

# THOUGHTS REVIEW POLICIES

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## ARTS & HUMANITIES

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## Policy for Long-term Preservation

### 1. Introduction

**Thoughts Review** is committed to ensuring the long-term preservation and accessibility of its scholarly content. As part of our dedication to maintaining the integrity and availability of academic research, we have implemented a robust preservation policy. This policy outlines the measures taken to archive our digital content, ensuring its longevity and accessibility for future generations of researchers, academics, and practitioners in the field of social sciences.

### 2. Archiving with Internet Archive

Thoughts Review has partnered with the Internet Archive for the preservation of its digital content. The Internet Archive is a renowned non-profit digital library offering free universal access to a wide array of digital resources, including websites, books, and scholarly publications. This partnership ensures that all issues of Thoughts Review are securely archived and can be accessed in the long term.

### 3. Preservation Strategies

To maintain the highest standards of digital preservation, Thoughts Review employs the following strategies:

- **Regular Archiving:** All published content, including articles, editorials, and supplementary materials, is regularly uploaded to the Internet Archive. This ensures that each new issue is promptly preserved.
- **Metadata Standards:** We adhere to established metadata standards to facilitate accurate indexing and easy retrieval of archived content. This includes comprehensive bibliographic information and digital object identifiers (DOIs) for each article.
- **Format Migration:** To prevent obsolescence, our digital content is stored in widely accepted and enduring file formats. The Internet Archive employs format migration strategies to adapt to technological advancements and ensure ongoing accessibility.
- **Redundancy:** Multiple copies of our digital content are stored in geographically dispersed locations through the Internet Archive's distributed infrastructure. This redundancy enhances the security and durability of the archived materials.

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The archived content of Thoughts Review is freely accessible to the public through the Internet Archive's platform. Users can search, view, and download articles without any access restrictions, promoting the dissemination of knowledge and the advancement of arts and humanities research.

### 5. Review and Updates

This preservation policy is subject to periodic review and updates to adapt to evolving best practices in digital archiving and preservation. Any significant changes to the policy will be communicated to our authors, readers, and stakeholders.

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### 6. Contact Information

For more information about our long-term preservation policy or if you have any questions regarding the archiving of Thoughts Review, please **contact us at: Thoughts Review** Email: [farhanrehmanmuhammad@gmail.com](mailto:farhanrehmanmuhammad@gmail.com)

Join us in our mission to promote scholarly excellence and ensure the longevity of academic research in the social sciences.

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### For International Authors

**Initial Submission fee:** 10 USA Dollars

**Total Fee:** 80 USA Dollars

### For Pakistani Authors

**Initial Submission fee:** 1000/-. **Total fee:** 13000/-

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Publication Process for **Thoughts Review**:

### 1. Initial Assessment:

Upon submission, all articles undergo thorough evaluation by the Desk Review Committee (DRC). This assessment includes a review of manuscript quality, alignment with the journal's scope, examination of similarity index, and overall article quality. Additionally, the editorial team ensures compliance with copyright requirements, publication consent, and declaration of any necessary publication fees.

### 2. Internal Review:

Articles recommended by the Desk Review Committee proceed to the next stage, where they are sent to approved reviewers via our Online Journal System (OJS). Thoughts Review employs a 'double-blind peer-review' process to ensure the highest quality of research. Each manuscript is reviewed by both national and international reviewers, with suggestions from the national reviewer integrated by the author prior to international review. No institutional reviewers participate in this process.

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Subsequently, manuscripts undergo evaluation by international reviewers who make independent decisions regarding publication suitability. Factors considered include the article's quality, subject matter relevance, scope, as well as the methodologies and research methods employed.

Upon final acceptance by the international reviewer(s) and necessary proofreading by the editor, articles are published both in print and on Thoughts Review's online platform.

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### Policy of Transparency & Best Practices

At **Thoughts Review**, we uphold ethical virtues as paramount in guiding our actions and ensuring the highest standards of integrity. In alignment with the directives of the Higher Education Commission of Pakistan (HEC), we rigorously adhere to ethical guidelines to uphold transparency and professionalism in our publication process.

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Thoughts Review is dedicated to upholding the highest standards of academic rigor and professional conduct. We are committed to institutionalizing and maintaining professional standards in all our publications. Our adherence to the ethical guidelines outlined by the HEC ensures the quality of research and reflects the expertise of both authors and affiliated institutions.

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We maintain impartiality in our editorial process, ensuring the originality of submitted work while encouraging reviewers to address any ethical concerns or potential research misconduct. Thoughts Review operates without bias, welcoming complaints regarding misconduct and ensuring they are addressed promptly.

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Confidentiality is integral to our process. We ensure the anonymity of authors and reviewers during the double-blind peer review process, safeguarding information shared between the editorial team, reviewers, and authors.

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In accordance with HEC policies, members of the Editorial Board are prohibited from publishing as principal or co-authors. We uphold transparency in all our processes, fostering trust among our stakeholders and the broader academic community.

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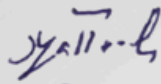
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Dean

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### Editor

**Prof. Dr. Rana Matloob Ahmad**

Dean of Social Sciences & Head Department of Arabic  
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