

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Editor's Name]

[Journal Name]

[Journal Address]

[City, State, Zip Code]

Dear [Editor's Name],

I hope this message finds you well. I am writing to seek clarification regarding the dual submission policy for articles submitted to [Journal Name]. As I am currently considering submitting my manuscript titled "[Title of Your Manuscript]," I want to ensure that I fully understand the guidelines and regulations surrounding dual submissions.

Specifically, I would like to inquire about the following:

- Is it permissible to submit my manuscript to another journal while it is under review at [Journal Name]?
- If a dual submission is not allowed, what steps should I take to withdraw my manuscript from consideration effectively?
- Are there any consequences for submitting to multiple journals concurrently?

Thank you for your attention to this matter. I appreciate your guidance and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Affiliation]