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INSTRUCTIONS FOR AUTHORS

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Editorial Note: Word/page limits, the submission e-mail address, the plagiarism-check tool, and the specific submission deadlines shown in square brackets should be confirmed by the Editorial Board before publication. The Declaration of Authenticity referred to below is provided as a separate template ("Template for the Declaration by Authors").

A. Instructions Regarding Submission

1. Al-Ameen Journal of Interdisciplinary Research ("AJIR") welcomes scholarly and original manuscripts that explore interdisciplinary ideas, with particular emphasis on the social sciences in dialogue with allied fields. The Journal invites full-length research articles, review articles, short communications/research notes, perspectives/commentaries, and book and film reviews that facilitate constructive reflection, critique, and dialogue.
2. Manuscript submissions and general correspondence should be sent by e-mail to the Managing Editor at [editor@alameenresearch.org], or through the online submission facility on the Journal website, if available. Manuscripts must be submitted as Microsoft Word files (.doc or .docx). Authors should retain a copy of the manuscript and all related files.
3. A separate Title page must accompany the manuscript, containing: the title of the article; the name(s), designation(s), institutional affiliation(s), postal address, mobile number, e-mail ID, ORCID iD (if available), and a brief bio-note (50–80 words) for each author; and the name of the corresponding author.

4. Indicative length limits (inclusive of references, tables, and appendices, A4 size, 1.5 or double-spaced as specified in Clause 9 below) are: Full-length Research Articles, up to [8,000] words; Review Articles, [6,000–8,000] words; Short Communications/Research Notes, [2,500–4,000] words; Perspectives/Commentaries, [2,000–3,000] words; and Book/Film Reviews, up to [1,500] words. Each article must be preceded by an abstract of [150–250] words and [4–6] keywords.
5. No Simultaneous Submission: AJIR considers only manuscripts that are original, unpublished, and not under consideration by any other journal or publisher at the time of submission and during the period of its review by AJIR.
6. Submissions are accepted on a rolling basis throughout the year. As a general policy, the indicative deadlines for inclusion in a given issue are **[30 April] for Issue 1 (March–August) and [31 October] for Issue 2 (September–February)**, as set out in the Publication & Management Policy.
7. Style Requirements: AJIR follows the APA Style (7th edition) for referencing, citation, and general manuscript formatting, subject to the following adaptations:
 - a. Manuscripts should be typed in Times New Roman, 12-point font, double-spaced, with 1-inch (2.54 cm) margins on A4 paper, with text justified.
 - b. Block quotations of 40 words or more should be single-spaced and indented as per APA convention.
 - c. Each entry in the Reference List should be single-spaced internally, with one blank line of spacing between successive references.
 - d. Authors are encouraged to use inclusive, gender-neutral language (e.g., “they/their” as a singular generic pronoun) in line with current APA guidance on bias-free language.
8. Authors are directed to the APA Manual (7th edition) for comprehensive guidance on style. [A Journal-specific Style Checklist may be developed and made available for download in the future.]
9. Book and Film Reviews: Correspondence regarding a book or film of potential interest to the Journal, as well as requests to review a book or film, should be sent to [the Book/Film Review Editor's e-mail, e.g., reviews@alameenresearch.org]. A PDF copy of the book, or the link to the film, may be sent by e-mail.
10. Declaration of Authenticity: Every submission must be accompanied by a completed and signed Declaration by the Author(s) using the Journal's prescribed template, in which the author(s) affirm the originality of the work, exclusive and accurate authorship, absence of conflicts of interest (or disclosure thereof), and ethical compliance. Where it is not practicable for every author to sign physically, the corresponding/primary author may sign on behalf of all authors, provided each co-author has confirmed acceptance of the Declaration by e-mail to the Managing Editor.

11. **Plagiarism Check:** Every submission is subjected to a similarity/plagiarism check as detailed in the Ethics Policy. A manuscript that fails this check will not proceed to peer review and may be rejected or returned for revision.
12. **Double-Blind Peer Review:** All manuscripts, other than brief book and film reviews, are subjected to a double-blind peer review, as detailed in the Peer Review Policy and the Guidelines for Peer Reviewers. Neither the reviewer(s) nor the author(s) are made aware of each other's identity. Book and film reviews follow open review by the designated Review Editor. The decision based on peer review is final, subject to the appeals process in the Ethics Policy.
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B. Instructions Regarding Conduct and Presentation of Research

1. The manuscript submitted should be original and should contribute meaningfully to advancing and enriching the existing body of knowledge in the relevant field(s).
2. The Research underlying the article should have been conducted following sound methodology and scientific/scholarly rigour, as well as the ethical demands of research, with particular attention to the specific research standards and procedures adopted by the relevant professional or disciplinary research associations of the institution or country where the research was conducted. Such compliance must be attested to in the Declaration by Authors.

