

一、投稿信

1. Dear Dr. Defendi ML:

I am sending a manuscript entitled “” by – which I should like to submit for possible publication in the journal of - .

Yours sincerely

2. Dear Dr. A:

Enclosed is a manuscript entitled “” by sb, which we are submitting for publication in the journal of - . We have chosen this journal because it deals with - . We believe that sth would be of interest to the journal’s readers.

3. Dear Dr. A:

Please find enclosed for your review an original research article, “” by sb. All authors have read and approve this version of the article, and due care has been taken to ensure the integrity of the work. No part of this paper has published or submitted elsewhere. No conflict of interest exists in the submission of this manuscript, and we have attached to this letter the signed letter granting us permission to use Figure 1 from another source.

We appreciate your consideration of our manuscript, and we look forward to receiving comments from the reviewers.

二、询问有无收到稿件

Dear Editors,

We dispatched our manuscript to your journal on 3 August 2006 but have not, as yet, receive acknowledgement of their safe arrival. We fear that may have been lost and should be grateful if you would let us know whether or not you have received them. If not, we will send our manuscript again. Thank you in advance for your help.

三、询问论文审查回音

Dear Editors,

It is more than 12 weeks since I submitted our manuscript (No:) for possible publication in your journal. I have not yet received a reply and am wondering whether you have reached a decision. I should appreciate your letting me know what you have decided as soon as possible.

四、关于论文的总体审查意见

1. This is a carefully done study and the findings are of considerable interest. A few minor revision are list below.

2. This is a well-written paper containing interesting results which merit publication. For the benefit of the reader, however, a number of points need clarifying and certain statements require further justification. There are given below.

3. Although these observation are interesting, they are rather limited and do not advance our knowledge of the subject sufficiently to warrant publication in PNAS. We suggest that the authors try submitting their findings to specialist journal such as –

4. Although this paper is good, it would be ever better if some extra data were added.

5. This manuscript is not suitable for publication in the journal of – because the main observation it describe was reported 3 years ago in a reputable journal of - .

6. Please ask someone familiar with English language to help you rewrite this paper. As you will see, I have made some correction at the beginning of the paper where some syntax is not satisfactory.

7. We feel that this potentially interesting study has been marred by an inability to communicate

the finding correctly in English and should like to suggest that the authors seek the advice of someone with a good knowledge of English, preferable native speaker.

8. The wording and style of some section, particularly those concerning HPLC, need careful editing. Attention should be paid to the wording of those parts of the Discussion of and Summary which have been underlined.

9. Preliminary experiments only have been done and with exception of that summarized in Table 2, none has been repeated. This is clearly unsatisfactory, particularly when there is so much variation between assays.

10. The condition of incubation are poorly defined. What is the temperature? Were antibody used?

五、给编辑的回信

1. In reply to the referee's main criticism of paper, it is possible to say that –

One minor point raised by the referee concerns of the extra composition of the reaction mixture in Figure 1. This has now been corrected. Further minor changes had been made on page 3, paragraph 1 (line 3-8) and 2 (line 6-11). These do not affect our interpretation of the result.

2. I have read the referee's comments very carefully and conclude that the paper has been rejected on the sole grounds that it lack toxicity data. I admit that I did not include a toxicity table in my article although perhaps I should have done. This was for the sake of brevity rather than an error or omission.

3. Thank you for your letter of – and for the referee's comments concerning our manuscript entitled “”. We have studied their comments carefully and have made correction which we hope meet with their approval.

4. I enclosed a revised manuscript which includes a report of additional experiments done at the referee's suggestion. You will see that our original findings are confirmed.

5. We are sending the revised manuscript according to the comments of the reviewers. Revised portion are underlined in red.

6. We found the referee's comments most helpful and have revised the manuscript

7. We are pleased to note the favorable comments of reviewers in their opening sentence.

8. Thank you for your letter. I am very pleased to learn that our manuscript is acceptable for publication in Cancer Research with minor revision.

9. We have therefore completed a further series of experiments, the result of which are summarized in Table 5. From this we conclude that intrinsic factor is not account.

