

Cover Letter Checklist

Please use this checklist to ensure you have all the necessary information before you start writing your cover letter:

- Correct name of the target journal
- Aims and Scope of the target journal – does your study match these?
- Editor name:
Some journals have different editors for the different areas of research covered by the journal. You should choose the most appropriate editor. If there is no specific editor, you should address your cover letter to the Editor-in-Chief.
- Title of your manuscript
- What type of paper you wish to publish
- Background information regarding your work – what is already known about the subject matter?
- Rationale for the study – why did you perform the study?
- What were the main methods used in your study?
- Names and contact details of potential reviewers
- Funding information
- Contact details for the manuscript's corresponding author

In addition to these points, you should check your target journal's instructions to authors for any journal-specific requirements. Additional sections may be required for some types of articles. For example, information about deposition of clinical trial data would need to accompany a report of a clinical trial.