

## COVER LETTER（投稿信）实用指南

### 1、什么是 cover letter?

指的是投稿信

### 2、cover letter 的内容主要包括那些?

应该简述所投稿件的核心内容、主要发现和意义，拟投期刊，对稿件处理有无特殊要求等（如“not to review” list）。另外，请附上主要作者的中文姓名、通讯地址、电话、传真和 e-mail 地址。此外有的杂志要求推荐几位审稿人及其联系方式。以及谁已经阅读过该文（当然是牛人）。

我投的那个杂志是要求说明你论文研究的意义，以及与这个杂志的相关性，另外还有的可能要写明你没有一搞多投等。此外临床实验要求写明符合伦理学要求。

### 3、如何写 cover letter?

各个杂志的具体要求是不一样的，在杂志的 guide for authors 一般会有要求。如果没有具体的要求，大家可按照通用要求处理。

### 4、常用模板:

#### 常用模板（1）

Cover letter

Dear Mr. \*\*

1. The work described has not been submitted elsewhere for publication, in whole or in part, and all the authors listed have approved the manuscript that is enclosed.

2. I have read and have abided by the statement of ethical standards for manuscripts submitted to Neuroscience.

kind regards.

Your sincerely,

通讯作者

#### 常用模板（2）

Dear Dr. 主编 name:

We submit our manuscript entitled " 文章 title" to 杂志名 for publication.

接着简单介绍你文章的主要创新点和意义，不易过多，但要突出新意和关键点。

All authors have seen the manuscript and approved to submit to your journal.

Thank you very much for your attention and consideration.

Sincerely yours,

通讯作者

#### 常用模板（3）

Dear Dr. 主编 name:

# 达晋医学编译

We submit our manuscript entitled " 文章 title" to 杂志名 for publication.

接着简单介绍你文章的主要创新点和意义，不易过多，但要突出新意和关键点。

All authors have seen the manuscript and approved to submit to your journal.

Thank you very much for your attention and consideration.

Sincerely yours,

通讯作者

## 常用模板（4）

Dr. \*\*\*

Editor-in-Chief, \*\*\*

(add address) January 22, 2003

Dear Dr. \*\*,

Enclosed herewith please find 3 copies of a MS by: '\*\*\*, \*\*\* and \*\*\*' entitled: "\*\*\*\*\*", which we would like to submit for publication in the '\*\*\*\*\*'.

Looking forward to your decision,

With kind personal regards,

Sincerely yours,

\*\*\*\*\*

Professor of \*\*\*

## 常用模板（5）

Dear Prof. Gil:

This is a manuscript by\*\*and \*\*entitled ".....". It is submitted to be considered for publication as a "..." in your journal. This paper is new. 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 your journal as it .....

Correspondence should be addressed to \*\*at the following address, phone and fax number, and email address:

...

Thanks very much for your attention to our paper.

Sincerely yours,

\*\*

## 如何询问稿件及编辑答复!

### 我的去信:

Dear Editor,

I'm not sure if it is the right time to contact you again to inquire about the status of my submitted manuscript(ref:\*\*\*\*) although nearly one month have passed since I contacted you last time. I would be greatly appreciate if you could spend some of your time check the status for me.

Best regards

\*\*\*

### 老外的答复:

Dear \*\*\*,

Thank you for your e-mail. We would like to sincerely apologise for the long delay in reviewing your article. Your article was sent to many different referees, most of whom felt that they were either unqualified or their time was too restricted to review the paper. We understand that you must feel frustrated, and we are sorry for this. Please understand that we rely entirely on the referee's to return articles to us speedily. Unfortunately, this is not always the case. It would be much appreciated if you could suggest an alternative referee for your article, a person who may be able to review the article in a more appropriate time frame. Please forward this person's contact details (e-mail address) to us as soon as possible. We will do our very best to speed up the process. We apologize for any inconvenience that you experienced due to this delay, and we appreciate your understanding and tried patience in this regard.

## 邀请函上没有老外签名，无法签证

**背景介绍：**老外的签名跟我们的盖章查不多，没有签名的东西是不正式的，我去参加某次国际会议，签证的时候才发现，粗心的老外给我的邀请函没有他的签名，我只好 email 给她询问，并要求马上传真给我。

### 我的去信：

Dear Ms. Rose:

I'm Whyerect from China, who plans to participate the 11th International Symposium on Data Mining 2002 in Sydney. The poster number of my paper is 007.

I found the 'OFFICIAL ACCEPTANCE LETTER' you sent to me was lack of your signature. I'm afraid this would cause some trouble when I go to the embassy for my visa. Could you please send me a fax or electronic version of OFFICIAL ACCEPTANCE LETTER with your autograph?

Thank you!

Regards

Whyerect

### 老外的答复：

Dear Whyerect:

Thank you for your message. I am sorry that the corrected invitation has not reached you. I have requested a new mailing to be sent to you today.

Best Regards,

Rose

### 我的再去信：

Dear Ms. Rose:

could you please fax a copy of my acceptance letter fist so that I could have enough time for my visa application? The visa application will take me about 2-3 weeks according to the embassy.

Thanks a lot!

Regards

Whyerect

### 老外的再答复：

Dear Whyerect:

The invitation letter for your presentation at SPIE's International Symposium Data Mining (22-27 October 2002) has been mailed. An Adobe acrobat pdf file of the letter is attached to this message for your use. We look forward to your participation in Sydney.

Best regards,  
Rose

## 没有出席会议，索要论文集

背景：会议论文被录用，但没有出席会议，对方邮寄了光盘，询问是否有纸质论文集。

### 我的去信：

Dear Sean

Thanks for sending the CD-ROM copy, but I have not received the book (the proceedings), I want to know whether a book should be included .

As you know, the printed copy would be more believable and useful as a reference,If I want one how much it cost? thank you

Best wishes

Jinke

### 对方回信：

Hello Dr.

A printed version is 125 plus whatever shipping and currency conversion costs. They can be ordered and paid for through the same route as previously.

Cheers

Dr. Sean D. Dessureault

2005 APCOM Chairman

## 产品中农药残留检测付费事宜

背景：我没有具体的和老外们联系讨论过什么投稿啊参加会议的事情，但是有过很多和他们联系其他相关事宜的情况.以下是和某德国实验室联系的 **E-mail**,讨论的是在按照 **EP**,产品中农药残留检测已经付相关费用的问题.希望也可以对大家有所借鉴!

### 我的去信:

Dear \*\*\*\*,  
I am oe work for ooCo., Ltd.  
I have received the fax about analysis payment. Could you give me detail information about your bank account. So that I can pay as soon as possible.  
Best Wishes,  
\*\*\*\*\*

### 老外的回信:

Dear \*\*\*\*\*,  
attached you find the invoice for the analysis of pesticide residues including bank account information.  
In case of any questions please don't hesitate to contact me.  
Best regards  
\*\*\*\*

## 版权转让声明及确认校样

背景：论文已被接收，编辑要求我提供签名的版权申明和确认校样，我与编辑之间的通信。

### 我的去信：

Dear editor,

I've gone through this article and found a wrong word. The 143th line the word "m" should be "the". I noted it in the query form.

Please give me a back e-mail. Thank you very much.

Best wishes.

Yours,

\*\*\*

### 老外的回复：

Dear Dr. \*\*\*,

I hereby acknowledge the safe receipt of the corrections.

Thank you for your cooperation.

Yours sincerely,

\*\*\*\*

### 我的再去信：

Dear \*\*\*\*,

I've read carefully the 'Transfer of copyright agreement' and signed it. Now

I e-mailed it to you. In addition, we will not order the offprints at the present time.

Please send me a back e-mail if you receive this message. Thank you very much!

Yours sincerely,

\*\*\*

### 老外的再回复：

通知我版权申明已经收到

Dear \*\*\*,

I hereby acknowledge the safe receipt of the signed copyright form.

Thank you for your cooperation.

Yours sincerely,

\*\*\*\*



## 审稿人意见

背景：老外发给我的审稿人意见及 mail

老外的 email:

Dear\*\*\*,

Please find enclosed the re-review from one of the previous reviewers of your manuscript. As you can see, he is now in favor of publishing your article if you can modify your paper to answer his questions.

If you feel that you can answer his questions appropriately, then please provide a revised manuscript based on the recommendations of the reviewers together with a disk or CD of the revision using a standard word processing program. You must also send along with the revision a cover letter that details your responses to each point in the reviewers' comments.

Thank you once again for your interest in Ultrasonics Sonochemistry. I am sorry for the delay in processing your manuscript.

Doinit L. Sr.

老外的审稿意见:

Reviewer Comments for USAM 2005.6

Title of Paper: \*\*\*

Authors: \*\*\*

Ref. No. USAM2005.6

RECOMMENDATION: PUBLISH WITH REVISION

I appreciate the progress and effort that the authors have made. I note some significant progress in this revised article. By replacing "new" with the word of "simple", I take back my argument about the novelty of the method in making soft metal nanoparticles, because it is the first article that report to pulverizing Sn metal into the size as small as 50 nm. Maybe the word "facile" is more appropriate.

I am still having trouble understanding the mechanism of the formation of Sn nanoparticle proposed by the author. Because the hardness of Sn is 1.5 in mineralogical scale, where Mg and Zn have 2.5 (Samsonov, G.V. "Handbook of the Physicochemical Properties of the Elements" IFI/Plenum, 1968, pp. 432), it is not surprising that Sn can be pulverizing into small particles under high-intensity of ultrasound. What I have trouble with is that the surface area should not be large enough to have the authors worried about in reducing the surface energy of particles with aggregation (I calculated the surface area of Sn particles at 50 nm is c.a. 12 m<sup>2</sup>/g). I really don't think the oxide coating and solvent molecules would depress the aggregation because I don't think there would be aggregation occurring.

Overall, it is my opinion that the article should be published if the authors can clarify the question about the mechanism of aggregation.

Please note that the references are not uniform in format from No 15 down.

投稿信

背景：我的投稿信

Dear Sir/Madam,

I am submitting here a manuscript entitled "\*\*\*\*\*". The manuscript consists of 10 pages of text, 2 pages of 4 figures, 1 page of 2 tables, 1 page of captions of figures.

I would be grateful if the manuscript could be reviewed and considered for publication in your "\*\*\*\*\*".

Yours sincerely,

Prof. \*\*\*\*\*

## 老外请我审稿

背景：小弟近来在本领域渐成气候🌱，竟然有某知名国际期刊请我替某编辑审稿，我以不熟悉该领域为由，拒绝了他，原文如下：

### 老外的来信：

Dear Dr. \*\*\*\*\*

Research Paper ID # No.007, entitled "\*\*\*\*\*", with Prof. Smith as corresponding author, has been submitted to the International Journal of ABC. I invite you to review this manuscript for one of our Editors, Dr. John. The abstract appears at the end of this email, along with the names of the authors. We normally expect reviews of Research Letters to be completed in two to three weeks, and reviews of other manuscript types to be completed in five to six weeks.

Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate your recommending another expert referee.

Please click the appropriate link at the bottom of the page to automatically register your reply with our online manuscript submission and review system.

Once you accept my invitation to review this manuscript, you will receive an email of confirmation, and then the manuscript will be available for you to examine in your 'Referee Centre' in our IJABC - Manuscript Central website. The email will tell you how to access this and how to submit your review on-line. If you require any further assistance, please contact me at [hello@ddmm.ac.de](mailto:hello@ddmm.ac.de) I realise that our expert referees greatly contribute to the high standards of our journal, and I thank you for your present and/or future participation.

Yours sincerely

\*\*\*\*

### 我的答复：

Dear Dr. \*\*\*\*\*

I am afraid that I can not make it because I am not familiar with this topic. I would be very happy to review papers that are close to my research interests, e.g. Support Vector Machine.

Yours sincerely

\*\*\*\*\*

### 老外的再回信：

Dear Dr. \*\*\*\*\*

Thank you for replying to my invitation to review manuscript ID # No.007 for the International Journal of ABC. It is unfortunate that you are unable to review this manuscript at this time.

I will keep you in mind when future manuscripts come in that fall under your area of expertise.

Yours sincerely

\*\*\*\*\*

## 讨论对方实验室资格的一些问题.

背景：下面是我将某个产品送到德国某个实验室,按照欧洲药典检测其中的 35 中农药残留的一些 E-mail,主要是讨论方法验证以及对方的实验室资格的一些问题.

### 对方的回复：

Dear Dr. \*\*\*,  
Jack has still wishes (see below). Please would you provide a copy of an authorized license and send it directly to Mr. John at "\*\*\*" <\*\*\*@hrm.com>.  
Thank you very much in advance.  
Best regards,  
\*\*\*\*

### 我的去信：

Professor \*\*\*\*\*,  
I have explained what you said to my colleagues and they agreed that additional validation is not necessary. However, would you like to contact \*\* to provide a authorized license? Maybe it is necessary when \*\*\* register in the other countries.  
For the testing report, writing the client as "\*\*\*Co.,Ltd" instead of " \*\*\*Co., Ltd. Research and Development Center of Plant Medicine" would be appreciated.  
Best regards.  
\*\*\*

### 对方的来信：

Dear \*\*,  
Please let me know whether the report about the pesticide analysis is OK now or not.  
Otherwise L\*T cannot send the original of the report to H\*\*.  
Best regards,  
G\*r S\*z

## 文章修改过程

**背景介绍：**老外发给我审稿人意见，我照着修改后发回。第一位审稿人（主审），建议发表，但是提出了一些问题，主要是提出：有些问题原文说明的不清楚或者机理解释的不合理，提供该方法的准确度、检测元件使用寿命等专业问题，并且提出语言需要修改和打印的错误修订。第二位审稿人（副审），建议发表，同样提出问题：机理解释有疑问，建议进一步表征等。我回复主要是依据审稿人的意见逐条回复，可能有些涉及专业词汇，基本上是一一对应。说明了修改了哪些内容，怎莫表示的等等。需要说明的是，该文章已经发表并印刷出来。2003 IF 2.39

### 审稿人意见：

Reviewers' comments:

Reviewer #1: Major Revision

This paper reports on the development of a stripping voltammetry procedure for the determination of thallium and cadmium in water using a modified glassy carbon electrode with a Langmuir-Blodgett film of p-allylcalix[4]arene coating.

The study is well planned and performed. Additionally, the topic that it covers is interesting; consequently, I feel that the paper merits publication in ACA, but with some revision. Following are some aspects for the authors to consider:

- 1 The characterization of Langmuir monolayers is made as usual through the measurement of the surface pressure versus area isotherms. Some characteristics of isotherms should be offered, i.e., the limiting area per molecule (it seems to be around 0.8 nm<sup>2</sup>/molecule from Figure 2) and the collapse pressure. Additionally, more information on LB film preparation should be included in 2.3 section (p. 5) related to the solutions used and their concentrations.
- 2 All reagents used for experimental work and the suppliers should be indicated in Section 2.2 (p.2), not only for the Tl<sub>2</sub>SO<sub>4</sub> reagent.
- 3 The lifetime of the proposed electrode must be discussed with experimental data.
- 4 The central idea of this study is the development of a new non-mercury electrode for the stripping analysis of metals. This means, additionally, the correct study of potential interferent

species to compare with conventional electrodes. The study of interferences must be improved by including more ions such as Pb(II), Bi(III), Ni(II) or Cu(II) and giving results in a new table.

5 The precision of the proposed procedure must be studied.

6 The applicability of procedure to drinking water is doubtful taking into account the detection limit found ( $>1 \text{ mg}\cdot\text{L}^{-1}$ ) and the natural level of analytes in waters. In fact, the application that the authors offer is to spiked clean water (lake water and tap water). Did the authors consider potential application to polluted water?

7 As the authors propose the simultaneous determination of Tl and Cd and since Figure 4 suggests some overlapping of stripping  $\text{g}\cdot\text{L}^{-1}$  level, it seems necessary to voltamograms for both metals at a 150 to study the resolution of both signals in the lab, indicating the concentration range for both metals in which resolution is possible.

8 The heading of Table 1 indicates recovery and precision for the tap and lake water analyzed, but the table does not include data for precision.

9 The whole manuscript should be revised for some typewriting errors and the English should be improved.

10 In brief, I think that the idea is interesting but the authors need to improve some aspects of their work as indicated above in order to demonstrate its real feasibility.

## Reviewer #2: Minor Revision

This is an interesting paper focusing on the use of LB films of calix[4]arenes for the determination of thallium and cadmium.

Its publication can be recommended, after considering the following points:

1) Why are they assuming that the calix[4]arenes are interacting with the glassy carbon electrode through the phenolic groups, rather than through the hydrophobic aromatic allyl groups? This possibility would not be preferred using the LB technique?

2) The binding of the metal ions would not be more favorable at the lower rim OH groups?

3) Spectroscopic, and microscopy (SPM, TEM) investigation of the LB-Tl, Cd surfaces would be very informative in this case.

4) Considering that only one layer has been deposited, and the evidence provided by the authors that it remains permeable to large ions, such as ferrocyanide, how can one be sure that the metal deposition is not occurring at the surface holes? Otherwise, how can a non-conducting layer mediate electron transfer in the reduction/stripping process?

5) A very interesting result would be the comparison between the behavior of the LB films of the t-butyl and allyl calix[4]arenes.

Language revision will be necessary.

## 我的回复:

Following are our response about reviewers' comment to our manuscript No \*\*\*-\*\*\*-00\*\*0:

1 The following sentence was additional among the text in order to contribute more information of LB film.

'The limiting area and collapsing pressure of p-allylcalix[4]arene is 0.75 nm<sup>2</sup> per molecule and 34mNm respectively on pure water ' was provided in section 3.1.

'Measurement of  $\pi$ -A isotherms and preparation of LB monolayer were performed with JML-04 LB trough (Shanghai Zhongchen Company, P R China). The spreading solutions were prepared by dissolving about 1-2 mg of the compound in 10 ml of dichloromethane. All spreading solutions were kept at 5 °C and renewed every 2 weeks.' was provided in section 2.3.

2 CdCl<sub>2</sub> and other chemicals were purchased from local company as analytical reagents and used without further purification. Therefore, this sentence will be appeared in the text.

3 The response of AllylCA-GCE did not change remarkably after two months. The lifetime of proposed electrode should be longer. We add the first sentence in our revision.

4 In order to make clear, one table about interferences will be appeared in our revision.

5 The precision of proposed procedure were given in the table 2.

6 We consider that this electrode can detect metal ion of polluted water. Unfortunately, suitable sullage sample was not found in our area.

7 We want to ensure they won't interfere with each other. It seems to the peak of thallium and cadmium could not be separated entirely for partly overlapping in Fig 4 A.

8 We calculate relative standard deviation of method and provided it in table 2.

9 we correct some typewriting errors which were appeared in our manuscript.

10 The molecular orientation can be controlled easily using LB technique. The type Z LB film means hydrophilic group interact with glassy carbon electrode.

11 We have done experiment on electrode modified with calixarene(pasted on the surface of GC electrode), that is, molecular orientation was arranged freely. The response decrease sharply. We suppose it can due to decreasing of amount of allyl group on the same area. Therefore, we supposed that would not happened

12 The spectroscopic or microscopy investigation is unnecessary base on the above reason.

13 Metal can be deposited on the surface hole. However, the response of bare electrode is much less than that of AllylCA-GCE. We suppose this can be neglected.

14 The ferrocyanide is the larger ion, and it can not permeate the calixarene cavity and exchange electron with electrode. However, the supporting electrolyte can permeate the cavity freely.

15 The electrode modified with LB film of p-tert-butylcalix[4]arene cannot recognize thallium and cadmium at all.

16 We apologized for our poor English. We will try to improve it in revision.

17 In order to highlight the change what we have done, the color of text changed will become red.

## 要求减免版面费

背景：文章已经被接收 但是要交版面费 虽然是老板出 但咱是发展中国家 能省就省😊这次减免费用是成功的 文章已经发表

### 编辑部来信：

Dear Dr××,

Thank you for choosing ××××to publish your work. Your manuscript will be forwarded to the printers next week. Also all manuscripts printed in Vol. 10, No. 4, 2005 will be available on our web site: [www.××.org.pl](http://www.××.org.pl) soon.

We inform you that page charges:10 printed pages x \$20 per page = \$200 (two hundred US dollars) plus postage should be transferred to our account. You will receive 50 free reprints. If you would like to order extra 50 reprints you may do so at an extra charge of \$100.00 (one hundred US dollars) plus postage. We will send you an invoice. Please let us know how many reprints do you order and to whom the invoice should be send. If you want to pay by credit card, please, let us know, I will send you a form to fill in.

Best regards,

×××

### 我的回信：

Dear Editor:

We are glad to see that our paper will be published in ××××. Thanks a million for your work. Although we have been supported by an external grant source, we must admit that it is not enough money to pay page charges We hope to waive page charges expect for payments for language corrections and color figures.

Best wishes,

Authors:

### 编辑回信：

Dear Dr ××,

After discussion of your special case all three Editors agreed to cover partially your page charges. We inform you that page charges will be: 10 printed pages x \$5 per page = \$50 (fifty US dollars) plus postage (\$40), total \$90 (ninety US dollars).Please let us know the address of the institution which will pay the bill and to whom the invoice and reprints should be sent.

Best regards,



## 文章被初步接收

背景：投送文章被初步接收

### 老外的来信：

Dear\*,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

For your guidance, reviewers' comments are appended below. In addition to the modifications requested by the Editor you should add the names of ALL the authors in the list of references (unless they are really too many, for instance over 12-15).

