

## **Policy Document of Journal**

### **Guidelines for Manuscript Writing**

#### **Instruction for Authors**

FUJP accepts manuscripts Submitted through FUJP online portal. Manuscript Submission Via email is not valid. The manuscript should be prepared using a recent version of Microsoft Word.

#### **Manuscript Formatting**

1. Manuscript must be submitted as a single MS WORD file, formatted for 8.5" x 11" paper
2. Margins must be 1.5 on left and 1 on all other sides (Right, Top, Bottom)
3. Title should be brief, not more than fourteen words and it should be written in Times New Roman Font Size 14 Bold, centered.
4. All Headings other than Title of Manuscript must be in Times New Roman with Font Size 12 Bold.
5. Font size 12 Times New Roman (body text)
6. Title, abstract and references single line spaced; body text 1.5 line space
7. Page limit 15 to 18
8. Abstract word count 250
9. Manuscript No of words 5000 (body text) including abstract and excluding References
10. No of References 35 to 40
11. References must not be older than 5 years
12. Manuscripts should be composed according to APA (American Psychological Association) 7th edition format.
13. The submitted manuscripts should be written in English, (American or British usage is accepted, and however it should not be a mixture of both). Manuscripts should be free from grammatical errors.

*Note.* Manuscripts should be prepared according to the following style rules (deviations from these rules can cause publication delays and rejection of Manuscript). It is the author's responsibility to make the submitted paper clear, related, and thought- provoking, before submission. Author must ensure that submitted manuscript comprised of original unpublished work and is not being submitted for publication elsewhere.

## **Manuscript Content**

Manuscript must have following content

- 1) Structured Abstract
- 2) Introduction
- 3) Method
- 4) Discussion
- 5) Conclusion
- 6) **Funding**
- 7) **Conflict of interest**
- 8) **Availability of data**
- 9) **Ethical Approval**
- 10) References

A ***Structured Abstract*** (Background/Objectives, Method, Results, Conclusion & Implications) not exceeding 250 words should be clearly written and readily comprehensible. It should provide a concise summary of the Background/Objectives, Method, Results, and Conclusion. At the end of Abstract, provide maximum of **seven keywords** of the manuscript. The ***Introduction*** should provide a clear understanding of study variables, the relevant literature on the subject should be cited. ***Method and procedures*** used in the research should be described in detail. ***Results*** must be clearly described and should provide a comprehensive picture of findings. In ***Discussion*** section findings should be interpreted in view of the present study results and results of existing empirical evidence. **Conclusion** should be given at the end of article

## **Tables and Figures**

1. Tables must be in Microsoft Word table format, using Times New Roman text, 10 or 11 font size. APA-7 style.
2. Figures must be clearly produced in black and white. All text included in figures should be Times New Roman (10 point minimum).
3. Each table and figure should fit on a single page. Tables and figures may be oriented horizontally (landscape) or vertically (portrait) within the allotted space.
4. Each table and figure should be identified with a table or figure number and a descriptive title.
5. For data not generated by the author(s), the source of the data should be given (in short form) below the table or figure and listed in full in the references.

## **Footnotes and References**

- Footnote material should be incorporated into the text whenever possible. If footnotes are necessary, the note number should be typed in the text and superscripted. The notes should be collected at the end of the text as endnotes.
- References should be (a) integrated into the text in short form and (b) collected together at the end of the article. APA 7 format needs to be followed
- For work with three or more authors, list the first author followed by “et al.” as shown above. For multiple citations, alphabetize citations by first author’s last name.
- The author(s) should make sure that there is a strict one-to-one correspondence between the in- text citations (including citations in footnotes, tables, and figures) and the list of references in the References.

## **Copyright Transfer**

- Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere

- Submission of a paper also implies that, upon acceptance of an article by the journal, the author(s) will transfer copyright of the article to the publisher. The transfer will ensure the widest possible distribution of material.

**Note:** Editor reserves the right to amend, abridge or otherwise alter the contents of the paper to make it suitable for publication. However, every endeavor will be made not to affect the spirit or effectiveness of the paper.

### **Article Processing & Publication Fee**

At the time of Manuscript Submission, Authors have to deposit Article Processing Fee. Without deposit evidence of processing fee, initial screening/processing of Article will not be initiated by Editorial FUJP. Article processing fee does not guarantee acceptance of manuscript for publication.

