POLICY DOCUMENT
FOUNDATION UNIVERSITY JOURNAL OF PSYCHOLOGY

Department of Psychology
Foundation University School of Science & Technology
Foundation University Islamabad.
Foundation University Journal of Psychology

The Chief Editor and the Editors of the Foundation University Journal of Psychology (FUJP) are responsible for following the guidelines of publications mentioned in the policy document with true letter and spirit. ORIC and QEC, Foundation University Islamabad will ensure the application of policy guidelines and University Head will take action against editors in case of violation of the mentioned guidelines:-

1. Aims and Scope

The Foundation University Journal of Psychology (FUJP) is an open-access, peer-reviewed research journal. Specially being a psychology journal, FUJP considers manuscripts from different areas of psychology including clinical, social, organizational, developmental, cognitive, education, psychometrics, experimental, personality, health psychology and life sciences. The journal accepts and publishes original articles, research papers, case studies and reviews of high quality. Moreover journal particularly aims to improve psychological health by encouraging manuscripts submission on different issues of mental wellbeing. This multidisciplinary open-access journal is at the forefront of disseminating and imparting scientific knowledge and empirical findings to health practitioners, academicians, researchers and clinicians across the globe.

2. Submission Process

If researchers/authors are interested for publication of their valuable manuscripts, kindly submit the complete article on the OJS system of Foundation University Journal of Psychology (https://fui.edu.pk/fjs/index.php/fujp/). Further, Instructions for the Authors (See Appendix A)
3. Detail of frequency of publication of Volume/Issue (quarterly, bi-annual, annual etc.).

Foundation University Journal of Psychology is a bi-annual Journal and it publishes a Volume with 2 Issues every year.

4. Timeline of publication (mention the month/date of publication of relevant volume/issue).

Issue 1 of the Journal is published online on January 31 of every year, while Issue 2 of the FUJP is published online on July 31 of every year.

5. Authorship of the paper.

Authorship is restricted to individuals who made substantial contribution to the research conception, design, data collection, analysis, execution and reporting of the research. Authors are encouraged to maintain transparency related to contribution of each author. In case of potential dispute, the journal editors will follow the international standard and policies suggested by COPE.

6. Originality and plagiarism policy.

Currently, FUJP is following the HEC (Pakistan) policies regarding Turnitin Originality Report and Plagiarism. Zero tolerance Policy on Plagiarism issue is ensured. Corresponding author is required to submit a plagiarism report of the submitted manuscript. FUJP aims for original script having 19 or below than 19% Turnitin Originality Report.
7. Peer review policy.

All the manuscript submitted to FUJP are subject to confidential internal/in-house review by the editors. If the article/manuscript found suitable for further consideration, it is sent to double blind, independent external online peer review. If the manuscript not found suitable by in-house editors during initial peer review, the editor(s) has the right to reject it in the initial phase. The articles authored by any member of the editorial board are also subject to external peer review. All the internal and external peer review process are kept confidential and the journal do not guarantee acceptance of manuscript and a definite time of peer review.

8. Article processing/publication fee etc.

At present, the journal is aimed to promote research in the field of psychology and publishes articles free of cost does not charge any processing/publication fee.

9. Disclosure and conflicts of interest.

The authors are required to submit disclosure of financial or any other relationship that may be considered as potential conflict of interest between the authors and the organization from which the data/funds have been utilized for the research. FUJP has the right to publish such disclosures of conflict of interest. Further, FUJP has the right to handle the conflict before the publication and which may lead to rejection of the manuscript submitted on the basis of conflict, following the guidelines of COPE.

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The author(s) of the rejected articles have the right to write to editors to appeal for detailed explanation of the rejection of their manuscript. The editor(s) will review the appeal to take further decision.

11. Policy and principles on research data.

Authors have to submit the data output file along with the article. Further, authors have to agree that they will provide data if required. If the author desire to reproduce or adapt figures, tables, diagrams, or any other material (which may include questionnaire, batteries, psychological tests etc.) from other sources, it is authors’ responsibility to secure the permission from the concerned authorities prior to the submission of the manuscript. It is responsibility of the author(s) to submit consent letter from the concerned authority or copyright holder if they reproduce any material accessed from another source/sources. Furthermore, if anyone wants to reproduce, in any form or any part of the journal, he/she
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12. Contribution of each author with details.

Authorship should be restricted to individuals who made substantial contribution to the research conception, design, data collection, analysis, execution and reporting of the research. Authors are encouraged to maintain transparency related to contribution of each author. In case of potential dispute, the journal editors will follow the international standard and policies suggested by COPE.

