
SCI论文投稿系列之审稿意见回复模板

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SCI论文投稿系列之审稿意见回复模板。 [Journal Editor's First and Last Name][, Graduate Degree (if any)]

TIP: It ' s customary to include any graduate degrees in the addressee ' s name.

e.g.,John Smith, MD or Carolyn Daniels, MPH

e.g.,Editor-in-Chief, Managing Editor, Co-Editors-in-Chief

[Journal Address]

[Submission Date: Month Day, Year]

Dear Dr./Mr./Ms. [Editor's last name]:

TIP: When the editor ' s name is not known, use the relevant title employed by the journal, such as “ Dear

Managing Editor: ” or “ Dear Editor-in-Chief: ” . Using a person ’ s name is best, however. Also, websites may be outdated, so call the journal to confirm to whom you should address your cover letter when in doubt.

TIP: Use “ Ms. ” and never “ Mrs. ” or “ Miss ” in formal business letters.

TIP:Neveruse “ Dear Sirs: ” or any similar expression. Many editors will find this insulting, especially given that many of them are female!

Thank you for inviting us to submit a revised draft of our manuscript entitled, “ [TITLE] ” to [JOURNAL]. We also appreciate the time and effort you and each of the reviewers have dedicated to providing insightful feedback on ways to strengthen our paper. Thus, it is with great pleasure that we resubmit our article for further consideration. We have incorporated changes that reflect the detailed suggestions you have graciously provided. We also hope that our edits and the responses we provide below satisfactorily address all the issues and concerns you and the reviewers have noted.

To facilitate your review of our revisions, the following is a point-by-point response to the questions and comments delivered in your letter dated _____.

Editor ’ s Suggestions:

[Editor general comment]

RESPONSE:[Brief response thanking editor or expressing delight at the feedback, where appropriate.]

[First editor comment]

RESPONSE:[General opinion of comment (e.g., "You raise an important question.")][Response discussing changes or providing clarifications and explanations.]

[Second editor comment]

RESPONSE:[General opinion of comment (e.g., "You make a fair assessment.")][Response discussing changes or providing clarifications and explanations.]

Reviewer 1 Comments:

[Reviewer 1 general comment]

RESPONSE:[Show appreciation for time and energy reviewer committed and the value of their comments.]

[First reviewer 1 comment]

RESPONSE:[General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]

[Second reviewer 1 comment]

RESPONSE:[General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]

Reviewer 2 Comments:

[Reviewer 2 general comment]

[Show appreciation for time and energy reviewer committed and the value of their comments.]

[First reviewer 2 comment]

RESPONSE:[General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]

[Second reviewer 2 comment]

RESPONSE:[General opinion of comment (e.g., "Thank you for this suggestion.")] [Response discussing changes or providing clarifications and explanations.]

CONCLUDING REMARKS: Again, thank you for giving us the opportunity to strengthen our manuscript with your valuable comments and queries. We have worked hard to incorporate your feedback and hope that these revisions persuade you to accept our submission.

Sincerely,

[Your Name]

Corresponding Author

Institution Title

Institution/Affiliation Name

[Institution Address]

[Your e-mail address]

[Tel: (include relevant country/area code)]

[Fax: (include relevant country/area code)]

Additional Contact[should the corresponding author not be available]

Institution Title

Institution/Affiliation Name

[Institution Address]

[Your e-mail address]

[Tel: (include relevant country/area code)]

[Fax: (include relevant country/area code)]

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