

# Correspondence Regarding Journal Impact Factor Calculations

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Inquiry About Journal Impact Factor Calculations

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent calculations of the impact factor for [Journal Name]. As an author/publisher, I understand the significance of the impact factor in evaluating the journal's influence in the academic community.

Could you please provide clarity on the following aspects:

- The methodology used for calculating the impact factor.
- The specific data points and metrics that were considered.
- Any changes in the calculation process compared to previous years.
- How citation counts are tracked and reported.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]