

Freelancer Instructions for the Cover Letter

The below steps will guide you in preparing a cover letter for the manuscript provided for editing. Please email editors@enago.work in case any further clarifications are required.

If the cover letter does not apply because of the manuscript/editing scope, please mention the exact reasons when uploading the edited file(s) so that we can convey the same to the author.

1. To facilitate framing the cover letter, please consciously **note the following points** while editing the manuscript.
 - a. The importance of the study and its relevance to the journal's readership or field.
 - b. Any significant questions or gaps addressed by the research.
 - c. The design, methodology, and/or type(s) of analysis employed in the research
 - d. The major results and the overall findings of the research
 - e. The important conclusions and theoretical/practical implications of the research
2. Focus on the **importance and innovation of the findings**. Identify if they relate to the scope of the target journal. If the study is not pertinent to readers of the journal, convey this to the author via a detailed comment or the Advance Report (for the Substantive Editing service) and exclude the corresponding note from the cover letter body.
3. The **main body** of the cover letter should be in the range of **150–200 words**. This can often be separated into two paragraphs for readability, with the first paragraph introducing the study and its methods and the second paragraph detailing its findings and conclusions.
4. In addition, the **main body** of the cover letter must be **original**. Do not paste the abstract as the main body. If the client has provided a cover letter, edit their cover letter as you would a normal file and provide an original cover letter as per our template.
5. Avoid adding unnecessary content in the letter (measurements, statistics, etc.).

6. Some **journals have very specific requirements** for information to provide in the cover letter, which are usually stated in the journal's instructions to authors. Please make sure the cover letter includes all journal-required components.
7. We have **inserted specific comments in the cover letter** for the client, some of which need to be updated by you as per the information available to you. If you update certain details, please ensure that the corresponding comments for the client are removed. Else, please retain them.
8. Use either American English (serial comma, double quotation marks, “-ize” spellings, etc.) or British English (no serial comma, single quotation marks, ‘-ise’ spellings, etc.) **as per the language style required by the target journal** or, if no target journal has been indicated, **the language style selected by the client**.
9. Finally, **ensure that you proofread** the cover letter at least once, checking it for awkward sentences and flow.

Cover Letter Template

https://www.enago.com/documents/Enago_CoverLetter.dotm