Once manuscript is accepted for publication Authors have to pay Article Publication Fee. Without deposit evidence of publication fee article will not published either online or in printed form.

### **Article Processing and Publication Fee charges**

Article Processing Fee: 2000PKR

Article Publication Fee: 6000PKR

### **Payment Method**

Article Processing and Publication fee can be paid through, Cheque, Bank Draft, Online Deposit or Electronic Transfer to the following account:

Bank: Askari Bank

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### **Note**

Please send evidence of payment on FUJP online portal.

Processing and Publication fee are non-refundable

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**Email:** [fujp@fui.edu.pk](mailto:fujp@fui.edu.pk)

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### **Subscription Information**

Foundation University Journal of Psychology is Published Biannually (Two Issues in a year: January & July)

#### **Subscription for Individuals**

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## **Sources of funding**

1. ORIC Foundation University Islamabad
- 2 Higher Education Commission Pakistan (for the year 2020-2021)

## **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.

- Ethical form
- Plagiarism report
- Author form
- Data sharing statement
- Article with authors information
- Article without authors information
- Declarations
- Article Processing Fee evidence (Askari Bank)

## **Review Process**

Submitted manuscripts are reviewed for originality, significance, adequacy of documentation, reader interest and composition.

Manuscripts not submitted according to instructions will be returned to the author for correction prior to the beginning of the processing. All manuscripts are subject to a similarity check using the Turnitin service, and articles exceeding the limit of 19% similarity are returned for clarification and/or correction. Revised manuscripts are judged on the adequacy of responses to suggestions and criticisms made during the initial review. Manuscripts are then forwarded to two external peer reviewers and statistical reviewers. This process is double-blinded. Each manuscript will further be checked for technical, epidemiological, statistical, and ethical and language corrections.

All parts of accepted manuscripts are subject to editing for scientific accuracy and clarity by the office of the Editor. The editorial board of FUJP holds the right to a final decision of accepting or rejecting any article from publications in the journal at all stages.

## **INFORMATION**

- For Readers
- For Authors

Open Access

Bi-Annual Journal

Funded By

1. ORIC, Foundation University Islamabad.
2. Higher Education Commission Pakistan

### **Submission Process**

## **INSTRUCTIONS FOR AUTHORS (MANUSCRIPT PROCESSING FOR PUBLICATION)**

Note. If authors are interested in publication of their valuable manuscript, kindly submit the complete article on the OJS system of Foundation University Journal of Psychology (<https://fui.edu.pk/fjs/index.php/fujp/>). Further, instructions for the authors are as under:

All the authors are requested to submit as per instructions. Otherwise, the submitted manuscripts will be returned to authors for submitting complete manuscript for further processing. FUJP editorial team and reviewers assess submitted manuscripts for significance, journal scope, originality, composition and adequacy of documentation. Do NOT make a new submission for a manuscript which has been submitted previously. All revised articles and corrections should be submitted using the original Login ID generated upon first submission.

Authors are requested to submit similarity check report using the Turnitin and the limit of similarity report is 19 % for processing review of the submitted manuscripts. FUJP editors ensure double blind peer review of the manuscripts before acceptance or rejection. Further, editorial team will assess the technical, grammatical, statistical, ethical and methodological issue of the submitted manuscripts. Editing of the accepted manuscripts is assessed by the editing team for ensuring clarity and scientific accuracy.

The editorial board of the Foundation University Journal of Pakistan (FUJP) holds the right of rejecting or accepting any submitted manuscript for publication in the FUJP at all stages.

All the authors are requested to submit the following documents along with the initial submission. Incomplete submissions are not processed.

1. Cover Letter (sample)
2. Ethical Approval Letter (From institutional review board on letterhead in PDF format)
3. Author Form (sample)
4. Plagiarism Report (Turnitin Similarity Report in PDF Format)
5. Results Outcome in PDF format and a statement about data availability.
6. Manuscript File in MS Word Format

The authors should prepare manuscript by following reporting standards mentioned in the American Psychological Association Publication Manual (7<sup>th</sup> ed.). The authors should follow following summary headings in their manuscripts for submission (**MS Word Format**).

### **Supporting Documents**

Ensure that you have the following supporting documents prepared before you attempt to submit the manuscript.

