

STEDA Research Journal of Teacher Education and Contemporary Horizons (STEDA-RJTEACH)

Policy Document



2025, Karachi

CONTENT		
1	Journal Overview	2
2	Publication Process (STEDA-RJTEACH)	2
3	Authorship of the Manuscript	3
4	Manuscript Submission Guidelines	4
5	Open Access and Copyright Policy	5
6	Originality and Plagiarism Policy	6
7	Peer Review Policy	7
8	Disclosure and Conflict of Interest	7
9	Corrections and Retractions	7
10	Research Data Policy	8
11	Authorship Contribution	8
12	Ethical Standards for Publication	8
13	Privacy Statement	8
14	Archiving and Digital Preservation	8
15	Financial Rules	8

STEDA Research Journal of Teacher Education and Contemporary Horizons (Policy Document)

1. Journal Overview

The STEDA Research Journal of Teacher Education and Contemporary Horizons (STEDA-RJTEACH) is a double-blind, peer-reviewed, open-access academic journal dedicated to advancing scholarship in teacher education, pedagogy, educational leadership, and policy studies. The journal provides a scholarly platform for researchers, educators, and policymakers to disseminate empirical research, theoretical contributions, and innovative educational practices at national and international levels.

1.1.Frequency of Publication

STEDA-RJTEACH is a Quarterly journal, publishing one volume comprising three issues each year.

1.2. Publication Schedule / Issue Dates

- Issue 1 (January–April): Published at the end of April
- Issue 2 (May–August): Published at the end of August
- Issue 3 (September–December): Published at the end of December

1.3.Focus and Scope

The journal welcomes original scholarly contributions in, but not limited to, the following areas:

- Teacher education, training, and continuous professional development
- Pedagogical innovation and curriculum studies
- Educational leadership, management, and governance
- Education policy and reform
- Comparative and international perspectives on education and leadership

STEDA-RJTEACH publishes research articles, review papers, case studies, and book reviews that align with its aims and scope.

2. Publication Process (STEDA-RJTEACH)

STEDA-RJTEACH adopts the Open Journal System (OJS) as its official platform for manuscript submission, review, and publication management. All authors, reviewers, and members of the Editorial Board are required to complete registration on the STEDA-OJS after formally agreeing to the journal's terms, conditions, and ethical declarations. The journal ensures transparency, integrity, and academic rigor through a double-blind peer review mechanism administered by the Editorial Committee. The detailed publication process is outlined below:

2.1 Call for Papers

Calls for research papers, including clearly defined submission deadlines, are announced for each issue through the journal, STEDA's official website, and authorized social media platforms. Manuscripts are accepted exclusively through the OJS platform.

2.2 Initial Editorial Screening

Upon submission, each manuscript undergoes an initial desk review conducted by the Editorial Committee to assess its relevance, originality, scope alignment, and compliance with the journal's submission guidelines. Manuscripts failing to meet these criteria may be declined at this stage. The comprehensive peer-review procedures are detailed in Section 5.5.

STEDA Research Journal of Teacher Education and Contemporary Horizons
(Policy Document)

2.3 Number of Articles per Issue

Each issue of STEDA-RJTEACH shall publish a minimum of five (05) research articles. However, the journal endeavors to maintain higher scholarly diversity by publishing seven (07) to ten (10) articles, subject to quality standards.

2.4 Editorial Conflict of Interest

To uphold ethical publishing practices and avoid conflicts of interest, editors and members of the Editorial Board are not permitted to publish their own work in the journal.

2.5 Institutional Publication Policy

In accordance with HEC publication policies, manuscripts submitted by researchers affiliated with STEDA are not eligible for publication. The journal strictly follows a non-self-institutional publication policy.

2.6 International Authorship

STEDA-RJTEACH actively promotes international academic collaboration. Concerted efforts are made to invite and publish contributions from international scholars, with a target that at least 25% of the published articles in each issue reflect international authorship, in line with HEC guidelines.

3 Authorship of the Manuscript

3.1. Authors are advised to limit authorship to individuals who have made substantial scholarly contributions to the conception, design, conduct, analysis, interpretation, and writing of the manuscript. Contributors meeting these criteria should be included as authors or co-authors.

3.2. Authors are guided to submit an undertaking/declaration confirming that the manuscript represents original work, has not been previously published, and is not under consideration for publication in any other journal or format.

3.3. The corresponding author is guided to ensure that authorship is accurately assigned and restricted to eligible contributors, and to provide a brief description of each author's contribution to the Editorial Office.

