[YOUR NAME]

[AFFILIATION]

[ADDRESS]

[PHONE NUMBER]

[EMAIL ADDRESS]

[EDITOR NAME(S)]

Editor-in-Chief [or Editors-in-Chief]

*Veritas: Villanova Research Journal*

[DATE]

Dear [EDITOR NAME(S)],

Thank you for the opportunity to revise and resubmit [my/our - you can use either, but be consistent throughout the manuscript] manuscript, entitled “[MANUSCRIPT TITLE],” for publication in *VVRJ*.

[I/We] are grateful to the editors and reviewers for their feedback. [I/We] have carefully considered these comments while revising the manuscript.

Based on your guidance, we have made the following changes:

* [Provide a brief description of changes, such as “clarified the methodology section,” “expanded the scope of the research question,” or “conducted additional analyses.” Use as many bullet points as you need here.]

Please see [my/our] detailed responses to each of the editors’ [or editor’s] and reviewers’ [or reviewer’s] comments, beginning on the following page.

Sincerely,

[AUTHOR AND MENTOR NAMES]

**Responses to the editor’s [or editors’] comments:**

1. COMMENT: [Copy and paste editor’s/editors’ first comment from the editor’s letter]

RESPONSE: [Include your response here, describing in detail any changes you made to the manuscript]

1. COMMENT: [Copy and paste editor’s/editors’ second comment from the editor’s letter. Ensure that you respond to all of their comments, even if you do not make any changes based on that comment.]

RESPONSE: [Include your response here, describing in detail any changes you made to the manuscript]

**Responses to Reviewer #1’s comments:**

1. COMMENT: [Copy and paste the reviewer’s first comment from the editor’s letter]

RESPONSE: [Include your response here, describing in detail any changes you made to the manuscript]

1. COMMENT: [Copy and paste the reviewer’s second comment from the editor’s letter. Ensure that you respond to all of their comments, even if you do not make any changes based on that comment.]

RESPONSE: [Include your response here, describing in detail any changes you made to the manuscript]

**Responses to Reviewer #2’s comments: [if more than one reviewer, if not, delete this section]**

1. COMMENT: [Copy and paste the reviewer’s first comment from the editor’s letter]

RESPONSE: [Include your response here, describing in detail any changes you made to the manuscript]

1. COMMENT: [Copy and paste the reviewer’s second comment from the editor’s letter. Ensure that you respond to all of their comments, even if you do not make any changes based on that comment.]

RESPONSE: [Include your response here, describing in detail any changes you made to the manuscript]

Thank you again for your thoughtful input on [my/our] manuscript.