

Writing letters and e-mails in English: Correspondence for editorial office

KAMJE 총회

황윤희 (컴팩스, PhD in Applied Linguistics)

2021년 3월 27일

Topics

**Basic format
and principles**

**Unintentional
rudeness**

Sample letter format

Pleasant School
123 Learning Street
Core, CO 98765
July 1, 2014

Heading

Date

President Phil Anthropist
Hometown Bank
123 Main Street
Core, CO 98765

Inside Address

Dear Mr. Anthropist,

Greeting

Body

Our school recently visited JA BizTown, a mini-town offered by Junior Achievement that students operate for the day. Your company sponsors a business at JA BizTown. We want to thank you for making a contribution so that we could have a great day of fun and learning.

We learned how to contribute to the economy of JA BizTown and how to operate a quality business. There were several things we did to serve our customers well and earn a profit. We also tried to keep our customer lines from getting too long!

Finally, we learned how important it is for businesses and people to be philanthropic. Your company helped our school enjoy JA BizTown because of your philanthropy. We appreciate your generosity. Thank you.

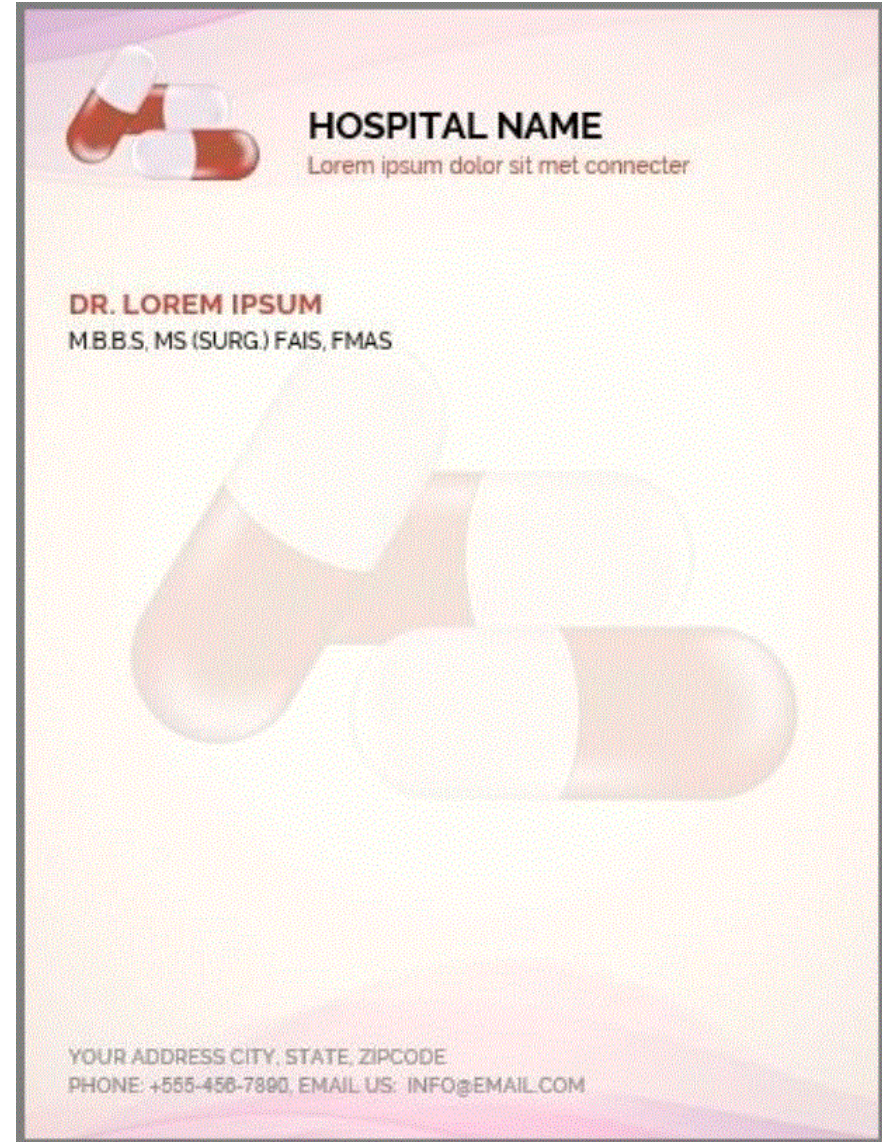
Sincerely,

Closing

JA BizTown Employee

Signature

Letterhead





THE WHITE HOUSE
WASHINGTON
May 24, 2018

<https://www.bbc.com/news/world-us-canada-44233641>

His Excellency
Kim Jong Un
Chairman of the State Affairs Commission
of the Democratic People's Republic of Korea
Pyongyang

