

## **UCP Journal of Law and Legal Education**

### **Policy Document**

#### **1. About the Journal**

University of Central Punjab Journal of Law and Legal Education (UCP-JLLE) fundamentally focuses on promoting constant dialogue and academic research. It is devoted to soliciting and publishing the perspectives of legal academics and professionals concerning contemporary legal matters and the field of legal education. The intent is to provide a platform for serving as a paramount forum for contemplative and scholastic engagement in the wide range of multiple issues of law and legal education.

#### **1.1. Journal description**

The University of Central Punjab Journal of Law and Legal Education (UCP-JLLE) is a publication of the University of Central Punjab (UCP). The University is a part of the Punjab Group of Colleges, the largest group of colleges in Pakistan. The UCP was chartered by the Government of the Punjab in 2002 and recognized by the Higher Education Commission of Pakistan.

LLB (Hons) Faculty of Law (FoL) in the year 2017 under the supervision of Dr. Hadia Awan, the first Dean, along with a zealous team FoL, has the pride of introducing formally, the experiential and clinical method of law teaching in Pakistan. The UCP-JLLE as reflection of the teaching methodology provides an opportunity to the academics to share and discuss their experiences with their colleagues across the world. It is the first ever Law Journal in Pakistan of its kind covering not only issues of laws but also of how the legal education is taking shape and how it ought to be.

#### **1.2. Aims and Scope**

University of Central Punjab Journal of Law and Legal Education (UCP-JLLE) is published on behalf of the University of Central Punjab (UCP), Faculty of Laws (FoL). It is a bi-annual, peer-reviewed journal.

The aim of the journal is twofold. One is to promote dialogue on the development and application of various laws in Pakistan and around the world. The journal

also aims to promote a comparison of various legal systems and their application with those of Pakistan.

The second aim is to provide a platform for legal academics to share their experiences while teaching law through experiential and clinical methodology.

The development of law clinics in Pakistan is also within the scope of this Journal.

The editorial and advisory boards of the journal comprise notable law academics, scholars, Judges and members of Bar Councils from Pakistan and around the World.

### **1.3. Editorial Team**

#### **Editor-in-Chief**

Dr. Hadia Awan

Dean, Faculty of Law, University of Central Punjab, Lahore

#### **Managing Editor**

Shaista Anwar, Assistant Professor, Faculty of Law, University of Central Punjab, Lahore

#### **Associate Editor**

Dr Abu-ul-Hassan Najmi, Ex-Secretary Legislative Drafting, Punjab Assembly

### **1.4. Editorial Board**

#### **Editor-in-Chief**

Dr. Hadia Awan

Dean, Faculty of Law, University of Central Punjab, Lahore

#### **Managing Editor**

Shaista Anwar, Assistant Professor, Faculty of Law, University of Central Punjab, Lahore

#### **Associate Editor**

Dr Abu-ul-Hassan Najmi, Ex-Secretary Legislative Drafting, Punjab Assembly

## 1.5. Advisory Board

### Advisory Board (International Members)

Assoc. Prof. Dr Mohammad Azam Hussain Universiti Utara Malaysia, Malaysia (hmazam@uum.edu.my)
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Dr Ali Qazilbash Advocate High Court (aqazilba@gmail.com)
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## **2. Editorial Policy**

### **2.1 Publication Ethical Policy**

The journal strictly follows the HEC ethical policy of publications. Journal aims to apply for Cope membership which is committed to educating and supporting editors, publishers and those involved in publication ethics to move the culture of publishing towards one where ethical practice becomes a normal part of the publishing culture.

### **2.2 Protecting Intellectual Property**

The journal is committed to the protection of intellectual property. When supplementary materials are requested during the review process, they will be subject to a double-blind review to maintain the author's anonymity. Reviewer team members will not use ideas. Sharing of supplementary material is highly prohibited without the explicit permission of the author through the editor-in-chief or managing editor. Advice regarding specific, limited aspects of the manuscript may be sought from colleagues with specific expertise, providing the author's identity and intellectual property remain secure.

