**SPECIAL GUEST**

*Writing for Journal Publication*

- How to write a cover letter
- How to write a response to the reviewer

**SPEAKER
DR. KELWALIN
DHANASARNSOMBUT**

CUSTOMER CONSULTANT
ELSEVIER SOUTH EAST ASIA
(THAILAND)

**WEDNESDAY, 31 MARCH 2021**
**12.00HR-13.00HR**

# APRIL

04

**WEDNESDAY** 07

**How to submit FTM-IBC?**
นำทีมโดย
รศ.ดร.พรสวรรค์ เหลืองวุฒิวงศ์

**WEDNESDAY** 14

**Holiday Happy Songkarn day**

**WEDNESDAY** 21

การขอตำแหน่ง
ทางวิชาการ
โดย ทีมHR

**THURSDAY** 28

**Invited speaker Dr. Liwang Cui**

THANK YOU OUR

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# Writing for Journal Publication:
## - How to write a cover letter
## - How to write a response to the reviewer

**Applications** | ScienceDirect, Scopus

**Kelwalin Dhanasarnsombut**
Customer Consultant Elsevier South East Asia (Thailand)
k.dhanasarnsombut@elsevier.com

# Announcement

1.  Ask questions using Q&A feature or Chat box.

2.  Questions will be answered after presentation.

3.  Evaluation form and teaching materials will be sent to you after the training.

# Agenda: **How to write a cover letter**

Introducing Elsevier

What is Cover Letter?

Anatomy of Cover Letter

Elsevier's Learning Support

# 01 Introducing Elsevier

# Elsevier combines content with technology
## to provide actionable knowledge

**Read** *this* ▶ **Search** *this* ▶ **Do** *this*

Scopus®

ScienceDirect

# Research Workflow

| Idea | Planning | Designing | Writing | Publishing | Promoting | Tracking |
|------|----------|-----------|---------|------------|-----------|----------|



**Idea**
- How to understand research topics?
- How to find research trends?
- How to link research with patents?

**Planning**
- What types of research manuscripts are out there?
- How to find collaborators?
- How to find funding bodies?

**Designing**
- How to find the right references?
- How to manage research references?

**Writing**
- What should I prepare before writing?
- What are important points in writing?
- How should I approach collaborative writing?

**Publishing**
- How to find the right journal?
- What are these metrics in journals?
- What are ethics in publishing?

**Promoting**
- How to increase my research visibility?
- How to increase my profile as researcher?

**Tracking**
- How to assess my performance?
- How communicate my performance to stakeholders?

Scopus®    ScienceDirect    Scopus®

# 02 What is Cover Letter?

# Cover Letters are Important

## Roles and Purpose of Cover Letter

- It takes some time to write effective cover letters with strong, clear, and persuasive messages.
- Submitting manuscript without or with a poor cover letter can be a disservice to the paper.

- It's your chance to talk to the journal handling editor
- Tell him/her why your manuscript is special and worthwhile to be published
- Tell him/her why your manuscript is original, useful, and contribute meaningful knowledge to the journal's field.
- Tell him/her what is your research question and mention important results.
- Tell him/her why this journal and your manuscript are a good fit.

**Tip:** **See Aims and Scope of the journal.**

# Cover Letters are Important

Do and Don't



- Don't' summarize the manuscript or abstract

- Be funny and use big words

- Overclaim or inflate your findings

- Write as details as possible

- Finish then submit it


**Tip:** Check journal's website

- Highlight how your paper fits with the journal's aims and scope
- Be polite, formal, and direct to the point

- Be honest and highlight the claims you are making

- The letter should be on one-side of a sheet of paper; 12-point Times or Areal.

- Don't forget to check the spelling, especially the editor's name.

# Check for journal's details

Navigating ScienceDirect

# 03 Anatomy of Cover Letter

## Cover Letters are compositing of …

### Essential components

- Stress that the manuscript is original
- If part of it has been published as a pre-print or poster, please give clear details.
- Mention type of paper you want to publish
  - Research paper
  - Review
  - Case report
  - Etc.
- Mention that all co-authors have given their approval to submit the manuscript and have completed a conflict-of-interest form, compliance with ethical practices, etc.
- (If the journal doesn't ask for reviewer suggestion during submission) List a few referees with their email address, and institutional details
- Suggest people you wouldn't not want to review your manuscript as they would be conflicted.



