

## Letterhead

### Recipient (journal or editor)

Dear Editor (or Dr. XXX if you have specific editor),

We would like to submit the manuscript entitled “*Title of the paper*” for your kind consideration to publish in *Journal name*.

### Background

It is helpful to have concise yet informative background of the work to help the editor quickly get a big picture before looking into the advancement you made in the work. Typically, one paragraph is good length as too long background can be overly distracting. The background should provide quick picture on the following items to help the editor before checking the details in your manuscript:

- What is the problem/challenge?
- Is it timely & important problem/challenge? Some references as examples can be helpful, especially they were published in the inquiring journal or other journal with similar coverage.
- What’s the limitation or missing understanding?

### Summary of your work

In connection with the background, provide sharp summary or sales/elevator pitch of your work. Typically, it can contain the following information:

- What’s novel/better?
- How’s novel/better? Giving some specific value or indication can be helpful if there is quantifiable metrics to compare.
- Key concept/data of the work in insert figures/tables. Overuse of them can be distracting though.
- What’s impact/implication of the work/

There can be many formats to provide summary strongly & efficiently. Bullet points can be one way. Also, the well-managed use of formatting such as **bold**, *italic*, underline, and **highlight** can be helpful to emphasize the most critical information (but don’t overuse them).

### Closing statement

As a formality, you can provide a list of suggested reviewers (typically 3-5) and closing statement to thank the editor for their time and interest to your work. Each journal has policy on the conflict of interest (COI) in the choice of reviewer, so you should check with it (for example, you cannot suggest your friend next to your lab to review your paper!). Sometimes, a list of researchers who would have clear COI on the work (for example, competing research group) can be provided for potential consideration. But, it is totally up to the editor whether to consider it or not and it is not a good practice to list tons of competitors to exclude.

*Letterhead*

Sincerely,

*Signature of corresponding author*

*Name of corresponding author*