

# **Publication Process**

## ***Phase 1: Call for Papers and Article Submission***

**In the beginnings of the publication process** JCS uploads its call for papers biannually. For the Summer Issue, papers are accepted from Feb 1st to 31st March and for the Winter Issue, from Aug 1<sup>st</sup> to 30th Sept. The authors are required to read contribution guidelines before submission. The papers are submitted at JCS official email address. editorjcs@ndu.edu.pk.

## ***Phase 2: Editorial Review***

1. The received manuscripts are firstly processed through the Turnitin Similarity software to avoid any risk of plagiarism. The JCS has a zero-tolerance policy for plagiarism.
2. The format is checked according to the prescribed Author Contribution Guidelines available on JCS homepage, especially in terms of reference standardization.
3. The content is then checked by an internal editorial team to ensure it falls within the scope of JCS; and is original and unpublished work.
4. Manuscripts rejected at this stage are generally insufficiently original, have serious content, analysis or methodological flaws, have poor grammar or syntax, or are outside the scope of JCS.
5. The articles that meet the minimum criteria are sent to 2 experts (one national, one international) for a double blind peer review.

## ***Phase 3: Double Blind Peer Review***

Editor JCS ensures that all published papers have gone through a double-blind peer review, one national and one international reviewer.

1. It is double blind peer-review process in both directions and as such the identity of the author is removed from the manuscript prior to its review in order to protect the confidentiality and privacy and author is also aware of reviewer. Manuscripts are sent to the Reviewers having relevant expertise in the field.
2. JCS provides sufficient guidelines to reviewers, including necessary information about the review process and provide them a reviewer comment form for recording his/her comments.
3. JCS ensures that peer review process is prompt, nondiscriminatory and highly professional. Yet the Peer review timelines may vary depending on reviewer availability and responsiveness.
4. JCS develops a system of confidentiality of research papers undergoing the review process.
5. The reviewer/s may recommend either major or minor changes in the manuscript. The revision process comprises of multiple rounds. The JCS team then sends the reviewers' comments to author(s) promptly and ensures that the corrections suggested by the reviewers are incorporated by the author(s).
6. The JCS Editor critically evaluates peer review practices regularly and makes improvements, if required.

7. The JCS Editor maintains a database of competent and qualified reviewers. For this purpose, she may use various sources other than personal contacts to identify new reviewers (e.g. referring by author (s), citations and references section in a book/journal).
8. The Editor refers troublesome cases (e.g. in case of one acceptance and one rejection or any conflict arisen after review) to Editorial Board meetings in order to resolve the matter amicably.

***Phase 4: Production and Publication***

***Phase 5: Dissemination and Archiving***

**Publication Fee: The Journal does not charge any publication fee.**

**Source of Funding: National Defence University**