

[sample cover letter on dept stationary]:

October 2, 2008

Nancy Armstrong, Editor
Novel: A Forum on Fiction
Box 1984
Brown University
Providence RI 02345

Dear Professor Armstrong,

Enclosed is a copy of my article, "Aesthetics and Scatology in Beckett's *How It Is*," which I wish to submit for publication in *Novel*. The central thesis of the article is [give a brief statement (ie 2-3 sentences) of your article's main points in a way that will make the editor want to go on to the first page]. I will be happy to make any alterations you recommend. This article is not being simultaneously submitted to any other publication. Thank you for your consideration.

Sincerely,

<http://www.english.umd.edu/jweiner/>

Your name

your email address