

Dear Dr *[insert editor's surname here]*,

We would like to submit our manuscript entitled “*[insert title of your manuscript here]*” for publication as an *[insert article type here]* in *[insert journal name here]*.

*[Provide the broad context of the work. Explain the objective of the study and how this was novel]*

*[State the possible importance of the findings. Explain how this is appropriate for the readership of the journal]*

We confirm that this manuscript has not been published elsewhere and is not under consideration by another journal. All authors have approved the manuscript and agree with submission to *[insert journal name here]*. The study was supported by a grant from the *[insert funding body here]*. The authors have no conflicts of interest to declare.

Please address all correspondence to:

*[Insert name]*

*[Insert contact address, telephone and fax numbers, and e-mail address]*

We look forward to hearing from you at your earliest convenience.

Yours sincerely,

*[Insert name], [Insert title]*

*[Insert date]*

Dear Dr *[insert editor's surname here]*,

Please find enclosed our manuscript entitled "*[insert title of your manuscript here]*", which we would like to submit for publication as an *[insert article type here]* in *[insert journal name here]*.

*[Insert a sentence on the broad topic of the study and its importance. Then, insert 1–2 sentences explaining what is known on your subject and the relevant knowledge gap you are filling. In the final sentence, explain the objectives of the study and its novel aspect]*

*[Insert about 3 sentences briefly describing the methods of the study and the main findings]*

*[State the implications or potential applications of the findings. Explain who will be interested in the findings and why they should care about them. Explain how this is appropriate for the readership of the journal]*

We confirm that this manuscript has not been published elsewhere and is not under consideration by another journal. All authors have approved the manuscript and agree with submission to *[insert journal name here]*. The study was supported by a grant from the *[insert funding body here]*. The authors have no conflicts of interest to declare.

We would like to recommend the following researchers as potential reviewers for this paper:

1. *[Reviewer 1 name plus contact information]*
2. *[Reviewer 2 name plus contact information]*
3. *[Reviewer 3 name plus contact information]*

We ask that the following researchers are excluded as reviewers because of potential conflict of interest:

1. *[Reviewer 1 name plus contact information]*

2. *[Reviewer 2 name plus contact information]*

Please address all correspondence to:

*[Insert contact address, telephone and fax numbers, and e-mail address.]*

We look forward to hearing from you at your earliest convenience.

Yours sincerely,

*[Insert name], [Insert title]*

*[Insert date]*