



**HIGHER EDUCATION COMMISSION, PAKISTAN**

*Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan*

**Standard Operating Procedure (SOP) for  
Recognition, Upgradation & Funding of Journals  
And  
Equivalency of Book with Research Article.**

[\(Revised — December 2017\)](#)

*Social Sciences Section has been established with the responsibilities of identifying realities of diverse social and human issues which Pakistan is facing. It would initiate plans for social transformation besides building knowledge and expertise on key social and cultural issues. It will also encourage and assist Social Scientists and Researchers in carrying out meaningful research for national benefit.*

**Social Sciences Section  
(Academics Division)**

For updated policies & information: <http://hec.gov.pk/site/ssjournals>

For updated list of HEC recognized research journals: <http://hec.gov.pk/site/journals>

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# HEC RECOGNIZED RESEARCH JOURNALS OF SOCIAL SCIENCES, ART & HUMANITIES AND BUSINESS EDUCATION

## 1.1. HEC RECOGNIZED PAKISTANI JOURNALS

### 1.1.1. MINIMUM CRITERIA FOR RECOGNITION

**i) The journal should be regularly published.**

- The old journals published regularly should meet the following criteria in order to prove regularity.

1)	Annual Publication	It should have published 5 issues in the last 5 years.
2)	6 months publication	It should have published 6 issues in the last 3 years.
3)	Quarterly publication	It should have published 8 issues in the last 2 years.

- The New journals published should meet the following criteria in order to prove the regularity.

1)	Annual Publication	It should have published 2 issues in the last 2 years.
2)	6 months publication	It should have published 4 issues in the last 2 years.
3)	Quarterly publication	It should have published 8 issues in the last 2 years.

The universities / organizations interested to have their journals recognized by HEC should send mandatory copies of the Issues to Social Sciences Section and HEC Library on gratis basis. After recognition, social sciences research journals are bound for timely publication and submission of copies of each & every published Issue to HEC (*to prove its regularity*) along with correspondence record with the reviewers, reviewer's report, and plagiarism report of the published and rejected papers. Further a short summary of papers submitted / received, reviewed, rejected, accepted and published must also be submitted with the Issue. Beside this, a journal must maintain updated and comprehensive website as prerequisite for recognition and upgradation.

**ii) The journal should have Editorial Board and diverse Advisory Board.**

- a. The credentials of the Board members should be taken into consideration and clearly mentioned in the journal. (*Members must hold Ph.D. degree in the relevant field with rich research experience*)
- b. The Editorial Board should be comprising members from the University / DAI or organization where the journal belongs i.e. patron, Editor-in-Chief, Editor, Managing Editor, Associate / Assistant or Sub-Editor whereas Advisory Board should be comprising 10 – 16 members from Pakistan and from the academically advanced countries.
- c. At least 50% or more of the Advisory Board members would be from the academically advanced countries in the relevant discipline (*i.e. 5 plus 5 / 5 plus 6 or 7 plus 8 and so but 10 – 16 in total*).

Contd.....

**iii) It should be 'Peer Reviewed'.**

a. The policy of blind review should be followed. Reviewer's panel shall be separate from the Advisory Board and names of the reviewers shall not be published in the journal in any case.

b. Peer Review: Each paper must be peer-reviewed atleast by two reviewers (National / International). Both reviewers can be national / both can be international or one national and other international.

*(National means within the geographical boundaries of Pakistan. International means outside the geographical boundaries of Pakistan i.e. expatriates / foreign experts).*

**iv) It should be abstracted / indexed internationally.**

Journals must be Abstracted and Indexed with one or more of the HEC recognized Agencies i.e EbscoHost, ProQuest, Gale etc. The abstracting/Indexing agency must have relevancy with the discipline, area and scope of the journal. List of HEC recognized Abstracting and Indexing agencies is placed at <http://hec.gov.pk/site/ssjournals>.

**v) The journal published in any language other than English should publish abstract of each paper in English.**

**vi) References should be provided according to the international standard as per policy of the journal.**

a) International Standard References Style (say APA, Chicago Manual Style, Turabian etc) should uniformly be followed throughout the publications.

