第七讲：论文投稿常用书信的写法

论文投稿的流程

- 写作前的准备
- 科技论文撰写
- 稿件的录入与排版
- 选择合适的期刊
- 准备投稿信(Cover letter)
- 推荐审稿人
- 与编辑的联系
- 反复不断修改
- 接收

投稿前问自己(1)

- 自己的实验结果是否够发一篇什么档次文章？

- 适合发表在什么杂志？是选择专业期刊？还是综合期刊？

- 文章属于什么类型的投稿？比如Articles（论著）；Reviews（综述）；Reports（报告）；Letter to editor（来信）等。

- 该杂志的影响因子是多少，每年发表多少文章？是否有过本土中国人在上面发表？（便于评价自己的文章被接收的可能性）。

- 有没有下载该杂志最新的投稿须知？

- 是否接收网上投稿？

- 手头有多少相关内容的文献？（这样写作的时候能借鉴他们的思路和语句，对分析讨论的开展也很有好处）。

- 是否收版面费(Page charges)？如果论文被接收，自己的经济能力能否支付该杂志的发表全部费用。

投稿前问自己(2)

- 是否了解了该杂志的投稿程序？如果有网上投稿，是否了解其使用方法？

- 是否为投稿和以后的交流准备了一个国际通用的邮箱。建议尽量使用 hotmail.com，yahoo.com，gmail.com等邮箱。尽量不要sina等国内的邮箱。

- 杂志是否只接受通讯作者的投稿。

- 是否准备好了投稿信（Cover letter），该杂志在投稿信中是否有明确要求（有的有明确要求，必须申明他所列的一些申明，类似中国的无一稿两投，无泄密，无版权纠纷等）

- 稿件的格式。例如投稿是否只接收PDF格式的文件。

- 是否要求自己提供一些审稿人名字，如果要求，你了解了这些审稿人的地址和电子信箱了吗？（因为编辑要你提供他们详细的联系方式）。

什么是Cover letter

Cover Letter指的是投稿信,包括的内容:

◆ 简述所投稿件的核心内容、主要发现和意义，拟投期刊，对稿件处理有无特殊要求等（如"not to review" list）。

◆ 附上主要作者的中文姓名、通讯地址、电话、传真和e-mail地址。此外有的杂志要求推荐几位审稿人及其联系方式。以及谁已经阅读过该文（当然是牛人）。要求说明你论文研究的意义，以及与这个杂志的相关性。

◆ 要写明你没有一搞多投等。此外临床实验要求写明符合伦理学要求。

投稿信(Cover letter)的写作

简短明了、**重点突出**，最好不要超过一页；
投稿信的基本内容：

—稿件的栏目类型；
—建议的审稿人或需回避的审稿人；
—联系人或通讯作者详细的联系地址、电话号码、E-mail
地址、传真号码

巴渝文化，峡江胜境，滋余性灵；麻辣豪气，炎热火炉，铸余精神；经年所学，数载所思，凝结于心；阁下繁忙，眸睨此信，甚为感激。

余，小女子也。幼无所恃，唯书为友；寒暑更迭，春秋流转，历经数年，幸入重师门墙，忝陪末座。光阴荏苒，时间飞逝；四年之间，学有小成。自甘藜食箪饮，悉心师业。韩愈云："师者，传道授业解惑者也……"。吾心所愿，不误人子弟而已。毕业之时，倍感执业艰涩，自知力有不逮，遂宁神敛气，潜心考研。炎炎酷暑，漫漫寒夜，书香暗溢，孤灯独守，流连之间，又三年也。幸蒙导师不弃，倾囊相授；同门情深，砥砺切磋；母校灵韵，时时浸淫；怎奈资质尚浅，难得导师鸿爪；时至今日，学术论产，仅有三篇；尚待他日，继续钻研；名言有云：学无止境！

文史哲法，皆有所爱；文学为基，潜心挖掘；兴趣广泛，史哲不弃；吾心所欲者，复合人才也。生性豁达，勤奋好学；踏实严谨，认真负责；求学如此，做人亦然；开朗宽容，得失不计；坚忍不拔，意志坚强；积极乐观，人生才美。

古人云："顺兮，逆兮，无阻我飞扬。"人生事业，皆应如此；故此名言，铭记于心。昔日黄帝，采铜首山，为铸宝剑；良铜佳铁，千锤百炼，融精气义理，化灵韵长虹，方可铸成！余资愚钝，不敢以良剑居，然持良剑之标而自律，多年苦心，数载磨砺，得今日之剑，以为君用：

数年砺一剑，今日把示君。

锋芒堪敌雪，利刃尤胜金。

愿作车前卒，甘为帐下兵。

壮怀谢天下，长鸣求知音。

投稿信 Cover letter

Dear Prof. Gil:

This is a manuscript by **and **entitled "…….". It is submitted to be considered for publication as a "..." in your journal. This paper is new. Neither the entire paper nor any part of its content has been published or has been accepted elsewhere. It is not being submitted to any other journal.