1. Title
2. Abstract (Structured abstract with 250 words maximum with following headings: Background/Objectives, Method, Results, Conclusion & Implications)
3. Introduction
4. Method
5. Results
6. Discussion
7. Conclusion and Implications
8. Funding
9. Conflict of interest
10. Availability of data
11. Ethical Approval.
12. References (Follow APA 7<sup>th</sup> Manual inserted through Mendeley, End note, or Zotero)
13. Registration number in case of clinical trials
14. Do not add author details in the main article .DOC file.

### **Obligatory Document 1: Cover Letter**

#### **Sample cover letter attached**

A cover letter is an obligatory supporting document, without which the Fjsmanager will not upload and accept the manuscript.

A cover letter should be kept succinct and include the following information:



- An introduction stating the title of the manuscript
- The reason why your study is important and relevant to the FUJP readership
- A statement that the manuscript has not been published previously and is not under consideration for publication in any other journal. Do declare if it had been submitted elsewhere previously but rejected, withdrawn or anything else, with due explanation.
- A statement that all authors approved the manuscript and its submission to the journal.
- An explanation of any issues relating to FUJP policies
- A declaration of any potential conflict of interests, including disclosures of previously presented abstracts
- A declaration of any funding sources

Acceptable formats for cover letter include: docx or pdf.

### **Obligatory Document 2: Ethical Approval of Research**

Ethical approval of research in the form of letters from the institutional ethical review committee (ERC), or any other relevant form of ethical approval is mandatory for all manuscripts submitted to FUJP. The only exceptions to this rule include letters to the editor based on some new information. For letters, review articles etc, upload an MS Word document stating the reason for exception to the rule. Note that this method of bypassing the system would not be accepted in cases where ethical approval is mandatory. The manuscript will be reviewed by the technical team and will be returned to the authors.

The Higher Education Commission of Pakistan has prepared Publication Ethics guidelines for all its approved Journals. FUJP journal follows these [guidelines](#).

Acceptable formats for ethical approval of research include: docx or pdf.

### **Obligatory Document 3: Submission Form**

Download the submission statement form from [here](#).

This form can be typed on and saved before taking a print-out. It is preferable to fill out the form in type. Alternatively, the form may be printed and handwritten. The form has to be signed by ALL authors. Electronic signatures are not acceptable. After printing and signing the form (by hand), it can be scanned and sent to [fujp@fui.edu.pk](mailto:fujp@fui.edu.pk).

Ensure that the form has been filled correctly and completely. Incomplete forms will result in return of the manuscript and will cause delays in processing.

Ensure that you have the following information in hand while filling out the form:

- Details of the contributions made by each author
- List of disclaimers if required
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- List of possible sources of funding for disclosure

- Details regarding all authors including:
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  - Full names of all authors
  - Email addresses of all authors
  - Phone numbers of all authors
  - Full current affiliation of all authors

**Foundation University Journal of Psychology (FUJP)**  
**AUTHOR'S CERTIFICATION FORM (ACP)**  
**(All authors must sign. Please specify one author for correspondence)**

To,

The Chief Editor, FUJP,

Foundation University Journal of Psychology,

Foundation University School of Science & Technology

Foundation University Islamabad, New Lalazar, Rawalpindi 46000.

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<b>Corresponding Author:</b> Name, Designation, Contact details, Email, Address
<b>APPROXIMATE SPECIFICATIONS:</b> [   -----  ] words; [   -----  ] pages; [   -----  ] images/drawings/figures

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Are there any actual, or potential, conflicts of interest?

If Yes, details of the actual or potential conflicts of interest must be set-out in the spaces provided below.

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2.			
3			
4			

## Undertaking

1. We agree to its double blind peer review. Yes/ No
2. Editorial changes may be made as necessary in editor's discretion. Yes / No
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<u>2</u>							
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## **Ethics and consent**

### **Ethics approval**

Research involving human participants, human material, or human data, must have been performed in accordance with the Declaration of Helsinki or APA and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all manuscripts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). Further information and documentation to support this should be made available to the Editor on request. Manuscripts may be rejected if the Editor considers that the research has not been carried out within an appropriate ethical framework. In rare cases, the Editor may contact the ethics committee for further information.

