

# **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.

#### **Editorial Team**

##### ***Patron***

- Dr. Muhammad Naveed  
Pro-Rector, University of Central Punjab, Pakistan

##### ***Editor-in-Chief***

- Prof. Dr. Hafiza Rizwana Kausar  
Dean, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan

##### ***Editor***

- Prof. Dr. Mahtab Ahmad Khan  
Dean, Faculty of Pharmaceutical Sciences (FOPS), University of Central Punjab (UCP), Pakistan

##### ***Managing Editor***

- Dr. Nimra Afzal  
Assistant Professor, Department of Zoology, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan

##### ***Associate Editor***

- Prof. Dr. Muhammad Naveed  
Professor, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan
- Prof. Dr. Sumera Zaib  
Professor, Department of Basic & Applied Chemistry, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan
- Prof. Dr. Abdul Rauf Nizami  
Professor, Department of Mathematics, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan
- Dr. Kanza Aziz Awan  
Associate Professor, Head of the Department of Food Science & Technology, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan

- Dr. Nazish Rubab  
Associate Professor, Department of Physics, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan
- Dr. Aatif Amin  
Associate Professor, Head of the Department of Microbiology, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan
- Dr. Ghulam Jilany Khan  
Associate Professor, Head of the Department of Pharmacology, Faculty of Pharmaceutical Sciences (FOPS), University of Central Punjab (UCP), Pakistan
- Dr. Nimra Afzal  
Assistant Professor, Department of Zoology, Faculty of Science & Technology (FOST), University of Central Punjab (UCP), Pakistan

## **Advisory Board**

### ***International Members***

- Dr. Muhammad Babar Khawar  
Associate Professor, Medical College, Yangzhou University, Yangzhou, PR China.
- Prof. Dr. Telat Yanik  
Dean, Faculty of Fisheries, Ataturk University, Turkey.
- Dr. Mohammed El-Gamal  
Associate Professor, Department of Medicinal Chemistry, University of Sharjah, United Arab Emirates.
- Dr. Ali Ahmad  
Assistant Professor, Department of Mathematics, Jazan University, Saudi Arabia
- Dr. Hira Affan Siddiqui  
Assistant Professor, College of Science, University of Ha'il, Saudi Arabia
- Dr. Jawad Ashraf  
Associate Professor, College of Food Science and Engineering, Bohai University, PR China
- Dr. Abid Hussain  
Researcher Tenure Track, DTU National Food Institute, Denmark Technical University, Copenhagen
- Prof. Dr. Nongyue He  
Professor, School of Biomedical Science and Medical Engineering, Southeast University, Nanjing, China.
- Prof. Dr. Mustafa Inc  
Professor, Department of Mathematics, Firat University Turkey

### ***National Members***

- Dr. Sidra Safdar  
Associate Professor, Department of Wildlife and Ecology, Department of University of Veterinary & Animal Sciences, Lahore, Pakistan
- Prof. Abdul Samad  
Professor, Department of Plant Sciences, Quaid-e-Azam University, Islamabad, Pakistan
- Dr. Muhammad Sajjad  
Assistant Professor, School of Biological Sciences, University of the Punjab, Lahore, Pakistan
- Prof. Dr. Muhammad Riaz  
Professor, Institute of Mathematics, University of the Punjab, Lahore, Pakistan
- Prof. Muhammad Nouman Sarwar Qureshi  
Professor of Physics, Department of Physics, GC University, Lahore, Pakistan

- Prof. Dr. Mian Anjum Murtaza

Director, Institute of Food Science & Nutrition, University of Sargodha, Sargodha, Pakistan

- Dr. Zeeshan Wadood

Associate Professor, Department of Biology, Lahore Garrison University, Lahore, Pakistan

- Dr. Rizwan Ahmad Khan

Associate Professor, General Surgeon, Shalamar Medical and Dental College, Lahore, Pakistan.

- Prof. Dr. Khuuram Shabbir

Professor, Department of Mathematics, Government College University, Lahore, Pakistan

## **Call for Research Papers**

UCP Journal of Science and Technology (UCP-JST) is a bi-annual double blind-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.