**Tip:** [How to use the Reviewer Recommender on Editorial Manager](#)

**Tip:** Identify and examine potential reviewers by searching in [Scopus](#)

# Find the experts and their co-authors

Check author's Scopus Profile

# Cover Letters are compositing of …

Structure of the letter

- Your contact details

- Date
- Recipient's contact details
- Polite greeting or Name of the editor

- Body
  - Explain why you write this letter; Include your manuscript's title
  - Emphasize that your work is original
  - Describe your research why it's interesting and important.
  - Declare any conflicts/ or confirm there're no conflicts
  - Reviewer suggestion

- Sign off
- Your name, title, and institute
- (your co-author and contact details)

**Your information**
Full name
Full address
Today's date
Email
Phone number

**Recipients information**
Full Name
Company
Full address

**Introductory line**
Dear (insert name),

# Anatomy of Cover Letter

**Examples**

## Example 1

## Structure of the letter

☑ Address the editor / editor's contact / date

☑ Include your manuscript's title

☑ Type of article / in which journal

☑ State that your paper hasn't been published or

under consideration by another journal

☐ Part of it has been published somewhere else

☐ All co-authors have given their approval

☑ Highlight your output

☑ Note special requirements (e.g. declare conflicts if

any, reviewer suggestion with contacts)

☑ Your and/or co-author's contacts

---

[Your Name]
[Your Affiliation]
[Your Address]

[Date]

Dear [Editor name],

I/We wish to submit an original research article entitled "[title of article]" for consideration by [journal name].
I/We confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.

In this paper, I/we report on / show that _____. This is significant because _____.
We believe that this manuscript is appropriate for publication by [journal name] because it... **[specific reference to the journal's Aims & Scope]**. _____.

[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]

We have no conflicts of interest to disclose.

Please address all correspondence concerning this manuscript to me at [email address].

Thank you for your consideration of this manuscript.

Sincerely,

[Your name]

# Example 2

## Structure of the letter

☑ Address the editor / editor's contact / date

☑ Include your manuscript's title

☑ Type of article / in which journal

☑ State that your paper hasn't been published or under consideration by another journal

☑ Part of it has been published somewhere else

☑ All co-authors have given their approval

☑ Highlight your output

☑ Note special requirements (e.g. declare conflicts if any, reviewer suggestion with contacts)

☑ Your and/or co-author's contacts

---

Professor H. D. Schmidt
School of Science and Engineering
Northeast State University
College Park, MI  10000
USA

January 1, 2008

Dear Professor Schmidt,

Enclosed with this letter you will find en electronic submission of a manuscript entitled "Mechano-sorptive creep under compressive loading – a micromechanical model" by John Smith and myself. This is an original paper which has neither previously nor simultaneously in whole or in part been submitted anywhere else. Both authors have read and approved the final version submitted.

Mechano-sorptive is sometimes denoted as accelerated creep. It has been experimentally observed that the creep of paper accelerates if it is subjected to a cyclic moisture content. This is of large practical importance for the paper industry. The present manuscript describes a micromechanical model on the fibre network level that is able to capture the experimentally observed beha      In particular, the difference between mechano-sorptive creep in tension and compression is analysed. John Smith is a PhD-student who within a year will present his doctoral thesis. The present paper will be a part of that thesis.

Three potential independent reviewers who have excellent expertise in the area of this paper are:

Dr. Fernandez, Tennessee Tech, email1@university.com
Dr. Chen, University of Maine, email2@university.com
Dr. Singh, Colorado School of Mines, email3@university.com

I would very much appreciate if you would consider the manuscript for publication in the *International Journal of Science*.

