

# Before submitting the manuscript please read Pakistan Heritage Submission Guidelines.

*If you have any question or problem related to the submission process please contact Pakistan Heritage Editorial office by email: [ph@hu.edu.pk](mailto:ph@hu.edu.pk)*

Note: Interested author should submit their works to the Pakistan Heritage Editorial office through email with proper subject.

## STYLE AND FORMAT

**File format** - Manuscript files can be in the following formats: DOC, DOCX

Microsoft Word documents should not be locked or protected.

**Length** - Manuscripts can be any length between 6000 to 8000 words, number of figures, or amount of supporting information can be 6 – 8 high quality illustrations/ maps/ photos, etc. We also accept short fieldwork report of about 3000 to 5000 words with no limit on the illustrations in general. We encourage you to present and discuss your findings concisely.

## Formating

**Font** - Use Gandhari Unicodes or Times New Roman

**Headings** Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text.

**Heading Level 1:** 14 pt.

**Bold**

**Heading Level 1:** 13 pt.

**Bold**

**Heading Level 1:** 12 pt.

**Bold**

Body Text: 12 pt: justified

**Layout** - Manuscript text should be double-spaced. Do not format text in multiple columns.

**Line Spacing** – 1.5 pt

**Page Margins** – small line

**Page numbers** - Include page numbers in the manuscript file. Right bottom for odd pages and left bottom for even pages

**Footnotes** - Footnotes are not permitted.

**Language** - Manuscripts must be submitted in English.

**Abbreviations** - Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.

**Reference style** – Pakistan Heritage uses “APA” style.

**Transliterations** - We recommend using symbols of Gandhari Unicodes for standardized representation of words other than English. We suggest Jameel Noori Nastaleeq fonts for Persian and Urdu words.

## **Manuscript Organization**

Manuscripts should be organized as follows. Instructions for each element appear below the list.

### **Beginning section**

The following elements are required, **in order**:

- **Title page:** List title, authors, and affiliations as first page of manuscript
- **Abstract** - Abstract should be first heading of the article. Its text must be italic.
- **Keywords** - keywords should be included after abstract
- **Introduction.**

### **Middle section**

The following elements can be renamed as needed and presented **in any order**:

- Materials and Methods
- Results
- Discussion
- Conclusions (optional)

## Ending section

The following elements are required, in order:

- Acknowledgments
- References
- Supporting Information Captions (if applicable)

## Other

- Tables
  - Tables are inserted immediately after the first paragraph in which they are cited.
  - Tables must have caption before the table: 8pt, bold
  - Table is centralized
  - Table font should not exceed 11pt
  - Title row is bold
- Figures
  - Figures must be placed at the end of references.
  - Figures must have captions, 8pt bold
  - All figures must be centralized

- Figure files are to be in the file not uploaded separately.

## Parts of a Submission

### Declaration of Originality

It is mandatory for all the authors of the manuscript to sign the, “Declaration of Originality” available at [http://www.hu.edu.pk/oldwebsitehu/webtest/hu\\_journal.php](http://www.hu.edu.pk/oldwebsitehu/webtest/hu_journal.php)

### Title

Include a full title and a short title for the manuscript in one go. (Length: 250-350 characters) - Specific, descriptive, concise, and comprehensible to readers outside the field.

### Author list

**Author names and affiliations** - Enter author names on the title page of the manuscript. On the title page, write author names in the following order:

- First name (or initials, if used)
- Middle name (or initials, if used)
- Last name (surname, family name)

- Each author on the list must have an affiliation. The affiliation includes department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. If an author has multiple affiliations, enter all affiliations on the title page only.

### **Corresponding author - One**

corresponding author should be designated on the title page by simply defining the same in parentheses with his/her name.

However, this does not restrict the number of corresponding authors that may be listed on the article in the event of publication. Whoever is designated as a corresponding author on the title page of the manuscript file will be listed as such upon publication.

Include an email address for each author listed on the title page of the manuscript.

**Consortia and group authorship** - If a manuscript is submitted on behalf of a consortium or group, include the consortium or group name in the author list, and include the full list of members in the Acknowledgments or in a Supporting

Information file.

The corresponding author is responsible for making sure all authors approve the final manuscript before submission.

Pakistan Heritage will contact all authors by email at submission to ensure that they are aware of the submission

### **Title page**

The title, authors, and affiliations should all be included on a title page as the first page of the manuscript file.

### **Abstract**

The Abstract comes after the title page in the manuscript file.

