EDITORIAL POLICY

IES – Islamic Economic Studies

<u>About the Document</u>

The Islamic Economic Studies (IES) is the flagship journal for the Islamic Research and Training Institute (IRTI) published twice a year. IES is one of the premier scholarly journals in the field of Islamic Economics and Finance which has been launched in 1414H (1993G). It is included in the Abstracting Services CD-ROM indexing of the Journal of Economic Literature published by the American Economic Association and in the Dialogue database. The IES is currently fulfilling much of the criteria to be included to the Journal Citation Reports of Thomson Reuters. It has applied for inclusion in the citation indexes, awaiting evaluation. The IES Editorial Policy (EP) is needed to ensure the sustainability of high quality papers and its timely publication. The EP covers the scope and focus, target groups, responsibilities of the editorial desk, editorial committee, advisory board, and the publications unit.

1. **Journal's Name:**

   IES: Islamic Economic Studies

2. **Objectives of the Journal**

   i.   IES aims to publish conceptual and applied research in Islamic economics, finance and the allied subjects that can contribute to new knowledge, improved understanding and/or assist in the practical implementation of Islamic economic and financial systems.

   ii. To provide a platform for professionals and researchers to share their research and knowledge in Islamic Economics and Finance.

   iii. To nurture the discourse on Islamic economics and finance among various stakeholders.

   iv. Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere.

3. **Publisher**

   Islamic Research and Training Institute

4. **Genre**

   This publication is a scholarly journal published periodically and serially

5. **Address**

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7.   URL address

www.irti.org

8.   ISSN (Hardcopy Version)

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9.   ISSN-L (Electronic Version)

xxxxx

10.   Frequency

Semi-Annual (Muharram and Rajab)

11.   Numbering

Volume and number, for example Vol. 21 – No.1

12.   Physical Aspects: thickness, size and paper

Internal Pages:
    Color: GrayScale
    Size: 170mm x 240mm
    Type: Cochet matte paper.
    Weight: 90 grams.
    Printing Type: Offset
    Quantity: 500 copies
Cover Page:
    Color: Full Color
    Size: 170mm x 240mm
    Type: Cochet matte paper.

Weight: 350 grams.
Limination: mat slovan.
Binding: Perfect Binding

13.   Subject Content and Readership

13.1   IES welcomes submission by academic and industry researchers. Original and previously unpublished research papers may address theoretical or applied problems in a variety of areas, including (but not limited to)
- Islamic Economics
- Islamic Finance
- Economic development in OIC Countries
- Shariah issues in Economics and Finance

13.2   The key audience:
- Researchers and Academicians
- Policy makers
- Practitioners
- Students

14.   Publication Sections or Format

- Articles: (4 to 6 Academic Articles per issue)
- Other Sections
    - Resolution of (OIC) Fiqh Academy (when available)
    - Events and Reports (when available)
    - Book Review (when available)
    - In Focus: IRTI's Recent Publications (optional)
    - Abstract of Articles Published in Arabic and French Journals of IRTI (regular)
    - Corrections (if any, when needed)
    - List of Past Referees (in Muharram every year)
    - Cumulative Index of Papers (regular)List of IRTI Publications (optional)
    - Transliteration Scheme Table (regular)
    - Notes to contributors (see submission guideline) (regular)

- Names to Appear on Cover Title Page
    - List Advisory Board Member
- Names to Appear on Inside Title Page
    - Editor
    - Co-Editors (i.e., List of Editorial Committee Members)
    - List of IRTI Journal Publication Board Members
    - Publication Manager
    - Language Editor (if there is available)

- Journal Formatting Style
    As per the Style Document (posted on the IES website).

15.   Language

English

16. Organizational/Decision Making/Executive Units (details in the subsequent sections)

16.1 Editor

16.2 Editorial Committee (Comprising of one Editor and three Co-Editors)

16.3 Advisory Board (Comprising of scholars of international repute)

16.4 Language Editor (when available)

16.5 Publication Manager (common for all IRTI journals)

16.6 IRTI Journals Publication Board (central for all IRTI journals)

16.7 Chief Editor (common for all IRTI journals, ex-officio position: Director General IRTI,)

16.8 IRTI Academic Committee (at the level of IRTI)

17. Authority, Tenure and Responsibilities of Officials and Committees

17.1 Editorial Committee (EC) is comprised of Editor and three Co-Editors.

17.2 Responsibilities of Editorial Committee:

(i) To screen submissions for deciding whether to do further refereeing or decline the paper. The EC will use some guiding principles for this decision. For example:

☐ The paper is in line with the objectives and scope of the IES.

