

# Policy Document

## Insights of Mystical, Spiritual and Theological Studies

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### Aim and Scope of the Journal

Insights of Mystical, Spiritual and Theological Studies (IMSTS) is a double-blind peer-reviewed open-accessed journal (ISSN-Print: 2958-5082 and ISSN-Online: 2958-5090) is published monthly because of addressing a vast variety of research in the defined theoretical framework. Its purpose is to advance the discussions related to various theories and practices within mystic, spiritual and theological beliefs through scholarly publications.

The journal features articles that develop an in-depth understanding of the need, nature, and practical components of mystical faiths, spiritual teachings and theological principles that have the potential to ensure not only inter-faith harmony and multiculturalism but 3ps (peace, progress and prosperity) in any state and society. In addition to full-length articles, the journal also publishes books reviews that offer a scholarly reflection on issues in the fields of religious harmony, spiritual formation, soul care, and enlightenment with holiness. The major intent of the editors is to place the distinctive contributions of the journal include, but are not confined to:

- The social scientific study of mystic, spiritual and theological beliefs,
- Empirical perspectives on mysticism, spiritualism and religions
- The histories of mysteries, spiritualism(s) and religions
- The theories and practices related to inter-faith harmony and dialogue among faiths, beliefs, religions and sects.
- The philosophy of religious and moral education
- Mystical, spiritual and/or theological reflections on culture, economics, education, lifestyle, politics and society
- Childhood and Religion

- Literature and Religion
- Myths and religion
- Media and religion
- Civilization(s) and religion
- Relationship between religion and the state
- Role of religion in international relations
- Religious educational policy
- Religious ethnicities
- Religious anthropology
- Migrant faiths and religions
- Peace, progress and prosperity within the religiously divided state and society
- Religious reformist movements
- Distinct concepts of meditation
- Mysterious, mythical and/or religious beliefs on numerology in ancient, medieval and modern societies
- Academic Debates between miracles, wonders, magics, luck, palmistry, etc.

#### **Further Sections:**

- World Religions: Eastern and Western traditions
- Theories in the Study of Mysticisms, Faiths, Spiritual phenomena and Religions
- Comparative Study of Mysticisms, faiths, Spiritualisms and Religions

### **Open Access Policy**

IMSTS journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

### **Authors Guideline**

IMSTS accepts manuscripts edited in accordance with its Author Guidelines. All submissions must be the original work of the author(s). Manuscripts are to be submitted in English and Urdu manually and electronically.

For manual submission, author(s) can send their manuscript via email at [rehmatandmaryam@gmail.com](mailto:rehmatandmaryam@gmail.com) where mail should also be CC to [editor@rmrpublishers.org](mailto:editor@rmrpublishers.org). On the other hand, Online Submission Process facilitates the author(s) to submit their manuscript electronically. Publishing in IMSTS is not remunerated, however, some justified expenditures coerce the administration to receive defensible charges.

#### **Text**

The manuscript is submitted as a Microsoft Word file without any specific graphical and typographical edits.

#### **Word Formatting Guide**

The research study usually consists of an abstract, keywords, introduction, the present state of a topic, and analysis of the chosen area of research or interest, methodology, findings, discussion of the findings, conclusion, and references. The research study is usually structured into four parts: objective, method, results, and conclusions.

The format of the manuscript is by default a one column A4 with no text header, footer, and page numbering; all style tags are removed. Paragraphs are separated by a space, not tabs. As a font standard, Calibri 11-points is required. The whole text is left-aligned. Automated citations and links are not applied. All direct citations are italicized, however, the quotation marks themselves are not italicized.

A list of Notes is located in a separate section between the text and the final list of References. In the text, the number of the note is given in Arabic numerals in square brackets.

All images, tables and figures are attached separately, while their descriptions are marked and included in the text. All figures are provided in curves. All images are provided with copyright license granted to the publisher.

The total length of a paper, including images, tables and figures inserted into the text, should not exceed 10-16 pages (almost 4,000 to 6,000 words). However, the length of numerical, pictorial and/or statistical content is subjected to the opinion collected from the examiners during the peer review process.

### **Abstract**

The abstract contains a concise description of the objective(s), methodology and main findings of the paper. It is usually not longer than 250 words.

### **Keywords**

A list of up to six keywords or key technical expressions from a respective academic field should be provided separated by a semicolon.