#### **The Abstract should:**

- Describe the main objective(s) of the study
- Explain how the study was done, including any model organisms used, without methodological detail
- Summarize the most important results and their significance
- Not exceed 250-350 words

### **Abstracts should not include:**

- Citations
- Abbreviations, if possible

### **Introduction**

#### **The introduction should:**

- Provide background that puts the manuscript into context and allows readers outside the field to understand the purpose and significance of the study
- Define the problem addressed and why it is important
- Include a brief review of the key literature
- Note any relevant controversies or disagreements in the field
- Conclude with a brief statement of the overall aim of the work and a comment about whether that aim was achieved

### **Materials and Methods**

The Materials and Methods section should provide enough detail to allow suitably skilled investigators to fully replicate your study. Specific information and/or

protocols for new methods should be included in detail. If materials, methods, and protocols are well established, authors may cite articles where those protocols are described in detail, but the submission should include sufficient information to be understood independent of these references. We encourage authors to submit detailed protocols for newer or less well-established methods as Supporting Information.

**Results, Discussion, Conclusions:** These sections may all be separate, or may be combined to create a mixed Results/Discussion section (commonly labeled “Results and Discussion”) or a mixed Discussion/Conclusions section (commonly labeled “Discussion”). These sections may be further divided into subsections, each with a concise subheading, as appropriate. These sections have no word limit, but the language should be clear and concise. Together, these sections should describe the results of the experiments, the interpretation of these results, and the conclusions that can be drawn. Authors should explain how the results relate to the hypothesis presented as the basis of the study and provide a succinct explanation of the implications of

the findings, particularly in relation to previous related studies and potential future directions for research. Pakistan Heritage editorial decisions do not rely on perceived significance or impact, so authors should avoid overstating their conclusions.

## **Acknowledgments**

Those who contributed to the work but do not meet our authorship criteria should be listed in the Acknowledgments with a description of the contribution. Authors are responsible for ensuring that anyone named in the Acknowledgments agrees to be named.

## **References**

References are listed at the end of the manuscript in APA style. They are alphabetically ordered. In the text, cite the references name and year and page number within parentheses (e.g., “We used the techniques developed by our colleagues (Khan, et al 2000: 70-77) to analyze the data”). Pakistan Heritage uses the non-numbered citation method and first six authors, et al.

Do not include citations in abstracts or

author summaries.

Make sure the parts of the manuscript are in the correct order before ordering the citations.

Any and all available works can be cited in the reference list. Main acceptable sources include:

- Published or accepted manuscripts
- Books
- Reports
- Online documents
- Manuscripts on pre-print servers, if the manuscript is submitted to a journal and also publicly available as a pre-print
- Do not cite the following sources in the reference list:
  - Unavailable and unpublished work, including manuscripts that have been submitted but not yet accepted (e.g., “unpublished work,” “data not shown”). Instead, include those data as supplementary material or deposit the data in a publicly available database

- Personal communications (these should be supported by a letter from the relevant authors but not included in the reference list)

## Supporting Information

Authors can submit essential supporting files and multimedia files along with their manuscripts. All Supporting Information will be subject to peer review. All file types can be submitted, but files must be smaller than 10 MB in size. Authors may use almost any description as the item name for a Supporting Information file as long as it contains an “S” and number. For example, “S1 Appendix” and “S2 Appendix,” “S1 Table” and “S2 Table,” and so forth. Supporting files should be publication-ready, as they are not copyedited.

## Figures and tables

### Figures

Include figures in the main manuscript file. Each figure must be prepared and inserted in manuscript file. Cite figures in ascending numeric order upon first appearance in the manuscript file.

**Figure captions** must be inserted after the figure

At a minimum, include the following in your figure captions:

- A figure label with Roman numerals, and “Figure” can be abbreviated to “Fig.” (e.g. Fig. 1:, Fig. 2:, Fig. 3:, etc).
- A concise, descriptive title
- The caption may also include a legend as needed.

### Tables

Cite tables in ascending numeric order upon first appearance in the manuscript file. Place each table in your manuscript file directly after the paragraph in which it is first cited (read order). Do not submit your tables in separate files. Tables require a label (e.g., “Table 1:”) and brief descriptive title to be placed above the table. Place legends, footnotes, and other text below the table.

## **Copyediting manuscripts**

Prior to submission, authors who believe their manuscripts would benefit from professional editing are encouraged to use language-editing and copyediting services. Obtaining this service is the responsibility of the author, and should be done before initial submission. These services can be found on the web using search terms like “scientific editing service” or “manuscript editing service.” Submissions are not copyedited before publication.