Journal
of
Aerospace & Security Studies

Policy Document

Table of Contents

About the Journal

The Journal of Aerospace & Security Studies (JASS) is Pakistan's first annual (eISSN 2958-082X; ISSN 2790-7139) international, multidisciplinary, peer-reviewed publication that focuses on Aerospace and Security. The journal recognises the growing interlinkages between emerging technologies with security and defence issues within the larger context of globalisation. This is, especially important for Pakistan since Research and Development in areas from cyber, space, Artificial Intelligence to hypersonics and biotechnology etc., is at a nascent stage. JASS hopes to fill this critical knowledge gap and publish research that looks at current as well as future AeroSec trends, their application and implications for the global community and Pakistan.

Scope of Journal

The *Journal of Aerospace & Security Studies* (JASS) is a peer-reviewed academic platform dedicated to advancing high-quality research across its core areas of focus:

Primary Themes

- Aerospace and Emerging Technologies
- Security and Defence Strategies
- Cyber and Space Security

Secondary Themes

- International Relations
- Political Economy

The journal invites submissions from national and international scholars, encouraging diverse and interdisciplinary perspectives as it aims to become a leading voice from Pakistan on aerospace and security issues. The objective of *JASS* is to publish high-quality, original, and innovative research, while encouraging scholars to explore aerospace and security issues from a multidisciplinary, policy-driven lens. The journal particularly values original research manuscripts that set future research agendas and policy analysis.

Submissions should demonstrate methodological soundness, conceptual depth, and policy relevance, especially in relation to developments affecting Pakistan and the broader international environment. In alignment with the journal's commitment to objective and evidence-based analysis, all manuscripts are expected to uphold neutrality, academic integrity, and rigour.

Call for Papers

Research Scholars/Practitioners are invited to contribute **Original, Unpublished** manuscripts to the annual *Journal of Aerospace & Security Studies.*

Submission Criteria

- Must be unpublished and not under review elsewhere.
- *Word Limit:* 5000 words, including a 150-200-word abstract, 5-6 keywords & footnotes.
- *Citation Format:* Chicago Manual of Style 17ᵗʰ Edition (Full Note)

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Review Process

1. All submissions will undergo to a rigorous double-blind peer review process, including desk review, similarity and plagiarism analysis, and an AI-assisted text evaluation.

2. Manuscripts should be concise, well-structured, and interconnected, employing academic writing rather than journalistic styles.

3. High-quality and innovative research must include sections such as an introduction, methodology, theoretical framework/background, findings, analysis/discussion, policy proposals, and conclusion. The conclusion should also explore broader impacts and implications of the findings.

4. Submissions meeting the journal's scope and quality criteria will undergo a minimum of two (and/or three) double-blind subject expert peer reviews that will evaluate whether it offers theoretical/analytical insights, robust argumentation, relevant academic citations, and well-substantiated conclusions.

5. A common issue with submissions is the lack of theoretical integration. Merely citing a theory without proper application or integration does not constitute a theoretical contribution or a sound theoretical basis. Similarly, replication or summaries of prior work without offering novel insights are insufficient. *While replication studies have value, JASS prioritises innovative contributions.*

Submission Procedure

JASS does not have Article Processing Charges (APCs) nor submission charges. It offers no waiver support. Author/s are required to email soft copies in MS Word format, along with their brief introduction, complete contact details, and electronically signed *Authorship, Conflict of Interest & Originality Declaration* form (see Appendix, form is downloadable from website).

Email: jass.journal@casstt.com.

Supplementary Material Guidelines

1.   Provide complete references for all figures, graphs, images, maps, and tables.

2.   Ensure images and maps have a resolution of 300–600 dpi and are submitted in .tiff, .jpeg, or bitmap format. For figures and graphs, include files with editable text to allow formatting adjustments to align with the journal's style.

3.   Use only royalty-free images or obtain explicit consent from the original owner for reuse.

Deadline: Rolling Submissions. End of April & End of September.

