

[Date]

[Your Full Name]

[Your Position, Institution]

[Email address]

Dear [Editor's Name / Dear Editors],

[Open with the research problem or knowledge gap your study addresses — 1–2 sentences. Frame it in terms of what matters to the field, not what you did. Example: *Despite growing recognition of X in Y contexts, little is understood about how Z shapes...*]

I am pleased to submit our manuscript entitled ["*Full Title of Manuscript*"] for consideration in [*Full Journal Name*]. [One sentence on your institutional affiliation or research context, if relevant.]

What this study contributes

What is already known	What this paper adds
– [Summarize what is established in the literature: key theories, findings, or frameworks your study builds on] – [What gap or limitation do existing studies leave? Be specific, name studies if possible] – [Any contextual or methodological gap that motivated your approach]	– [State your primary contribution, the new insight, perspective, or evidence your study provides] – [Any methodological innovation or distinctive approach you bring] – [Practical, theoretical, or policy implication unique to your work] – [If applicable: voices, contexts, or populations not previously studied]

Why this journal

This manuscript aligns with [*Journal Name*]'s focus on [describe the journal's specific editorial scope in your own words — not "it aligns with your aims and scope"]. In particular, our study engages with recent work published in the journal, including [Author (Year)] on [brief topic] and [Author (Year)] on [brief topic], extending these conversations by [what you add to that dialogue].

Thank you for your time and consideration. I would be happy to provide any additional information you may require.

Sincerely,

[Your Full Name], Corresponding Author

[Position, Department, Institution]

[Email address]

Notes for the author (remove before sending)

- *Opening paragraph: begin with the research problem, not with "I am pleased to submit." The first sentence sets the tone — make it substantive.*
- *Contribution table: this structure (What is known / What this adds) is the most valuable part of your cover letter. Be specific and use field language, not generic claims.*
- *Journal fit section: name specific articles recently published in this journal and explain how your work extends or responds to them. This signals you read the journal, not just its scope statement.*
- *Ethical confirmations: include all that apply. Editors check these. Missing confirmations can delay or block desk review.*
- *Length: keep the full letter to one page (A4 or US Letter). The table may push it slightly over that is acceptable if the rest is concise.*
- *Tone: professional and clear, not deferential. Avoid phrases like "we humbly submit" or "we believe this may be of interest."*