

POLICY DOCUMENT

Hamdard Islamicus

About the Journal

Hamdard Islamicus, a quarterly research Journal of international repute, is being published regularly without break, since 1978.

Articles by learned research scholars from all over the world are published in the Hamdard Islamicus. In it different aspects of Islam and their impact on Muslim and non-Muslim societies are discussed. The Journal tries to foster internal as well as external dialogue among Muslims and with those of other faiths, in the fields of Humanities and Social Sciences, in order to encourage an atmosphere conducive to universal peace and understanding, for a better world. It aims at interpreting the teachings of Islam in such a way as to bring out its dynamic character, in the context of the intellectual and scientific progress of the modern world. Hamdard Islamicus is an Academic Journal devoted to Islamic research and scholarship. It is to serve as a forum for scholars to write objectively, analytically and, where ever necessary, critically on Islamic History, Philosophy, Science, Arts, Culture, Archaeology, Law, and Jurisprudence etc.

Aims and Objectives

Hamdard Islamicus is an Academic Journal devoted to Islamic research and scholarship. It is to serve as a forum for scholars to write objectively, analytically and, where ever necessary, critically on Islamic History, Philosophy, Science, Arts, Culture, Archaeology, Law, and Jurisprudence etc.

It brings out the achievements of Muslims in the fields of Humanities, Social and Natural sciences. It aims at defining Islam in terms of its fundamentals in a rational and liberal manner emphasizing, at the same time, the basic Islamic ideals of universal brotherhood, tolerance, and social justice.

It aims at interpreting the teachings of Islam in such a way as to bring out its dynamic character in the context of the intellectual and scientific progress of the modern world.

It provides an open forum for a dialogue among the Fundamentalist, Conservative, and the Modernist schools of thought among the Muslims aiming at finding a balanced view.

It endeavours, through dialogue, to find Islamic answers to the question relating to social, political, economic, and moral problems of the fast and drastically changing world of today.

It transmits through English translation the speeches, learned papers, and discourses expressed in Urdu by highly qualified traditional scholars, the '*ulama*', and, in this way, it communicates valuable material, otherwise inaccessible, to the non-Urdu readers.

It endeavours to promote better understanding between the Islamic World and the West.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Open Access Policy

All research articles published in Hamdard Islamicus are accessible openly: immediately freely available to read, download and share. Articles are published under the terms of a Creative

Commons license which permits use, distribution, and reproduction in any medium provided the original work is properly cited.

Article Publishing Rights & Copy Right Policy

For Hamdard Islamicus to publish research articles, we need publishing rights both online and in print format. This is controlled by an arrangement between the author and Hamdard Islamicus. This arrangement manages the permit of the copyright to Hamdard Islamicus. The Journal Hamdard Islamicus holds all the rights of publishing articles online and in print format.

Ethical Guidelines

Hamdard Islamicus is interested in publishing research-based articles on Islam's different aspects, implementation of Shari'ah rules, and issues relating to the contemporary world.

In this regard comparative analysis is commendable.

It covers Islamic History and Islamic architecture as well.

It may be mentioned that no polemic debate is allowed on our journal's pages.

Articles should be written in the English language with proper documentation.

For endnotes Chicago style is necessary.

Primary sources should be preferred.

Soft copy should be sent in MS Word format double spaced and a margin of one inch from each side on A4 size paper. Authors are requested to send c.v. as well.

No author is allowed to send his/her research article to more than one journals simultaneously.

The article may be sent to another journal only after getting final regrets from the Hamdard Islamicus.

All the correspondence would be with the corresponding author.

Peer Review Policy

The peer review process is one of the most important and fundamental components in the publication process. The credibility and reputation of a journal mainly depend on the integrity of the peer review process and the trust of authors.

Being an HEC recognized/accredited journal, Hamdard Islamicus follows peer review guidelines of HEC in true letter and spirit. All papers submitted to Hamdard Islamicus undergo a rigorous internal and external review by experts in the relevant area of interest

Internal Review

Each paper goes through an internal review by a relevant editorial board/ team member to determine whether it is properly formatted and follows the publication ethics. The member would also consider whether basic protocols of research have been followed in research design/analysis and contribution to the literature. At Hamdard Islamicus proper desk review process has been employed where articles must go through a process of passing a desk rejection/acceptance system before sending to an expert of the field, papers that do not meet the basic requirements are not sent out for external review.



External Review

Hamdard Islamicus follows a double-blind review process after a paper is screened through the internal review. Authors are requested not to include their personal information in the text of the paper. They are further indicated not to post their papers on any website to prevent their identity to the potential reviewers. While reviewers are also expected to refuse if they come to know about the identification of the author(s) of a paper referred to them for peer review.

External reviewers generally comment and suggest originality, quality of presentation, research design, data/results/conclusions, the usefulness of the study, and interest to the researcher's community. During an external review, if reviewers find that the research paper has major flaws that cannot be resolved through a major revision, they can recommend declining the paper.

Suggesting Reviewers

Following the HEC guidelines in letter and spirit, authors submitting their research papers to Hamdard Islamicus are not given an option to suggest potential reviewers for reviewing their research papers. While authors may indicate those scholars (due to any real or perceived conflict of interest) to whom they feel not suitable to serve as reviewers for their specific paper.

Criteria for Selection of Reviewers

Reviewers are selected carefully based on the following criteria:

1. Must hold a Ph.D. degree or advance professional qualification with extensive professional/academic experience, i.e. CFA, CMA etc.
2. Recognized well reputed expert in the field (having publications in reputable academic or professional research journals).
3. Never coauthored a paper with the author(s).
4. Not affiliated with the institution of author(s).
5. Should have a good understanding of data analysis.

Resources Available to Reviewers

Reviewers of Hamdard Islamicus are reputable academic and professional researchers who have access to a wide range of research-related databases and other latest material. If reviewers need further material to complete their review, it is also provided to them.

Publication Ethics (for reviewers)

All reviewers are encouraged to follow the HEC guidelines for reviewers to meet their responsibilities in relation to objectivity, promptness, conflict of interest, confidentiality and reporting.

Steps in Peer Review Process

Peer review process can be broadly described as:

S.No	Steps of Review Process	Estimated Time
1	Submission of paper	-
2	First internal review *	3-4 weeks
3	External review	4-5 weeks