Authors of published articles will be paid a modest honorarium.
CASS holds the right to reject a submission at any stage from being published.
For detailed journal policies & guidelines, visit: https://www.jassjournal.casstt.com/
Submission Email: jass.journal@casstt.com

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Peer Review Process

Step 1: Initial Screening for Similarity and AI Evaluation

Similarity Detection: All submissions are screened using similarity detection software to ensure compliance with the journal's zero-tolerance plagiarism policy. Submissions with a similarity index above 19% are automatically rejected.

AI Evaluation: An AI-assisted evaluation is conducted to detect content generated or heavily influenced by Artificial Intelligence (AI). Submissions with an AI-generated content score exceeding 21% are flagged. This ensures originality while accounting for possible inaccuracies in AI detection tools.

Step 2: Desk Review

Submissions passing the similarity and AI evaluation proceed to a thorough desk review.

Manuscripts are evaluated for clarity, conciseness, and adherence to academic writing standards. They must include sections (but not necessarily limited to) such as:

- Introduction
- Methodology
- Conceptual Framework/Background
- Findings
- Analysis/Discussion
- Policy Proposals
- Conclusion (including broader impacts and implications of findings).

This review also assesses whether the manuscript falls within the thematic scope of the journal, and adheres to the journal reference standardisation and syntax requirements.

Withdrawal: Manuscript withdrawal may be requested within seven days of submission, subject to the editorial board's discretion and formal confirmation. A withdrawal request becomes effective only upon receipt of an official letter/email from the Editor-in-Chief. To safeguard workflow integrity, withdrawal is strictly prohibited once the manuscript has entered the peer-review stage.

Step 3: Double-Blind Peer Review

Shortlisted manuscripts are subjected to a double-blind peer review by at least two subject experts. These reviews assess whether the manuscript:

- Demonstrates a clear theoretical/analytical contribution.
- Exhibits robust argumentation supported by relevant academic citations.
- Provides findings that add value and are presented in a structured manner.
- Common desk review issues include:
    - Lack of theoretical integration: Citing theories without proper application does not constitute a theoretical contribution.
    - Replication or summary of prior work: Manuscripts must provide novel insights rather than restate existing knowledge. While replication studies hold value, JASS prioritises originality and innovation.
- Reviewers may recommend approval, rejection, or revisions (major or minor).
- Manuscripts requiring revisions in track mode may undergo multiple rounds to meet the journal's quality standards.

Step 4: Final Decision

Decision of publication rests with the journal's Editorial Board based on the recommendations of the peer review evaluations. However, CASS reserves the right to reject a submission at any stage from being published.

Note

CASS encourages authors to ensure their manuscripts:

- Are well-structured, concise, and written in an academic style.
- Follow the journal guidelines.
- Offer original, high-quality, and forwarding-looking research.
- Include all required sections and a strong conclusion highlighting the broader implications of the findings.

Contributor Guidelines

Author Guidelines for Submission

Mandatory Documents

The following documents must be emailed before the Desk Review process can be initiated:

1. Authorship, Conflict of Interest & Originality Declaration

2. Full-length article, including an abstract of 150 words, in MS Word format.

3. Author(s)' 30-word introduction, complete email and postal contact details and current organisational affiliation.

Note:

- JASS does not charge a publication fee from authors. *Authors of published scholarly articles are paid a modest honorarium.*
- JASS is an open-access journal. All published work is freely available to read, download, copy, distribute, print, search, or link to the full text of articles, index, or use for any lawful purpose.
- Copyright: JASS, as the publisher, holds the right of first publication. Authors retain rights to use the substance of their work in future endeavours, provided it is not offered for sale and includes proper attribution to the journal.

Editorial & Review Process

1. Only original and unpublished papers are accepted for consideration.

2. Submissions undergo initial Desk Review, where they are screened using plagiarism/AI detection software. Referenced/cited content should not exceed 19% of the paper. The journal has a zero-tolerance plagiarism policy for plagiarism. An AI-assisted evaluation is conducted to detect content generated or heavily influenced by Artificial Intelligence (AI). Submissions with an AI-generated content score exceeding 21% are flagged. This ensures originality while accounting for possible inaccuracies in AI detection tools.

