

Policy Document of The Journal of Languages, Culture and Civilization (JLCC)

ABOUT THE JOURNAL:

The Journal of Languages, Culture and Civilization (JLCC) is an international peer-reviewed scholarly research Journal published **Quarterly** by the South Punjab Center for Research and Development, **SPCRD Global Publishing, Pakistan**. This is a multidisciplinary research journal with a major focus on all the languages, cultures, and civilizations-related issues & problems in all the disciplines of Social Sciences at large. The significant and key feature of this journal is to publish articles in any language. The research article, apart from being submitted in any language, the title and abstract of the paper including keywords will also be in the English Language in addition to the original paper. The JLCC is an open-access journal that is truly open in reading and disseminating quality research in local, national, and international languages, cultures & civilizations of all religions in the world.

The main objective of the journal is to disseminate reliable knowledge and quality research without any barrier of the Language and initiates a debate in an inter and multidisciplinary context, linking different areas of social sciences with the prime focus on the languages, culture, civilization, societies, and guidelines to overcome them based on largely theoretical, empirical and critical research. This journal welcomes research articles in all local, national, and international languages across the societies' cultures, civilizations, and behaviors. This journal is different in that it opens up the constraints of Language on valued and quality research in Social Sciences which may be remained unpublished due to journals' constraints.

AIMS & SCOPE:

The Journal of Languages, Culture and Civilization (JLCC) aims at publishing the most innovative peer-reviewed articles on all languages, cultures, civilizations, and societies in the disciplines of Social Sciences. The JLCC publishes multidisciplinary, quality, original research,

and is wide-ranging in scope without any language barrier. The journal provides a forum for discussion on the original, historical, and contemporary issues of all Languages, Cultures, and Civilizations across the societies with welcoming innovative and critical approaches.

The JLCC seeks to appraise the valued audience of readers with the best work being done in the variety of intellectual traditions included under the rubric of social sciences, particularly regarding linguistic and language-based, cultural, and societal issues and their dynamics.

Therefore, we welcome all submissions addressing in any language that addresses and contributes to important disciplinary, interdisciplinary, and multidisciplinary questions and controversies.

The scope of this journal is very wide and welcomes articles on all languages, cultures, and civilizations in the disciplines of Social Sciences. The authors are encouraged to submit their articles on a topic of their choice related to, but are not limited to, the following topics:

- Andragogy, pedagogy, and Anthropological studies
- Code and ethics in the arts and humanities
- Sociology and Cultures across the societies
- Foreign and second language education
- Gender in inter-cultural studies
- History, epistemology, and philosophy
- Information and communication technologies
- Innovation in educational research
- Enhancing Critical Thinking via Innovative Teaching
- Curricula for Creative Learning and Innovative Teaching
- Interpreting and translation studies
- Languages, culture, and gender issues
- Language policy, practice, and decision-making
- Languages, culture, and communication
- Languages, ethnicity; ideology, and religion

- New trends in the arts and humanities
- Social intervention, language, and multimedia
- Sociological and Islamic Studies
- Theory and practice in educational psychology
- Transnational and regional identities and their relationship to cultural and social processes
- Economic history and civilizations
- All Civilizations and Cultures of all Religions

All articles should be written in any language but in addition to the original paper, the title and abstract including keywords should also be in the English Language. The article should be about 4000 to 6000 words including references in APA style in MS Word file. Manuscripts are expected to include an explicit, systematic, and rigorous contribution to moving forward the knowledge of academic writing as per the scope of the journal.

AUTHORS GUIDELINES:

The authors submitting and publishing in **JLCC** agree to the copyright policy under creative common license 4.0 (Attribution-NonCommercial 4.0 International License). Under this license, the authors published in JLCC let others remix, tweak, and build upon their work non-commercially. Yet all the other authors using the content of JLCC are required to cite the author(s) and journal and SPCRD Global Publishing information in their work. Moreover, it should be mentioned clearly that the submission has not been previously published, nor is it before another journal for consideration. The submission file should be in Open Office Microsoft Word file format with zero tolerance for Plagiarism.

