

## *Letterhead*

### *Recipient (journal or editor)*

Dear Editor (or Dr. XXX if you have specific editor communicated for presubmission inquiry),

Thank you very much for your email and decision regarding the pre-submission inquiry of our work entitled “**Title of the paper**” (*submission tracking number if any*). We are glad to know that you found our work interesting and encouraged us to formally submit our work to *Journal name*.

### *Editor’s comments & response*

If you decided to go for the formal submission after presubmission, you might get positive feedbacks from the editor that encouraged the formal submission to their journal. It is helpful to cite their feedback to remind their memory & thank the editor for your time and interest. Also, editors often provide few technical points that they are curious or expect (or concern) in the formal submission – which are probably the most valuable information you can get from the presubmission inquiry. The formal initial submission cover letter can be the best chance to provide your response to those questions/concerns.

### *Itemized responses for editor’s questions/concerns*

If the editor did not provide any question/concern on the work they are curious or expect to learn more, then you can probably go brief on this part of the letter to avoid too much overlap with your presubmission inquiry. The following items may help the editor to assess your work and the manuscript in depth to make the initial editorial decision:

- What’s novel/better?
- How’s novel/better? Giving some specific value or indication can be helpful if there is quantifiable metrics to compare.
- What’s impact/implications of the work?

If the editor provided questions/concerns in their feedbacks for the presubmission inquiry, this is your chance to address them along with the sales pitch you generally make in the initial submission cover letter. From the editor’s feedback, you can provide itemized responses mixed with sales pitch for your work. Sometimes, key data/evidence as figure/table (only in brief form – do not overuse!) can be helpful.

### *List of suggested reviewers & 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.

Sincerely,

*Letterhead*

*Signature of corresponding author*

*Name of corresponding author*