

審稿人意見回函模板

ANNOTATED TEMPLATE: Journal Submissions Rebuttal Letter

[Journal Editor's First and Last Name][, Graduate Degree (if any)]

- TIP: It's customary to include any graduate degrees in the addressee's name.
└ e.g., John Smith, MD or Carolyn Daniels, MPH

[Title]

└ e.g., Editor-in-Chief, Managing Editor, Co-Editors-in-Chief

[Journal Name]

[Journal Address]

[Submission Date: Month Day, Year]

Dear Dr./Mr./Ms. [Editor's last name]:

- TIP: Where the editor's name is not known, use the relevant title employed by the journal, such as "Dear Managing Editor:" or "Dear Editor-in-Chief:". Using a person's name is best, however. Also, websites may be outdated, so call the journal to confirm to whom you should address your cover letter when in doubt.
- TIP: Use "Ms." and never "Mrs." or "Miss" in formal business letters.
- TIP: **Never** use "Dear Sirs:" or any similar expression. Many editors will find this insulting, especially given that many of them are female!

Thank you for inviting us to submit a revised draft of our manuscript entitled, "[TITLE]" to [JOURNAL]. We also appreciate the time and effort you and each of the reviewers have dedicated to providing insightful feedback on ways to strengthen our paper. Thus, it is with great pleasure that we resubmit our article for further consideration. We have incorporated changes that reflect the detailed suggestions you have graciously provided. We also hope that our edits and the responses we provide below satisfactorily address all the issues and concerns you and the reviewers have noted.

To facilitate your review of our revisions, the following is a point-by-point response to the questions and comments delivered in your letter dated _____.

EDITOR SUGGESTIONS:

1. [Editor general comment]
 - **RESPONSE:** [Brief response thanking editor or expressing delight at the feedback, where appropriate.]
2. [First editor comment]
 - **RESPONSE:** [General opinion of comment (e.g., "You raise an important question.")] [Response discussing changes or providing clarifications and explanations.]
3. [Second editor comment]
 - **RESPONSE:** [General opinion of comment (e.g., "You make a fair assessment.")] [Response discussing changes or providing clarifications and explanations.]

REVIEWER 1 COMMENTS:

4. [Reviewer 1 general comment]
 - **RESPONSE:** [Show appreciation for time and energy reviewer committed and the value of their comments.]
5. [First reviewer 1 comment]
 - **RESPONSE:** [General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]
6. [Second reviewer 1 comment]
 - **RESPONSE:** [General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]

REVIEWER 2 COMMENTS:

7. [Reviewer 2 general comment]
 - [Show appreciation for time and energy reviewer committed and the value of their comments.]
8. [First reviewer 2 comment]
 - **RESPONSE:** [General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]
9. [Second reviewer 2 comment]
 - **RESPONSE:** [General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]

...

CONCLUDING REMARKS: Again, thank you for giving us the opportunity to strengthen our manuscript with your valuable comments and queries. We have worked hard to incorporate your feedback and hope that these revisions persuade you to accept our submission.

Sincerely,



[Your Name]

Corresponding Author

Institution Title

Institution/Affiliation Name

[Institution Address]

[Your e-mail address]

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

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

Additional Contact

- TIP: should the corresponding author not be available

Institution Title

Institution/Affiliation Name

[Institution Address]

[Your e-mail address]

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

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

適合活用在審稿人意見回函中的實用例句

Useful phrases to include in a rebuttal letter

Below are a handful of phrases you might find useful to help explain how you revised your manuscript.

Preface to explanations

- Thank you for providing these insights.
- Thank you for your suggestion.
- That is an interesting query.
- This is an interesting perspective.
- We agree with you.
- We agree with your assessment.
- You have raised an important question.
- You have asked an interesting question.

Expressing agreement with editor/reviewer comments

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

Expressing disagreement with editor/reviewer suggestion

- 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...
- We acknowledge that [X] has certain limitations; however,...
-

Expressing clarification

- We have clarified that... means... (p. #, lines #-#) throughout the paper.
- We have redrafted the [X] section (p. #, lines #-#) to establish a clearer focus.

- 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 replaced the term [X] throughout the paper with [Y] to use more precise terms.
- We have rewritten [X] (p. #, lines #-#) to be more in line with your comments. We hope that the edited section clarifies...
- We have elaborated on [X] (p. #, lines #-#) and expanded our consideration of [Y]. We hope these revisions provide a more [balanced][thorough] discussion.

Additional information or explanation

- We have included a new Figure # (p. #) to further illustrate...
- We have added a new Table # (p. #), which outlines...
- We have supplemented the [X] section with explanations of [Y] (p. #, lines #-#).
- There are multiple reasons/approaches to..., including [our scenario]. We have included an acknowledgment regarding this point in the [X] section (p. #, lines #-#).
- We have not done... However, we believe that [doing X] (p. #, lines #-#) would address this issue because...
- We have not done...; however, our sense is that...

Repeated responses (when one of your responses answers multiple comments)

- Please see point # above.
 └ e.g., "Please see point 2(a) above."