10. We deleted the relevant passage since they are not essential to the contents of the paper.

11. I feel that the reviewer's comments concerning Figures 1 and 2 result from a misinterpretation of the data.

12. We would have include a non-protein inhibitor in our system, as a control, if one had been available.

13. We prefer to retain the use of Table 4 for reasons that it should be clear from the new paragraph inserted at the end of the Results section.

14. Although reviewer does not consider it is important to measure the temperature of the cells, we consider it essential.

15. The running title has been changed to “”.

16. The Materials and Methods section now includes details for measuring uptake of isotope and assaying hexokinase.

17. The concentration of HAT media (page12 paragraph 2) was incorrectly stated in the original

manuscript. This has been rectified. The authors are grateful to the referees for pointing out their error.

18. As suggested by both referees, a discussion of the possibility of laser action on chromosome has been included (page16, paragraph 2).

19. We included a new set of photographs with better definition than those originally submitted and to which a scale has been added.

20. Following the suggestion of the referees, we have redraw Figure 3 and 4.

21. Two further papers, published since our original submission, have been added to the text and Reference section. These are:

22. We should like to thank the referees for their helpful comments and hope that we have now produced a more balance and better account of our work. We trust that the revised manuscript is acceptable for publication.

23. I greatly appreciate both your help and that of the referees concerning improvement to this paper. I hope that the revised manuscript is now suitable for publication.

24. I should like to express my appreciation to you and the referees for suggesting how to improve our paper.

25. I apologize for the delay in revising the manuscript. This was due to our doing an additional experiment, as suggested by referees.

提示：本文 SCI 论文投稿中的一些套话属于写作技巧文章，主要介绍 SCI 论文、论文投稿方面的知识，内容仅供学习交流与参考，不代表中生网的观点。

原文地址:<http://www.seekbio.com/biotech/study/wskill/2010/u820311927.html>

近几个月来，有三篇文章被 SCI 源期刊接受发表，虽然心里清楚自己的实际水平不咋地，但还是比较高兴的，总结一下过程供大家参考。说的不对的地方希望大家拍砖。觉得有帮助的同学就顶一下。

首先，当然是要把文章写出来，这里要注意的是一定要写的规范、流畅、条理清晰，结果的好坏固然是最重要的，但一定要在意写作的水平。

下面是发表的过程

1. 上传或写信或发 E-mail 投递

Dear Prof. xxx(Editor):

Attached(写信就用 Enclosed) please find the latex(或者 PDF) version of my paper entitled "xxx" with the kind request to consider it for publication in the journal xxx.

The authors claim that none of the material in the paper has been published or is under consideration for publication elsewhere.

Should you receive the paper, please send me a e-mail to confirm receipt of it.

Thanks a lot in advance!

Sincerely, yours

xxx
地址

稍加修改就可以作为一个上传时用的 cover letter.

2. 收到中期决定

一般情况下，收到编辑部的来信，让作者根据审稿人的意见修改，并且在意见中看到审稿人推荐盖文章发表，就成功了一大半。以我收到的信为例：

Dear Mr. xxx,

Your manuscript, referenced above, has now been reviewed and the reviewer(s) have made suggestions which the Editor feels would improve your manuscript.

The Editor encourages you to consider these comments and make an appropriate revision of your manuscript. The reviewer(s)' comments are below.

Please submit your revision online within 4 weeks by logging onto the Elsevier Editorial System for the Journal of Mathematical Analysis and Applications:

<http://ees.elsevier.com/xxx>

The manuscript is now listed under "Submissions Needing Revisions." Click "Revise" when you are ready to submit your revision.

Please include a cover letter that addresses the issues raised in the below comments, point by point. You should also include a suitable rebuttal to any specific request for change that has not been made.

Thank you, and we look forward to receiving your revised manuscript.

With kind regards,

xxx
Associate Editor

3. 修改后再次上传

我修改后上传，coverletter 如下：

Ms. No. : xxx
Title: xxx
Corresponding Author: xxx
Authors: xxx

Dear Editor:

My manuscript, referenced above, has been revised according to the reviewer(s)' comments.

I list the modifications as follows:

- (1)...
- (2)...
- (3)...

We would like to thank the reviewer(s) for introducing the above literature to us. This is very helpful to our future study.

If there are other errors or further requests, please contact me by e-mail.