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Yours sincerely,

Managing Editor

### 附：审稿人意见

Reviewers' comments:

Reviewer #1: Ms. Ref. No.: GENE-D-05-00014

- 1) I do not understand why the authors refer to Komaguchi et al (who cloned the chicken Lmbr1 gene) as our lab, since any of the authors are common.
- 2) To complete Fig. 1 please mark the position of Primer 13 (R)
- 3) Page 17 line 14, should be gAA > gAB >gBB
- 4) Page 25 line 18, should be 1254C1255G

### 我的回信：

Dear Managing Editor:

We have revised the manuscript according to reviewers' and your comments. In this revision, all the authors have been listed in the references. In our point-by-point response attached below, reviewer comment is in larger fonts (12 pt) and our response is in smaller fonts (10 pt). In addition, Title and Coauthors have several changes. We look forward to hearing from you. Thank you.

Reviewer #1: MS. Ref. No.: GENE-D-05-00014

- 1) I do not understand why the authors refer to Komaguchi et al (who cloned the chicken Lmbr1 gene) as our lab, since any of the authors are common. Revised.
- 2) To complete Fig. 1 please mark the position of Primer 13 (R) Revised.
- 3) Page 17 line 14, should be gAA > gAB >gBB Revised.
- 4) Page 25 line 18, should be 1254C1255G Revised.

\*\*\*\*\*

melody 提供的催稿信模板

Dear Dr. \*\*\*:

I'm not sure if it is the right time to contact you to inquire about the status of my submitted manuscript titled "\*\*\*\*\*" (Ms. Ref. No.: \*\*\*\*\*) although the status of "with editor" for my manuscript have been lasting for more than \*\*\*\*\* weeks. I am just wondering that my manuscript has been send to reviewers or not?

Best regards

\*\*\*

## 我的一封投稿信

Dear Editor:

This was my article for your magazine "Preparation and Structure Characterization of Long Single Crystalline CuO Nanoribbons". In this communication, we have developed a novel simple and convenient route to the abundant synthesis of long CuO nanoribbons on conducting Aluminium substrate. TEM and XRD studies indicated that these CuO nanoribbons were single crystal with single crystalline plane of monoclinic {111}. The nanoribbons obtained are about several hundreds nanometers in width, from tens to one hundred nanometers in thickness and their length can be up to one hundred microns. Because these CuO nanoribbons not only are perfect single crystalline but also are single crystalline plane, they can be expected to have special properties and purpose, such as nanoelectronic device and heterogeneous catalyst etc. In addition, the novel method seems can also be used to prepare 1D nanostructures of other metallic oxides.

yours sincerely

\*\*\*\*\*

## 我的知识产权证明

Dear editors:

I am a Dr of \*\*\*\* University in China. Now I will submit my manuscript entitled "Fabrication of Copolymer(core)-Palladium(shell) Composite Microspheres and Their Successful Application to the Solvent-Free Heck Reactions" to Chemical Engineering Science, and none of the work has been published or under consideration for publication elsewhere. This manuscript presents an in-suit synthetic method for the preparation of Poly (St-co-MAA)(core)-Pd(shell) composite microspheres with dense Pd shells coated on their surface. The wall thickness could be controlled in the range of 30-50nm by this coating process. The composite spheres showed very good catalytic activities in Heck coupling reactions and can be reused many times without loss of its catalytic activities in the absence of organic solvent. This method will attract great interest in the preparation of other copolymer(core)-metal(shell) nanomaterials. So, I think this manuscript is suitable for it. I would be very happy if I can get your reply as soon as possible.

If there are any questions, please contact with me.

Authors: \*\*\*\*, \*\*\*\*@yahoo.com.cn

Tel: +86-\*\*\*-2852533 Fax: +86-\*\*\*-2852533

Current address: The Key Laboratory for Special Functional Materials, \*\*\*\*\*

Corresponding author: \*\*\*\*\*

The software used: Microsoft word 2000 (text file), Photoshop 6.0

Yours Sincerely

\*\*\*\*\*

Oct,20, 2004

## 也是投稿信

**背景：我以前的老美老板写的投稿信,非常简单**

Editorial Office  
Journal of Physical Chemistry

Gentlemen:

I submit the letter, “xxxxx题目”, by 作者. It contains our findings on the attachment of gold nanoparticles to functionalized multiwalled carbon nanotubes. My coauthors and I believe that this new information, on a subject relevant to nanophase physical chemistry, merits consideration for publication in The Journal of Physical Chemistry B. It has not been submitted elsewhere

My coauthors and I offer the following people as possible reviewers:

Prof. xxx  
Chemistry Department  
University of xxx  
xxxxx  
E-mail: xxa@ xx.xx.edu

Prof. xx xx  
School of Engineering and Electronic  
The Scottish Microelectronics Centre  
University of Edinburgh  
King's Buildings  
West Mains Road  
Edinburgh, EH9 3JF  
UK  
Email: xx.xx@ed.ac.uk

Prof. xx xxx  
Unité de Chimie des Matériaux Inorganiques et Organiques  
Université Catholique de Louvain  
Place Louis Pasteur 1/3  
B-1348 Louvain-la-Neuve, Belgium,  
E-mail: xxxx@chim.ucl.ac.be

We look forward to hearing from you.

Sincerely yours,

投稿人

## 还是投稿信

### 背景：我的投稿信

Dear Dr. \*\*\*\*

We would like to submit our paper entitled “\*\*\*\*\*” to \*\*\*\*\*. The present work has not been published elsewhere and is not being submitted to any other journal. We will appreciate very much if the present paper can be reviewed critically and any comment, suggestion and advice from the reviewers will be welcome.

Correspondence and phone calls about the paper should be directed to \*\*\*\* at the following address, phone and fax number, and e-mail address:

Enclosure:

1. An original and three copies of the manuscript;

## 投稿信及编辑回复

背景情况：各位虫友，大家好！下面是我刚投稿的一点历经，分享给大家！

### 我的投稿信：

Dear Editor:

Enclosed are three copies of a manuscript by \*\*\* titled“\*\*\*”. It is submitted to be considered for publication 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 your journal because it provides valuable data and a new method to predict \*\*\*.

Correspondence and phone calls about the paper should be directed to \*\*\* at the following address, phone and fax number, and e-mail address:

\*\*\*, Doctoral candidate of structure engineering,

Dept. of Structural Engineering,

\*\*\* University,

\*\* Road,

\*\*\*, P. R. China.

Tel: \*\*\*;

Fax: \*\*\*;

E-mail: : \*\*\*

Thanks very much for your attention to our paper.

Sincerely yours,

### 编辑部回复：

Ms. Ref. No.: \*\*\*-D-06-\*\*\*

Title: \*\*\*

Engineering Structures

Dear \*\*\*,

Your submission entitled \*\*\*" will be handled by Editor \*\*\* .

You may check on the progress of your paper by logging on to the

Elsevier Editorial System as an author. The URL is

<http://ees.elsevier.com>.

Your username is: \*\*\*

Your password is: \*\*\*

Thank you for submitting your work to this journal.

Kind regards,

## 询问网上论文提交系统是否出了问题

背景情况：论文审阅以后迟迟未收到审稿人的意见，询问网上系统是否出了问题。

### 我的去信：

Dear Darren Spencer

From Editor I knew the review have completed and uploaded their revised advice the online system around November 2. But I did not get it. So please get the revised advice from the editor. I expect you can send these information to my mailbox.

Thank you very much.

your sincerely

xxx

### 对方回信：

Dear xxx,

Thank you for your reply.

Please be advised that I have requested that the handling editor of the paper to forward you on the reviewer comments so that you will be able to submit your revised submission.

If you require any further assistance then please feel free to contact me.

Yours sincerely,

\*\*\*\*\*

## 又一封投稿信

Dear Editor William Pennington,

We want to submit our manuscript with the title “\*\*\*\*\*” to your esteemed journal. The paper contains 18 pages, 2 tables, 5 figures and Supplementary material and here enclosed are three hard copies.

In this paper, we studied the synthesis, structure and characters of \*\*\*\*\*. To the best of our knowledge, such \*\*\*\*\* with \*\*\*\*\* has been reported uncommonly previously. Therefore, we consider that this work is new, and fit for publication in \*\*\*\*\*. We promise that the paper is not submitted to any other journals. We really appreciate you if you can have it reviewed by the referees. Thanks a lot.

If you have any thing, please contact us.

E-mail: \*\*\*\*\*.

Tel: \*\*\*\*\*; Fax: \*\*\*\*\*.

With best regards

Yours sincerely,

\*\*\*\*\*



减免版面费

背景情况：论文审阅后同意接受，但要求我交纳一定的版面费，我没有交，是这样给他回信的！很短的一句话把老外给搞定了！

Dear Editors:

As there is no budget for publication charge in our research,I cannot afford to pay the page,so that I would like to request for the waiver.

## 英语论文写作常用经典句子

背景情况：我早就发过这个帖子了，虽然和这次的要求不太一样，但是也可以参考嘛!!!!

### 英语论文写作常用经典句子

#### Beginning

In this paper, we focus on the need for

This paper proceeds as follow.

The structure of the paper is as follows.

In this paper, we shall first briefly introduce fuzzy sets and related concepts

To begin with we will provide a brief background on the

#### Introduction

This will be followed by a description of the fuzzy nature of the problem and a detailed presentation of how the required membership functions are defined.

Details on xx and xx are discussed in later sections.

In the next section, after a statement of the basic problem, various situations involving possibility knowledge are investigated: first, an entirely possibility model is proposed; then the cases of a fuzzy service time with stochastic arrivals and non fuzzy service rule is studied; lastly, fuzzy service rule are considered.

#### Review

This review is followed by an introduction.

A brief summary of some of the relevant concepts in xxx and xxx is presented in Section 2.

In the next section a brief view of the .... is given.

In the next section, a short review of ... is given with special regard to ...

Section 2 reviews relevant research related to xx.

Section 1.1 briefly surveys the motivation for a methodology of action, while 1.2 looks at the difficulties posed by the complexity of systems and outlines the need for development of possibility methods.

#### Body

Section 1 defines the notion of robustness, and argues for its importance.

Section 1 devoted to the basic aspects of the FLC decision making logic.

Section 2 gives the background of the problem which includes xxx

Section 2 discusses some problems with and approaches to, natural language understanding.

Section 2 explains how flexibility which often ... can be expressed in terms of fuzzy time window

Section 3 discusses the aspects of fuzzy set theory that are used in the ...

Section 3 describes the system itself in a general way, including the ..and also discusses how to evaluate system performance.

Section 3 describes a new measure of xx.

Section 3 demonstrates the use of fuzzy possibility theory in the analysis of xx.

Section 3 is a fine description of fuzzy formulation of human decision.

Section 3, is developed to the modeling and processing of fuzzy decision rules

The main idea of the FLC is described in Section 3 while Section 4 describes the xx strategies.

Section 3 and 4 show experimental studies for verifying the proposed model.

Section 4 discusses a previous fuzzy set based approach to cost variance investigation.

Section 4 gives a specific example of xxx.

Section 4 is the experimental study to make a fuzzy model of memory process.