Date

Inside Address

Dear Mr. Chairman:

Greeting

We greatly appreciate your time, patience, and effort with respect to our recent negotiations and discussions relative to a summit long sought by both parties, which was scheduled to take place on June 12 in Singapore. We were informed that the meeting was requested by North Korea, but that to us is totally irrelevant. I was very much looking forward to being there with you. Sadly, based on the tremendous anger and open hostility displayed in your most recent statement, I feel it is inappropriate, at this time, to have this long-planned meeting. Therefore, please let this letter serve to represent that the Singapore summit, for the good of both parties, but to the detriment of the world, will not take place. You talk about your nuclear capabilities, but ours are so massive and powerful that I pray to God they will never have to be used.

Body

I felt a wonderful dialogue was building up between you and me, and ultimately, it is only that dialogue that matters. Some day, I look very much forward to meeting you. In the meantime, I want to thank you for the release of the hostages who are now home with their families. That was a beautiful gesture and was very much appreciated.

If you change your mind having to do with this most important summit, please do not hesitate to call me or write. The world, and North Korea in particular, has lost a great opportunity for lasting peace and great prosperity and wealth. This missed opportunity is a truly sad moment in history.

Sincerely yours,

Signature

Closing

Donald J. Trump
President of the United States of America

Typed Name and Title

Main text format (ineffective)

The proof of your article, to be published in Science Editing, is attached to this e-mail as a "PDF" file. In addition, you will find a Query Form detailing any questions we have regarding your article (as a separate attachment).

After reading this message, if you would still prefer to receive your proofs by fax or mail, please inform us immediately by replying to this e-mail with full fax details... Due to the rapid publication of this journal, offprint order forms must be returned within 48 hours of receipt. Please fax or e-mail your order for offprints separately from any other correspondence.

Finally, we thank you in anticipation of your prompt cooperation and for choosing this journal as your publishing medium.

(Adapted from an email sent to the author from Elsevier)

Main text format: basic principles

- Set the font to Arial or Times New Roman, size 12 point.
- Do not indent paragraphs.
- Single-space all text.
- Use one line space between body paragraphs.
- Keep all text left justified.

Email writing: subject line

The subject line should be **informative**, **direct** and **states the main topic**.

Examples:

- An invitation” (too general)
→ “**Editorial Board invitation**”
- “Regarding peer review” (too general)
→ “**Inquiry about the peer review status of manuscript #xx**”
- Shall we have an editorial meeting this Friday?
→ **Editorial meeting Friday**

Email writing: subject line

More examples:

- This Friday is the due date for the Workshop proposal.
→ Due Friday—workshop proposal
- Meeting date changed
- Quick question about your presentation/manuscript
- Suggestions for the proposal

Greeting

Exercise: Select appropriate greetings (John Smith, professor)

- ✓ Dear John Smith,
- ✓ Dear Professor Smith.
- ✓ Dear Mr. Smith,
- ✓ Dear Smith,
- ✓ Dear Professor John Smith,
- ✓ Dear Prof. Smith,
- ✓ Dear Most Respected,
- ✓ Dear Prof. John,
- ✓ Dear John,

Dear Professor Smith:

Dear Dr. Smith:

**Dear Mrs. Smith:
Dear Ms. Smith (female),**

Greeting

Very Formal

Dear Professor Smith:
Dear Editor-in-Chief:

Semi-Formal

Dear John,

Informal

Hi, John.
Hi John,

Very Informal

Hi!
No salutation

Informal



- Good morning, John.
- Hello, John.
- Hi, John! vs. Hi John,
- *As a side note (presentation):*
Good morning/ Good afternoon/ **Good day**

Capitalization?



- To Whom It May Concern,
To whom it may concern
- Dear Colleagues,
Dear colleagues,
- Dear All,
Dear all,

Capitalization
Guidelines:
Several Alternative
salutations in place
of 'To Whom It May
Concern'

Greeting

- Dear **S**ir or **M**adam:
- Dear **E**ditorial **O**ffice:
- Dear **S**earch **C**ommittee:
- Dear **E**thics **C**ommittee:
- Greetings!