**vii) The Journal should be available online.** *(Preferably through OJS — <https://pkp.sfu.ca/ojs/> otherwise having comprehensive and updated website. Guidelines available on HEC website link)*

**viii) ISSN must be visible appropriately at cover page.**

**ix) Minimum five (5) research articles must be published in any Issue of the journal** whereas maximum number of articles shall be 10, if it is published quarterly, 15 in case of biannual, and 20 in case of annual publication.

**viii) One Editor one Journal Policy.**

- a. One editor shall run only one research journal at a time to maintain quality of research journals.
- b. The editor of a research journal shall be a PhD degree holder having rich research experience in the relevant field.

*(List of HEC recognized Social Sciences national research journals is placed at <http://hec.gov.pk/site/journals> whereas other important details are available at <http://hec.gov.pk/site/ssjournals>.)*

### 1.1.2 CATEGORY SYSTEM FOR HEC RECOGNIZED PAKISTANI JOURNALS (till June 30, 2018)

All HEC recognized Pakistani journals of Social Sciences, Arts & Humanities and Business Education are categorized as W, X, Y & Z journals. Details of categories is given below:

<b>W Category</b>	Journals having an Impact Factor of ISI and included in Journal Citation Report (JCR) of ISI web of knowledge.
<b>X Category</b>	<ul style="list-style-type: none"><li>• Journals not having an Impact Factor.</li><li>• Verified by HEC that they meet all HEC journal criteria and have paper reviewed by atleast one expert from an academically advanced country in the respective discipline.</li></ul>
<b>Y Category</b>	<ul style="list-style-type: none"><li>• Journals not having an Impact Factor</li><li>• They meet all HEC journal criteria <b>except</b> review of each paper by atleast one expert from an academically advanced country in the respective discipline.</li></ul>
<b>Z Category</b>	<ul style="list-style-type: none"><li>• Journals not having an Impact Factor.</li><li>• They meet all HEC journal criteria <b>except</b>.<ul style="list-style-type: none"><li>i. Review of each paper by atleast one expert from an academically advanced country in the respective discipline.</li><li>ii. Abstracted / Indexed Internationally by the HEC recognized Agency.</li></ul></li></ul>

#### 1.1.2.1. UTILIZATION AND VALIDITY OF CATEGORIES

##### **W, X & Y Categories:**

Acceptable for BPS and TTS appointments, HEC Approved Supervisor, eligible for HEC support grant for journals and publication of research of PhD work until June 30, 2018.

##### **Z Category:**

Acceptable for BPS appointment, publication of research of PhD work (only for the languages), eligible for HEC support grant for journals until June 30, 2018.

### 1.1.2.2. RENEWAL OF CRITERIA FOR CATEGORY SYSTEM w.e.f. 1<sup>st</sup> July, 2018

In compliance of the decision taken in the 31<sup>st</sup> meeting of the Committee for Development of Social Sciences & Humanities in Pakistan (CDSSHP) held on September 14, 2017 at HEC Islamabad; the following policy criteria is hereby revised as below w.e.f. 1<sup>st</sup> July, 2018:

#### Criteria for Evaluation, Recognition and Upgradation of Social Science National Research Journals

In addition to fulfillment of the minimum criteria for recognition of Social Sciences research journal; the following benchmarks shall be adopted for evaluation, recognition and upgradation of the national research journals:

- i. For **Z category Journal: Two National reviewers** for each paper and abstracting / Indexing with minimum **one or more** HEC recognized Agencies (except *Pakistani Languages i.e. Punjabi, Pahsto, Sindhi, Balochi, Brahavi, Saraiki and Persian etc. where indexing / abstracting agencies are not available*)
- ii. For **Y category Journal: One National and One International reviewer** for each paper as well as abstracting / Indexing with minimum **two or more** HEC recognized Agencies.
- iii. For **X category Journal: One National and Two International reviewers** for each paper as well as abstracting / Indexing with minimum **three or more** HEC recognized Agencies.

