1.第一次投稿Cover letter：主要任务是介绍文章主要创新以及声明没有一稿多投

Dear Editors:

We would like to submit the enclosed manuscript entitled “Paper Title”, which we wish to be considered for publication in “Journal Name”. No conflict of interest exits in the submission of this manuscript, and manuscript is approved by all authors for publication. I would like to declare on behalf of my co-authors that the work described was original research that has not been published previously, and not under consideration for publication elsewhere, in whole or in part. All the authors listed have approved the manuscript that is enclosed.

In this work, we evaluated …… (简要介绍一下论文的创新性). I hope this paper is suitable for “Journal Name”.

The following is a list of possible reviewers for your consideration:

1) Name A E-mail: ××××@××××

2) Name B E-mail: ××××@××××

We deeply appreciate your consideration of our manuscript, and we look forward to receiving comments from the reviewers. If you have any queries, please don’t hesitate to contact me at the address below.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ×××

E-mail: ××××@××××

二、催稿信：询问稿件处理到声明步骤

Dear Prof. ×××:

Sorry for disturbing you. I am not sure if it is the right time to contact you to inquire about the status of my submitted manuscript titled “Paper Title”. (ID: 文章稿号), although the status of “With Editor” has been lasting for more than two months, since submitted to journal three months ago. I am just wondering that my manuscript has been sent to reviewers or not?

I would be greatly appreciated if you could spend some of your time check the status for us. I am very pleased to hear from you on the reviewer’s comments.

Thank you very much for your consideration.

Best regards!

Yours sincerely,

××××××

Corresponding author:

Name: ×××

E-mail: ××××@××××

三、修改稿Cover letter

Dear Dr/ Prof..（写上负责你文章编辑的姓名，显得尊重，因为第一次的投稿不知道具体负责的编辑，只能用通用的Editors）:

On behalf of my co-authors, we thank you very much for giving us an opportunity to revise our manuscript, we appreciate editor and reviewers very much for their positive and constructive comments and suggestions on our manuscript entitled “Paper Title”. (ID: 文章稿号).

We have studied reviewer’s comments carefully and have made revision which marked in red in the paper. We have tried our best to revise our manuscript according to the comments. Attached please find the revised version, which we would like to submit for your kind consideration.

We would like to express our great appreciation to you and reviewers for comments on our paper. Looking forward to hearing from you.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ×××

E-mail: ××××@××××

四、修改稿回答审稿人的意见（最重要的部分）

List of Responses

Dear Editors and Reviewers:

Thank you for your letter and for the reviewers’ comments concerning our manuscript entitled “Paper Title” (ID: 文章稿号). Those comments are all valuable and very helpful for revising and improving our paper, as well as the important guiding significance to our researches. We have studied comments carefully and have made correction which we hope meet with approval. Revised portion are marked in red in the paper. The main corrections in the paper and the responds to the reviewer’s comments are as flowing:

Responds to the reviewer’s comments:

Reviewer #1:

1. Response to comment: (……简要列出意见……)

Response: ××××××

2. Response to comment: (……简要列出意见……)

Response: ××××××

。。。。。。

逐条意见回答，切忌一定不能有遗漏

针对不同的问题有下列几个礼貌术语可适当用用：

We are very sorry for our negligence of ……...

We are very sorry for our incorrect writing ……...

It is really true as Reviewer suggested that……

We have made correction according to the Reviewer’s comments.

We have re-written this part according to the Reviewer’s suggestion

As Reviewer suggested that……

Considering the Reviewer’s suggestion, we have ……

最后特意感谢一下这个审稿人的意见：

Special thanks to you for your good comments.

Reviewer #2:

同上述

Reviewer #3:

××××××

Other changes:

1. Line 60-61, the statements of “……” were corrected as “…………”

2. Line 107, “……” was added

3. Line 129, “……” was deleted

××××××

We tried our best to improve the manuscript and made some changes in the manuscript. These changes will not influence the content and framework of the paper. And here we did not list the changes but marked in red in revised paper.

We appreciate for Editors/Reviewers’ warm work earnestly, and hope that the correction will meet with approval.

Once again, thank you very much for your comments and suggestions.

五、文章接受后可以考虑感谢一下负责你文章的编辑或主编（根据需要）

Dear Prof. ××××××:

Thanks very much for your kind work and consideration on publication of our paper. On behalf of my co-authors, we would like to express our great appreciation to editor and reviewers.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ×××

E-mail: ××××@××××

六、询问校稿信件（如果文章接受后时间较长）

Dear ×××:

Sorry for disturbing you. I am not sure if it is the right time to contact you to inquire about the status of our accepted manuscript titled “Paper Title” (ID: 文章稿号), since the copyright agreement for publication has been sent to you two months ago. I am just wondering that how long I can receive the proof of our manuscript from you?

I would be greatly appreciated if you could spend some of your time for a reply. I am very pleased to hear from you.

Thank you very much for your consideration.

Yours sincerely,

××××××

Corresponding author:

Name: ×××

E-mail: ××××@××××

七、文章校稿信件

Dear Mr. ×××:

Thanks very much for your kind letter about the proof of our paper titled “Paper Title” (ID: 文章稿号) for publication in “Journal Name”. We have finished the proof reading and checking carefully, and some corrections about the proof and the answers to the queries are provided below.

