



Policy Document
VFAST Transactions on Islamic Research

VFAST
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List of Code Listings

1 About the Journal

The ***VFAST Transactions on Islamic Research*** is a peer-reviewed journal published by the VFAST-Research Platform. It was established in 2013 and covers areas of Islamic Research. The scope covers Qur'anic Studies; Hadith; Sufi Literature; Islamic Philosophy; Islamic Law; Early Islamic Historiography; Islamic History and Society; Islamic Thought and Literature; Islamic Origins; Islamic Politics; Islamic Law, Islamic Banking, Islamic Society, Christians, Muslims, and Jews in Late Medieval Spain; Christian-Muslim Relations: Past, Present and Future; Women and Islam, and Islam and Peace.

The Journal has started 4 issues per year from 2021 (January-March, April-June, July-September, and October-December)

ISSN: 2309-6519 (Online), 2411-6327 (Print)

Editor in Chief: Dr. Abzahir Khan, Associate Professor, Abdul Wali Khan University Mardan

2 Aims, Objectives and Scope

The ***VFAST Transactions on Islamic Research*** is a yearly peer-reviewed journal published by the VFAST-Research Platform. It was established in 2013 and covers areas of Islamic Research. The aim of the journal is to provide an international research platform to the scholar of Islamic Research and academicians all over the world to promote, share, and discuss various issues in the field of religious studies along with the development of world in various directions mostly related with social and humanity. The research papers for publications passed through 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 its solution. The Objectives of the Journal is to continue to pursue a high level of research publications and assume leadership in research journals of the field with excellence.

2.1 The Scope:

The scope covers Qur'anic Studies; Hadith; Sufi Literature; Islamic Philosophy; Islamic Law; Early Islamic Historiography; Islamic History and Society; Islamic Thought and Literature; Islamic Origins; Islamic Politics; Christians, Muslims, and Jews in Late Medieval Spain; Christian-Muslim Relations: Past, Present & Future; Women and Islam, and Islam and Peace.

3 Category in term of Language

Multilingual journals, English, Urdu and Arabic

4 Submission

4.1 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 Microsoft Word or PDF document file format as per the template VTIR Template
- The text is single-spaced; uses a 10-point 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, rather than at the end.
- In the "Upload supplementary file" you need to nominate three potential referees from outside your own University and from whom you are independent. In each case, we ask for the name, institution, country, web page, and email address of the potential referee.
- VTIR is an open-access journal with publishing fees of Rs. 25000 For an accepted paper (20% discounts for students) (see [Editorial Policies](#) for details). This manuscript, if accepted, will be published under an open access Creative Commons CC BY license (<https://creativecommons.org/licenses/by/3.0/>), and I agree to pay the Article Processing Charges as described in the journal webpage.

4.2 Author Guidelines

Manuscripts ([VTIR Template](#)) ([VTIR Template Urdu-Arabic](#)) should be typewritten in English/Urdu/Arabic on one side only with wide margins using single spacing throughout on pages of size: letter (8.5*11) single-column 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

- Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](#)).



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4.4 Privacy Statement

Introduction

Your privacy is important to the VFAST Research Platform. This privacy statement provides information about the personal information that the system collects and the ways in which the journals uses that personal information.

Personal information collection

VFAST Research Platform may collect and use personal information that is necessary for the processing and publication of manuscripts submitted to us. This information may include names, affiliation, and contact details; including emails, phone numbers, and fax numbers.

Using personal information

Any personal information received by VFAST Research Platform will only be used to process and publish your manuscript.

- administer this website;
- personalize the website for you;
- enable your access to and use of the website services;
- process your manuscript;
- publish your manuscript;
- send to you communication about your manuscript
- send to you statements and invoices;
- collect payments from you; and
- send you marketing communications.

Where VFAST Research Platform discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, VFAST Research Platform may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

Securing your data

VFAST Research Platform will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.

Cross-border data transfers

Information that the VFAST Research Platform collects may be stored and processed in and transferred between any of the countries in which the VFAST Research Platform operates to enable the use of the information in accordance with this privacy policy. In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world. You agree to such cross-border transfers of personal information.

Updating this statement

VFAST Research Platform may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

5 Journal Policies

5.1 Open Access Policy

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.

5.2 Review Policy

The Journal is an online and print open access, double-blind peer review which means that both reviewer and author don't know each other's names in the process. The review of a submitted manuscript passes through the following steps

- Initial screening for the suitability of the article in terms of topic, content, presentation style, plagiarism, and mechanics of writing is carried out by the Editor & Associate Editors.
- For the Plagiarism check, the manuscript passes through the plagiarism software, the acceptable similarity is less than 20
- Manuscripts that meet the Journal criteria are sent to two reviewers in the relevant field. If any of the reviewers differ in their opinions regarding the quality of the work, the paper

will be referred to a third reviewer.

