Policy Document-SJEST

Sukkur IBA Journal of Educational Sciences and Technologies (SJEST) is the bi-annual research journal published by the Department of Education, Sukkur IBA University, Sindh, Pakistan. SJEST is dedicated to serve as a key resource to provide applied research associated with Educational sciences and technologies on a global scale. This journal publishes manuscripts, which are well written by highlighting new trends in educational sciences, social sciences, and emerging technologies.

SJEST does not impose any article processing charges (APCs) or publication charges. Hence the publications are free of cost.

Aim and Objectives:
Sukkur IBA Journal of Educational Sciences and Technologies publishes and encourages the submission of cutting-edge research in the field of Educational sciences and technologies.

Submission Policy:
The SJEST provides an interdisciplinary platform for researchers, scientists, practitioners, and academicians for publishing their research findings in recent Education advances and innovations in the area of Educational science and technologies for dissemination at a global scale. Hence, the regular submissions are welcome in all areas of specified domains. Please read the Submission Policy carefully prior to making submissions. Further details about submission can be found in Submission Guidelines.

Peer-Review Policy
The aim of this Journal is to publish original research findings in the field of Educational Sciences and Technologies. Hence, it contains double-blind peer-reviewed articles. Please read the Peer-review Policy.

Plagiarism Policy
SJEST follows the HEC guidelines regarding the Plagiarism Policy. Each manuscript will be scrutinized for originality check by Turnitin. Please read the Plagiarism Policy.

Research Areas
The SJEST welcomes contribution in the following core thematic areas but not limited to:
Research Themes
The SJEST welcomes contribution in the following themes:

- Classroom Management or Classroom-centered research
- Counseling and Guidance
- Development of Learning Environment
- Discourse Analysis
- Diversity and Learning
- Diversity and Teaching
- Education and Society
- Educational Management
- Educational Research
- E-Learning and Knowledge Management
- Augmented and Virtual Reality-Based Education
- Technical and Vocational Education
- Educational Technologies
- Gamification and Simulation-Based Education
- Engineering Education
- Research Design and Methods
- Industrial Education and Sciences
- STEM Education
- Human Resource Management in Education
- Teacher Education and Training
- Technical and Vocational Education
- Teacher, School, Community, and Society
- History of Education, Science, and Technology
- Pedagogy and Skill development
- Innovative Pedagogical Models
- Quality Management
- Quality in Teacher Education
- Sustainability of Teacher Education
- Sports and Education
- Teaching and learning
- The teaching of specific skills
- Theories and practice in Education
- Theories and practice in Educational Research
- Time Management and Skill development
- Time Management and Students Performance
- International Education and Development
- Educational Philosophy
- Teacher Education
- Educational leadership
- Science Education
- Mathematics education
- Teaching of English
- ICT in Education
- Inclusive education
Submission Preparation Checklist
As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor). If an extended version of conference proceedings paper has been submitted author must exclusively inform the editor with a covering letter. SJEST has a policy guideline for an extended version of submission that must be taken into consideration before submitting an extended version of a conference paper.
- If the authors have used the work and/or words of others, the authors must ensure that the work and/or words of others are appropriately cited or quoted and identify all sources used in the creation of their manuscripts.
- The submission file is in Open Office, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Contact details (phone number, email, address) of Corresponding Author(s) provided separately in the submitted article?
Author Guidelines
Instructions given on this page, for convenient article processing.

Format:
The authors are required to follow the APA Style Guide for formatting articles, failing which the manuscript will not be accepted for publication.

Paper Length:
The abstract must begin with a new page. The abstract page should already include the page header (as given in APA Style Guide). The abstract should be a single paragraph between 150 and 250 words. Keywords (max. 10 words) from your paper must be listed below the abstract.

JEL Classification: code must be identified and listed below keywords
Length: Formatted as guided (Min: 4,000 – Max: 8,000 words)

Paper Layout: The paper layout should be as follow;
Font: Times New Roman
Title: 14pts Bold
Alignment: Justify
Page/Paper Size: 8.5" x 11" (Letter) (8.5 inches width x 11 inches height)
Orientation: Portrait

Margins:
Top: 1.0"
Bottom: 1.0"
Left: 1.6"
Right: 1.6"

Paragraph Indention: Indent each paragraph single spaces and apply the indentation consistently throughout the paper

Line Spacing: 1.0 (single line space) throughout the entire paper

Page Numbering: Number page consecutively in the bottom middle

Headings:
1. (12pts Bold)
1.1. (11pts Bold)
1.1.1. (11pts Bold Italic)
In-Text Citations & References:
Please follow the In-Text Citations APA Style Guide for in-text citations. Authors may use Mendeley or EndNote. In-Text Citations & References Management software packages for in-text citations; these software packages are compatible with Microsoft Office Word.