Language

The manuscripts on languages may be submitted in any language but authors are required to submit a title and abstract including keywords of that article in the English Language as well. All other articles on English Language, Arts, Cultures, Civilizations, History, Philosophy, Sociology, Gender, Anthropology, and all issues of Social Sciences should be in the English language. Research papers should be thoroughly checked by the author(s) to avoid

grammatical, typographical, and syntax errors. If the manuscript is written in a second or third language, it is recommended to first contact a language reviewing paid service to avoid grammar and style mistakes. The SPCRD Global Publishing also provides the paid facility of proofreading/language revision to the authors from the online third party.

Length of paper

The length of the paper should be between (4000-6000 words) including tables and references.

Title page

It should include a concise, specific, relevant, and informative title (avoid unnecessary abbreviations in the title). Please indicate the full name of the author(s) clearly. Present the authors' affiliation below the names. Provide the full address of each affiliation, including the country name and correct e-mail address of each author. Please clearly indicate who (corresponding author) is willing to handle correspondence at all stages of peer review, revisions of the manuscript, and publication.

General rules for text

Please use the following rules for the whole text, including abstract, keywords, JEL Codes, headings, and references:

Font: Sitka Heading; Size: 12

Paragraph Spacing: 6 pt. before and 6 pt. after

Line Spacing: fixed – Single

Heading: Sitka Heading; Size-12; Bold.

A concise and factual abstract is required (maximum length of 200 words) without any headings in Sitka Heading in the size of 11. The abstract should briefly state the purpose of the research, data set, methodology, results, major conclusions, and usefulness of the study produced in a continuous paragraph.

Keywords

Immediately after the abstract, authors are requested to provide 4-6 keywords specific to the instant research article.

Introduction

This section may cover the overall background and description of the study, narrow it down to research objectives, motivation of the topic, importance/significance, proposed tasks, and novelty. Abbreviations should be described in parentheses when the first time they appear in the text.

Literature review

This section may critically describe/evaluate literature relevant to the research problem, establish context, compare, and contrast the most recent developments in the literature and trends. Search gaps after concentrating on thought leaders' work and linking the research with relevant theories. *Authors are flexible in writing a literature review even to be part of the introduction section.*

Data & Methodology

The sources and types of data should be mentioned in this section if applicable as the nature of the article. A list of variables description should also be part of this section. This section may describe the statistical and econometric techniques applied to the data sets with the explanation of the construction of hypotheses, equations, statistical tools, and justification in case of quantitative analysis while for qualitative analysis, the methodology should be mentioned if applicable.

Results and Discussion

This section may cover in-depth interpretation through applying higher-order thinking skills of analysis and developing novel arguments based on the significance of statistical and econometric relations. Establish interconnections among and within variables. Testing hypotheses and comparing results with literature should be part of this section.

Conclusion and recommendations

It may be broken into meaningful sections without any heading in it, i.e., conclusion, theoretical contribution, practical implications, recommendations, future study directions, and limitations.

Figures

Present them in order (suitable heading and specific numbers in numeric values) wherever appropriate in the text. High-resolution graphs must be provided in the main text of the paper if applicable.

Tables

The tables should be presented with separate suitable headings in specific numeric numbers at the appropriate place of the article. Use the Table option of Microsoft Word to create tables if possible. Ensure that the data presented in tables do not duplicate results described elsewhere in the article. Refer to table number wherever appropriate in the text of the paper if applicable.

Acknowledgments/Contribution of Authors

All types of acknowledgments regarding the contribution of authors and financial aids/sources of funding in the case of research projects should be mentioned at the end of the complete article but before the references. The contribution of authors is mandatory to write author-wise only within one sentence in all submissions. This should be written before the References of the article.

References

Citations in the text should follow the referencing style used by the American Psychological Association (APA).

Appendix

Background information, a list of respondents, a list of countries/companies, or a questionnaire may be described in this section if required by the editor/reviewer.

Plagiarism Policy

By the guidelines of the Higher Education Commission (HEC) Pakistan and Committee on Publication Ethics (COPE), the Journal of Language, Culture, and Civilization (JLCC) observes Zero Tolerance to plagiarism. We use Turnitin for all research papers submitted to detect possible plagiarism. If the total similarity is more than 20% and the single source is more than 5%, the paper will be returned to the author(s) immediately.