#### Extension, Utilization and Validity of categories of Social Sciences national research journals

The validity timeline for utilization of HEC recognized Social Sciences research journals is hereby extended till 30<sup>th</sup> June, 2018 and afterwards the following shall come into force w.e.f. 1<sup>st</sup> July, 2018:

##### W, X & Y Categories shall be acceptable for:

1. TTS appointment / promotion: **X & above category**
2. BPS appointment / promotion: **Y & above category**
3. Publication of PhD research work: **Y & above category (National) and JCR of ISI or ISI master list (International)**

**Z Category acceptable only for Pakistani languages (e.g. Punjabi, Pahsto, Sindhi, Balochi, Brahavi Saraiki and Persian etc.):** BPS appointment / promotion and publication of PhD research work.

### 1.1.2.3. SOPs FOR JOURNAL EVALUATION

- Editors will have to apply for recognition / upgradation of their Journals on prescribed HEC proforma (**Annexure-I**) along with documentary evidence, wherever necessary as below:
  - Filled in Application Form (*documentary proof/evidence are mandatory*),
  - List of Editorial and Advisory Boards & Panel of Reviewers,
  - Consent of the members of Editorial and Advisory Boards & Reviewers,
  - Duly verified list of circulation of the journal,
  - Proof of Abstracting / Indexing with HEC recognized agencies, *if any*,
  - Copies of Volumes / Issues of the journal along with correspondence record with the reviewers, Peer Review Reports & plagiarism Reports of the each article including published and rejected as well.
- HEC will initially scrutinize / evaluate the application as per its policy / criteria.
- Meeting of Subcommittee will be convened as and when needed.
- Only **eligible** applications received in sufficient number in a particular subject will be presented before the respective Subcommittee for careful consideration and necessary recommendation in line with the HEC criteria.
- The recommendation of Subcommittee / Head of Subcommittee will be considered final.
- Once the Subcommittee recommendation / Head of subcommittee is approved by the HEC Competent Authority, Editor (s) will be notified accordingly in due course of time.

#### PARAMETERS FOR Evaluation, Recognition & Up-gradation of Research Journals:

*The cases are evaluated, keeping the following parameters in view:*

- *Fulfilment of minimum Criteria*
- *Regularity in publishing, circulation and provision of mandatory Issues along with Peer review reports to HEC in time*
- *Acceptance / publication of Research Articles within its devised scope; without any deviation or crossing boundaries*
- *Consideration / Implementation of Ethical Guidelines (available at <http://www.hec.gov.pk/site/ssjournals>)*
- *Contents of the Journal / research quality*
- *Consistency in Formatting style, referencing, footnotes*
- *Volume of the Journals & circulation (i.e. number of copies of the each Issue published and circulated)*
- *Publisher's repute & publishing policy (i.e. peer review / blind review)*
- *Paper & Printing quality*
- *Impact on society etc.*

*After examining, evaluation & review of the Journals:*

- *New applications are recommended for recognition or further improvement,*
- *The journals which are stagnant since long in same category are guided through appropriate directions regarding improvement or otherwise i.e. warning, suspension or DE-notification.*

### **1.1.3. HEC GUIDELINES FOR PUBLISHING SPECIAL ISSUE OF HEC RECOGNIZED SOCIAL SCIENCES NATIONAL RESEARCH JOURNAL & CONFERENCE PROCEEDINGS**

There is no provision for publishing special Issue of any HEC recognized social sciences national research journal **except** a special Issue comprising selected papers (*ranging from 5-20 as per frequency of the journal*) presented in any International Conference held in Pakistan, duly organized by the institution which own the journal.

It is further clarified that if the conference was convened outside of Pakistan; the conference proceedings must be indexed in **CPCI (Conference Proceedings Citation Index)** otherwise no academic benefit (*for appointment or promotion*) may be claimed against the papers published in the conference proceedings held anywhere.