<https://www.glassdoor.com/blog/guide/to-whom-it-may-concern-capitalization/>

As a side note (presentation):
Good morning/ Good afternoon/ Good day

Things to consider

Greeting

- Avoid becoming too informal too quickly
- Do not revert to an honorific
- Avoid being too formal

Ex) Dear Mom and Dad:

→ Dear Mom and Dad,



THE VICE PRESIDENT
WASHINGTON

September 28, 2011

Brooke Doherty Thaler
452 Bostwick Lane
Gaithersburg, MD 20878

Dear Brooke:

Congratulations on your induction into the Dickinson College Sports Hall of Fame! Ted told Jill and me about this remarkable achievement.

This achievement is not simply a recognition of your athletic talent. It is a testament to the commitment and perseverance you showed while at Dickinson—both on and off the field. I am certain you will be a great inspiration to future students.

Congratulations again. I wish you all the best in the future.

Sincerely,

Joseph R. Biden, Jr.

<https://www.woosterschool.org/page.cfm?p=1182&newsid=3668>

Informal vs. formal

	Informal	Formal
Use of contractions	isn't, weren't	is not, were not
Emoticons	;-)	No
All CAPS	SOOO GREAT	No
Conjunctions	and, but	No
Abbreviations	FYI, ASAP, BTW	No
Slang	ship off	send

Introducing yourself

Exercise: ways to introduce yourself

- I am [your name], and I am an editor of the [Journal Title].
→ My name is [your name], and I am an editor of the [Journal Title].
- This is [your name] from the [Journal Title].
- My name is [your name], and I am currently an editor for the [Journal Title].
- My name is [your name], and I work for the [Journal title].
- On behalf of [Journal title], I would like to

Reason for writing

[Formal]

- I am writing to ask/inform/clarify/request/reply to ...
- I am writing regarding the meeting we have arranged ...
- I am writing with regard to the complaint you made ...
- With reference to your last email, I would like to ...

[Informal]

- I just have a quick question about...
- I was wondering if ...
- I wanted to let you know that ...

Making requests

[Formal]

- Could you please let me know if you are available?
- I would appreciate it if you could send me the document ...
- Could we arrange a meeting later?
- Please let me know if this will be possible ...

[Informal]

- I was just wondering if you were around later ...
- Would you mind coming earlier?
- Can you call me back ASAP?

Making apologies

- Apologize politely, but do not overdo it.

Examples:

- (X) We are SOO sorry for not contacting you sooner.
- (O) ◦ We sincerely apologize for not contacting you sooner.
- We would like to apologize for any inconvenience we might have caused.
- Please accept our apologies for the delay.

Attaching files

- The file is attached.
- Attached please find . . .
- I have attached (the updated file) . . .
- Please review/see the attached file . . .
- The attached file covers . . .
- Please refer to the attached document.
- You may refer to the attached document for details.
- Please find attached the file you requested.

- I have **enclosed** the file you have requested.

Closing

Very Formal

Yours sincerely,
Yours faithfully,
Sincerely yours,
Yours truly,

Formal

Sincerely,
Regards,
Kind regards,
Best wishes,
All the best,

Informal

Best,
Bye

Very Informal

John
JS (Initials)

Signature line

Your name in full

Title

Institution/affiliation/organization name

Institution address

Your email address

Tel: (include relevant country/area code)

Fax: (include relevant country/area code)

Signature

Exercise: Where should the signature be placed?

①

Closing salutation

②

My name

③

Affiliation information

④

Email signature

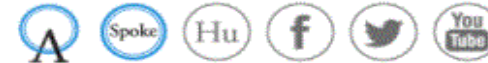
Thomas Peter Hodge

Professor and Chair
RUSSIAN DEPARTMENT
Tel 781.283.xxxx



Cord J. Whitaker, Ph.D.

Assistant Professor
ENGLISH DEPARTMENT
Editor in Chief
THE SPOKE
Tel 781.283.2553 Fax 781.283.3797



Robbin Chapman

Associate Provost
OFFICE OF THE PROVOST
Academic Director
ARTNERSHIPS FOR DIVERSITY AND INCLUSION
Tel 781.283.xxxx



Cathy Summa

Associate Provost
OFFICE OF THE PROVOST
Director of the Science Center
THE SCIENCE CENTER
Tel 781.283.xxxx



Unintentional rudeness



Mr. or Professor

This will depend on the norm within your country to some extent, but I'm inclined to say that at least in the US, calling a professor 'Mr.' is insulting, *provided you are in an academic context*.