#### **2.2.1 Fair play and Impartiality**

Journal follows a prescribed criteria for the selection of the research papers, academically and scientifically sound research manuscripts are selected for editorial review. There will be no discrimination on any basis like gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, seniority and/or institutional association. The editorial team promptly responds to the author(s) of the papers submitted for publication, assigns a specific number to an article submitted for processing, and pays impartial consideration to all research papers submitted for publication keeping merit at the top.

### **2.2.2 Publication Ethics**

The journal is committed to upholding the integrity of the academic record. Its policies prohibit an author from submitting the same manuscript for consideration by another journal and does not allow publication of a manuscript that has been published in whole or in part by another journal. We encourage authors to refer to the Committee on ‘Publication Ethics’ International Standards for Authors.

### **2.2.3 Plagiarism**

The Journal believes in a zero tolerance policy for plagiarism.

### **2.3. Publication Decisions**

The Editorial team only shortlists research manuscripts which have relevance to the scope of the Journal. All decisions will be taken by the Editor-in-Chief and Managing Editor as the result of a double-blind peer review process without any personal bias.

### **2.4. Disclosure**

The journal will not use any unpublished information/data from the submitted research paper without the permission of the author(s), and any information received after the peer review process will be kept confidential and will not be used for personal gains.

### **2.5. Plagiarism Policy**

The journal strictly adheres to the Higher Education Commission’s (HEC) plagiarism policy. Research articles submitted for publication in journals, go through a rigorous similarity/plagiarism check process. The editorial team authenticates the plagiarism/similarity check process by using Turnitin software. As per HEC policy, the Similarity Score Index (SSI) must not exceed 19%. Concerning using Turnitin to generate originality reports, highlighting the Similarity Score Index (SSI), the *Journal* follows the following policies and procedures:

1. The editorial team checks a submission three times (explained in sections 2, 3 and 4 of the HEC plagiarism policy available on its website). Once at the time of initial submission and two more chances — subject to approval for further processing by the Internal Evaluation Committee — provided to

improve the quality of the research article. A failure to improve the quality of the paper and to meet the HEC criteria, the Internal Evaluation Committee of the editorial board may take necessary action including rejection, penalties and reporting of the matter to the HEC.

2. After the submission of a research article by the researcher, at the internal evaluation stage, an initial comprehensive Similarity Score Index report is generated without excluding “Quotations, Bibliography and Matches.” This initial report would help editors to verify the overall Similarity Score Index (SSI). Once the committee approves the paper for further processing, the report will also help the researcher to reduce its overall SSI.
3. A second SSI report is generated when a researcher submits the revised research article. At that stage, the editorial team may generate an SSI report by excluding “Quotations, Bibliography and Matches.” A third SSI report is prepared if needed, before the paper is sent for peer review and publication process. Editors are responsible for performing all the relevant tasks related to plagiarism checks.

## **2.6. Publication Timeline**

*The journal* is published bi-annually through the following timelines:

- January-June
- July-December

## **2.7. Ethical Guidelines for the Reviewers**

- The Reviewers should inform the Editor if they do not have the subject expertise required to carry out the review and s/he should inform the Editor immediately after receiving a request.
- The Reviewers will be responsible for acting promptly and submitting review reports on time.
- The Reviewers will immediately inform the Editor of any possible delays and suggest another date of submission for a review report, and
- The Reviewers will not unnecessarily delay the review process, either by prolonged delay in submission of their review or by requesting unnecessary additional data/information from the Editor or author(s).
- The reviews should be objectively carried out with a consideration of high academic, scholarly and scientific standards.