Sample Paper:
Please, download APA style formatted sample paper. Authors may also download already published articles in SJEST and use as a reference for formatting.

Article Preparation Guide:
Please follow the SJEST Article Preparation Guide to prepare and format the paper accordingly.

Articles
As an agreement of publication, we ask you as the corresponding author(s) with the consent of all co-author(s) that you execute this agreement.
1. By executing this agreement, you represent and warrant that you are the sole proprietor of all rights in the accepted work;
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3. The undersigned being aware of the facts, accepted all the terms & conditions stated.

Copyright Notice
The SJEST holds the rights of all the published papers. Authors are required to transfer copyrights to journal to make sure that the paper is solely published in SJEST, however, authors
Currently, submissions are managed by Sukkur IBA Journal of Educational Sciences and Technologies - SJEST as illustrated in the following steps:

**Technical Pre-Screening:** is carried out by Sukkur IBA University Publications Cell prior to forwarding to editor to check that the manuscript is complete (i.e. title, affiliations, keywords, abstract length (single paragraph min: 150 – max: 250 words) main text (min: 4,000 – max: 8,000 words), and a reference list), English is sufficient for peer-review process, figures are complete and clear enough to read and manuscript. Submitted papers not meeting these requirements will be returned to the authors who may re-submit their paper after dealing with the issues raised.

**Similarity/Plagiarism Screening Policy:** Every submitted article is checked for the Similarity report by the editorial team, before initiating the review process. Turnitin software is used by the SJEST as prescribed by Higher Education Commission (HEC) Pakistan, to check the similarity of paper.
As per HEC policy, in case a manuscript has a similarity index of more than 19% overall and more than 5% in case of single source, it will be immediately either returned back to the author for correction and resubmission or will be rejected and archived. This decision is made by the editorial team, based on the similarity ratio. (Please Note that the parameters for similarity check involve, Add to No Repository, Exclude Bibliography, Exclude Quoted Text).

The Editor-in-Chief pre-screens: submissions to check that they comply with journal scope & thematic areas, match with the article classifications used by the journal, are of potential interest to readers and have high relevance. The submission will be returned to the Author for revision if it needs to be shortened to match with the length expectations for the article classification type. Subsequent to pre-screening, the Editor-in-Chief assigns papers for the technical review process.

The Editor-in-Chief with the support of Associate & Managing Editors initiate the double-blind peer-review process by selecting highly qualified reviewers (having the minimum qualification of Ph.D. in relevant field with intensive research work background) to evaluate the manuscript. Associate & Managing Editors can recommend to Editor-in-Chief to reject submissions that they believe are out of the Journal scope & thematic areas or of low enough quality to not merit review.

Next, external reviewers (one national and one from an academically/technically advanced country) provide detailed comments and make their recommendation: accept, accept with minor revision, accept major revision, reject or reject with recommended re-submission.

Reviewers’ comments are forwarded to the Editor-in-Chief who make a decision and, through the Publications Cell, Sukkur IBA University, notify authors of the outcome of their papers, and send them copies of all reviewer comments.

Revised manuscripts submitted via the journal manuscript management system are returned to Editorial Team who, perhaps after further revision or re-review, make a final recommendation to the Editor-in-Chief.

Final Decision of Acceptance, Revision, Re-submission or Rejection is made by Editor-in-Chief and informed to authors through Publications Cell, Sukkur IBA University.

Since, the review is an honorary job done by reviewers on their interest and availability of time, the duration of the entire peer-review process ideally ranges between 15 and 20 weeks, depending on reviewers’ responsiveness and degree of revisions required. To increase the likelihood of acceptance of submissions, authors should consider three critical matters before submission: (a)
No: SUK-IBA/ Date

After Final Acceptance, the Corresponding author will be notified and paper will be forwarded to technical editors for copy-editing and proof-reading. To get more insights on Peer-Review process, please read the content What is Peer-Review?