However, for this below mechanism has been devised as binding upon the Editors interested in publishing special Issue: Editor of the journal may apply to HEC seeking approval to publish a special Issue after convening an International Conference within **Pakistan**. However, It is hereby informed that none of the HEC recognized research journal can publish any special Issue of the research journal unless it has obtained HEC approval for the said purpose

For publishing Special Issue, Editor of the journal may apply to HEC seeking approval with the following Documents:

- i. Approval of the competent authority of the University/Institution to convene the conference
- ii. Published copy of the conference proceedings along with plagiarism reports of the presented papers.
- iii. Other documentary evidence including funding support, collaboration arrangements etc.
- iv. The conference either be organized by the owner institute of the journal wherein the papers are to be published or must be a key contributor of the conference in collaborating with any other institution (*documentary evidence of collaboration established through MOU or whatsoever will be required*)

Further to above, the Editor have to ensure to follow all the procedural format and codal formalities as required for a regular Issue of that specific journal according to its category and respective criteria. Moreover, it must be available in printed form as well as online on its website and provided to HEC with all procedural documentation including Correspondence record with the reviewers, reviewer reports for all the considered papers, plagiarism reports of the published papers etc.

In addition, irrespective of regular or special Issue, minimum 5 articles may be published whereas maximum number of articles may be 10, if it is published quarterly, 15 in case of biannual and maximum 20 in case of annual publication.

***In case of any violation to the above, HEC would not approve or recognize the Special Issue published by any HEC recognized research Journal and therefore no academic benefit shall be claimed / counted towards appointment or promotion at any stage.***



**1.1.4. STANDARD OPERATING PROCEDURE (SOP) FOR FINANCIAL ASSISTANCE TO HEC RECOGNIZED PAKISTANI JOURNALS**

1. HEC Recognized Social Sciences Journals are eligible for financial assistance.
2. The Editor will forward Financial Assistance request on prescribed HEC proforma (**Annexure-II**) which will be considered only if the Editor has:
  - a. *submitted latest Issue with peer review & plagiarism reports etc. to HEC, ensuring that the journal is publishing regularly without any backlog.*
  - b. *Provided Annual audited Report of the previous financial assistance as per HEC template (**Annex-IV**) available at webpage (applicable if previously have received any grant).*
  - c. *Budget heads will be as follows:*
    - i. Payment to Reviewers \* (upto maximum 2000 for local & 250\$ for foreign reviewer)
    - ii. Honorarium for Editor maximum up to Rs: 20,000/- once in a year.
    - iii. Printing/Publishing Cost
    - iv. Office Stationery
    - v. Postal/Courier/Telephone charges
    - vi. Equipment for Office of the Editor (Other than Furniture)
    - vii. Hiring of skilled support staff
3. Financial assistance will be awarded according to recognized category of the journal and upon availability of funds, provided prerequisites are fulfilled by the Editor.
4. In addition to already prescribed policy, to accelerate the bunged system and facilitate the research scholars for in time publication of research; no grant will be issued if:
  - i. a journal is not published within maximum period of **40 days** (if quarterly), **80 days** (if bi-annual) or **120 days** (if annual) of its due time. This grace period shall also include provision of hard copies, peer review reports, and plagiarism reports etc. at HEC office,
  - ii. a journal fails to maintain updated and comprehensive website,
  - iii. a journal is stagnant in the same category beyond **5** years until it is upgraded.
  - iv. a journal violates HEC SOPs or ethical guidelines.
5. **Dr. Muhammad Tahir Ali Shah**, Director (Academics) HEC will be the focal Person.

<b>Category of the Journal</b>	<b>Maximum Funding Limit</b> (In Rs.)
<b>Z</b>	250,000
<b>Y</b>	430,000
<b>X</b>	500,000
<b>W</b>	700,000

**\* The Editor of the journal will not be eligible for payment as reviewer whereas efforts would also be made to get the papers reviewed on gratis basis.**

## 1.2 HEC RECOGNIZED INTERNATIONAL JOURNALS

### 1.2.1 CRITERIA FOR RECOGNITION OF INTERNATIONAL JOURNALS (Effective: January 2012)

International Journals having an impact factor of ISI and listed in Journal Citation Report (JCR: <http://admin-apps.isiknowledge.com/JCR/JCR?SID=Q1ldkG4hadKgmAmbpEM>) of Institute for Scientific Information (ISI) ([www.isiknowledge.com](http://www.isiknowledge.com)) would only be considered as HEC recognized International journals. JCR list is available at <http://hec.gov.pk/site/ssjournals>.

