

THE JOURNAL OF
**CULTURAL
PERSPECTIVES**

**POLICY
HANDBOOK**

THE JOURNAL OF CULTURAL PERSPECTIVES

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Policy Handbook for The Journal of Cultural Perspectives (TJCP)

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Guidelines for Submission of Research Articles:

1. Please mention your Article Type of the following:
 - a. Original Research Article
 - b. Review Article
 - c. Case Study
 - d. Book Review
2. Word Count: All submissions should have a minimum word count of 3000-5000 words.
3. Reference Style: Please adhere to the APA (American Psychological Association) reference style for citations and references.
4. Formatting Requirements: Manuscripts should be submitted in Microsoft Word format. Font: Times New Roman, 12-point size. Double-spaced throughout.
5. Contact Information: Include the full name, affiliation, and contact details of the corresponding author. Provide a brief author biography. Use institutional email address.
6. Abstract: Include a structured abstract of 200 words summarizing the key aspects of the research (for original research articles).
7. Keywords: Include a list of 3-10 keywords that best represent the content of the article.
8. Figures and Tables: Ensure that all figures and tables are clear, labeled, and cited in the text.
9. Acknowledgments: If applicable, include any acknowledgments at the end of the manuscript.
10. Reviewers: Please provide the names, contact numbers, and organizational email IDs of two potential reviewers.
11. Ethical Considerations: Authors must affirm that the research complies with ethical standards and guidelines.

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12. **Plagiarism Check:** Submissions will undergo a plagiarism check. Ensure that the work is original and properly cited.
13. **Submission Process:** Manuscripts should be submitted electronically through the online submission system.
14. **Review Process:** The review process will follow a double-blind peer-review system.
15. **Acceptance Notification:** Authors will be notified of the acceptance status, and feedback will be provided after the review process.
16. **Publication Rights:** Authors should confirm that the submitted work is original, and they have the right to publish the content.
17. **Article Processing Fee: 30,000 PKR**
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Important Note: Authors are encouraged to carefully review the guidelines before submitting their manuscripts to facilitate a smooth and efficient review process.

Peer Review Policy:

The Journal of Cultural Perspectives (TJCP) adheres to a rigorous peer review process to ensure the quality and integrity of the scholarly research published in the journal. The following peer review policy outlines the procedures and criteria employed in the evaluation of submitted manuscripts:

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Scope and Focus:

- Cultural Perspectives is committed to the reinterpretation of culture. It publishes original research. Innovative, critical papers are given preference that interrogate old patterns and cultural infrastructures and further new theories. The journal does not publish papers that ignore the broader relevance of their investigation for an international readership.
- The Journal of Cultural Perspective aims to promote and welcome scholarly research on all branches of Cultural Studies in the widest sense as original contributions of researchers. We believe in diversity, tolerance, and fruitful scholarly discussions and research.
- The scope of the Journal is deliberately given as wide a berth as possible; various aspects of Cultural Thought and Civilization, Social and Natural Sciences, and Occidental Studies, Comparative Civilizations as well as contemporary issues that interface with culture in the current geopolitical environment are addressed. Specified fields of social Studies, Anthropology, Cultural Studies, Folklore, Linguistics, Literature, Musicology, Performance Studies, Visual Arts, and Sociology are explained.
- The journal of cultural perspectives (TJCP) welcomes faculty members from various universities nationally & internationally, as well as freelance researchers to publish their manuscripts and research works related to social studies, without any racial or religious discrimination.
- TJCP publishes manuscripts and articles after double blind peer review process, which is carried out by leading scholars; Cultural Studies in order to enhance academic research which has close linkages with the society.

Double Blind Peer Review:

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All submitted manuscripts undergo a double-blind peer review process. This process ensures anonymity for both authors and reviewers, thereby maintaining impartiality and objectivity in the evaluation of manuscripts. Reviewers are selected based on their expertise and experience in the relevant field of study.

Selection of Reviewers:

Reviewers are chosen based on their expertise in the subject matter addressed in the manuscript. They may include scholars, researchers, and practitioners with a strong background in cultural studies, social sciences, humanities, or related disciplines.