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Plagiarism Policy
Similarity/Plagiarism Screening Policy: Every submitted article is checked for the Similarity Index report by the editorial team, before initiating the review process. Turnitin software is used by the Sukkur IBA Journal of Educational Sciences and Technologies - SJEST as prescribed by Higher Education Commission (HEC) Pakistan, to check the similarity of paper. As per HEC policy, in case a manuscript has a similarity index of more than 19% overall and more than 5% in case of single source, it will be immediately either returned back to the author for correction and resubmission or will be rejected and archived. This decision is made by the editorial team, based on the similarity ratio. (Please Note that the parameters for similarity check involve Add to No Repository, Exclude Bibliography, Exclude Quoted Text).
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**Digital Archiving Policy**
Sukkur IBA Journal of Educational Sciences and Technologies - SJEST is committed to the permanent availability and preservation of scholarly research published in SJEST. SJEST maintaining digital archive with following systems/programs as well as maintaining own digital archive through regular scheduled database backup schemes.

**LOCKSS**
The LOCKSS Program, based at Stanford University Libraries, provides libraries and publishers with award-winning, low-cost, open source digital preservation tools to preserve and provide access to persistent and authoritative digital content. Non-for-profit dark archive which stores all SJEST content.

Since, SJEST using Open Journal Systems that supports the LOCKSS (Lots of Copies Keep Stuff Safe) system to ensure a secure and permanent archive for the journal. LOCKSS is open source software developed at Stanford University Library that enables libraries to preserve selected web journals by regularly polling registered journal websites for newly published content and archiving it. Each archive is continually validated against other library caches, and if content is found to be corrupted or lost, the other caches or the journal is used to restore it.
CLOCKSS
CLOCKSS (Controlled LOCKSS) is a not-for-profit joint venture between the world’s leading academic publishers and research libraries whose mission is to build a sustainable, geographically distributed dark archive with which to ensure the long-term survival of Web-based scholarly publications for the benefit of the greater global research community.

CLOCKSS is for the entire world's benefit. Content no longer available from any publisher ("triggered content") is available for free. CLOCKSS uniquely assigns this abandoned and orphaned content a Creative Commons license to ensure it remains available forever.

Since, SJEST using Open Journal Systems that also supports the CLOCKSS (Controlled Lots of Copies Keep Stuff Safe) system to ensure a secure and permanent archive for the journal. CLOCKSS is based upon the open-source LOCKSS software developed at Stanford University Library that enables libraries to preserve selected web journals by regularly polling registered journal websites for newly published content and archiving it. Each archive is continually validated against other library caches, and if the content is found to be corrupted or lost, the other caches or the journal is used to restore it.

In addition, bibliographic data of published research scholarly work in Sukkur IBA Journal of Educational Sciences and Technologies - SJEST is archived in IDEAS RePEc through the input service which is exclusively granted to SJEST for updating the metadata of published content. Published articles abstract views, downloads and citation statistics are also available at IDEAS RePEc.

Article Processing or Publishing Charges
Sukkur IBA Journal of Educational Sciences and Technologies (SJEST) does not charge any Article Processing Charges (APCs), Submission or Publication Fees from authors. Sukkur IBA University with the support of Higher Education Commission (HEC), Pakistan covers the journal publication and processing cost to the larger interest of disseminating and publishing quality research work from the platform of Sukkur IBA Journal of Educational Sciences and Technologies.

Sukkur IBA Journal of Educational Sciences and Technologies also provides an immediate open access to its published content on the principle that making research freely available to the public supports a greater global exchange of knowledge and dissemination of ideas.
In addition, Sukkur IBA Journal of Educational Sciences and Technologies provides a complimentary printed hard copy of the journal to author(s) and supplement copies of the journal are also distributed to HEI & R&D institutions of the country.

SJEST does not charge article submission, processing or publication fee from authors from any part of the world.

Best Practices
The journals published by Sukkur IBA University platform follow best practices that are applicable to all involved in publishing scholarly literature. These best practices are developed in line with specific national and international codes of conduct for research and are not intended to replace these.

Following are the areas covered under best practices:

1. Allegations of Misconduct
The following procedure will be followed in case of any complaint/allegation of misconduct.

Gather information: Who is making the complaint or raising the issue and who should then become involved?

- External editor and internal publishing contact should always coordinate.
- If complaints come into Sukkur IBA University through any source other than the publishing contact, the publishing contact should be contacted immediately.