Section 4 contains a discussion of the implication of the results of Section 2 and 3.

Section 4 applies this fuzzy measure to the analysis of xx and illustrate its use on experimental data.

Section 5 presents the primary results of the paper: a fuzzy set model ..

Section 5 contains some conclusions plus some ideas for further work.

Section 6 illustrate the model with an example.

Various ways of fuzzification and the reasons for their choice are discussed very briefly in Section 2.

In Section 2 are presented the block diagram expression of a whole model of human DM system

In Section 2 we shall list a collection of basic assumptions which a ... scheme must satisfy.

In Section 2 of this paper, we present representation and uniqueness theorems for the fundamental measurement of fuzziness when the domain of discourse is order dense.

In Section 3, we describe the preliminary results of an empirical study currently in progress to verify the measurement model and to construct membership functions.

In Section 5 is analyzed the inference process through the two kinds of inference experiments...

## **This Section**

In this section, the characteristics and environment under which MRP is designed are described.

We will provide in this section basic terminologies and notations which are necessary for the understanding of subsequent results.

## **Next Section**

The next section describes the mathematics that goes into the computer implementation of such fuzzy logic statements.

However, it is cumbersome for this purpose and in practical applications the formulae were

rearranged and simplified as discussed in the next section.

The three components will be described in the next two section, and an example of xx analysis of a computer information system will then illustrate their use.

We can interpret the results of Experiments I and II as in the following sections.

The next section summarizes the method in a from that is useful for arguments based on xx

## Summary

This paper concludes with a discussion of future research consideration in section 5.

Section 5 summarizes the results of this investigation.

Section 5 gives the conclusions and future directions of research.

Section 7 provides a summary and a discussion of some extensions of the paper.

Finally, conclusions and future work are summarized

The basic questions posed above are then discussed and conclusions are drawn.

Section 7 is the conclusion of the paper.

## Chapter 0. Abstract

A basic problem in the design of xx is presented by the choice of a xx rate for the measurement of experimental variables.

This paper examines a new measure of xx in xx based on fuzzy mathematics which overcomes the difficulties found in other xx measures.

This paper describes a system for the analysis of the xx.

The method involves the construction of xx from fuzzy relations.

The procedure is useful in analyzing how groups reach a decision.

The technique used is to employ a newly developed and versatile xx algorithms.

The usefulness of xx is also considered.

A brief methodology used in xx is discussed.

The analysis is useful in xx and xx problem.

A model is developed for a xx analysis using fuzzy matrices.

Algorithms to combine these estimates and produce a xx are presented and justified.

The use of the method is discussed and an example is given.

Results of an experimental applications of this xx analysis procedure are given to illustrate the proposed technique.

This paper analyses problems in

This paper outlines the functions carried out by ...

This paper includes an illustration of the ...

This paper provides an overview and information useful for approaching

Emphasis is placed on the construction of a criterion function by which the xx in achieving a hierarchical system of objectives are evaluated.

The main emphasis is placed on the problem of xx

Our proposed model is verified through experimental study.

The experimental results reveal interesting examples of fuzzy phases of : xx,xx

The compatibility of a project in terms of cost, and xx are likewise represented by linguistic variables.

A didactic example is included to illustrate the computational procedure

## Chapter 1. Introduction

Time

Over the course of the past 30 years, .. has emerged form intuitive

Technological revolutions have recently hit the industrial world

The advent of ... systems for has had a significant impact on the

The development of ... is explored

During the past decade, the theory of fuzzy sets has developed in a variety of directions,

The concept of xx was investigated quite intensively in recent years

There has been a turning point in ... methodology in accordance with the advent of ...

A major concern in ... today is to continue to improve...

A xx is a latecomer in the part representation arena.

At the time of this writing, there is still no standard way of xx

Although a lot of effort is being spent on improving these weaknesses, the efficient and effective method has yet to be developed.

The pioneer work can be traced to xx [1965].

To date, none of the methods developed is perfect and all are far from ready to be used in commercial systems.

## Objective / Goal / Purpose

The purpose of the inference engine can be outlined as follows:

The ultimate goal of the xx system is to allow the non experts to utilize the existing knowledge in the area of manual handling of loads, and to provide intelligent, computer aided instruction for xxx.

The paper concerns the development of a xx

The scope of this research lies in

The main theme of the paper is the application of rule based decision making.

These objectives are to be met with such thoroughness and confidence as to permit ...

The objectives of the ... operations study are as follows:

The primary purpose/consideration/objective of

The ultimate goal of this concept is to provide

The main objective of such a ... system is to

The aim of this paper is to provide methods to construct such probability distribution.

In order to achieve these objectives, an xx must meet the following requirements:

In order to take advantage of their similarity

more research is still required before final goal of ... can be completed

In this trial, the objective is to generate...

for the sake of concentrating on ... research issues

A major goal of this report is to extend the utilization of a recently developed procedure for the xx. For an illustrative purpose, four well known OR problems are studied in presence of fuzzy data: xx.

A major thrust of the paper is to discuss approaches and strategies for structuring ..methods

This illustration points out the need to specify

The ultimate goal is both descriptive and prescriptive.

## Chapter 2. Literature Review

A wealth of information is to be found in the statistics literature, for example, regarding xx

A considerable amount of research has been done .. during the last decade

A great number of studies report on the treatment of uncertainties associated with xx.

There is considerable amount of literature on planning

However, these studies do not provide much attention to uncertainty in xx.

Since then, the subject has been extensively explored and it is still under investigation as well in methodological aspects as in concrete applications.

Many research studies have been carried out on this topic.

Problem of xx draw recently more and more attention of system analysis.

Attempts to resolve this dilemma have resulted in the development of

Many complex processes unfortunately, do not yield to this design procedure and have, therefore, not yet been automated.

Most of the methods developed so far are deterministic and /or probabilistic in nature.

The central issue in all these studies is to

The problem of xx has been studied by other investigators, however, these studies have been based upon classical statistical approaches.

Applied ... techniques to

Characterized the ... system as

Developed an algorithm to

Developed a system called ... which

Uses an iterative algorithm to deduce

Emphasized the need to

Identifies six key issues surrounding high technology

A comprehensive study of the .. has been undertaken

Much work has been reported recently in these filed

Proposed

Presented

State that

Point out that the problem of

Described

Illustrated

Indicated

Has shown / showed

Address

## Highlights

A study on ...was done / developed by []

Previous work, such as [] and [], deal only with

The approach taken by [] is

The system developed by [] consists

A paper relevant to this research was published by []

['s model requires consideration of ..

[' model draws attention to evolution in human development

['s model focuses on...

Little research has been conducted in applying ... to

The published information that is relevant to this research...

This study further shows that

Their work is based on the principle of

More history of ... can be found in xx et al. [1979].

Studies have been completed to established

The ...studies indicated that

Though application of xx in the filed of xx has proliferated in recent years, effort in analyzing xx, especially xx, is lacking.

## Problem / Issue / Question

Unfortunately, real-world engineering problems such as manufacturing planning do not fit well with this narrowly defined model. They tend to span broad activities and require consideration of multiple aspects.

Remedy / solve / alleviate these problems

... is a difficult problem, yet to be adequately resolved

Two major problems have yet to be addressed

An unanswered question

This problem in essence involves using x to obtain a solution.

An additional research issue to be tackled is ....

Some important issues in developing a ... system are discussed

The three prime issues can be summarized:

The situation leads to the problem of how to determine the ...

There have been many attempts to

It is expected to be serious barrier to

It offers a simple solution in a limited domain for a complex problem.

There are several ways to get around this problem.

As difficult as it seems to be, xx is by no means new.

The problem is to recognize xx from a design representation.

A xx problem can trace its roots to xx.

xx [1987] used a heuristic approach to simplify the complexity of the problem

## 我的一次投稿过程

### 我的一次投稿过程

#### 投稿后的第一次编辑来信

Dear Dr ×××,

I would like you to kindly email me an electronic version of your manuscript entitled:

“××××××××”

which was submitted for publication in ×××××

(please, note the new reference number)

Please, note that your manuscript was not formatted properly. You will find instructions for proper formatting appended hereafter.

With my kindest regards,

\*\*\*\*\*

Editor-in-Chief ××××

#### 我修改后的回信:

Dear Editor,

Four months ago I submitted my manuscript entitled:

“××××××××”

which was submitted for publication in ×××××××. But my manuscript was not formatted properly.

Therefore, I received your email.

Now, I have revised my manuscript and send an electronic file to you. I can most easily be contacted at the following:

E-mail address: ××××××××××××

or Postal address: ××××××××××××

Yours sincerely,

×××

#### 编辑收到后的又一次回信:

Dear Dr ×××,

I thank you for sending the file, you should be hearing from me again in a couple of weeks concerning its review.

With my kind regards,

\*\*\*\*\*

#### 15天后编辑的最后回信:



# 达晋医学编译

Dear Dr. ×××,

I wish to inform you that your manuscript entitled:

“××××××××”

which was submitted for publication in ××××××, has been carefully reviewed by two independent referees.

Both referees have expressed the opinion that, unfortunately, the research presented in your manuscript does not fall within the scope of the journal ××××××××

While I presently cannot accept this manuscript for publication, I thank you for submitting your work to ×××××. I will be pleased to receive other manuscripts from you in the future.

With my kindest regards,

\*\*\*\*\*

## 向老外要 ppt

背景情况：2005 年 11 月，我参加了一个国际会议，中间与一个 ISO 专家用憋脚的英语说了几句话，后来我给他发 mail 希望能得到他的讲稿。

### 我的原信：

Dear \*\*\*\*:

In Nov 4 afternoon, your speaking was excellent, I'm very interested in your lecture. Can you E-mail a copy and its ppt to me?

Waiting for your letter.

Best wishes,.

Yours sincerely

\*\*\*\*\*

### 老外的友好答复：

老外过了几天才给我回信，信中说明自己为什么回信晚了，并向我致歉，

内容如下：

Dear Mr. \*\*\*\*\*,

I sincerely apologize for the delay in my response, but I have been extremely busy following my participation in the RFID China Forum last month. I had a number of critical activities with corporate, ISO and EPCglobal which required significant international travel. As requested, please note the attached file representing my presentation at the event on 4 November 2005. Please feel free to contact me if you have any questions or require additional information.

Best regards!

\*\*\*\*\*

---

后面还留了他的详细地址、电话和 E-mail。

## 一次失败的投稿过程

背景情况:最近运气不济,投稿总退,今天又被退了,各位仁兄多提宝贵意见和建议.

### 我的投稿信:

Dear editor,

I on behalf of my co-authors submit our manuscript entitled “\*\*\*\*\*” to your esteemed journal \*\*\*\*\* as a communication. In this communication, we reported \*\*\*\*\* and \*\*\*\*\* , respectively, resulting from \*\*\*\*\* . More importantly, the \*\*\*\*\* represents the \*\*\*\*\* , which is highly significant to the \*\*\*\*\* . In addition, we promise that the paper is not submitted to any other journals. Thanks a lot.

