**بسم الله الرحمن الرحیم**

# پیگیری مقاله

##

Subject: کد و نام مقاله، یا نوشتن Inquiry

 Dear Dr. XXXXXX

I am writing to you with regard to my paper entitled “ XXXXXX ” that I have submitted it to your esteemed journal in X.X.2011

I would be most grateful if you could let me know about its progress (or: **I would be most grateful if you could let me know about its referee procedure and probable outcomes**)

Best regards (or: **With best of my regards** )

NAME

|  |  |
| --- | --- |
| LETTER PURPOSE |  Author to Ed Office - Request Submission Status |
| LETTER DESCRIPTION |  Support - Author request for manuscript status |
| SUBJECT |  Status Request |
| LETTER FAMILY |  Ad Hoc from Author |

%TODAYS\_DATE%

RE: "%ARTICLE\_TITLE%" by %CORRAUTHOR%

%MS\_NUMBER%

Dear Journal Office,

Please send me an update on the status of my submission.

I look forward to hearing from you soon.

Regards,

%CORRAUTHOR%

%JOURNALFULLTITLE%

%JOURNAL\_URL%

# درخواست زمان بیشتر برای آماده کردن تغییرات

|  |  |
| --- | --- |
| LETTER PURPOSE |  Author to Ed Office - Extend Submission Deadline |
| LETTER DESCRIPTION |  Used by the Author to request a deadline extension from the Editorial Office for an invited submission. |
| SUBJECT |  Please extend due date for %JOURNALACRO% submission |
| LETTER FAMILY |  Ad Hoc from Author |

%TODAYS\_DATE%

RE: "%ARTICLE\_TITLE%" by %CORRAUTHOR%

%MS\_NUMBER%

Dear Journal Office,

My invited submission is currently due on %INVITED\_SUBMISSION\_DUE\_DATE%.

I will require additional time to prepare my manuscript. Please confirm that this is acceptable.

Kind Regards,

%CORRAUTHOR%

%JOURNALFULLTITLE%

# درخواست راهنمایی

|  |  |
| --- | --- |
| LETTER PURPOSE |  Author to Ed Office - Request Assistance |
| LETTER DESCRIPTION |  Author Request - Miscellaneous Assistance |
| SUBJECT |  Assistance Needed by Author for %JOURNALACRO% |
| LETTER FAMILY |  Ad Hoc from Author |

%TODAYS\_DATE%

RE: "%ARTICLE\_TITLE%" by %CORRAUTHOR%

%MS\_NUMBER%

Dear Journal Office,

I’m having trouble with the following issue:

[Insert Complete Help Request]

I look forward to hearing from you soon to resolve this issue.

%CORRAUTHOR%

%JOURNALFULLTITLE%

# بازپس‎گرفتن مقاله

My article entitled "XXXXXX" has been submitted to your journal. I would like to withdraw this article from the journal.
I am looking forward to hearing from you as soon as you can
Regards - Your name

This is to inform you that we would like to withdraw the **manuscript 1010-IJNNR** entitled "**The role of phenological stages of Hammada salicornica on grazing management and sustainable utilization of rangeland forage**". Thank you so much in advance.   **Regards,**

**Corresponding Author**