Sincerely yours,

A. Professor

# 04 Elsevier's Learning Support

# Self-learning platform

**Research Academy** provides courses on science communications and publications

## Learn

Researcher Academy provides free access to countless e-learning resources designed to support researchers on every step of their research journey. Browse our extensive module catalogue to uncover a world of knowledge, and earn certificates and rewards as you progress.
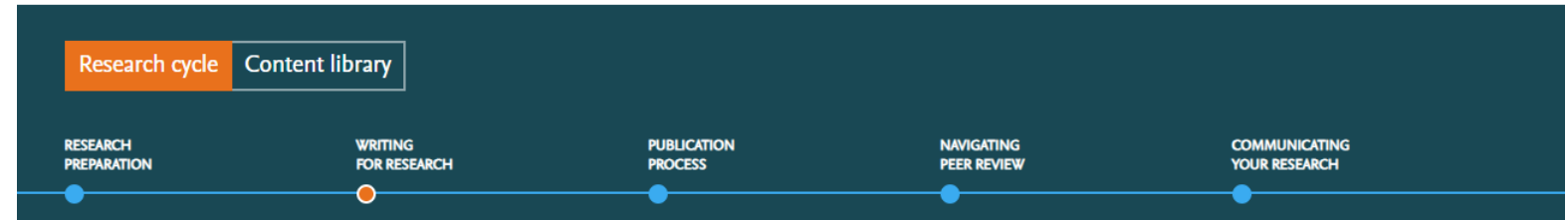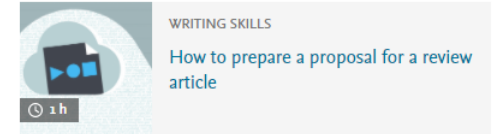
**WRITING SKILLS**
How to prepare a proposal for a review article
1 h

| Research cycle | Content library |

RESEARCH PREPARATION — WRITING FOR RESEARCH — PUBLICATION PROCESS — NAVIGATING PEER REVIEW — COMMUNICATING YOUR RESEARCH

## Writing skills

No matter how novel your research, or how much time you've invested in your work, you still need to pay attention to some basic writing rules if you want to get published.

**What you will learn**
- Information on common writing mistakes
- Advice on how to avoid those errors
- A guide to correct manuscript language

+ Read More

### Writing a persuasive cover letter for your manuscript
30 m
WRITING SKILLS

Submitting your manuscript without a cover letter or an incomplete one can impact the outcome of your submission.

### How to turn your thesis into an article
1 h
WRITING SKILLS

The process of writing a manuscript is considerably different from the work undertaken for academic degree requirements.

### 5 Diseases ailing research – and how to cure them
45 m
WRITING SKILLS

Learn how you can avoid or be cured of the 5 diseases affecting academic writing and research.

### Using proper manuscript language
40 m
WRITING SKILLS

Why poor manuscript language can prevent your research getting the recognition it deserves – and what you can do about it.

https://researcheracademy.elsevier.com/
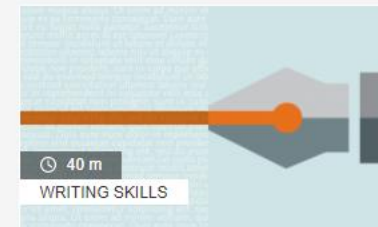
# Writing for Journal Publication:
## How to write a response to the reviewer

**Applications** | ScienceDirect, Scopus

**Kelwalin Dhanasarnsombut**
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# Agenda: **How to write a response to the reviewer**
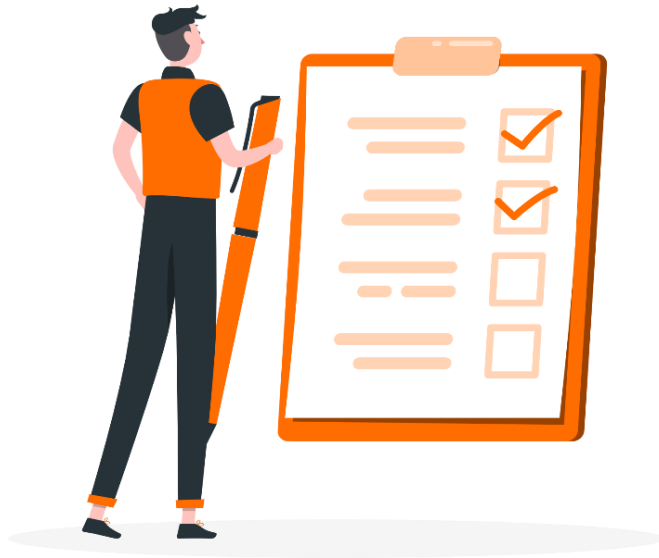


Introducing Elsevier

What is Reviewer Comment?

How should I response?