Authors Responsibilities

Authors are expected to act according to the publication ethics international standards for authors developed by COPE during the 2nd World Conference on Research Integrity in Singapore in 2010. These are summarized as follows:

1. The research being reported should have been conducted ethically and responsibly and should comply with all relevant legislation.
2. Researchers should present their results, honestly, and without fabrication, falsification, or inappropriate data manipulation.
3. Researchers should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others.
4. Researchers should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere.
5. Authors should take collective responsibility for submitted and published work.
6. The authorship of research publications should accurately reflect individuals' contributions to the work and its reporting.
7. Funding sources and relevant conflicts of interest should be disclosed.
8. Authors are obliged to participate in the peer-review process.
9. All authors must contribute significantly to the research addressing a relevant topic in social sciences research from a multidisciplinary approach.
10. All authors are obliged to provide retractions or corrections of mistakes.
11. Authors are obliged to provide a list of references including the most relevant and current literature.
12. Submitted manuscripts should not be under consideration for publication in other journals.

For a detailed account of ethics international standards for authors developed by COPE during the 2nd World Conference on Research Integrity in Singapore in 2010, please access the following document:

<https://publicationethics.org/files/>

SUBMISSION OF PAPER

The authors need to submit their papers preferably through **Journal's online system by entering their login details**. The paper submission can also be made through email at **submission@jlcc.spcrd.org**

Note: The paper submission will not be considered if a paper is made without reading the author's guidelines in true letter and spirit.

ETHICAL GUIDELINES/POLICY:

JLCC ETHICAL POLICY:

Publishing Practice of the Journal works under a certain ethical policy that has been developed keeping in view the COPE guidelines and HEC ethical guidelines for this journal. Here are some key points:

1. The Editor is wholly responsible with the assistance of Associate Editors to establish/maintain the quality of the journal.
2. He/She has full authority to accept or reject any research paper on the desk screening being contrary to the scope of the Journal and keeping in view the publishing policy of the **Journal, JLCC** considering ethical policies or the standard of the topic/ references/ material/ presentation/ grammatical language of the submitted paper and professional demands as well.
3. Editor with the assistance of Associate Editors ensures the process of blind peer review of every paper.
4. The editor ensures the Plagiarism Check of every paper and strictly follows the HEC Plagiarism Policy regarding this matter.
5. An editor is bound to follow the journal's policy without any institutional pressure.
6. The editor would provide a corrigendum for any correction, clarification, and apologies as and when required.

7. The CEO with the assistance of the President of SPCRD will appoint Members of the Editorial Board/ Advisory Board and change them periodically/anytime. All members of the Editorial Board will work without any remuneration and purely on an honorary basis.
8. The editor ensures smooth functioning of the journal and conducts the editorial board meeting on regular basis.
9. The editor would disregard the discriminating factors, e.g., gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, or institutional association of the author(s) while selecting articles for publication.
10. The editor/associate editors would try to promptly respond to the author (s) of the papers submitted for publishing, for any query.
11. An editor/associate editor will not edit any submitted paper which would have any conflict of interest. He/She is responsible to ask the reviewers/evaluators also for disclose any conflict of interest regarding the submitted research paper to ensure impartiality.
12. The editor ensures the confidentiality of the content of the manuscript before publishing at his and the reviewer's end.

HEC ETHICAL POLICY:

As per HEC guidelines, the Editor of a research journal plays an important role in establishing and maintaining professional standards. Publication of a paper in an HEC recognized journal is expected to reflect the quality work of the author (s) and the affiliating institution (if any). The Editor is expected to perform the responsibility towards the journal on its all aspects and at varied stages i.e., from receiving an article to publishing it. Keeping this in view, it becomes the prime responsibility of an editor to adopt the following guidelines while publishing papers in his/her research journal.

The Editor of a research journal should be responsible for:

- Establishing and maintaining the quality of the journal by publishing quality papers in his/her journal.
- Promotion of freedom of expression within the cultural, constitutional/legal framework.
- Providing integrity and credibility of the research contributions.
- Meeting the needs of authors and readers.
- Maintaining ethical standards of their journal.
- Providing a corrigendum for any correction, clarification, and apologies where required.
- Encourage new ideas and suggestions of authors, peer reviewers, members of the editorial board, and readers for improving the quality of his/her journal.
- Apply the process of blind peer review in true letter and spirit.
- Promote innovative findings in the respective field and publish them on priority,
- Promote anti-plagiarism policy,
- Educate contributors (authors) about ethical practices in research, and
- Implement the journal's policy without institutional pressure and revise the policy from time to time.