### **References**

The submissions must follow the author-date system in accordance with the following edition of the APA Style

References at the end of a study are listed alphabetically. In the text, reference is given to the author's name (without initials), followed by the year of publication and page number(s) (both in parenthesis), e.g. (McGinn 2008, 12). Each in-text citation matches up with an entry in a reference list, where full bibliographic information is provided.

### **About the Author(s)**

The author(s) data include name, surname, degrees, affiliation, main professional achievements, professional headshot, and email of author(s). This information should be provided at the time of paper submission via online or manual "submission form".

### **Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### **Instructions about First and Corresponding Author**

As per the policy of IMSTS;

- If the manuscript has been extracted from any thesis, only the research scholar has the sole right to be the first and corresponding author.

- If the manuscript belongs to any project, the project head has the authority to be the first and corresponding author.
- If the manuscript exhibits the joint working of multiple authors, the “Acknowledgement” section should be added in the manuscript that reflects the justified role of each author (along with the corresponding author) in the finalization of the research.
- In the case of a book review conducted by multiple authors, although it is necessary to present a critical analysis of each reviewer but an author who finally shapes the introduction, conclusion and references of critics’ citations has the right to be the primary author.

The policy regarding Discourse Analysis and Travelogue is similar to the policy about Book reviews.

## Call for Papers

A vast area of research inclines the journal to publish bilingually (English and Urdu) **every month** since the decision taken by the RMR Administration on March 06, 2023. However, some important dates for each edition are as follows;

- Paper submission starts from the 2<sup>nd</sup> to 15<sup>th</sup> of each month.
- The review process continues in between 16<sup>th</sup> to 20<sup>th</sup> of each month.
- Revision Considers in between the 21<sup>st</sup> to 24<sup>th</sup> of each month.
- Acceptance Decision till the 25<sup>th</sup> of each month.
- Final Version till the 28<sup>th</sup> of each month.
- Publish Online on the 1<sup>st</sup> of every next month.

**Note:** Late receiving of revised papers would be reconsidered for coming editions. Author(s) will be intimated regarding paper status via email.

**Remember:** You can also submit book reviews, content analysis, conversation analysis, conference or seminar proceedings and/or travelogue. However, the nature of your work must be academic where citations must be in APA style, incorporated via automatic insert citation mechanism of MS-Word. Likewise, similar to the academic research paper, your submission must also contain an Abstract, Keywords, Introduction of your work, history of your work (if any), gaps in previously published literature (if any), your findings, your recommendations, and/or conclusion.

## Contribution Cost

**IMSTS** publishes all articles in accordance with the open-access policy. In order to provide free online access to readers worldwide and to cover publishing costs, the journal does not receive any financial incentive from the author(s) but only collects;

- “Peer Review Process Fee” (first time, and for each time if/when a revised version of the paper would be submitted for the next double-blind peer review),
- One-time “Editing cost” and “Paper Setting” which allows the editor(s) and designer(s) to ensure the theme, style and/or look of your paper as per the defined publication ethics or other requirements, and,
- One-time “Article Processing charges” (APC) that covers online publication cost.

There are no other charges except the justified ones, determined according to the forex rate fluctuation between the Pakistani rupee and the US dollar. Moreover, the journal's policy only allows the first/corresponding author to pay the respective fee/cost/charges.

**Remember:** Charges once submitted would never be refunded even if the paper has been canceled and author(s) has been blacklisted by the editorial board **in case of proving any malpractice or violations of publication ethics.**

Note: Regular Payment Schedule (RPS) and Urgent Payment Schedule (UPS) are described in the tables;

Routine Payment Schedule	
1 <sup>st</sup> Review Cost	US\$ 05
2 <sup>nd</sup> Review Cost	US\$ 05
Proofreading Cost	US\$ 05
Publications Ethics Review Cost	US\$ 05
Paper Setting and Designing Cost	US\$ 03
Online Publication Cost	US\$ 05
<b>Total</b>	<b>US\$ 27</b>
Duration: The paper would be processed as per the routine, and fulfillment of the journal's requirements will allow the paper to be published within the two to four months	
Till December 29, 2022, the approximate cost in PKR is near about =7000/- only	

