Dr. XX YY （**批注1:** Name ofEditor-in-chief or Editor (First name, Last name)

This is much desirable as it makes your letter more personal.）

Editor-in-Chief

[Insert target *Journal name*]

[Journal address, e.g., 123 ABC Street, City, State, zip code, Country.]

February xx, 2014（**批注2:** Date of submission.）

Dear Dr. YY,（**批注 3:** Or say Dear Editor ifyou don’t know his/her name）

We are submitting the attached original manuscript entitled “**[Insert manuscript**

**title]**” to be considered for publication in the [Insert target*Journal name*]as an

original research article.（**批注4:** Include this if youknow the category.）

[Insert research summary（**批注5:** Do not copy anycontent directly from the abstract. Research summary should be <350 words.） according to the following questions – please provide brief answers (1-2 sentences) per question: 1. What is the overarching background of this research topic? 2. What does this study attempt to achieve *(aim)*? 3. What are the key findings *(novelty)*? Followed by a statement something as follows “As [Insert target *Journal name*] has a long-standing interest in publishing research related to the[ABCD] field, we feel your readership will be interested in this study that contributes to further understanding […]*(impact)*”

We declare that none of the work contained in this manuscript is published in any language or currently under consideration at any other journal, and there are no conflicts of interest to declare. All authors have contributed to, read, and approved this submitted manuscript in its current form.

Please find recommended referees as follows:(**批注6:** Optional, butrecommended – journal editors will appreciate your efforts in making their life easier. )

**ABC,** Professor

[Insert full address of ABC professor].

[Insert Phone no of ABC professor],

[Insert E-mail address of ABC professor]

**DEF,** Professor

[Insert full address of DEF professor]. [Insert Phone no of DEF professor], [Insert E-mail address of DEF professor]

**HIJ,** Professor

[Insert full address of HIJ professor]. [Insert Phone no of HIJ professor], [Insert E-mail address of HIJ professor](**批注7:** Insert refereesinformation (Optional -- depends on Journal requirement.)

We hope you find our manuscript of interest and look forward to hearing from you

soon. Thank you very much.(**批注8:** Example of lastparagraph.)

Sincerely,

[Name of Corresponding Author, Title]

[Insert corresponding address, contact and fax number, email]