**COVER LETTER**

**Submission date:** DD/MM/YYYY

**Address to:**

Dariusz Kajdaniuk, MD, PhD

Editor-in-Chief,

Endokrynologia Polska (EP)

Dear Editor,

**Paragraph 1: Overview (Article title, type, design, major finding)**

We are pleased to submit our manuscript entitled: “XXX”, for consideration as a [ EP article type]. [Herein emphasize the importance and novelty of your findings, as well as how they relate to the scope of the journal].

**Paragraph 2: Current submission and prior presentations disclosure**

This manuscript has not been previously published and is not under consideration in the same or substantially similar form in any other peer-reviewed media.

**Paragraph 3: Authorship and conflicts**

Acknowledge authorship and conflicts appropriately. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

All authors listed have contributed sufficiently to the project to be included as authors, and all those who are qualified to be authors are listed in the author byline. To the best of our knowledge, no conflict of interest, financial or other, exists. We have included acknowledgements, conflicts of interest, and funding sources after the discussion. [Where relevant, include your study registry number]

**Paragraph 4: Potential reviewers (optional)**

Suggesting reviewers is optional. 2–5 peer reviewers will review your work. Of those reviewers, 1 may be a reviewer that you have suggested — because you may have insight into reviewers who can judge your work objectively, in appropriate context. Please suggest 3–5 reviewers (name, institution, email, expertise).Suggested reviewers should NOT be at your institution, and should have some expertise in your content area/method. You should NOT have substantially worked with the reviewer in the past few years, and in particular, this should not be someone who has already reviewed or otherwise contributed to the manuscript. To the best of your knowledge, reviewers should not have conflicts (financial, personal) which would interfere with their objectivity.

**Paragraph 5: Fees**

Publication Fee (Article Processing Charge; APC):

**Original article, Review** —615 EUR (500 EUR + 23% VAT)

**Clinical vignette, Short communication, Letter** — 430.50 EUR (350 EUR + 23% VAT)

For active members of the Polish Society of Endocrinology (Polskie Towarzystwo Endokrynologiczne) [only for 1st, 2nd, or the last author] the APC is:

**Original article, Review** — 492 EUR (400 + 23% VAT)

**Clinical vignette, Short communication, Letter** — 307.50 EUR (250 EUR + 23% VAT)

The APC will be required after acceptance for publication.

**Sincerely,**

**Corresponding author**   
Contact information (title, group affiliation, physical address, email, phone, fax)

**Back up contact**Contact information (title, group affiliation, physical address, email, phone, fax)