

Cover letter 常见模板

模板一:

Dear Mr. **

1. The work described has not been submitted elsewhere for publication, in whole or in part, and all the authors listed have approved the manuscript that is enclosed.

2. I have read and have abided by the statement of ethical standards for manuscripts submitted to xx (期刊名称).

kind regards.

Your sincerely,

通讯作者

模板二:

Dear editor:

We submit our manuscript entitled "title (文章题目)" to xx (期刊名称) for publication. All authors have seen the manuscript and approved to submit to the journal.

简单介绍你文章的主要创新点和意义, 不易过多, 但要突出新意和关键点。 (一般把摘要复制到这里就行)

Thank you very much for your attention and consideration.

Sincerely yours,

通讯作者

模板三:

Dear Dr. **,

Enclosed herewith please find 3 copies of a MS by: "xx. xx and xx (作者姓名)" entitled: "xx (文章题目)", which we would like to submit for publication in the "journal (期刊名称)".

Looking forward to your decision,

With kind personal regards,

Sincerely yours,

模板四:

Dear Prof.xx:

This is a manuscript by xx (作者姓名) and xx (作者姓名) entitled "xx (文章题目)". It is submitted to be considered for publication as a "... " in your journal.

This paper is new. Neither the entire paper nor any part of its content has been published or has been accepted elsewhere.

It is not being submitted to any other journal.

We believe the paper may be of particular interest to the readers of your journal as it

Correspondence should be addressed to **at the following address, phone and fax number, and email address:

...

Thanks very much for your attention to our paper.

Sincerely yours,

**

模板五:

Dear Editors:

On behalf of my co-authors, I am submitting the enclosed material "xx (题目)" for possible publication in JOURNAL.

We certify that we have participated sufficiently in the work to take public responsibility for the appropriateness of the experimental design and method, and the collection, analysis, and interpretation of the data.

We have reviewed the final version of the manuscript and approve it for publication. To the best of our knowledge and belief, this manuscript has not been published in whole or in part nor is it being considered for publication elsewhere.

Best Regards.

Yours Sincerely,

NAME

模板六:

Dear Dr xx:

Enclosed are a manuscript by xx(作者) titled "xx (题目)". It is submitted to be considered for publication as a "xx (文章类型)" in your journal. This paper is xx. Neither the entire paper nor any part of its content has been published or has been accepted elsewhere. It is not being submitted to any other journal.

We believe the paper may be of particular interest to the readers of your journal.

Correspondence and phone calls about the paper should be directed to xx at the following address, phone and fax number, and e-mail address:

Xx

Institute:

Adress:

Tel:

Fax:

E-mail:

Thanks very much for your attention to our paper.

Sincerely yours,

Xx

模板七:

Dear Editor,

We would like to submit the enclosed manuscript entitled "xx(文章题目)", which we wish to be considered for publication in xx (文章题目). We believe that two aspects of this manuscript will make it interesting to general readers of **journal. First, ***. Second, ***. Further, ***.

Thank you very much your considering our manuscript for potential publication. I'm looking forward to hearing from you soon.

Best wishes.

模板八:

Dear editor,

I am sending a manuscript entitled "xx 题目" by 作者 which I should like to submit for possible publication in the journal of xx 刊物名称.

简单介绍你文章的主要创新点和意义, 不易过多, 但要突出新意和关键点。 (一般把摘要复制到这里就行)

Yours sincerely,

xx

模板九:

Dear editor,

Please find enclosed for your review an original research article, " 题目 " by 作者 .All authors have read and approve this version of the article, and due care has been taken to ensure the integrity of the work.No part of this paper has published or submitted elsewhere. No conflict of interest exists in the submission of this manuscript.

简单介绍你文章的主要创新点和意义, 不易过多, 但要突出新意和关键点。 (一般把摘要复制到这里就行)

Best regards,

xx

模板十:

Dear Professor,

Enclosed is a manuscript entitled " 题目 " by 作者 , which we are submitting for publication in the journal of 刊物名称 . We believe that sth would be of interest to the journal's readers. No part of this paper has published or submitted elsewhere. No conflict of interest exists in the submission of this manuscript.

简单介绍你文章的主要创新点和意义, 不易过多, 但要突出新意和关键点。 (一般把摘要复制到这里就行)

Yours sincerely,

Best regards,

xx

模板十一:

Dear editor,

I wish to submit an original research article entitled "xx" for consideration by xx (期刊名字) .

I confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.

In this paper, I report on/show xxx. This is significant because xxx.

I believe that this manuscript is appropriate for publication by xx (期刊名字) because it

Xxx.

We have no conflicts of interest to disclose.

Thank you for your consideration of this manuscript.

Sincerely,

Xx

模板十二：

Dear editor,

I would like to submit this manuscript titled "xx (文章题目)" for possible publication in "xx (期刊名称)". The authors declare that the paper is being submitted for consideration for publication in "xx (期刊名称)" and that the content has not been published or submitted for publication elsewhere, in whole or in part, in any language. All authors have contributed significantly, and all authors are in agreement with the content of the manuscript.

In this study, we first show that xx (创新点 1). We also find that xx (创新点 2). Meanwhile, we introduce xx (创新点 3). Our finding about xx (核心创新点) contributes to xx (对人类带来了哪些益处).

We hope that you will consider our work for publication in "xx (期刊名称)".

Sincerely,

Xx

如果需要推荐审稿人

Below is the list of recommended Referees suitable for reviewing our manuscript (具体数目酌情考虑)：

- 1.Name, title, institution, field of expertise, email address
- 2.Name, title, institution, field of expertise, email address
- 3.etc

如果需要排除审稿人

Below is the list of excluded reviewers due to conflicts of interest (具体数目酌情考虑)：

- 1.Name, title, institution, field of expertise, email address
- 2.Name, title, institution, field of expertise, email address
- 3.etc