

# 커버레터 및 심사답변서 작성: 한국식 영어의 허점과 오류

## KAMJE

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# Outline

I

커버레터 작성할 때 고려해야 할 점

II

심사 답변서 작성할 때 유의해야 할 점

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이메일 작성 팁

IV

인터넷을 활용하여 영어적인 표현 찾는 방법

# Writing Cover Letters

# Writing Cover Letters

- Read the guidelines for submitting an article to a journal carefully. Different journals and different fields require different contents.
- It is usually a separate document from the manuscript or an online form. Check the journal guidelines.

# Purpose

## From the author's perspective:

- Highlight the significance of your research
- Convince the editors that the manuscript is eligible for peer review

## From the editors' perspective:

- Must select articles that will interest their readers
- Check confidential information

# Author's Guideline

## How to submit an Article or Letter

Authors should use the [formatting guide section](#) to ensure that the level, length and format (particularly the layout of figures and tables and any Supplementary Information) conforms with *Nature's* requirements, at submission and each revision stage. This will reduce delays. Manuscripts should be submitted via our online [manuscript submission system](#). Although optional, the cover letter is an excellent opportunity to briefly discuss the importance of the submitted work and why it is appropriate for the journal. Please avoid repeating information that is already present in the abstract and introduction. The cover letter is not shared with the referees, and should be used to provide confidential information such as conflicts of interest and to declare any related work that is in press or submitted elsewhere. All *Nature* editors report to the Editor of *Nature*, who sets *Nature's* publication policies. Authors submitting to *Nature* do so on the understanding that they agree to [these policies](#).

<https://www.nature.com/nature/for-authors/editorial-criteria-and-processes#a2.5>

# Common Structure

If known, address the editor who will be assessing your manuscript by their name. Include the date of submission and the journal you are submitting to.

- First paragraph: include the title of your manuscript and the type of manuscript it is (e.g. review, research, case study). Then briefly explain the background to your study, the question you sought out to answer and why.
- Second paragraph: you should concisely explain what was done, the main findings and why they are significant.

<https://www.springer.com/kr/authors-editors/authorandreviewertutorials/submitting-to-a-journal-and-peer-review/cover-letters/10285574>

# Common Structure

- Third paragraph: here you should indicate why the readers of the journal would be interested in the work. Take your cues from the journal's aims and scope. For example if the journal requires that all work published has broad implications explain how your study fulfils this. It is also a good idea to include a sentence on the importance of the results to the field.
- To conclude state the corresponding author and any journal specific requirements that need to be complied with (e.g. ethical standards).

<https://www.springer.com/kr/authors-editors/authorandreviewertutorials/submitting-to-a-journal-and-peer-review/cover-letters/10285574>



# Sample Letter

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**

**Greeting**

Dear Mr. Anthropist,

**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**

*J.A BizTown Employee*

**Signature**

# Sample Letter

## Formal business letter sample

Name and Surname of the sender  
Street Name and Number  
Postcode and City  
Country

MM/DD/YYYY

**Date**

Name and Surname of the recipient  
Street Name and Number  
Postcode and City  
Country

REF: [Enter subject, or the inquiry you are referring to]

Dear Mr/Ms [Surname of the recipient],

# Greeting

Exercise: Select appropriate greetings

- (X) Dear John Smith,
- (X) Dear Prof. Smith,
- (X) Dear Professor Smith.
- (X) Dear Mr. Smith,
- (X) Dear Smith,
- (X) Dear Professor John Smith,
- (X) Dear Most Respected,
- (X) Dear Prof. John,
- (X) Dear John,

**Dear Professor Smith:**

**Dear Dr. Smith:**

- (X) **Dear Mrs. Smith:**
- (o) **Dear Ms. Smith (female):**

# Greeting

A formal email: When you do not have a specific person or know the name of the person to whom you are writing.