### Statements & Declarations

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.”*

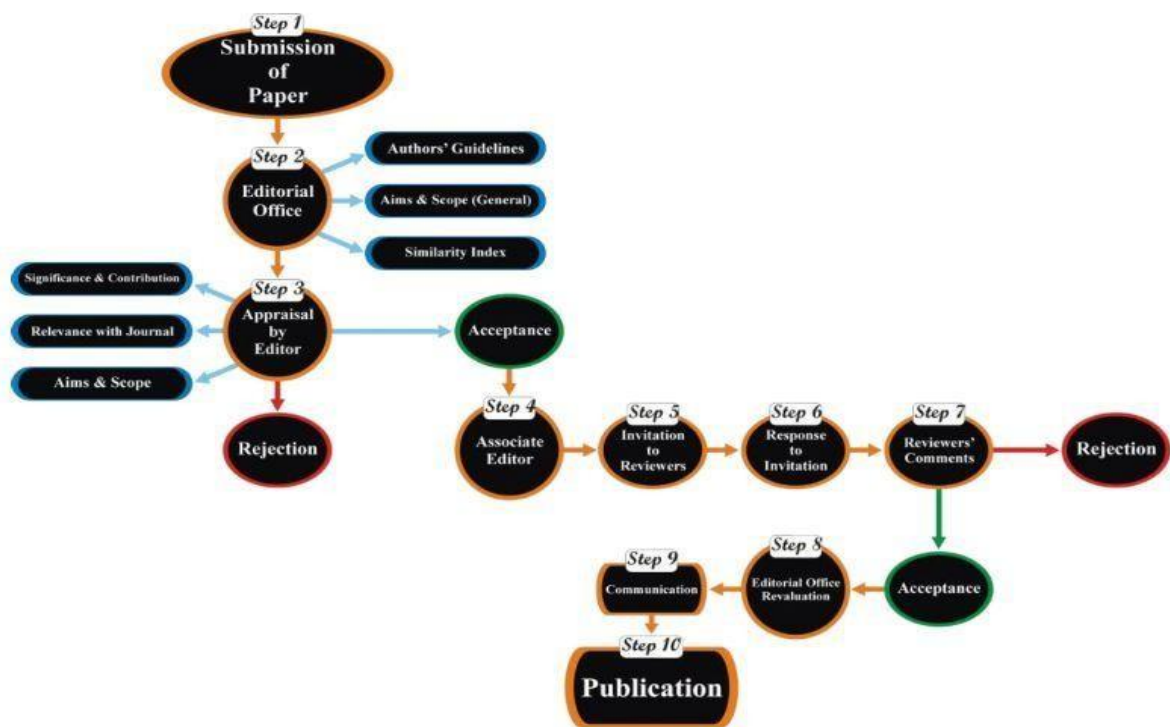
*“The authors have no relevant financial or non-financial interests to disclose.”*

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.
- It is the responsibility of the corresponding author that s/he has ensured that all those who have substantially contributed to the manuscripts have been included in the author list and have agreed to the order of authorship.

### ***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.
- The authors and editor must agree to the secondary publication, which must cite the primary references and reflect the same data and interpretation of the primary document.
- 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.

#### ***Authorship Credit***

- 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.

#### ***Copyright***

All articles published in the Journal are open access and freely available for searching, reading, downloading, copying, distributing, printing, linking, and sharing without restriction, provided the original work is properly cited. Authors retain copyright of their work and grant the journal and University of Central Punjab a non-exclusive license to publish, distribute, archive, and promote the published material. The journal follows the Creative Commons Attribution License (CC BY), which permits unrestricted use, distribution, reproduction, adaptation, and reuse of the work in any medium or format, including commercial use, provided appropriate credit is given to the original author(s) and source.

### ***Manuscript Acceptance and Rejection***

- 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.
- The Editor should disregard the discriminating factors, e.g., gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, seniority and/or institutional association of the author(s) while selecting articles for publication.
- The Editor must ensure confidentiality of the author(s) and reviewers during the process of double-blind peer review,
- Information pertaining to a research paper should not be disclosed by the Editor to anyone except the author(s) and reviewer(s).
- The Editor should prepare clear guidelines about preparing and formatting of a paper and print these guidelines in each issue of the journal.
- The Editor should encourage reviewers to comment on the validity of submitted research paper and identify 'subtle (simply copy-paste)' and/or 'blatant (paraphrasing)' type of plagiarism, if practiced by the author(s).
- The Editor should confirm plagiarism (carry out objective check through Turnitin) and/or searching for similar titles to the submitted research paper, and

- The Editor should be prepared to publish a corrigendum, remove and retract a plagiarized article if it comes to his/her knowledge subsequent to its publication.
- The Editor must not use any unpublished information/data from the submitted research paper without the permission of the author(s).
- Any information received after the peer review process must be kept confidential and not used for personal gains.

## **Publication Ethical Policy**

To ensure the research integrity of our publications, and by so doing to ensure that we achieve our aim of providing scholars with superior service, UCP-JST works closely with authors and editors to promote adherence to the core principles of publication ethics as articulated by the Committee on Publication Ethics (COPE). We encourage further exploration of COPE's resources on the website (<https://publicationethics.org/>).

All manuscripts, archival materials, and supporting files (to include but not limited to interviews, images, data, infographics, audio and video, and facsimiles), whether submitted to a peer-reviewed publication (book series, journal, or major reference work) or a primary source online collection, are expected to conform to the standards of ethical behavior promulgated by COPE.

We encourage you to direct questions and concerns to [info.UCP-jst@ucp.edu.pk](mailto:info.UCP-jst@ucp.edu.pk). For detailed discussion of and an abundance of resources to assist in handling specific cases of research misconduct and violations of publication ethics, COPE website can be accessed.