3. Submissions shortlisted by the Editorial Board proceed to two double-blind peer reviews. During this process, papers may be rejected, accepted with minor or major revisions. Several rounds of revisions may be required. Peer review timelines vary depending on reviewer availability, area expertise and responsiveness. Peer-approved scholarly articles are edited for content, language, and grammar. Editorial and review decisions are final.

Submission Procedure

JASS does not have Article Processing Charges (APCs) nor submission charges. It offers no waiver support. Author/s are required to email soft copies in MS Word format, along with their brief introduction, complete contact details, and electronically signed *Authorship, Conflict of Interest & Originality Declaration* form, downloadable from website.

Email: jass.journal@casstt.com.

Structure of Paper/Book Review

Word Count

- **Manuscripts**: 4,500–5,000 words.
- **Book Reviews**: 1,000 words (limited to reviews of recent books on aerospace, security, or related topics).

Abstract and Keywords

- **Abstract**: A concise narrative summarising the title, theme, objectives, data sources, and major findings (150 words, in italics).
- Include keywords capturing the paper's main aspects.

Paper Structure

Use the following structure for manuscript submission:

- Title (Roboto 14 pt, Bold)
- Author's name (italicised bio-note in footnote, 30 words)
- Abstract (italics)
- Keywords

Abbreviations, Glossary, Tables, and Figures

- Provide a list of abbreviations/acronyms and a glossary of terms, especially those in native languages.
- Present tables and figures on separate pages. Each figure or table must be labelled, include captions above, and provide sources below (in italics).
- Submit high-resolution JPG or PDF files for all figures.
- Ensure content is legible in black-and-white print.
- Complete references of all figures, graphs, images, maps, and tables need to be provided.
- Images/maps should have a resolution of 300–600 dpi and sent as .tiff, .jpeg, or bitmap. All images should be royalty-free or have the original owner's consent for re-use.

References

- References are included as footnotes following the Chicago Manual of Style (17th Edition, Full Note) format.
- A separate bibliography is not required.
- For all cited materials, ensure accuracy, completeness, and proper formatting.
- Use auto-numbered footnotes for all citations and references.
- Example of footnotes:

    - Book: John Smith, *Aerospace and Security* (Chicago: University Press, 2020), 45.

    - Journal Article: Jane Doe, "The Evolution of Cybersecurity," *Journal of Technology* 15, no. 3 (2021): 213, https://doi.org/10.xxxx.

    - Online Source: United Nations, "Global Development Report," Accessed January 25, 2025, https://www.un.org/report.

Direct Quotes

Short and long quotations (30 words or less) should use single quotation marks and include a footnote reference.

Paraphrasing

Always credit the original source when paraphrasing. Failure to attribute sources constitutes academic dishonesty.

Acknowledgements

Acknowledgments may be included at the end of the paper (maximum 30 words). Authors may mention grants, funding bodies, or donors supporting the research.

Formatting Guidelines

- **Font**: Roboto, 11 pt (Body Text), 14 pt (Title), 12 pt (Headings/Sub-headings).
- **Spacing**: 1.2 line spacing, justified alignment.
- **Spellings**: Use British English.

The *Journal of Aerospace & Security Studies (JASS)* is committed to fostering high-quality academic work and holds the right to accept or reject a paper or book review at any stage of the publication process. *The Journal has zero tolerance for plagiarism.*

Policies

Copyright Policy & Disclaimer

The *Journal of Aerospace & Security Studies* is licensed under a Creative Commons Attribution 4.0 International License (CC BY 4.0). Content may be shared and adapted with proper attribution, a link to the license, and disclosure of any changes.

The opinions expressed are those of the author(s) and do not necessarily reflect the views of the Publisher nor Editorial and Advisory Board. Authors are responsible for the accuracy of data and citations. CASS upholds a zero-tolerance plagiarism policy.