Elsevier's Learning Support

ELSEVIER

# 02 What is Reviewer Comment?

# Publish with Elsevier

Track your manuscript
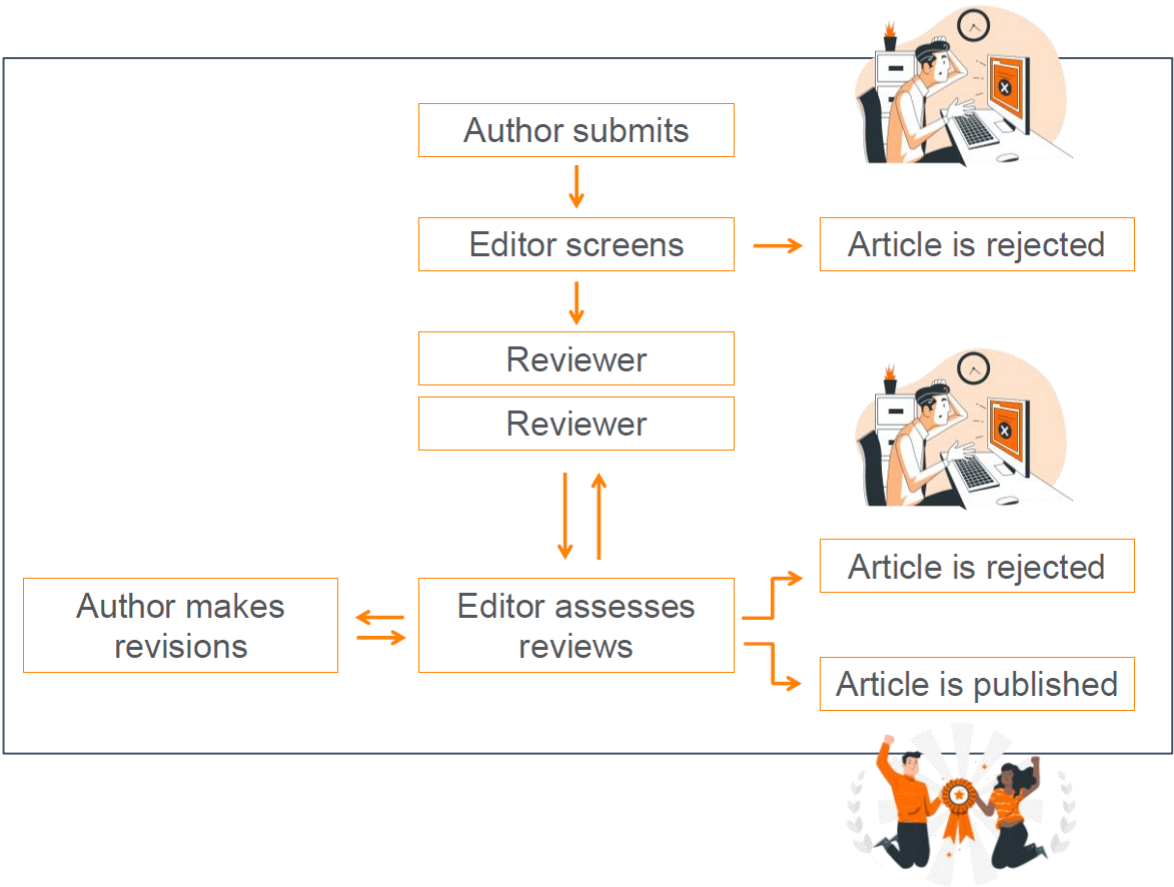


| ⊟ Action ▲ | Manuscript Number ▲▼ | Title ▲▼ | Initial Date Submitted ▲▼ | Date Revision Due ▲▼ | Status Date ▲▼ | Current Status ▲▼ | View Decision ▲▼ |
|---|---|---|---|---|---|---|---|
| View Submission<br>File Inventory<br>View Reference Checking Results<br>View Attachments<br>Revise Submission<br>Decline to Revise<br>Correspondence<br>Send E-mail | ELSTRAIN5-D-20-00058 | | Nov 30 2020 8:06:16:373PM | Jan 19 2021 11:59:59:000PM | Dec 8 2020 7:56:07:667PM | Revise | Revise |



### Track your accepted article

Our reference:*

Author surname:*
Please use the corresponding author.

**Track Article >**

'Our reference' (e.g. ABCD1234; ABCD_e1234) is provided in the 'Production has begun' e-mail we sent to you.