#### **Important Clarification Regarding Previous Criteria on International Journals:**

Status of research papers published in international journals till **December 31, 2011** would be decided on case-to-case basis as per below previous criteria on international journals:

- The International Journals included in Journal Citation Report (JCR) of Institute for Scientific Information (ISI) would be considered as “W” category journals (<http://admin-apps.isiknowledge.com/JCR/JCR?PointOfEntry=Home&SID=1EP7kIPABd93Do95OJo> )
- Journals included in ISI Master List would be considered as “X” category journals. (<http://science.thomsonreuters.com/mjl/>)
- Journals abstracted/indexed by the HEC recognized abstracting / indexing agencies mentioned in the Ulrich Periodical Directory would be considered as “Y” category journals.

## 2) HEC POLICY ON BOOKS EVALUATION FOR GRANT OF EQUIVALENCE TO RESEARCH PUBLICATIONS

- ✓ *Books published after peer review by international publishers of repute from the academically advanced world and books published by national publishers of international repute, recognized by HEC can be considered equivalent to a maximum of TWO research publications in either of the X, Y or Z categories.*
- ✓ *Only research oriented books are entertained whereas Text Book, compilation, guide, edited book, translation or any thesis either of M.Phil. or Ph.D. is not acceptable for the purpose of equivalence as per policy.*

### 2.1 SOP FOR BOOKS EVALUATION

- Aspirant Authors meeting criteria will have to apply for equivalence of their research-based books on prescribed HEC proforma (**Annexure-III**).
- HEC will initially evaluate the application as per its policy.
- Meeting of Subcommittee will be convened as and when needed.
- Only **eligible** applications received in sufficient number in a particular subject will be presented before the respective Subcommittee for careful consideration and necessary recommendation in line with the HEC policy.
- **The recommendation of Subcommittee will be considered final.**
- For a book that is received in any subject/theme that doesn't fall within the domain of Subcommittees, the book will be got reviewed/evaluated by the identified subject Expert(s) after the approval of HEC competent Authority.
- Once the Subcommittee recommendation is approved by the HEC Competent Authority, Author(s) will be notified accordingly.

#### PARAMETERS FOR Evaluation of Books:

*The evaluation shall not be carried out on face-value of the Publisher. The following aspects along with others, must be considered for evaluation:*

- Contents of the book/research quality
- Formatting style, referencing, footnotes
- Volume / Editions of the Book & Quantity published
- Publisher repute & publishing policy (i.e. peer review/blind review)
- Paper & printing quality
- **Impact on society etc.**



# HIGHER EDUCATION COMMISSION

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## APPLICATION FORM FOR HEC RECOGNITION / UPGRADATION OF RESEARCH JOURNAL

Please fill in ALL sections, incomplete application will delay the process.

1.0

Name of Journal			
Organization			
Name of the Editor			
Postal Address			
Email Address			
Phone Numbers		Fax Number	

2.0

Discipline (e.g. Agriculture & Veterinary Sciences, Social Sciences etc.)									
Subject (e.g. Sociology, History, Islamic Studies, Economics etc)									
Publisher (University, Institute, Society, etc.)									
Year of First Issue of the Journal									
<b>Number of Issues of a Journal per year</b>									
Monthly		Quarterly		Bi-Annual		Annual		Others	
<i>Minimum publication: 24 issues in the last 2 years</i>		<i>Minimum publication: 8 issues in the last 2 years</i>		<i>Minimum publication: 6 issues in the last 3 years</i>		<i>Minimum publication: 5 issues in the last 5 years</i>		<i>(Specify)</i>	
The universities / organizations publishing HEC recognized journals or interested to have their journals recognized by the HEC; must send one copy of each issue with peer reviews & plagiarism reports to the dealing office on gratis basis. In case, a journal started publishing recently, it should have completed at least two years publication before recognition									
Is the Journal being published regularly?					Yes				
					No				
If No, give reasons									
Does the Journal have ISSN?(International Standard Serial Number)		Yes		No		If Yes give ISSN number (please provide copy of letter)			
Circulation (Total Number of copies per issue)		Distribution		In-country (number)					
				Abroad (number)					

**3.0**

What is the composition of Editorial/Advisory Board? Please provide details as below.