Yours sincerely,

\*\*\*\*\*

### 半月后编辑部退稿信:

Dear Professor ×××

Ref.:\*\*\*\*\*

Title : \*\*\*\*\*

Thank you for choosing to submit your article for consideration for publication in \*\*\*\*\* . I regret to inform you however, that your article will not be considered further. Communications are preliminary accounts of original and significant work and therefore rapid publication must be justified. I am sorry to say that on this occasion your article will undergo no further processing. The rejection rate for Communications submitted to \*\*\*\*\* is ~65 %.

I am sorry we could not be of further assistance on this occasion.

Yours sincerely

\*\*\*\*\*

## 对国外杂志投稿时如何写 email (最基本的也是第一步) 转帖!

**背景介绍:** 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。

### 投稿信模板:

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-Term Transfusion Patients". It is submitted to be considered for publication 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 your journal because the study it reports stated the HCV infection rate among long-term transfusion patients is higher than that of the general population and of short-term transfusion patients.

Correspondence and phone calls about the paper should be directed to Rose N. Dipaola at the following address, phone and fax number, and e-mail address:

Rose N. Dipaola, MD

Institute of Internal Medicine

Cleveland Clinic Foundation

9500 Euclid Ave.

Cleveland, OH 44195, USA

Tel: 1-216-444-5360

Fax: 1-216-444-9580

E-mail: dipao@cesmtp.ccf.org

Thanks very much for your attention to our paper.

Sincerely yours,  
Rose N. Dipaola

## Westwolf 提供的投稿经验 (1)

到这里来确实收获不小，斑竹whyerec建议发一些老外的与投稿相关的信件。我会在这里陆续在这里登出来供各位参考。

**背景一：**接到同行邀请参加会议，如果你的经费不是很足，希望得到资助，委婉一些提出要求。

Dear Professor \*\*\*:

Thank you for your invitation. My colleagues and I will consider whether we have anything appropriate to present and will come to a decision within the next few days.

The ACS web site is devoid of any information on the symposium you mention, and the description in your letter is not very clear. It would appear that you are attempting to interest the ACS in a new area, and I hope you succeed. However, it would help in my decision if you could be a bit clearer. What is expected from me? Is it something new or a review of the previous findings of my group?

In addition, attending this meeting was not something I planned on. This means that my limited budget will not stand the extra strain. Therefore, it would help if I knew of any possibilities to defray participation costs.

I look forward to hearing from you.

\*\*\*\*

**背景二：**稿件被拒了，很生气，与主编辩论（最终这篇稿子是发了）

**我的去信：**

From: \*\*\*\*\*

Sent: Tuesday, May 18, 2008 3:14 PM

To: ddmm@abc.edu

Subject: Message for \*\*\*\*\*1

A little earlier, I received an email message from your office rejecting the manuscript I submitted as SUSC\_edwardsacher\_20020322/1, editorial reference number SS 02192. Needless to say, I was surprised at not being given the opportunity to rebut. Now that I have read the referees' comments, I am doubly surprised.

Consider Referee A. His sole disagreement, without offering reasons to the contrary, is that the phenomena we find are attributed to several different free radicals formed on bond breaking. He

argues that stable free radicals in graphite exist only in vacancies and at surfaces. We agree. Where we appear to disagree is whether or not the breaking of a C-C bond creates a vacancy: his point of view, as stated in his comment, is that such free radicals rejoin to reform bonds. Unfortunately, literature data going back many decades prove him wrong.

I presume that Referee A is from the group that wrote reference 21 in the manuscript since they note that one of their four attributions is given incorrectly in the manuscript. I thank him for catching it; it will be corrected in the next version.

Now, consider Referee B. Of his list of major points, the first asks for clearer referencing, the next four ask that residuals and error bars be included in several plots, the sixth (erroneously numbered 5) asks for a clarification in a figure and the last questions the applicability of a reference.

While Referee A may not like our free radical formation mechanism, neither he nor Referee B (who doesn't mention it at all) has refuted it or offered evidence as to why it may not be so. It is interesting to note that we, the authors, have, in fact done so in the middle of p. 12 of our manuscript, where we offer several interesting opposing views.

Furthermore, our evidence for the presence of free radicals is not questioned, nor is our N hybridization scheme ( which has never appeared in previous papers on the subject). Also not discussed are the supporting results of the Raman and TOF-SIMS studies. Based on all this, and more I will not spend time discussing, we find it difficult to understand how you could possibly reject the manuscript without the opportunity to revise it.

Could you explain your decision? I look forward to hearing from you.

\*\*\*

## 编辑的回复:

Dear Dr. \*\*\*,

Thank you for your message below. I understand your concern.

I was most troubled by the incorrect listings in Table I of all four components from Reference 21. Your letter says that the error was only in one of the four, but they all look different to me and apparently to the referee. There were also a number of other features which seemed to be easily found errors that gave me great concern not by the importance of any single error but rather by their frequency and the fact that they should really have been caught by the authors before submission.

Sincerely,

\*\*\*\*\*

## 我的再去信:

Thank you for responding so quickly. I have read your comment and compared it with the comments of the referees. I must disagree with your contention that all four of the attributions taken from reference 21 are in error. In fact, if you glance at reference 21, pages 325-327, you will find their discussion of the attributions of others to the N1s peaks, and their assessments of those attributions. They are unclear as to their own view and never state it clearly; we tried to give what we thought it was, which is probably why Referee A made his comment. However, we call your attention to the first sentence of the last paragraph of the discussion, which begins with the words, "While we cannot definitely assign the N1s peaks .....". If, indeed, Referee A is a member of the team that wrote reference 21, the ideas expressed in his comment must have originated later. I submit that this is not a cause for rejection of the manuscript.

Further, the comments of Referee B do not concern easily found errors; rather, they concern the addition of residuals and error bars, whose purpose is to enhance and clarify our manuscript. Certainly, this is typical of requests made for revision.

As I noted in yesterday's letter, none of this warrants rejection. Indeed, neither of the referees mentioned it. Therefore, I request your permission to submit a revised manuscript. Could you tell me how to do this?

Many thanks.

\*\*\*

。。。。（再后来的信件我没有保存下）

背景三：文章要求修改，而且力度不小

## 评委的意见

XXXXXXXXXXXXXXXXXX

REFEREE COMMENTS:

XXXXXXXXXXXXXXXXXX

### A-2 REVIEW

Suggestions and comments:

Paper gives a new assignment for the C1s and N1s XPS components of the CNx thin layer. The authors discuss it from a view point of sp and sp<sup>2</sup> hybridization in the compound. Although I



cannot believe their conclusion for the solid, reader will judge whether it is reasonable or not. Thus the paper should be published in order to open the discussion. I feel, however, there are too many figures in the paper. The Residual plots in Fig. 2a and 2b are unnecessary at least. In the manuscript obtained by downloading the PDF file, there are many mistypes, probably occurred in the transfer process.

In the manuscript, 1. many hyphens or minus signs, and power components are dropped from the manuscript. 2. oriented ? oriented ( in Abstract, page 1) 3. id ? did (page 2, line 18) 4. neighbor s ? neighbors (page 2, line 22) 5. tho se ? those (page 5, line 8) 6. peak f ? peak of (page 12, line 21) 7. +? ? N+? (page 12, line 25, page 13, line 1, Table II) 8. 3N4 ? C3N4 (page 14, line 20)

## **B-2 REVIEW:**

Surface Science paper by: D.-Q. Yang, E. Sacher, 'A spectroscopic study of CN<sub>x</sub> formation by the keV N<sub>2</sub><sup>+</sup>.... (SS02192)

Authors have plot residuals in Figure 2a, as it has been asked. However the residuals clearly show peaks instead of being straight line (the line of residual has wiggles – see top of Fig. 2a).

This indicates that the peak fitting was not done correctly. To get the straight line the number of peaks or/and their positions and widths need to be determined correctly. Introduction of a new peak means that a new chemical component is present and when a new position of the peak is introduced it means that a different chemical component is present (this mean that a different interpretation of data have to be done to current one in the paper). Therefore, since all analysis and interpretation of the data in this paper rely on this fitting procedure - I do not believe to current interpretation of the data given in this paper.

In my opinion much better analysis of data is needed and/or the data needs to be taken with a better resolution so that peaks in C1s core level are resolved before it is worth publishing in Surf. Sci.

## **修改说明:**

Dear Professor Campbell:

I submit the revised manuscript, "A spectroscopic study of CN<sub>x</sub> formation by the keV N<sub>2</sub><sup>+</sup> irradiation of highly oriented pyrolytic graphite surfaces", as well as nine revised figures. The revision was carried out as a result of the comments of the two reviewers. Detailed comments follow.

Referee A

As the reviewer notes, we do, indeed, attribute all the implanted N components to free radicals. As we noted, the free radicals are initially produced on bond cleavage by the irradiating beam., as we have previously shown. The N can only react with these chain end fragments, retaining, at least to some extent, the free radical character of the original fragments. Since the production of free radicals by hemolytic scission has been known for many decades, we see no reason to defend this point.

The reviewer's next point has to do with the N1s XPS attributions used in the paper by Kusunoki et al. When one reads reference 21, pages 325-327, one finds their discussion of the attributions of others to the N1s peaks, and their assessments of those attributions. They are unclear as to their own view and never state it clearly; we tried to give what we thought it was, which is probably why Referee A made his comment. However, we call your attention to the first sentence of the last paragraph of the Discussion, which begins with the words, "While we cannot definitely assign the N1s peaks .....". If, indeed, Referee A is a member of the team that wrote reference 21, the ideas expressed in his comment must have originated later. For this reason, we have changed our attributions in the text, as well as in Table I, to agree with those of the reviewer, and note its subsequent communication.

## Referee B

Major point 1: The difficulty here appears to be with the phraseology. What we meant was that the attributions from many sources contradict each other; since they cannot all be correct, many of the attributions are obviously in error. We have reworded this to make it clearer.

Major point 2: The reviewer asks to see residuals. This is easy to do, since we always use residuals in our peak fitting. Thus, we have replaced the figures with those showing residuals. Further, we have added a paragraph to the Experimental section, to indicate the philosophy used in employing the residuals. This was done to avoid any confusion with the criteria employed.

Major point 3: The reviewer is concerned with the use of a straight line to represent the data in Fig 5a, and wishes to see error bars. So as not to confuse the data, we show error bars for the first points of each plot in the figure. Further, we point out the well-known problem encountered on angle resolution: the circle being detected at a perpendicular take-off angle becomes an ellipse as the angle approaches grazing incidence, causing intensity errors. We note that, until an angle of 60° degrees from the perpendicular, the data are well represented by a straight, horizontal line, and we illustrate this for the uppermost of the plots.

