

With the name of Allah, the most compassionate and the most merciful

CONSTITUTION OF "PAKISTAN JOURNAL OF PARASITOLOGY"

MEMORANDUM OF ASSOCIATION

(N.B:This constitution was approved in the 2nd meeting of "Proceedings of Parasitology" held on Wednesday 15th Feb, 2017 at the Old Guest House, University of Karachi, Karachi-75270, Pakistan, after some necessary amendments by the members of the meeting. The meeting was chaired by Dr. Aly Khan, CDRI, University of Karachi, Karachi-75270 Pakistan)

PART I

AIMS, OBJECTS AND ADMINISTRATION

NAME:

Section:

1: The name of the journal shall be "**PAKISTAN JOURNAL OF PARASITOLOGY**" and its office located in the Department of Zoology, University of Karachi, Karachi-75270 Pakistan.

AIMS AND OBJECTS:

Section:

2: The journal shall keep in view the following aims and objects.

a) The publication of "Proceedings of Parasitology" was initiated in 1985 by **Professor Dr.Bilqees Fatima Mujib** with the aim for publishing the research work produced by Parasitologists of national and international institutes, Departments, Organization and centres.

- b) The journal shall publish original research papers, review articles, case reports and bibliographies on all aspects of parasitic groups.
- c) The journal shall publish communications as research notes.
- d) The journal shall set up a wing which may edit and compile the literature aimed at strengthening of Parasitology.
- e) The journal shall take concrete steps to achieve the aims mentioned above.

Conformity to the aims and objectives mentioned above shall always remain the criterion of appointment of members, office bearers and workers of the journal.

ADMINISTRATION OF THE JOURNAL

Section:

3: The administration of the journal shall be vested in the following members.

a) Chief Editor

Prof. Dr. Nasira Khatoon shall be The Chief Editor of the journal.

b) Editor

Dr. Aly Khan (Crops Diseases Research Institute, University of Karachi, Karachi-75270 Pakistan) shall be The Editor of the journal.

c) Associate Editor

Dr. Rafia Rehana Ghazi and Abdullah Arijoo shall be The Associate Editors of the journal.

d) Managing Editors

Rizwana A. G, Samina Waheed and Abdul Sattar shall be The Managing Editors of the journal.

e) Editorial board

The editorial board will consist of the following members.

i) **National editorial board members:**

- 1) Dr. A. M. Dharejo (Jamshoro)
- 2) Dr. Akram Shah (Peshawar)
- 3) Dr. Asmatullah Kakar (Quetta)
- 4) Dr. Farzana Parveen (Dir)
- 5) Dr. Noor-un-Nisa (Karachi)
- 6) Dr. Juma Khan Kakar (Quetta)
- 7) Dr. M. Munif Khan (Jamshoro)
- 8) Dr. Salma A. Khan (Karachi)
- 9) Dr. Tasneem Adam Ali (Karachi)
- 10) Dr. Wali Khan (Malakand)
- 11) Dr. Rana Hadi (Karachi)
- 12) Dr. Sanjota Nirmal Das (Jamshoro)

ii) **International editorial board members:**

- M.R. Siddiqui (UK)
P.C. Gupta (India)
R.A. Heckmann (USA)
A.E. Ismail (Egypt)
Anna Cohn (Brazil)
Russel Bush (Australia)
Yousuf Ozbel (Turkey)
Maria Joao Santos (Portugal)

iii) **Publication assistants:**

- S.M.H Mehdi Naqvi
Bushra Khalil
Muti-ur-Rehman
M. Farooq Haseeb

TITLE PAGE:

Section:

4: Title page shall carry the following.

- a) **ISSN** number shall be written on the top of the page at the right side.

- b) The name "**Pakistan journal of Parasitology**" at the top middle of the page.
- c) Below the name shall be the name of the founder by the title "**Founded by: Prof. Dr. Bilquees Fatima Mujib**"
- d) **Issue number, volume number and year** shall be written below the name of the journal.
- e) A small **monogram** of the journal shall be located at the top below the ISSN number, on right side of the page.
- f) **Editorial members** name shall be written on the left half of the page downwards with the title "**Dr.**" before their names.
- g) The **address of the journal** shall be written on the lower part of the page.
- h) Below the address, email address (**pjparasitol@gmail.com**) and website (**www.PJParasitol.com**) of the journal shall be written.
- i) Color of the title page shall be decided for each issue by the Editors of the journal.
- j) The back page shall carry the contents in the middle region of the page.
- k) **DEPARTMENT OF ZOOLOGY, UNIVERSITY OF KARACHI, KARACHI-75270 PAKISTAN** shall be written below the contents in capital letters.
- l) The composer's name shall be below the university name towards right of the back page.
- m) Instructions to authors shall be inside the title page.