*(Please also attach copy of the consent of Board Members with the application form)*

S.No	Name	Title	Address	Phone/Fax	E-mail

**Note:** In case of any change in Editorial Board, this office may be apprised accordingly.

**4.0**

Are the articles submitted for publications peer reviewed?

Yes	If yes	All articles	Selected articles
No	If no, please explain the acceptance procedure.		

**5.0**

Is journal 'Peer Reviewed'? Kindly give details of permanent panel of Peer Reviewers?

*(Please also attach copy of the consent of Peer Reviewers with the application form)*

S. No.	Name	Title	Address	Phone/Fax	E-mail ID

**Note:** In case of any change in the panel of Peer Reviewers, this office may be apprised accordingly.

**6.0**

List the reviewed articles published in the recent most Issue of your Journal

S. No.	Article title	Issue No./ Month	Peer Reviewer's Name

**Note:** (please provide copies of Referee reports)

**7.0**

How many manuscripts were submitted for publication and how many of them were accepted and published? (Please give data for the past four issues only with date of publication of each Issue)

Required Details of Most recent issue's	1	2	3	4
Date of Publication				
Submitted				
Accepted				
Published				

**8.0**

How much is the processing time from the date of submission of the original manuscript by the author to the date of acceptance by the Editorial Board of your Journal?

Maximum processing time	Months
Minimum processing time	Months

**9.0**

Is the journal abstracted / indexed internationally? Please consult the HEC website, [http://www.hec.gov.pk/htmls/journal\\_lib/JCR/index%20of%20books.pdf](http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf).

Is the Journal abstracted internationally?	Yes		No	
If yes, name the Abstracting services (Please provide copy of letter from the agency)	1.		2.	
Is there any Citation Index (CI) of the articles published in your Journal?	Yes		No	
If yes, please indicate source of Citation Index (CI).				
If no, is there any effort made to collect information on Citation Index? Please specify.				

**10.0**

Is this Journal on exchange list of any other Journal(s)? (please provide list)

Yes		No		Occasional	
If yes, number of exchanged journals:					
Within country (number)		Abroad (number)			

**11.0**

What is (are) the mode (s) of distribution

In exchange		Gratis		Subscription	
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If there is a mix of distribution, please indicate percentages of Journals distributed as:

In exchange	%	Gratis/complimentary	%	Subscription	%
-------------	---	----------------------	---	--------------	---

Total cost involved for publication per Issue: (in Rs.)		Last issue: Rs.	
---	--	-----------------	--

Funding source(s) for the Journal (Please mention name of sponsor and committed support in Rupees.)	1.	2.	3.
---	----	----	----

Price per copy: Rs.		( US \$)	
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Official Stamp

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Please address your Application along with copies of consents of Editorial Board members, copies of consents of all Peer Reviewers, Documentary proof of abstracting / indexing agency, certified list of circulation of published Issues, Copies of all published issues and their peer review reports and send to:

**Dr. Muhammad Tahir Ali Shah**  
 Director (Academics) HEC  
 H-9, Islamabad.

Phone: 051-90402104 — Email: tshah@hec.gov.pk; Fax: 051-90402102



## HIGHER EDUCATION COMMISSION

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### APPLICATION FORM FOR FUNDING OF HEC RECOGNIZED JOURNALS

#### 1. JOURNAL'S INFORMATION

i.	Financial Year	
ii.	Journal's Category	
iii.	Name of Journal	
iv.	Name of the Editor	
v.	Organization	
vi.	Postal Address	
vii.	Email Address	
viii.	Phone Number: (Mobile & Landline)	
ix.	Fax Number	

