

Journal Submissions Cover Letter Sample

Use this template and sample to write your cover letter when submitting a manuscript to journals

Edith Warsaw, PhD.
Editor-in-Chief/Managing Editor/Co-Editors-in-Chief
Awesome Science Journal
Cincinnati, OH 41073
June 24, 2016

Dear Dr./Ms./Mr. [e.g. Warsaw],

I am writing to submit our manuscript entitled, [e.g. "X Marks the Spot"] for consideration as a [e.g. *Journal of Education*] [e.g. research article]. [e.g. We examined the efficacy of using X factors as indicators for depression in Y subjects in Z regions through a 12-month prospective cohort study and can confirm that monitoring the levels of X is critical to identifying the onset of depression, regardless of geographical influences.]

Given that [e.g. there has been an alarming increase in depression rates among teenagers coupled with a lack of any uniform practical tests for screening students], we believe that the findings presented in our paper will appeal to the [e.g. education policymakers] who subscribe to [e.g. *The Journal of Education*]. Although [e.g. prior research has identified a few methods that could be used in depression screening, such as X and Y, the applications developed from those findings have been cost-prohibitive and difficult to administer on a national level]. Thus, our findings will allow your readers to [e.g. understand the factors involved in identifying the onset of depression in teenagers better and develop more cost-effective screening procedures that can be employed nationally.] In doing so, we hope that our research [e.g. advances the toolset needed to combat the concerns preoccupying the minds of many school administrators.]

This manuscript expands on the prior research conducted and published by [e.g. Dane and Stellers] in their paper [e.g. "The Expanding Universe"], published in [e.g. *Wacky Science Monthly*, 2004]

or

This manuscript [examines a different aspect of] e.g. [takes a different approach to] the issues explored in the following papers:

- [e.g. Steinburg, Diane and Jim Baker. "New Methods of Hair Curling." *The Journal of Cosmetology*. 2010].
- [e.g. Fossey, Julia. "Heat-to-water Ratio for Shampooing." *Cut Cut Journal*. 2012].

Should you select our manuscript for peer review, we would like to suggest the following potential reviewers because they would have the requisite background to evaluate our findings and interpretations objectively.

- [e.g. Ehab Makaway, University of Texas, ehbmakaway@utex.edu, Prof. of Endocrinology]
- [Name, institution, email, expertise]

Each named author has substantially contributed to conducting the underlying research and drafting this manuscript. Additionally, to the best of our knowledge, none of the above-suggested persons have any conflicts of interest, financial or otherwise.

If you require any additional information regarding our manuscript, please do not hesitate to contact us directly via the resources below. Thank you for your time and consideration.

[Journal Editor's First and Last Name]

Sincerely,
e.g.
[Dr. Jane Doe]

[Prof. John Spencer and Debra Abrams]
[The University of Wall Walla]
[Walla Walla, WA 82234]
[doe_jane34@wwu.edu]
[Tel: 1-313-555-3058]

[Graduate degree (if any)]
[Position at journal]
[Journal name]
[Journal address]
[Submission date:
month day, year]
[Journal editor's last name]

[Para. 1: Introduction]
[Paper title] [*Journal title*] [Paper type].
[One to two sentence "pitch" summarizing the study design, where applicable, your research question, your major findings, and the conclusion.]

[Para. 2: Purpose of Research and Contribution to Journal]
[Context that prompted your research][Reader profile]
[Journal Name]. [Achievements of previous literature and their gaps in knowledge] [Identify the aspects of the journal's [Aim and Scope](#) that align with your paper]. [Show further and broader use of the work in this area of research].

[Para. 3: Similar or Related Works]
[Author(s)]
[Title of journal in which it is published] 1... 3. [author(s) who wrote papers related to your research, title of paper, and journal it is published in]
*Always check the formatting of the given journal (APA, AMA, Chicago, etc.) for the guidelines in how to list the references

[Para. 4: Potential Reviewers/ Additional Statements]
[Name, institution, email, expertise]
[Name, institution, email, expertise]
TIP: Include 3-5 reviewers since it is likely that the journal will use at least one of your suggestions

[Para.5: Frequently Requested Additional Information]

@Arab_Ademia عرب أكاديميا

[Lead author name]
[Corresponding author(s)]
[Institution/Affiliation name]
[Institution address]
[Your e-mail address]
[Telephone #]

Rebuttal Letter to Journals Upon Receiving Feedback

Rebuttal Letter Sample With Recommended Content [in Brackets]

Dear [editor's name] ,

Thank you for the thoughtful and constructive feedback you provided regarding our manuscript, [paper title] . We agree with you that [reason for rejection or suggestion to change paper] , and we have amended this by changing the content on [p. #, line #-#], from [original content] to [revised content] , in order to better conform with the formatting and content rules of [journal name] .

Additionally, we have clarified [sections or parts that you have clarified] . We are certain that you will find this most recent version of our manuscript clears up the main issues you indicated in your response. However, we have not included/changed [unchanged section] as we found that [reason] . We do hope you understand our rationale for this decision.

With these changes to our final manuscript, we hereby resubmit our manuscript for a secondary evaluation. Thank you once again for your consideration of our paper.

Sincerely,

[Lead Author Name/Title]

[Corresponding Author/Titles]

[Institution/Affiliation Name]

[Institution Address]

[Your e-mail address]

[Tel: (include relevant country/area code)]

@Arab_Ademia عرب أكاديميا

Useful Phrases to Include in Your Submissions Cover Letter

Summarizing the purpose of the study

- This study examines/presents/analyzes...
- X remains an issue for [researchers/governments/educators, etc]...
- In this study, we investigated/tested/developed....
- The purpose of this work was to present/investigate...

Detailing major research results

- Our findings confirm that...
- We have found/determined that...
- Our results suggest/establish/corroborate...
- Our findings reveal...
- Our study clarifies...

Emphasizing the relevance of the findings

- These findings should help/enable [doctors/engineers/educators] to...
- We believe that the findings in this paper will be of great interest/importance to the readers of your journal.
- These findings should greatly interest your reader, as...
- Thank you for providing these insights.

Useful Phrases to Include in Your Rebuttal Letter to Journals

Preface to your response

- This is an interesting and valuable perspective.
- We agree with your assessment that...
- You have raised an important question about...

Expressing consent to editor/reviewer's comments

- We agree with you and have incorporated this suggestion throughout our paper.
- We have incorporated your comments by... (p. #, lines #-#).
- We have now [X] (p. #, lines #-#) and [Y] (p. #, lines #-#). We think these changes now better [Z]. We hope that you agree.

Expressing objections to editor/reviewer's comments

- You have raised an important point; however, we believe that [X] would be outside the scope of our paper because...
- This is a valid assessment of...; however, we believe that [X] would be more appropriate because...
- We agree that...; however, due to [X], we believe that...
- In our revisions, we have attempted to [X] (p. #, lines #-#); however, we have retained some of our arguments because...

Reflecting and giving additional comments about revisions made

- We have clarified that... means... (p. #, lines #-#) throughout the paper.
- We have revised the text (p. #, lines #-#) to reflect...
- We removed [X] (from p. #, lines #-#) and hope that the deletion clarifies the points we attempted to make.
- We have rewritten [X] (p. #, lines #-#) to be more in line with your comments. We hope that the edited section clarifies...

Giving additional information and explanation

- We have included a new Figure # (p. #) to further illustrate...
- We have added a new Table # (p. #), which outlines...
- There are multiple reasons/approaches to...