The detailed Ethical Guidelines by HEC are available at the following link:

<https://www.hec.gov.pk/english/services/faculty/SSAH/Documents/JCR/HEC%20Approved%20Ethical%20Guidelines.pdf>

COPE GUIDELINES:

The Journal ensures the implementation of ethical guidelines envisaged by the Committee on Publication Ethics (COPE). Journal identifies and resolves the conflict of interest using the journal's policy thereof. A team from the Advisor Board will handle complaints/grievances by authors, reviewers, or any other external and internal party.

COPE GUIDELINES FOR ACADEMIC PUBLISHING

- **COPE Regarding Principles of Transparency and Best Practice in Scholarly Publishing**
- **COPE Regarding Code of Conduct and Best Practice Guidelines for Journal Editors**
- **COPE provides Short Guide to Ethical Editing for New Editors**
- **COPE Promotes Code of Conduct for Journal Publishers**
- **COPE Disseminates Ethical Guidelines for Peer Reviewers**

REVIEW POLICY

The review policy of JLCC is an integral part of the publishing process of the scholarly submissions made. All papers published in JLCC undergo a double-blind peer-review process by which experts in the relevant field of the paper review and give comments to authors regarding the suitability of the paper for publication. The objective is to ensure the academic quality and rigor of the publication process.

Double-Blind Review Policy:

All papers submitted to JLCC undergo various steps of a rigorous double-blind review process by which both reviewer's and author's identity is not disclosed to each other to ensure independent review and avoid any potential conflict of interests.

Duration of Review and Publication

To meet the growing requirements by the authors for an efficient review and publication, the journal has taken appropriate measures to speed up the process yet without compromising on the quality of the publication. The first step is desk review whereby a paper is screened by the chief editor/editor himself and/or assigned to the editorial board. This normally takes 15-20 days after submission of the paper to check the similarity score, appropriateness of the study with journal scope and objectives. Email is sent to the corresponding author regarding the decision of this initial screening usually within a month. After a paper goes through initial

screening successfully, the paper undergoes a review process by the peers, in the second step, by which it is sent to two reviewers who are experienced academics in research the paper focuses on. These reviewers make comments on originality, contribution, appropriateness of flow of discussion, and references cited in the study. After this step, review reports are sent to all authors of the paper with a letter of acceptance conditioned to fulfillment of revisions in due time or rejection/excuse. This step usually takes another 30-45 days. The third step is about sending a revised copy to the copy editors who look at proofreading and editing of the paper and their report is sent to the corresponding author as well. Authors are requested to submit the proofread and edited copy of the paper within 1-3 weeks after which the paper is sent for production. A print copy is sent to the corresponding author on request after publication. The journal has introduced an early online production system by which the advance copy of the paper is published and available online before the hard copy publication.

Editorial Role in the Review Process and Conflict of Interest Policy:

To maintain the rigor and independence of the review process, the papers are sent to well-established scholars in the relevant field. The reviewers are different from the editorial board members. The role of editorial board members is to recommend the potential reviewers for the papers and manage the review process assigned by the managing editor. To avoid conflict of interest, when papers are received from any of the editorial members, the chief editor assigns such papers to the alternate editorial members to manage the review and publication process to maintain independence and neutrality.

Following are the ethical guidelines for **Peer Reviewers** as per Journal's SOPs

1. The reviewers can only review the manuscripts for which they have the subject expertise required to carry out a proper and timely assessment.
2. The reviewers are expected to respect the confidentiality of peer review and not to disclose any details of a manuscript.

3. The reviewers will not use information obtained during the peer-review process for their personal or any other person's or organization's advantage, or to harm or disgrace others.
4. They will declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest.
5. They are also not allowed for any kind of discrimination based on origins of a manuscript, nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations.
6. The reviewers should be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making defamatory or derogatory personal comments.
7. They will provide accurate information regarding their personal and professional expertise.
8. It should also be recognized that the impersonation of another individual during the review process will be considered serious misconduct.
9. The reviewers are independent in making reviews of the article as they deem fit or think appropriate.