Evaluation Criteria:

Reviewers assess manuscripts based on criteria such as originality, significance, methodology, theoretical framework, clarity of presentation, and contribution to the field. Manuscripts are evaluated for their scholarly merit, relevance to the journal's scope, and potential impact on the advancement of cultural studies.

Feedback and Recommendations:

Reviewers provide constructive feedback, comments, and recommendations to authors to improve the quality and clarity of their manuscripts. Authors are encouraged to address reviewers' comments and revise their manuscripts accordingly.

Editorial Decision:

Following the peer review process, the editorial board makes final decisions regarding the acceptance, revision, or rejection of manuscripts. Authors are notified of the editorial decision along with feedback from reviewers.

Confidentiality and Integrity:

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TJCP maintains confidentiality throughout the peer review process to protect the anonymity of authors and reviewers. Reviewers are expected to uphold the highest standards of ethical conduct and integrity in evaluating manuscripts.

Open Access Policy:

The research articles published in the Journal of Cultural Perspectives are fully open access and freely available to read, download and share. Articles are published under the terms of a Creative Commons license which permits use, distribution and reproduction in any medium, provided the original work is properly cited.

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A complete version of the work and all supplemental materials, including a copy of the permission as stated above, in a suitable standard electronic format is deposited immediately upon initial publication in at least one online repository that is supported by an academic institution, scholarly society, government agency, or other well-established organization that seeks to enable open access, unrestricted distribution, interoperability, and long-term archiving.

Originality and Plagiarism Policy:

The Journal of Cultural Perspectives (TJCP) is committed to upholding the highest standards of academic integrity and originality in scholarly research. The following policy outlines our expectations regarding originality and plagiarism in submitted manuscripts, in accordance with

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the guidelines established by the Higher Education Commission (HEC) and international standards of ethical conduct:

Originality of Manuscripts: Authors are expected to submit original work that has not been previously published elsewhere. Manuscripts submitted to TJCP should represent the author's own original research and intellectual contributions. Authors should ensure that their submissions are free from any form of plagiarism, including verbatim copying, paraphrasing, or appropriation of ideas without appropriate citation.

Attribution and Citation: Authors must appropriately cite and acknowledge the contributions of others in their manuscripts. Proper attribution should be given to all sources of information, including direct quotations, paraphrases, and ideas derived from previously published works. Authors should follow the citation style specified by TJCP's guidelines and provide accurate references to enable readers to locate the original sources.

Plagiarism Detection: TJCP employs plagiarism detection software to screen submitted manuscripts for potential instances of plagiarism or text overlap with existing publications. Authors are advised to review their manuscripts carefully and ensure that all sources are properly cited to avoid any concerns regarding plagiarism.

Definition of Plagiarism: Plagiarism is defined as the act of presenting someone else's work, ideas, or words as one's own without proper attribution or permission. This includes, but is not limited to, copying text from other sources without citation, paraphrasing content without acknowledgement, and self-plagiarism (i.e., reusing one's own previously published work without appropriate citation).

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Consequences of Plagiarism: Manuscripts that contain instances of plagiarism or academic misconduct will be subject to rejection or retraction from publication. Authors found to have engaged in plagiarism may be barred from submitting future manuscripts to TJCP and may face additional consequences as determined by the editorial board.

Author Responsibilities: Authors are responsible for ensuring the originality and integrity of their submissions. By submitting a manuscript to TJCP, authors certify that the work is original, has not been previously published, and does not infringe upon the intellectual property rights of others. Authors should disclose any potential conflicts of interest and provide proper attribution for all sources of information used in their research.

Editorial Review: The editorial board of TJCP evaluates submitted manuscripts for originality, significance, and scholarly merit. Editors may request additional information or clarification from authors regarding the originality of their work and may use plagiarism detection tools to verify the integrity of submitted manuscripts.

Appeals and Disputes: Authors who believe their work has been unfairly accused of plagiarism may appeal the decision to the editorial board. Appeals will be reviewed on a case-by-case basis, and authors will be given the opportunity to provide evidence in support of their claim.