Plagiarism Policy

The *Journal of Aerospace & Security Studies* strictly adheres to the Higher Education Commission's (HEC) Plagiarism Policy:
https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf

Research articles submitted for publication go through a rigorous similarity check using Turnitin. Similarity Score Index (SSI) must not exceed 19%.

AI-Assisted Academic Contributions Policy

The *Journal of Aerospace & Security Studies* acknowledges the potential utility of AI tools while underlining the need for academic integrity and originality. Under the journal's policy:

1. **AI-Generated Content Threshold:** AI-generated content used within academic writing must not exceed 21% of the total content. This threshold ensures minimal reliance on AI while allowing for an acceptable margin for false positives in AI detection tools, recognising that incidental or negligible usage is not inherently indicative of misconduct.

2. **Promoting Critical Engagement:** Researchers and authors are encouraged to ensure that any permitted AI usage does not replace substantive intellectual engagement, analysis, or contribution by the individual.

3. **Scrutiny and Validation:** All submissions will undergo scrutiny to verify adherence to this threshold. Researchers are advised to ensure their content remains primarily human generated to meet these standards and uphold the journal's commitment to academic excellence.

Review and Amendment

This policy is subject to periodic review to ensure its alignment with international best practices and advancements in technology. Revisions may be made to reflect evolving standards, new insights, or changes in the academic and technological environment. Any updates or amendments will be communicated via the journal's website.

Publication Processing Charges Policy

No Publication or Article Processing Charges (APC): There are no fees for submitting, processing, or publishing articles in the *Journal of Aerospace & Security Studies*. This policy

ensures equal opportunities for authors from diverse backgrounds and institutions, promoting inclusivity and accessibility.

Open Access Policy: All articles published in the journal are open access and immediately available online upon publication at no cost to readers. The journal adheres to the principles of free and unrestricted access to knowledge, ensuring maximum visibility and impact for authors' work.

Sponsorship and Support: The journal's operational costs are fully supported through institutional funding from the Centre for Aerospace & Security Studies (CASS), Islamabad, allowing authors to publish without financial barriers. It does not follow any business model (e.g., author fees, advertising, reprints). *Authors of published scholarly articles are paid a modest honorarium.*

Commitment to Accessibility: The journal ensures accessibility to global audiences by maintaining an intuitive, user-friendly website for browsing and downloading. Articles are indexed in relevant academic databases and directories to maximise dissemination.

Transparency and Fairness: There are no hidden charges or fees throughout the submission, review, or publication process. The journal is committed to transparent communication regarding policies, ensuring authors and readers are fully informed.

Publication Ethics Policy

The *Journal of Aerospace & Security Studies* adheres to the highest standards of ethical practices in publishing and follows the ethical guidelines established by the Higher Education Commission (HEC) of Pakistan. These guidelines ensure integrity, transparency, and accountability in the publication process. All authors, reviewers, and editors associated with the journal are required to strictly adhere to these guidelines. For further details, please refer to the guidelines provided below:

1. **HEC Policies and Guidelines**
   Visit: HEC Policies and Guidelines

2. **Complaints and Appeals**

The *Journal of Aerospace & Security Studies* follows a clear mechanism for addressing complaints and appeals regarding ethical concerns, misconduct, or publication decisions within and based on the above HEC stipulations:

Types of Complaints

1. Allegations of ethical misconduct (e.g., plagiarism, conflicts of interest, or falsified data).
2. Disputes regarding publication decisions (e.g., rejection of manuscripts).
3. Concerns raised by readers, authors, or reviewers about published content.

Complaint Submission: Complaints should be submitted in writing to the Editor-in-Chief/Editor, detailing the specific nature of the issue along with any supporting evidence.

Appeals Process: Authors who wish to appeal publication decisions must submit a formal appeal to the Editor-in-Chief/Editor. Appeals will be reviewed by a panel of unbiased Board

members or external reviewers. The decision on appeals will be final and communicated to the complainant within a reasonable timeframe.