Urgent Payment Schedule	
1 <sup>st</sup> Review Cost	US\$ 10
2 <sup>nd</sup> Review Cost	US\$ 10
Proofreading Cost	US\$ 10
Publications Ethics Review Cost	US\$ 10
Paper Setting and Designing Cost	US\$ 05
Online Publication Cost	US\$ 10
<b>Total</b>	<b>US\$ 55</b>
Duration: The paper would be processed on urgent bases, and fulfillment of the journal's requirements will allow the paper to be published in the coming edition.	
Till December 29, 2022, the approximate cost in PKR is near about =14500/- only	

**Note:** As economic uncertainty sometimes causes fluctuations in exchange rates and inflation, so before any transaction, confirm the updated rates on the addressed date via email at [rehmatandmaryam@gmail.com](mailto:rehmatandmaryam@gmail.com). Otherwise, **IMSTS Team** or **Rehmat and Maryam Researches** will not be responsible.

For any kind of financial support or transaction, our official bank account is;

- Bank: **Askari Bank Limited**
- Title of Account: **Maryam Habib**
- Account No: **PK80 ASCM 0002 0601 0000 6192**
- Branch: **Saidpur Road Branch, Shabbir Plaza, Rawalpindi**

You may also use Easypaisa Account for any transaction. Your funds may be sent at:

- Mobile Account: **+92 340 4263023**
- Title of Account: **Mariyam Habib**

After each transaction, kindly send its official copy as proof to [rehmatandmaryam@gmail.com](mailto:rehmatandmaryam@gmail.com) for any further proceeding.

## Frequency of the Journal

Initially, **IMSTS** was published bimonthly. However, the unavailability of the option for “bimonthly” publication in HEC’s RGMS urged the Administration of **Rehmat and Maryam Researches** to consult with the Research & Innovation Division of Higher Education Commission via [hjrs@hec.gov.pk](mailto:hjrs@hec.gov.pk). And, in accordance with the the advice of concerned officer, the frequency of journal has been converted from bimonthly to monthly.

(Copies of RMR Administration’s Decision and HEC’s email-based advice are displayed below)



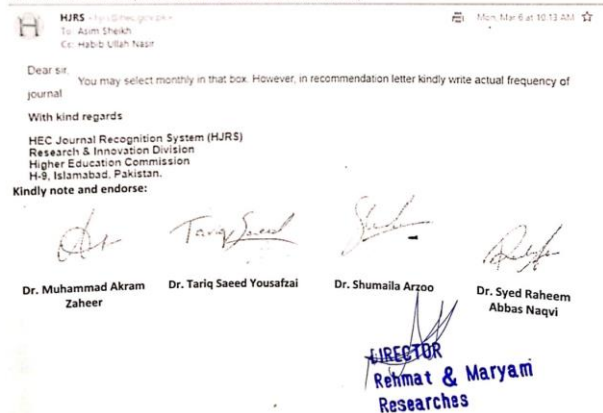
Date: 06 / 03 / 2023

Letter No: 1-6323

### Revision of the Frequency of Journals Publishing by the Rehmat and Maryam Researches

A meeting of the RMR Administration was held virtually on March 06, 2023 where the issue of the journals’ frequency was discussed. As RGMS portal of HEC does not offer bimonthly publication of research journals while ISSN Portal has given the mandate of bimonthly publication to **Insights of Mystical, Spiritual and Theological Studies (IMSTS)** and **Insights of Pakistan, Iran and the Caucasus Studies (IPICS)**, it has been decided under the light of email-based advice received from Research & Innovation Division of HEC on March 06, 2023, 10:13 AM that **both journals will be published on monthly bases from April 2023**.

For further clarification, the screenshot of the mail is attached here:



Asim Sheikh Respected Director, Research Journals and Publications Directorate, R&D Division, H Fri, Mar 3 at 11:16 PM ☆

HJRS <hjrs@hec.gov.pk> Mon, Mar 6 at 10:13 AM ☆  
To: Asim Sheikh  
Cc: Habib Ullah Nasir

Dear sir,  
You may select monthly in that box. However, in recommendation letter kindly write actual frequency of journal.

With kind regards

HEC Journal Recognition System (HJRS)  
Research & Innovation Division  
Higher Education Commission  
H-9, Islamabad, Pakistan.

Hence, **IMSTS** has to publish monthly from April 01, 2023.

## Source of Funding

No one journal under **Rehmat and Maryam Researches** receives any kind of funding from anywhere across the globe. However, reviewers, editors, designers and publishers can be facilitated indirectly by the contribution cost paid by the research scholars or others. Remember, **Rehmat and Maryam Researches** never pay anyone official but appreciate his or her volunteer activities for us.

