

1. Aims, Objectives and Scope

The VFAST Transactions on Education and Social Sciences is a peer-reviewed scientific journal published by the VFAST-Research Platform. It was established in 2013 and covers the areas of Education or Social Sciences. The aim of this journal is to provide an international platform for academicians and social science researchers all over the world to promote, share, and discuss various new issues and development in the field of Education and social sciences. The further aim is to make quality publication, for the purpose the research papers are passed through the rigorous peer-review process to ensure originality, relevance, and readability. The journal also seeks clearly written survey and review articles from experts in the field, to promote insightful understanding of the state-of-the-art and technology trends. The Objectives of the Journal are to continue to pursue a high level of research publications and assume leadership in research journals of the field with excellence.

Scope

The journal publishes original papers including but not limited to the following fields:

Inclusive Education, Early Childhood Education, ICT in Education, Economics of Education, Education Leadership and Management, Sociology of Education, Curriculum Development, Pedagogy, Linguistics, and other Social Science related areas.

Peer Review Process

The journals use a double-blind review policy, which means that the reviewers and authors don't know the names of each other.

Steps in the Peer-Review Process

The peer-review process of VTESS is described in the following table:

No.	Step	Estimated Time
1	Internal Review by the Editor	7 days
2	Review Process after the successful initial step	30-40 days
3	Communication of review reports to authors for minor/major revision	7 days
4	Submission of the revised paper	15 days
5	Submission of Compliance reports to the reviewers	7 days
6	Acceptance of paper	7 days

	(on successful submission of revised paper)	
	Total days from submission to Acceptance	83 days

Paper is returned to authors if it does not meet the initial screening in the first step.

Paper is rejected/Accepted with minor changes/ Accepted with Major Changes in step 2

Final Acceptance within 3 months after step#1.

Note: Authors are requested to revise the paper carefully in accordance with the reviewers' suggestions to avoid unnecessary delay in the review process.

2. Publication Frequency

1. Until 2020 the Journal Published yearly
2. From 2021 the Journal has been publishing quarterly

3. Open Access Policy

The journal allows readers to freely read, download, copy, distribute, print, search, or link to the full texts of its articles and to use them for any other lawful purpose. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge

Archiving

This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration. More...

4. Publication Ethics and Publication Malpractice Statements

VFAST Transactions on Education and Social Sciences (VTESS) is a peer-reviewed journal dedicated to the advancement of education and social science research with excellence. The Journal doesn't compromise on quality and originality of research and followed the standard rules of publication ethics. In the journal all submitted manuscripts passes through plagiarism test as an initial screening. Further, it goes through Single-Blind peer review process. The final editorial decision of Acceptance/ Acceptance with minor revision/ Acceptance with major revision or Rejection depends on the reviewers recommendations.

To ensure the integrity of scholarly publishing: publisher, editors, reviewers and authors are required to follow the following ethical standards.

Duties of Publisher:

As per the standards defined by Committee on Publication Ethics (COPE) the publisher of VTESS is responsible for:

1. To define the relationship between publisher, editor and other parties in a contract

2. To respect privacy (for example, for research participants, for authors, for peer reviewers)
3. To protect intellectual property and copyright
4. To maintain the confidentiality of the submitted research work
5. To maintain Authorship – Transparency and integrity (for example, conflicts of interest, research funding, reporting standards – Peer review – Appeals and complaints)
6. To review journal policies periodically based on international standards of publication ethics
7. To implement code of conduct for editors, reviewers and authors
8. To maintain the integrity of the record
9. To investigate suspected research and publication misconduct
10. To Publish corrections, clarifications, and retractions
11. Publish content on a timely basis

Duties of Editors:

Editor is responsible for:

1. To check the submitted manuscript with the scope of the Journal
2. To check the similarity (if the overall similarity is more than 19% or one source similarity is more than 5% then straight away rejected)
3. To evaluate manuscript only for their intellectual contents without regard to the nature of author, institution or other influential reasons
4. To maintain the information of submitted manuscript confidential to anyone other than reviewers, section editors and publisher
5. Not to use the disclosed unpublished material and idea of the submitted manuscript for his/her own research

Duties of Reviewers

Reviewers are responsible for:

1. To review that manuscript for which they feel qualified
2. To evaluate a manuscript in the assigned and agreed bracket time
3. To maintain the information of submitted manuscript confidential
4. To conduct review objectively and should not use personal criticism of the author
5. To identify the relevant published work which is not cited
6. To take notice and inform the editor if they get any type of substantial similarity in idea or in text
7. To keep confidential the ideas obtained through peer review and must not use for personal advantage
8. To not take the manuscript for evaluation, in case, of any conflicts of interest based on any connection with authors or institutions related to the submitted research

Duties of Authors

1. Authors should submit original research with objective discussion of its significance. A manuscript should contain existing ideas with references and contribution with logical evidences
2. Authors are bound to make available the raw data if they asked to provide in connection with a paper for editorial review
3. Authors must adhere the publication requirement of VTESS during submissions like copyright license agreement and copyright transfer as mentioned in “authorGuidelines”
4. Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study
5. It is to make sure that all authors have seen the final approved version and they have no conflict in submission
6. It is to make sure that all authors should disclose that they have no conflict of interest in this submission and possible publication

5. Publication Fee

All articles published in VTESS are openly accessible and freely available online immediately after publication. This is made possible through an Article Processing Fee (APF), which covers the spectrum of the publishing services we offer. This includes the provision of article production and hosting, the connection to abstraction and indexing services, and customer service. The APF, payable when your manuscript is editorially approved before its publication, will be paid either by you or by your funder institution, or employer.