- All judgments should be meticulously established and maintained to ensure the full comprehension of the reviewer's comments by the editors and the author(s).
- The reviewer may justifiably criticize a manuscript but it would be inappropriate to resort to personal criticism of the author(s), and
- The reviewers should ensure that their decision is purely based on the quality of the research paper and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations or by intellectual bias.
- The data included in the research paper is confidential and the reviewer shall not be allowed to use it for his/her study.
- A reviewer must declare any potentially conflicting interests (e.g., personal, financial, intellectual, professional, political or religious). In such a situation, s/he will be required to follow the journal's policies.
- If the reviewer feels unqualified to separate his/her bias, s/he should immediately return the manuscript to the Editor without review, and justify to him/her about the situation.
- Reviewers should consider the research paper as a confidential document and must not discuss its content on any platform.
- If the reviewer suspects that the research paper is almost the same as someone else's work, s/he will ethically inform the Editor and provide its citation as a reference.
- If the reviewer suspects that the results in the research paper are untrue/unrealistic/fake, s/he will share it with the Editor,
- If there has been an indication of violating ethical norms in the treatment of human beings (e.g., children, females, poor people, disabled, elderly, etc.), then this should be identified to the Editor.
- For evaluating originality, the reviewers should consider the following elements:
  - Does the research paper add to existing knowledge?
  - Are the research questions and/or hypotheses in line with the objective of the research work?
- The reviewers should read the "Methodology" section in detail and make sure that the author(s) has demonstrated an understanding of the procedures being used and presented in the manuscript.
- The Reviewer will determine whether the organization of the research paper is appropriate or deviates from the standard or prescribed format.



- The reviewer must explicitly write his/her observations in the section of ‘comments’ because the author(s) will only have access to the comments reviewers have made,
- For writing a review report, the reviewers are requested to complete a prescribed form (s).
- It is helpful for both the Editor and author(s) if the reviewer writes a summary in the first section of the review report. This summary should comprise the reviewer’s final decision and inferences drawn from a full review.
- Any personal comments on author(s) should be avoided and final remarks should be written courteously and positively.
- Indicating any deficiencies is important. For the understanding of the Editor and author(s), the reviewers should highlight these deficiencies in some detail with specificity. This should help justify the comments made by the reviewer.
- When a reviewer makes a decision regarding the research paper, it should be indicated as ‘Reject’, ‘Accept without revision’, or ‘Need Revision’ and either of the decisions should have justification.

## **2.8. Ethical Guidelines for the Editor**

- The Editor of the journal is responsible for establishing and maintaining the quality of the journal by publishing quality papers in his/her journal.
- The Editor of the journal is responsible for the promotion of freedom of expression within the cultural, constitutional/legal framework.
- The Editor of the journal is responsible for Providing integrity and credibility to the research contributions.
- The Editor of the journal is responsible for maintaining the ethical standards of the journal.
- The Editor of the journal is responsible for providing a corrigendum for any correction, clarification and apologies where required.
- The Editor will encourage new ideas and suggestions from authors, peer reviewers, members of the editorial board and readers to improve the quality of his/her journal.
- The Editor will only shortlist research papers which have relevance to the scope of the journal clearly stated in the Journal, using his /her judgment, but without any personal bias.



- The Editor shall apply the process of blind peer review in true letter and spirit.
- The Editor will Promote innovative findings in the relevant field/s and publish them on priority.
- The Editor shall Promote anti-plagiarism policy.
- The Editor shall educate contributors (authors) about ethical research practices, implement the journal's policy without institutional pressure and revise the policy from time to time.
- The Editor will ensure that the Editorial Advisory Board of the Journal comprises prominent scholars of the field who can adequately promote the journal and may appoint members for a prescribed duration and add or revise the constitution of the Board if required.
- The Editor shall inform new board members about ethical guidelines and their expected role and update the Editorial Board members about development, challenges and any changes made in the journal policy.
- The criteria for the selection of research papers will be impartial and the Editor shall select academically and scientifically sound articles.
- The Editor will disregard the discriminating factors, e.g., gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, seniority and/or institutional association of the author(s) while selecting articles for publication.
- The Editor will ensure confidentiality of the author(s) and reviewers during the process of double-blind peer review,
- Information about a research paper shall not be disclosed by the Editor to anyone except the author(s) and reviewer(s).
- The Editor shall prepare clear guidelines about preparing and formatting a paper and print these guidelines in each issue of the journal.
- The Editor shall encourage reviewers to comment on the validity of the submitted research paper and identify 'subtle (simply copy-paste)' and/or 'blatant (paraphrasing)' types of plagiarism, if, practised by the author(s).
- The Editor shall confirm plagiarism (carry out objective check through Turnitin) and/or search for similar titles to the submitted research paper, and
- The Editor shall be prepared to publish a corrigendum, remove and retract a plagiarized article if it comes to his/her knowledge after its publication.
- The Editor shall not use any unpublished information/data from the submitted research paper without the permission of the author(s).