**Article not yet accepted?**
Please use the online submission system to check the status of your article.

**Problems finding your article?**
Please contact Customer Support.

# What is in the response?

The message from the editor and the reviewer

- Rejected without review (desk reject)

- Accept

- Minor revision

- Major revision

- Reject
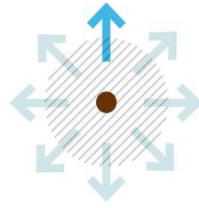
➢ Send thank you note and find new target journal

➢ Send thank you note and cake for the whole lab ☺

➢ Worth to publish but need some amendments
Doesn't guarantee accept

➢ May be worth to publish but significant textual
modifications and/or experiments are needed.

➢ Discuss with the team and plan for the response.

# 03 How should I response?

# What should I do?

Using CALM method



C: *Comprehend* (keep your cool!)

A: *Answer* (amend or advocate!)

L: *List* (make a list…check it twice!)

M: *Mindful* (make it easy for the editor – they will appreciate it!)

# What should I do?

C: *Comprehend*

- Stay calm
- Carefully read the comments

- Take a break
- Digest

- Ask someone else to read the comments

- Make a list of comments and plan for the action

---

*Original Submission*

*Recommendation*

Minor Revision

*Comments to the author*

This is a cross-sectional study aims to investigate how widely the Surgical Safety Checklist (SSC) is used by frontline medical professionals across the globe and identify potential barriers to implementation utilizing social networks. Overall, this is an interesting study demonstrating wide but variable use of the WHO SSC. This presents a need to improve education in under- and post-graduate training programs, especially in the low- and middle-income countries.

Introduction:

The author clearly demonstrated the background of SCC. However, it would be better if they could include what SCC checklist involves, to improve the understanding of the readers.

The aim of the study is clear, but the hypothesis is not stated.

Could the author provide the STROBE checklist?

Methods:

One organization, the 'Schoolofsurgery.org' is used - it would be helpful if the author could describe how popular and/or well known this organization is, e.g. how many followers does it have? Who are the main targets of this organization?

Also, why did the author choose to use this particular organisation?

It is not clear whether the survey was done for only one day or for a month. Also, why from 0800 to 1800? People often use their SNS during the night. The author collected the data from the globe - then why did not allow the time for 24hrs, considering the time differences between countries?

Has the author investigated whether participants 'never used' or 'never heard of SCC'? If not, why?

Results:

Use of graphs, e.g. clustered bar chart, is recommended.

Which countries showed the highest response rate? Listing all 65 countries is ideal - at least top 5 countries should be stated, as well as their compliance percentages.

Discussion:

Good and clear discussion about the limitation of the study. It would be better if author could also state that people who finished the surgery are likely to have a positive experience or interest with SCC.

Author stated that 'there is growing conflicting evidence of the impact of the surgical safety checklist across different global healthcare systems.' - what those evidences suggest?

---

- I must thank him for positive comments ☺

- Many useful suggestions to improve this manuscript including:
  – Add graphs
  – Include data
  – Describe more about …..

- Many questions I need to clarify including:
  – The methodology regarding ….
  – The measurement of ……

# What should I do?

A: *Answer*

- Start with easy one
- Then the minor comments
- Then the major comments

- List out all evidences you need

---

*Original Submission*

*Recommendation*
Minor Revision

*Comments to the author*
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---

- Don't forget to say thank you

- Need to add sentences to explain A, B and C
- Need to draw a bar chart also

- Need to explain about X and Y, therefore need to add references about Z.

# What should I do?

L: *List*

- Double check
- Don't ignore any comments

- Take time

- Start writing sentences in bulletpoints.

---

Original Submission

*Recommendation*
Minor Revision

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---

- "Thank for taking your time reviewing my research output"

- "The requested data have been added (line x-y): "*The experiment showed that* ……." "
- "The figures have been added as figure a and figure z respectively"

- "We want to thank the reviewer for the accurate suggestion. We have conducted several …… Therefore, we concluded that ….. We have added the summary (line xx-yy): "In conclusion, …." and also add a reference accordingly. (aaa, et. al.)

# What should I do?

M: *Mindful*

- Construct the sentences
- Clarity and structure
- Be polite

- Read your letter
- Ask someone else to read the comments

- Go through the check list

**Response to reviewers' Comments**

Title: Etanercept may induce neurosarcoidosis in a patient treated for rheumatoid arthritis.
MS: 1074799946108481

**Reviewer 1: Raffaele D'Amelio**

Comment 1
The Authors analysed data derived by studies with SGLT2 or placebo alone or in combination with other anti-diabetic drugs. The combination therapies could have an impact on the results of the meta-analysis. A forest-plot for subgroups (mono-therapies vs combined/placebo therapies) would be important in the view of the clinical management of the patients.