Corrections:

1. In \*\*\*\*\*\* should be \*\*\*\* (Page \*\*\*, Right column, line\*\*\*)

2. In \*\*\*\* the “\*\*\*\*\*” should be “\*\*\*\*” (Page \*\*\*\*, Right column, line\*\*\*\*)

Answers for “author queries”:

1. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*.

2. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

3. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

We greatly appreciate the efficient, professional and rapid processing of our paper by your team. If there is anything else we should do, please do not hesitate to let us know.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ×××

E-mail: ××××@××××

[**Elsevier期刊投稿状态**](http://www.cnblogs.com/burellow/archive/2013/02/27/2934992.html)

1 关于Elsevier旗下期刊投稿概述  
(1)Elsevier旗下共有1300多种期刊。投稿时采用的是Elsevier Editorial System (EES)投稿系统

(2)审稿时间。通常不会超过半年，如果半年时间到，部分审稿意见没有返回，期刊社同样会把已返回的意见返回给你。

(3)版权问题。一般会通过给你发几个PDF合同，然后你打印出来，用手填写，然后邮寄或者扫描后通过email发给他们。

(4)投稿模板。通常很多人都会关心这个问题，这是投稿的第一步。但是Elsevier旗下期刊对投稿的模板没什么要求，只要你比较注意排版，看着舒服就好。至于排版，录用后他们编辑会排版，然后让你来校正。建议，投稿时候不要考虑纸张页数，国外期刊不太关心期刊页数，只要按他们最后的排版不超过30页（好像是30页）一般不会收钱。

(5)如果投稿论文分成几个部分，在投稿的时候就要分开，按照单独的论文投稿。不过要在Letter to Editor中要说明这是同一个论文。

(6)Elsevier旗下期刊投稿不收取审稿费，发表也不收取版面费，但超过一定页数会适当收取费用，如果用彩色印刷，也会收钱，他们不收则以，一收就比较多。

(7)投稿时是否需要把图片和论文主题分开。这个本来不需要说的，网站上的要求就是如此，需要单独分开上传，但是以我的经验，如果论文图太多，特别是对于国内的网速慢，上传很不方便，可以直接把图放在论文中间，审稿阶段不用考虑图文分开，等录用后再图文分开。

2 Elsevier投稿状态总结

(1)Submitted to Journal

刚提交的状态

(2)Manuscript received by Editorial Office

就是你的文章到了编辑手里了，证明投稿成功

(3)With editor　如果在投稿的时候没有要求选择编辑，就先到主编那，主编会分派给别的编辑。这当中就会有另两个状态：

1) Awaiting Editor Assignment指派责任编辑Editor assigned是把你的文章分给一个编辑处理了。

2) Editor Declined Invitation 也可能编辑会拒绝邀请，这就需要重新指定编辑

3) technical check in progress 检查你的文章符不符合期刊投稿要求

(4)编辑接手处理后也会有2种状态

1) Decision Letter Being Prepared 就是编辑没找审稿人就自己决定了

2) Reviewer(s) invited 找到审稿人了，就开始审稿

(5)Under review这应该是一个漫长的等待。当然前面各步骤也可能很慢的，要看编辑的处理情况。如果被邀请审稿人不想审，就会decline，编辑会重新邀请别的审稿人。

(6) Required Reviews Completed

审稿人的意见已上传，审稿结束，等待编辑决定  
(7) Evaluating Recommendation评估审稿人的意见，随后你将收到编辑给你的decision

8) Minor revision/Major revision这个时候可以稍微庆祝一下了，问题不大了，因为有修改就有可能。

(9) Revision Submitted to Journal.又开始了一个循环。

(10) Accepted 文章被接受

如果不要再审，只是小修改，编辑看后会马上显示这个状态，但如果要再审也会有上面的部分状态。一步会比较快，但也有慢的。看杂志的。还有个状态是Rejected。希望不要出现。

(11) Transfer copyright form 签版权协议

(12) uncorrected proof 等待你校对样稿

(13) In Press, Corrected Proof 文章在印刷中，且该清样已经过作者校对

(14) Manuscript Sent to Production 排版

(15) in production 出版中

备注：

　　现在Elsevier的绝大多数期刊，增加了Technical Checking这一关，由专门的Editorial office来审查论文的语言、格式、排版、图片等等，也就是说，审查你的投稿是否符合Guide for Authors中的各项要求。

论文投稿之后，状态是Submitted to Journal，后成为with editor。注意：这里的Editor实际上不是期刊的主编，而是Editorial office里负责论文格式、排版、语言审查的编辑。如果论文通过了技术性审查，状态重新变为Submitted to Journal，表明论文通过了第一关。之后，如果不出意外，论文状态将会再次变成With Editor，这里的Editor才是真正的期刊主编。到了这一步，你的论文才会进入under review状态。需要说明的是，如果你的论文没通过Technical Checking这一关，你的论文就会退回，要求做格式、语言上的修改，然后鼓励你再投。