

## Instructions to Author

### Before You Begin

For queries relating to the status of your paper pre decision, please contact the Editorial Office. These details can be found in the Manuscript Submission below.

### Publishing Ethics

Our editors and staff are working hard to ensure that the material we publish is ethically sound.

A few key points:

- Any manuscript you submit to this journal should be original. That means it should not have been published before in its current, or similar, form. If any substantial element of your paper has been previously published, you need to declare this to the journal editor upon submission. Please note, the journal editor may use similarity check to check on the originality of submissions received.
- Your work should not have been submitted elsewhere and should not be under consideration by any other publication.
- If you have a conflict of interest, you must declare it upon submission; this allows the editor to decide how they would like to proceed.

### Peer-review Policy

Peer-review is the system processes used to assess the quality of a manuscript before it is published. Independent experts in the relevant research area assess submitted manuscripts for originality, validity and significance to help editors determine whether the manuscript should be published in the journal.

RMLP operates a double-blind peer-review system, where the reviewers are not aware of the names and affiliations of the authors and the reviewer reports provided to authors are anonymous. Publication of research articles by RMLP is dependent primarily on their scientific validity and coherence as judged by our external expert editors and/or peer reviewers, who will also assess whether the writing is comprehensible and whether the work represents a useful contribution to the field.

Submitted manuscripts will generally be reviewed by two experts who will be asked to evaluate whether the manuscript is scientifically sound and coherent, whether it duplicates already published work, and whether or not the manuscript is sufficiently clear for publication. Reviewers will also be asked to indicate how interesting and significant the research is. The editorial team will reach a decision based on these reports and, where necessary, they will consult with members of the Editorial Board.

## Submission Preparation

### Manuscript requirements

Before you submit your manuscript, it is important you read and follow the guidelines below

#### *Format*

Article files should be provided in Microsoft Word format.

#### *Article length / word count*

Maximum length should be **6,000 to 8,000 words** excluding the abstract, references, tables, and/or figures.

#### *Article title*

A title should be concisely worded.

#### *Author details*

Please list the authors in the order in which you would like them to be published and extract follows the details below:

- **Author name** - clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled.

- **Author email address** – institutional preferred.
- **Author affiliation** - present the authors' affiliation addresses (where the actual work was done). Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address.

### ***Corresponding author***

Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**

### ***Abstract***

All the submissions must follow a structured abstract by following the format outlined below.

These four sub-headings and their accompanying explanations must always be included:

- Motivation and Aims
- Methods and Materials
- Key Finding
- Policy Implication

The maximum length of your abstract should be **200 words** in total including keywords. Appendix A shows an example of abstract flow.

### ***Keywords***

Immediately after the abstract, provide a maximum of 6 keywords, using either British or American spelling, but be consistent, and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

### ***Research funding***

Your article must reference all sources of external research funding in the acknowledgements section. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

### ***Headings***

Headings must be concise, with a clear indication of the required hierarchy. The preferred format is for first level headings to be in bold, and subsequent sub-headings to be in medium italics.

### ***Notes/endnotes***

Notes or endnotes should only be used if absolutely necessary. They should be identified in the text by consecutive numbers.

### ***Figures and tables***

Please ensure the figures and the tables included in the single file are placed top or bottom to the relevant text in the manuscript. The corresponding caption should be placed directly above the figure or table.

### ***References***

- All references must be formatted using APA reference style (6<sup>th</sup> Edition).
- Please make sure all cited sources are written in the references list (both must be tally).
- The references list must be in alphabetical order.
- Complete information (as in APA reference style (6<sup>th</sup> Edition) – Journal, Retrieved from website, Books, Translate in English (if the title is not in English) and etc.

## **Article structure**

### ***Introduction***

This section is mandatory. In this required section, concisely state the objectives of the work, provide an adequate background to provide for the context of the work, and indicate the contribution of the work to

the labour market policy literature. In the introduction, discussions of the background and literature should be limited to that necessary for informing readers about the motivation and significance of a paper. The Introduction should be understandable by most *Review of Labour Market Policy* readers - a multidisciplinary audience comprising academics, policymakers and policy analysts. As such, the section should be relatively free of disciplinary jargon and acronyms.

#### ***Deep-dive issue and Literature Review Sections***

If considered necessary, any deep-dive issue and literature review sections would be placed between the introduction and the methodology sections. Extensive discussions of deep-dive issue information and the literature do not belong in either the introduction or the methodology sections. In general, we recommend that authors who find it necessary to write background and literature review sections to consider minimizing them in length before submitting the final manuscript.

#### ***Methodology***

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference with only relevant modifications described. Please specify clearly the novelty of the methodology used in this paper (if any). Under this methodology, the data should be presented clearly and concisely.

#### ***Results and Discussion***

This section (these sections) should describe the results and explore the significance of the results of the work. A combined Results and Discussion section is often appropriate. Although comparisons with the findings in previous research may be appropriate, avoid extensive citations and discussion of already published literature.

#### ***Conclusions and Policy Implications***

This section is **mandatory**, and it should present the main conclusions and policy implications of the study. The section should be comprehensible without reading the entire paper, and it needs to be understood by a relevant stakeholders in the labour market that includes academics, policymakers and policy analysts. Given the aims and scope of *Review of Labour Market Policy*, it is essential that all manuscripts provide a discussion of the policy implications.

## Manuscript Submission

Before submitting your work, it is your responsibility to check that the manuscript is complete, grammatically correct, and without spelling or typographical errors and your manuscript must be aligned with *Review of Labour Market Policy* aims and scope.

All manuscripts should be submitted through our email address by the corresponding author. You can send a cover letter, manuscript text file (including title page and manuscript text) and figures/images as email attachments to: [editor.rlmp@gmail.com](mailto:editor.rlmp@gmail.com).

Contact Us:

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## Abstract Example

**Motivation and Aim:** This paper examines the potential impacts of minimum wages on poverty alleviation in Malaysia by paying specific attention to its impacts between major ethnic groups.

**Methods and Materials:** Our model assesses both the impacts on total incomes (and its distribution) and expenditures caused by price increases in response to higher labour costs.

**Key Finding:** For all ethnic groups, results show that minimum wages lead to a reduction in poverty. Poverty reduction is mainly explained by an increase in total income rather than a shift in income distribution. Among the ethnic groups, poverty for ethnic Indians is reduced the most by increases in minimum wages compared to that of the Malays and Chinese.

**Policy Implication:** The differences in poverty reduction can be explained by the limitation of minimum wages to promote wages of informal workers among the Malays and Chinese. Therefore, minimum wages could be more effective as a poverty reduction tool if informal workers are covered in the scope.