Response to comment 1
First of all, the authors would like to acknowledge the reviewer for taking his/her time to review and forward valuable comments to enrich the content of the manuscript.
To address the concern on the possible clinical outcome variations when SGLT2 inhibitors used as monotherapy or in combination with other anti-diabetic drugs, we have conducted subgroup analyses (SGLT2 monotherapy vs Combination with other antidiabetic drugs) (**Additional Fig 1 – Additional Fig 4**) However, the therapeutic outcome of SGLT2 inhibitors when used in combination with other anti-diabetic drugs was not significantly different from SGLT2 inhibitors monotherapy (Result section: paragraph 2).

Comment 2
SGLT-2 inhibitors were used at different doses. A dose-response meta-analysis could give interesting additional data (Orsini N, Li R, Wolk A, Khudyakov P, Spiegelman D (2012) Meta-analysis for linear and nonlinear dose-response relations: examples, an evaluation of approximations, and software. Am J Epidemiol 175: 66–73).

Response to comment 2
This is a well taken comment; for every SGLT2 inhibitors we have conducted several meta-regression analyses to determine the change in therapeutic outcomes with a change in doses of SGLT2 inhibitors (Result section: paragraph 2) (**Additional Fig 5 – Additional Fig 10**). In any of the meta-regression analyses increase in dose was not significantly associated with an increase in clinical response or adverse events.

- ☐ Address the reviewer
- ☐ Mention manuscript ID
- ☐ Response to all questions
- ☐ Add references, data, sentences per suggestions
- ☐ Explain and clarify the points

# Tips

Useful phrases and other tips that the reviewer will appreciate

- We agree with the referee that ….. , however ….
- The reviewer is accurate to point out ….., but …..
- Although we agree with the reviewer on ….., …….
- It's true that ……, yet ……
- We acknowledge that our paper might have been …., nevertheless ……
- We also disappointed by the ……..
- We agree that this is an important point that requires further research …..
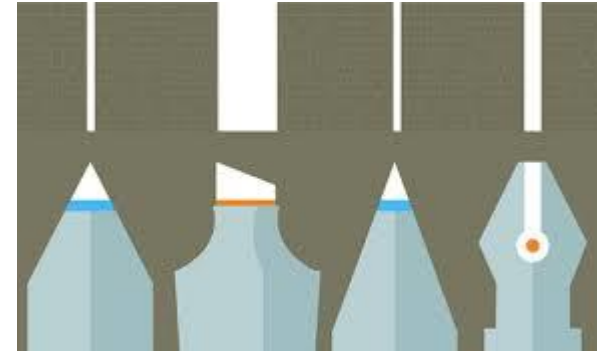
✗ Don't forget to address to the reviewers
✗ Don't forget to include manuscript title and ID

✗ Don't' resubmit the same version elsewhere : the same reviewer may review your work!
✓ Always use the reviewer's comments

## What if …..

When these things have happened.

- Two reviewers disagree

- The reviewer is wrong

- Rude reviewers ☹

- I don't understand the comments
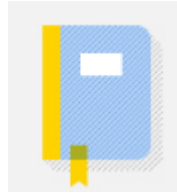
➢ Don't play them off. You can ask the editor.

➢ Don't agree with them. Be polite and explain. If it doesn't work, talk to the editor.

➢ Contact the editor.

➢ Ask the reviewer to clarify. It's ok.

Rejection is not a red light, but a beacon that shine light to better path of success.

Peer review report is not a blemish, but an effort trophy for both author and reviewer.

**Your Submission IJRM**  Inbox

IJRM <eesserver@eesmail.elsevier.com>  Tue, Jun 23, 8:04 PM
to
Ms. Ref. No.:
Title:
International Journal of Research in Marketing

Dear Dr

Thank you for submitting your paper entitled to the International Journal of Research in Marketing.