# **Privacy Statement**

## **Privacy Policy**

IMSTS Journal respects the privacy of its readers and contributors, and is committed to protecting the personal data of individuals in accordance with its Privacy Policy.

## **Who Are We?**

IMSTS Journal is a double-blind peer-reviewed journal on mystical, spiritual and theological studies published by the RMR Publishers; an exclusive part of the Rehmat and Maryam Researches (an academic research-oriented non-profit based company registered by the SECP).

## **What Personal Data Do We Collect?**

### **Personal Information about Authors**

All digital publications of the IMSTS Journal contain personal information about the authors of individual articles, specifically their names, institutions they are affiliated to, email contacts, and photographs. By submitting their manuscripts, the authors give their agreement to the IMSTS Journal publisher to publicly release their personal data.

## **Who Do We Share Your Data with?**

We do not share your data with any third-party service. However, the content of IMSTS Journal's digital publications is shared with external citation databases for indexation purposes. It is also shared with libraries or other archives

In all these cases, IMSTS Journal only administrates your data.

## **How Long Do We Retain Your Data?**

If you are signed up for the IMSTS Journal Newsletter, your email address and its metadata are retained until you unsubscribe from our mailing list. For users registered on our website (if any), we also store the personal information they provide in their user profiles. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that kind of information.

## **What Rights Do You Have Over Your Data?**

You can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **Contact Information**

For further queries about our privacy policy, or to request the removal of, or a change to, your personal information, contact us at [rehmatandmaryam@gmail.com](mailto:rehmatandmaryam@gmail.com) and CC your mail to [editor@rmrpublishers.org](mailto:editor@rmrpublishers.org)

## **Ethical Consideration**

RMR Publishers acknowledges, honors and applies all standards of Publication Ethics.

## **Publication Ethics**

RMR Publishers acknowledges, honors and applies all standards of publication ethics in accordance with general consensus as promulgated in HEC's Code of Conduct for Journals, and other catalogs of ethical standards. RMR Publishers refuse plagiarism of any kind.

By the very act of submitting articles to RMR Publishers, authors affirm that their contents are original and their article had neither been published elsewhere, nor it is under review for publication anywhere. The following duties are obligatory for authors, editors and reviewers associated with the RMR Publishers.

### **Duties of Authors**

**Reporting standards:** Authors of research studies should present an accurate account of their original research, whether theoretical or empirical, as well as an objective discussion of its significance. Fraudulent or knowingly inaccurate statements are unacceptable.

**Originality and plagiarism:** Authors should ensure that they have written entirely original works and they appropriately refer to works and/or words of other authors.

Remember; By submitting a manuscript to the journal, it is understood that it is an original manuscript, unpublished work and is not submitted elsewhere. Plagiarism, including duplicate publication of the author's own work, in whole or in part without proper citation is not tolerated by the journal. Plagiarism appears in various forms such as copying the same content from the other source; most commonly from the internet, copying elements of another author's paper such as figures, tables or illustrations that cannot be considered as common knowledge.

Self-plagiarism is also not allowed. Journal defines self-plagiarism as the intentional or unintentional reuse of one's own copyrighted work without citing the original source. However, this policy doesn't apply to the manuscripts presented/appeared in any conference proceeding from the author's side and an explicit reference is made.

### **Plagiarism Check**

Firstly, Journal checks plagiarism with the software recommended by HEC Pakistan. Secondly, it is checked manually by the team IMSTS. If plagiarism is detected by the editorial/advisory board member, reviewer etc., at any stage of article process- before or after acceptance, during editing or at a proofreading stage, we will inform the same to the author(s) and will ask them to reconsider the content or to cite the references from where the content has been taken. HEC Pakistan has already set the acceptable limit of similarity index produced by the TURNITIN i.e. 19%. If the similarity with different sources is more than 19% but less than 25% (With single-source not exceeding 5%), we prefer to send back the manuscript to the author and ask him to resubmit the paper after fixing that problem. But, if more than 25% of the paper is plagiarized, the article may be rejected and the same is notified to the author.

