



JEADV

JOURNAL OF
THE EUROPEAN
ACADEMY OF
DERMATOLOGY &
VENEREOLOGY

Writing a Cover Letter

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How to write a cover letter

Purpose of a cover letter

- ❑ Introduces the manuscript to the editors of J EADV
- ❑ States clearly what the manuscript adds beyond existing dermatology literature. If relevant, mention how the findings may influence clinical practice or future research
- ❑ Explains why the work fits the journal's scope and readership
- ❑ The cover letter primarily supports the editor's initial screening decision

Key questions a cover letter should address



Type?



Why?



How?



Findings?



Impact?



Fit?

Original Article,
Review, Letter
to the Editor

Research
question

Methodology

Key results







Relevance
for the field

Why the manuscript
belongs in this
journal

Cover letter checklist

- ✓ Address the Editor in Chief formally
- ✓ Mention the manuscript title, article type, date of submission and confirmation of exclusive submission without previous publication
- ✓ Briefly describe the research, why it is important and why it is of interest for readers of JEADV
- ✓ Brief statement of novelty and clinical or scientific relevance
- ✓ Confirmation of ethical approval, patient consent, and conflicts of interest where applicable
- ✓ Explicitly confirm adherence to reporting guidelines when applicable, such as CONSORT or STROBE
- ✓ Declare the presence or absence of conflicts of interest
- ✓ Close by thanking the editors for their consideration in a professional manner
- ✓ Provide the name and contact information of the corresponding author

Tailoring to JEADV

-  Underscore the paper's (clinical) relevance to dermatology and venereology
-  Align the message with JEADV's focus on clinically meaningful and translational research
-  Avoid generic language reused from other journal submissions
-  Briefly explain why JEADV is the appropriate venue rather than a competing journal
-  Refer to the journal's audience rather than its impact metrics
-  Be concise, to the point, and precise

Style and Structure

- One page, concise paragraphs, professional tone
- Typically 250-400 words (3-5 paragraphs)
- Keep it short
- No repetition of the abstract or detailed methods

First paragraph: title, research objectives, (clinical) problem to be solved

Second paragraph: concise summary of the approach, main findings and their significance

Third paragraph: indicate the significance and novelty for the readers and explain how the study aligns with the aims and scope of JEADV

Clear, direct language that respects editorial time.

Ensure consistency between statements in the cover letter and the submission system.

Common Pitfalls to Avoid

- Overstating impact or making unsupported claims
- Avoid promotional language or assertions of priority unless demonstrably true
- Don't overuse technical jargon and acronyms without explanations
- Avoid informal tone, excessive length, or omission of required statements
- Do not reproduce the abstract in the cover letter. Describe in your own words the importance of the study, the problem it addresses, and why it is well suited to the journal
- If it is not essential for editorial triage, it does not belong in the cover letter
- Editors often read the cover letter *before* the abstract, clarity here matters

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