(X) ✓ Dear Sir or Madam:

(X) ✓ To whom it may concern:

To Whom It May Concern:

## Other possible options:

- Dear Editorial Office
- Dear Search Committee
- Dear Ethics Committee
- Dear Hiring Committee/Manager
- Dear Personnel Manager
- Greetings

# Body

- 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

# Informal vs. Formal

	Formal	Informal
Use of contractions	(X)	isn't    don't
Emoticons		
All CAPS		WE HAVE A QUESTION!
Conjunctions (i.e. And, But)		Thank you very much. <b>And</b> we hope that...
Abbreviations (FYI vs. ASAP, RSVP)		FYI, we are planning on ...
Slang		Our <i>frequent flyer</i> was just here a couple of weeks ago, but he is back again today.

# Body: Hedging (Vague Language)

Types	Examples
Introductory verbs	seem, tend, appear to be, believe, suggest, think, look like
Modal auxiliary verbs	would, may, might, could
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

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

# BMI, Mortality, and Cardiovascular Outcomes in Type 1 Diabetes: Findings Against an Obesity Paradox

Jon Edqvist,<sup>1,2</sup> Araz Rawshani,<sup>1</sup>  
 Martin Adiels,<sup>3</sup> Lena Björck,<sup>1,2</sup>  
 Marcus Lind,<sup>1,4</sup> Ann-Marie Svensson,<sup>5</sup>  
 Sofia Gudbjörnsdóttir,<sup>5</sup> Naveed Sattar,<sup>6</sup>  
 and Annika Rosengren<sup>1,2</sup>

*Diabetes Care* 2019;42:1297–1304 | <https://doi.org/10.2337/dc18-1446>

Recent studies suggest that insulin resistance in overweight or obese individuals with type 1 diabetes may be associated with an increased risk of vascular complications (1), but few studies have investigated the relationship between BMI in individuals with type 1 diabetes and mortality. Phenomena such as the obesity paradox, which suggests that there is an inverse association between BMI and risk of cardiovascular outcomes, have been debated intensely in the past decade (2). Also, the prevalence of obesity in the general Swedish population has increased steadily over past decades (3), and for patients with type 1 diabetes, weight gain is a potential side effect of intensive insulin therapy, which is the mainstay of modern management (4). Hence, to our

knowledge, no study has described the overall trend in BMI for the population with type 1 diabetes.

Among patients with type 1 diabetes, low weight has been associated with an increased mortality risk in African Amer-

31 December 2012, with patients followed until December 2013 or to the occurrence of a cardiovascular event, hospitalization for heart failure (HF), or death from cardiovascular causes or from any cause.



# Hedging

**Conclusions:** These data show that testosterone is a major modulator of FGF2, MRF4, and myostatin expression in skeletal muscle. These effects may contribute to the increase in muscle mass after testosterone therapy. (*J Clin Endocrinol Metab* 104: 2094–2102, 2019)

**Conclusions:** Water supplementation in persons with habitually low water consumption and high copeptin levels is effective in lowering copeptin. It appears a safe and promising intervention with the potential of lowering fasting plasma glucose and thus reducing diabetes risk. Further investigations are warranted to support these findings. (*J Clin Endocrinol Metab* 104: 1917–1925, 2019)

**Conclusions:** Patients with PTC harboring at least one of the prognostic characteristics may be at persistent risk of cancer mortality and recurrence even 10 or more years after initial treatment. Understanding the hazard rate of PTC is key to creating more tailored treatment and surveillance.

<https://doi.org/10.1089/thy.2018.0128>

# Hedging

Examples:

- We believe that this work provides a deeper understanding of X, and will therefore be of interest for the readers of *Journal name*.
- We believe that this paper will be of interest to the readership of your journal because it adds value for X.

# Concluding Message

At the end of the body section: Useful expressions

- Thank you for your assistance with...
  - Thank you for your time. 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 or concerns.
- (X) I would appreciate it if this could be taken care of promptly.

**Attention:** *I look forward to a positive response from you soon. vs. I look forward to hearing from you.*

# 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 (Position)

**Exercise:** Where does the signature go?

①

Closing salutation

②

Name

③

Affiliation information

④

# Exercise (Sample Cover Letter)

➤ Please find the errors in the following sample cover letter.

## Cover Letter

John Smith  
Editor-in-Chief  
5/3/19

Dear Prof. Smith,

First of all, I would like to thank you for taking the time to review my manuscript. We're pleased to submit an original research article entitled "...” by Kil-Dong Hong and Ji-Soo Kim for consideration for publication in the *Journal name*.

