

# Policy Document

Asian Journal of Allied Health Sciences



Faculty of Allied Health Sciences

The University of Lahore

Year 2022



**Editor**  
Asian Journal of Allied Health Sciences

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Asian Journal of Allied Health Sciences

## **1. General**

### **1.1 Purpose**

Asian Journal of Allied Health Sciences (AJAHS) is hosted under the umbrella of Faculty of Allied Health Sciences at The University of Lahore. This document is aimed to facilitate the whole publication process of the journal in accordance to HEC rules and international standards of research journals.

### **1.2 Scope**

This policy is applicable to Asian Journal of Allied Health Sciences (AJAHS) published by Faculty of Allied Health Sciences. The scope of the journal covers basic medical sciences, medicine and allied specialties, surgery and allied specialties, dentistry, physiotherapy, nursing, pharmacy, biotechnology, public health and other branches of the allied health sciences.

### **1.3 Policy Statement**

1.3.1 Journal will continue to use Open Journal System (OJS) for all types of communications and publication process to ensure transparency, integrity and efficiency. Journal will aim to be indexed with international indexing agencies including Web of Science and SCOPUS as per HEC guidelines.

1.3.2 The Journal will continue its Editorial and Advisory Board. The Editorial board is comprised of Patron in-chief, Patron, Chief Editor, and Editor, Managing Editor, and Journal Coordinator. While Advisory Board Comprise of reputed national and international subject specialists with research expertise. The details of Advisory and Editorial board are attached in annexure A.

## **2. Procedure**

Asian Journal of Allied Health Sciences (AJAHS) will continue to use Open Journal System (OJS) for submission of manuscripts, review process and publication of issues and volumes of journal. All authors, Reviewers, and Editor must have to register on OJS after accepting the terms and conditions in declaration. The Journal will continue its double-blind peer review policy to ensure research quality and transparency of process. The publication process is given below:

2.1 Call for paper shall continue to be published on Journal website. All manuscripts will be received electronically through Open Journal System.

2.2 Author Guidelines are as follow:

The research paper must be typed, Single spaced with Times New Roman Font, employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points. Page margins should be as follow:

Top: 1"

Bottom: 1"

Left: 1"

Right: 1"

Indentation: 0"

Gutter Position: Left

Gutter: 0"

  
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All contributors should follow the recognized style of typing references and bibliography as incorporated in APA 6th manual for research articles. It would be appreciated if footnotes / references are given serial numbers / or alphabetically and be placed at the end of article. Further, it may be noted that only one article of any author or co-author will be considered for publication.

2.3 Publication Ethics and malpractice statement is given in Annexure B with complete details of roles and duties of Authors, Editors, and Reviewers.

2.4 Editorial Committee shall continue its task of initial screening through desk review to ensure that the manuscript is within the scope of journal and formatted accordance to the Journal Guidelines. Editorial Team can reject a paper in initial screening if it includes thematic irrelevance, language problems, faulty research methodology and/or lack of conceptual clarity.

2.5 The Editor will generate the Similarity index reports of accepted papers (after desk review) for further processing. The paper may be accepted or rejected on basis of similarity index report in light of HEC policy.

2.6 The accepted papers will be sent to the Reviewers as per journal guidelines. Journal will maintain and regularly update panel of reviewers with approval of editorial board. No institutional (in-house) reviewers will be allowed.

2.7 On final acceptance by reviewers and necessary proof reading by the editor/proof reader, the paper will be published both in hard form as well as on journals' website. The frequency of publication of journal will be decided by the editor.

2.8 Editor shall monitor to ensure that an article must be processed on each step as mentioned above with minimum time.

2.9 Journal will have at least 05 articles in each issue. However, an effort should be made to include 07-10 articles for each journal issue, final decision of inclusion of number of papers will be made by the Editor.

2.10 The immediate family (parents, spouse, siblings, Children) of the editorial team will be allowed to publish no more than one paper in three consecutive issues.

2.11 Only 5% self-institutional publications are allowed under HEC policy.

2.12 All efforts should be made to invite and publish international authors. Journal shall target at least 1/4<sup>th</sup> of the published articles should have international authorship.