My neighbors, many friends, and the cashier at the cafe know me as Mr. X. But on campus, I'm Dr. X...and you know I'm a professor. Using 'Mr.' seems strangely intentional in a way to diminish ones accomplishments.

<https://academia.stackexchange.com/questions/89307/is-it-okay-to-address-prof-x-as-mr-x/89345>

Greeting (Germany, Austria)

"Europe and the Mediterranean Region: Italian Perspectives", intervento dell'Ambasciatore Luigi Mattiolo in occasione del ricevimento di inizio anno dell'European Law School (Humboldt-Universität zu Berlin, 31.01.2020)

Data: 03/02/2020

Dear Prof. Dr. Martin Heger,
Dear Prof. Dr. Dr. Stefan Grundmann,
Dear students,
Dear friends and colleagues,

Thank you for welcoming me here at the prestigious Humboldt University. It is an honor for me to address you in this beautiful building, which is not only an important hub for innovative research, a crossroads of ideas, an important forum for frank and open discussions about our common past, present and future, but is also a site rich in history and a landmark for Europeanism.

This is testified, among other things, by the well-known "Humboldt Reden zu Europa", which have seen, just over the last few years, the participation of four Italian Prime Ministers: Prime Minister Renzi and Prime Minister Gentiloni – who spoke here respectively in 2015 and 2018 in their capacity as Heads of Government – and former Prime Ministers Amato and Monti, who were invited in 2008 and 2016.

https://ambberlino.esteri.it/ambasciata_berlino/de/ambasciata/news/dall-ambasciata/2020/02/31-01-2020-europe-and-the-mediterranean.html

Concluding message

- Thank you for your assistance with...
- Thank you for your time, and I look forward to hearing back from you.
- Thank you for your time and consideration-~~on this matter~~. We look forward to your response.
- Please feel free to call or email me if you have any questions.
- I would appreciate it if this could be taken care of ~~promptly~~.

☐ **Attention:**

- We look forward to your **positive** response.
- We look forward to **hearing from** you soon.

Making requests

- Do not assume that your request will be fulfilled.
 - **Thank you in advance for accepting** to be a reviewer for our journal. (X)
- Do not impose deadlines.
 - We **really need** your reply **by tomorrow**. (X)
- Try to soften your request.
 - If possible, .. I would appreciate it if you ...

Exercise:

There has been some mistakes.

→ **It looks like** there has been some mistakes.

Hedging (vague language)

Types	Examples
Introductory verbs	seem, tend, appear to be, believe, suggest, think, look like
Modal auxiliary verbs	would, should, may, could, might
Frequency Adverbs	often, sometimes, usually, seldom
Probability adverbs	unlikely, probable, possible
Modal nouns	assumption, possibility, probability
That clauses	It could be the case that It might be suggested that
To-clause + adjective	It may be possible to obtain It is important to develop

Adapted from <http://www.uefap.com/writing/feature/hedge.htm>

Unintentional rudeness (hedging)

1. The topic of the manuscript is inappropriate for the scope of this journal.
 - The topic of this manuscript seems somewhat inappropriate for the scope of this journal.
 - The topic of the manuscript may not be entirely appropriate for this journal.
 - The topic of this manuscript may not align well with the scope of this journal.

Unintentional rudeness (hedging)

2. The author is mistaken about some points.

- The author appears to be mistaken about ...
- It could be the case that the author is mistaken about ...
- The author might be mistaken about ...
- Perhaps the author might be mistaken about..

Unintentional rudeness (hedging)

3. There is already considerable research in this area.

→ To the best of my knowledge (To our knowledge), there is already considerable research in this area.

Exemplar review (hedging)

Considering these strengths, though, as I read the manuscript I found some areas in which I would have appreciated greater clarity. I believe the paper could be further strengthened by added information about:

1. The methods used. After reading the methods section, I found myself wondering about some of the details of the methods used. By locating and reading the earlier publication on this work referenced in the manuscript, some of the questions I had were answered. However, I think it is unlikely that most readers would take the time to search out the companion publication. Without doing so, the validity of the approach taken may be questioned. I suggest expanding the description of the methods in this paper (e.g., exclusion criteria, how mental/physical morbidity were operationalized in the second set of regression models, etc.). In addition, I had some concerns about the level of significance chosen. Because this was exploratory research, a wide variety of associations were tested. As a result, a correction for multiple comparisons should be made, lowering the significance level criterion, and eliminating some of the associations reported as significant.