- Authors are informed about the comments or suggestions of the reviewers and are required to revise their paper at a specific time.
- Once the reviews have been received, the editorial team makes a decision to accept or reject a manuscript, or to request an author for further revisions keeping in view the reviewers' comments.
- The Editor may consult experts (anonymous readers) before the referee review when deemed necessary. In such cases, the Editor's decision will be based on the expert report.

Steps in the Peer-Review Process

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

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

Table 1: Peer-Review Process of VTIR

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 step2
- Final Acceptance within 3 months after step1.

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

5.3 Publication Frequency

1. Until 2022, the journal published one issue per year (January-December)
2. From 2021, the journal has been publishing quarterly

5.4 Publication Ethics

VFAST Transactions on Islamic Research (VTIR) is the Peer reviewed journal provides a medium for knowledge sharing related to the Qur'an, Hadith, Fiqh and their applications in the daily life. 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/ 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 VTIR 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 VTIR 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

5.5 Publication Fee

Publication Fee, Funding Sources, and Submission Process

Publication Fee: The fee for paper publication is Rs. 20,000. This fee is essential for maintaining the standard of the journal, covering costs associated with editorial processes, publication infrastructure and other expences.

Sources of Funding: Funding for journal maintenance and operation primarily relies on the following sources:

1. **Higher Education Commission (HEC) Grant:** The Higher Education Commission provides grants to support journals in maintaining academic standards.
2. **Authors fee:** We establish a nominal fee for authors to affordably access a quality platform for publishing their research. This fee adequately covers our expenses for running the journal and associated operations.

Journal Publication Fee Submission Process:

Publication fees for the journal are to be submitted through bank transfer to the following account:

Account Title: VFAST Research Platform

Account Number: 55600081001049018

IBAN: PK80 BAHK 5560008100104901

Bank: Bank Al Habib Limited

Please ensure that the transaction details are accurately filled in to facilitate the processing of your publication fee.

5.6 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

5.7 Archiving and Preservation Policy

The VFAST Transactions on Islamic Research (VTIR) recognizes the importance of long-term access to scholarly content. We are committed to ensuring the continued accessibility of our published articles even if the journal ceases publication.

Multiple Layers of Backup and Accessibility:

- **Redundant Storage:** All of our electronic content, including website files and manuscripts, is stored on three separate servers along backup remotely with Continuous Data Protection with R1soft.
- . This ensures that content remains online and accessible to readers even if one server experiences an issue. Backups are continuously updated, and in the event of a server failure, we expect to restore full functionality within 24-36 hours.
- **Abstracting/Indexing Services:** Our published articles are registered with reputable Abstracting/Indexing services. These services not only store essential information about articles but may also archive metadata and even full-text versions. This provides an alternative access point for researchers seeking specific articles, independent of our main website.

Long-Term Archiving Plan:

In addition to the measures described above, we are actively developing a plan for the long-term electronic backup and preservation of our content. We are considering established archiving services like CLOCKSS and PubMedCentral to ensure our content remains accessible for future generations of scholars. We will update this section with details of our chosen archiving partner once finalized.

5.8 Plagiarism Policy

Plagiarism involves presenting language, text, thoughts, ideas, or expressions from other authors as one's own original work. This encompasses self-plagiarism, including duplicate or redundant publication, text recycling, and salami slicing. VFAST Transactions on Islamic Research (VTIR) adheres to the guidelines, standards, and policies of COPE and the Higher Education Commission (HEC), Pakistan, regarding plagiarism.

VTIR conducts similarity checks using TURNITIN, and reports are communicated to authors. According to the policy, the required threshold is up to 19% overall, with no more than 4% from a single source.

5.9 Citations Policy

The following guidelines outline crucial principles for responsible authorship and citation practices, aligned with the Committee on Publication Ethics (COPE) guidelines:

Accurate and Relevant Citations:

- All articles, regardless of their nature, must support claims with relevant and up-to-date literature. Citations should not be used solely for embellishment or padding.
- Ensure the cited source directly supports the claim being made and is not misrepresented.

Ethical Self-Citation:

- Self-citation is acceptable when relevant and justified to build upon your previous work or establish connections within your research program. However, excessive self-citation solely to inflate citation counts is unethical and unacceptable.
- Avoid manipulating author lists or collaborating with others for the sole purpose of increasing citations.

Balanced References:

- Select references fairly and objectively, representing the field's breadth and diversity. Do not prioritize citing articles published in the same journal as your submission without compelling justification.
- Avoid omitting relevant work, even if it contradicts your findings. Transparency and comprehensiveness are essential.

Consequences of Citation Manipulation:

- Manuscripts identified as manipulating citations will be rejected. In severe cases, the author's institution may be informed.
- Authors have a responsibility to report any instances of editors or reviewers encouraging citation manipulation to the publisher.

Upholding Ethical Standards:

- By adhering to these guidelines, authors contribute to maintaining the integrity and trustworthiness of research and scholarly communication.

By embracing ethical citation practices, authors ensure the responsible advancement of knowledge and contribute to a credible and trustworthy research ecosystem.

