



Policy Document
VFAST Transactions on
Mathematics

VFAST

Version: 2024-25

Contents

1	About the Journal	2
2	Aims, Objectives and Scope	2
3	Journal Policies	3
3.1	Submission	3
3.1.1	Submission Preparation Checklist	3
3.1.2	Privacy Statement	5
3.2	Peer-Review Process	7
3.3	Publication Frequency	8
3.4	Open Access Policy	8
3.5	Archiving and Preservation Policy	8
3.6	Publication Ethics	9
3.7	Plagiarism Policy	11
3.8	Retraction Policy	12
3.9	Citations Policy	14
3.10	Copyright Policy	15
3.11	Publication Fee Policy	15
3.12	Revenue Sources Policy	16

1 About the Journal

The *VFAST Transactions on Mathematics* is a biannually peer-reviewed scientific journal published by the VFAST-Research Platform. It was established in 2013 and covers the areas of Pure and Applied Mathematics and its applications. The goal of this journal is to provide an international platform to Mathematicians all over the world to promote, share, and discuss various new issues and developments in the field of Mathematics and its application.

ISSN: 2309-0022 (Online), 2411-6343 (Print)

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

2 Aims, Objectives and Scope

The *VFAST Transactions on Mathematics* is by-annually peer-reviewed scientific journal published by the VFAST-Research Platform. It was established in 2013 and covers the areas of Pure and Applied Mathematics and its applications. The aim of this journal is to provide an international platform to Mathematicians all over the world to promote, share, and discuss various new issues and development in the field of Mathematics and its application.

Furthermore, the journal aims to maintain quality publication standards. For this purpose, research papers undergo a rigorous peer-review process to ensure originality, relevance, and readability. The journal also solicits 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:

- Numerical analysis

- Ordinary differential equations
- Partial differential equations
- Dynamic systems
- Control and Optimization
- Functional analysis and operator theory
- Analytical number theory
- Complex analysis
- Combinatorial
- Mathematical Physics
- Probability
- Mathematical Biology

3 Journal Policies

3.1 Submission

3.1.1 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 OpenOffice, Microsoft Word, PDF, RTF, or Word-Perfect document file format.

Format of the Research Paper: After the acceptance, authors will require to make the manuscript as per the attached format.

VTCS Template	LATEX TEMPLATE
----------------------	-----------------------

For sequence similarity, the Turnitin software shall be used, and the required threshold is less than 20%, and the individual similarity rate should be less than 5%.

Author Guidelines

Manuscripts (VTCS Template) should be typewritten in English on one side only with wide margins using single spacing throughout on pages of size.

- 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 10, Times New Roman, abstract size 10, 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.

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. VAWKUM Transactions on Computer Sciences (VTCS) adheres to the guidelines, standards, and policies of COPE and the Higher Education Commission (HEC), Pakistan, regarding plagiarism.

VTCS 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.

Citations

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.**

Copyright Notice

Authors who publish with this journal agree to the following terms:

- Authors retain copyright and grant the journal the right of first publication with the work simultaneously licensed under a Creative Commons Attribution License (CC-By) that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal.

3.1.2 Privacy Statement

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 journal 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 and phone 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 communication about your manuscript.
- Send statements and invoices.
- Collect payments from you.
- 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.

3.2 Peer-Review Process

The journals use the double-blind review policy, which means that the reviewer and author both don't know the name of each other.

Steps in the Peer-Review Process

The journals use the double-blind review policy, which means that the reviewer and author both don't know the name of each other.

Steps in the Peer-Review Process

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

Table 1: Peer-Review Process of VTM

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 delays in the review process.

3.3 Publication Frequency

1. Until 2021, the journal published one issue per year (January-December)
2. From 2022, the journal will publish two issues annually (January-June) and (July-December)

3.4 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.

3.5 Archiving and Preservation Policy

The VFAST Transactions on Mathematics (VTM) 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 meta-data 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.

