

Dr. XX YY

Editor-in-Chief

[Insert target *Journal Name*]

[Journal address, e.g., 123 ABC Street, City, State, zip code, Country.]

January xx, 2016

批注 [Accdon1]: Name of Editor-in-chief or Editor (First name, Last name)
This is much desirable as it makes your letter more personal.

批注 [Accdon2]: Date of submission

Dear Dr. YY,

批注 [Accdon3]: Or say Dear Editor if you don't know his/her name

We are submitting the attached original manuscript entitled “[Insert manuscript title]” to be considered for publication in the [Insert target *Journal Name*] as an original research article.

批注 [Accdon4]: Include this if you know the category.

[Insert research summary] according to the following questions – please provide brief answers (1-2 sentences) per question: 1. What is the overarching background of this research topic? 2. What does this study attempt to achieve (*aim*)? 3. What are the key findings (*novelty*)? Followed by a statement something as follows “As [Insert target *Journal name*] has a long-standing interest in publishing research related to the [ABCD] field, we feel your readership will be interested in this study that contributes to further understanding [...](*impact*)”

批注 [Accdon5]: Do not copy any content directly from the abstract. Research summary should be <350 words.

We declare that none of the work contained in this manuscript is published in any language or currently under consideration at any other journal, and there are no conflicts of interest to declare. All authors have contributed to, read, and approved this submitted manuscript in its current form.

Please find recommended referees as follows:

ABC, Professor

[Insert full address of ABC professor].

[Insert Phone no of ABC professor],

批注 [Accdon6]: Optional, but recommended – journal editors will appreciate your efforts in making their life easier.

[Insert E-mail address of ABC professor]

DEF, Professor

[Insert full address of DEF professor].

[Insert Phone no of DEF professor],

[Insert E-mail address of DEF professor]

HIJ, Professor

[Insert full address of HIJ professor].

[Insert Phone no of HIJ professor],

[Insert E-mail address of HIJ professor]

We hope you find our manuscript of interest and look forward to hearing from you soon. Thank you very much.

Sincerely,

[Name of Corresponding Author, Title]

[Insert corresponding address, contact and fax number, email]

批注 [Accdon7]: Insert referees information (Optional -- depends on Journal requirement).

批注 [Accdon8]: Example of last paragraph.