Problem (Objective) + Why good fit for the journal  
+ Short description of the essence of your approach  
+ Major Contributions

# Exercise (Continued)

We confirm that this manuscript has not been published elsewhere and is not under consideration for publication at another journal. We have no conflicts of interest to disclose, and all authors have approved the manuscript and agree to its submission to *Journal name*.

I am looking forward to a positive response from you soon.

*Kil-Dong Hong*

Best,

Dr. Kil-Dong Hong, MD, PhD  
Corresponding author  
X University  
Y Hospital  
*Address*  
Seoul, Korea, 00000  
O: 02-797-0100  
HP: 010-1234-1234

Dr. Ji-Soo Kim, PhD  
X University, Seoul

# Exercise (Sample Cover Letter)

➤ Please find the errors in the following sample cover letter.

## Cover Letter

→ May 3, 2019

John Smith, Editor-in-Chief

*Journal name* ← *Italics*

→ Dear Professor(or Dr.) Smith: (Not Dear Editor-in-Chief:)

↙ ~~First of all, I would like to thank you for taking the time to review my manuscript.~~ We are pleased to submit an original research article entitled "...” by Kil-Dong Hong and Ji-Soo Kim for consideration for publication in the *Journal title*. single space

Problem (Objective) + Why good fit for the journal  
+ Short description of the essence of your approach  
+ Major Contributions



# Exercise (Continued)

We confirm that this manuscript has not been published elsewhere and is not under consideration for publication at another journal. We have no conflicts of interest to disclose, and all authors have approved the manuscript and agree to its submission to *Journal name*.

~~I am looking forward to a positive response from you soon.~~ I look forward to hearing from you.

Best, Sincerely,

*Kil-Dong Hong*

Dr. Kil-Dong Hong, MD, PhD

Corresponding author

X University

Y Hospital

Address

Seoul, Korea 00000

O: 02-000-1234

HP: 010-1234-1234

*Ji-Soo Kim*

Dr. Ji-Soo Kim, PhD

X University

# Signature Line

Your name in full

Title

Institution/affiliation/organization name

Institution address

Your email address

Office: +82-2-000-1234

Cell: +82-10-1234-1234

[Fax: (include relevant country/area code)]

# Writing Response to Reviewers

# Response to Reviewers

## STEP 1: Read the feedback

- “Revise and Resubmit”—THIS IS GOOD NEWS!
- Reviewers request revisions to most articles

## STEP 2: Now what—**TAKE A DEEP BREATH.**

- Don't rush to respond!
- Respond promptly, but not hastily

# Cover Letter with Manuscript Revision

**Example (Humor):** *what you really want to say*

[http://www.devpsy.org/humor/manuscript\\_cover\\_letter.html](http://www.devpsy.org/humor/manuscript_cover_letter.html)

Dear Sir, Madame, or Other:

Enclosed is our latest version of MS #85-02-22-RRRRR, that is, the re-re-re-revised version of our paper. **Choke on it.** We have again rewritten the entire manuscript from start to finish. We even changed the **goddamned** running head! Hopefully we **have suffered enough** by now to satisfy even your **bloodthirsty** reviewers.

# Response to Reviewers

## STEP 3: Make a to-do list

- Word doc? Spreadsheet? Stay organized!

Reviewer 1;

Reviewer's Comment	Authors' Response to Comment	Change Made to Article	Page Number
Abstract			
Validated scales implemented could be included here	We included a description of the validated scales that were implemented in the <i>Methods</i> section of the abstract.	A researcher-developed clinical competence instrument regarding handovers was developed by the author, and the clinical judgment instrument revised by the author based on the Lasater Clinical Judgment Rubric was used.	1

## STEP 4: Prepare the response

# Response to Reviewers

## TWO KEY GUIDELINES:



**Be polite!**



**Be flexible!**

# Be Polite

## *Why be polite?*

- Even if you disagree with the reviewer...
  - (ESPECIALLY IF YOU DISAGREE...)
- Generally makes a good impression
- Helps if you need to disagree
- Improves likelihood of acceptance



# Example

## Response to reviewers' comments

We are very grateful for the reviews provided by the editors and each of the external reviewers of this manuscript. The comments are encouraging and the reviewers appear to share our judgement that this study and its results are clinically important. Please see below, in blue, our detailed response to comments. All page numbers refers to the manuscript file with tracked changes.