3. Research involving human beings and/or animals must satisfy the “Do No Harm” (DNH) principle. Evidence of informed consent and/or institutional ethics clearance, where ever applicable, must be reported and acknowledged in the manuscript and the Declaration by Authors.
4. Methodology must be presented in a clear, unambiguous, and complete manner, sufficient for another scholar to understand and, where appropriate, replicate the study.
5. Methods of data analysis and presentation must be appropriate and adequate to the data collected and the results reported.
6. All findings must be presented with honesty and fidelity to the underlying data. Authors must not engage in fabrication, falsification, or inappropriate manipulation of data. No modification that misrepresents data shall be made to images, except solely for the purpose of improving clarity, and any such modification must be disclosed. Authors must clearly state the limitations and delimitations of their study.
7. Citations and quotations must be complete and accurate, and must be verified against the original source. Authors should not copy references from other publications without having consulted the cited work directly. Any weblink included in the references must be checked for availability and accuracy at the time of final submission (including after any revision); if a link is no longer available, it must be removed and the citation corrected accordingly.
8. Where the manuscript is an English translation of an article already published elsewhere, the author(s) must submit copies of the necessary copyright/translation permissions to the Editor.
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10. AJIR may request, for purposes of verification, access to the field data underlying the research. Authors must comply promptly, without compromising the confidentiality owed to research participants.
11. AJIR expects authors to make their underlying data available, on reasonable request, to other researchers seeking to verify the findings, unless such a request would compromise the confidentiality, integrity, or stated purpose of the research; the author(s) shall be the final judge of the genuineness of such a request, in consultation with the Editor where necessary.
12. Authors should compulsorily take collective and total responsibility for their work and for the content of the article. They must verify the accuracy of all tables, figures, data entries, and the final typescript, and must subject the manuscript to language and style editing prior to submission.
13. Authors must disclose all sources of direct or indirect research funding, supply of equipment or materials, and any other significant support — including statistical, writing, linguistic, or literature-survey assistance.
14. The editorial decision on a manuscript, made on the basis of the Peer Review report, is Final. However, where authors believe they have a genuine grievance of substantial merit, they may

appeal the decision in accordance with the Complaints and Appeals procedure set out in the Ethics Policy.

15. Authors must cooperate with the Editor with regard to requested revisions, style corrections, and the supply of missing details, responding promptly at every stage so that the editing and publication process proceeds without delay. The Editor may revoke a decision to publish if the author(s) fail to respond within a reasonable time, after a maximum of two written (e-mail) reminders.

C. Instructions Regarding Authorship, Contributor-ship and Conflict of Interest

1. The Authorship of a manuscript must accurately reflect each individual's contribution to the research, its reporting, and its presentation.
2. There shall be no guest, gift, or ghost authorship. (See the definitions of these terms in the Ethics Policy.)
3. Contributors whose involvement falls short of the threshold for authorship — including those who made purely technical, administrative, or editorial contributions — may be recognised in the Acknowledgements section, footnote, or endnote, with their specific contribution stated.
4. Where there are multiple authors, the sequence of authorship shall be decided based on the proportion of contribution to the research, by mutual consultation and agreement among the authors.
5. All authors must hold themselves collectively responsible and accountable for the work, its content, and its presentation.
6. AJIR requires the Declaration by Authors to be signed, preferably by all Authors. Where it is not practicable for an Author to sign physically, that author's consent must be communicated to the Managing Editor by e-mail; however, the signature of the corresponding/primary author is Mandatory.
7. Authors must ensure that there is no undisclosed Conflict of Interest involving any party connected with the research, including funding agencies and institutions providing material support. Where any conflict or competing interest exists, it must be stated with transparency, together with a description of the steps taken to preserve the Objectivity of the Research and its Reporting.
8. Authors must Report the findings of their Research with honesty and authenticity, even where the Results are at variance with the expectations, products, or position of any funding agency or sponsor.

D. Compliance with Editorial and Peer Review Policies

1. Authors must prepare and submit manuscripts in accordance with the policies and conventions of AJIR as set out in this document and the Journal's other policies. In case of any doubt or lack of clarity, authors should contact the Managing Editor promptly.

2. Authors must respond to the suggestions and directives contained in the Peer Review Report promptly and within the Time-frame agreed with the Editor.
3. Authors must respond to all the Editorial Requests — whether relating to revision, resubmission, or the supply of additional documents — promptly and professionally.
4. Authors must inform the Editor promptly upon discovering any error in a manuscript that has been submitted, accepted, or published, and must cooperate with the Editorial process for issuing corrections or retractions, as set out in the Ethics Policy.
5. Where authors wish to withdraw a manuscript for any reason, they must inform the Editor immediately, and in any event before the issue containing the article has been typeset for publication.