2. The conceptual model. As exploratory research, I recognize the intent was to search for any associations that could be identified. However, in the absence of an overall conceptual model that could provide an overview of anticipated relationships, the associations that do appear do not seem to have a coherence that presents face validity. For example, what is the biological or psychological rationale why moderate levels of well-being would be associated with specific chronic conditions while a low levels of well-being are not? While it appears this particular example would be addressed by correcting for multiple comparisons, the need for an overall conceptual model that explains the pattern of associations and non-associations remains. The current approach of explaining each identified association through individual mechanisms did not convince me of the external validity of the findings.

<https://www.annfamned.org/content/information-reviewers>

Hedging (ineffective)

- “the authors are *seemingly* ignorant of much of the literature”
- *Perhaps* a different enterprise should have been embarked upon – a different question with different data”.

<http://blog.policy.manchester.ac.uk/posts/2016/10/trick-or-treat-are-you-haunted-by-reviewer-comments/>

Common expressions

Exercise:

1. These issues were brought to our **notice**.
→ These issues were brought to our **attention**.
2. This is a **kind** reminder to those just starting out in their respective healthcare positions.
→ This is a **friendly** reminder to those just starting out in their respective healthcare positions.
3. We **warmly** invite you to attend our annual conference on March 27-30, 2021. More details will be **approaching** in the **following** weeks.
→ We **cordially** invite you to attend our annual conference on March 27-30, 2021. More details will be **shared/announced/forthcoming** in the **coming** weeks.

Sample email (inappropriate)

Hello author ,

How is it going ? We attached a PDF file with the proof of your article, which is going to be published in X journal. Just wanted to let you know that this PDF file has been produced automatically from an electronic database format so it might not look exactly right. We still need to fix certain details of page layout before printing. But, you can count on us to make sure that the final printed product matches our extraordinary standards for page layout and image resolution....

Sample email (inappropriate)

(Continued)

We will certainly fix your paper and publish it ASAP. So, it's important to make sure that all of your fixes are sent back to us together in one batch. More fixes later on will not be OK, so please check whether you have looked through everything before you ship it off.

Thanks and hope to hear from you soon.

Best,

John Smith,
Editor-in-Chief
X Journal
Website
123 Easy Street
San Diego, CA 92101, USA

Acceptance letter (Humorous)

- It is with great regret that I must inform you that your submission to Ecology (MS00-431, "Variation in plant resistance...") will be accepted, pending revision. My regrets are motivated, of course, by your excessive profile in the literature. Nothing would have given more pleasure than to reject the paper, but the excellent reviews, and my own opinion of the work, make this impossible.

<http://www.uky.edu/~cfox/PeerReview/Index.htm>

References

[Publishing Ethics Resource Kit (PERK) for Editors]

<https://www.elsevier.com/?a=52964>

[Sample Correspondence for an Editorial Office]

<http://www.councilscienceeditors.org/resource-library/editorial-policies/sample-correspondence-for-an-editorial-office/>

[Email Templates for Common Peer Review Correspondences]

<https://blog.scholasticahq.com/post/peer-review-email-templates/>

[Why you should join a journal's editorial board]

<https://www.nature.com/articles/d41586-019-02410-0>

[Crafting Scholarship: Editorial Decision Letters]

<https://www.ncfr.org/ncfr-report/past-issues/winter-2016/crafting-scholarship-editorial-decision-letters>

[Email signature best practices]

<https://newoldstamp.com/blog/email-signature-best-practices-creative-ideas-beautiful-examples-design-hints-and-free-tools-to-use-now/>

[Role of the Editorial Board]

<https://think.taylorandfrancis.com/tmdn-callforeditorialboardmembers/>

Informal version (inappropriate)

Hello [Title + Author's name],

How is it going? We attached a PDF file with the proof of your article, which is going to be published in X journal. Just wanted to let you know that this PDF file has been produced automatically from an electronic database format, so it might not look exactly right. We still need to fix certain details of page layout before printing. But, you can count on us to make sure that the final printed product matches our extraordinary standards for page layout and image resolution....