3.6 Publication Ethics

FAST Transactions on Mathematics (VTM) is a peer-reviewed journal dedicated to the advancement of mathematics and its applications with excellence. The Journal doesn't compromise on the quality and originality of research and follows the standard rules of publication ethics. In the journal, all submitted manuscripts pass through a plagiarism test as an initial screening. Furthermore, they undergo a 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, publishers, 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 VTM is responsible for:

- Defining the relationship between publisher, editor, and other parties in a contract.
- Respecting privacy (for example, for research participants, for authors, for peer reviewers).
- Protecting intellectual property and copyright.
- Maintaining the confidentiality of the submitted research work.

- Maintaining Authorship – Transparency and integrity (for example, conflicts of interest, research funding, reporting standards – Peer review – Appeals and complaints).
- Reviewing journal policies periodically based on international standards of publication ethics.
- Implementing a code of conduct for editors, reviewers, and authors.
- Maintaining the integrity of the record.
- Investigating suspected research and publication misconduct.
- Publishing corrections, clarifications, and retractions.
- Publishing content on a timely basis.

Duties of Editors:

The editor is responsible for:

- Checking the submitted manuscript within the scope of the Journal.
- Checking the similarity (if the overall similarity is more than 19% or one source similarity is more than 5% then straight away rejected).
- Evaluating manuscripts only for their intellectual contents without regard to the nature of the author, institution, or other influential reasons.
- Maintaining the information of submitted manuscripts confidential to anyone other than reviewers, section editors, and publisher.
- Not using the disclosed unpublished material and idea of the submitted manuscript for his/her own research.

Duties of Reviewers:

Reviewers are responsible for:

- Reviewing manuscripts for which they feel qualified.
- Evaluating a manuscript in the assigned and agreed bracket time.
- Maintaining the information of submitted manuscripts confidential.

- Conducting reviews objectively and should not use personal criticism of the author.
- Identifying the relevant published work which is not cited.
- Taking notice and informing the editor if they get any type of substantial similarity in idea or in text.
- Keeping confidential the ideas obtained through peer review and must not use for personal advantage.
- Not taking 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:

Authors should submit original research with an objective discussion of its significance. A manuscript should contain existing ideas with references and contribution with logical evidence.

- Authors are bound to make available the raw data if they asked to provide in connection with a paper for editorial review.
- Authors must adhere to the publication requirement of VTM during submissions like copyright license agreement and copyright transfer as mentioned in the "authorGuidelines."
- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study.
- It is to make sure that all authors have seen the final approved version and they have no conflict in submission.
- It is to make sure that all authors should disclose that they have no conflict of interest in this submission and possible publication.

3.7 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 Mathematics (VTM) adheres to the guidelines, standards, and policies of COPE and the Higher Education Commission (HEC), Pakistan, regarding plagiarism.

VTM conducts similarity checks using TURNITIN, and reports are communicated to authors. According to the policy, the required threshold is up to 19

3.8 Retraction Policy

As per the COPE Retraction Policy ¹, VFAST Research Platform adopts 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 a major error (e.g., miscalculation or experimental error), or as a result of fabrication (e.g., of data) or falsification (e.g., 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 (i.e., cases of redundant publication).
 - It contains material or data without authorization for use.
 - Copyright has been infringed or there is some other serious legal issue (e.g., 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

¹<https://publicationethics.org/node/19896>

affected interpretations of the work or recommendations by editors and peer reviewers.

- Notices of retraction should:
 - Be linked to the retracted article wherever possible (i.e., in all online versions).
 - Clearly identify the retracted article (e.g., by including the title and authors in the retraction heading or citing the retracted article).
 - Be clearly identified as a retraction (i.e., distinct from other types of correction or comment).
 - Be published promptly to minimize harmful effects.
 - Be freely available to all readers (i.e., 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.
 - 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

3.9 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.

3.10 Copyright Policy

VTM 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: <https://creativecommons.org/licenses/by/3.0/>

Legal Code: <https://creativecommons.org/licenses/by/3.0/legalcode>

3.11 Publication Fee Policy

Publication Fee: The fee for paper publication is Rs. 25,000. This fee is essential for maintaining the standard of the journal, covering costs associated

with editorial processes, publication infrastructure, and other expenses.

Sources of Funding:

- **Higher Education Commission (HEC) Grant:** The Higher Education Commission provides grants to support journals in maintaining academic standards.
- **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 BAML 5560008100104901

Bank: Bank Al Habib Limited

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

3.12 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.