When a paper is first submitted to IJRM, the editorial team consisting of the editor-in-chief and/or co-editor reviews the paper carefully to make the assessment of (a) whether it has an appropriate fit with the editorial objectives of IJRM, (b) whether the paper is developed well enough to get into the process for a full review, and (c) the appropriate course of action for the paper to be developed further in the most efficient way. This assessment is necessary because we receive a large number of submissions and do not have the reviewer resources and the bandwidth to provide detailed reviews on each paper. If the initial assessment is not favorable we return the paper to the authors encouraging them to develop it further and/or find other suitable avenues for publication, to save time for all concerned. I am sure, as authors, you will appreciate the quicker turnaround.

I read through your paper carefully and based on my evaluation that paper is not a good fit for IJRM. The reason for this evaluation is as follows. While understanding is a relevant marketing topic, the paper is not making any incremental contribution to this literature in terms unearthing new theoretical insights. Also, this is specific to segment and food category which is not easy to generalize. In addition, the use of survey for measuring independent and dependent variables is beset with common method bias. Given the current state of the paper if I send out the paper for review, it will not survive the review process. I am sure there are other journals focused on energy markets which may welcome this type of research but given the lack of fit with IJRM, I do not want to waste your time.

I am sorry that my decision on your paper is not positive as much as we want to be encouraging and supportive. While I realize this outcome is not what you wanted, I hope you appreciate receiving timely feedback so that you can seek out other publication outlets that may provide a better fit for your paper.

Thank you for submitting your research to IJRM and we hope that the outcome of this specific submission will not discourage you from submitting future manuscripts to IJRM.

Yours sincerely,

P. K. Kannan, Ph. D.
Editor-in-Chief
International Journal of Research in Marketing

**Agricultural and Forest Meteorology**
Volumes 218–219, 15 March 2016, Pages 122-134
ELSEVIER

Hyperspectral narrowband and multispectral broadband indices for remote sensing of crop evapotranspiration and its components (transpiration and soil evaporation)

Michael Marshall [a, b] ✉, Prasad Thenkabail [b] ✉, Trent Biggs [c] ✉, Kirk Post [d] ✉

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Agricultural and Forest Meteorology, Volume 217, Supplement 1, January–December 2016, Pages 98-99
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Peer review report 2 On "Hyperspectral narrowband and multispectral broadband indices for r...
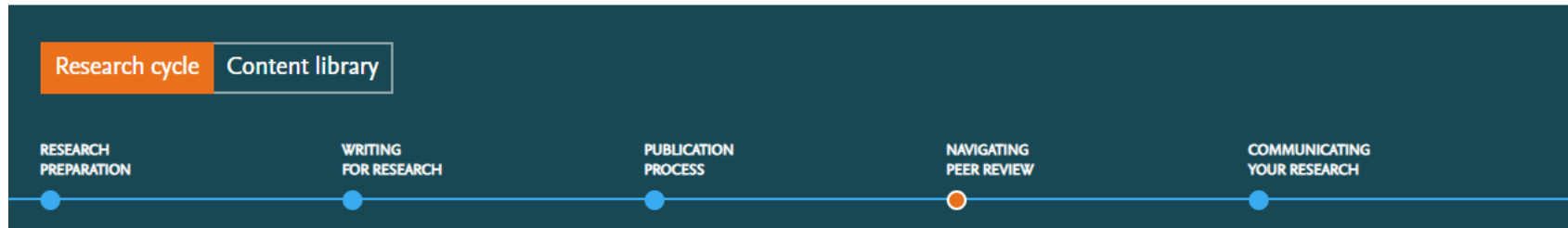Agricultural and Forest Meteorology, Volume 217, Supplement 1, January–December 2016, Pages 146
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# 04 Elsevier's Learning Support

