

Cover Letters: Journal Requirements

Make sure your cover letter meets the requirements of your target journal.

Set phrases and common expressions

When writing a cover letter, it is best to maintain a formal tone. As a result, there are a number of phrases which are common to cover letters. These include:

- To our knowledge, this is the first report showing...
- We believe our findings would appeal to the readership of [target journal name].
- Please address all correspondence to:
- We look forward to hearing from you at your earliest convenience.

Commonly required statements

Many journals and publishers require that all cover letters should contain the following sentences:

- We confirm that this manuscript has not been published elsewhere and is not under consideration by another journal.
- All authors have read and approved the final manuscript and agree with its submission to [target journal name].

Competing interests

If all authors have no competing interests, you should include a statement indicating as such:

- The authors have no conflicts of interest to declare.

If an author does have competing interests, it is a good idea to include details of these in your cover letter. You may also include funding information:

- This study was supported by a grant from the [funding body].

Other required statements

Some other potentially required information:

- Clinical trial registration database and number
- Has this manuscript been published in another language? If so, has that journal editor given permission for this submission?
- What other publications related to the same study have been published? (especially for clinical trial related manuscripts)
- Has the data in your study been presented or been published in any other format?
- For studies involving human subjects, was informed consent obtained? Was permission obtained from an ethics committee? Was the study carried in accordance with Declaration of Helsinki guidelines?
- Was permission obtained for the reproduction or modification of previously published figures and tables (especially for review articles).

Please remember to check your target journal's website, as this is where you will often find these specific required phrases. Ensuring these phrases are used in your cover letter reflects well on you and your research, and will increase the likelihood of your paper going to peer review

