

INSTRUCTIONS FOR AUTHORS

The Policy Perspectives welcomes original, unpublished submissions. The Journal welcomes original, unpublished, policy-oriented scholarly manuscripts from research scholars, experts and policy practitioners based in Pakistan and other parts of the world. The journal reaches out to a large number of individual and institutional researchers, policy makers, key opinion leaders and other stakeholders within the country and across the globe, extending policy-oriented analysis, perspectives and recommendations on issues of national and global significance.

Submissions should be sent with duly signed undertaking, plagiarism report, brief updated CV while ensuring that guidelines have been followed. All submissions are screened by the Editorial Board review; shortlisted articles undergo two double-blind peer reviews. Publication in the Journal depends on Board's positive feedback and reviewers' recommendation.

Submission Process

Articles should be submitted in two MS Word files and should be sent to: journal-pp@ips.net.pk.

First file should contain the following: Article title, Author/s name in full, institutional affiliation, email and contact number. Corresponding author should be mentioned, in case of multiple authors.

Second file should include an abstract, keywords and text of the article. This file should be blinded for review.

Abstract should be of no more than 150 words, with 5-6 keywords. Total word count of the article should be ideally around 5000 words.

Book Reviews of latest books of around 1000 words can also be submitted.

Submission Timeline

- Upon submitting an article, author/s will receive an acknowledgement of its receipt. After plagiarism check, the article will be evaluated by the Editorial Board for its suitability for the Journal. If selected, it will be sent to two subject experts for double-blind peer review. This process will take three to four months approximately. Timelines of review process may vary depending on reviewer's availability and responsiveness.
- Reviewers may suggest major or minor revisions, or reject the manuscript for publication. After Editorial Board has made a decision based on reviewers' recommendations, author/s will be informed.
- In case of major or minor revisions, reviewers' feedback will be shared with authors. Authors will be required to incorporate the feedback in two to three weeks for reviewer/s to take a second look.
- While resubmitting, author/s should include the revised article in Track Mode along with a Response Letter for the reviewer/s stating how their comments have been incorporated.
- Upon receiving the revised draft, it will be shared with reviewers to see if they are satisfied with the revisions. Due to reviewers' busy schedule, this process may take one to two months. Final decision will be communicated to author/s.
- If the manuscript has been approved for publication, it will be included in the next issue. Since Policy Perspectives occasionally publishes special issues, approved article may not be

published in the earliest issue. Nonetheless, the author/s will be informed and updated at each stage. Although the editorial team aims to expedite the whole process, it can still take up to a year or less between the original submission deadline and final publication.

Spelling and Style Guide

Spellings and punctuation should be used where they are optional in American English (e.g. organize, center, defense). Commas and periods should be given inside closing quotation marks. Single quotation marks are to be used throughout. Longer quotations should be indented and set off from the text, and given in smaller font size, without quotation marks.

Dates should be written as May 20, 2020. Abbreviations should be given in brackets after giving the full form on first use, e.g., United Nations (UN). Subsequently, UN should be used throughout the text.

References

Chicago Manual of Style (CMOS) 16th Edition should be followed for footnotes. Main words in the titles of articles, books and journals should begin with capital letters. Titles of Books, Journals, Newspapers should be italicized. Reports should be cited like books. Hyperlinks should be removed from weblinks. In case of multiple authors, give the names of all the authors in the footnotes. Examples of citations in CMOS16 are given below:

Books: Syed Irtiqa Ahmed Zaidi, *Negotiating the Power Corridors: Forty Challenging Years of Civil Service* (Islamabad: IPS Press, 2020).

Chapters in books: Ye Hailin, "Rise of Extremism in India and Chinese Response," in *Hindutva: Rising Extremism in India*, ed. Khalid Rahman, 2nd ed. (Islamabad: IPS Press, 2020), 117.

Journal articles: Asma Sana Bilal and Nabiya Imran, "Emerging Contours of Transatlantic Relationship under Trump Administration," *Policy Perspectives* 16, no. 1 (2019): 3-21 (7) <https://doi.org/10.13169/polipers.16.1.0003>.

Newspaper articles/websites: Waqar Masood Khan, "Unified Economic Response," *Express Tribune*, April 1 2020, accessed May 12, 2020, <https://www.thenews.com.pk/print/637477->.

Diagrams & Tables

Tables, charts, graphs, and figures may be included in the manuscript where necessary with consecutive numbering, proper captions and complete references. These should be in an editable form. Images should be submitted in high resolution (300-600 dpi) in .jpeg and .bitmap.

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