

Editorial Policy Committee Develops Sample Letters for Journal Editors

Bernard Appiah

The Editorial Policy Committee has developed seven sample letters for use by journal editorial offices facing ethics-related publishing issues. The letters can be accessed at www.councilscienceeditors.org/editorial_policies/sample_correspondence.cfm.

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The titles of the sample letters are

- Authorship Changes.
- Authorship Dispute.
- Inquiry Regarding Data Duplication.
- Request for Original Files.
- Request for Revised Figure.
- Clinical Trial Not Registered.
- Request to Comply with Reporting Guidelines.

In an e-mail interview, the committee chair, Heather Goodell, indicated that the sample letters supplement CSE's "White Paper on Promoting Integrity in Scientific

Journal Publications". "For example, the first step in any potential ethical issue is almost always a letter from the editor to the author; what should that letter look like? And, if you have to send such a letter even just a few times a year it would be easier to start with suggested wording rather than rewriting it every time!"

The committee hopes to expand this list to include other types of sample correspondence. The committee also encourages editors to send their comments on the sample letters to it at CSE@CouncilScienceEditors.org.

The screenshot shows the Council of Science Editors website. The header features the CSE logo and the text "Council of Science Editors". The main content area is titled "EDITORIAL POLICIES" and includes a "PRINT VERSION" button. Below this, there is a section for "Sample Correspondence for an Editorial Office" with a brief introduction and a list of links for "Editor-to-Author Sample Correspondence":

- [Authorship Changes](#)
- [Authorship Dispute](#)
- [Inquiry Regarding Data Duplication](#)
- [Request for Original Files](#)
- [Request for Revised Figure](#)
- [Clinical Trial Not Registered](#)
- [Request to Comply with Reporting Guidelines](#)

There is also a section for "Other Editorial Correspondence" with a link for [Editor Response to Outside Request for Files](#). The footer contains contact information: 12100 Sunset Hills Road, Suite 130, Reston, VA 20190; P: 703-437-4377 - F: 703-435-4390 - E-mail: CSE@CouncilScienceEditors.org; CSE Executive Director: Robin Turner; © 2008 Council of Science Editors, Inc.