

Letterhead

Recipient (journal or editor)

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

We would like to submit a pre-submission enquiry for our work entitled “*Title of the paper*” to seek your invaluable comments and suggestions before the formal submission to *Journal name*.

Background

Although do not need to be as thorough as the formal submission cover letter, 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 can assess their interest and suitability of the topic (whether under coverage of their journal or not):

- 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?

Brief introduction to your work

In connection with the background, provide brief yet sharp introduction 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. Overuse of figures can be distracting though.

There can be many formats to give brief introduction 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, some closing statement can be helpful to thank the editor for their time. If you have specific reasons why you think the inquiring journal is suitable and would be of interest to publish in for your work, this can be a good place to describe.

Sincerely,

Signature of corresponding author

Name of corresponding author