- Any information received after the peer review process must be kept confidential and not to be used for personal gains.

## 2.9. Copyright

All articles published in the journal are open-access and free for everyone to read, download, copy and distribute. Journal protects the work of our researchers defined by the License Agreement under the Creative Commons Attribution License. Authors retain the copyright of their manuscripts, and all Open Access articles are distributed under the terms of the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided that the original work is properly cited.

## 2.10. Submission

Authors must:

- Conform to rigorous methodological standards as understood by the intellectual traditions within which they operate.
- Specify the theoretical framework used for analysis, reference the necessary literature(s), and spell out the implications of any findings for further research.
- All manuscripts must be submitted electronically on the website.

## 2.11. Authors Guidelines

### Manuscript Submission Guidelines: UCP Journal of Law and Legal Education (UCP-JLLE)

- Manuscripts must be in English and should be submitted at <http://ojs.ucp.edu.pk/index.php/ucpjlle>.
- Other editorial correspondence should be addressed to the Editor, UCP-JLLE [editorinchief.jlle@ucp.edu.pk](mailto:editorinchief.jlle@ucp.edu.pk).
- Only those manuscripts will be reviewed whose Aims and Scope fall within the ambit of UCP-JLLE.
- No-fees requirement for the submission or publication in this journal.
- You will be expected to certify that you are submitting your original work, that you own the rights to the work, that you are submitting it for first publication in the Journal, that it is not being considered for publication

elsewhere, and that it has not been published elsewhere as part of the submission process, and that you have received and can provide the requisite permission for the reproduction of any copyright works that you do not own.

## **What do we publish?**

### **Aims & Scope**

Please make sure that you have read the Aims & Scope before sending your manuscript to the UCP-JLLE.

### **Article Format**

- The preferred maximum length of articles should be 7000-8000 words, essays should be 5000-6000 words, book reviews, Legislative and judgment reviews should be 3000-4000 words. The abstract should be (200-250 words).
- Contributors must have a separate Title Page with the manuscript title, writers' names, affiliations, email addresses, and postal addresses.
- Do not include page numbers, headers, or footers. These will be added by the editors.
- Submit your manuscript, including tables, figures, appendices, etc., as a single file Word file.
- Page size should be 6.6 x 9.7-inches.
- All margins (left, right, top, and bottom) should be 1 inch (2.54 cm), including your tables and figures.
- Single space your text.
- Use a single-column layout with both left and right margins justified.
- Font:12 pt. Times New Roman
- When possible, there should be no pages where more than a quarter of the page is empty space.

### **Writing Your Article**

The contributor may submit their article under a cover letter addressed to the editor, containing the following statement:

1. I confirm the accuracy of the citations in the attached manuscript.

2. I confirm that I have read and understood the journal's submission policy and that my manuscript complies with it.
3. I certify that no part of the manuscript infringes someone else's copyright.

### **The Manuscript Should be Structured as Follows**

- The template for manuscript preparation as available at Journal's website <http://ojs.ucp.edu.pk/index.php/ucpjle> should be strictly followed.
- Use British *English* rather than American *English* (for example, 'programme' rather than 'program,' 'labour' rather than 'labor,' and 'centre' rather than 'center').
- Use double quotes instead of single quotes.
- Use the terms 'twentieth century' and '1980s'. Spell out numbers from one to nine, 10 and above to remain in figures. However, only use figures for accurate measurements (3 km, 9 per cent, not %). Instead of lakhs and crores, use thousands and millions.
- Italics and diacritical can be minimised but used consistently. Tables and figures should be identified by numbers rather than placement such as (see Table 1) and not like (see Table below). In the text, all figures and tables should be cited. Regardless of whether or not permissions are needed, the source for figures and tables should be listed.
- Figures, including maps, graphs and drawings, should not be larger than the page size. They should be numbered and arranged as per their references in the text. All photographs and scanned images should have a resolution of a minimum of 300 dpi and 1,500 pixels and their format should be TIFF or JPEG.
- Due permissions should be taken for copyright-protected photographs/images. Even for photographs/images available in the public domain, it should be ascertained whether or not their reproduction requires permission for purposes of publishing (which is a profit-making endeavour).
- All photographs/scanned images should be provided separately in a folder along with the main article. All figures and tables should be cited in the text and should have the source (a specific URL, a reference or, if it is the author's own work, 'The Author') mentioned irrespective of whether or not they require permissions.

