

Letterhead

Recipient (the handling editor)

RE: Decision on *submission tracking information*

Dear Editor (or Dr. XXX if you know information of the handling editor),

Thank you very much for your email and decision regarding our submitted manuscript entitled "*Title of the paper*" (*submission tracking information*). We are really grateful to you for finding perspective reviewers, and greatly impressed by their insightful and thoughtful comments and suggestions. In order to fully address your and the referees' concerns and comments on our work, we have substantially revised our manuscript.

Editor's comments

Oftentimes, in the decision letter, the editor may give you a short list of points that they would expect to be fully addressed in the revised manuscript (likely the key points from the referees' comments reflecting the editor's own opinion). While you have to address all reviewers' comments in full, this short list of points is probably the most critical critiques you need to fully address in your revised manuscript. It is sometimes useful to construct the revision cover letter around these *key critiques* to remind the editor on your work (as your revision might take many months since the decision) and effectively deliver the brief summary of your revision.

Brief summary of the revision

After addressing comments and concerns from the reviewers, your revised manuscript and the Response to Reviewers can be very long. Hence, it is sometimes very helpful to provide a brief summary of your revision to help the editor to quickly grasp the result of your revision. If the editor provided the short list of points in the decision letter, this is your chance to briefly summarize how you fully addressed those key critique in the revised manuscript to the editor. Even though the editor did not provide any short list of points, it may still be useful to provide a brief summary of the revision to help the editor to understand your revised manuscript before they make editorial decision or send back to the original/additional referees.

There are many ways to provide brief summary of your revision including 1) Bullet-point list of key critiques and corresponding revisions in the manuscript, 2) short description of key revision made in the manuscript, sometimes with key new data/evidence as figure/table (only in brief form – do not overuse!). Try not to make the revision cover letter too long or verbose. Being concise and sharp is virtue for cover letters.

Closing statement

As a formality, you can provide a closing statement to thank the editor for their time and interest to your work.

Sincerely,

Signature of corresponding author

Name of corresponding author