For a detailed account of the ethical guidelines for peer reviewers developed by COPE, please access the following

document: http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_o.pdf

PLAGIARISM POLICY:

The Journal, Journal of Languages, Culture, and Civilization (**JLCC**) is only committed to advancing original and scholarly work. The journal strictly follows the policy of Zero Tolerance for Plagiarism. Therefore, the Editorial Board is very strict regarding plagiarism. The authors are responsible to ascertain that they have submitted an entirely original work, gave due credit

by proper citations. Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable by the journal.

The journal believes that taking the ideas and work of others without giving them due credit is unfair and dishonest. Copying even one sentence from someone else's manuscript, or even one of your own that has previously been published, without proper citation, is considered plagiarism-use your own words instead. The editorial board retains the absolute authority to reject the review process of a submitted manuscript if it is subject to minor or major plagiarism and even may cancel the publication upon the complaint of victim(s) of plagiarism.

The JLCC strictly follows the policy of the Higher Education Commission (HEC) of Pakistan regarding plagiarism. As per HEC guidelines, the similarity index should be less than 20% including a single source should be less than 5%. The authors are responsible to address this issue and only plagiarism-free papers will be processed and evaluated. Therefore, it is suggested that articles may be submitted after going through the check for plagiarism without entering in the repository. If authors committed any unethical act to correct plagiarism in the text of the article and deceived the journal's administration, they will be responsible for all types of consequences and punishment from any relevant authority. In this situation, Journal/SPCRD Global Publishing will not be responsible for any such act of authors or other unethical acts.

PUBLICATION & EDITORIAL POLICY

PUBLISHING POLICY

The SPCR Global Publishing is the sole publisher of this journal, **JLCC**, and assumes the responsibility for all processes and activities necessary for print and online publishing of the content copy sent by the designated member from the Editorial Board. The SPCR Global Publishing or its management body bears no right to interfere in the nomination of the Editorial

Board and their role. Similarly, the SPCRD Global Publishing affirms to **NO INTERVENTION POLICY** in the editorial process and activities of **JLCC** thereof.

PUBLICATION PROCESS

The prime objective of the publication process is to ensure the academic & research quality and thoroughness of the procedure. The review process is an integral part of the publishing process of the scholarly submissions made to the journal through online submission or journal email. All papers submitted to the journal undergo various steps of the rigorous double-blind peer-review process by which both reviewer's and author's identity is not disclosed to each other to ensure independent review and avoid any potential conflict of interests.

To meet the growing requirements by authors for an efficient review and publication, the journal has taken appropriate measures to speed up the process yet without compromising on the quality of the publication. The first step is desk review whereby a paper is screened by the editor himself and/or assigned to any member of the Editorial Board. This normally takes 15-20 days after submission of the paper to check the similarity score, appropriateness of the study with the journal's scope and aims. An email will be sent to the corresponding author regarding the decision of this initial screening usually within a month.

After a paper goes through initial screening successfully, the review process starts with the peers, in the second step, by which it is sent to two reviewers who have experienced academicians in research paper focuses on. These reviewers make comments on originality, contribution, appropriateness of flow of discussion, and references cited in the study. After this step, review reports are sent to all authors of the paper with a letter of acceptance conditioned to fulfillment of revisions in due time or rejection/excuse.

This step usually takes another 30-60 days. The time for evaluation of articles may go a little long in case of unavoidable circumstances or delay due to reviewers. The third step is about sending a revised copy to the copy editors who will observe the proofreading and editing of the

paper and their report will be sent to the corresponding author as well. Authors are requested to submit the proofread and edited copy of the paper within 1-3 weeks after which the paper is sent for production. A print copy is sent to the corresponding author on request after publication. The journal has introduced an early online production system by which the advance copy of the paper is published and available online before the hard copy publication.

Responsibilities of the Editorial Board:

The role and responsibilities of the editorial board are to advise and support the editor of the journal.

The responsibilities of the Editorial Board may include:

- Identifying new topics for commissioning special issues and advising on the direction for the journal-giving feedback on past issues and making suggestions for both subject matter and potential authors.
- Provide content by writing articles and occasional editorial reviews
- Approaching potential contributors
- Help to identify and suggest reviewers with expertise in the relevant area of a research paper and/or provide second opinions on papers (i.e. where there is a conflict between reviewers)
- To ensure the implementation of ethical guidelines envisaged by the Committee on Publication Ethics (COPE).
- To identify and resolve conflict of interest using the journal's policy thereof.
- Identify appropriate conferences for editors to attend
- Endorse the journal to authors, readers, and subscribers and encourage colleagues to submit their best research.
- To handle complaints/grievances by authors, reviewers, or any other external and internal party.
- To follow COPE's Codes of conduct and best practice guidelines for academic publishing.