We will certainly fix your paper and publish it ASAP. So, it's important to make sure that all of your fixes are sent back to us together in one batch. More fixes later on will not be OK, so please check whether you have looked through everything before you ship it off.

Thanks and hope to hear from you soon.

Best,

John Smith
Editor
X Journal
Website
123 Easy Street
San Diego, CA 92101, USA
Fax: +1-619-111-1111

Formal version (effective)

Dear [Title + Author's surname]

Please review the attached proof of your article, which is scheduled to be published in X Journal. The proof has been generated automatically in an electronic database format and will undergo reformatting so that the final product meets our high standards for page layout and image resolution....

To expedite publication, please submit all changes to the proof by e-mail within 2 business days. There will be no further opportunity for editing, as we will make the necessary corrections immediately after receiving your feedback and publish the article without delay.

We appreciate your prompt review and look forward to your reply.

Sincerely,

John Smith, Editor
X Journal
Website
123 Easy Street
San Diego, CA 92101, USA
Fax: +1-619-111-1111

Sample Editorial Board Invitation Letter

Dear Professor Smith:

We are pleased to invite you to join the editorial board of a new medical journal, [Journal Title].

This peer-reviewed medical e-journal will be established by [Academic Society Name] which is [introduction]. The journal will be published bimonthly. The primary responsibilities of the editorial board members are [description of the responsibilities]. All editors are also expected to give advisory opinions and to contribute manuscripts to the journal.

If you are interested in joining us, please complete this form and e-mail a scanned copy of the letter with a pen-and-paper signature. Please also attach your CV. At the end of this process, we will send you a validation e-mail.

We sincerely hope that you will accept our invitation to join the editorial board of our journal.

Best Regards,

Gil-Dong Hong
Editor-in-Chief
[Journal Title]
[Address]
[Telephone]
[Fax]
[Email]

Name of editor:

Corresponding address:

Telephone:

E-mail:

Signature:

Sample Manuscript Rejection Letter

Dear Professor [Author's Surname]:

Thank you for submitting your manuscript “[Manuscript title]” to [*Journal Title*]. Following careful consideration by the journal's editorial board and a group of expert reviewers, I regret to inform you that we are unable to accept your submission.

Although [positive qualities about the manuscript...], our editorial board and expert reviewers determined that the paper [explanation of why the paper doesn't meet publication standards...]. Primary concerns expressed were that:

- * [Insert specific concern...]
- * [Insert specific concern...]
- * [Insert specific concern...]

I am including the reviewer comments in this email for your reference. I hope you find this information helpful for submission at another journal, and we hope to see more of your work in the future.

Sincerely,

[Editor's Full Name]
[Journal Title]

Adapted from:

https://docs.google.com/document/d/1cxz-KHGb4ULgL9xKJoa011K7365f_Z9JhIPual7rKFQ/edit#heading=h.l4velkqlg6i3

EDITORIAL BOARD ACCEPTANCE FORM

Scientific Literature is an international, open access, peer reviewed journals publisher launched recently with a sole commitment to serve the scientific world at its best.

We welcome qualified researchers and experts as Editorial Board Members from the scientific world. We are newly initiated journal with a vision to serve as great resource for scientists, researchers and students across the globe by bringing scientific work online.

We would be privileged to have you as our eminent editor on board, potentially serving your remarkable expertise for the advancement of the scientific community.

Please complete all the sections and email this cover letter along with the CV.

Name

University

Residential Address

University Address



Email Id

Phone & Fax

I confirm that upon acceptance of the Editorial Board Membership, I will serve as editor for mentioned journal with all my expertise.

By signing my name below, I confirm that I have agreed to all of the above.

Signature: _____

Date: _____



The official journal of Asian Oncology Nursing Society

Asia-Pacific Journal of Oncology Nursing (APJON)

Invitation to join the editorial board of APJON

The APJON is an international journal that aims to encourage comprehensive, multi-specialty cancer care with a focus on the Asia-Pacific region. The Journal publishes original research articles, review articles, clinical practice reports, commentaries, editorials, letters to the Editor and special features on cutting-edge care of cancer patients.

It is an open access journal, with free access for each visitor (<http://www.apjon.org>); meanwhile we have set up a robust online platform and use an online submission system to ensure the international visibility and the rigid peer review process. The journal staff is committed to a quick turn-around time both in regards to peer-review and time to publication.