Sincerely, yours

xxx

地址

4. 收到最终决定
下面是我收到一例:

Ms. No. : xxx
Title: xxx
Corresponding Author: xxx
Authors: xxx

Dear Mr. xxx,

We are pleased to inform you that your manuscript referenced above has been accepted for publication in the Journal xxx.

Many thanks for submitting your fine paper to the xxx. We look forward to receiving additional papers from you in the future.

With kind regards,

xxx

Associate Editor

5. 收到版权转让声明以及抽印本订货单.

这封信比较长，不贴了，主要就是让你填好版权转让声明，因为已经赠送好多抽印本，所以不必再多订了，而且抽印本也是很贵的。接着要做的就是：

6. 填好版权转让声明、扫描后发送，信如下：

Our reference: xxx

Editorial reference: xxx

Title: xxx

To be published in: xxx

Dear xxx:

Attached please find the scanned copy of the signed TRANSFER OF COPYRIGHT AGREEMENT of xxx. If there are other requests, please contact me by e-mail.

I wonder when I can receive the proofs of xxx for correction. (问一句校样何时能收到)

Should you receive this letter, please send me an e-mail to confirm receipt of my signed TRANSFER OF COPYRIGHT AGREEMENT.

Many thanks in advance!

Sincerely, yours

xxx

地址

7. 收到校样及 Author Query

8. 认真校对、认真填写 Author Query 后写信：

Dear Editor,

Thank you for your careful work. The proof of the article is wonderful.

But because of my carelessness, there are some inaccuracies in the proof of the article and I list them as follows. Please correct them before publication.

(1)...

(2)...

(3)...

In addition, attached please find the scanned Author Query Form which has been filled in carefully.

Should you receive this letter, please send me an e-mail to confirm receipt of it.

Many thanks in advance!

Kind regards,

xxx

地址

9. 耐心等待出版

10. 看到文章挂到网上，得意中

11. 还得继续写文章，痛苦并没有结束。。。 写好后重复第一条

12. 如此循环往复...

: 《英文论文写作体会》 <http://www.lunwenchina.net.cn/xiezuoyyxz/6622887615436.html>

本人近日侥幸在某 SCI 索引的外刊发表一篇论文，想在这里浅谈一下发外文的体会，供学弟、学妹们参考。我觉得发外文时主要注意以下几点：

1. 论文中必须至少有一个创新点。创新点或是开创性的工作，或是对原有工作的改进，或是提出一种新方法。老外对公式不是很看重，主要看你是否创新。

2. 在外刊上发过文章的同学都知道，Introduction 部分是最难写的，我认为在这部分中不但要提及题目的意义，别人的研究成果，更重要的是

要指出你这篇论文的贡献，以吸引审

稿人的眼球。

3. 标题也很重要，即要新颖又要体现你的论文的主要工作及采用的方法

4. 实验素材要丰富，以数据说话，让人感觉你作了许多工作。

5. 要直接用英文写，学会用英语语言思考问题，不要先写成汉语再翻成英语，这样写出来的东西总有点中国英语的味道，让审稿人看起来不舒服。

6. 平时多看一些牛刊的论文，摘抄一个常用的语句及段落，如开场白、题目的意义、章节安排、语气转折等，活学活用。这样写出来的文章看起来就很漂亮了。

7. 对审稿人提出的修改意见或建议一定要认真对待，尽量满足他们的要求，如你认为某些意见或建议不妥，要在回信中加以阐述。

8. 认真研究所发期刊的参考文献的引用格式。我的一位师兄就是因为这点直接被拒了。

怎样写英文投稿信？

A cover letter is the one you write to the editorial board of the journals when you submit your manuscript.

One cover letter generally should include the following parts:

- (1)The correspondence information of the correspondent;
- (2)The title of the manuscript, the numbers of tables, figures, charts, plates and so on;
- (3)The statement that this manucript has never been partly or wholly published in or submitted to any other journals;
- (4)The statement that all authors in the manuscript have agreed to submit it to this journal and it's better to have each one's signature;
- (5)The statement that the research in the manuscript has been conducted under the guidance of international ethical standards if the research uses animals as experimental materials;
- (7)Suggested reviewers you think that are appropriate for this manuscript;
- (8)The statement on the inapropriate reviewers for this manuscript, and it's better to state the reasons in concise words;
- (9)Some journals require the authors to briefly introduce his research purposes, methods and results.

