



Official letterhead (if possible)

Date

University City, September 6th, 2021

**Dra. Leticia Margarita Ochoa Ochoa**

Editor-in-Chief

Revista Latinoamericana de Herpetología

Addressee

This highlighted text implies that it should not be missing in your letter.

Dear Editor, please find attached the manuscript "Writing of scientific articles, guidelines for your article to be accepted promptly", written by Oscar Flores Villela, Adriana Manzano, Antonieta Labra and myself for review and publication in the journal Revista Latinoamericana de Herpetología. We state that the work presented here is an original contribution made by the authors. We all agree on the content of the manuscript and its submission to the journal. No part of the research has been published in any way anywhere else.

In this publication, we address the topic of writing scientific articles, focusing mainly on new authors. We found that there is a lack of knowledge about what to do when submitting an article. We propose that there may be a compromise between the quality of work presented and the acceptance time. Which represents, at the same time, a delay in the editorial processes.

We hope that the manuscript is to your liking and that you find it suitable for the Journal. Without further ado for the moment, I take this opportunity to send you a cordial greeting.

Sincerely,

Dra. Saabvi Yutya De Villa  
Museo de Zoología "Alfonso L. Herrera"  
Departamento Biología Evolutiva  
Facultad de Ciencias, UNAM

Short paragraph where indicated the relevance of the manuscript

Sender, with signature and institution

Potential reviewers

We attach the details of some potential reviewers:

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**It is important to include associated institutions in addition from email. Take into account that they are reviewers potentials and that the associate editor may or may not take them into account**