# Example

## Response to Anonymous Referee 1

*This manuscript describes changes made to the SORGAM aerosol model, and demonstrates improvements in the ability of this modified module to simulate organic aerosol concentrations as measured during the IMPACT campaign in the Netherlands. The suggestions about which parameters are key targets for improvement are likely to be of interest to the readership of ACP, and as such this manuscript is appropriate for publication in this journal, but changes are suggested to improve its readability and usefulness to the atmospheric modeling community.*

**We would like to thank the reviewers for their comments and questions which have helped us to improve the manuscript. The reviewer's comments are given below together with our responses and changes made to the manuscript.**

# Example

Dear Editor,

We appreciate the opportunity to revise and resubmit our paper titled “Factors Associated with Toileting Disability in Older Adults without Dementia Living in Residential Care Facilities.” We want to thank the editor and reviewers for their critiques and revision recommendations.

**We think the revised paper is strengthened by them.** We have followed the editor’s suggestion and provided a table summarizing the editor’s and reviewers’ comments, our response to the comments and the location of changes made in the manuscript. Changes to the revised manuscript are underlined using the tracked changes function of Microsoft Word. We have included the line numbers in the revised manuscript to help the reviewers identify our changes.

# Examples

1. **You just didn't understand what we wrote!**

→ Several statements that we made were more ambiguous than intended, and we have adjusted the text to be clearer.

2. **No one knows the answer to that question.**

→ This is a valid question, and we are actively pursuing the answer in our lab.

→ This is a valid and important question, and we are curious what the results would be. However, we are unaware of any studies that provide the answer.

# Examples

## 3. That experiment would take forever!

→ The suggested experiment is interesting and would provide additional information about..., but we feel that it falls outside the scope of this study.

## 4. You didn't even read what we wrote!

→ We did not intend to indicate [insert mistaken assertion by reviewer here], and we have therefore altered the text to specify that [insert correct conclusion here].

# Examples

5. You are being so picky about grammar or formatting!

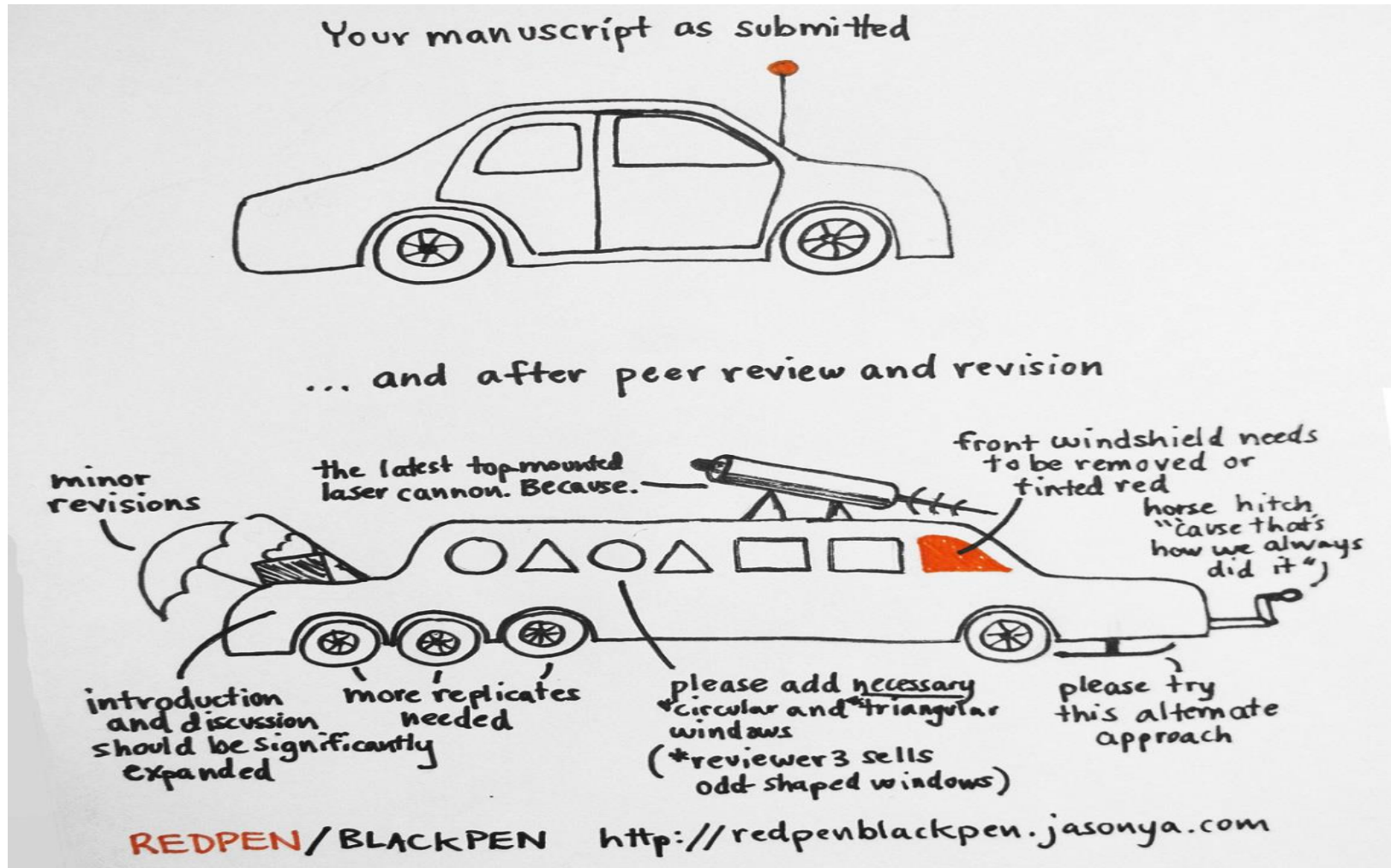
→ We apologize for this error, and we have corrected the text as suggested.

