

秘书技巧心得：对国外杂志投稿时如何写email PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/473/2021_2022__E7_A7_98_E4_B9_A6_E6_8A_80_E5_c67_473794.htm 对国外杂志投稿时如何写email

对国外杂志投稿的时候，一般都是使用email投递，除了正文文章作为附件发送以外，还需要写一封信，叫cover letter，一封好的cover letter可以起到很好的作用，就好比你求职的时候的自荐信，要吸引住编辑的眼球，你就成功一半了。国外杂志编辑的权利很大，基本决定你的生死。cover letter的内容主要需要想编辑详细的介绍你的文章的主要内容，突出文章的创新性，价值，还有你为什么发表这篇文章，还可以简要指出目前该领域的发展方向，最好你的文章就是朝向这个方向的。其他就是常规要求了，用语恰当，格式规范等。

Dear Dr. : Enclosed are three copies of a manuscript by Rose N .Dipaola , Donna A. Gallo , and Tom N.Roberts titled “ Hepatitis C Virus Infection in Long-Te rm Transfusion Patients ” 。 It is submitted to be considered for publicat ion as a “ Original Article" in your journal.This paper is ~ ? 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 you r journal because the study it reports stated the HCV infection rate amo ng long-term transfusion patients is higher than that of the general pop ulation and of short-term transfusion patients. Correspondence and phone calls about the paper should be directed to Ros e N.Dipaola at the following address , phone and fax number , and e-mail address

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