Ultimately, who is the decision-maker regarding how to resolve and handle the complaint?

- External journal editor (or society-owner for society journal):
  - As to the merits of the claim (plagiarism, scientific procedures, the context of the dispute, prior reported research, the background of parties).
  - Possibly in conjunction with other co-editors, members of the editorial board or society, peer reviewers, experts in the field selected by the editor.
  - Possibly in conjunction with the "other journal" editor or publisher (especially for multiple publication issues).

- Sukkur IBA University may need to be involved to help document the dispute and its resolution and to provide specialist support from time to time:
Use the procedures outlined in this document.
- The professional judgment of publishing contact or their manager about what "best practices" are with respect to the complaint made and its resolution.
- Professional advice of one kind or another (Obtain an opinion from an external expert or Legal adviser).

When is an ethics complaint a "legal" matter that requires Sukkur IBA University legal review/support?

- The “obvious” times:
  - Formal legal complaint or brief filed in court.
  - Letter from an attorney representing an "aggrieved" party.
  - A complaint is made about the infringement of a legal right such as copyright, moral rights, or a right of privacy.
- The less obvious times:
  - Plausible (from a scientific perspective) conflicting claims from several parties which cannot be resolved by the editor through the methods and procedures outlined herein (suggesting that significant factual investigation will be required).
  - Where comment is made in a notice, expression of concern, corrigendum, or retraction that might be considered defamatory (this is automatically reviewed in the case of retractions).

**Documenting the complaint/dispute**
The publishing contact should always help the editor to record and document the claim. Inter alia they should:

- Prepare an incident report with all factual questions (who, what, when, where, why) dealt with.
- For plagiarism and duplicate publication issues obtain the respective texts/articles.

**Due process for our authors**
When the complaint is made against our author, the general rule will be that the journal editor should contact the author about whom a complaint has been made and the author is given the opportunity to respond/comment. The editor may decide on the basis of the author's response (e.g. if the author is responsive, articulates a clear and convincing position - and may draw inferences from the opposite as well).
Involving other bodies or agents?
Consider whether there are other bodies or agents that could or should be involved (if after some degree of investigation, there seems to be some merit in the complaint and the complaint seems one that would be more easily (and reasonably) investigated and solved by that other institution. Such institutions could include:

- For plagiarism and duplicate publication, the other publisher or journal involved in publishing the other text.
- For authorship and fraud claims, the institutions where the research was conducted.
- For bias or unfair/inappropriate competitive acts, institutions that employ the alleged wrong-doer.
- For the conflict of interest disclosure matters and violation of research standards, funding agency or employing institutions.
- COPE (Committee on Publication Ethics) does take on some matters, often more high-profile cases when other avenues are documented as failed.
- Note that we will not necessarily be bound by a finding of an institution or agency if such finding is not deemed reasonable by the editor (or does not appear to us to be reasonable).

Responsibility to our authors
Although these procedures generally assume that it is our publication and author or co-authors who are complained about, it is possible that our authors will raise a complaint with us about another publication or author:

- Usually, this should be a contact made by the journal editor to the editor of the other journal directly.
- Procedures to be followed generally mirror the procedures outlined herein.

Remedies

- In many cases, the communication of the complaint to the author and/or the authors' institution will in and of itself be considered a significant sanction.
- Other remedies (these are not exclusive) may include (in order of severity):
  - Publication of a notice, corrigendum, or erratum in a future issue (which could also take the form of an "expression of concern").
  - Formal retraction of the article (watermarking the article to indicate it has been retracted and publication of a notice as to the reason).
The formal removal of the article (the actual deletion from the electronic record, a remedy suggested only for material that invades a subject’s privacy or could cause serious harm).

Publication of an editorial concerning the ethical issues raised and the journal’s decision concerning the issues.

The decision by the editorial board on future submissions by the author or author group.

- All sanctions should be considered and weighed carefully by the editor-in-chief.

**Caution regarding defamation claims**

In carrying out any investigation, great care should be taken to act fairly and objectively and not to defame any author (or complainant) in any way, which could give rise to legal liabilities, including damages. To avoid defamation claims by authors, the following guidelines should be taken into account in the investigation:

- Any inquiries of an author’s institution should be made in terms of an “alleged” or “apparent” violation. The inquiries should clearly state the facts and the allegation without premature judgment of the author’s culpability.
- Information should be gathered carefully while imparting as little information as possible about the suspicion or accusation. To assist with information gathering, PERK provides form letters to use in investigating claims of unethical behavior.

