

Guideline of Cover Letter for Submitting the Manuscript

Manuscript cover letter is very important.

It should be mentioned the following book

Manuscript information	:	Title of the submitted manuscript and type of article
Problem being addressed	:	What issues lead to this work? What gap is being filled? What is the broader context?
Novelty of work	:	What is new here, not previously published? To our knowledge, this is the first report showing-----
Significant of the work:	:	Why the novel content is mentioned above important? What is the potential impact to the field?
Fit to this journal	:	Why does this work tacking in this journal?
Double publication	:	This manuscript has not been previously published and is not currently in press under revision or being considered for publication by another journal.
Author approval	:	All authors have read and approved the manuscript being submitted and agree to its submitted to this journal.

Things 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.

Sample cover letter

[Your Name]
[Your Affiliation]
[Your Address]

[Date]

Dear [Editor name],

I/We wish to submit an original research article entitled “[title of article]” for consideration by [journal name].

I/We 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/we report on / show that _____. This is significant because _____.

We believe that this manuscript is appropriate for publication by [journal name] because it... [**specific reference to the journal's Aims & Scope**]. _____.

[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]

We have no conflicts of interest to disclose.

Please address all correspondence concerning this manuscript to me at [email address].

Thank you for your consideration of this manuscript.

Sincerely,

[Your name]