### **Retrospective ethics approval**

If a study has not been granted ethics committee approval prior to commencing, retrospective ethics approval usually cannot be obtained and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

## **Consent to participate**

For all research involving human participants, informed consent to participate in the study should be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. For manuscripts reporting studies involving vulnerable groups (for example, unconscious patients) where there is the potential for coercion (for example prisoners) or where consent may not have been fully informed, manuscripts will be considered at the editor's discretion and may be referred to an internal editorial oversight group for further scrutiny. Consent must be obtained for all forms of personally identifiable data including biomedical, clinical, and biometric data. In the case of articles describing human transplantation studies, authors must include a statement declaring that no organs/tissues were obtained from prisoners and must also name the institution(s)/clinic(s)/department(s) via which organs/tissues were obtained. Documentary evidence of consent must be supplied if requested.

## **Sex and gender in research (SAGER)**

We encourage our authors to follow the 'Sex and Gender Equity in Research – SAGER – guidelines' and to include sex and gender considerations where relevant. Authors should use the terms sex (biological attribute) and gender (shaped by social and cultural circumstances) carefully in order to avoid confusing both terms. Article titles and/or abstracts should indicate clearly what sex(es) the study applies to. Authors should also describe in the background, whether sex and/or gender differences may be expected; report how sex and/or gender were accounted for in the design of the study; provide disaggregated data by sex and/or gender, where appropriate; and discuss respective results. If a sex and/or gender analysis was not conducted, the rationale should be given in the Discussion. We suggest that our authors consult the full guidelines before submission.

- **Definition of Sex and Gender** (taken from Office of Research in Women's Health, NIH).
- **Sex** - refers to biological differences between females and males, including chromosomes, sex organs, and endogenous hormonal profiles.
- **Gender**- refers to socially constructed and enacted roles and behaviors which occur in a historical and cultural context and vary across societies and over time.
- **Applications of the guidelines:** These guidelines apply to studies involving humans, vertebrate animal and cell lines.

## **Research involving animals**

Experimental research on vertebrates or any regulated invertebrates must comply with institutional, national, or international guidelines, and where available should have been approved by an appropriate ethics committee. The APA outlines fundamental principles to adhere to when conducting research in animals and the International Council for Laboratory Animal Science (ICLAS) has also published ethical guidelines.

Field studies and other non-experimental research on animals must comply with institutional, national, or international guidelines, and where available should have been approved by an appropriate ethics committee. A statement detailing compliance with relevant guidelines and/or appropriate permissions or licences must be included in the manuscript. We recommend that authors comply with the IUCN Policy Statement on Research Involving Species at Risk of Extinction and the Convention on the Trade in Endangered Species of Wild Fauna and Flora.

## **Consent for publication**

For all manuscripts that include details, images, or videos relating to an individual person, written informed consent for the publication of these details must be obtained from that person (or their parent or legal guardian in the case of children under 18). The consent must be for publication of their details under the Creative Commons Attribution License 4.0 (such that they will be freely available on the internet). If the person has died, consent for publication must be obtained from their next of kin. The manuscript must include a statement that written informed consent for publication was obtained.

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*Foundation University Journal of Psychology (FUJP)* supports initiatives to improve reporting of clinical trials. This includes prospective registration of clinical trials in suitable publicly available databases. In line with APA or ICMJE guidelines, *Foundation University Journal of Psychology (FUJP)* requires registration of all clinical trials that are reported in manuscripts submitted to its journals.

The APA uses the World Health Organization (WHO) definition of a clinical trial, which is "any research study that prospectively assigns human participants or groups of humans to one or more

*health-related interventions to evaluate the effects on health outcomes*". This definition includes phase I to IV trials. The ICMJE defines health-related interventions as "*any intervention used to modify a biomedical or health-related outcome*" and health-related outcomes as "*any biomedical or health-related measures obtained in patients or participants*". Authors who are unsure whether their trial needs registering should consult the ICMJE FAQs for further information.

Suitable publicly available registries are those listed on the ICMJE website as well as any of the primary registries that participate in the WHO International Clinical Trials Registry Platform, including the ISRCTN registry, which is administered and published by *Foundation University Journal of Psychology (FUJP)*.

The trial registration number (TRN) and date of registration should be included as the last line of the manuscript abstract.

For clinical trials that have not been registered prospectively, *Foundation University Journal of Psychology (FUJP)* encourages retrospective registration to ensure the complete publication of all results. Further information on retrospective registration is available from the All Trials campaign, the Public Accounts Committee and the Department of Health.

Many journals published by *Foundation University Journal of Psychology (FUJP)* will consider manuscripts describing retrospectively registered studies. The TRN, date of registration and the words 'retrospectively registered' should be included as the last line of the manuscript abstract.