SIZE OF THE JOURNAL

Section:

6: The size of the journal shall be A4.

PART II

MEMBERS OF THE JOURNAL

Section:

- 7: Control of the journal shall vest in these persons who fulfill the required qualification and who are nominated by the founder president of the journal, **Prof. Dr. Nasira Khatoon** and **Dr. Aly Khan**.

MAJLIS E SHURA

Section:

- 8: The Majlis e shura shall comprise of the founder of the journal (**Prof. Dr. Nasira Khatoon** and **Dr. Aly Khan**) and the members nominated by them.

POWER AND DUTIES OF THE MAJLIS E SHURA

Section:

- 9: a) The shura shall be an advisory body and shall advise in regard to the supervision and control of all the activities of the journal.
- b) Dismissal of any member due to any reason shall be filled in through nomination made by the president (Chief Editors) with or without the approval of the other members of the shura.
- c) The president shall have the power to dismiss whose behavior is known to have been harmful to the interest of the journal.
- d) The shura shall have the right to make amendments in the rules and regulations with a majority of two-third of its members provided that the founder trustee is also in agreement with the amendment.

EXECUTIVE COMMITTEE

Section:

- 10: a) The Executive Committee shall comprise of five members including the Chief Editors, the secretary and the treasurer which shall mainly assist the Chief Editors.

b) The committee shall be responsible for running the administration of the journal and shall be guided by the decisions and the instructions from the shura.

c) The Chief Editors may with or without the approval of the shura may nominate anyone from amongst the members to fill any vacancy arising out of dismissal etc of any member of the Committee.

d) The Chief Editors, whenever they find necessary convene the meeting of the Committee.

e) The Committee shall appoint auditors or audit.

OFFICE BEARERS

Section:

- 11: The journal shall have the following office bearers.

- a) President (The Chief Editors)
- b) Secretary
- c) Treasurer
- d) Members (8 or 10)

POWERS AND DUTIES OF OFFICE BEARERS PRESIDENT:

Section:

- 12: a) The founder of the journal shall be the president of the shura of the journal.
- b) The president shall preside over all the meetings.
- c) Any meeting without the approval of the president shall be treated as illegal and the proceedings of such meeting shall be deemed and void.
- d) The president shall have absolute power to appoint dismiss any member and to coordinate and organize their duties.
- e) The president shall have the authority to temporary transfer some of his powers to any of his subordinate.
- f) The president shall fix the dates for meetings of the shura and the Committee.

SECRETARY

Section:

- 13: a) The secretary shall convene all the meetings and prepare the agenda.
- b) Along with supervision, corresponds and discharge the duty of his office in accordance with the directions received from the president.
- c) Supervise the work of the treasurer on behalf of the journal.
- d) Be Incharge for keeping the records.

TREASURER

Section:

- 14: a) The treasurer shall maintain the accounts of the journal in accordance with the manner prescribed by the Committee.
- b) He shall deposit the funds of the journal in any bank as approved by the Committee.
- c) Also while withdrawing any amount from the bank account, get the cheque signed by the Chief Editors (President).

FINANCES OF THE JOURNAL

Section:

- 15: a) The journal shall be financed through donations and voluntary contributions made by the members (or may be decided by the president to collect from members).
- b) The journal shall avoid accepting any donations which may cause to weaken the aims and objects as set forth in the Constitution.

MISCELLANEOUS

Section:

- 16: a) **SUCCESSION:** The president have the right to nominate his deputy and successor.

- b) The entire funds of the journal exceeding the current expenses shall be deposited in the bank.
- c) Withdrawal of the deposited funds shall be possible only against the President's signature.

Section:

- 17: In case of dissolution all the assets shall be transferred to an association having similar objects.

Section:

- 18: The journal shall be abbreviated as "Pak.J.Parasitol"

Section:

- 19: The meeting shall be held twice in a year (March and September).

Section:

- 20: The date of receiving and accepting of paper for publishing shall be mentioned against each paper.

Certified to be true copy of the rules and regulations

1) President 2) Secretary 3) Treasurer