



HIGHER EDUCATION COMMISSION, PAKISTAN

Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Standard Operating Procedure (SOP) for Recognition, Upgradation & Funding of Journals And Equivalency of Book with Research Article.

Social Sciences Section has been established with the responsibilities of identifying realities of diverse social and human issues which Pakistan is facing. It would initiate plans for social transformation besides building knowledge and expertise on key social and cultural issues. It will also encourage and assist Social Scientists and Researchers in carrying out meaningful research for national benefit.

**Social Sciences Section
(Academics Division)**

CONTENTS

- 1) HEC RECOGNIZED RESEARCH JOURNALS OF SOCIAL SCIENCES, ART & HUMANITIES AND BUSINESS EDUCATION.....**
 - 1.1 HEC RECOGNIZED PAKISTANI JOURNALS**
 - 1.1.1. MINIMUM CRITERIA FOR RECOGNITION
 - 1.1.2. CATEGORY SYSTEM FOR HEC RECOGNIZED PAKISTANI JOURNALS
 - 1.1.2.1. UTILIZATION AND VALIDITY OF CATEGORIES
 - 1.1.2.2 STANDARD OPERATING PROCEDURE(SOP) FOR EVALUATION OF JOURNALS
 - 1.1.3. STANDARD OPERATING PROCEDURE (SOP) FOR FINANCIAL ASSISTANCE TO HEC RECOGNIZED PAKISTANI JOURNALS
 - 1.2 HEC RECOGNIZED INTERNATIONAL JOURNALS**
 - 1.2.1 CRITERIA FOR RECOGNITION OF INTERNATIONAL JOURNALS
- 2) HEC POLICY ON BOOKS EVALUATION FOR GRANT OF EQUIVALENCE TO RESEARCH PUBLICATIONS.....**
 - 2.1 SOP FOR EVALUATION OF BOOKS
- 3) APPLICATION FORM FOR HEC RECOGNITION / UPGRADATION OF RESEARCH JOURNALS (Annexure-I).....**
- 4) APPLICATION FORM FOR FUNDING HEC RECOGNIZED JOURNALS(Annexure-II).....**
- 5) APPLICATION PROFORMA (FOR BOOK AUTHORS)(Annexure-III).....**

HEC RECOGNIZED RESEARCH JOURNALS OF SOCIAL SCIENCES, ART & HUMANITIES AND BUSINESS EDUCATION

1.1. HEC RECOGNIZED PAKISTANI JOURNALS

1.1.1. MINIMUM CRITERIA FOR RECOGNITION

i) The journal should be regularly published.

- The old journals published regularly should meet the following criteria in order to prove regularity.

1)	Annual Publication	It should have published 5 issues in the last 5 years.
2)	6 months publication	It should have published 6 issues in the last 3 years.
3)	Quarterly publication	It should have published 8 issues in the last 2 years.
4)	Monthly publication	It should have published 24 issues in the last 2 years.

The New journals published should meet the following criteria in order to prove the regularity.

1)	Annual Publication	It should have published 2 issues in the last 2 years.
2)	6 months publication	It should have published 4 issues in the last 2 years.
3)	Quarterly publication	It should have published 8 issues in the last 2 years.
4)	Monthly publication	It should have published 12 issues in the last 1 year.

The universities / organizations interested to have their journals recognized by HEC should also send gratis copies of the issues mentioned in the last column of the above table to HEC Library on gratis.

ii) The journal should have diverse Editorial Board / Advisory Board.

- a. The credentials of the Board members should be taken into consideration.
- b. At least 50% or more of the Board members would be from the academically advanced countries in the relevant discipline.

iii) It should be 'Peer Reviewed'.

- a. The policy of blind review should be followed.
- b. Peer Review: Each paper must be peer-reviewed atleast by two reviewers (National / International). (Both reviewers can be national / both can be international or one national and other international)

National means within the geographical boundaries of Pakistan. International means outside the geographical boundaries of Pakistan i.e expatriates / foreign experts.

iv) It should be abstracted / indexed internationally.

Journals must be Abstracted and Indexed with one or more of the HEC recognized Agencies i.e Absco Host, Proquest, Gale etc. List of HEC recognized Abstracting and Indexing agencies is placed at <http://www.hec.gov.pk/ssjournals>.

v) The journal published in any language other than English should publish abstract of each paper in English.

vi) References should be provided according to the international standard as per policy of the journal.

a) International Standard References Style (say APA, Chicago Manual Style, Turabian etc) should uniformly be followed throughout the publications.

vii) The Journal should be available online.