Editorial Policy and Conflict of Interest Policy

The editor will be independent in making decisions of evaluation and will perform his duties without any conflict and personal biasedness. To maintain the thoroughness and independence of the review process, the papers are sent to well-established scholars and researchers in the relevant field. The reviewers are different from the Editorial Board Members. The role of Associate Editors is to recommend the potential reviewers for the papers and manage the review process assigned by the Editor.

To avoid conflict of interest, when papers are received from any of the editorial members, the chief editor/editor assigns such paper to the alternate editorial member to manage the review and publication process to maintain independence and neutrality.

Editorial Policy in Ethical and Complaint Processes

The editor is supposed to ensure the implementation of ethical guidelines envisaged by the Committee on Publication Ethics (COPE) and the Higher Education Commission of Pakistan. Secondly, the editor will also need to handle complaints/grievances by authors, reviewers, or any other external and internal party through the complaint/Grievances Committee independently.

Benefits to Authors

The following will be the benefits to authors to get a publication with us:

- Rigorous peer review of your research.
- Prompt publishing
- Multidisciplinary audience
- High visibility for global exposure

PUBLICATION FEE POLICY:

To maintain the academic independence of the journal, JLCC and the administration of SPCRD Global Publishing have decided to charge **NO FEE** for submissions and publication of research articles. The journal is independently and voluntarily managed by the Editorial Board on an honorary basis whose members are an academic staff from renowned institutions/universities.

FINANCIAL MODEL

To meet its expenditures to run the journal, a unique business model is framed by the SPCRD, JLCC, and the publisher, SPCRD Global Publishing based on the following sources:

A. Volunteer Admin Staff and Editorial Board comprising of Ph.D. scholars and faculty members who render their services without any fixed salary.

B. Funding support from South Punjab Center for Research and Development (SPCRD), Pakistan which seeks to promote the Green Model of Publishing of its publishing division, SPCRD Global Publishing, with no paywalls and open access policy.

C. Fast Track Review and Publication process is offered to authors (Optional) wherein the authors are charged a nominal fee of USD 400/equivalent for quickly paid reviews from reviewers and fast publication process on account of language editing and proofreading services by the publisher otherwise it is the sole responsibility of authors and also providing feedback to the submitting authors under this track.

D. The published authors are offered to buy 4 reprints of the journal issues for a total nominal charge of USD 150 including the courier charges.

E. The Funding from HEC Pakistan is an important component to meet the financial needs for the publication of this journal. The journal has sought recognition and funding from Higher Education Commission Pakistan to cover the partial part of the cost of running the journal.

F. Annual Conference Fees: The South Punjab Center for Research and Development (SPCRD) holds annual national and international conferences to further its mission to highlight economic and development issues in developing economies. The SPCRD utilizes the funds generated from conference fees to support its annual conferences and academic activities including support to SPCRD Global Publishing to run its Green Publishing Model.

G. Language editing and proofreading are required by the journal editorial for the papers accepted for publication after an independent review process. The publisher may charge a fee for template setting, language editing, and proofreading services to cover part of the publication cost only on fast-track publications. The authors, however, are not restricted to using SPCRD Language and Editing Services and rather may opt to use other professional services as offered by international organizations.

In short, the publication cost of **JLCC** is met from the HEC financial support, donations, conference fees, SPCRD consultancy charges, language editing, and proofreading charges, and sponsorships.

SUBMISSION PROCESS:

The prime objective of the publication process is to ensure the academic & research quality and thoroughness of the procedure. The review process is an integral part of the publishing process of the scholarly submissions made to the journal through online submission or the journal's email **submission@jlcc.spcrd.org**. All papers submitted to the journal undergo various steps of the rigorous double-blind peer-review process by which both reviewer's and author's identity is not disclosed to each other to ensure independent review and avoid any potential conflict of interests.

OPEN ACCESS & COPYRIGHT POLICY:

This journal is licensed & copyrighted under a Creative Commons Attribution-NonCommercial 4.0 International License.