## **Editorial Policies**

### **Peer-review Policy**

The UCP-JLLE follows a strict double-blind review policy in which both the reviewer's and the author's identities are kept secret from both parties.

### **Authorship**

Both parties who contributed significantly to the article should be classified as contributors. The relative scientific or technical contributions of the individuals concerned, regardless of their rank, should be used to assess principal authorship, authorship order, and other publication credits.

### **Acknowledgements**

All contributors who do not meet the authorship requirements should be acknowledged in a segment called Acknowledgements. An individual who provided only technical assistance or a department chair who provided only general help are examples of those who should be remembered. Any acknowledgements should appear first at the end of your article before your Declaration of Conflicting Interests (if applicable), any notes and your References.

### **Third-party Submissions**

A declaration must be included in the Acknowledgements section of the manuscript and the accompanying cover letter if an individual who is not listed as an author submits a manuscript on behalf of the author(s). The declarations must include the following:

- Disclose the type of editorial assistance – including the individual's name, company and level of input
- Identify any entities that paid for this assistance
- Confirm that the listed authors have authorised the submission of their manuscript via a third party and approved any statements or declarations, e.g., conflicting interests, funding, etc.

The journal Editorial Board reserves the right to reject manuscripts submitted by a third party rather than the authors themselves if it fails to the requirements listed herein.

## **Writing Assistance**

Individuals who assisted with writing, such as from a specialist communications firm, are not considered writers and should be acknowledged in the Acknowledgements section. Any writing assistance must be disclosed, including the individual's name, company and level of feedback, as well as the entity that paid for it. It is not compulsory to reveal whether or not you have used language polishing services.

## **Funding**

All authors in the UCP-JLLE are required to acknowledge their funding in a consistent manner under a separate heading or state: 'This study received no specific funding from any governmental, commercial or non-profit funding agency.'

## **Plagiarism**

The similarity index should fall within the limits prescribed by HEC. Copyright infringement, plagiarism and other violations of best practices in publishing are taken very seriously by UCP-JLLE. We always investigate claims of plagiarism or misuse of published from dishonest, deceitful, or unscrupulous activities. Duplication-checking software can be used to validate submitted articles. We reserve the right to take action if an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient recognition or if the authorship of the article is disputed, including but not limited to publishing an erratum or corrigendum; retracting the article; raising the issue with the author's institution's head of department or dean, as well as related academic bodies or societies; or taking appropriate legal action.

## **Prior Published**

It is not generally appropriate for material to be published in a UCP-JLLE if it has previously been published.

## Reference Style

The UCP-JLLE adheres to APA 6<sup>th</sup> Ed.

### Information Required for Completing Your Submission

- You will be asked to provide contact details and academic affiliations for all co-authors and identify who is to be the corresponding author.
- These details must match what appears on your manuscript.
- The affiliation listed in the manuscript should be the institution where the research was conducted.
- If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper.
- At this stage, please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

### 2.12. Ethical Guidelines for the Author(s)

The following ethical guidelines are obligatory for all author(s) violation of which may result in application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges.

#### 2.12.1. Reporting Standards


- It is the author(s)' responsibility to ensure that the research report and data contain adequate detail and references to the sources of information in order to allow others to reproduce the results.
- Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

#### 2.12.2. Originality and Plagiarism


- It is the author(s)' responsibility to ascertain that s/he has submitted an entirely original work, giving due credit, by virtue of proper citations, to the works and/or words of others where they have been used.
- Plagiarism in all its forms constitutes unethical publishing behaviour and is not acceptable.



- Material quoted verbatim from the author(s)' previously published work or other sources must be placed in quotation marks.
- As per HEC's policy, in case the manuscript has a similarity index of more than 15%, it will either be rejected or left at the discretion of the Editorial Board for a conditional acceptance.



**Dr. Hadia Awan**  
**Editor-in-Chief**  
**UCP Journal of Law and Legal Education**



**Dr. Hadia Awan**  
**Pro-Rector**  
**University of Central Punjab, Lahore,**  
**Pakistan**