1.1.2 CATEGORY SYSTEM FOR HEC RECOGNIZED PAKISTANI JOURNALS

All Pakistani journals of Social Sciences, Arts & Humanities and Business Education are categorized as W, X, Y & Z journals.

W Category	Journals having an Impact Factor of ISI and included in Journal Citation Report (JCR) of ISI web of knowledge.
X Category	<ul style="list-style-type: none">• Journals not having an Impact Factor.• Verified by HEC that they meet all HEC journal criteria and have paper reviewed by atleast one expert from an academically advanced country in the respective discipline.
Y Category	<ul style="list-style-type: none">• Journals not having an Impact Factor• They meet all HEC journal criteria except review of each paper by atleast one expert from an academically advanced country in the respective discipline.
Z Category	<ul style="list-style-type: none">• Journals not having an Impact Factor.• They meet all HEC journal criteria except.<ul style="list-style-type: none">i. Review of each paper by atleast one expert from an academically advanced country in the respective discipline.ii. Abstracted / Indexed Internationally by the HEC recognized Agency.

1.1.2.1. UTILIZATION AND VALIDITY OF CATEGORIES

W, X & Y Categories:

Acceptable for BPS and TTS appointments, HEC Approved Supervisor, eligible for HEC support grant for journals and publication of research of PhD work until June 30, 2015.

Z Category:

Acceptable for BPS appointment, publication of research of PhD work (only for the languages), eligible for HEC support grant for journals until June 30, 2015.

1.1.2.2. SOP FOR JOURNAL EVALUATION

- Editors will have to apply for recognition of their Journals on prescribed HEC proforma **(Annexure-I)**.
- HEC will initially evaluate the application as per its policy.
- Meeting of Subcommittee will be convened as and when needed.
- Only eligible applications received in sufficient number in a particular subject will be presented before the respective Subcommittee for careful consideration and necessary recommendation in line with the HEC criteria.
- In case if the meeting of a Subcommittee is not being convened because of any reason, journal(s) would be got reviewed/evaluated by the Head of Subcommittee.
- The recommendation of Subcommittee / Head of Subcommittee will be considered final.
- Once the Subcommittee recommendation / Head of subcommittee is approved by the HEC Competent Authority, Editor (s) will be notified accordingly in due course of time.

1.1.3. STANDARD OPERATING PROCEDURE (SOP) FOR FINANCIAL ASSISTANCE TO HEC RECOGNIZED PAKISTANI JOURNALS

1. HEC Recognized Journals are eligible for financial assistance.
2. Financial Assistance request will be considered only if journal has:
 - a. Provided Annual audited Report of the previous financial assistance (if applicable).
 - b. Budget heads will be as follows:
 - i. Payment to Reviewers * (upto maximum 2000 for local & 250\$ for foreign reviewer)
 - ii. Honorarium for Editor maximum up to Rs: 20,000/- once in a year.
 - iii. Printing/Publishing Cost
 - iv. Office Stationery
 - v. Postal/Courier/Telephone charges
 - vi. Equipment for Office of the Editor (Other than Furniture)
 - vii. Hiring of skilled support staff
3. Financial assistance will be awarded according to category of the journal and upon availability of funds.
4. **Dr. Muhammad Tahir Ali Shah**, Deputy Director (Academics) will be the focal Person.

Category	Maximum Funding Limit
Z	250,000
Y	430,000
X	500,000
W	700,000

** The Editor of the journal will not be eligible for payment as reviewer.*

1.2 HEC RECOGNIZED INTERNATIONAL JOURNALS

1.2.1 CRITERIA FOR RECOGNITION OF INTERNATIONAL JOURNALS (Effective: January 2012)

International Journals having an impact factor of ISI and listed in Journal Citation Report (JCR: <http://admin-apps.isiknowledge.com/JCR/JCR?SID=Q1ldkG4hadKgmAmbpEM>) of Institute for Scientific Information (ISI) (www.isiknowledge.com) would only be considered as HEC recognized International journals. JCR list is available at www.hec.gov.pk/SSjournals.

Important Clarification Regarding Previous Criteria on International Journals:

Status of research papers published in international journals till **December 31, 2011** would be decided on case-to-case basis as per below previous criteria on international journals:

- The International Journals included in Journal Citation Report (JCR) of Institute for Scientific Information (ISI) would be considered as “W” category journals (<http://admin-apps.isiknowledge.com/JCR/JCR?PointOfEntry=Home&SID=1EP7kIPABd93Do95OJo>)
- Journals included in ISI Master List would be considered as “X” category journals. (<http://science.thomsonreuters.com/mjl/>)
- Journals abstracted/indexed by the HEC recognized abstracting / indexing agencies mentioned in the Ulrich Periodical Directory would be considered as “Y” category journals.

