Key information to include in your cover letter

1. Address the editor by their name if you know it.

Dr. Joan Editor, MD
Editor-in-Chief
Science Explained Journal

March 3, 2020

Dear Dr. Editor,

We wish to submit an original research article entitled X, Y and Z for consideration by Science Explained journal.

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, we show that X is equal to Z. This is significant because it is critical to demonstrate the impact of X and Z on Y.

Given the increase in X and Z globally, we believe that the findings presented in our paper will appeal to the specific scientists who subscribe to Science Explained. Although prior research has identified a few methods that could be used in space exploration, such as X and Y, the applications developed from those findings have been cost-prohibitive and difficult to administer globally. Thus, our findings will allow your readers to understand the factors involved in identifying the onset of X and Y and develop more cost-effective procedures.

We have no conflicts of interest to disclose.

Please address all correspondence concerning this manuscript to me at a.example@research.edu.

Thank you for your consideration of this manuscript.

Sincerely,

Dr. Anne Example, PhD
Professor, Department of Space Exploration
University of Research

Co-author
Dr. My Friend
Assistant Professor, Department of Space Exploration
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2. Include your manuscript’s title and the name of the journal.

3. State that your paper has not been published/is not under consideration by another journal.

4. Briefly describe your research. Why is it important? Why will readers find it interesting?

5. Declare any conflicts of interest, or confirm there are none.

6. Include contact information for yourself and any co-authors.

Remember: Check the specific requirements of your chosen journal to make sure you include everything you need to.