

**Session 05: correspondence with editors and reviewers**

**Cover letter to the editor**

Consider the following two cover letters.

What do they have in common?

What are some differences?

What should one be careful about when writing a cover letter to the editor?

**Cover letter example 1:**

	Prof. M.M. Denn Department of Chemical Engineering University of California at Berkeley Berkeley CA 94720-1462
Grenoble, December 4, 2000	
Title: "Role of lubricated contacts in concentrated polydisperse suspensions" Author: C. Ancey	
Dear Professor Denn:	
Will you please consider the enclosed manuscript submitted for publication in <i>Journal of Rheology</i> . I look forward to your reply.	
Sincerely yours,	
	Dr. C. ANCEY
Further correspondence to: <b>Dr. Christophe ANCEY</b> my address Tel: my phone number Fax: email: my email address	

[Source: Ancey, C. (2004) Introduction à la rédaction d'articles scientifiques en anglais. Laboratoire d'Hydraulique Environnementale, Ecole Polytechnique Fédérale de Lausanne.]