*Adapted from*

<https://www.aje.com/en/arc/responding-reviewers-you-cant-always-say-what-you-d/>

# Be Flexible

# Be Flexible: Your Manuscript on Peer Review





# Be Flexible

	Doable	Not Doable
Agree	Make the change!	Explain politely why the change isn't doable
Disagree	{This is complicated}	Explain politely why the change isn't doable

*Does it matter?* 

*If **no**, make the change.*

*If **yes**, don't—BUT explain why, with citations if possible*

# Expressions

## Sample expressions for agreement:

- We agree with the reviewer's comment.
- I completely / absolutely agree with the reviewer's comment.
- I agree with the reviewer entirely.
- I totally agree with the reviewer.
- I am of the same opinion.

# Expressions

## Sample expressions for disagreement:

- I'm afraid that I can't agree with the reviewer.
- The problem is that...
- I (very much) doubt whether...
- This does not agree/align with...
- With all due respect,...
- I am of a different opinion because ...
- I cannot share this / that / the view.
- I cannot agree with this idea.
- What I object to is...

# Expressions

## Sample expressions for partial agreement:

- It is only partly true that...
- That's true, but...
- I can agree with that only with reservations.
- That seems obvious, but...
- That is not necessarily so.
- It is not as simple as it seems.
- I agree with the reviewer in principle, but...
- I agree with the reviewer in part, but...

# Example (Disagreeing)

Example: When the revision is not doable

Page 7: The paragraph starting with viruses have evolved ..... various viral infections, appears to be like a literature review. This looks inappropriate especially at the end of the article. The authors instead should discuss/analyze their findings with reference to available information. The whole paragraph has to be tightened and appropriate work can be discussed alongside with the findings of the present work.

*We tried as much as possible to thoroughly discuss all of our findings while respecting the word limit imposed by the journal. A full literature review would not be possible within the word limit.*

# Example (Disagreeing)

*4. Particularly in the case of the 3rd-order polynomial fit of the small temperature range of available data for aromatics, I wonder if you are overfitting a small dataset. The shape of the function in Fig. 3 doesn't seem physical, and the high correlation coefficient reported in Table 4 (0.933) seems suspect in this light. Is there a physical reason to believe a 3rd order fit is appropriate, or could you be fitting noise in the data?*

**Response:**

**We agree that a limited effect of overfitting is possible with a cubic polynomial. We also tried a linear and quadratic approach, which performed poor and did not reflect characteristics of the chamber experiment data well enough. On the other hand, we argue that possible effects of overfitting on our model results remain limited. With the present state of knowledge being insufficient to provide a sound basis for alternative fitting functions, we suggest to accept the 3rd order fit function, until further evidence is gained by theoretical results.**

# Example (Minor Changes)

**E.2. Reviewer comment:** Please consider specifying in the title that this study comes from the Nurses' Health Study II.

