Cover Letter Template for Journal Submission

A free, editable template for submitting original research articles to academic journals

How to use this template

- Replace every [shaded placeholder] with your own details, then delete any sentence that does not apply to your submission.
- Check the journal's instructions for authors. Some journals require specific statements (for example, on data availability, preprints, or suggested reviewers), and some set a word limit for the cover letter.
- Keep the letter to one page where possible (about 250–400 words). Do not copy the abstract; explain the main finding and why the paper suits the journal.
- Use the journal's preferred spelling (British or American English) consistently throughout.

Checklist before you submit

- ☐ The editor's name and title, and the journal name, are correct.
- ☐ The manuscript title and article type match the submission system.
- ☐ The research gap and main finding are stated clearly, with a key result.
- ☐ You explain why the paper fits this journal's scope and readers.
- ☐ Claims are measured and supported by your results (for example, "associated with" rather than "causes" for observational studies).
- ☐ All statements required by the journal are included: originality, author approval, competing interests, funding, ethics, and any preprint.
- ☐ The letter is no longer than one page and follows the journal's preferred spelling.
- ☐ The language has been checked for grammar, clarity, and consistency.

More guidance

Read the full guide, with examples of weak and strong sentences and common mistakes to avoid: scholarclarity.com/cover-letter-for-journal-submission

Need your manuscript and cover letter checked before submission? ScholarClarity provides proofreading, language editing and scientific editing for journal manuscripts: scholarclarity.com

TEMPLATE

[Corresponding author's full name], [Degree/title]
[Department], [Institution]
[Street address], [City], [Postcode], [Country]
[Email address] | ORCID: [ORCID iD]

[Day Month Year]

[Dr/Professor] [Editor's full name]
[Editor-in-Chief / Handling Editor]
[Journal name]

Dear [Dr/Professor] [Editor's surname],

On behalf of all authors, I am pleased to submit our manuscript entitled "**[Full manuscript title]**" for consideration as [an original research article / a review article / a short communication] in [Journal name].

[One or two sentences on the problem, why it matters, and the gap in current knowledge.] To address this gap, we [brief description of the study design, setting, sample or data, and main methods].

We found that [main finding, stated plainly and with a key result where possible]. [One further finding, if important.] These findings [explain what the study adds: for example, they provide the first evidence that…, extend previous work by…, or have implications for…].

We believe this manuscript is well suited to [Journal name] because [link the study to the journal's aims and scope, its readership, or recent articles it has published on this topic]. The findings will be of particular interest to [researchers/clinicians/policymakers] working in [field or topic].

This manuscript is original, has not been published previously, and is not under consideration for publication elsewhere. All authors have read and approved the final manuscript and agree to its submission to [Journal name]. The authors declare [no competing interests / the following competing interests: …]. This study was funded by [funder name] (grant number [number]). The study was approved by [ethics committee name] (reference [number]), and informed consent was obtained from all participants.

Note: delete the funding or ethics sentence if it does not apply. If a preprint exists, add: "A preprint of this manuscript is available at [preprint server] ([DOI])."

We suggest the following potential reviewers, who have expertise in this area and no conflicts of interest with the authors: [Name, institution, email]; [Name, institution, email].

Note: include suggested reviewers only if the journal requests them.

Thank you for considering our manuscript. We look forward to hearing from you.

Yours sincerely,

[Corresponding author's full name]
[Position], [Department], [Institution]
On behalf of all authors

WORKED EXAMPLE

All names, results and details in this example are fictional and are included only to show how the template can be completed.

Dear Professor Morgan,

On behalf of all authors, I am pleased to submit our manuscript entitled "**Sleep Duration and Academic Performance among Undergraduate Students: A Cross-Sectional Study**" for consideration as an original research article in the Journal of Student Health Research.

Short sleep is common among university students, but evidence on its association with academic outcomes in Southeast Asian universities remains limited. To address this gap, we surveyed 1,214 undergraduate students at three public universities and linked self-reported sleep duration to grade point average (GPA).

We found that students who reported sleeping fewer than six hours per night had a mean GPA 0.21 points lower than those who slept seven to eight hours, after adjustment for age, sex, study programme, and working hours. These findings support the inclusion of sleep education in university student-support services.

We believe this manuscript is well suited to the Journal of Student Health Research because it addresses student well-being and academic success, themes the journal has highlighted in recent issues. The findings will be of interest to researchers and university staff working in student health and support services.

This manuscript is original, has not been published previously, and is not under consideration for publication elsewhere. All authors have read and approved the final manuscript. The authors declare no competing interests. The study was approved by the university research ethics committee (reference REC-2026-041), and informed consent was obtained from all participants.

Thank you for considering our manuscript. We look forward to hearing from you.

Yours sincerely,
Dr Nur Aisyah Hassan
Senior Lecturer, Faculty of Health Sciences
On behalf of all authors