

Cover letters

write a letter that explains why the editor would want to publish your manuscript.

Key points to include:

- Address the editor who will be assessing your manuscript by their name. Include the date of submission and the journal name.
- First paragraph: include the title of your manuscript and the type of it. Then briefly explain the background to your study, the question you try to answer and why.
- Second paragraph: you should concisely explain what was done, the main findings and why they are significant.
- Third paragraph: here you should indicate why the readers of the journal would be interested in the work. Take your cues from the journal's aims and scope. It is also a good idea to include a sentence on the importance of the results to the field.
- Contact information for you and any co-authors
- Confirmation that you have no conflict of interests to disclose
- All cover letters should contain these sentences:

We confirm that this manuscript has not been published elsewhere and is not under consideration by another journal.

All authors have approved the manuscript and agree with its submission to [target journal name].

Points to avoid:

- Don't copy your abstract into your cover letter, instead explain in your own words the significance of the work, the problem that is being addressed, and why the manuscript belongs in the journal
- Don't use too much jargon or too many acronyms, keep language straightforward and easy to read
- Avoid too much detail. keep your cover letter to a maximum of one page, as an introduction and brief overview
- Avoid any spelling and grammar errors and ensure your letter is thoroughly proofed before submitting.