3.4. The corresponding author is expected to ensure that all co-authors have reviewed and approved the final version of the manuscript and have agreed to its submission to STEDA-RJTEACH.

3.5. Contributors who have supported specific aspects of the research but do not meet authorship criteria may be appropriately acknowledged in the "Acknowledgements" section.

4. Manuscript Submission Guidelines

STEDA-RJTEACH follows a double-blind peer-review process and invites submissions from researchers across all domains of educational studies.

Authors must ensure that:

- Manuscripts are written in clear and standard English.
- The name(s), designation(s), and valid e-mail address(es) of all authors are provided at the time of submission.
- Submission Guidelines:

4.1. Title

STEDA Research Journal of Teacher Education and Contemporary Horizons
(Policy Document)

- The title must be clear, concise, and informative.
- Avoid abbreviations, symbols, and formulas.
- Ensure the title reflects the variables and/or core content of the article.
- Font: Times New Roman, size 14, bold.

4.2. Author Details

- Write authors' names as: *First Author*¹, *Second Author*², ..., *Last Author*⁵* (Times New Roman, 11).
- Provide affiliations corresponding to each author:
 - 1 First Affiliation (Times New Roman, 10)
 - 2 Second Affiliation (Times New Roman, 10)
 - 5 Last Affiliation (Times New Roman, 10)

4.3. Keywords

- Select a minimum of 3 and a maximum of 5 keywords.
- Separate keywords with commas.
- Arrange them in alphabetical order.

4.4. Corresponding Author

- Mark the corresponding author with an asterisk (*).
- Provide the complete email address:
 - *Correspondence Author: xxxxxxxxxxxx@xxxxx.xxx

4.5. Abstract

- The abstract must not exceed 300 words.
- Use clear, concise language summarizing purpose, methods, results, and significance.
- Font: Times New Roman, size 10.
- Strictly follow formatting as this version is used for publication.
- The total word limit of the article (excluding title, authors, abstract, keywords, and references) is 5000–8000 words.
- Each paper must not exceed one page in the printed proceedings.

4.6. Main Body Structure & Formatting

General Formatting Requirements

- Manuscript must follow A4 paper size.
- Margins:
 - Top: 3.0 cm
 - Bottom: 2.6 cm
 - Left: 3.6 cm
 - Right: 2.2 cm
- Use Times New Roman, justified alignment, spacing 1.15.
- Article text is written in one column.
- The recommended paragraph indentation is 0.5 cm.
- Follow the font sizes strictly as indicated in Table 1.
- Use automatic hyphenation and spell-check tools.
- Tables and figures must fit the column width.

4.7. Introduction

- Provide a clear statement of the purpose and rationale of the study.
- Include background, research motivation, literature context, methodology outline, and expected contribution.
- The introduction must be understandable to a broad scientific audience.
- Articles must follow the structure recommended by the journal:
 - Introduction
 - Theoretical Support (Optional)
 - Method
 - Results and Discussion
 - Acknowledgment (Optional)
 - Conclusion
 - References
- Citations and bibliography must follow APA 7th edition.
- Foreign-language terms should be written in italics.

4.8. Theoretical Support (Optional)

- Present a synthesized literature review.
- Show critical evaluation rather than simple summary.
- Demonstrate gaps, theoretical grounding, and justification for the study.
- Structure the review to support research objectives and hypotheses.

4.9. Method

- Describe the research design clearly (quantitative, qualitative, mixed methods).
- Include:
 - Population, sampling technique, Setting.
 - Research procedure (algorithm, flowchart, storyboard, or equivalent)
 - Data collection process
 - Data analysis techniques
- Provide supporting references for all methodological approaches.
- Ensure descriptions are scientifically valid and replicable.

4.10. Results and Discussion

- Present results succinctly and logically.
- Combine results and discussion into one integrated section.
- Avoid repeating figures or tables in text.
- Highlight significance, implications, and relation to prior findings.
- Image/Table Legends:
 - Font: Times New Roman, size 10, single-spaced
 - Include proper labels (e.g., *Figure 1*, *Table 2*)
- Images must:
 - Be in RGB mode
 - Have resolution 300 dpi
 - Be uploaded separately during submission

STEDA Research Journal of Teacher Education and Contemporary Horizons
(Policy Document)

- Remain clear when magnified to 150%

4.11. Conclusion

- Directly answer research questions.
- Present concise, clear, qualitative statements.
- Avoid repeating results; focus on implications.
- Provide suggestions where relevant, addressing:
 - Recommendations for stakeholders
 - Limitations of the study
 - Directions for future research

4.12. Acknowledgment (Optional)

- Acknowledge individuals, groups, and institutions that contributed directly or indirectly to the research.

