

Polaris- Journal for Maritime Research

Policy Document

The Polaris – Journal of Maritime Research (P-JMR) is printed annually in the month of January. The policies followed by the journal are as under:

1. Frequency

The Polaris – Journal of Maritime Research (P-JMR) is an annual journal with following schedule:

Call for papers:	1 st January
Publication of the issue	1 st -31 st January

2. Submission Guidelines

To submit your paper please go to [submission](#) on the official website <https://polaris.bahria.edu.pk/>. In case you face any technical issue send us an email at pjmr@bahria.edu.pk with your personal information and query.

3. Submission Guidelines are mentioned below

Manuscript

- Articles should be limited to 4000-6000 words, including (title page, abstract, main text, notes, an alphabetical references, tables and biographical statement).
- The manuscript text should follow Times News Roman theme having font size 12 for the text and 14 for headings, line spacing throughout the document should be (1.5).
- Tables and figures should also be in separate documents in high resolution for printing purposes.
- The manuscript should be submitted on Chicago Manual (16th edition) style and the text should be left justified with standard left margin.
- Footnotes should be used in referencing.
- Please avoid hyphenation throughout the manuscript.

The final document should be submitted only in MS Word for windows. PDF or any other version will not acceptable.

4. Author's checklist

Authors must check the final version of their manuscripts against the checklist before submitting.

- Reviewed the paper submission guidelines.
- Research paper depicts clarity of expression and information cited is found authentic according to best of my knowledge.
- Title, abstract and conclusions accurately reflect the content of my paper.

- Explained all technical or scientific terms / Abbreviations unique to the topic of my research
- Paper includes suitable citations and references for tables and graphs.
- Verified the sources listed in the paper and are properly cited as per the guidelines
- Spell-checked and read my paper thoroughly, resolving all grammatical and other writing errors
- Attached profile with a valid corresponding address. Information of the co-author/authors have also been included on the same pattern.

5. Peer Review Process

POLARIS – Journal of Maritime Affairs (PJMR) approves research articles by a double-blind peer review process. Articles are approved by both internal reviewers and external reviewers.

- Internal review is carried out by PJMR review committee. Internal review process is done to ensure quality of research articles however, it does not influence on the external review process and views on paper are only shared with the authors.
- In external review each article is reviewed by two reviewers as per HEC guidelines.
- Authors are informed about the comments or suggestions of the reviewers and are required to revise their paper within stipulated time period.

6. Open Access Policy

The journal adheres to the policy of open access. All articles are free and readily available for academic/research purpose. We expect that the user will give due credits/citation to the authors/publication.

7. Plagiarism Policy

Each research paper will be checked against plagiarism through Turnitin before sending it for peer review. The writer will be informed via email about the plagiarism. Less than 19% of similarity is allowed as per the guideline of HEC.

8. Copy Rights

All rights reserved to the National Institute of Maritime Affairs (NIMA). An article published in POLARIS-JMR cannot be published in any other website without acknowledging its ownership. Researchers are to use the information from PJMR but proper citation/ referencing is obligatory.

9. Paper submission policy

Call for paper start from 1st January. Author may submit their paper electronically using link <https://polaris.bahria.edu.pk/index.php/ojs>

All manuscripts should be proof read as per guidelines. Submitted manuscripts are sent for blind peer review to the experts.

In compliance with the Committee on Publication Ethics (COPE), the journal adheres to these guidelines.

- The manuscript should be original and not submitted to any other journal at time for consideration in Polaris.
- Any fabrication of data or misinformation in the article, the author would be blacklisted and no article by the author will be published in P-JMR

10. Reviewing policy

- The review period can last between 1-2 months or longer and during this period the author(s) reserve the right to contact the Editor to ask about status of the review.

11. Manuscript Acceptance and Rejection

- Once the review process has been completed, the author will be informed about the manuscript's status, which could be an acceptance, rejection or revisions. In the case of rejection, the author(s) reserves the right to publish the article elsewhere.
- In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted or rejected accordingly.

In case of dissatisfaction over the decision of rejection, the author can appeal the decision by contacting the Editor

12. Article publication policy

P-JMR follows the general publication guidelines that are provided by HEC. The final decision weightage will be of Editor to accept and reject the article. The status of an article can only be send to the author once the review process is completed which may take up to two to three months. Reviewer has the right to suggest changes in the paper to align it with the scope of the journal or not consider it for the journal on the basis of its relevance, content and language

13. Policy for the timeline of Publication of the journal

The call for paper is initiated in January and accepts paper till June which can be extended as per the requirement and is published in January for the year.

14. Steps involved in the publication of the Article

After submission of an article online, the author receives acknowledgement from the editorial team.

- The review period can last between 1-2 months or longer and during this period the article is first sent for an internal review after acceptance from internal review the article is sent for external review from one national and one internal reviewer having the subject expertise.
- Once the review process has been completed, the author will be informed about the status of the manuscript which could either be an acceptance, rejection or revisions. In the case of rejection, the author(s) reserves the right to publish the article elsewhere.
- In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted as per the journal's guidelines for publication.
- Afterwards the journal applies for the DOI of the articles.
- The journal then publishes these articles online and in print.

15. Conflict of Interest

- The potential and relevant competing financial, personal, social or other interest of all author(s) that might be affected by publication of the results contained in the manuscript must be conveyed to the editor.

16. Privacy Statement

- The journal has the blind review policy, in which the manuscripts are assigned a specific code and remove the details of author/authors before sending for review to keep the procedure unbiased.
- Authors must respect the privacy of the participant of research and must not use any information obtained from them without their informed consent.
- Authors should ensure that only information that improves understanding of the study is shared.
- Authors must ensure that in instances where the identity of the participant needs to be revealed in the study, explicit and informed consent of the concerned party is obtained.
- In the case of the demise of a participant, consent must be obtained from the family of the deceased.

17. Correction and Retraction of the Research Article

Once an article is reviewed, an author has to revise the article as per reviewer's remarks and cannot withdraw its article, if there is a case, author would have to make a request to editorial board. Author will be informed about the final decision along with the recommendations from the referee.

18. Contribution and Consents of Author(s)

- Authorship of the work may only be credited to those who have made a noteworthy contribution in conceptualization, design, conducting, data analysis and writing up of the manuscript.
- It is the responsibility of the corresponding author to include the name(s) of only those co- authors who have made significant contributions to the work.
- The corresponding author should ensure that all co- authors have seen and approved the final version of the paper and have agreed to its submission for publication. Others who have participated in certain substantive aspect of the research should be acknowledged for their contribution in an “Acknowledgement” section.

19. Fee structure

- There is no fee for publishing in Polaris – Journal for Maritime Research.



Signature
Head of Organization