For promoting the journal's quality and international impact, we sincerely invite oncology nursing experts that have enthusiasm for editor work to join us. With your involvement as a member of the editorial board, we would expect your role to include:

- Contributing research to the Journal and encourage your peers to submit papers (min two manuscripts per year).
- Reviewing of manuscripts submitted for publication (max five manuscripts per year).
- Being a guest editor for a special issue
- Attending board meetings when time permits
- Encouraging usage of the journal at your institution
- Communicating your ideas for journal content and development

The term for editorial board members is not fixed; membership will be reviewed on a regular basis to allow as many specialists as possible the opportunity to contribute to our journal. In return for your time and expertise, you will receive a complimentary subscription to the Journal, both online and in print.

Applications and nominations should be sent to Judi Johnson at editor@apjon.org. Applications should include a cover letter, a CV, and the names and email addresses of three references. Applications will receive full consideration if received by December 31, 2015.



Editor-in-Chief
Judi Johnson, Ph.D, RN, FAAN
editor@apjon.org

Editorial Correspondence
Wendy Li
Editor
wendy@apjon.org

Asia-Pacific Journal of
Oncology Nursing
www.apjon.org



Wolters Kluwer
Health

Medknow

Letter of Confirmation to Become Editorial Board Member

Name: Halmuthur M. Sampath Kumar

Designation & Affiliation: Senior Principal Scientist, CSIR-IICT; Professor, AcSIR

E-mail: sampath.iict@gov.in

Contact number: Mobile: 09912901010 Phone: +91-4027191824/3005

Area of Expertise: Natural Products Chemist Medicinal Chemist Vaccine Immunology, Cosmeceuticals

Consent Form

I, Dr Halmuthur M. Sampath Kumar am willing to become an Editorial Board member for the "Journal of Phytochemistry and Biochemistry" and have understood that I shall fulfil basic requirements for the Journal. I shall satisfy the regular responsibilities bestowed upon me as an Editorial Board Member. I shall be prompt in responding the communications received from the journal office. I assure to follow the standard publication ethics as an Editor. I shall not be biased in taking decision on articles assigned to me and promise to maintain the quality.

Please provide your specific consent as per the requirement:

- I have required academic and professional experience to become Editorial Board Member (Yes/No)... Yes.
- I will stand by the rules and regulations following the guidelines provided by the publisher (Yes/No)... Yes.....
- I will render my service to benefit the journal for 5 years (Yes/No). . . Yes.... . .
- I will help in soliciting quality manuscript(s) from my colleagues and peers (Yesmo)...yes.....
- I will recommend the Journals to my colleagues and peers (Yes/No)... Yes.....

I shall be available to complete timely review for the assigned articles. I shall also support the Journal related promotional activities. As an Editorial board member, I will encourage authors to publish manuscripts in the Journal.

Signature:..... 

Date:..... 24 August 2017

Place:..... HYDERABAD, INDIA

SAMPLE PEER REVIEW REQUEST LETTER

(Date) _____
Dr. _____, Professor
Department of _____
(University or Name of Business) _____
(Mailing Address) _____

Dear Dr. _____,

I would appreciate it very much if you would review the enclosed Hatch project proposal written by Dr. _____ and return your comments to me by (Date) _____. In reviewing this proposal, please consider the following:

1. Does the outline clearly state the problem to be solved or specify the nature of the knowledge to be sought?
2. Are the objectives clearly stated and sufficiently specific that accomplishment within reasonable project duration can be expected?
3. Do the procedures suggest reasonable approaches to the accomplishment of each objective?
4. Does the outline give evidence of the leader's familiarity with essential literature, concepts, and methods relevant to the research?
5. Are the experimental materials, methods, samples, and criteria of measurements likely to provide interpretable results?
6. Are adequate provisions made for the scientific competencies essential to the conduct of the research?
7. Are definable benefits being sought; and, if so, are they attainable from the successful pursuit of this research? Have appropriate means been identified for disseminating the research findings?
8. Is the project likely to contribute significantly to the cumulative knowledge of the discipline and the targeted clientele?
9. Does the proposed study complement on-going research in the department or in other departments at WSU? Have relevant individuals or units been contacted for possible cooperation.

If you feel that you cannot complete a timely review of this proposal, please contact me at _____ (Phone) or _____ (Email) so that I may arrange for other assistance with this peer review. Thank you.

Sincerely,

(NAME) _____