13. Any other national/international guideline.

Instructions for authors (see Appendix A)

Cover Letter Sample (see Appendix B)

Author's Certification Form (ACP)(see Appendix C)

Prof. Dr. Abdul Ghafoor
Pro Rector/Director Campus

Brig. Dr. Abdul Ghafoor (Retd)
Pro Rector/Director
Foundation University Rawalpindi Campus
Appendix A

INSTRUCTIONS FOR AUTHORS (MANUSCRIPT PROCESSING FOR PUBLICATION)

Note. If authors are interested in publication of their valuable manuscript, kindly submit the complete article on the OJS system of Foundation University Journal of Psychology (https://fui.edu.pk/fjs/index.php/fujp/). Further, instructions for the authors are as under:

All the authors are requested to submit as per instructions. Otherwise, the submitted manuscripts will be returned to authors for submitting complete manuscript for further processing. FUJP editorial team and reviewers assess submitted manuscripts for significance, journal scope, originality, composition and adequacy of documentation. Do NOT make a new submission for a manuscript which has been submitted previously. All revised articles and corrections should be submitted using the original Login ID generated upon first submission.

Authors are requested to submit similarity check report using the Turnitin and the limit of similarity report is 19 % for processing review of the submitted manuscripts. FUJP editors ensure double blind peer review of the manuscripts before acceptance or rejection. Further, editorial team will assess the technical, grammatical, statistical, ethical and methodological issue of the submitted manuscripts. Editing of the accepted manuscripts is assessed by the editing team for ensuring clarity and scientific accuracy.

The editorial board of the Foundation University Journal of Pakistan (FUJP) holds the right of rejecting or accepting any submitted manuscript for publication in the FUJP at all stages.

All the authors are requested to submit following documents along with the initial submission. Incomplete submissions are not processed.

1. Cover Letter (sample)
2. Ethical Approval Letter (From institutional review board on letterhead in PDF format)
3. Submissions Form (sample)
5. Results Outcome in PDF format and statement about data availability.
6. Manuscript File in MS Word Format
The authors should prepare manuscript by following reporting standards mentioned in the American Psychological Association Publication Manual (7th ed.). The authors should follow following summary headings in their manuscripts for submission (MS Word Format).

1. Title
2. Abstract (Structured abstract with 200 words maximum with following headings: Background, Objectives, Method, Sample, Instruments, Procedure, Results, Implications)
3. Introduction
4. Methods
5. Results
6. Discussion
7. Conclusion and Implications
8. Authors’ Contribution
9. Conflict of Interest
10. Funding Disclosure
11. References (Follow APA 7th Manual inserted through Mendeley, End note, or Zotero)
12. Registration number in case of clinical trials
13. Do not add author details in the main article .DOC file.
COVER LETTER SAMPLE

Date: -----/-----

To
The Editor-in-Chief
Foundation University Journal of Psychology
Rawalpindi
Pakistan

Subject: Submission of manuscript titled “[insert title of manuscript]”

Dear Sir,

We are submitting a [insert manuscript type] titled [insert title of manuscript] for publication in the Foundation University Journal of Psychology. The content of the letter should highlight the following points

1. Title
2. Identified gaps in the subject
3. Implications of the study
4. Statement of originality
5. Statement that has not submitted somewhere else

Thank you,

Yours sincerely,

[Insert author names]
Appendix C

Foundation University Journal of Psychology (FUJP)

AUTHOR’S CERTIFICATION FORM (ACP)
(All authors must sign. Please specify one author for correspondence)

To,
The Chief Editor, FUJP,
Foundation University Journal of Psychology,
Foundation University School of Science & Technology
Foundation University Islamabad, New Lalazar, Rawalpindi 46000.

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For any query, please email at fujp@fui.edu.pk, or call +92-314-5302467.

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<td>CONFLICTS OF INTEREST</td>
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Are there any actual, or potential, conflicts of interest?

If Yes, details of the actual or potential conflicts of interest must be set-out in the spaces provided below.

**DISCLOSURE REGARDING ACTUAL OR POTENTIAL CONFLICTS OF INTEREST:**

**Authors’ Contribution:** Please write below the detailed contributions made by each author as per APA criteria.

1\textsuperscript{st} & 2\textsuperscript{nd} Author : Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
3\textsuperscript{rd} Author Drafting the work or revising it critically for important intellectual content; AND
4\textsuperscript{th} Author Final approval of the version to be published; AND
2\textsuperscript{nd} Author Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

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1. We agree to its double blind peer review. Yes/ No

2. Editorial changes may be made as necessary in editor’s discretion. Yes / No

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4. I / We hereby transfer the ownership and copyright of this article to FUJP. Yes/No

5. I / We Shall abide by the policy and regulations of FUJP. Yes/ No

6. I / We shall intimate change of address promptly. Yes / No
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Corresponding Author Declaration

I, ................................................................., the corresponding author of this manuscript, certify that all the information given above is correct and approved by all co-authors.

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