COVER LETTER

MM/DD/YYYY
To the Editor
[Name of Journal]

Dear Sir/Ms,

Please find attached our letter to the editor entitled **"Title-Title-Title-Title-Title-Title-Title-Title-Title-Title-Title-Title-Title-,"** which we request you to consider for publication as an article in *[Name of Journal]*. We believe that the findings of this study are relevant to the scope of your journal and will be of interest to its readership.

With submitting this manuscript, I would like to state that:

- I guarantee that the manuscript is the Author(s) Original Work;
- I guarantee that the author(s) listed on the title page have contributed significantly to the work, have read the manuscript, attest to the validity and legitimacy of the data and its interpretation, and agree to its submission to *[Name of Journal]*;
  - I guarantee to complete and submit the revised article and include a contact number to facilitate communication regarding the revision progress **(Include your WhatsApp phone number)**
- I accept that the Editorial decisions over the acceptance or rejection or in the event of any breach of the Ethics Statement in *[Name of Journal]* being discovered of retraction are final;
- I guarantee that the manuscript is being submitted solely to *[Name of Journal]*, and is the manuscript that has never been published in any publication or no publication is being requested, or not being submitted elsewhere, or considered by other media;
- I guarantee that the author(s) listed on the title page will follow all stages in the evaluation and publishing process at *[Name of Journal]*;
- The author(s) assume(s) the full responsibility for the contents, correctness and originality of the aforementioned article, as well as for any other problems detected after publication
- If we violate these provisions, then we are willing to accept all the consequences that apply in accordance with the legislation and publication ethics.

We would also like to suggest reviewers for this article, who are free of any conflict of interest, namely as follows:

Reviewer 1
Name :
Affiliation :
Email :

Reviewer 2
Name :
Affiliation :
Email :

Reviewer 3
Name :
Affiliation :
Email :

We look forward to hearing from you at your earliest convenience. Thank you very much for your consideration.

Yours' sincerely,

[Signature]

[Name of Corresponding Author]
[Department, Faculty, University Affiliation of Corresponding Author]
E-mail: [Email of Corresponding Author]

Note: Authors are required to submit this Cover Letter along with the paper submission as a separate file (upload additional files).

I. DETAILS OF MANUSCRIPT

Type of Manuscript : Original Research Article / Review Article
Title : _____

II. NON-WITHDRAWAL AGREEMENT

Authors submitting manuscripts to journals published under the IASSSF are expected to commit to the editorial and peer-review process. Manuscripts should not be withdrawn after submission without a valid reason accepted by the Editorial Board. To maintain the integrity of the editorial workflow and to prevent unnecessary disruption to the peer-review process, the following withdrawal policy applies:

1. Withdrawal during the peer review phase (after initial screening but before final decision) will incur a penalty of IDR 500,000 or USD 29.7.
2. Withdrawal after the manuscript has been accepted but before production will incur a penalty of IDR 1,000,000 or USD 59.3.
3. Withdrawal during the production stage (copyediting, proofreading, layout, or final preparation for publication) will incur a penalty of IDR 2,000,000 or USD 118.7.

Failure to fulfill the applicable withdrawal obligation may result in restrictions or blacklisting of the author(s) from submitting future manuscripts to journals managed by IASSSF.

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The journal is an open-access publication under the IASSSF. **Details of the Article Processing Charge (APC) can be found on the respective journal's webpage. The APC will be applied upon acceptance of the manuscript.**

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2. Editorial and peer review management
3. Publication system operation
4. Cross-subsidization for authors requiring financial support

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Selected authors may be invited by the Editorial Board to publish free of APC charges.

Invited by: _____
Position/Role: _____

Note: Authors are required to submit this Cover Letter along with the paper submission as a separate file (upload additional files).

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If the manuscript is accepted for publication, the authors must ensure that the manuscript undergoes professional English proofreading.

The journal only accepts proofreading certificates from the following approved services:

☐ Enago https://www.enago.com/

☐ IASSSF Editorial Proofreading Service (Contact: admin@iasssf.com)

V. AUTHOR'S DECLARATION

The authors confirm that:

1. The manuscript submitted is original and has not been submitted elsewhere.
2. All information provided in this form is accurate.
3. The authors have read and understood the withdrawal policy, open-access policy, and proofreading requirements.
4. The authors agree to comply with the publication policies of journals managed by IASSSF.

Yours' sincerely,

[Signature]

[Name of Corresponding Author]
[Department, Faculty, University Affiliation of Corresponding Author]
E-mail: [Email of Corresponding Author]

Note: Authors are required to submit this Cover Letter along with the paper submission as a separate file (upload additional files).