### 3. Financial Rules

3.1 The financial management of a journal will be governed by the overall financial rules of the University of Lahore

3.2 Local and international reviewers will be paid honorarium as approved by Editorial Board.

3.3 The cost of printing administrative expenditure will be covered by the University if not funded by HEC.

3.4 Journal may charge publication fee from authors with the approval of Editorial Board.



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The University of Lahore

**Editor**

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Dean FAHS  
Faculty of Allied Health Sciences  
The University of Lahore, Pakistan

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Centre of Excellence, Punjab University  
Molecular Biotechnology

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PhD. Bio-Technology, Genetics and Molecular Biology (France)  
University of Health Sciences, Lahore  
Forensic Department

**Dr. Asghar Khan**  
PhD, Nursing  
Khyber Medical University, Peshawar  
Principal, Nursing School

  
**Editor**  
Asian Journal of Allied Health Sciences

**Defence Road Campus**  
1-Km, Defence Road,  
Off Bhobatian Chowk, Lahore.  
Tel: + 92 42 35322501-12  
Fax: +92 42 35321761

**Islamabad Campus**  
6.7-Km, Japan Road,  
Sihala Zone-5, Islamabad  
Tel: + 92 (051) 4486422-6

**Gujrat Campus**  
Main GT Road, Adjacent  
Chenab Bridge, Gujrat.  
Tel: + 92 (053) 3589155

**Sargodha Campus**  
10-Km, Lahore Road,  
Sargodha-Pakistan.  
Tel: + 92 48 38881012-16

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**uol.edu.pk**  
info@uol.edu.pk  
UAN: 111-865-865



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**Assistant Prof. Dr. Muhammad Khizar Bashir**  
Consultant Khizar Eye Clinic, Karachi  
PhD. Ophthalmology

**Assist Prof. Dr. Usra Naeem**  
PhD Anesthesia (UK)  
School of Medicine, The University of Nottingham, Nottingham,  
United Kingdom.

**Prof. Dr. Aref Saidi**  
PhD. Sports Pathology & Corrective Exercises  
Professor  
Tehran University, Iran

**Prof. Dr. Atif Ikram**  
Professor of Audiology  
National Hospital, Lahore

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University Institute of Physical Therapy,  
University of Lahore

### **Coordinator**

**Dr. Umber Nawaz**  
Lecturer  
University Institute of Physical Therapy,  
The University of Lahore, Pakistan

### **Biostatistician**

**Mr. Kamran Hanif**  
Assistant Professor.

**Editor**

**Asian Journal of Allied Health Sciences**

#### **Defence Road Campus**

1 km, Defence Road,  
Off Bhobattan Chowk, Lahore.  
Tel: + 92 42 35322501-12  
Fax: +92 42 35321761

#### **Islamabad Campus**

6.7 km, Japan Road,  
Sihala Zone 5, Islamabad  
Tel: + 92 (051) 4486422-6

#### **Gujrat Campus**

Main GT Road, Adjacent  
Chenab Bridge, Gujrat.  
Tel: + 92 (053) 3589155

#### **Sargodha Campus**

10-km, Lahore Road,  
Sargodha-Pakistan  
Tel: + 92 48 38881012-16



## INTERNATIONAL

**Prof. Dr. Guido. C. Robotti (Switzerland)**  
MD, Radiology  
Consultant Radiologist Regional Hospital Lugano  
Switzerland.

**Prof. Dr. Nasir Hameed (UK)**  
PhD Diagnostic ultrasound  
UK

**Prof. Dr. Hossein Karimi (Iran)**  
PhD, Physiotherapy (Biomechanics)  
Professor,  
University of Sharjah

**Prof. Dr. M. Ali Mohseni Bandpei (Iran)**  
Associate Professor,  
University of Social Welfare and Rehabilitation Sciences,  
Tehran, Iran

**Prof. Dr. Hamayun Zafar (KSA)**  
Professor of Rehabilitation Sciences,  
King Saud University,  
Riyadh, Saudi Arabia

**Dr. Farhan M. Khan (USA)**  
Psychiatrist Katy, Texas  
Texas, USA

**Dr. Naseer Ahmed (Italy)**  
PhD, Physiology and Pathology  
Associate Professor  
University of Verona, Italy  
Italy

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**THE UNIVERSITY OF LAHORE**  
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**Dr. M. Akram Tariq (China)**  
Molecular Biology  
Hunan University of China  
China

**Dr. Uzma Asif (KSA)**  
Assistant Professor of Biochemistry  
Basic Medical Sciences,  
College of Medicine-Jeddah  
Kingdom of Saudi Arabia

**Dr. Muhammad Sulaiman Yousafzai (USA)**  
Biophysicist,  
Post doctoral associate, at Systems Biology Institute, Yale  
Yale, USA

## **NATIONAL**

**Prof. Dr. Asif Hanif**  
Ph.D, Biostatistic  
Director research unit  
Faculty of Allied health sciences (FAHS)

**Prof. Dr. Nazar Ullah Raja**  
PhD. Microbiology  
Ibadat International University, Islamabad  
Pakistan

**Prof. Dr. Muhammad Nawaz Anjum**  
Associate Professor, Surgery,  
University College of Medicine  
University of Lahore, Lahore  
Pakistan

