



## INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS

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### ***1- Submission of manuscripts***

- Submission of a manuscript to RMSP implies acceptance of its editorial and evaluation standards, as well as the journal's theme.
- Contributions should be submitted via the journal's platform: <http://revista.ismervcosur.org/index.php/revista/about/submissions>
- All fields requested by the online platform must be completed. Please take special care when filling in the authors' institutional affiliation details (institution, country) and a brief biographical summary of each author, with a maximum of 50 words.

This should include the highest academic degrees, the institutions where they were obtained, and the current position or type of occupation. RMPS reserves the right to publish this biographical summary, either in full or in summary form.

- The anonymous manuscript must be accompanied by a document called a Letter of Presentation requesting publication. The letter must indicate that the manuscript has not been published or submitted for publication elsewhere, nor will it be during the evaluation process at RMPS. RMPS will acknowledge receipt by email.
- An anonymous version of the manuscript must be submitted, requesting the removal of all references that allow direct identification of the author(s).
- The author(s) will be identified on the journal's platform.

### ***2- Format of the Paper***

- Texts must be submitted in Word format, double-spaced, using Times New Roman font size 12.
- Regarding the style of the manuscript text, the following guidelines must be followed:
  - a) Use a single font type and size: Times New Roman 12.



- b) Do not justify the text.
- c) Do not indent the beginning of paragraphs.
- d) All abbreviations must be described the first time they are mentioned.
- Each section must be numbered with Arabic numerals, starting with the number 1 in the introduction.
- For citations and references to works used as a conceptual basis, the APA seventh edition style <http://www.apastyle.org> must be used. The list of references should contain only the sources cited in the text, tables, and figure captions, and no additional sources that have not been previously cited in the manuscript.
- For the presentation of results in tables and/or figures, APA, seventh edition, should also be used.
- Table and figure files should be sent in an individual file in their original format: Excel, jpg.
- Files in jpg image format should be presented in grayscale with a resolution of 300 dpi.
- It is recommended to use a minimum number of footnotes.

### **3- Proofreading**

- Authors will be notified if their work is accepted for publication.
- Proofs will be sent in PDF format to the corresponding author.
- The deadline for proofreading is 7 days. The corresponding author is responsible for making any necessary inquiries. If no response is received within the established deadline, it will be assumed that the author has no corrections to make.
- Minor corrections to the content of the original accepted manuscript will be accepted without requiring a new evaluation.

***Once the proof has been accepted, authors must send a document called a Letter of Authorization, duly signed by all authors who signed the manuscript.***



Journal MERCOSUR  
on Social Policies



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## SECTION POLICY

RMPS accepts the following types of manuscripts for publication:

### 1- Original Research

Primary research articles that directly report the latest findings from a study. The manuscript should be organized in the following order:

1. Title: should not exceed 8 to 12 words
2. Abstract: written in a single paragraph and with up to 250 words.
3. Keywords: 5 descriptors that represent the content of the article.
4. Introduction, methodology, results and discussion, conclusions: The manuscript is limited to 3,500-5,000 words.
5. References: must have a minimum of 15 and a maximum of 35 bibliographic references.
6. Acknowledgments (if any)
7. Indicate whether the research was funded by any institution.
8. Conflict of interest statement.
9. Authors' contribution statement.

*The title and keywords must be presented in the three languages of the journal (Spanish, Portuguese, and English).*

### 2- Review articles

Articles that systematize the state of the art on a topic or problem, identifying relevant known, unknown, and controversial aspects.

The manuscript should be organized in the following order:



1. Title: should not exceed 8 to 12 words
2. Abstract: written in a single paragraph and with up to 250 words.
3. Keywords: 5 descriptors that represent the content of the article.
4. Introduction, methodology, development – may have several subheadings –, discussion, conclusions: The development of the manuscript is limited to 5,000 to 6,500 words.
5. References: Review articles must use original articles as sources, with a minimum of 35 and a maximum of 50 bibliographic references.
6. Acknowledgments (if any).
7. Funding.
8. Conflict of interest statement.
9. Authors' contribution statement.

*The title and keywords must be presented in the three languages of the journal (Spanish, Portuguese, and English).*

Original Research Articles and Review Articles will be reviewed by the Editorial Team, which will verify whether the manuscript fits the journal's theme, complies with editorial standards, and is of overall high quality. Subsequently, they will undergo a double-blind peer review process.

### **3- Editorial**

A short document written by the magazine editor or a guest expert. The text introduces the reader to the topics covered in the issue of the journal.

### **4- Letters to the Editor**



Short documents sent to the journal editor in response to a work published by the journal. This section is open to submissions from authors.

The text should be organized in the following order: title, development of the work, and some references, if the author wishes. Titles and subtitles in the body of the text should be numbered with Arabic numerals. The main title should not exceed 8 to 12 words. The development of the letter is limited to 1,000 words.

