditional acceptance.

Declaration

- Authors are required to provide an undertaking/declaration stating that the manuscript under consideration contains solely their original work that is not under consideration for publishing in any other journal in any form.
- Authors may submit a manuscript previously published in abstracted form, e.g. in the proceedings of an annual meeting, or a periodical with limited circulation and availability such as reports by Government agencies or a University.
- A manuscript that is co-authored must be accompanied by an undertaking explicitly stating that each author has contributed substantially towards the preparation of the manuscript to claim the right to authorship.
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Multiple, Redundant, and Current Publication

- Authors should not submit manuscripts describing essentially the same research to more than one journal or publication except if is a re-submission of a rejected or withdrawn manuscript.
- Authors may re-publish previously conducted research that has been substantially altered or corrected using more meticulous analysis or by adding more data.
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- Concurrent submission of the same manuscript to more than one journal is unethical publishing behavior and is unacceptable.

Acknowledgment of Sources

- A paper must always contain a proper acknowledgment of the work of others, including clear indications of the sources of all information quoted or offered, except what is common knowledge.

- The author(s) must also acknowledge the contributions of people, organizations, and institutes who assisted in the process of research, including those who provided technical help, writing assistance, or financial funding (in the acknowledgment).
- It is the duty of the author(s) to conduct a literature review and properly cite the original publications that describe closely related work.

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- Authorship of the work may only be credited to those who have made a noteworthy contribution to the conceptualization, design, conducting, data analysis, and writing up of the manuscript.
- It is the responsibility of the corresponding author to include the name(s) of only those coauthors who have made significant contributions to the work.
- The corresponding author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication. Others who have participated in certain substantive aspect of the research should be acknowledged for their contribution in an "Acknowledgement" section.

Privacy of Participants

- Authors must respect the privacy of the participant of the research and must not use any information obtained from them without their informed consent.
- Authors should ensure that only information that improves understanding of the study is shared.
- Authors must ensure that in instances where the identity of the participant needs to be revealed in the study, explicit and informed consent of the concerned party is obtained.
- In the case of the demise of a participant, consent must be obtained from the family of the deceased.

Data Access and Retention

If any question arises about the accuracy or validity of the research work during the review process, the author(s) should provide raw data to the Editor.

Images

- The author(s) should ensure that images included in an account of the research performed or in the data collection as part of the research are free from manipulation,
- The author(s) must provide an accurate description of how the images were generated and produced.

Disclosure and Conflicts of Interest

- The potential and relevant competing financial, personal, social, or other interests of all author(s) that might be affected by the publication of the results contained in the manuscript must be conveyed to the editor.
- The author(s) should disclose any potential conflict of interest at the earliest possible stage, including but not limited to employment, consultancies, honoraria, patent applications/registrations, grants or other funding.
- All sources of financial support for the project should be disclosed alongside a brief overview of the role played if any by the responses during various stages of the research.

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- The review period can last between 1-2 months or longer, and during this period the author(s) reserve the right to contact the Editor to ask about the status of the review.
- Once the review process has been completed, the author will be informed about the status of the manuscript which could either be an acceptance, rejection, or revisions. In the case of rejection, the author(s) reserves the right to publish the article elsewhere.
- In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted or rejected accordingly.
- In case of dissatisfaction over the decision of rejection, the author can appeal the decision by contacting the Editor.

Ethical Guidelines for Reviewers

Preamble

A review of the manuscript by reviewers is not only an essential component of formal scholarly engagement but is also a fundamental step in the publication process as it aids the Editor in the editorial decision-making. It also allows the author(s) to improve their manuscript through editorial communications. Scholars accepting to review a research paper have an ethical responsibility to complete this assignment professionally. The quality, credibility and reputation of a journal also depend on the peer review process. The peer review process depends on the trust and demands that a reviewer is supposed to fulfill ethically. These professionals are the momentum arm of the review process, but they may be performing this job without any formal training. As a consequence, they may be (especially young professionals) unaware of their ethical obligations. The Higher Education Commission (HEC), Pakistan wants to list down 'Ethical Guidelines for Reviewers' so that all reviewers provide their valuable services in a standardized manner.

Suitability and Promptness

The Reviewers should:

- Inform the Editor, if they do not have the subject expertise required to carry out the review and s/he should inform the Editor immediately after receiving a request.
- Be responsible to act promptly and submit the review report on time.
- Immediately inform the Editor of any possible delays and suggest another date of submission for a review report, and
- Not unnecessarily delay the review process, either by prolonged delay in submission of their review or by requesting unnecessary additional data/information from the Editor or author(s).

Standards of Objectivity

- The reviews should be objectively carried out with a consideration of high academic, scholarly, and scientific standards.
- All judgments should be meticulously established and maintained in order to ensure the full comprehension of the reviewer's comments by the editors and the author(s).
- Both reviewers and author(s) in rebuttal should avoid unsupported assertions,

- The reviewer may justifiably criticize a manuscript but it would be inappropriate to resort to personal criticism of the author(s), and
- The reviewers should ensure that their decision is purely based on the quality of the research paper and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations or by intellectual bias.

Disclosure and Conflict of Interest

- A reviewer should not, for the purpose of his/her own research, use unpublished material disclosed in a submitted manuscript, without the approval of the Editor.
- The data included in the research paper is confidential and the reviewer shall not be allowed to use it for his/her personal study,
- A reviewer must declare any potentially conflicting interests (e.g. personal, financial, intellectual, professional, political, or religious). In such a situation, s/he will be required to follow the journal's policies.
- A reviewer should be honest enough to declare conflicts of interest, if, the research paper under review is the same as to his/her presently conducted study.
- If the reviewer feels unqualified to separate his/her bias, s/he should immediately return the manuscript to the Editor without review, and justify him/her situation.