We believe the paper may be of particular interest to the readers of your journal as it ....

Correspondence should be addressed to **at the following address, phone and fax number, and email address:

…

Thanks very much for your attention to our paper.

Sincerely yours,

**

投稿书信-e-mail

Dear Prof. Gonzalez,

Attached please find our manuscript entitled "A Concept-based Cooperative Learning Approach for Science Courses" submitted to Second International Conference on Multimedia and ICTs in Education (m-ICTE 2003) for possible presentation. Your acknowledge will be highly appreciated.

Thank you.

Sincerely,

Gwo-Jen Hwang

Professor of Information Management Department

National Chi Nan University

Pu-Li, Nan-Tou, Taiwan 545, R. O. C.

SCI论文投稿信

好的投稿信应该详细介绍选题背景和研究意义。

1、论文题目

2、说明期刊的读者会对稿件的内容感兴趣

3、论文的创新性

4、具体指出研究成果的创新之处及其为什么重要

5、声明论文的所有作者均符合署名的要求

• 这类投稿信对期刊的编辑是很有帮助的，尤其适用专业性较强的选题，有关作者的联系地址（作者的通信地址、电话、传真、E-MAIL等)可在信头的作者地址中一并给出。

如何推荐审稿人

- 引文的作者；

- 期刊的编委；

Who quality?

- 重要的研究群体或个人：

  ——与期刊主办单位的关系，

  ——否曾经是期刊的作者，

  ——知名度

推荐审稿人的作用

◆ 推荐审稿人的作用主要是对于编辑来说，可以降低他的节省工作量。

◆ 对作者来说感觉没有特别大的作用。因为编辑不一定会按你的推荐送审，另外推荐自己的熟人，特别是国内的同行熟人，在编辑看来是印象不好的。甚至私下邮件联系审稿人，会被认为作弊而被reject。

◆ 如果你做的东西比较新，一般审稿人不太能承担，那么推荐审稿人能节省一定的时间。

◆ 有时候也是编辑判断作者学术水平的一个标准。

◆ 避免外行审稿，提高稿件的质量。

推荐什么样的人？

◆ 在本领域有一定的知名度（至少在同水平的期刊上发表过文章）。在你文章涉及领域内发表过相关文章的人，最好就是在所投杂志上刊登文章的。通讯作者身份更好。

◆ 是否为manuscript引用文章通讯作者?如果你引用的恰当，找引用文献的作者做审稿人是可以的，反之，会起相反的作用。

◆ 推荐老板或实验室在国外的熟人（最好是牛人），比如说老板以前的同学、同事，在国际会议上认识的同行。

◆ 也可以找学长们帮你推荐。

如何查找审稿人

◆ 从文献中选择为佳，但应该以那些与你的观点接近，或者是你能给予人家支持的作者为主；

◆ 一项新研究表明：如果审稿人发现自己的论文在所评审的论文中被多次引用，那么这位审稿人就不太可能提出拒绝这篇论文的建议。

◆ 总推荐一些在国际顶尖杂志发表相关文章的同行，恰当的引用和评价相关的文献，在推荐这些审稿人的时候附上该审稿人的1到3个代表作来说明他们能胜任审核我的稿件。即使退稿，也可以从他们详细的评价和建议中获得改进信息。

学术期刊寻找审稿人的几个途径

◆ 国际期刊一般需要作者自己提出该篇论文的和您研究领域相关的审稿人

◆ 利用SCI检索和您研究相关的科学家

◆ 文章的参考文献

◆ 相关期刊编委

◆ 学术会议的主席、委员

◆ 期刊以前的类似文章的送审

◆ 询问比较熟识的一些专业人士

◆ 交叉审稿，以前的作者审现在的作者

◆ 作者需要认真自建期刊审稿人专家库

Dear editor:

Here I would like to recommend three referees to evaluate my manuscript according to their past and present works and achievements in this field.

Professor xxxx, aaaa@lll.edu.cn ;   Address:____-representative papres_____xxxxx in PRL

Professor yyyy.........