4.13. References

- Follow APA 7th edition style.
- List references in alphabetical order and justified alignment.
- Minimum 20 references are required.
- At least 90% must be from the last 5 years; only 10% may be older.
- Avoid citing unpublished work.

Manuscripts must be submitted online only. Step-by-step submission guidance is provided where required. No other mode of submission is accepted.

5. Open Access and Copyright Policy

STEDA-RJTEACH operates under a full open-access model, ensuring unrestricted global access to published content without subscription or paywall barriers.

- Authors retain copyright of their published work.
- Articles are published under the Creative Commons Attribution (CC BY) license, permitting reuse with proper citation.
- Authors grant the journal the right of first publication.

If copyrighted material from other sources is used, authors must obtain written permission and appropriately acknowledge the original source.

6. Originality and Plagiarism Policy

STEDA-RJTEACH follows a strict zero-tolerance policy toward plagiarism. Authors are guided to submit a similarity report in cases where the manuscript is derived from a dissertation or thesis and to ensure that the work has not been previously published. Following the initial desk review, the Editorial Committee will generate an official Similarity Index Report for manuscripts considered for further processing. Decisions regarding acceptance or rejection will be made in accordance with HEC plagiarism policy. Manuscripts with a similarity index of up to 19% may be considered for the peer-review process.

7. Peer Review Policy

The editorial team ensures a timely yet rigorous review process, and final publication decisions rest with the Editor-in-Chief.

7.1. Each manuscript is reviewed by at least two subject-matter experts under a double-blind peer-review system, where neither authors nor reviewers know each other's identities.

To ensure anonymity:

- Author-identifying information must not appear in the main manuscript file.
- Self-citations should be replaced with the term “blinded” during review and restored after acceptance.
- Transparency and academic integrity of submitted manuscripts are ensured through a double-blind peer-review process.

7.2. The Editorial Committee conducts an initial desk review to assess submissions in line with the journal's guidelines. Manuscripts may be declined at this stage due to thematic misalignment, language concerns, methodological limitations, or insufficient conceptual clarity.

7.3. Manuscripts that successfully pass the desk review are forwarded through the OJS platform to approved reviewers in accordance with journal procedures. The reviewers' panel is periodically updated, with due preference given to international subject experts, in line with HEC requirements.

7.4. Upon favorable evaluation by reviewers and completion of required editorial proofreading, the manuscript is approved for publication and is made available in both print and online formats on the journal's official platforms.

8. Disclosure and Conflict of Interest

Authors must declare any potential conflicts of interest in a separate declaration file, placed after acknowledgements, under the heading “Conflicts of Interest.”

- If no conflict exists, authors must explicitly state this.
- Financial, commercial, or institutional affiliations that may influence the research must be fully disclosed.

Reviewers are also expected to report any suspected conflicts to maintain transparency and integrity in the review process.

9. Corrections and Retractions

STEDA-RJTEACH adheres to COPE Retraction Guidelines.

- Corrections (errata or corrigenda) will be issued where necessary.
- Articles may be retracted if serious ethical violations or errors are identified post-publication.
- The journal is committed to publishing clarifications, corrections, and retractions transparently.

10. Research Data Policy

The journal supports openness, transparency, and reproducibility in research.

Authors are encouraged to:

- Share research data in a recognized public repository, where ethically and legally permissible.

STEDA Research Journal of Teacher Education and Contemporary Horizons
(Policy Document)

- Include a data availability statement explaining access conditions or restrictions.
- Properly cite shared datasets.

11. Authorship Contribution

Authorship credit should be based on substantial scholarly contribution, including:

- Conceptualization
- Data collection and analysis
- Manuscript drafting and revision

Contributors who do not meet authorship criteria must be acknowledged in an Acknowledgements section.

12. Ethical Standards for Publication

STEDA-RJTEACH strictly follows recognized ethical publishing standards.

- Unethical behavior by authors, reviewers, or editors is addressed promptly and transparently.
- The Editorial Office may consult affiliated institutions when serious ethical concerns arise.
- The journal is committed to safeguarding academic integrity and responsible scholarship.

13. Privacy Statement

All personal information provided to STEDA-RJTEACH (names, affiliations, e-mail addresses) is used solely for journal operations and is not shared with third parties.

14. Archiving and Digital Preservation

To ensure long-term accessibility, STEDA-RJTEACH participates in recognized digital preservation systems such as LOCKSS and CLOCKSS, enabling permanent archiving and restoration of published content.

Sign and Stamped of Editor in Chief