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English Editing and Proofreading



How to write the cover letter when submitting your manuscript to academic journals – template provided

Remember

1

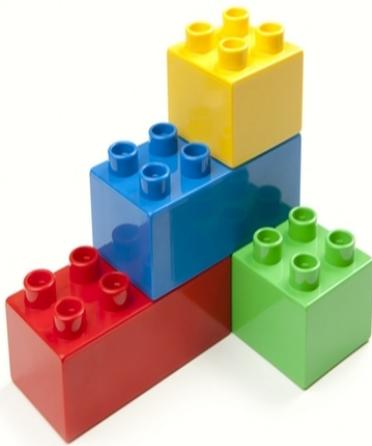
Make sure your manuscript fits the scope of your target journal.

2

Great research doesn't always speak for itself. You have to sell it to the editor.

Your cover letter is your chance to sell your manuscript. Your letter should be treated as more than just a formality. With your cover letter, you are seeking to influence the editor of our chosen journal and to convince him or her to distribute your manuscript for peer review, leading, ultimately, to publication.

The structure of your cover letter



“Clear and concise”

1. Your cover letter must be written like a standard business letter. It must be clear and concise in terms of content and language. Address the editor formally by name. You can usually find this information on the journal website. Include all your contact information. You will be required to provide such information in the journal's submission system, but it is good practice to include it in your letter too.

2. Start your letter by providing the name of the manuscript, the names of the authors, and the type of manuscript you are submitting.

3. Move on to describe the motivations behind your research and the major findings of your research, referencing any relevant, previously published work. Describe why you wrote the review or made

the case study.

4. Next, tell the editor in specific terms why your manuscript is a good fit for the journal. Aim to link specific aspects of your manuscript to the stated scope of the journal. If your manuscript is not a perfect fit for the journal, try to explain as succinctly as possible why readers will be interested. What is the connection of your work with the journal's regular material?

5. In your final paragraph indicate that your manuscript is original and that it has not been published elsewhere and is not under consideration at another journal. Reassure the editor that you have followed their author guidelines. Feel free to suggest reviewers of your work.



The cover letter template

Your Name
University of The Universe
999 Einstein Lane
Earth

124-456-789
Yourname@UOTU.edu

Dr. Doolittle
Editor
Journal of Everything

1 January 2016

Dear Dr. Doolittle:

I am proud to submit an original research article entitled "*The effect of everything on everything*" by Peter Brains and (Your Name) for consideration for publication in the Journal of Everything. We discovered the effect of everything on some things (citation), and this manuscript builds on this previous study to determine the connection of everything with everything.

In this manuscript we show that (list your major findings). We feel that this research is important because (list your motivations).

We feel sure that this manuscript is appropriate for inclusion in the Journal of Everything because it (provide connections with the journal's scope).

This manuscript has never been published and it is not under consideration at any other journal. If you deem our manuscript appropriate for the Journal of Everything, we would like to suggest the following reviewers:

(List reviewers, provide contact details)

Thank you for your consideration.

Yours sincerely,

Your Name
Position, Department.
University of the Universe

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We take great pleasure in helping international researchers get the recognition they deserve by removing the obstacle of flawed English to the publication of their research papers.

If you would like assistance before submitting an article for peer review, let us help you fine-tune your grammar, correct your conjugations and keep your reader engaged. We have the style sheets and guidelines of the major journal publishers, meaning we know exactly how to get your manuscript accepted and published.

Michael Jones
Senior Editor