**Authors' Response:** We have changed the title to “*Lifestyle in the progression from hypertensive disorders of pregnancy to chronic hypertension in the Nurses' Health Study II: an observational cohort study*”

**E.3. Reviewer comment:** Please revise the conclusion in the abstract to avoid overly causal language.

**Authors' Response:** To further balance the implications of our results with the potential limitations of observational studies, we have changed “can” to “might” in the first sentence of the conclusion in the abstract.

*Did the authors agree? Maybe, maybe not...*

*...but either way, these are minor changes that the authors should make, even if they disagree*

# Examples

## General comments:

*1. This paper needs editing for language. There are numerous grammatical/wording errors throughout. Please find a native English-speaking editor to help you improve the readability of the manuscript. I don't include any copy-editing comments here.*

## *Response:*

**This paper has now been improved by a native English-speaking editor.**



# Email Writing

# Email Writing: Subject Line

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

## Examples

- “An inquiry” or “Regarding my manuscript”
  - “Manuscript status please?”
  - “Manuscript review completed?”
- Editorial Meeting Friday
- Due Friday – conference presentation proposal

# Introducing Yourself

**Exercise:** Please correct the following if necessary.

1. I am {your name}. I am a professor in the School of X at Y University.

→ My name is ....

2. This is {your name} from the Journal of Y. (X)

3. It is {your name} at the journal of Y. (X)

4. My name is {your name}, and I am ~~currently~~ the dean in the School of X.

5. I am a doctor (master) student of the School of X in Y University majoring in ...

→ I am a **doctoral (master's)** student **in** the School of X **at** Y University **specializing in** ...

# Body: 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]

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

# Useful Expressions

- Making requests
- Saying No
- Making apologies
- Attaching files

# Making Requests

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

## Exercise:

There have been some mistakes.

→ It looks like there have been some mistakes.

→ It looks like there may have been some mistakes.

# Making Requests

## [Formal]

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

## [Informal]

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

# Making Requests

- Use past tense or continuous forms

## Exercise:

a. I want to ask you a favor.

→ I wanted to ask you a favor.

b. I hope we can talk after lunch.

→ I was hoping we can talk after lunch.



# Saying “No”

- When saying “no” or telling some bad news.

1. I cannot do that.

→ I am afraid I am not able to fulfill your request.

2. I have to go.

→ I am afraid I have to be going.

# Making Apologies

- Apologize politely, but do not overdo it.

(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

❑ Which of the following expressions are acceptable in an email? A letter?

1. I have enclosed the file you have requested. (X)

2. I am attaching the file for your consideration. (O)

3. Please see attached document.

the attached document.

4. Please find the attached file you requested.

→ Please find attached the file ...

# Attachment

## Other possible options

- The file is attached.
- Attached is . . .
- I have attached (the updated file) . . .
- The attached proposal includes . . .
- Please review the attached diagram . . .
- The attached spreadsheet covers . . .
- Please refer to the attached document.
- You may refer to the attached document for details.

# Collocations

## Exercise:

utterly   strongly   bitterly   ridiculously   highly   deeply

1. very concerned → deeply
2. very controversial → highly
3. very opposed → strongly/utterly
4. very disappointing → bitterly

# References

[Collocation Dictionary] <http://www.ozdic.com/>

[Academic Phrasebank]

<http://www.phrasebank.manchester.ac.uk/>

[Journal/Author Name Estimator]

<http://jane.biosemantics.org/>

[Speech – Words to minutes] <http://www.speechinminutes.com/>

[Presentation Phrasebook] <http://englishforuniversity.com/wp-content/uploads/2008/09/Presentation%20phrasebook.pdf>

[WORD AND PHRASE] <http://www.wordandphrase.info/>