Major point 4: We do not exactly understand the overall thrust of this point, since several different ones are being made concerning Fig. 4a. We have added error bars to the first points, so as not to confuse and overlap the data. In addition, the reviewer asks for rescaling, to more clearly see C3 and C4. While we believe that such rescaling is unnecessary, and C3 and C4 are already clearly seen, we actually tried to do this. We tried, and decided against, logarithmic rescaling of the

ordinate because the plots were distorted and the upper plots were compressed. We tried, and decided against, another figure for the lower plots because we already have fifteen figures.

Major point 5 (called point 4 by the reviewer): The reviewer asks for error bars. They have been added to the first points of Figs. 4b and 6. We have added them to all the points of Fig. 4c because of the uncertainty in establishing the precision of the abscissa.

Major point 6 (called point 5 by the reviewer): The reviewer does not see any evidence for the shift of the highest peak intensity of the N1s spectrum in Fig. 1b. We cannot understand this request. Fig. 1b clearly shows that, on irradiation, the highest peak shifts from the one near 400.5 eV to the one near 399 eV. This is reworded to make it clearer.

Major point 7 (called point 6): The reviewer notes that the original reference [24] concerns the Au-N bond and not the C-N bond. He is absolutely correct. We intentionally used this reference since it deals with the type of analysis we were doing on nitride formation, and we thought the reader would find it helpful to be aware of this. However, we understand the reviewer's point: it has been replaced with another reference, on the C-N bond.

All the minor points, some caused by problems with Word, as we notified you a few days after our initial submission, have been corrected. We thank the reviewer for noting them.

We hope that the revision is acceptable.

\*\*\*\*

**背景四：** 在过去网络不好,数据库缺的情况下向同行索要论文是经常的事,现在咱们好多学校和研究机构仍没有足够的经费购买所有的文献数据库(即使现在在国外也不是每个大学能买得起所有的数据库). 下面是一封在明信片式索要文献的短信,我常收到(特别是电子邮件),也不时发出这样的索要短信.一般 90%都能寄给你.

Dear Dr(or Prof.). \*\*\*

Please send me a copy of your article: "xxxxxxx(文章题目)", published in \*\*\*\*杂志名, e.g., J.Appl.Phys. ), Vol.xx, No.\*\* (date in the journal), \*\*(page number)

Alain Adnot(索要人).

## 询问审稿结果及答复

背景情况：如果稿件发出已经两个月还没有消息，而且不能通过网上查询稿件状态，那么我们完全可以写信给主编或副主编询问稿件审稿状态或结果。下面是我的一次询问信以及回复信。

### 我的询问信

Dear ××××,

I write this email to ask whether my paper has been accepted. And if is still being reviewed, when can I get the information of the final result? How long, in ordinary condition, can you finish reviewing a paper ?

I would very much appreciate you if you could afford a little time to answer these question. Thanks a lot!

Best regards!

sincerely yours

×××××

### 副主编回信：

Dear ×××××,

Ordinarily a manuscript is reviewed within 8 weeks and returned to the author. Your manuscript, BP-3017 was received by us on January 30. It was sent to a referee on February 2. That referee was unable to review the manuscript and informed us in mid-April. It was then sent to a second referee on April 22. That referee also was unable to review the paper. It was then sent to a third referee on May 20.

Occasionally this occurs and then we must keep trying different knowledgeable referees until someone responds. We always welcome your suggestions for referees in your field of study. Thank you for your patience.

×××××

投稿信

Dear Dr.:

Enclosed please find one original and three copies of our manuscript entitled “\*\*\*\*\*”. It is submitted to be considered for publication as an “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 your journal because the study it reports stated the HCV infection rate among long-term transfusion patients is higher than that of the general population and of short-term transfusion patients.

Correspondence and phone calls about the paper should be directed to \*\*\* at the following address, phone and fax number, and e-mail address:

Department of XXXXXXXXXX,

University of Science and Technology,

Hefei, Anhui, 230026,

P.R.China

Tel: \*\*\*\*\*

Fax: \*\*\*\*\*

E-mail: \*\*\*\*\*@\*\*\*\*\*

Thanks very much for your attention to our paper.

Sincerely yours,

\*\*\*\*\*

## 拒稿信

背景情况：本人发现一个自认为比较有意义的实验现象，于是写了一篇 **Letter** 投到一个期刊，但被无情的拒了，这篇论文已经在另一个期刊以 **Article** 的形式发表，下面贴出编辑给的拒稿信，希望对各位虫友能有所帮助

Dear xxxxx

TITLE: xxxxxxxxxxxxxxxxx

AUTHORS: xxx et al

Your letter submitted to xxxxxx has now been refereed and the referee reports are attached.

To be publishable in this journal, letters must be scientifically valid, contain significant new physics, be of high quality and scientific interest, and be recognised as an important contribution to the literature.

The referees find that your paper does not meet these criteria and thus does not warrant publication in xxxxxxxx. It has therefore been withdrawn from consideration.

Yours sincerely

xxxxxxx

## 编辑来信

Dear Mr. Jeremy STRIBLING

On behalf of the Organizing Committee, we would like to inform you that, up to the present, we have not received any reviews yet for you paper entitled: "Router: \*\*\*\*\*". So, your paper has been accepted, as a non-reviewed paper, for presentation at the 9th World Multiconference on Systemics, Cybernetics and Informatics (WMSCI 2005) to be held in Orlando, USA, on July 10-13, 2005. We will inform you about the conference program, including your presentation, once the timetable is finalized.

If you submitted your paper several times, and our staff did not detect the repetition of the same submitted paper, then your paper might have been sent several times for its review, and it has several IDs. In this situation you may have received (or may receive) a regular acceptance. In such a case, please discard this present acceptance e-mail and be sure to always use the paper ID number we gave you in the e-mail where we accepted you paper as an appraised one. Otherwise, your paper will be included in the Proceedings as a non-reviewed paper.

Each accepted papers (reviewed and non-reviewed) is candidate for being best paper of its respective session and, consequently, it is candidate for a second reviewing process to be made by the reviewers of the Journal of Systemics, Cybernetics and Informatics (JSCI), by means of which the best 10%-20% of the papers presented at the conference will be selected and published in the JSCI after making possible modifications (in content/format) and extensions as to adequate them to a journal publication.

You can download the authors \*\*\*\*\* (PDF format) from the conference web site (<http://www.iiisci.org/sci2005>). It includes the following: the Instructions for Authors, the Author Guide for Preparing a Proceedings Paper, the Copyright Transfer Form, the Speaker \*\*\*\*\* Biographical Sketch and Hotel information.

To submit the electronic version of your camera-ready paper, via the conference web site, you will need to enter the paper ID number and a password. To send the electronic version of the paper being accepted in this e-mail use the following:

Paper ID number: \*\*\*\*\*

Password: XXXX

Looking forward to see you at SCI 2005, next July.

Best Regards,

\*\*\*\*

-----

## SUBMISSION CHECKLIST

-----

Authors contributing to WMSCI 2005 should send, no later than their camera-ready deadline: March 23rd (for papers accepted before or on February 23rd) or May 3rd (for papers accepted after February 23rd), the following FIVE items:

Submission by postal mail:

-----

1) Two printed copies of the final camera-ready copy of your paper, according to the "Author Guide for Preparing a Proceedings Paper", in order to include it in the hard copy (paper) version of the Proceedings. Please write lightly, using a soft pencil, at the upper right-hand corners in the back of all your paper \*\*\*\* pages: (a) your registration ID number, which was provided to you in the page title "WMSCI 2005 - Your Registration Acknowledgement", at the end of your online registration, and (b) the paper ID number you were informed about in the acceptance notification e-mail and you indicated during the online registration process.

2) The Copyright Transfer Form adequately filled and signed.

3) A Speaker's Biographical Sketch according to the format included in the Authors \*\*\*\* (This biographical sketch will be given to the chairman of the author's session in order to support him/her when presenting the author). Use a traceable express mail service. Protect your package with cardboard and mail it to the following address:

Prof. Nagib Callaos  
WMSCI 2005  
PMB-115  
3956 Town Center Blvd.  
Orlando, Florida 32837, U.S.A

Submission via conference web site: <http://www.iiisci.org/sci2005>

-----

4) The Conference Registration Form. Remember that registration of at least one author per paper and the payment (or the signed commitment of on-site payment) of the conference fees are a necessary condition for the paper to be included in the Conference Proceedings and/or in the Conference Program. Each registration fee entitles to the publication and presentation of one paper only; each additional paper incurs an additional fee. If two or more authors of the same paper attend the Conference, each one of them must pay his/her respective registration fee. Extra page fee would be paid once for each paper. For registering click on the \*\*\*\*\*Online Registration \*\*\*\*\* link, included in the conference web site.

5) Electronic version of the paper in one of the following file formats: Acrobat PDF or PostScript,



in order to include it in the CD-ROM version of the Proceedings. If web site submission is impossible, send the electronic version of your paper, as an attachment to an e-mail, to one of the following addresses: [sci2005@iiis.org](mailto:sci2005@iiis.org), [sci2005@telcel.net.ve](mailto:sci2005@telcel.net.ve), [sci2005@cantv.net](mailto:sci2005@cantv.net) . We are providing you with three addresses to give you alternatives in the case you get a delivery failure message.

For more detailed information, download the authors \*\*\*\*\* (PDF format) from the conference web site (<http://www.iiisci.org/sci2005>)

To access the authors \*\*\*\*\* , select the option

\*\*\*\*\*Guidelines \*\*\*\*\* from the Main Menu.

FAILURE TO SUBMIT ALL FIVE ITEMS SHOWN ABOVE BY THE DEADLINE WILL RESULT IN THE NON INCLUSION OF YOUR PAPER IN THE PROCEEDINGS AND, CONSEQUENTLY, IT WILL NOT BE SCHEDULED FOR ITS PRESENTATION IN THE CONFERENCE.

---

#### AUDIOVISUAL EQUIPMENT

---

Audiovisual equipment provided for the meetings will be an overhead projector and a screen. There would be an LCD projector, for those authors or session chairs who might request it. In any case, there will be no more than one LCD projector per session room.

---

#### PHOTOCOPYING AND ADDITIONAL RESOURCES

---

The Rosen Centre Hotel has a business center that can provide basic photocopying and other services. If your needs go beyond, there is a FedEx Kinko's in the Orange County Convention Center that is located at a walking distance from the Rosen Centre Hotel. They have computer workstations with Internet access and printing facilities. They offer a full line of copying services and a limited assortment of business supplies. This FedEx Kinko \*\*\*\*\* can be reached at (007) 000-0000 or at [00000@kinkos.com](mailto:00000@kinkos.com)

NOTE: Please, do not reply to this e-mail address. It is a system e-mail account. So, this mailbox is not monitored. For further information or assistance e-mail to one of these addresses: [sci2005@iiis.org](mailto:sci2005@iiis.org), [sci2005@telcel.net.ve](mailto:sci2005@telcel.net.ve), [sci2005@cantv.net](mailto:sci2005@cantv.net)

## 又是催稿信

**背景介绍：**催稿/询问稿件状态。投稿后，很快收到编辑回信，说已经指定了审稿人，之后便是漫长的等待.....我很着急，于是给编辑去信。

### 我的去信：

Dear Editor,

I'm not sure if it is the right time to contact you to inquire about the status of my submitted manuscript.

