

Sample of Letter to the Editor

Title Page

Title: Sample manuscript showing style and formatting specifications

Author name: First Author¹

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Address correspondence to: Author, Department of ----, Unit, No. ---- Street, District, City post code, Province, Country. Tel: xx-xxxx. E-mail: xxx@xxx.

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Sample of Letter to the Editor

Body Text

Letters to the Editor are mainly written for one or more of the following reasons:

- a. to discuss controversial aspects of a recently published paper, e.g. methodological concerns which may affect validity, concerns on study conduct, disagreements with study interpretation or conclusions;
- b. to seek clarification on any aspect of a paper;
- c. to enrich the existing knowledge of a recently published paper or hot topic with professional opinions or objective data;
- d. to share professional viewpoints.

Commented [Z4]: Maximum 1,000 words.

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<https://doi.org/10.1177/2050640620956921>



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Declarations

Author contributions

The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or reviewing it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Non-author contributors who do not meet these criteria (e.g., provided only funding, general supervision, or language editing) should be moved to the Acknowledgments section.

Funding

This study was funded by A (Grant No. XXX). OR

This research received no external funding.

Data availability

The datasets used and analyzed during the current study are available from the corresponding author on reasonable request / are available in the [name of repository] [link]. OR

Not applicable.

Ethics approval and consent to participate

All animal studies and experimental procedures were approved by the Animal Care and Use Committee of the animal facility at XX university (Approval No. XXX). / This study was approved by the Institutional Review Board (IRB) at XX university (Approval No. XXX).

Each patient voluntarily gave written informed consent before treatment. / Patients were consented by an informed consent process that was reviewed by the IRB. OR

Not applicable.

Consent for publication

Written informed consent was obtained from the patient(s) [or their legal guardian] for the publication of this study and any accompanying identifiable information or images. OR

Not applicable.

Competing interests

The author(s) declare(s) that they have no competing interests.

Acknowledgements

The authors used XXX to assist with English language editing. The authors reviewed and take full responsibility for the final content of the manuscript. OR

Not applicable.

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Commented [Z7]: Author contributions are expected to align with ICMJE guidelines (<https://www.icmje.org/>).

Commented [Z8]: Exemption from ethics approval, if applicable, stated in the manuscript.

Commented [Z9]: For research involving human subjects or tissues: statement declaring informed consent obtained from subjects or guardians.

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References

References should follow Vancouver style, with in-text citations in plain text (e.g., [1], [2–5]) and a numbered reference list. Please include the DOI for the references and format it as a hyperlinked DOI. Please download EndNote output style from zentimepublishing.com to reformat the references in this paper.

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E.G.

- [1] Chen S, Wang J, Lin W, Xie X, Sun Y, Qian H, et al. Research progress on the mechanisms of traditional Chinese medicine extracts in improving acute lung injury in sepsis. *Perioper Precis Med*. 2025 Dec 31;3(4):122-133. <https://doi.org/10.61189/579841iexakc>
- [2] Gravlee GP, Shaw AD, Bartels K. Hensley's practical approach to cardiothoracic anesthesia. 1th ed. Wang S, Wang E, translator. Beijing: China Science and Technology Press; 2021. 690 p.
- [3] Gravlee GP, Shaw AD, Bartels K. Hensley's practical approach to cardiothoracic anesthesia. 1th ed. Beijing: China Science and Technology Press; 2021. chapter 2, Cardiovascular physiology and pharmacology; p. 26-32.
- [4] Erdt M, Chen Y, Wesarg S, Drechsler K, Freiman M, Thomas S, et al., editors. Clinical image-based procedures. 14th International Workshop (CLIP 2025); 2025 Sep 23; Daejeon, South Korea. Cham (Switzerland): Springer; 2026. 108 p.
- [5] Medical electrical system - guidelines for safe integration and operation of adaptive external-beam radiotherapy systems for real-time adaptive radiotherapy: IEC TR 62926:2019, International Electrotechnical Commission: 2019-05-20.

Authors should refer to the journal's official guidelines for detailed instructions and additional examples on reference formatting: [Manuscript Format](#).

Tables & Figures

Tables:

Tables should be designed to convey information clearly and independently of the main text.

- (1) Provide each table with a concise and informative title in bold.
- (2) Adopt a three-line table format to improve readability and standardization.
- (3) Define all row and column headings explicitly and maintain consistent terminology throughout.
- (4) Report numerical data with appropriate precision and apply uniform formatting across all entries.
- (5) Explain all abbreviations, symbols, and notations in a note placed below the table.

Commented [Z14]: Submitted as **Tables & Figures file** (WORD, TIFF, ZIP).

Figures:

Figures should be clear, well-structured, and effectively illustrate the key findings of the study.

Figure Quality

Figures should comply with standard publication requirements:

- (1) Use Arial font where possible, typically within the range of 8-10 pt (not smaller than 6 pt).
- (2) Label multi-panel figures with bold uppercase letters (e.g., A, B, C) positioned in the upper-left corner of each panel.

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(3) Submit figures in TIFF or PDF format with a resolution of at least 300 dpi.

Figure Legends

- (1) Place editable legends directly beneath each corresponding figure.
- (2) For single-panel figures, use a bolded brief title and add a short explanation if needed. For multi-panel figures, give the whole figure a bolded overall title, label each panel with a concise subheading, and include extra details when necessary.
- (3) Define all abbreviations, symbols, and notations within the legend.
- (4) Indicate the source of every figure clearly; specify the tools or software used for author-generated figures, and include appropriate citations for reproduced or adapted figures, ensuring that required permissions have been obtained.