Professor zzzz......

Thank you.
your sincerely

为什么要回避某些审稿人？

◆ 论文的作者与审稿人是朋友也可能是敌人。部分审稿人对同行心存嫉妒或者有利益冲突，将他们排出局合情合理。

◆ 研究论文需要同行评议，但有时"同行是冤家"。看到优秀的工作成果，审稿人可能会很兴奋，但也有可能发现作者所做工作正好是自己正在进行的工作，于是，审稿人将所审论文扣压而抢先发表自己的论文，甚至将作者的思想剽窃为自己的思想等事件也时有发生。

◆ 让作者建议审稿人名单有益于作者：作者可能比编辑更明白谁最有资格来评审他们的工作，他们有正当的理由保护自己敏感的研究结果不被有利益冲突的竞争者接触。

◆ 一般排除的editor肯定会排除，但推荐的reviewer他们不一定采纳。

回避什么样的人？

◆ 与你在五年内有共同合作项目的人。

◆ 投国外杂志还可以要求编辑将文章不给某人审稿，这样的人或课题组不能超过两个，但是一般要说明理由。比如课题有些冲突等。

◆ 中国人投稿一般不要找中国人，人家编辑一眼就看出是你以前的同学、老师，你写谁往往他不找谁。

◆ 要求回避的人不要太多，容易误解。

◆ 作者推荐的审稿人编辑不一定采用，但要求回避的一般情况下都会同意。

◆ We would like to suggest Dr. XXX (要写清楚单位) as potential reviewers for our manuscript. We would like to exclude Dr. XXX (要写清楚单位) from the peer review of our manuscript due to possible close research overlap.

◆ "Due to a direct competition, we request these scientists will not be considered as reviewers:......."

◆ I would like to ask you for a favor to exclude Dr. XXX as a potential reviewer of this manuscript.

询问有无收到稿件

Dear Editors,

We dispatched our manuscript to your journal on 3 August 2008 but have not, as yet, receive acknowledgement of their safe arrival. We fear that may have been lost and should be grateful if you would let us know whether or not you have received them. If not, we will send our manuscript again. Thank you in advance for your help.

Best wishes,

Zhenran Jiang

询问稿件状态

Dear Editor-in-chief:

Thank you very much for your attendance on our manuscript JR*-**, entitled "*******". I am sorry to trouble you here, and I want to know the status of it, since it had lasted for about two months after the submission.

Best wishes.

Sincerely yours,

Li Yang

2007-10-30

催稿信

Dear Prof. ***↓

I submitted our latest work to your journal *** last November. I want to know the review process. If there are some responses from the reviewers？ Would you please tell me the results so that I can deal with it as early as possible? Please understand me that fast publication of our work is important for me. ↓

Kind thanks to you for your care. ↓

Best Regards↓

Yours sincerely↵

Ms. No.: xxx

Title: xxx

Corresponding Author: xxx

Authors: xxx

Dear Editor:

My manuscript, referenced above, has been revised according to the reviewer(s)'comments.

I list the modifications as follows:

(1)...

(2)...

(3)...

We would like to thank the reviewer(s) for introducing the above literature to us. This is very helpful to our future study.

If there are other errors or further requests, please contact me by e-mail.

Sincerely, yours

Best wishes,

XXX

投稿回函 (acknowledgement)

Dear Prof. XXX,

The Editor of the Transactions on Education acknowledges receipt of the following manuscript:

No. TE-2006-000287-A Concept-based Approach to Conducting Cooperative Learning Process

It is understood that this manuscript is entirely original, has not been copyrighted, published, submitted, or accepted for publication elsewhere, and all necessary clearances and releases have been obtained. If the material in this paper has been published before in any form, it is imperative that you inform me immediately.

You will be notified via email when the review of this manuscript is completed. Please refer to the paper number in any communications regarding your manuscript. You may check the review status of your manuscript via the IEEE manuscript Central website. When the review of your manuscript has been completed, you will be notified of its disposition by email and at that time reviewer comments will also be made available to you.

Sincerely,

Editor-in-Chief

Prof. Hwang:

I <u>regret to inform you that I have made the decision to reject your manuscript</u>, TE-2004-000296, titled "A Tabu Search Approach to Generating Test Sheets for Multiple Assessment Criteria" <u>IN ITS PRESENT FORM</u> so that you can make adjustments in the manuscript and submit a revised version for formal review.