Resolution and Follow-Up: Complaints involving ethical misconduct will be investigated according to HEC guidelines. Appropriate actions, such as issuing corrections, retractions, or other remedial measures, will be taken to address substantiated concerns.

Conflict of Interest Policy

The *Journal of Aerospace & Security Studies* requires authors, reviewers, and editors to disclose any potential conflicts of interest that could influence their work or decision-making process.

For Authors

- Authors must declare any financial, personal, or professional relationships that could be perceived as influencing the content or interpretation of their research.
- Funding sources and sponsors must be transparently acknowledged in the manuscript.

For Reviewers

Reviewers should recuse themselves from reviewing manuscripts where they have conflicts of interest due to personal, financial, or professional relationships with the authors or organisations associated with the manuscript.

For Editors

The journal's Advisory and Editorial Board are obligated to disclose any potential conflicts of interest and, where necessary, delegate decisions to unbiased colleagues. Editor/s avoid processing manuscripts where a conflict exists.

Data Integrity Policy

The *Journal of Aerospace & Security Studies* is committed to the importance of data accuracy, reliability, and reproducibility in academic research.

Submission Requirements

- Authors are responsible for providing accurate and unaltered data in their manuscripts.
- Raw data should be retained and made available for editorial review if requested, ensuring transparency in the results presented.

Prohibited Practices

- Authors are responsible for ensuring the accuracy and reliability of the data presented in their manuscripts.
- Fabrication, falsification, or manipulation of data is strictly prohibited and will result in rejection of the manuscript and potential reporting to relevant authorities.

Replication and Validation

- If errors are discovered after publication, authors are obligated to issue corrections, retractions, or errata as appropriate.
- Authors should provide sufficient details in their methodology to allow replication and validation by other researchers.

Role of Peer Reviewers

Peer review in all its form plays an important role in ensuring the integrity of the scholarly record. The process depends on trust, and requires that everyone involved behaves responsibly and ethically.

Basic principles to which peer reviewers should adhere:

- Only agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner.
- Respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process, beyond those that are released by the journal.
- Not use information obtained during the peer review process for their own or any other person's or organisation's advantage, or to disadvantage or discredit others.
- Declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest.
- Not allow their reviews to be influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations.
- Be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libelous or derogatory personal comments.
- Acknowledge that peer review is fundamentally a reciprocal endeavour and commit to fulfilling their fair share of reviewing responsibilities in a timely and conscientious manner.
- Provide journal with personal and professional information that is accurate and a true representation of their expertise.
- Recognise that impersonation of another individual during the review process is considered serious misconduct.

Appendix

Journal of Aerospace & Security Studies

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Authorship, Conflict of Interest & Originality Declaration

The submission will not be considered without completion, electronic signature and return of this.

I/we hereby certify that the Research Article / Book Review titled:

sent for publication is:

- the author/s' own original, previously unpublished work,
- is not under consideration for publication elsewhere.

The author/s confirm that there are no known conflicts of interest associated with this submission.

The manuscript has been read carefully and approved by all named author/s.

I/we further confirm that the order of authors listed in the manuscript has been approved by all parties involved.

I/we understand that the Corresponding Author is the sole contact for the editorial process. He/she is responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs (if required).

I/we confirm that the provided contact details are current and accurate as given below:

Authors with Dated Signatures Alongside[*]

I^st Author Complete Name:

Designation:

Complete Contact Details:

Signature:

2nd Author Complete Name:

Designation:

Complete Contact Details:

Signature:

3rd Author Complete Name:

Designation:

Complete Contact Details:

Signature:

4^thAuthor Complete Name:

Designation:

Complete Contact Details:

Signature:

Corresponding Author Complete Name:

Designation:

Complete Contact Details:

Signature:

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[*] Request of authorship change during review process should be made to the Editor-in-Chief/Editor in a separate form titled 'Authorship Change Request'.

Indexing & Abstracting

The *Journal of Aerospace & Security Studies* is indexed & abstracted by:

Authors of published papers will
be awarded an honorarium
upon publication.

Deadline:
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End of April & September

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