### ***Protecting Intellectual Property***

The journal is committed to the protection of intellectual property. When supplementary materials are requested during the review process, they will be subject to a double-blind review to maintain the author's anonymity. Reviewer team members will not use ideas. Sharing of supplementary material is highly prohibited without the explicit permission of the author through the Editor-in-Chief or managing editor. Advice regarding specific, limited aspects of the manuscript may be sought from colleagues with specific expertise, providing the author's identity and intellectual property remain secure.

### ***Fair play and Impartiality***

Journal follows a prescribed criteria for the selection of the research papers, academically and scientifically sound research manuscripts are selected for editorial review. There will be no discrimination on any basis like gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, seniority, and/or institutional association. The editorial team promptly responds to the author(s) of the papers submitted for publication assigns a specific number to an article submitted for processing, and pays impartial consideration to all research papers submitted for publication keeping merit at the top.

### ***Publication***

#### ***Ethics***

The journal is committed to upholding the integrity of the academic record. Its policies prohibit an author from submitting the same manuscript for consideration by another journal and do not allow publication of a manuscript that has been published in whole or in part by another journal. We encourage authors to refer to the Committee on 'Publication Ethics' International Standards for Authors.

### ***Publication***

#### ***Decisions***

The Editorial team only shortlists research manuscripts that have relevance to the scope of the Journal. All decisions will be taken by the Editor-in-Chief and Managing Editor as the result of a double-blind peer review process without any personal bias.

**Disclosure** The journal will not use any unpublished information/data from the submitted research paper without the permission of the author(s), and Any information received after the peer review process will be kept confidential and not used for personal gains.

### ***Conflicts of interest***

Conflicts of interest comprise those which may not be fully apparent and which may influence the judgment of the author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived. They may be personal, commercial, political, academic, or financial. “Financial” interests may include employment, research funding, stock or share ownership, payment for lectures or travel, consultancies, and company support for staff.

- Such interests, where relevant, must be declared to editors by researchers, authors, and reviewers.
- Editors should also disclose relevant conflicts of interest to their readers. If in doubt, +disclose. Sometimes editors may need to withdraw from the review and selection process for the relevant submission.

## **Correction and Retraction**

UCP-JST is committed to maintaining the integrity and completeness of the scholarly record of our content for all end users very seriously. Changes to articles after they have been published online may only be made under the circumstances outlined below. This journal places great importance on the authority of articles after they have been published and our policy is based on best practice in the academic publishing community.

An Erratum is a statement by the authors of the original paper that briefly describes any correction(s) resulting from errors or omissions. Any effects on the conclusions of the paper should be noted. The corrected article is not removed from the online journal, but notice of erratum is given. The Erratum is made freely available to all readers and is linked to the corrected article.

A Retraction is a notice that the paper should not be regarded as part of the scientific literature. Retractions are issued if there is clear evidence that the findings are unreliable, this can be as a result of misconduct or honest error; if the findings have previously been published elsewhere without proper referencing, permission or justification; if the work is plagiarized; or if the work reports unethical research. To protect the integrity of the record, the retracted article is not removed from the online journal, but notice of retraction is given, is made freely available to all readers, and is linked to the retracted article. Retractions can be published by the authors when they have discovered substantial scientific errors; in other cases, the Editors or Publisher may conclude that retraction is appropriate. In all cases, the retraction indicates the reason for the action and who is responsible for the decision. If a retraction is made without the unanimous agreement of the authors, that is also noted. In rare and extreme cases involving legal infringement, the Publisher may redact or remove an article. Bibliographic information about the article will be retained to ensure the integrity of the scientific record.

A Publisher's Note notifies readers that an article has been corrected subsequent to publication. It is issued by the Publisher and is used in cases where typographical or production errors (which are the fault of the Publisher) affect the integrity of the article metadata (such as title, author list or byline) or will significantly impact the readers' ability to comprehend the article. The original article is removed and replaced with a corrected version. Publisher's Notes are

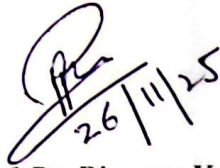
freely available to all readers. Minor errors that do not affect the integrity of the metadata or a reader's ability to understand an article and that do not involve a scientific error or omission will be corrected at the discretion of the Publisher.

In such a case, the original article is removed and replaced with a corrected version. The date the correction is made is noted on the corrected article. Authors should also be aware that an original article can only be removed and replaced with a corrected version less than one year after the original publication date. Corrections to an article which has a publication date that is older than one year will only be documented by a Publisher's Note.

The following guideline may also be helpful: COPE Guidelines for Retracting Articles:  
DOI: <https://doi.org/10.24318/cope.2019.1.4>

### 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.



**Prof. Dr. Rizwana Kausar**  
Editor -in-Chief  
UCP Journal of Science and Technology (UCP-JST)



**Dr. Hammad Naveed**  
Pro-Rector  
University of Central Punjab (UCP), Lahore, Pakistan

**Pro-Rector**  
University of Central Punjab  
Lahore.