#### 2. DETAILS OF LAST ISSUE

i.	Journal's Size ( <i>Dimensional measurement</i> )		
ii.	Frequency of the Journal		
iii.	Average pages	Per Issue:	Per Year:
iv.	Cost of last issue		
v.	Name of printing press		
vi.	Funding Source(s) for printing		

### 3. BUDGET DETAILS

i.	Payment to Reviewers (uptoRs.2000/- for local & 250\$ for foreign reviewer. The editor of the journal is not eligible for payment as reviewer)	
ii.	Honorarium for editor as approved by relevant authority (up to Rs. 20,000/- once a year)	
iii.	Printing/Publishing cost	
iv.	Office Stationery (provide details)	
v.	Postal/courier/ telephone charges (provide details)	
vi.	Office Equipment for Office of the Editor other than Furniture (provide details)	
vii.	Hiring of skilled support staff (provide details)	
	<b>Grand Total</b>	

#### UNDERTAKING

It is solemnly affirmed that all the information provided by me is correct up to my knowledge. In the event that any information provided by me contained herein is found to be untrue, I shall be liable to disciplinary action as decided by the HEC.

Date.....

Name.....

Designation.....

Signature and Official Seal.....

Finance Assistance request Send to:

**Dr. Muhammad Tahir Ali Shah**

*Director (Academics) HEC*

*H-9, Islamabad.*

Phone: 051-90402104 — Email: tshah@hec.gov.pk; Fax: 051-90402102





## HIGHER EDUCATION COMMISSION – PAKISTAN

Annexure-III

### Application Proforma (For Book Authors)

**Book Specific Details:** Please provide 8 Original copies of Book with Peer Review report and plagiarism certificate. (Photocopy of book is not accepted in any case)

Book Title	(For books not written in English language, express name using English Alphabets only. For example: Tahqeeq)
Subject/Area (e.g. Sociology, History)	
Year of Publication	
No of Pages	
Publisher	

#### **Author's Contact Details:**

Author	
Designation	
University/Institute	
Postal Address	
Email Address	
Mobile and Landline No	

#### **Declaration by the Author: (Please read carefully before signing)**

I hereby solemnly affirm that the above mentioned book is neither a text book nor a compilation/guide/edited book or any thesis but truly an original research work. Further to that, the book or the matter from the book has not already been published anywhere else nor has academic credit (of any kind) been taken in terms of any published article(s)/research paper(s) from the same book. In the event of any misinformation on my part, I shall be liable for a disciplinary action as decided by the HEC.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature and Official Stamp

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#### **Requisite Documents Checklist:**

- Duly filled and signed Proforma, (In case of multiple Authors, please use this Proforma separately)
- 8 Original Copies of Book. (please be informed that photocopy is not accepted in any case)

#### **Focal Person (Social Sciences):**

**Dr. Muhammad Tahir Ali Shah**, Director (Academics)  
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## HIGHER EDUCATION COMMISSION - PAKISTAN

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Annex-IV

### BUDGET UTILIZATION REPORT For FY -----

Name of the University/Institution: \_\_\_\_\_

Name of the Journal with Recognition Category: \_\_\_\_\_

Amount Received From HEC	Rs. _____ /-
Payment to Reviewers (upto Rs. 2000/- for local & 250\$ for foreign reviewer. The editor of the journal is not eligible for payment as reviewer)	
Honorarium for editor as approved by relevant authority (upto Rs. 20,000/- once a year)	
Printing/Publishing cost	
Office Stationery (provide details)	
Postal/courier/ telephone charges (provide details)	
Office Equipment's for Office of the Editor other than Furniture (provide details)	
Hiring of skilled support staff (provide details)	
<b>Grand Total:</b>	
<b>Balance (if any):</b>	

It is hereby certified that the amount received has been utilized in accordance with the SOPs of HEC for publication of Vol. No. -----, Issue No. -----.

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**RESIDENT AUDITOR**

Name and

**EDITOR**

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Name of Journal and Complete Address