

## **Fatima College of Health Sciences Journal – Health and Wellbeing**

### **About the Journal**

Fatima College of Health Sciences Journal – Health and Wellbeing is a peer-reviewed, annual, published as the official research journal of the Department of Psychology, Fatima College of Health Sciences, Abu Dhabi Campus-UAE.

It aims to focus research addressing educational, clinical, social, organizational, developmental, and other areas that may be of interest in the context of Psychology. Preference is given to original, novel and industry-based relevant research papers. Authors are generally supposed to relate their analysis to the socio-cultural context of the Middle East that focuses on the application of knowledge in understanding problems of national and international significance.

The Journal accepts original and unpublished research articles, review papers, surveys, case studies, short communications, and book reviews from all corners. However, the participation of scholars from Middle Eastern regions is eagerly sought given its under-representation in western research journals.

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## **Policies of Journal**

### **1. Frequency: Annual Publication**

journal accepts articles on a rolling basis throughout the year and authors are welcome to submit their articles at any time.

### **2. Submission Checklist**

By submitting a manuscript to the Journal, the Author(s) must verify that the following requirements have been met:

1. The submission has not been previously published in another journal, nor is it currently under consideration for publication in another journal.
2. The submission format should be in Microsoft Word.
3. DOIs or URLs have been provided wherever possible in the Reference List.
4. The document(s) have been formatted according to the requirements following Guidelines for authors. The placement of illustrations, figures, graphs, tables, and equations have been integrated into the main manuscript.
5. The manuscript includes the names of all authors, according to their position in authorship, their organizational/departmental affiliations, contact details and complete postal as well as email address(es) of the corresponding author as a separate file.
6. Instructions in Ensuring a Blind Review have been followed to comply with the double-blind peer-review process.

### **3. Peer Review Policy**

All articles are subjected to a double-blind peer review policy. Initial screening for the suitability of the article for publication is done by the editors of the journal and subsequently, the manuscript is processed for a blind paper review. Each article is reviewed by at least two academic professionals.

In Journal's double-blind review policy both the reviewer and the author are anonymous, and the identities are hidden from each other throughout the review process. Authors are informed about the comments or suggestions of the reviewers and are required to revise their papers within the instructed time frame.

#### **1. Plagiarism Policy**

Journal follows zero tolerance for plagiarism. Each submitted manuscript will be evaluated for plagiarism using Turnitin software, and only accepts papers that have a similarity index score of 20%.

## 2. Article Acceptance Policy

The submitted manuscripts are accepted for publication only after the acceptance from two reviewers. Manuscripts are eligible based on decisions: “Without Revision” or “Minor Revision” or “Major Revision” by the reviewers.

## 3. Conflict of Interest Policy

The author (s) should make it clear that they do not have any conflict of interest. If author(s) have received any funding or grant for the research, they have to report all the relevant details.

## 4. Policy for the Correction of Research Article

Author(s) are encouraged to notify the editors of any error they find in the publication. In case of any dispute between the journal and the author(s), the decision will be taken by the Editor. However, the author(s) are duly responsible for any error in their publications.

## 5. Policy for the Contribution and Consents of the Author(s)

At the time of submission, the corresponding author should ensure that all authors agree to the order of authorship mentioned in the manuscript. The article has not been published anywhere else or has not been submitted for publication or review to any other journal, book, or proceedings of the conference. All the content of the manuscript is pre-approved by all the authors and there should be no conflict of interest.

## Publication Fee

Journal does not have any publication or processing fee.

## Guidelines for Author

**Manuscript:** Articles should be double-spaced typewritten (do not justify), 12 font size, with a margin of 3cm on all sides. It should be prepared according to the Publication Manual of the American Psychological Association 7<sup>th</sup> edition.

**Abstract:** The abstract should range between 120 – 150 words and includes a summary of the overall paper. It should state the purpose of the study, hypothesis, method, analysis, main findings, and conclusions. It should also include at least 5-7 keywords.

**Introduction:** It should contain the theoretical framework, rationale of the study and the literature review of updated and relevant research. Research objectives and/or hypotheses should be listed.