The Transactions now requires that <u>all manuscript content be in the English language</u>. Your manuscript, as submitted, <u>contains graphical information that is in a language other than English</u>. Please replace those graphics containing non-English content with graphics totally in English. <u>Once you have made these substitutions, please submit your revised manuscript for review</u>.

Thank you in advance for your attention to this matter.

Sincerely,

David A. Conner, Ph.D., P.E.

Editor-in-Chief

修改文件投稿-e-mail

Dear Dr. S. Heller,

Attached please the revised manuscript " A Group-Decision Approach for Evaluating Educational Web Sites" submitted to computers & Education for possible publication. A file containing the revision summary is also attached. Your acknowledgement will be highly appreciated.

Thank you.

Sincerely yours

Gwo-Jen Hwang

Information Management Department

National Chi Nan University

Pu-Li, Nan-Tou, Taiwan 545, R.O.C.

FAX: 886-940503178

TEL: 886-915396558

Response to Reviewers and Editor

Paper#: SMCC-03-06-0056

Title: On the Development of a Computer-Assisted Testing System with Genetic Test Sheet-Generating Approach

[Reviewer 1 Comments]:

The paper should be shortened.

[Response to Reviewer 1]:

The paper has been shortened to 24 pages by removing some redundant descriptions of genetic models and algorithms; moreover, Sections 3 and 4 have been re-written to condense the entire paper.

修改文件说明-Revision Summary

[Reviewer 2 Comments]:

No innovative contribution was found both in the theory of genetic algorithms and in the application of them.

[Response to Reviewer 2]:

(1) We have re-written the abstract and Sections 1 and 2 to explain the importance about the construction of a good test sheet. The major contribution of this paper is not in its technical part. Instead, we tried to cope with an important problem arising from real educational applications. Such a problem is known to be critical and has not been efficiently and effectively solved before.

(2) Since the innovative contribution of this paper might not be significant, we have re-written the paper as a technical correspondence based on the editor's suggestion.

修改文件说明-Revision Summary

[Reviewer 3 Comments]:

Make the definitions, formulas, and other descriptions clearer and more precise, so that the revised paper will be improved in its readability and correctness.

[Response to Reviewer 3]:

Te mixed integer models and the genetic algorithms in Sections 3 and 4 have been re-written to make the definitions, formulas, and other descriptions clearer and more precise (please refer to Pages 6-17). Moreover, a colleague who is an English expert has carefully checked the paper to correct potential grammatical errors.

Dear Prof. Hwang,

The review of your manuscript titled "A Test Sheet-Generating Algorithm for Multiple Assessment Requirements", TE-2001-000029.R1, has been completed. The Editorial Review Board, <u>while feeling that your manuscript is worthy of publication, feels that the manuscript requires a few minor revision before it can be published in the Transactions on Education</u>.

When reviewing the manuscript, each reviewer was asked to complete two questionnaires: one that directed comments to the Editorial Board and one that directed comments to the author(s) of the manuscript. You will find attached reviewer comments directed to you. In preparing the next revision of your manuscript, you will be expected to address the issues brought up by the reviewers. Once you have addressed these issues, your manuscript will be ready to processed to publication.

In preparing your next revision, here are some important criteria that need to be followed.

1. The next revision of your manuscript should be double-spaced and typed in 12-point type.   DO NOT single-space!   DO NOT use a two-column, journal-style format!

2. Make sure that all bibliographical references for books and published papers follow the IEEE format described at
http://standards.ieee.org/guides/style/section7.html#992.

3. Make sure that all bibliographical references to specific information on a web site include the last date the site was viewed. Web sites change and specific content is often removed.   A reader requiring specific, referenced content that has been removed will need a date on which the information appeared when requesting that information from the Web Master's archive.

4. Number each page.

When you have completed revising your manuscript, mail a copy to the Transactions' Editorial Administrator, Jerry Ann Conner. Be sure to include your manuscript number in your cover letter when you transmit your manuscript to Mrs. Conner. When Mrs. Conner receives your revised manuscript, a review will be made to ensure that appropriate revisions have been made. Then the manuscript will be reviewed for English grammar, punctuation, spelling, and correct word usage. When these reviews have been completed, the Transactions' Editorial Administrator will mail you two items: (1) a copy of your manuscript that has been edited for grammar, punctuation, spelling, and correct word usage and (2) a check list of required items that must be submitted for your manuscript to be published. Your final manuscript should include all corrections noted by the Editorial Administrator. When all items are ready for submission, they should be mailed to the address indicated on the check list.