**Prof. Abdul Majeed Akhtar**  
PhD Public Health  
Director  
University Institute of Public Health

**Prof. Dr. Yasmeen Iqbal**  
PhD Sports Sciences and Physical Education  
Head of Department,  
Department of Sports Sciences and Physical Education, Asian journal of Allied Health Sciences

**Editor**



**Defence Road Campus**  
1-Km, Defence Road,  
Off Bhubatian Chowk, Lahore.  
Tel: + 92 42 35322501-12  
Fax: +92 42 35321761

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Sargodha-Pakistan.  
Tel: + 92 48 38881012-16

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**uol.edu.pk**  
info@uol.edu.pk  
UAN: 111-865-865



**Prof. Dr. Saira Afzal**  
Ph.D Medicinal Chemistry  
Assistant Professor  
University of Lahore



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Annexure A  
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**Prof. Dr. Ahmed Bilal Waqar**  
PhD Molecular Pathology  
Pro-Rector of The University of Chenab (UoC),  
Gujarat

**Prof. Dr. Zareen Fatima**  
PhD. Diagnostic Radiology  
Head of Department  
UIRSMIT

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**Defence Road Campus**

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Off Bhubatian Chowk, Lahore.  
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## **Publication Ethics and Malpractice Statement**

### **Ethics Malpractice Statement**

The Asian Journal of Allied Health Sciences (AJAHS) believes in the promotion and implementation of Research Ethics. Some of key points are included below

#### **Duties of Editors**

##### **Fair play and editorial independence**

Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study's validity, clarity) and its relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Editor has full authority over the entire editorial content of the journal and the timing of publication of that content.

##### **Confidentiality**

Editors and editorial staff will not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

##### **Disclosure and conflicts of interest**

Editors and editorial board members will not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage.

##### **Publication decisions**

The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least three reviewers (including one from foreign) who are expert in the field. The Editor is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism or as prescribed by the HEC. The Editor may confer with other editors or reviewers in making this decision.

##### **Involvement and cooperation in investigations**

Editors (in conjunction with the publisher and/or society) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or another note as may be relevant, will be published in the journal.

#### **Duties of Reviewers**

##### **Contribution to editorial decisions**

Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavor.

##### **Confidentiality**



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Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Editor (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

#### **Standards of objectivity**

Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

#### **Acknowledgement of sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. A reviewer should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

#### **Disclosure and conflicts of interest**

Any invited referee who has conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work described therein should immediately notify the editors to declare their conflicts of interest and decline the invitation to review so that alternative reviewers can be contacted.

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the authors. Privileged information or ideas obtained through peer review must be kept confidential and not used for the reviewer's personal advantage. This applies also to invited reviewers who decline the review invitation.

#### **Duties of Authors**

##### **Reporting standards**

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

##### **Data access and retention**

Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least 10 years after publication

##### **Originality and plagiarism**

Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted

  
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by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

#### **Multiple, duplicate, redundant or concurrent submission/publication**

Papers describing essentially the same research should not be published in more than one journal or primary publication. Hence, authors should not submit for consideration a manuscript that has already been published in another journal. Submission of a manuscript concurrently to more than one journal is unethical publishing behavior and unacceptable.

#### **Authorship of the manuscript**

Only persons who meet the authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content: (i) made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study; and (ii) drafted the manuscript or revised it critically for important intellectual content; and (iii) have seen and approved the final version of the paper and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the "Acknowledgements" section after their written permission to be named as been obtained. The corresponding author should ensure that all appropriate coauthors (according to the above definition) and no inappropriate coauthors are included in the author list and verify that all coauthors have seen and approved the final version of the manuscript and agreed to its submission for publication.

#### **Disclosure and conflicts of interest**

Authors should—at the earliest stage possible (generally by agreeing a disclosure form that prompts at the time of submission)—disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. Examples of potential conflicts of interest that should be disclosed include financial ones such as honoraria, educational grants or other funding, participation in speakers' bureaus, membership, employment, consultancies, stock ownership, or other equity interest, and paid expert testimony or patent-licensing arrangements, as well as non-financial ones such as personal or professional relationships, affiliations, knowledge or beliefs in the subject matter or materials discussed in the manuscript. All sources of financial support for the work should be disclosed (including the grant number or other reference number if any).

#### **Acknowledgement of sources**

Authors should ensure that they have properly acknowledged the work of others, and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author(s) of the work involved in these services.



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**Hazards and human or animal subjects**

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

**Peer review**

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically on OJS point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

**Fundamental errors in published works**

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal's editors or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper.

**Duties of the Publisher****Handling of unethical publishing behavior**

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, in the most severe case, the retraction of the affected work. The publisher, together with the editors, shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.

**Access to journal content**

The publisher is committed to the permanent availability and preservation of scholarly research and ensures accessibility by partnering with organizations and maintaining our own digital archive.

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