Editorial Policy Committee Develops Sample Letters for Journal Editors

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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.

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.