2) HEC POLICY ON BOOKS EVALUATION FOR GRANT OF EQUIVALENCE TO RESEARCH PUBLICATIONS

“Books published after peer review by international publishers of repute from the academically advanced world and books published by national publishers of international repute, recognized by HEC can be considered equivalent to a maximum of two research publications in either of the X, Y or Z categories.

2.1 SOP FOR BOOKS EVALUATION

- Aspirant Authors meeting criteria will have to apply for equivalence of their research-based books on prescribed HEC proforma (**Annexure-III**).
- HEC will initially evaluate the application as per its policy.
- Meeting of Subcommittee will be convened as and when needed.
- Only eligible applications received in sufficient number in a particular subject will be presented before the respective Subcommittee for careful consideration and necessary recommendation in line with the HEC policy.
- The recommendation of Subcommittee will be considered final.
- In case if the meeting of a Subcommittee is not being convened then the books will be got reviewed/evaluated by the Head of Subcommittee.
- For a book that is received in any subject/theme that doesn't fall within the domain of Subcommittees, the book will be got reviewed/evaluated by the identified subject Expert(s) after the approval of HEC competent Authority.
- Once the Subcommittee recommendation is approved by the HEC Competent Authority, Author(s) will be notified accordingly.



HIGHER EDUCATION COMMISSION

Sector H-9, Islamabad, Pakistan

Phone: +92-51- 90402116 Fax: +92-51-90402102

Email: tshah@hec.gov.pk, website: <http://www.hec.gov.pk/ssjournals>

APPLICATION FORM FOR HEC RECOGNITION / UPGRADATION OF RESEARCH JOURNAL

Please fill in ALL section, incomplete application will delay the process.

1.0

Name of Journal			
Organization			
Name of the Editor			
Postal Address			
Email Address			
Phone Numbers		Fax Number	

2.0

Discipline(e.g. Agriculture & Veterinary Sciences, Social Sciences etc.)									
Subject (e.g. Sociology, History, Islamic Studies, Economics etc)									
Publisher(University, Institute, Society, etc.)									
Year of First Issue of the Journal									
Number of issues per year									
Mont hly		Quarterly		Bi-Annual		Annual		Others	
<i>Minimum publication: 24 issues in the last 2 years</i>		<i>Minimum publication: 8 issues in the last 2 years</i>		<i>Minimum publication: 6 issues in the last 3 years</i>		<i>Minimum publication: 5 issues in the last 5 years</i>		<i>(Specify)</i>	
The universities / organizations interested to have their journals recognized by the HEC must send one copy of each issue to the dealing office on gratis basis. In case a journal started publishing recently it should have completed at least two years publication before it can be considered for approval.									
Is the Journal being published regularly?						Yes			
						No			
If No, give reasons									
Does the Journal have ISSN?(International Standard Serial Number)		Yes		No		If Yes give ISSN number (please provide copy of letter)			

Circulation (Total Number of copies per issue)		Distribution	In-country (number)	
			Abroad (number)	

3.0

What is the composition of Editorial/Advisory Board? Please provide details as below. (please provide consent of Board Members)

S.No	Name	Title	Address	Phone/Fax	E-mail

Note: In case of any change in Editorial Board, this office may be apprised accordingly.

4.0

Are the articles submitted for publications peer reviewed?

Yes		If yes	All articles		Selected articles	
No		If no, please explain the acceptance procedure				

5.0

Is journal 'Peer Reviewed'? Kindly give details of permanent panel of Peer Reviewers? (please provide consent of the Peer Reviewer)

S.No.	Name	Title	Address	Phone/Fax	E-mail

Note: In case of any change in the panel of Peer Reviewers, this office may be apprised accordingly.

6.0

List the reviewed articles published in the recent most issue of your Journal

S.No.	Article title	Issue No./ Month	Peer Reviewer's Name

Note: (please provide copies of Referee reports)

7.0

How many manuscripts were submitted for publication and how many of them were accepted and published? (Please give data for the past four issues only with date of publication of each issue)

Details Required Most recent issue's	1	2	3	4
Date of Publication				
Submitted				
Accepted				
Published				

8.0

How much is the processing time from the date of submission of the original manuscript by the author to the date of acceptance by the Editorial Board of your Journal?	
Maximum processing time	Months
Minimum processing time	Months

9.0

Is the journal abstracted / indexed internationally? Please consult the HEC website, http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf .			
Is the Journal abstracted internationally?	Yes		No
If yes, name the Abstracting service(Please provide copy of letter from the agency)	1.		2.
Is there any Citation Index (CI) of the articles published in your Journal?	Yes		No
If yes, please indicate source of CI.			
If no, is there any effort made to collect information on Citation Index? Please specify.			

