

How to write a great cover letter for a scientific manuscript

You have worked hard to prepare your manuscript for submission to a journal you have chosen carefully. Now, introduce your manuscript with a **great cover letter**. Although many authors hastily compose this document, *the cover letter can make or break your chances of publication*: it can make the difference between being granted a peer review and being rejected outright. Follow the guidelines below to make your cover letter and manuscript stand out. Feel free to use this [template](#) to construct your cover letter, and modify it according to your needs.

The basic elements of the cover letter include a heading/salutation, the body, and the closing:

Heading and salutation

- The heading includes the name and title of the Editor-in-Chief or handling editor, the name of the journal, and the date. [See a sample heading here](#).
- The salutation is a standard greeting (e.g., Dear Dr xxx:) addressed to the Editor-in-Chief or handling editor. If you cannot find the name of the appropriate editor, you can write “Dear Editor:”

Body

- The body is the heart of the cover letter; this is where you will make the case for why your paper should be granted a peer review.
- Begin with a concise opening statement announcing that you are submitting a manuscript entitled [“**your title**”] for consideration as a Research Article, Letter, Brief Communication, Note, or other format tailored to the journal. [See a sample opening statement here](#).
- Next, provide a brief but compelling description or summary of the most important or interesting findings addressed by your manuscript. If you have previous publications that provide the context for your study, you can briefly mention them here with the supporting citations. **This summary will help to determine whether the editor will consider your paper further.** The summary should be limited to just a few sentences. Consider the following points to help you craft your summary:
 - Why is your study important?
 - What are your most interesting findings?
 - What are the implications and broader significance of the findings?
 - What gaps in the research does your study fill?
- After the description of your study, provide a brief statement of how or why the work is relevant to the scope of the target journal and of interest to its readership. *This should be based on the stated “Aims and Scope” of the journal and on your knowledge of the journal’s content.* A strong statement says more than that you “believe” your findings are