The publication fee is actually the processing charges which are set minimum in order to promote our slogan of "Spreading ideas" without heavy financial constraints, the set fee is:

1. Rs. 40,000/- for Pakistani and USD: 250 for foreign authors.
2. In addition there is a 20% discount for Ph.D. and MS scholars as principal authors.

6. Retraction Policy

As per the COPE Retraction Policy <https://publicationethics.org/node/19896>, VFAST Research Platform adopt the same as mentioned below:

Key points

Editors should consider retracting a publication if:

- They have clear evidence that the findings are unreliable, either as a result of major error (eg, miscalculation or experimental error), or as a result of fabrication (eg, of data) or falsification (eg, image manipulation)
- It constitutes plagiarism
- The findings have previously been published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification (ie, cases of redundant publication)

- It contains material or data without authorisation for use
- Copyright has been infringed or there is some other serious legal issue (eg, libel, privacy)
- It reports unethical research
- It has been published solely on the basis of a compromised or manipulated peer review process
- The author(s) failed to disclose a major competing interest (a.k.a. conflict of interest) that, in the view of the editor, would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

Notices of retraction should:

- Be linked to the retracted article wherever possible (ie, in all online versions)
- Clearly identify the retracted article (eg, by including the title and authors in the retraction heading or citing the retracted article)
- Be clearly identified as a retraction (ie, distinct from other types of correction or comment)
- Be published promptly to minimise harmful effects
- Be freely available to all readers (ie, not behind access barriers or available only to subscribers)
- State who is retracting the article
- State the reason(s) for retraction
- Be objective, factual and avoid inflammatory language

Retractions are not usually appropriate if:

- The authorship is disputed but there is no reason to doubt the validity of the findings
- The main findings of the work are still reliable and correction could sufficiently address errors or concerns
- An editor has inconclusive evidence to support retraction, or is awaiting additional information such as from an institutional investigation
- See also Expressions of Concern Forum discussion.
- Author conflicts of interest have been reported to the journal after publication, but in the editor's view these are not likely to have influenced interpretations or recommendations or the conclusions of the article.

Related resources

- Undisclosed conflict of interest in a published article, flowchart
- The scientometrics of retractions, COPE European Seminar 2019
- Retractions: a publisher's perspective, COPE European Seminar 2019
- Guías para la retractación, Spanish translation

7. Online Submission Policy

Author Guidelines

- Manuscripts (VTESS Template) should be typewritten in English on one side only with wide margins using single spacing throughout on pages of size: letter (8.5*11) double-column of column width 3.38 and spacing 0.25 with further requirements as described given below:
- The front page should contain the article title font size 16, Times New Roman, author's names are of size 10, and affiliation of font size 8, Times New Roman, abstract size 8, Times New Roman and italic; and keywords size 8, Times New Roman. The abstract should have 150-250 words and should be intelligible to general readers without recourse to the main text. A list of notations should be avoided, but new notations and departures from standard use should be explained in the text.
- Articles should, in general, begin with an introduction that adequately covers the literature and scope of the paper. Each section in the paper should be numbered. Each article should have, in general, a conclusion or discussion section. Any appendices should follow the Reference section.
- Proper figure preparation is essential for optimum reproduction of line drawings and photographs. Figures and Tables should be placed as part of the text and should be numbered. Reprints, if needed, should be ordered as soon as the article is accepted for publication.
- References should be listed at the end of the main text in APA style. All in-text citations (references) should be listed in order, that are like Wallace et al. (2009) states... Or ... (Wallace et al., 2009).
- o References :
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Maxwell, J. C. (1873). *A treatise on electricity and magnetism* (Vol. 1). Clarendon press.
Lamont, M., & Molnár, V. (2002). The study of boundaries in the social sciences. *Annual review of sociology*, 28(1), 167-195.
Jacobs, I. S. (1963). Fine particles, thin films and exchange anisotropy. *Magnetism*, 271-350.
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Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

- After the acceptance, authors will require to make the manuscript as per the format: VTESS Template,
- The originality of the Work: As per our policy, VFAST considers only original papers that have not been published elsewhere and are not currently under consideration by another conference/journal. In addition, if authors have used their own previously published work or work under review as a basis for their manuscript, they are required to cite the previous work and indicate how the manuscript presents novel contributions beyond those of the previous work. For sequence similarity the Turnitin software shall be used, the required threshold should be less than 20% and the individual rate should be less than 5%.
- VTSE is an open-access journal with publishing fees of Rs. 40000 for an accepted paper (20 % discount for students) (see <https://vfast.org/journals/index.php/VTESS/about/editorialPolicies#custom-2> for details). This manuscript, if accepted, will be published under an open access Creative Commons CC BY license (<https://creativecommons.org/licenses/by/4.0/>), and I agree to pay the Article Processing Charges as described in the journal webpage.