## 5- Book Reviews

These contributions may review books, research, reports, and other types of publications on topics related to the journal and the MERCOSUR region. The text should be no longer than 2,500 words. The header of the text should specify the author, title, publisher, place, and date of publication reviewed. The RMPS Editorial Team will have the exclusive power to commission reviews from leading figures in social policy in the MERCOSUR region. Reviews that have not been expressly requested will not be published.

## 6- Special Sections

RMPS has open spaces with variable content that can be dedicated to current topics of special relevance. These can be: Debate Topics, Essays, Reflections, Experience Analysis, Conference Presentations. The text should be arranged in the following order: title, body of the work, and some references. The titles and subtitles in the body of the text should be numbered with Arabic numerals. The main title should not exceed 8 to 12 words. The development of the manuscript is limited to 1000 words. The section is open for authors to submit their work, and may also be requested by the journal's Editorial Team.



## REVIEW SYSTEM

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Submissions to the MERCOSUR Journal of Social Policies are evaluated in two stages:

### **Preliminary Review by the Editorial Team**

At this stage, the Editorial Team will determine the relevance and depth of the work, whether the manuscript aligns with the editorial line, complies with the journal's guidelines, and meets general publication criteria.

A similarity check will be carried out using anti-plagiarism software. The journal allows up to 20% similarity.

To proceed to Peer Review, the manuscript must meet the Preliminary Review criteria. The result will be communicated to the corresponding author.

Reasons for rejection at the Preliminary Review stage include:

- The manuscript does not align with the editorial scope of the journal.
- Insufficient knowledge impact according to the journal's criteria.
- Failure to meet the required structure.
- Outdated references.
- High percentage of self-citations.
- Inadequate writing.
- Failure to meet ethical standards (plagiarism, redundant publication, fictitious authorship, simultaneous submission).

### **Peer Review**



At this stage, the manuscript will be evaluated by two subject experts, using the double-blind method and following the journal's guidelines. In cases of divergent decisions, the manuscript will undergo a second round of review with additional peer reviewers.

The final decision may be:

- Approved.
- Approved with modifications, in which case the authors must implement the reviewers' recommendations.
- Rejected (with suggestions for substantial revisions and resubmission).

***Technical reasons for rejection at this stage include:***

- Incomplete data (e.g., very small sample size).
- Deficient analysis (e.g., use of inappropriate statistical tests, lack of statistics).
- Inadequate methodology (e.g., outdated methods, superseded by more consistent approaches).
- Data and analyses do not address the research question.
- Inaccurate conclusions or failure to highlight differential contributions to scientific knowledge.

The decision will be communicated via email to the corresponding author within a maximum of eight (8) weeks from receipt.

## ETHICAL CONSIDERATIONS

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The Journal adheres to the Ethical Conduct and Good Publication Practices of:



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- **Committee on Publication Ethics (COPE)**

[Principles of transparency and good practices in scientific publishing](#)

[Basic practices](#)

[Use of Artificial Intelligence tools](#)

[Complaints and Appeals](#)

- **Directory of Open Access Journals (DOAJ)**

[Principles of Transparency and Best Practices](#)

Corrections and/or Retractions will be addressed according to the [COPE](#) Protocol.

Similarity checks will be conducted using anti-plagiarism software. The journal allows up to 20% similarity. In cases of plagiarism detection, COPE's procedures will be applied, as outlined in the Principles of Transparency and Best Practice in Scholarly Publishing.

The journal is committed to reporting unethical conduct in order to safeguard research integrity.

- **Authorship**



The corresponding author is understood to act in good faith on behalf of all authors and assumes shared responsibility for the originality of the submitted work.

The order of authors should be a joint decision by all co-authors. Team members who do not meet authorship criteria may, with their consent, be acknowledged in the Acknowledgments section.

The manuscript must be accompanied by a Cover Letter signed by all authors and addressed to the journal, stating that the work has been read and approved by all.

*This letter must include:*

- Full names of all authors.
- Institutional affiliation of each author, including the full name of the institution and department (from highest to lowest hierarchy), city, and country (e.g., University of Buenos Aires, Argentina).
- Email address of each author.
- ORCID ID of each author (registered at <https://orcid.org>).
- Identification of the corresponding author, including email and phone number.
- Declaration and signature of each author's contribution (e.g., AA designed the methodology, BB collected and analyzed data, CC wrote the manuscript).
- Type of manuscript (Original Research, Review Article, etc.).
- Assurance that the results have not been published or submitted elsewhere.
- Proof of permission for the use of copyrighted material, if applicable.
- If part of the work was presented at an academic event, details such as event name, organizer, date, city, and country must be included.
- Conflict of interest disclosure and funding statement.



- Acknowledgments, if applicable (institutional support, technical assistance, etc.).
- Information on research funding, if any.