Subscription Details:

The Journal of Cultural Perspectives (TJCP) operates on an open-access model, providing free and unrestricted access to all published articles and content. We believe in the importance of making scholarly research accessible to a global audience without barriers to access or subscription fees.

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As an open-access journal, TJCP does not require readers to subscribe or pay any fees to access our publications. All articles published in TJCP are freely available online, ensuring that our research reaches a wide audience of scholars, researchers, policymakers, practitioners, and interested readers around the world.

We are committed to promoting knowledge sharing, collaboration, and the dissemination of high-quality research in the field of cultural studies and interdisciplinary research. By removing access barriers, we aim to facilitate greater engagement with scholarly research and contribute to the advancement of knowledge on cultural perspectives.

Ethical Guidelines:

The Journal of Cultural Perspectives (TJCP) is committed to upholding the highest standards of ethical conduct in scholarly research and publication. Authors, reviewers, editors, and other stakeholders are expected to adhere to the following ethical guidelines:

Authorship and Originality: Authors should ensure that all submitted manuscripts represent their original work and that all contributors who have made significant contributions to the research are listed as authors. Proper attribution should be given to all sources of information, and authors should refrain from engaging in plagiarism, self-plagiarism, or any form of academic misconduct.

Conflict of Interest: Authors should disclose any potential conflicts of interest that may influence the interpretation or presentation of their research findings. Conflicts of interest may include financial interests, personal relationships, or affiliations that could bias the research or create the perception of bias.

Human and Animal Rights: Authors should adhere to ethical standards and guidelines for research involving human subjects or animal experimentation. Research involving human

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participants should be conducted in accordance with the principles outlined in the Declaration of Helsinki, and informed consent should be obtained from all participants. Research involving animals should comply with ethical guidelines and regulations for the humane treatment and care of animals.

Data Integrity and Transparency: Authors should ensure the accuracy and integrity of their research data and provide transparent reporting of methods, procedures, and findings. Data fabrication, falsification, or manipulation is strictly prohibited, and authors should retain raw data and research materials for verification and replication purposes.

Peer Review: Reviewers and editors should conduct peer review in an objective, fair, and timely manner. Reviewers should provide constructive feedback and recommendations to authors to improve the quality of their manuscripts, and editors should make editorial decisions based on the merits of the research and the integrity of the publication process.

Confidentiality: Reviewers, editors, and journal staff should maintain confidentiality throughout the peer review process and refrain from disclosing any confidential information or manuscript content to unauthorized individuals. Authors' identities should remain anonymous to reviewers, and reviewers' identities should remain anonymous to authors.

Editorial Independence: Editors should exercise editorial independence and impartiality in their decision-making processes, free from undue influence or bias. Editorial decisions should be based solely on the quality and significance of the research, regardless of factors such as authors' affiliations, reputation, or funding sources.

Correction and Retraction: In cases of errors, inaccuracies, or ethical breaches identified after publication, TJCP will consider issuing corrections, clarifications, or retractions as appropriate. Authors should promptly notify the editorial office of any errors or concerns regarding their

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published work, and editors will investigate and take appropriate action in accordance with established guidelines.

Privacy Statement:

The Journal of Cultural Perspectives (TJCP) is committed to protecting the privacy and confidentiality of personal information collected from users, authors, reviewers, and other stakeholders. This privacy statement outlines how TJCP collects, uses, stores, and protects personal information in accordance with applicable privacy laws and regulations:

Information Collection: TJCP collects personal information from users, authors, and reviewers for the purpose of facilitating the submission, review, and publication of scholarly research articles. Personal information may include names, email addresses, affiliations, and other contact details provided voluntarily by users during the registration, submission, or review process.

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1. **Paper Submission Period:** Authors are provided a submission window of three weeks from the date of advertisement to submit their manuscripts to TJCP.
2. **Article Review Timeline:** Reviewers are contacted via email and asked to confirm their willingness to review articles within five working days. Once they accept the invitation, articles are sent to them for review, and they are expected to complete their review within seven working days. Please note that timelines may be adjusted in response to unforeseen circumstances on the reviewers' end.