### **Plagiarism Detected after Publishing**

Sometimes, TURNITIN appears not very much efficient regarding the detection of plagiarism from the papers written in Urdu. In that case, if the plagiarism is detected manually and reported with proof after publishing, IMSTS will conduct an investigation. In case if plagiarism is found, the paper may be formally retracted. The editor will write to the author(s), author(s)' institute and/or funding agencies about that and the paper containing the plagiarism will be marked "Plagiarism Detected after Publishing" (or similar statement) on each page of the PDF Copy. Moreover, author(s) will be banned for the next issues of IMSTS



as well as for the other journals published under Rehmat and Maryam Researches until resolving this issue.

### **Plagiarism Undertaking**

The authors must declare that their work is original at the time of submission. For this, an undertaking/acknowledgment form has been given in the Article Submission Form, stating that author(s) has not plagiarized any material and if found guilty he/they shall be solely responsible and IMSTS reserve the right to take action against him/them. Author(s) is required to submit that form duly signed and stamped at the time of manuscript submission by Email to the IMSTS. It's clearly stated that in IMSTS Plagiarism Policy, if a paper has multiple authors, not only the principal author but also all the authors would be bound to take the responsibility of the plagiarism so they all would be required to submit the said undertaking/acknowledgment. While, in case of plagiarism found, author(s) would not only be blacklisted or banned from the journal but their names will also be displayed publicly on the journal website.

### **Procedure for Appeal**

Author(s) may appeal to the editor in case of;

- The rejection of a research paper during a blind peer review process.
- Notifying plagiarism in the paper and blacklist or banned the author(s)
- Someone's report of misquoting him/her in a paper.
- Objections to publications causing harm to any party.
- Infringement of Ethical boundaries in any manner.
- Extracting any part of the research from someone's thesis/dissertation without provable permission.
- The objection of someone other than the author(s) as he/she was also part of this research/project but his/her name is not mentioned in the author(s) list.
- Research traces as the part of someone's already finalized work, academic achievement or similar.
- Misuse of any reference until it is not interpretation, discourse analysis, or personal assessment drawn from the referred material.

Remember; author(s) have 20 days to address any objection, concern, report, or complaint. Otherwise, or however, Unsatisfied and/or unjustified answers authorize the editorial board regarding taking a decision to

- Notify traced issues/plagiarism on each page of your paper.
- Published a note about issue along with the title of your paper.
- Blacklist or banned the author(s) involved in violation of publication ethics and other policies defined by the journal, and publicized their names on the journal website.

**Data access and retention:** In case of research studies of empirical nature authors should provide raw data related to their manuscripts for editorial review, and they also must retain such data.

**Multiple publications:** Manuscripts based on the same research are usually published exclusively in only one journal. In case of an update or extension of a previously published article, a reference to the original publication ought to be explicitly acknowledged.

In justified cases, the Editorial Team may decide to publish a manuscript that had been previously published in another media, either in its original or modified form. Such cases include, for instance, an

extraordinary contribution to human understanding of the matter provided by the article. Then an explicit reference to the original publication is made in the re-published paper along with copyright acknowledgements.

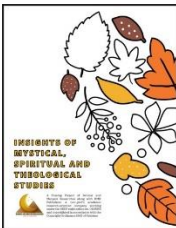
**Acknowledgment of sources:** Authors should acknowledge all sources of data used in their articles and refer to all publications they had been working with.

**Authorship of the paper:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study.

**Disclosure of financial support and conflicts of interest:** Authors should disclose any conflict of interest that might be construed to influence the results of their manuscript. Sources of financial support for the article should be also disclosed.

**Fundamental errors in published works:** If at any point of time, authors discover a significant error or inaccuracy in submitted manuscript or published work, then the error or inaccuracy must be reported to the Editor-in-Chief without delay.

## IMSTS Research Review Form



# IMSTS RESEARCH REVIEW FORM

Research Title		
Reviewer Name		
Reviewer Designation		
Reviewer Address		
Reviewer Email		
TITLES OF THE EVALUATION POINTS OF THE MANUSCRIPT		
Does the article correspond to the profile of the journal?	Yes	No
Is the method of research chosen correctly?	Yes	No
Have the author taken into account the latest publications on the subject of the article?	Yes	No
Has the author evaluated the results of the work and conclusions?	Yes	No
Does the title correspond to the content of the article?	Yes	No
Does the content of the abstract correspond to the results of the research?	Yes	No
What is the value of the work?	Valued	Unvalued
Evaluation of manuscript language	Excellent, good or any	Non-Academic, unfavored or any
ANY COMMENTS		

**SIGNATURE AND DATE**