Paper Title: Prediction and Numerical Analysis -----

Authors: ---, ---and ----

Paper ID: ABC-05-\*\*\*

I would be greatly appreciate if you could spend some of your time check the status for me.

Best regards

### 编辑的答复：

Dear. \*\*\*,

Your paper is still under review. I have sent a reminder to the Associate Editor to keep on top of things. I will also be sending a reminder to the reviewers personally. Please let me know if there is anything else I can do.

Thanks,

\*\*\*\*

Assistant to the Editor

Journal of \*\*\*\*

\*\*\*\* University

以后有好的，我在来。

## Westwolf 提供的投稿经验 (2)

**背景情况:** 咱们华人受语言的限制, 往往是不能很好的表达自己的主题, 好些文章总是要好几次修改。其实, 就在国外这也是长发生的。所以做好文章的修改和写好修改稿的 letter 也很重要。这是我修改次数比较多的一次(共两次)。这篇文章也是我生平记忆最深的两篇文章之一(另一篇在前面已经登了)。也是刚刚发生的事(文章在这月 15 日的刊出)。

**A. 第一次评委要求大的修改(因为太长, 不在此登出). 我们人为评委的意见不合适. 提出意见.**

September 26, 2005

Dr. \*\*\*\*\*, Consulting Editor

Journal of \*\*\*\*

P.O. Box 1234

\*\*\*\*\*

U.S.A.

Dear Dr. \*\*\*\*\* :

You recently returned a review of our manuscript, JR88-2008. After having read it, my coauthors and I are of the opinion that it does not remotely reach the standards we have come to expect from JAP. We believe that this is due to the fact that the reviewer was poorly chosen, and has a difficulty understanding the thrust of the manuscript. We offer the following rebuttal of his review. In his first point, the reviewer offers his personal opinion that the penetration of oxygen into the porous silicon determines the oxidation kinetics. He appears to assume that we are proposing this; we are not, as the references clearly show. This was proposed, and accepted, long before. We simply confirm it with correlations, and use them to make predictions.

In his second point, the reviewer says that we cannot do what we have, in fact, done: use XPS to quantify the oxidation. Instead, he suggests that we use HF etching of the surface. However, besides the fact that etching is inherently less accurate than XPS, the etching of porous material is fraught with problems: in particular, the fact that water does not wet the silicon means that air in the pores will prevent the water from entering, thus giving incorrect results.

In his third point, the reviewer suggests that we leave out all reference to photoluminescence. With this request, he indicates that he has not understood the thrust of the paper: it is part of a series, as

indicated in the Introduction, on the source of the photoluminescence in oxidizing porous silicon. Why should we want to remove any reference as to why we did the experiment?

In his fourth point, the reviewer asks whether silicon oxidation is good or bad. How does one answer that? We are studying silicon oxidation, not because it is good or bad, but because we wish to understand the phenomenon and its bearing on photoluminescence.

In his fifth point, the reviewer indicates that atmospheric oxidation depends on the atmospheric conditions and is, therefore, not necessarily reproducible. This is true enough, and has been understood for many years. That is why the accepted procedure is to quote the atmospheric conditions during the experiment in the Experimental Section, as we have done.

In summary, the review of our manuscript is below the level of JAP, and we hope that you will be able to either accept our rebuttal as is, or obtain another review. The final manuscript we will send will also contain the corrections of the mechanical deficiencies noted.

Please accept my best wishes.

Sincerely yours,

\*\*\*\*

**B. 主编觉得反驳意见合适, 同意找另一组评委. 下面新评委们的部分**

## 结论

I have been asked to perform a two-fold task: to see whether the first reviewer's comments are appropriate and, if not then, to offer my opinion of this research.

The previous Reviewer: It is unfortunately terribly evident that the previous reviewer has not the slightest idea what the research performed here aims to accomplish. This is most clearly seen in his 4th comment: "The reader do not understand: is it bad or good that Si is oxidized?" This sentence shows two things. The first is, as claimed by me, is that the authors write in their abstract: "A model has been developed to describe the room air oxidation process..." A model is not a judgment of good and evil, nor should it be. The second item is that the first reviewer neither knows how to read or to write American English. The first reviewer, however eminent he/she may otherwise be, is linguistically disqualified for adequate review. I must this review this MS. de novo.

The article: The authors write (page 3): "It is our purpose to understand how porosity affects the air oxidation of nanoporous Si...". This seems to me to be an entirely worthwhile goal; the problem for me is whether this project has been adequately performed and reported. As things stand at the moment, it appears to me that answer is NO, although this might be remedied.

.....

**C. 我们根据他的意见进行了必要的修改, 并解释了他的一些疑问, 下面是修改后的 Letter.**

Dear Dr. \*\*\*\*:

I submit a revised version of Ms. #JR88-2008. The revisions were carried out according to the

suggestions of the last reviewer.

We feel it necessary to thank this reviewer for his most perceptive review. His comments clearly bore on the subject of the manuscript, as opposed to those of the previous reviewer; we also thank you for your willingness to send the manuscript to this second reviewer.

In reading the reviewer's comments, several things became quite obvious. We had not made it clear that the manuscript was one of a series on the investigation of the cause of photoluminescence in nanoporous silicon, and we had not given enough information on our previous results.

With the recent publication of our IR work in the Journal of Applied Physics, we were now in a position to reference these results. It is now clear that both oxygen and water vapor oxidize the porous silicon, with similar rates due to their reaction with silicon free radicals. Reference can thus be made to the oxidation mechanism, as well as to our previous work justifying the use of the Deal-Grove mechanism.

Without considering the reviewer's points individually, we believe that we have responded to each one. We have, for example, included an SEM photomicrograph of a porous sample, although this was difficult due to the fact that these insulators charge. AFM photomicrographs were impossible to obtain due to the high surface roughness of our samples.

We have made the mechanical corrections to the figures, as requested. Concerning the previous Figure 2b, we have removed the text concerning oxidation time prediction, and have clarified our need for the figure.

We hope that these changes lead to the acceptance of the manuscript, and look forward to hearing from you.

Please accept my best wishes for the new year.

Sincerely yours,

\*\*\*\*

最后主编接受修改意见，将文章发表。所以与评委和主编的沟通很重要。

有时候，评委的意见非常好，可以提高你文章的水平。

一篇因为找不到合适的评审人而退回的编辑来信（比较少见吧）

Ms. No.: CPLETT-05-2261

Title: \*\*\*\*\*

Corresponding Author: Dr. \*\*\*

Authors: \*\*\*\*\*

Dear Dr. \*\*\*,

Thank you for your submission to Chemical Physics Letters. Unfortunately, despite our best efforts, we have not been able to find a referee willing to review the paper. I must therefore conclude that the paper is not appropriate for Chemical Physics Letters. Accordingly, the manuscript is being returned without review.

Although we are not able to publish this particular manuscript, we appreciate the opportunity to consider it, and we hope that you will continue to consider Chemical Physics Letters as a primary source for publishing your future research.

Sincerely,

\*\*\*\*\*

Editor

Chemical Physics Letters

\*\*\*\*\*, Editorial Office

E-mail: ddm@elsevier.com

## 找同行要文章

**背景介绍：**我一直在找几篇论文没找到，发现奥地利格拉茨大学有个实验室与我研究方向一样，于是就发 E-mail 请他们帮忙找这几篇论文。

### 我的去信：

Hello!

I'm a researcher in China. My main interest is RFID security, but in China very few people are researching RFID security. I've subscribed me E-mail address to your workshop, but I have not receive a letter.

So, can you friendly email me some document, such as

1. \* \* \* \* \*
2. \* \* \* \* \*

And so on.

I'll Waiting for your help sincerely!

Best wishes for you!

Yours \* \* \* \*

### 老外的回复：

老外的 E-mail 回复很快，第二天，他就给我回复，说明他们实验室收集 e-mail 的目的，并说论文找不到是知识产权的问题：

The goal of the mailing list is to inform subscribers when the website is updated, but I do not send papers. If they are not available online, that is probably due to copyrights.

\* \* \* \*

老外的知识产权意识就是高，呵呵....

## 老外请我审稿

### 老外来信:

Ms. Ref. No.: MOLCAA-D-06-00105

Title: \*\*

Journal of Molecular Catalysis A: Chemical

Dear Dr windange

You are invited to review the above-mentioned manuscript that has been submitted for publication in Journal of Molecular Catalysis A: Chemical. The abstract is attached below.

Are you available to provide the review?

PLEASE DO NOT USE YOUR E-MAIL "REPLY" OPTION TO RESPOND TO THIS INVITATION.

Instead, please respond online at <http://ees.elsevier.com/molcaa/>. You will need to login as a Reviewer, using the following Username and Password:

Your username is: YWang-368

Your password is: \*\*\*\*\*

Please select the "New Invitations" link on your Main Menu, then choose to "Accept" or "Decline" this invitation, as appropriate.

If you accept this invitation, I would be very grateful if you would return your review by \*\*\*\*\*

You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards,

E.G. Derouane, PhD

Editor

Journal of Molecular Catalysis A: Chemical

### 我的评审:

Comment to Author:

Comments:

1. The introduction (part 1) explains quite well why the researchers are interesting to alkene isomerization which is very important to industry and organic synthesis.
2. In the second part (Results and discussion) author picked out the most effective catalyst  $\text{RuHCl}(\text{PPh}_3)_3$  which was synthesized in different method, and a detailed description is given for the catalytic results of different condition. It is attractive that the performance on 1-octadecene isomerization by  $\text{RuHCl}(\text{PPh}_3)_3(\text{s})$  presented high activity, thermal stability and the solvent-free



system . In the third part (Conclusion) a lengthy discussion follows to explain.

3. The work is of interest, but I feel that the paper could be better revised as follows:

(a) Describe the Mechanism of RuHCl (PPh<sub>3</sub>)<sub>3</sub>(s) catalyzed olefin isomerization in full detail (section 2.5). In Figure 3, the mechanism should be expressed what it meant correctly.

(b) Figures 1 and 2 are necessary to be displayed clearly, and page number should be needed.

(c) Section 2.3 starts off well. This entire section seems very important. This section should form the bulk of the discussion I would appreciate further studies have been carried out with 1-octadecene isomerization catalyzed by the complex RuHCl(PPh<sub>3</sub>)<sub>3</sub>(s) without solvent and completed.

Final comment: This paper would be much better in quality when the mechanism of the isomerization and 1-octadecene isomerization in the above work are detailed in this publication.



## 漫长的投稿过程

**背景介绍：**投稿是漫长的一个过程，最近我的一篇投稿经历的全部E-mail，整理出来以飨各位同仁，也希望多提宝贵意见。

### 我的投稿信：

Dear editor:

I want to submit our manuscript with the title "\*\*\*\*\*" for publication in "\*\*\*\*\*". It is not being submitted to any other journal.

