This downloadable draft manuscript resubmission and response letter, in US style, deals with a fictitious case but is customisable and is annotated with helpful comments. Please edit or replace text as needed and delete all comments when finalising your letter. Remember to use non-technical, jargon-free but formal language, and avoid abbreviations, or spell them out at first mention.

Your Address Goes Here  
99 Hennessy Road  
Wan Chai, Hong Kong

Ed O'Journal, PhD  
Editor-in-Chief  
*International Journal of Academic Editing*

February 15, 2022

Dear Dr. O'Journal,

Thank you for your letter of January 25, 2022 and for the opportunity to revise our manuscript. My co-authors and I are pleased to submit our revised paper titled “Researchers’ knowledge of journal submission cover letters: questionnaire study” (Ref: MS No.1234) for your reconsideration for publication in the *International Journal of Academic Editing*.

We thank you and the reviewers for your time and effort in reviewing our manuscript. The feedback has been invaluable in improving the content and presentation of the paper. In accordance with your request, the whole manuscript has now been professionally edited (please see the enclosed editing certificate).

We have revised our manuscript according to all of the reviewers’ comments. The changes are highlighted in the attached manuscript, and our point-by-point responses are given in italics after the word “Response:” below. The total word count remains 4500, with 3 tables, but please kindly note we have revised Table 1 to show only essential data and moved the full table to a supplementary file to save space.

Responses to Reviewer 1:

1. Comment:  
   **Response:**
2. Comment:  
   **Response:**
3. Comment:  
   **Response:**

Responses to Reviewer 2:

1. Comment:  
   **Response:**
2. Comment:  
   **Response:**
3. Comment:  
   **Response:**

All authors have read and approved the changes made to the manuscript. We hope that the revised paper is now suitable for inclusion in the *International Journal of Academic Editing* and we look forward to hearing from you.

Yours sincerely,

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your.name@university.edu

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