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### **Availability of data and materials**

Submission of a manuscript to a *Foundation University Journal of Psychology (FUJP)* journal implies that materials described in the manuscript, including all relevant raw data, will be freely available to any scientist wishing to use them for non-commercial purposes, without breaching participant confidentiality.



For all journals, *Foundation University Journal of Psychology (FUJP)* strongly encourages that all datasets on which the conclusions of the paper rely should be available to readers, and where there is a community established norm for data sharing, *Foundation University Journal of Psychology (FUJP)* mandates data deposition (for data types with required deposition, see below).

We encourage authors to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files, in machine-readable format (such as spreadsheets rather than PDFs) whenever possible. Please see the list of recommended repositories. For several journals, deposition of the data on which the conclusions of the manuscript rely is required. Please check the individual journal's Submission Guidelines for more information.

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Checklists are available for a number of study designs, including:

- Randomized controlled trials (CONSORT) and protocols (SPIRIT)
- Systematic reviews and meta-analyses\* (PRISMA) and protocols (PRISMA-P)
- Observational studies (STROBE)
- Case reports (CARE)
- Qualitative research (COREQ)
- Diagnostic/prognostic studies (STARD and TRIPOD)
- Economic evaluations (CHEERS)
- Pre-clinical animal studies (ARRIVE)

## **Statistical methods**

Authors should include full information on the statistical methods and measures used in their research, including justification of the appropriateness of the statistical test used (see the APA guidelines for more information). Reviewers will be asked to check the statistical methods, and the manuscript may be sent for specialist statistical review if considered necessary.

## **Resource identification**

To enable effective tracking of the key resources used to produce the scientific findings reported in the biomedical literature, authors are expected to include a full description of all resources with enough information to allow them to be uniquely identified. In support of the Resource Identification Initiative (RII), we encourage authors to use unique Resource Identifiers (RRIDs) within their manuscript to identify their model organisms, antibodies, or tools.

## **Competing interests**

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Editors and reviewers are also required to declare any competing interests and may be excluded from the peer review process if a competing interest exists.

## **Financial competing interests**

Financial competing interests include (but are not limited to):

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Non-financial competing interests include (but are not limited to) political, personal, religious, ideological, academic, and intellectual competing interests. If, after reading these guidelines, you are unsure whether you have a competing interest.

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Authors from pharmaceutical companies, or other commercial organizations that sponsor clinical trials, should declare these as competing interests on submission. They should also adhere to the Good Publication Practice guidelines for pharmaceutical companies (GPP3), which are designed to ensure that publications are produced in a responsible and ethical manner. The guidelines also apply to any companies or individuals that work on industry-sponsored publications, such as freelance writers, contract research organizations and communications companies. *Foundation University Journal of Psychology (FUJP)* will not publish advertorial content.

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**Each author** is expected to have made substantial contributions to the conception **OR** design of the work; **OR** the acquisition, analysis, **OR** interpretation of data; **OR** the creation of new software used in the work; **OR** have drafted the work or substantively revised it

**AND** to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study);

**AND** to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in

which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

*Foundation University Journal of Psychology (FUJP)* journals encourage collaboration with colleagues in the locations where the research is conducted, and expect their inclusion as co-authors when they fulfill all authorship criteria described above. Contributors who do not meet all criteria for authorship should be listed in the Acknowledgements section.

Please see individual journal's Submission Guidelines for information on the format for listing author contributions.

Authors wishing to make changes to authorship will be asked to complete our change of authorship form. Please note that changes to authorship cannot be made after acceptance of a manuscript.

### **Corresponding authors**

Corresponding authors are responsible for ensuring that all listed authors have approved the manuscript before submission, including the names and order of authors, and that all authors receive the submission and all substantive correspondence with editors, as well as the full reviews, verifying that all data, figures, materials (including reagents), and code, even those developed or provided by other authors, comply with the transparency and reproducibility standards of both the field and journal.

This responsibility includes but is not limited to: (i) ensuring that original data/original figures/materials/code upon which the submission is based are preserved following best practices in the field so that they are retrievable for reanalysis; (ii) confirming that data/figures/materials/code presentation accurately reflects the original; and (iii) foreseeing and minimizing obstacles to the sharing of data/materials/code described in the work. The corresponding author should be responsible for managing these requirements across the author group and ensuring that the entire author group is fully aware of and in compliance with best practices in the discipline of publication.

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