Confidentiality

- Reviewers should consider the research paper as a confidential document and must not discuss its content on any platform except in cases where professional advice is being sought with the authorization of the Editor, and
- Reviewers are professionally and ethically bound not to disclose the details of any research paper prior to its publication without the prior approval of the Editor.

Ethical Considerations

- If the reviewer suspects that the research paper is almost the same as someone else's work, s/he will ethically inform the Editor and provide its citation as a reference.
- If the reviewer suspects that the results in the research paper to be untrue/unrealistic/fake, s/he will share it with the Editor,
- If there has been an indication of violating ethical norms in the treatment of human beings (e.g. children, females, poor people, disabled, elderly, etc), then this should be identified to the Editor, and
- If the research paper is based on any previous research study or is a replica of an earlier work or the work is plagiarized for e.g. the author has not acknowledged/referenced others' work appropriately, then this should be brought to the Editor's knowledge.

Originality

For evaluating originality, the reviewers should consider the following elements:

- Does the research paper add to existing knowledge?
- Are the research questions and/or hypotheses in line with the objective of the research work?

Structure

If the layout and format of the paper are not according to the prescribed version, the reviewers should discuss it with the Editor or should include this observation in their review report. On the other hand, if the research paper is exceptionally well written, the reviewer may overlook the formatting issues. At other times, the reviewers may suggest restructuring the paper before publication. The following elements should be carefully evaluated:

- If there is a serious problem of language or expression and the reviewer gets the impression that the research paper does not fulfill linguistic requirements and readers would face difficulties reading and comprehending the paper. The reviewer should record this deficiency in his/her report and suggest the editor make the proper editing. Such a situation may arise when the author(s)' native language is not English.

- Whether the data presented in the paper is original or reproduced from previously conducted or published work. The papers which reflect originality should be given preference for publication.
- The clarity of illustrations including photographs, models, charts, images, and figures is essential to note. If there is duplication then it should be reported in the review report. Similarly, descriptions provided in the “Results” section should correspond with the data presented in tables/figures, if not then it should be clearly listed in the review report.
- Critically review the statistical analysis of the data. Also, check the rationale and appropriateness of the specific analysis.
- The reviewers should read the “Methodology” section in detail and make sure that the author(s) has demonstrated an understanding of the procedures being used and presented in the manuscript.
- The relationship between “Data, Findings and Discussion” requires a thorough evaluation thoroughly. Unnecessary conjectures or unfounded conclusions that are not based on the presented data are not acceptable.
- Further questions to be addressed are whether: the organization of the research paper is appropriate or deviates from the standard or prescribed format.
- Does the author(s) follow the guidelines prescribed by the journal for the preparation and submission of the manuscript?
- Is the research paper free from typographical errors?

Review Report

The reviewer must explicitly write his/her observations in the section of 'comments' because author(s) will only have access to the comments reviewers have made,

- For writing a review report, the reviewers are requested to complete a prescribed form (s).
- It is helpful for both the Editor and author(s) if the reviewer writes a brief summary in the first section of the review report. This summary should comprise the reviewer's final decision and inferences drawn from a full review.
- Any personal comments on the author(s) should be avoided and final remarks should be written in a courteous and positive manner,
- Indicating any deficiencies is important. For the understanding of the Editor and author(s), the reviewers should highlight these deficiencies in some detail with specificity. This should help justify the comments made by the reviewer,
- When a reviewer decides on the research paper, it should be indicated as 'Reject', 'Accept without revision', or 'Need Revision', and either of the decisions should have justification.
- The reviewers should indicate the revisions clearly and comprehensively, and show a willingness to confirm the revisions submitted by the author(s), if the Editor wishes so, and
- The final decision about publishing a research paper (either accept or reject) will solely rest with the Editor and it is not the reviewer's job to take part in this decision. The editor will surely consider the reviewer's comments and have a right to send the paper for another opinion or send it back to the author(s) for revision before making the final decision.

Ethical Guidelines for the Editor

The Editor of a research journal should be responsible for:

- Establishing and maintaining quality of the journal by publishing quality papers in his/her journal.
- Promotion of freedom of expression within the cultural, constitutional/legal framework.
- Providing integrity and credibility of the research contributions.
- Maintaining ethical standards of their journal.
- Providing corrigendum for any correction, clarification and apologies where required.
- Encourage new ideas and suggestions of authors, peer reviewers, members of editorial board and readers for improving quality of his/her journal.
- The Editor should only shortlist research papers which have relevance to the scope of the journal clearly stated in the Journal, using his /her judgment, but without any personal bias.
- Apply the process of blind peer review in true letter and spirit.
- Promote innovative findings in respective field and publishing them on priority.
- Promote anti plagiarism policy.
- Educate contributors (authors) about ethical practices in research, and implement the journal's policy without institutional pressure and revise the policy from time to time.
- The Editor must ensure that the Editorial Advisory Board of the Journal comprises prominent scholars of the field who can adequately promote the journal and may appoint members for a prescribed duration and add or revise constitution of the Board if required.
- The Editor should inform new board members about ethical guidelines and their expected role and update the Editorial Board members about development, challenges and any changes made in the journal policy.
- The criteria for the selection of research papers must be impartial and the Editor should select academically and scientifically sound articles.
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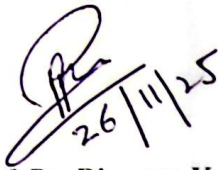
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