Thanks very much for your attention to our paper.

With my best wishes!

Sincerely yours:

\*\*\*\*\*

### 等待一段时间后询问编辑（催稿）：

Dear Prof.\*\*\*\*\*:

I want to know if you have received our manuscript with the title "\*\*\*\*\*" for submission in "\*\*\*\*\*". We submit our manuscript from e-mail:\*\*\*\*\* on Friday, 27 Feb, but we can not receive the reply. Please give me some information about it. Thanks a lot.

With my best wishes!

Sincerely yours:

\*\*\*\*\*

### 编辑的答复：

Dear \*\*\*,

Excuse my late answer!

We are in preparation of the reply to your submission!

Best regards,

\*\*\*

Editorial office \*\*\*\*

### 过一段时间后，老外回复：

Dear \*\*\*,

Thank you for your email from 27-Feb-2006. We acknowledge the receipt of your submission to the \*\*\*\*\*. Your files with the reserved ccde no. \*\*\*\*\* are already pre-revised. In the moment, they cannot be formatted as a manuscript. Why see at the end of this email!

We aim at informing you about the referee's comments in less than 4 weeks.

!!! IMPORTANT NOTE !!!

At the end of the process, for each accepted \*\*\*\*\* publication the authors are asked to pay \*\*\*\*\*.

(NEW PAPER CHARGE since 2006!!!) The authors will receive an INVOICE to be cancelled in 30 days. The payment includes 30 offprints. Do you agree with that?

Please, if possible use always the registration no. as subject in the correspondence to us! Thank you

Best regards,

\*\*\*

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

There are some errors in the CIF

i) In the preparation, only potassium salts were used as input, but a sodium salt was obtained?! Please correct!

ii) There are no H atoms in the CIF, but it is written incorrectly:

"all the hydrogen atoms of the ligands were placed in geometrically calculated positions, and included in the final refinement in the riding model approximation" Please, add a correct statement about the H atom treatment to Experimental details!

iii) The number of water molecules per unit cell should be larger. If you have determined the water contents by chemical or DTA/DTG measurement, add the corresponding results to the Exp. details! If not, please note: The displacement parameters of some O atoms are too small for water molecules which are only hydrogen bonded to water molecules and additionally disordered. O atoms which have an occupancy factor of 0.5 and a complete tetrahedral environment with O...O distances of about 3 Angstrom should have  $sof = 1$ . Disordered O atoms can have  $sofs$ . smaller than 1, 0.5 for an atom with one neighbored O atoms plus  $d(O...O) < 2.5$  and 0.25 for an atom with 3 other neighbored O atoms and  $d(O...O) < 2.5$ . Please check!

Please send a new CIF! Thank you

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

## 老外的再回复:

Dear \*\*\*\*\*,

Please, send the figures in original ps or hgl format!

Thank you

Best regards,

\*\*\*\*\*

## 半月的等待后，我再次询问编辑:

Dear Editor,

Thanks for your reply for time and patient. We have send the figures in hgl format many times. We want to know do you have received it? And we look forward to getting a message from you on edge. Please contact us, if you have any question.

Thanks a lot.

Kind regards

\*\*\*\*\*

## 老外的再回复:

Dear\*\*\*\*,

Thank you for the submission of the figures. The manuscript is prepared and sent to the referee. Be prepared, that there are open questions with your paper (chemical composition not determined!). Sorry for being late. I was absent for four days.

Best regards,

\*\*\*\*\*

## 几天后老外再次回复:

Dear \*\*\*\*\*,

Thank you for your email!

Please, would you check following statements: The chemical compound, you have studied, is the same as investigated by \*\*\*\*\*! The lattice parameters are nearly the same. \*\*\*\*\*made a chemical analysis! And you? \*\*\*\*\* have found \*\* sodium cations from which only three have appropriate Uani values. You have found exactly these three Na ions. You have assigned the remaining charges to hydrogenium ions, because you could not find the other cations. But can the latter Na ions not be disordered? Yes, they can do that! One example is your O21/O24. These two positions seem

to represent one disordered Na ion. Why? They have, under considering of suitable Ueq values, too short distance to each other, and then, too much electrons for one O atom. Additinally, they have distances of 2.1... 2.5 ?to next O atoms, which is typical for Na-O bond lengths and not typical for O...O distances of hydrogen bonds.

Since your measurement seems to be more accurate than that of \*\*\*\*\*, a publication of you data as refinement of the Na~6~-compound is probably sensefull. Please, check it!

If you need any help to find the other Na atoms, you can send us the hkl file!

Best regards,

\*\*\*\*\*

## 针对老外的回复, 我又回复:

Dear \*\*\*\*\*,

Thanks for your reply for time and patient. The quality of our crystal data is obviously better than ref.\*\*\*\*\*. We make a contrast and show similarity and difference between the title compound and that from the ref.\*\*\*\*\*. We have amended it according to your suggestion, and then we send it again by attachment. Please contact us via e-mail:\*\*\*@\*\*\*, if you have any question. Thanks a lot.

Kind regards

\*\*\*\*\*

## 老外再次回复:

Dear \*\*\*\*\*,

Would you please check the attached files! The resulting polyhedra make sense after resolution of the disordered positions into two preferred sites. The current water contents per formula is \*\* molecules.

Best regards,

\*\*\*\*\*

多次的等待，修改，费了不少工夫，文章基本接收。

## 要求增加基金号及第二作者，要求推迟修改时间

**背景情况：**文章被录用后，我需要增加基金号以及第二作者，还有就是请求推迟修改时间！

### 我的去信：

Dear editor Lucy:

I am very glad to receive your E-Mail about the proof of article: ××××××××,and I have also received the attachments named as"the prof of the article"and "Author Query Form".Thank you very much for your hard work and timely reply.But before I finish my revision,I have some questions to ask:

1,Because my partner is in Beijing now,so I want to wait for him to finish the revision,this work will be finished by the next weekend at the latest.I wonder if I can do it like this.

2,I want to add a second author and make ×××the third author ,××× has agreed to this change,but I am not sure if the change is allowed by the Journal.

3,I hope I can add a Foundation name,because during this work ,I has been helped by right of this Foundation,but I forgot to wrote it.I also wonder if I can do it.

4,In the Author Query Form,I know the authors' photos and biographies are required by this journal.I want to know if we need all authors' photos and biographies,and how can I give your our photos.

Thank you very much for your consideration.

Sincerely Yours,×××

### 编辑的回信：

Dear ×××:

Just to answer your concerns:

1) Firstly, there is no problem waiting to send in your corrections until you and your partner have both finished your revisions. You will probably receive reminder e-mails as these are automated and I can't stop them, but just ignore these and send in the corrections when you have both finished.

2) I will contact the editor to request the addition of an author, it should not be a problem.

3) Yes add the Founadtion name - include this with the corrections.

4) Biographies & photos are ideally required, but I would never force an author to include if they would prefer not too. In terms of the photos if you would like to submit then the ideal way is a jpeg or tif file if you have access to a digital camera, or even a phone camera. Or if you have printed photos would you have access to a scanner? If it is difficult to get photos it is acceptable to leave them out - perhaps just have a short biography for each author. Whatever you decide please return the material with the corrections attached to the e-mail.

I hope this helps - don't hesitate to contact me if you have any other queries or concerns.

Kindest regards, \*\*\*\*\*

## 咨询投稿系统故障

**背景情况：**文章被录用后，审稿人的意见是修改，可是投稿系统的状态却是：已完成，就这个问题，我咨询了作者帮助。

### 我的去信：

Dear Editor:

I am sorry to disturb you again for my paper. My article"xxx"has been accepted by the xxxin Feb 16, 2006.The Manuscript Number is xxx.The editor told me that I should revise my paper .At that time,I had two questions: First,how long can we revise the article? Second,when we finish the revision,how could I give the paper to you? But I have not receive the reply yet. Because my partner and I are revising the paper,I am afraid of being late.So I have to write a letter to you.Another question is,does the "correction" mean "revised article" in English? Thank you very much for your consideration.

Sincerely Yours,

Mr. xxx

### 编辑的回信：

Dear xx:

According to our system your paper was accepted on the 16th February and it is now listed in our publication tracking system under the reference xx. You should have received correspondence from Elsevier with regard to this.

In answer to your questions, if you have been asked to revise your paper by the editor, a Revise decision should then be registered by the editor via the online system. You will then be able to submit your revised paper once again via the system as a 'Submit Revision' link would be made available to you.

The word 'Correction' refers to a change that has to be made. The Editor may want you to correct an error within the paper or to make a change.

If you have any queries please feel free to contact me.

Yours sincerely

xxx

### 我的再去信：

Dear Editor:

Thank you very much for your timely reply! I am sorry,I didn't give your completed information about my paper.I have received the Reference for my article:xxxfor sure.I also have received the



mail from Mr××× with two attachments:TRANSFER OF COPYRIGHT FORM and OFFPRINTS ORDER FORM.Thank you very much!

But I am not sure if the Editor-in-Chief of ×××asked me to revise the paper.On the one hand,An E-mail from the Editor-in-Chief gave the Comments from the Editors and Reviewers in follows:

This is a very good paper, related work has to be better explained. Also need to discuss the relationship to standards. For example, what are the standards currently existing and what standards do we need., Also the authors could make the paper more concise. If these comments are addressed then the paper can be published in the journal.

In my opinion,according to the Comments from the Editors and Reviewers,I should revise my paper.On the other hand,in the on-line system,my paper is on "Submissions with a Decision",so I can't submit my paper once again via the system .

So in my previous mail to you,I asked the second question.I want to know if I need to revise my paper.If I needn't, what should I do to reply the Comments from the Editors and Reviewers?

Thank you very much for your consideration.

Have a nice weekend!!!

Sincerely Yours,

Mr. ×××

## 编辑的回信:

Dear Mr ×××:

I have e-mailed the handling editor of your paper and asked if your submisison was accepted in error as the comments provided indicate that a revision was required. I hope that some further information will be received shortly.

If you should fail to receive any correspondence in the near future please feel free to contact me ensuring to enclose this correspondence.

If you have any queries please feel free to contact me.

Yours sincerely

×××

## 一周后，我没有收到回信，所以我继续写信催问:

Dear Editor:

In your last E-mail on Feb 28,you told me that you had asked the handling editor of my paper .Thank you very much for your hard work.

But I have not received any correspondence about my paper,I have given my CopyRight Form by fax last week,and the editor ××× have replied to me.So I don't know if I should revise my paper now.Hehe,I hope I can receive the proof of my article in the near future.

Thank you very much for your consideration.

Sincerely Yours,

Mr. ×××

## 编辑的回信:

Dear ×××:

Apologies for the delay in replying to your query. You should receive the proof of your paper within the next week or so. Once received you can view the proof and any corrections needed you should send back to the address as indicated.

If you should have any further queries feel free to contact us.

Yours sincerely

×××