The following is one cover letter I wrote with a plate given by the two

professors.

Zhang San, Ph D

Environment and Architecture School,

Sichuan University

Mozhiqiao, Ring One Road, Chengdu, Sichuan

The People's Republic of China

Zip code: 610088

E-mail: abc@yahoo.com.cn

Dear Dr. Richard

I enclose a manuscript entitled The Preparation of the Monokaryon Protoplast and its Regeneration in Oyster Mushroom (*Pleurotus ostreatus*), which I submit for possible publication in the Journal of Biosource Technology. All of the authors agree to the submission of this paper.

The text includes 20 pages, 3 tables, and 2 figures prepared using Microsoft Word Processing 2003 according to the journal's Instructions to Authors. We have provided all required supporting documentation.

We respectfully submit that the following individuals would be suitable peer reviewers based on their expertise in the field:

Li Yu, Microbiological Research Institute, Chinese Academy of Agricultural Sciences.

E-mail: li_yu@yahoo.cn

Zhang Jun, Resources and Environmental Protection School, Sichuan Agricultural University. E-mail: zhangjun@yahoo.cn

Chen Wei, School of Horticulture, China Agricultural University. E-mail: chenwei@yahoo.cn

In recent years, our research group has had some conflicts with Li Haha and Wang Chuachua in Sichuan Institute of Microbiology in project application. We request that these individuals not be consulted.

We thank you for considering this work and look forward to your response. Please direct all correspondence about this manuscript to me (or Dr. Zhang San, e-mail: Zhangsan@yahoocn).

Sincerely

Zhang Shan

e-mail: zhangsan@yahoo.com.cn

The following are all the authors in this paper and their signature.

Zhang San XXX

Li Si XXX

Wang Wu XXX

Yang Yu XXX

[More examples about how to write a cover letter!](#)

COVER LETTER（投稿信）实用指南

来源于：http://www.sciencenet.cn/blog/user_content.aspx?id=9079

1、什么是 cover letter?

指的是投稿信

2、cover letter 的内容主要包括那些?

应该简述所投稿件的核心内容、主要发现和意义，拟投期刊，对稿件处理有无特殊要求等（如“not to review” list）。另外，请附上主要作者的中文姓名、通讯地址、电话、传真和 e-mail 地址。此外有的杂志要求推荐几位审稿人及其联系方式。以及谁已经阅读过该文（当然是牛人）。

有的杂志要求作者写明你没有一搞多投，此外临床实验要求写明符合伦理学要求等。

3、 如何写 cover letter?

各个杂志的具体要求是不一样的，在杂志的 guide for authors 一般会有要求。如果没有具体的要求，大家可按照通用要求处理。

4、 常用模板:

(1)

Cover letter

Dear Mr. **

1. The work described has not been submitted elsewhere for publication, in whole or in part, and all the authors listed have approved the manuscript that is enclosed.

2. I have read and have abided by the statement of ethical standards for manuscripts submitted to Neuroscience.

kind regards.

Your sincerely,

通讯作者

(2)

Dear Dr. 主编 name:

We submit our manuscript entitled " 文章 title" to 杂志名 for publication.

接着简单介绍你文章的主要创新点和意义，不易过多，但要突出新意和关键点。

All authors have seen the manuscript and approved to submit to your journal.

Thank you very much for your attention and consideration.

Sincerely yours,

通讯作者

(3)

Dear Dr. 主编 name:

We submit our manuscript entitled " 文章 title" to 杂志名 for publication.

接着简单介绍你文章的主要创新点和意义，不易过多，但要突出新意和关键点。

All authors have seen the manuscript and approved to submit to your journal.

Thank you very much for your attention and consideration.

Sincerely yours,

通讯作者

(4) Dr. ***

Editor-in-Chief, ***

(add address) January 22, 2003

Dear Dr. **,

Enclosed herewith please find 3 copies of a MS by: '***. *** and ***' entitled: "*****", which we would like to submit for publication in the '*****'.

Looking forward to your decision,

With kind personal regards,

Sincerely yours,

Professor of ***

(5)

Dear Prof. Gil:

This is a manuscript by**and **entitled ".....". It is submitted to be considered

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/146100031000010033>