The Editorial Board of JLCC shares a common vision with SPCRD Global Publishing in providing unrestricted access to knowledge, education, and research for all and thereby follows **OPEN ACCESS POLICY** to showcase its content. The JLCC follows the **Open Access and Copyright Licensing Policy** on the principle that making research freely available to the public supports a greater global exchange of knowledge.

SPCRD Global Publishing and JLCC adhere to **Creative Commons Attribution-NonCommercial 4.0 International License**. The authors submitting and publishing in JLCC agree to the copyright policy under creative common license 4.0 (Attribution-NonCommercial 4.0 International license). Under this license, the authors published in JLCC retain the copyright including publishing rights of their scholarly research work and agree to let others remix, tweak, and build upon their work non-commercially. All other authors using the content of JLCC are required to cite the author(s) and publisher in their work. Articles of JLCC can be read and shared for noncommercial purposes under the following conditions:

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The SPCRD Global Publishing and JLCC use the **CC BY-NC** to protect the author's work from misuse.

COMPLAINT POLICY & PROCEDURE

To ensure customer centricity, implementation of ethical guidelines and ensure transparency of the editorial and publishing process, the Editorial Board of JLCC and SPCRD Global Publishing have taken appropriate measures and made complaint policy by mentioning specified procedures.

To ensure that complaints and grievances by authors, reviewers, editorial members, or any external and internal person/body are resolved transparently, one member of the Editorial Board is nominated to be the Complaint/Grievance Committee who can be contacted for any complaint or concerns related to submission, review, conflict of interest and publication process. This committee is responsible to acknowledge all such complaints by email and set up the hearing and resolve of the issue within 30-45 days of receipt of the complaint.

DR. MUHAMMAD YASIR ALI KHAN

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ARCHIVING POLICY:

SPCRD Global Publishing is a “Green Publisher”, as we allow self-archiving of accepted and published papers through Open Access policy before and after the publication of a paper in JLCC. Authors retain the copyright of their scholarly work and can archive pre-print and post-print or publisher’s version/PDF to personal or institutional repositories or libraries anytime without requiring permission from the journal or publisher.

Authors of *published articles* in JLCC are entitled to deposit their accepted manuscript **or the version of record (published papers)** in institutional and/or centrally organized repositories and can make this publicly available immediately through Open Access upon acceptance and publication, provided that the journal and SPCRD Global Publishing are attributed as the original place of publication and that correct citation details are given.

Upon acceptance of paper by the journal, the authors acknowledge while making their article publicly available that the article has been accepted for publication as follows:

This article has been accepted for publication in the "Journal of Languages, Culture and Civilization (JLCC) Published by SPCRD Global Publishing".

Authors can also make their published article publicly available immediately after publication without requiring any permission to different repositories, libraries, or personal websites provided that they also deposit the URL of their published article, in addition to the PDF version by correctly citing the journal name and SPCRD Global Publishing as publisher along with other citation details.

DIGITAL ARCHIVING AND PRESERVATION

To digitally preserve all published scholarly content of JLCC, SPCRD Global Publishing, the administration of SPCRD is applying for digital archiving and preservation of all volumes and Issues of JLCC to authorized organizations.

Furthermore, SPCRD Global Publishing commits to submit the metadata of JLCC to institutional repositories. This is to make sure that the published scholarly content by SPCRD Global Publishing remains available to the community despite discontinuation of the journal or any accidental loss of the journal's data in its archival records. The SPCRD Global Publishing has further made sure that the metadata of all its open access journals is compliant with well-known repository services and their digital crawlers may regularly collect it for record and preservation.

DISCLAIMER!

Whereas every effort is made by the SPCRD Global Publisher, Editors and members of Advisory Board of the journal that no inaccurate or misleading data, opinion or statement appears in this journal, yet, they wish to make it clear that all the information appearing in the articles herein are the sole responsibility of authors, co-authors and contributors concerned. The JLCC, SPCRD Global Publishing, Editors, and Members of Advisory Board do not accept any

responsibility whatsoever for the consequences of any such inaccurate or misleading data, contents, opinions expressed, hidden plagiarism or statement, and conclusions drawn by contributors in their publications in JLCC. If any of the authors used misbehaved or used immoral language through email or call during the processing of the article, he will be blacklisted, and his processing will be canceled and regretted publication.



Sign & Stamp

Muhammad Furqan Sharif
Chief Executive Officer (CEO)
South Punjab Center for Research
and Development, Multan