5.10 Revenue Sources Policy

Revenue Sources Policy

Transparency of Revenue Sources:

- The journal is committed to transparency regarding its revenue sources and business models. This includes author fees, subscriptions, advertising, HEC support.

Editorial Independence:

- The journal upholds the principle that publishing fees or waiver status should not influence editorial decision-making. Editorial decisions are based solely on the quality, originality, and significance of the research presented in submissions. The journal's editorial team is independent of its revenue sources and operates with integrity and impartiality.

Author Fees and Waivers:

- The journal may charge author fees for article processing, publication, or other associated services. The applicable fees and any available waivers or discounts should be clearly communicated to authors during the submission process. However, the decision

to accept or reject a manuscript for publication is based solely on academic merit and editorial criteria, not on the author's ability or willingness to pay publication fees.

Disclosure of any conflicts of interest:

- Editors, reviewers, and other individuals involved in the publication process are required to disclose any conflicts of interest that may influence their decision-making or perceptions regarding submissions.

Conflict of Interest Management:

- The journal has established procedures for managing conflicts of interest among editorial staff, reviewers, authors, and other stakeholders. Conflicts of interest are addressed transparently and impartially to ensure the integrity and credibility of the peer review and publication process.

Continuous Improvement:

- The journal is committed to continuous improvement in its revenue models and practices. Feedback from authors, readers, and other stakeholders regarding financial policies and practices is welcomed and considered as part of ongoing efforts to enhance transparency, fairness, and sustainability in the publication process.

This revenue sources policy aligns with the guidelines provided by COPE and CORE and reflects the journal's commitment to integrity, transparency, and ethical conduct in scholarly publishing.

5.11 Copyright Policy

VTIR supports open access principles and operates under the terms of the Attribution 3.0 License (CC-BY). This license permits others to distribute and copy articles, create extracts, abstracts, and other revised versions or derivative works, including translations. It also allows inclusion in collective works such as anthologies and text or data mining, even for commercial purposes.

Under the CC-BY license, users must:

- Credit the author(s) appropriately.
- Not represent the author(s) as endorsing their adaptation of the article.
- Refrain from modifying the article in a manner that damages the author's honor or reputation.

By publishing with VTM, authors grant permission for their work to be freely accessed, distributed, and adapted under the terms of the CC-BY 3.0 License.

We believe that this open-access model encourages collaboration, innovation, and the dissemination of scholarly research.

For more details about the CC-BY 3.0 License, please refer to the Creative Commons website.

- [Licenses Deed](#)

- [Legal Code](#)

5.12 Advertising Policy

Advertising Policy for VFAST Transactions on Islamic Research

1. **Independence from Editorial Decisions:** All advertisements and commercially sponsored publications in VFAST Transactions on Islamic Research remain independent from editorial decisions. The journal does not endorse any product or service marked as an advertisement or sponsored by a third party.
2. **Advertisement Review and Standards:** VFAST Transactions on Islamic Research reserves the right to decline advertising that could damage the journal's brand or is incongruent with its content. Advertisements for products or services known to be harmful to health, such as tobacco and alcohol, will not be accepted.
3. **Truthfulness and Clarity:** Advertisements must be truthful, verifiable, and clearly identify the advertiser and the product or service being offered. Exaggerated or misleading content, including text and artwork, is not permitted.
4. **Content Sensitivity and Withdrawal:** Advertisements must not be indecent, offensive, or related to personal, racial, ethnic, sexual orientation, or religious content. Upon request from the Editor(s)-in-Chief or Publisher, advertisements deployed online may be withdrawn from the journal site.
5. **Targeted Campaign Restrictions:** Treatment- or drug-specific campaigns cannot be targeted to specific articles or pages related to the advertised product. Advertisers may not link to articles using keywords or target advertising based on article content.
6. **Compliance with Legislation:** Advertisements for drug-specific campaigns must comply with relevant European and UK advertising legislation. Advertisers must provide marketing authorization and product characteristics information.
7. **Editorial and Advertising Distinction:** Advertisements and editorial content must be clearly distinguishable. Sponsored supplements must be labeled as such, and if applicable, their review process should be explicitly stated.
8. **Editorial Independence:** Editorial decisions are not influenced by sponsors or advertisers, and marketing decisions do not affect editorial processes.
9. **Adverse Advertisement Requests:** Requests for advertisements outside standard positions require approval from the editorial team within two business days.
10. **Complaints Handling:** Complaints regarding advertisements should be directed to vtir@vfast-iccass.com

Advertising Standards Authorities:

- Complaints about published medicines advertisements are investigated by the Advertising Standards Authority (ASA) and are monitored for compliance with British Codes of Advertising and Sales Promotion.

- The Prescription Medicines Code of Practice Authority (PMCPA) considers complaints about prescription medicines advertising under the ABPI Code of Practice for the Pharmaceutical Industry.

Note: This policy is effective as of 10/02/2024.

For further information or inquiries, please contact us at the Journal Contact Information.