Thank you for your interest in publishing in the Transactions. We look forward to seeing your manuscript in print.

Sincerely,
David A. Conner, Ph.D., P.E.
Editor-in-Chief
IEEE Transactions on 32Education

校稿信件

Dear Dr. Hwang,

The proof for your article, A Test-Sheet-Generating Algorithm for Multiple Assessment Requirements, is ready for your review.   Please connect to the following URL to retrieve your proof:
URL:
https://authorproof.ieee.org/tfa/authproof.do?journal=TE&artID=46te03-hwang

If you have trouble accessing your proof site, please make sure that your browser's security setting utilizes 128-bit SSL as it is necessary for access to your proof.
If you have any problems or questions regarding this proof, please contact your IEEE staff editor by replying to this message.

Christine Vartanian
Associate Editor,
Transactions on Education/
Journal of Lightwave Technology,
IEEE Publishing

校稿信件

Dear Dr. XX,

We have received your above-mentioned article for publication. On behalf of Elsevier Science, I would like to take this opportunity to thank you for choosing Computers & Education as your publishing medium.

From the details supplied by the journal editor we have logged your address, and your e-mail, phone and fax numbers if available. Please check that the details are correct so we can contact you quickly, if necessary.

Any attachment to this e-mail is in PDF format. To view and print an attachment you will need Acrobat Reader from Adobe. This program is freely available and can be downloaded from http://www.adobe.com/. The Acrobat reader is available for whole series of platforms which include PC, Mac and Unix. If you would prefer to receive the forms by fax or mail then please inform us immediately by replying to this e-mail with full fax details.

If any questions or problems arise, please do not hesitate to contact us, preferably by fax or e-mail quoting CAE 651 in all correspondence.

Yours sincerely,
Elsevier
J. Beskeen

Dear Prof. White,

Recently, we checked the status of our paper " On the Development of a Computer-Assisted Testing System with Genetic Test Sheet-Generating Approach" (SMCC-03-06-0056.R3) submitted to SMCC on March 29, 2009, and found that the review record remained "Awaiting Reviewer Assignment". We are sending this e-mail to inquiry the status of the paper. Your acknowledgement will be highly appreciated.

Thank you.

Best regards,
XXX, Ph.D.
Professor of Information Management Department
XXX University
Web: www.im.ncntu.edu.sg
TEL: 886-915396558
FAX: 886-49-2915205

To Whom It May Concern,

We received an acceptance letter, dated on November 7, 2003, of our article submitted to Computers & Education. As we didn't receive further information on the preparation of our manuscript for publication, we sent a mail to the Editor-in-Chief to see whether our article has an ID for inquiry. She said no ID is needed. Do you have any information on the publication progress of our paper (Author: Hwang, Tseng and Lin; Title: An effective approach for test-sheet composition for large scale item banks)? Or, please advise the
process we need to follow.

Best regards,
Bertrand M.T. Lin

填好版权转让声明、扫描后发送

Our reference: xxx ↓
Editorial reference: xxx ↓
Title: xxx ↓
To be published in: xxx ↓

↓

Dear xxx: ↓

↓

Attached please find the scanned copy of the signed TRANSFER OF COPYRIGHT ↓
AGREEMENT of xxx. If there are other requests, please contact me by e-mail. ↓

↓

I wonder when I can receive the proofs of xxx for correction. （问一句校样何时能收
到） ↓

should you receive this letter, please send me an e-mail to confirm receipt of my
signed TRANSFER OF COPYRIGHT AGREEMENT. ↓

↓

Many thanks in advance! |↓

↓

Sincerely, yours ↓

↓

xxx ↓

撤稿信

Dear Editor-in-Chief:
I am the corresponding author of the manuscript ***. It was submitted to this Journal one year ago but it is under review now.

Could you explain it for me? If there is still no response to me in two weeks, I regret to tell you we should submit it to another journal.
Please confirm my request either by email or writing once the permission granted.

Waiting for your reply!

Best Wishes
***
2007-10-23

●不到万不得已不要撤搞，这是下下策！

其它注意事项

◆ 平时要求研究生Reference的内容务必完整

◆ 论文中的图（系统封面或统计图）最好在进行研究时就先保留英文的版本

◆ 论文投稿前，最好找人帮忙看一下

  ◆ Ted English Editing

  ◆ Gloria English Editing

◆ 若投稿超过八个月没有结果，应该要以e-mail询问Editor或Editorial Administrator

谢谢！