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To

Prof. Dr. Stefanie/ AP Dr. Tee/ AP Dr. Sharizan/ Dr. Mariam-Aisha

Editor-in-Chief/ Special Issue Editors

Journal of Research Management and Governance (JRMG)

Dear Prof./ AP/ Dr. (editor’s name),

I wish to submit a short communication entitled “(title of article)” for publication in JRMG special issue in conjunction with the 2nd Research Management and Administration Symposium 23-24 November 2023. My manuscript resonates with the scope of the symposium and is inline with the journal’s coverage written according to the guidelines and templates provided.

I declare that all authors, (insert all authors’ names), agree to submit the manuscript to the journal. We also agree that copyright of the manuscript is jointly owned by all authors and the journal and any communication whatsoever relating to the published article shall be duly cited in standard format.

I wish to recommend two (2) reviewers for this manuscript. They are, (insert name, contacts and affiliation of reviewer 1) and (insert name, contacts and affiliation of reviewer 2). They are competent in the scope and content and can be reached via email.

I understand that submission and acceptance to JRMG is free of charge, however, if there is a need for proofreading, I agree to pay the due fee which is between RM0.03-0.05 per word.

I confirm that the work is original, and the manuscript is not currently under consideration for publication elsewhere.

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Thank you.

Sincerely,

(your signature, name and date)