**Method:** This section should include the design of the study, description of the study sample, assessment protocols, ethical considerations and the procedure of data collection.

**Result:** The results should be presented in a logical sequence in the text utilizing tables and illustrations (figures). Tables, figures and illustrations must be prepared according to APA's latest standard format. Each table must have a title and must be numbered in sequence.

**Discussion:** This section includes major findings; and emphasizes new and important aspects of the study including the conclusion and implications.

**References:** Follow the format provided in APA's latest manual for citing references in-text and in the list of references at the end of the manuscript.

**Authors Note:** Include the names of all authors, according to their position in authorship, their organizational/departmental affiliations, contact details and complete postal as well as email address(es) of the corresponding author.

**Article Submissions:** Electronic submission is preferred. All correspondence regarding publication should be addressed to the journal's official e-mail address.

## Appendices

1. **Consent Form Editorial / Advisory Board**
2. **LETTER Editorial / Advisory Board**
3. **Reviewer Form**
4. **Copyright Form for paper submitted.**

### CONSENT FORM

(For Editorial / Advisory Member)

Name	
Qualification	
Designation	
Specialization	
Affiliation	
Email (Official)	
Mobile	
Area Of Interest	

Signature

Official Stamp

## **Letter for Consent For Editorial Board Member**

Dear Prof. ()

Subject: Consent to be a member of Editorial / Advisory Board

Dear Sir/ Madam,

Fatima College of Health Sciences Journal – Health and Wellbeing journal, published by Fatima College of Health Sciences, based on double blind peer review policy.

Considering your strong and dynamic background of research, I am pleased to invite you to become a member of its Editorial / Advisory Board. Kindly confirm your acceptance by submitting the consent form attached herewith. You are requested to send your only 1 page CV with the consent form at your earliest convenience.

Thank you in anticipation.

Sincerely,

Editor

**Reviewer's Comments Form**

**Part A: Editorial Office Only**

**Section – I**

<b>Reviewer's Name:</b>	
<b>E – Mail:</b>	
<b>Manuscript Number:</b>	
<b>Title:</b>	
<b>Date sent to reviewer:</b>	
<b>Date expected from reviewer:</b>	

**Part B: Reviewer Only**

**Section II: Comments per section of Manuscript**

<b>General Comment:</b>	
<b>Introduction:</b>	
<b>Methodology:</b>	
<b>Results:</b>	

<b>Discussion:</b>	
<b>Bibliography / References:</b>	
<b>Others:</b>	
<b>Decision:</b>	

**Section – III: Please rate the following: (1 = Excellent) (2 = Good) (3 = Fair) (4 = Poor)**

<b>Originality:</b>	
<b>Contribution to the field:</b>	
<b>Technical Quality:</b>	
<b>Clarity of Presentation:</b>	
<b>Depth of Research:</b>	

**Section – IV: Recommendation: (Kindly Mark with an X)**

<b>Accept as is:</b>	
<b>Requires Minor Correction:</b>	
<b>Requires Moderate Revision:</b>	
<b>Requires Major Revision:</b>	
<b>Submit to another publication such as:</b>	
<b>Reject on grounds of (Please be Specific):</b>	



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**Signature:** \_\_\_\_\_

**Section V: Additional Comments**

*Please add any additional comments (Including comments/suggestions regarding online supplementary materials, if any):*

**COPYRIGHT FORM FOR SUBMITTED PAPER**

<b>Paper Title</b>	
<b>Correspondence Author</b>	

Undertake as the First author of the manuscript entitled as above, which has been submitted to the (INSERT JOURNAL NAME) that the manuscript represents original work and all the authors have been informed of the full contents of the paper at the time of submission. It has not been sent / published anywhere except this journal. Upon acceptance, I/We transfer the copyright of this manuscript to the Journal for publication.

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<b>First Author Name &amp; Signature</b>				
<b>Author-2 Name &amp; Signature</b>				
<b>Author-3 Name &amp; Signature</b>				

