

## 學術期刊投稿信模板

### Journal Submissions Cover Letter Annotated Template

[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 Also, websites may be outdated, so call the journal to confirm to whom you should address your cover letter when in doubt.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!

[Para.1: 2–3 sentences]

I am writing to submit our manuscript entitled, ["Title"] for consideration as a [Journal Name][Article Type]. [One to two sentence "pitch" that summarizes the study design, where applicable, your research question, your major findings, and the conclusion.]

- └ e.g., I am writing to submit our manuscript entitled, "X Marks the Spot" for consideration as an *Awesome Science Journal* research article. 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.
- TIP: Useful phrases to discuss your findings and conclusion include:  
→ Our findings confirm that...

- We have determined that...
- Our results suggest...
- We found that...
- We illustrate...
- Our findings reveal...
- Our study clarifies...
- Our research corroborates...
- Our results establish...
- Our work substantiates...

### [Para. 2: 2–5 sentences]

Given that [context that prompted your research], we believe that the findings presented in our paper will appeal to the [Reader Profile] who subscribe to [Journal Name]. Our findings will allow your readers to [identify the aspects of the journal's [Aim and Scope](#) that align with your paper].

- TIP: Identify the journal's typical audience and how those people can utilize your research to expand their understanding of a topic. For example, if many of your target journal's readers are interested in the public policy implications of various research studies, you may wish to discuss how your conclusions can help your peers to develop stronger policies that more effectively address public concerns.
- TIP: Include context about why this research question had to be addressed.
  - └ e.g., "Given the struggle policymakers have had to define proper criteria to diagnose the onset of depression in teenagers, we felt compelled to identify a cost-effective and universal methodology that local school administrators can use to screen students."
- TIP: If your paper was prompted by prior research, state this. For example, "After initially researching X, Y approached us to conduct a follow-up study that examined Z. While pursuing this project, we discovered [some new understanding that made you decide the information needed to be shared with your peers via publication.]"
  - └ e.g., Given the alarming increase in depression rates among teenagers and the lack of any uniform practical tests for screening students, we believe that the findings presented in our paper will appeal to education policymakers who subscribe to *The Journal of Education*. Although 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 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 so doing, we hope that our research advances the toolset needed to combat the concerns preoccupying the minds of many school administrators.

### [Para 3: Similar works]

"This manuscript expands on the prior research conducted and published by [Authors] in [Journal Name]" or "This paper [examines a different aspect of]/ [takes a different approach to] the issues explored in the following papers also published by [Journal Name]."

1. Article 1
2. Article 2
3. Article 3

- TIP: You should mention similar studies recently published by your target journal, if any, but list no more than five. If you only want to mention one article, replace the preceding sentence with "This paper [examines a different aspect of]/ [takes a different approach to] the issues explored by [Authors] in [Article Title], also published by [Journal Name] on [DATE]."

### [Para. 4: Additional statements often required]

Each of the authors confirms that this manuscript has not been previously published and is not currently under consideration by any other journal. Additionally, all of the authors have approved the contents of this paper and have agreed to the [Journal Name]'s submission policies.

- TIP: If you have previously publicly shared some form or part of your research elsewhere, state so. For example, you can say, "We have presented a subset of our findings [at Event]/ [as a Type of Publication Medium] in [Location] in [Year]."
  - └ e.g., We have since expanded the scope of our research to contemplate international feasibility and acquired additional data that has helped us to develop a new understanding of geographical influences.

### [Para. 5: Potential Reviewers]

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

- [Name, institution, email, expertise]
- [Name, institution, email, expertise]
- [Name, institution, email, expertise]

To the best of our knowledge, none of the above-suggested persons have any conflict of interest, financial or otherwise.

- TIP: Include 3–5 reviewers since it is likely that the journal will use at least one of your suggestions.
- TIP: Use whichever term ("reviewer" or "referee") your target journal uses. Paying close attention to a journal's terminology is a sign that you have properly researched the journal and have prepared!

[Para. 6: Frequently requested additional information]

Each named author has substantially contributed to conducting the underlying research and drafting this manuscript. Additionally, to the best of our knowledge, the named authors have no conflict of interest, financial or otherwise.

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)]