# Self-learning platform

**Research Academy** provides courses on science communications and publications
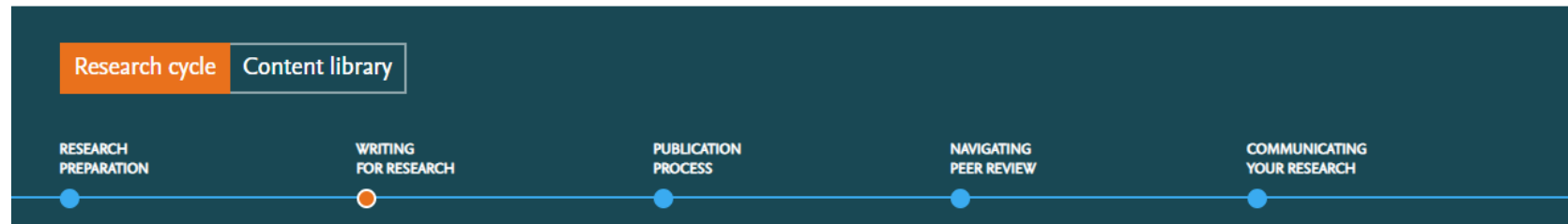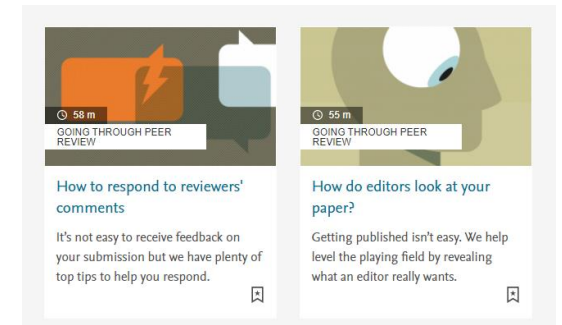


## Going through peer review

When you've already invested so much time in your manuscript, it's not always easy to hear that a reviewer thinks it needs more work. In these modules, we provide some useful advice on how to

### What you will learn

- Practical advice on how to respond to reviewers
- An explanation of what reviewers are looking for
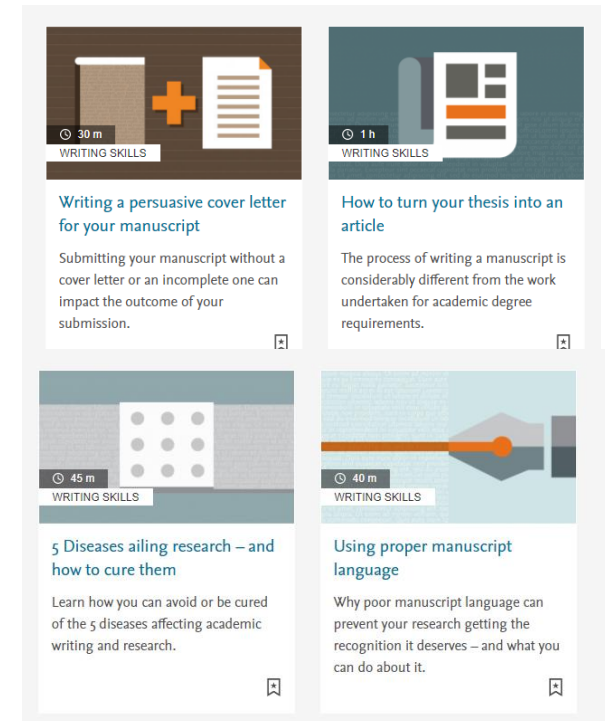- Tips on looking at your submission with a critical eye

## Writing skills

No matter how novel your research, or how much time you've invested in your work, you still need to pay attention to some basic writing rules if you want to get published.

### What you will learn

- Information on common writing mistakes
- Advice on how to avoid those errors
- A guide to correct manuscript language

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**GOING THROUGH PEER REVIEW** — 58 m

**How to respond to reviewers' comments**

It's not easy to receive feedback on your submission but we have plenty of top tips to help you respond.

**GOING THROUGH PEER REVIEW** — 55 m

**How do editors look at your paper?**

Getting published isn't easy. We help level the playing field by revealing what an editor really wants.

**WRITING SKILLS** — 30 m

**Writing a persuasive cover letter for your manuscript**

Submitting your manuscript without a cover letter or an incomplete one can impact the outcome of your submission.

**WRITING SKILLS** — 1 h

**How to turn your thesis into an article**

The process of writing a manuscript is considerably different from the work undertaken for academic degree requirements.

**WRITING SKILLS** — 45 m

**5 Diseases ailing research – and how to cure them**

Learn how you can avoid or be cured of the 5 diseases affecting academic writing and research.

**WRITING SKILLS** — 40 m

**Using proper manuscript language**

Why poor manuscript language can prevent your research getting the recognition it deserves – and what you can do about it.

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# Q&A session

https://www.elsevier.com/connect/authors-update/how-to-respond-to-reviewer-comments-the-calm-way

https://www.journals.elsevier.com/annals-of-nuclear-energy/news/3-top-tips-for-responding-to-reviewer-comments-on-your-manus

https://www.sciencedirect.com/science/article/pii/S1877056819300556

Please give me some feedback

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