
SCI论文催稿信模板

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：常规SCI论文投稿的审稿周期为1-3个月，部分杂志的审稿周期较长，SCI投稿作者可能有这样的经历，文章已经投稿2-3个月，投稿状态不变，文章还等着毕业或职称用，但不知能否发封催稿信？



一般而言，SCI文章从投稿到发表有其一整套流程的，不同的出版社审稿时间又不相同，所以导致作者等待的时间或多或少。审稿所耗费的时间最长，审稿时间是由编辑初审时间、审稿人审稿时间、编辑给出意见的时间组成的。如果恰逢审稿人原因不能按时审稿，那么作者稿件可能要等待更长的时间。那么到底该不该催稿呢？

笔者认为，该催稿时就催稿，这是很正常的行为，编辑会理解的。如果稿件两个月或者更久还没有消息，不妨给编辑发一份态度诚恳的催稿信，这对于加快进度有一定作用，不过别太过，隔三差五的发催稿信，编辑就只能对你呵呵了。催稿信的写法其实很简单，态度要好是一定的，其次就是简明扼要，别废话太多，下面这封催稿信可作为模板，不妨参考一下：

催稿信模板1：

Dear Prof. x x x：

Sorry for disturbing you. I am not sure if it is the right time to contact you to inquire about the status of my submitted manuscript titled “ Paper Title ” . (ID: 文章稿号), although the status of “ With Editor ” has been lasting for more than two months, since submitted to journal three months ago. I am just wondering that my manuscript has been sent to reviewers or not?

I would be greatly appreciated if you could spend some of your time check the status for us. I am very pleased to hear from you on the reviewer ’ s comments.

Thank you very much for your consideration.

Best regards!

Yours sincerely,

× × × × × ×

Corresponding author:

Name: × × ×

E-mail: × × × × @ × × × ×

催稿信模板2 :

Dear Editor,

I am very sorry to disturb you. I am a Ph.D candidate of ..., and I will be graduated in May,2012. However, I am worrying about that because I need another accepted or published paper so that I can get the qualification to be graduated. My manuscript(Manuscript Number,MN:...) is still "under review". Could you please improve the review process for me?By the way, I noticed that there are existing "an editorial restructuring" in this journal. Will this impact the review process?Thank you very much for your consideration and help. Looking forward to hearing from you soon.

Best Regards,

Your name

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