☐ The submitted paper follows the format given in the guidelines for the authors of IES.

☐ The contents fulfil the requirements of scientific paper and worth attention in relation to the original contribution and added-value relative to the existing literature.

☐ It is written in a reasonably good language that it is clear and understandable.

(ii) To assist the editor (and co-editors) in finding appropriate referees for each paper. This would be done by proposing referees and also helping in creation and maintenance of an active database of referees and their specializations. Normally the referees will be decided for papers in consultation with the EC during its meeting or by simple email sent by the Editor to consult with rest of the members. However, the editor in consultation with a single co-editor can also assign referees based on their knowledge and information about possible referees. EC will be periodically informed about which paper went to which referees.

(iii)   To help the editor in final selection of the papers in light of the referee comments and using their own independent evaluation if the editor and co-editor(s) cannot themselves make a final decision due to any reason. For example, the paper is not in the specialization of editor or co-editor, there exists a conflict of interest for the editor and co-editor and they want others to make the final judgment, etc.

(iv)   To provide the other regular supplementary material for the journal such as: book reviews, summaries of policy discussions, and event reports with annotations of contents that are of academic and policy interest.

(v)   To help in promoting the journal in all events of IRTI and IDB. Encourage writers and researchers to submit their papers to IES.

(vi)   To come up with ideas and actionable ways to improve the quality, frequency and coverage of the IES.

(vii)   Preparing the ethical guidelines – these will help to avoid problems with publication ethics, for example plagiarism, manipulation of figures, multiple submission, claiming untrue, distorted or non-existent results.

(viii) Preparing the submission checklist for authors

17.3   There is an international Advisory Board comprising of up to ten scholars of international repute.

17.4   Responsibilities of Advisory Board:
(i)   Providing advice concerning direction and support for the journal
(ii)   Providing academic/professional resources to promote and achieve the mission and vision of the journal.
(iii)   Assisting in external/public relations and in devising communications strategies for the journal
(iv)   Spreading the word about the journal's accomplishments to professional and personal acquaintances whenever possible.
(v)   Functioning as an advocacy group for the journal
(vi)   Helping to strengthen relationship with journal's stakeholders
(vii)   Providing leadership and assistance in raising funds for the journal
(viii) Attending events sponsored by the journal
(ix)   Attending meetings of Advisory Board (if any)

17.5   Editor and Co-Editors

☐   Editor
☐   Co-editors (three)

17.6   Responsibilities of Editor/Co-Editors

(i)   Chairing the Editorial Committee meetings (Editor or in his absence his assigned person among the Co-Editors).

Editor and Co-Editors are individually and jointly responsible to:

(ii)   Ensure academic quality of the articles in the journal. (With assistance from the Editorial Committee and the Advisory Board).

(iii)   Relationship management with the authors. (With assistance from Publication Manager and web-based system)

(iv)   Ensure timely issuance of the journal. (Requires coordination and shared responsibility with Information and Knowledge Division)

(v)   Follow up on promotion and targeted distribution of the journal. (This is coordinated and shared responsibility of Information and Knowledge Division). These can be further elaborated by itemizing each into further sub-categories.

17.7   Publication Manager

17.8   Responsibilities of Publication Manager

(i)   Timely, consistent and good quality Production and Printing.
(ii)   Timely Distribution
(iii)   Strategic Marketing and Promotion
(iv)   Administrative matters related to the above (i), (ii) and (iii).

17.9   IRTI Journals Publication Board

The guiding principles on the composition and responsibilities of IRTI Journals Publications Board are mentioned separately.

17.10   Chief Editor

The Director General of IRTI will be ex-officio Chief Editor for all Journals of IRTI. Responsibility of the Chief Editor is to ensure smooth functioning of all processes and committees mentioned above.

17.11   IRTI Academic Committee

The IRTI Academic Committee is a higher level committee at IRTI that oversees all academic aspects of IRTI's work.

18. Refereeing Process

The decision to forward the manuscript will be made by the Editorial Committee. Then, two referees will be appointed for each paper. Double Blind Refereeing Process will be used. The opinion of referees (based on the guided

report or reports) will be forwarded to the Editorial Committee for final decision and further action.

19.   Copyright

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