

Tadrees Nama

A Peer Reviewed Referred Journal

(Published by Academy of Professional Development of Urdu Medium Teachers (APDUMT), Jamia Millia Islamia, New Delhi)

Review Policy/Process

Academy of Professional Development of Urdu Medium Teachers (APDUMT), Jamia Millia Islamia, New Delhi follows a clear and multi-layered policy for the purpose of reviewing its half-yearly (biannual) Journal “*Tadrees Nama*”. The step-wise review process of the journal is mentioned as under:

Stage 1

After the deadline for submission of the articles for the upcoming issue of the journal, the editorial board goes through all articles. An internal meeting of the editorial board held for reviewing tasks of the received articles.

Before sending the articles to the reviewer for reviewing purposes, specific code is assigned to each paper without mentioning the name of the author (Blind Review). At this stage the task is to assign the articles to the subject experts for their recommendations as to whether the said article is worth to be published or not. For reviewing purposes a review format has been developed which is attached with articles for reviewers. All the reviewers submit the review report to the editorial board for further process.

Stage 2

The second stage starts once the reviewer returns the said article with his/her recommendations. Following the recommendations made by the reviewer the said article is either accepted as it is or rejected or accepted with suggestive changes. Accordingly it is intimated to the author with advice for incorporating the necessary changes (as per reviewer’s report) to be made by the author.

Stage-3

When all the articles are received from the authors after incorporating the suggested changes, the editorial board goes through the articles to check whether suggested changes have been incorporated or not.

Stage-4

The editorial board checks for alignment of all papers with the general guidelines of the Journal “Tadrees Nama” and proper editing and proofreading of the papers are done by the team.

Stage-5

Composing is finally done and then it is sent for publishing to the printer as per the university norms/ rules.