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3. **Article Acceptance Process:** The entire acceptance process typically takes three months. This includes a thorough review by the editorial team, followed by peer review, revisions requested from the author, final editing, and acceptance.
4. **Article Publication:** Accepted articles are published online within four weeks after acceptance. This timeframe allows for additional review, editing, design, and the publication process to ensure the quality and accuracy of published articles.
5. **Publication Issue Timelines:** TJCP is a bi-annual journal, with one issue published from January to June and the second issue from July to December. Ideally, issues are published in June and December, aligning with the end of each publication period.
6. **Publication Process Steps:** From the date of receipt of a research article to its publication, the process involves careful review by the editorial team, peer review, revisions as needed, final editing, design, and publication.

Article Processing Fee:

The Journal of Cultural Perspectives (TJCP) charges an article processing fee/publication fee of 30,000 PKR (Pakistani Rupees) for accepted manuscripts. This fee helps support the publication process, including manuscript handling, peer review, editing, production, and online hosting, ensuring the quality and accessibility of published research.

Waiver Policy: TJCP recognizes that authors may face financial constraints that make it difficult to cover publication fees. As part of our commitment to promoting equitable access to scholarly publishing, we offer waivers of the article processing fee/publication fee on a case-by-case basis. Authors experiencing financial hardship or from institutions with limited funding may request a waiver by contacting the editorial office of TJCP.

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Disclosure and Conflict of Interest:

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Correction and Retraction of Research Articles:

The Journal of Cultural Perspectives (TJCP) is committed to maintaining the integrity and credibility of published research. In cases where errors, inaccuracies, or ethical concerns are identified in published articles, TJCP follows a transparent and responsible process for issuing corrections or retractions.

Correction: If errors or inaccuracies are discovered in a published article that do not invalidate the overall findings or conclusions, TJCP may issue a correction notice. Corrections are typically made to the online version of the article, with a note added to indicate the nature of the correction and any changes made.

Retraction: In cases where serious errors, misconduct, or ethical violations are identified that significantly impact the validity or reliability of the published work, TJCP may retract the article from publication. Retraction notices are issued to alert readers to the reasons for retraction and to ensure the integrity of the scholarly record.

Process: Corrections and retractions are initiated following a thorough investigation by the editorial board of TJCP. Authors may be contacted to provide explanations or responses to

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concerns raised. The decision to issue a correction or retraction is made by the editorial board based on the severity of the issues identified and in accordance with established guidelines and ethical standards.

Transparency: TJCP maintains transparency throughout the correction and retraction process by clearly documenting the reasons for the action taken and providing detailed explanations to readers. Correction and retraction notices are prominently displayed on the TJCP website and linked to the original article for reference.

Author Responsibility: Authors are expected to cooperate fully with the correction and retraction process and to take responsibility for any errors or misconduct identified in their published work. Authors may be asked to provide retractions or corrections voluntarily if necessary.

Contribution and Consents of Each Author:

The Journal of Cultural Perspectives (TJCP) adheres to principles of transparency, integrity, and accountability in scholarly research and publication. Authors submitting manuscripts to TJCP are required to adhere to the following policy regarding contribution and consent of each author:

1. **Authorship Criteria:** Authorship credit should be based on substantial contributions to the conception, design, execution, or interpretation of the research study. All individuals listed as authors must have made significant intellectual contributions to the manuscript and agree to be accountable for the content of the published work.
2. **Contributions Statement:** Authors are required to provide a contributions statement detailing the specific contributions of each author to the research study. This statement should clearly outline the roles and responsibilities of each author, including but not limited to designing the

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study, collecting or analyzing data, drafting or revising the manuscript, and approving the final version for submission.

3. **Consent of Each Author:** Authors must obtain the explicit consent of all individuals listed as authors on the manuscript before submission. Each author should review and approve the final version of the manuscript and agree to its submission for publication in TJCP.
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5. **Corresponding Author Responsibility:** The corresponding author is responsible for ensuring that all co-authors meet the criteria for authorship, have reviewed and approved the final manuscript, and have provided consent for submission. The corresponding author serves as the primary point of contact for communication with the editorial office of TJCP.

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