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PUBLICATION & MANAGEMENT POLICY

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Editorial Note: Text shown in square brackets, e.g. [...], marks information that the Foundation, the Editor-in-Chief and the Editorial/Advisory Boards must confirm, supply or amend before this policy is formally adopted and published on the Journal website.

A. Ownership, Identity and Nature of the Journal

1. Al-Ameen Journal of Interdisciplinary Research (hereinafter “AJIR” or “the Journal”) is owned and published by Al-Ameen Research Foundation, Bengaluru, Karnataka, India (hereinafter “the Foundation” or “AARF”), [a registered Trust/Society/Section 8 Company — to be specified along with registration number and registered address].
2. AJIR is a Peer-Reviewed, International Journal of the Al-Ameen Research Foundation, devoted to providing a platform for reflection, critique, and dialogue on ideas in the social sciences that are Inter Disciplinary in character. The Journal welcomes scholarly contributions that engage social-science perspectives in dialogue with allied fields in the areas of Management Sciences, Economics and Commerce.
3. The periodicity of Publication is half-yearly, i.e., two issues per volume each calendar year — **Issue 1 (covering March–August, released in [Month, e.g., September]) and Issue 2 (covering September–February, released in [Month, e.g., March])**. Exact release dates for each issue shall be notified on the Journal website.

4. AJIR is International in scope. Contributions are welcome from Researchers, Academicians, and Practitioners worldwide, on themes that reflect Inter Disciplinary engagement with questions of contemporary social, cultural, economic, educational, environmental, and policy relevance.
5. **Disclaimer:** The ideas and opinions expressed in the articles, reviews, and other contributions published in AJIR are those of the respective Author(s) and do not necessarily reflect the viewpoints of the Al-Ameen Research Foundation, Bengaluru, or of its Editor-in-Chief, Editorial Board, or Advisory Board. The Foundation, while exercising due Editorial care, does not warrant or assume any legal responsibility for the accuracy, completeness, or usefulness of any information published.

B. Aims, Scope and Article Categories

1. AJIR aims to foster rigorous, original, and ethically sound scholarship that crosses disciplinary boundaries, encourages dialogue between traditions of inquiry, and contributes to knowledge that is socially relevant and intellectually significant.
2. The Journal invites the following categories of contributions:
 - Full-length Research Articles presenting original empirical, theoretical, or conceptual work;
 - Review Articles offering a critical synthesis of literature on a defined theme;
 - Short Communications / Research Notes reporting preliminary or focused findings;
 - Perspectives, Commentaries, and Opinion pieces on emerging debates;
 - Book and Film Reviews;
 - Conference Reports and English translations of previously published scholarly work (subject to the conditions in the Ethics Policy and Instructions for Authors).
3. Word/page limits, formatting, and referencing requirements (APA, 7th edition, with Journal-specific adaptations) for each category are detailed in the Instructions for Authors, which forms part of this policy framework by reference.
4. The language of publication is English. Manuscripts originally written in another language must be accompanied by a certified English translation and any permissions required under the Ethics Policy.

C. Submission Windows and Editorial Timeline

1. 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)**. Manuscripts received after a deadline shall ordinarily be considered for the subsequent issue.
2. Every submission first undergoes an initial Editorial screening (within approximately [2 weeks]) for adherence to scope, formatting, and submission requirements, followed by a plagiarism check. Manuscripts that pass this screening are forwarded for double-blind Peer Review as detailed in the Peer Review Policy.

3. Authors are normally notified of the editorial decision — acceptance, acceptance with revisions, or rejection — within [8–10 weeks] from the date of submission, subject to reviewer's availability.
4. Manuscripts accepted for publication undergo copy-editing and typesetting; authors are provided an opportunity to review and approve proofs before the article is finalised for the issue.

D. Copyright, Licensing and Permissions

1. On acceptance of a manuscript for publication, copyright in the published version of the work vests with the Al-Ameen Research Foundation, Bengaluru, who holds the first and exclusive right of Publication.
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E. Publication Charges and Author Entitlements

1. AJIR currently charges a nominal submission, processing, or publication fee of Rs.3,000/- from authors, and it does not offer any financial remuneration for contributions.
2. Authors whose articles are published in AJIR shall receive a Digital Certificate of publication, a standalone PDF offprint of their article, and a complimentary Digital copy of the issue in which their article appears. If a print edition is produced, then a print copy may be obtained with an additional amount payable for the same.

F. Editorial and Management Structure

1. Al-Ameen Research Foundation, Bengaluru, is the Owning and Managing body of AJIR and holds the legal rights and ultimate responsibility for the Journal's policies, finances, and continuity.
2. Patrons & Co-Patron: who provides overall guidance and represents the Foundation's institutional commitment to the Journal.

3. Editor-in-Chief (EIC): appointed by the Foundation for a term of three years [renewable]. The Editor-in-Chief is responsible for the overall Editorial direction of the Journal, final decisions on acceptance/rejection of manuscripts, ensuring compliance with this and other Journal policies, and representing the Journal externally.
4. Managing Editor: appointed by the Foundation in consultation with the Editor-in-Chief, responsible for day-to-day operations — receipt and acknowledgement of submissions, correspondence with Authors and Reviewers, coordination of the peer review process, production scheduling, and timely release of each issue.
5. Editorial Board (EB) with Chief Reviewer: comprises [an odd/specified number, e.g., 8–12] scholars drawn from diverse disciplines and institutions, national and international, who assist with manuscript screening, subject-matter evaluation, policy review, and promotion of the Journal within their professional networks.
6. Advisory Board (AB): comprises senior academics and practitioners who provide strategic guidance, Review Journal policy at least once a year, and may be constituted as a Higher Appeals Committee in respect of complaints or appeals as detailed in the Ethics Policy.
7. The Editorial Board and Advisory Board are each constituted for a term of [three years], renewable on mutual consent or reconstituted with partial induction of new members. The Foundation shall endeavour to maintain disciplinary, geographical, and gender diversity across both Boards.
8. Membership of the Editorial Board and Advisory Board is honorary and pro bono. Any member may resign by written communication to the Editor-in-Chief. The names, designations, institutional affiliations, and (where appropriate) contact details of the Patron, Editor-in-Chief, Managing Editor, and Board members shall be published and kept updated on the Journal website.

G. Indexing, Open Access and Digital Preservation

1. AJIR is published in open-access digital form on the Journal website, www.alameenresearch.org, free of charge to readers.
2. The Foundation shall progressively pursue registration with a Digital Object Identifier (DOI) agency (e.g., Crossref) and seek inclusion in recognised abstracting/indexing databases (e.g., DOAJ, Google Scholar, and discipline-relevant indices), subject to Eligibility requirements being met.
3. Digital copies of each issue and of all published articles shall be archived by the Foundation and, wherever feasible, deposited with a recognised digital preservation service to ensure long-term accessibility.

H. Compliance, Policy Review and Jurisdiction

1. AJIR is guided by this Publication & Management Policy together with its Ethics Policy, Peer Review Policy, Instructions for Authors, and Guidelines for Peer Reviewers, all of which are available on the Journal website. The Journal subscribes to, and strives to follow, the

guidelines and flowcharts of the Committee on Publication Ethics (COPE), adapted to the Foundation's context.

2. This policy and its associated policies shall be reviewed at least once every [two years], or sooner if warranted, by the Editorial Board and Advisory Board, and any amendments shall be formally adopted by the Foundation before being published on the Journal website.
3. Any dispute arising out of, or in connection with, the publication of AJIR shall be subject to the exclusive jurisdiction of the courts at Bengaluru, Karnataka, India.