2. **Authorship and Contribution**

All the journals published by Sukkur IBA University require to submit the credit statement during the submission process.

Credit offers authors the opportunity to share an accurate and detailed description of their diverse contributions to the published work.

- The corresponding author is responsible for ensuring that the descriptions are accurate and agreed upon by all authors.
- The role(s) of all authors should be listed, using the relevant categories.
- Authors may have contributed in multiple roles.
- Credit in no way changes the journal’s criteria to qualify for authorship.

Credit statements should be provided during the submission process and will appear above the acknowledgment section of the published paper as shown further below.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Conceptualization</td>
<td>Ideas: formulation or evolution of overarching research goals and aims</td>
</tr>
<tr>
<td>Methodology</td>
<td>Development or design of methodology; creation of models</td>
</tr>
<tr>
<td>Software</td>
<td>Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components</td>
</tr>
<tr>
<td>Validation</td>
<td>Verification, whether as a part of the activity or separate, of the overall replication/ reproducibility of results/experiments and other research outputs</td>
</tr>
<tr>
<td>Formal analysis</td>
<td>Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data</td>
</tr>
<tr>
<td>Investigation</td>
<td>Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection</td>
</tr>
<tr>
<td>Resources</td>
<td>Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools</td>
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<tr>
<td>Data Curation</td>
<td>Management activities to annotate (produce metadata), scrub data, and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse</td>
</tr>
<tr>
<td>Writing - Original Draft</td>
<td>Preparation, creation, and/or presentation of the published work, specifically writing the initial draft (including substantive translation)</td>
</tr>
<tr>
<td>Writing - Review &amp; Editing</td>
<td>Preparation, creation, and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision – including pre-or post-publication stages</td>
</tr>
<tr>
<td>Visualization</td>
<td>Preparation, creation, and/or presentation of the published work, specifically visualization/ data presentation</td>
</tr>
<tr>
<td>Supervision</td>
<td>Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team</td>
</tr>
<tr>
<td>Project administration</td>
<td>Management and coordination responsibility for the research activity planning and execution</td>
</tr>
<tr>
<td>Funding acquisition</td>
<td>Acquisition of the financial support for the project leading to this publication</td>
</tr>
</tbody>
</table>
Sample Credit author statement:
Zhang San: Conceptualization, Methodology, Software Priya Singh.: Data curation, Writing-
Ajay Kumar: Software, Validation.: Sun Qi: Writing- Reviewing and Editing.

3. Conflict of Interest/Competing interest
All the journals published by the Sukkur IBA University platform require to sign statement from 
Authors, Editors, and Reviewers for potential Conflict of Interest/Competing interest. Such 
statement is signed by Authors, Editors, and Reviewers during submission, editorial, and review 
process, respectively.

4. Data and Reproducibility
All the journals published by the Sukkur IBA University platform encourage data availability 
and sharing for scientific use. Thus, the authors are required to opt for one or more than one out 
of the following data availability statements in the submitted paper:

- The datasets generated during and/or analyzed during the current study are available in 
  the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS].
- The datasets generated during and/or analyzed during the current study are available from 
  the corresponding author on reasonable request.
- All data generated or analyzed during this study are included in this published article (and 
  its supplementary information files).
- The datasets generated during and/or analyzed during the current study are not publicly 
  available due to [REASON(S) WHY DATA ARE NOT PUBLIC] but are available from 
  the corresponding author on reasonable request.
- Data sharing not applicable to this article as no datasets were generated or analyzed 
  during the current study.
- The data that support the findings of this study are available from [THIRD PARTY 
  NAME] but restrictions apply to the availability of these data, which were used under 
  license for the current study, and so are not publicly available. Data are however 
  available from the authors upon reasonable request and with permission of [THIRD 
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5. Ethical oversight
All the journals published by the Sukkur IBA University platform need to mention whether the 
consent was taken from the subjects/government/community or relevant authorities for the use
and disclosure of information that may involve the publication on a vulnerable population, research on animals, human subjects and confidential data.

6. Post-publication discussion and corrections
The final version of the article after the editor's approval is shared with all authors of that article before publication to report any corrections required before the final publication on the journal website.