Letter to the Editor

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Title *(maximum of 250 characters)*

Firstname Lastname 1

1 Affiliation 1; e-mail@e-mail.com

Editor’s Name

Ponce Health Sciences University Scientific Journal

Date

Dear Editor-in-Chief,

0. How to Use This Template

The template details the sections that can be used in a manuscript. Sections that are not mandatory are listed as such. In preparation of a manuscript, formatting guidelines are also available in the **Author Guidelines**. Remove this paragraph and remove section numbering. For any questions, please contact the editorial office of the journal or phsujournal@psm.edu. *(1200-word maximum)*

The introduction establishes the context and significance of the study, often referencing the article being discussed. Begin by presenting the background of the field and identifying gaps or unresolved questions. Clearly state the research problem or question and emphasize its relevance. Provide a brief review of relevant literature, showcasing how your research contributes to or diverges from existing knowledge. If applicable, introduce the theoretical or conceptual framework guiding your study. Clearly define the scope of your research. References should be numbered in order of appearance and indicated by a numeral or numerals in square brackets—e.g., [1] or [2,3], or [4–6]. See the end of the document for further details on references.

The body section should offer a comprehensive discussion of the points the letter is addressing. Clearly outline the critiques or support the findings, additional insights or perspectives, related research or evidence, and questions and clarifications.

The conclusion of a letter to the editor should offer a concise summary of the study's key findings, reiterating their significance and relevance. Include recommendations or calls to action in this section. The conclusion should leave the reader with a lasting understanding of the study's significance and the potential for further exploration in the subject area.

Sincerely,

Author Name

Author Organization

Author Email

References

References must be numbered in order of appearance in the text (including citations in tables and legends) and listed individually at the end of the manuscript. We recommend preparing the references with a bibliography software package, such as EndNote, ReferenceManager or Zotero to avoid typing mistakes and duplicated references. Include the digital object identifier (DOI) for all references where available.

**Manuscripts should follow reference formatting according to the Author Guidelines, including ≤5 references for a letter to the editor.**

In the text, reference numbers should be placed in square brackets [ ] and placed before the punctuation; for example [1], [1–3] or [1,3]. For embedded citations in the text with pagination, use both parentheses and brackets to indicate the reference number and page numbers; for example [5] (p. 10), or [6] (pp. 101–105).

1. Author 1, A.B.; Author 2, C.D. Title of the article. *Abbreviated Journal Name* **Year**, *Volume*, page range.
2. Author 1, A.; Author 2, B. Title of the chapter. In *Book Title*, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, 2007; Volume 3, pp. 154–196.
3. Author 1, A.; Author 2, B. *Book Title*, 3rd ed.; Publisher: Publisher Location, Country, 2008; pp. 154–196.
4. Author 1, A.B.; Author 2, C. Title of Unpublished Work. *Abbreviated Journal Name* year, *phrase indicating stage of publication (submitted; accepted; in press)*.
5. Author 1, A.B. (University, City, State, Country); Author 2, C. (Institute, City, State, Country). Personal communication, 2012.

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