

## **Submission Preparation Checklist**

The following things must be checked off by the author throughout the submission process; submissions that do not follow these rules risk having their submissions returned.

- This submission is not considered by any other journal, it has been previously published (except in the form described in the Editor's Comments), and it will not be submitted elsewhere.
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- In-text rather than at the end of text with all graphics/figures- tables inserted. Text which is single-spaced, using a 12-point font, and without underlining (except for URLs);
- This material may not have been formatted or written by all of the author's guidelines on appropriate style or any citation styles.

## **Author Guidelines**

### **General Instructions**

Each paper should follow the same guidelines as a research paper: it should include a conceptual or theoretical framework; a literature review that summarizes previous research; data/content collection and analysis; recommendations for future research; and a conclusion. It should also not have been published before, follow research principles, focus on a new topic, and be embellished with basic source references.

Manuscripts must be submitted in APA format by authors.

Contributors must also ensure that the manuscript they submit to Premier Law Journal must be plagiarism free and has not been submitted to any other journal for publication.

### **Manuscript Instructions**

The authors are required to follow the following instructions for formatting their papers. Failing to do so will result in the paper being screened out at the editorial review.

- Manuscript should be processed using Microsoft Word with a paper size of A4.
- The authors are requested to submit quality research papers with a minimum word limit of 3000 to 10000.
- Formatting should be according to the mentioned instructions below:
  - For main-headings, font-size: 14
  - For sub-headings, font-size: 12
- Line Spacing must be 1.5 lines throughout the paper.

## **Paper Structure**

### **Title**

The title should be comprehensive, and precise and reflect the original theme of the article.

### **Author's Information**

The author's details must be mentioned after the title in the given format.

Name (Font size 12)

Designation, Department Name, University Name, City, Country, Email (Font size 10)

In case of more than one author, at least one author must have to provide his/her email ID as a corresponding author. These details will also be mentioned in Times New Roman font style.

### **Abstract**

An abstract must contain 200-300 words and It should summarize the content of the paper written in complete and simple sentences without subheadings.

### **Keywords**

Write 3-8 keywords for each article to be used as index phrases, directly beneath the English abstract.

### **Introduction, Literature Review and Methodology**

Beginning with a new page, it should be thoroughly explained but confined to the problem statement, significance of study, research objectives, a brief survey of literature relevant to the type of research effort, research question, theoretical framework, and methodology.

### **Finding / Results and Discussion**

In this part, the author would show his/her data collection and present it in tables, graphs, figures, etc. The author will make a clear comparison of the findings to the literature identify the resemblances and differences and discuss the result of his/her research.

### **Conclusion / Recommendations**

- The conclusion of a research paper must summarize the article's substance and goal without appearing too formal or dull.
- It should be given in logical order. Every basic conclusion should have numerous important elements.

- The research findings should be clearly stated, followed by appropriate suggestions.

### **Acknowledgment**

All people who have made a genuine contribution and who endorse the data and conclusion(s) may be included. Their Full name, postal address, office and email address, telephone and mobile numbers should be mentioned.

### **References and Bibliography**

References should be made according to the following guidelines:

- References should be made as Footnotes.
- While giving references, APA Style should be adopted. The use of op. cit. is to be avoided.
- While referring to a book, the author's name, name of the book, publisher's name & place and year of publication, and then Volume No/Page no. should be mentioned.
- All-known figures mentioned in the article must be briefly introduced and references from books should also be quoted.

### **Reference Sample**

#### **Journal Article Reference Sample**

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

#### **Parenthetical citation**

(Grady et al., 2019)

#### **Narrative citation**

Grady et al. (2019)

#### **Blog Post Reference Sample**

Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>

#### **Parenthetical citation**

(Ouellette, 2019)

#### **Narrative citation**

Ouellette (2019)

### **Unpublished Dissertation or Thesis References**

Harris, L. (2014). Instructional leadership perceptions and practices of elementary school leaders [Unpublished doctoral dissertation]. University of Virginia.

### **Parenthetical citation**

(Harris, 2014)

### **Narrative citation**

Harris (2014)

### **Published Dissertation or Thesis References**

Kabir, J. M. (2016). Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

### **Parenthetical citations**

(Kabir, 2016)

### **Narrative citations**

Kabir (2016)

### **Citation from the Internet/Webpage**

If the author wants to cite an internet link, then he/she is required to provide a complete URL address failing which the reference will be considered invalid.

### **Transmission of Required Information:**

The authors must describe their research in detail along with the significance of their research. Enough details of the citation should be provided so that others will be able to revisit the research. Incorrect and ambiguous statements will be troublesome and not acceptable.

### **Simultaneous/Multiple Publication:**

An author should avoid submission of the article in more than one journal for review and publication at a time as it is unethical. Moreover, multiple publications on the same research are also not acceptable.

If an author wants to publish their work in multiple stages in multiple different articles, then references of the first publication should be represented accurately in the second publication.

### **Defining Sources**

The written permission of the source is compulsory if any information is used and quoted which is derived from a discourse, correspondence, or a talk of a third party. Sources must be defined and cited accurately.

### **Major Mistakes in Published Work**

If any mistake or error is noticed by the authors after submission of the article for review, the author must inform the Premier Law Journal focal person immediately, so that necessary corrections in the article may be made well in time and in case of a major mistake, the article may be withdrawn. The author is also bound to withdraw or make necessary corrections well in time as directed by the editor or publisher and also provide evidence confirming the accuracy of the original research wherever required.

### **Authors of the Work**

Any individual with a significant contribution to the research work being presented in the article can be included as the author(s) of the article. However, it is the responsibility of the primary author to ensure that all the co-authors have seen the final draft of the article and agreed to the submission of the article.

### **Call for paper**

Premier Law Journal will issue a call for papers.

### **Article Submission**

See our website submission section.

### **Publication Fee**

The author has to pay the article publication fee after the article is accepted for publication. The schedule of fees is as follows;

#### **Local Author**

- Normal publication fee is PKR 25K (Article Process Time 8-10 weeks).
- Fast Track publication fee is PKR 40K (Article Process Time maximum 2 weeks).
- The Foreign Author's publication fee is 200 USD.

### **Application of HEC Rules**

All the rules, procedures, and guidelines of HEC shall be applicable to the submissions and publications of Premier Law Journal.