10.0

Is this Journal on exchange list of any other Journal(s)? (please provide list)					
Yes		No		Occasional	
If yes, number of exchanged journals					
Within country (number)		Abroad (number)			

11.0

What is (are) the mode (s) of distribution					
In exchange		Gratis		Subscription	
If there is a mix of distribution, please indicate percentages of Journals distributed as:					
In exchange	%	Gratis/complimentary	%	Subscription	%
Total cost involved for publication per issue: Rs				Last issue Rs	
Funding source(s) for the Journal(Names of sponsors and committed support in Rupees.)	1.		2.		3.
Price per copy: Rs.			(US \$)		

Official Stamp

Signature: _____

Name: _____

Date: _____

Designation: _____

Please address your Application along with copies of consents of Editorial Board members, copies of consents of all Peer Reviewers, Documentary proof of abstracting / indexing agency, Copies of published issues and their peer review reports and send to:

Dr. Muhammad Tahir Ali Shah*Deputy Director (Academics)*Phone: 051-90402116; Email: tshah@hec.gov.pk; Fax: 051-90402102



HIGHER EDUCATION COMMISSION

H-9, Islamabad, Pakistan

Phone: +92-51- 90402116 Fax: +92-51-90402102

Email : tshah@hec.gov.pk, website: <http://www.hec.gov.pk/ssjournals>

APPLICATION FORM FOR FUNDING HEC RECOGNIZED JOURNALS

1. JOURNAL'S INFORMATION

i.	Financial Year	
ii.	Journal's Category	
iii.	Name of Journal	
iv.	Name of the Editor	
v.	Organization	
vi.	Postal Address	
vii.	Email Address	
viii.	Phone Number (Mobile & Landline)	
ix.	Fax Number	

2. DETAILS OF LAST ISSUE

	Journal's Size (in measurement)		
	Frequency of the Journal		
	Average pages	Per Issue:	Per Year:
	Cost of last issue		
	Name of printing press		
	Funding Source(s) for printing		

3. BUDGET DETAILS

i.	Payment to Reviewers (uptoRs. 2000/- for local & 250\$ for foreign reviewer. The editor of the journal is not eligible for payment as reviewer)	
ii.	Honorarium for editor as approved by relevant authority (up to Rs. 20,000/- once a year)	
iii.	Printing/Publishing cost	
iv.	Office Stationery (provide details)	
v.	Postal/courier/ telephone charges (provide details)	
vi.	Office Equipment for Office of the Editor other than Furniture (provide details)	
vii.	Hiring of skilled support staff (provide details)	
	Grand Total	

UNDERTAKING

It is solemnly affirmed that all the information provided by me is correct up to my knowledge. In the event that any information provided by me contained herein is found to be untrue I shall be liable to disciplinary action as decided by the HEC.

Date.....

Name.....

Designation.....

Signature and Official Seal.....

APPLICATION PROFORMA (FOR BOOK AUTHORS)

Book Specific Details:

Book Title (For books not written in English language, express name using English Alphabets only) For example: Tahqeeq)	
Subject/Area (e.g. Sociology, History)	
Year of Publication	
No of Pages	
Publisher	

Author Contact Details:

Author	
Designation	
University/Institute	
Postal Address	
Email Address	
Mobile & Landline No	

Declaration by the Author:

I hereby solemnly affirm that the above mentioned book is neither a text book nor a Compilation/Guide/Edited book but truly an original research work. Should not be a Lambert Publication. Further to that, the book or the matter from the book has not already been published anywhere else nor has academic credit (of any kind) been taken in terms of any published research paper(s) from the same book. In the event of any disinformation on my part, I shall be liable for a disciplinary action as decided by the HEC.

Dated: _____

Signature and Official Stamp _____

Note: In case of multiple Authors, use this Proforma separately.

Requisite Documents Checklist:

- Duly filled and signed Proforma
- 8 copies of book

Please address your Application to:

Dr. Muhammad Tahir Ali Shah
Deputy Director (Academics)

Phone: 051-90402116; Email: tshah@hec.gov.pk; Fax: 051-90402102