

Chemical Communications

Notice to Authors, 1974

Refereeing Policy—*Chemical Communications* is intended as a forum for preliminary accounts of original and significant work that is likely to prove of wide general appeal or of exceptional specialist interest, and its scientific content will be restricted to such communications. The policy of the Society remains that only a fraction of research work warrants duplicate publication, and communications will be subject to scrutiny by referees. Urgent need for the broadcast of the information must outweigh the general desire to avoid multiple publication. Priority is therefore not an important factor. The needs of the potential user must be considered, not the needs of the authors.

Authors are therefore required to submit, together with three copies of the communication, two copies of a statement of the reasons why urgent publication is desirable. Further, authors are encouraged to indicate, early in the manuscript, the urgent or novel aspect of the work for the benefit of readers.

It should be noted that communications are normally restricted to *ca.* 600 words (1 printed page, to include formulae, Tables, and Figures); supplementary data not to be published may, however, be submitted for the referees' consideration.

Acceptance by two independent referees will lead to immediate publication; communications will not be rejected on the recommendation of one referee only, and authors of refused communications will have the right to appeal, through the Editor, to the Primary Journals Committee.

Short articles which have the detail of content and argument appropriate to the definitive paper but lack urgency should be submitted to the Journal.

Administration—An acknowledgement of receipt will be sent by return of post to the author submitting a manuscript. If, within a reasonable time such a document has not been received, the author is advised to contact the Editor. As soon as the referees' recommendations have been received by the Editor, authors will be informed whether the communication has been accepted.

Urgency—The Primary Journals Committee has instructed the editorial staff of *Chemical Communications* that if authors fail to reply to referees' recommendations, or to return proofs, within one month of the date of dispatch the communication concerned may be regarded as abandoned.

Editing—Editing will be as light as is consistent with a reasonable standard of presentation, clarity of expression, and the conciseness required in *Chemical Communications*.

Manuscripts—Careful attention to the following points will aid rapid publication.

- (a) Three copies of the manuscript *must* be provided. One should be a top-quality original, in double-line spacing, typed on one side of the sheet only. Good quality non-greasy paper must be used. Margins of at least $1\frac{1}{2}$ inches must be left at the top, bottom, and left-hand side.
- (b) The first page should be set out as follows:
 - (i) Title of communication, capitals for first letter of each noun and adjective *only*.

Note: The inclusion of "Series or Part numbers" in the title of communications is not allowed.
 - (ii) Authors' names, with one forename for each author, (doubly underlined) preceded by "By" on the same line.

The name of the author who will deal with correspondence arising out of publication of the communication will be indicated by an asterisk (*) placed after it.
 - (iii) Authors' address, singly underlined and enclosed in parentheses.
 - (iv) An extra line of space.
 - (v) A one-sentence summary.
 - (vi) An extra line of space.
 - (vii) Main text, first paragraph not indented, with the first word doubly underlined.
- (c) Spacings must be those required in print, *e.g.*, each paragraph must be indented. A space must be left after numerals (except where these occur in chemical names), when these qualify units (*e.g.*, 3 g), but not when they are multiples (10^3k).
- (d) Attention should be paid to underlining, and punctuation (or its absence) in symbols and chemical names. Greek letters should be explained by marginal notes (*e.g.*, Gk nu) and *not* underlined.
- (e) Alterations must be made by complete erasure, or by crossing out the error and writing the correct version above it.
- (f) Bibliographic references are indicated in the text by superior numerals and must be *cited* in numerical sequence. The corresponding footnotes should include the author's initial given before the surname and should be set out on a separate sheet.
- (g) Captions to illustrations should preferably be presented on a separate sheet.
- (h) Displayed formulae should be carefully and unambiguously drawn on a separate sheet. They should be numbered for ease of reference in the text.

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- (i) Illustrations should be good-quality Indian ink drawings suitable for immediate reduction to about 2 inches in width. Lettering should be clearly but lightly inserted in pencil—the printer will set it in type. Drawings requiring additional draughtsmanship are likely to cause delay.

The Title—The choice of the wording of the title is of greatest importance, since it is from this that the important keywords used in information retrieval are taken. The title should clearly and accurately indicate the content of the communication and should be expressed in adequate scientific terms that can function as 'points of entry' for retrieval purposes. Brevity in a title, though desirable, should be balanced against its accuracy and usefulness.

The Summary—The *Summary* should be a one-sentence account of the discovery being announced. It must clearly indicate the content which makes the communication important or urgent and be informative rather than indicative, *i.e.* be of the form:

"Reaction of sodium with ethanol in dry benzene gives the monomeric sodium ethoxide" and not "The reaction of sodium with ethanol in dry benzene has been studied".

Nomenclature, Symbolism, etc.—The brevity required in communications can be a source of ambiguity. It is, therefore, important, whenever possible, to use nomenclature, symbolism, *etc.*, that is widely understood and, preferably supported by international authority, *e.g.* IUPAC.

Brevity—In order that the maximum number of communications can be published in the space available,

individual articles must be as brief as possible (see para. 3 of Notice), and should be restricted to the central urgent theme; historical introduction, experimental detail, physical data, and mechanistic conjecture will normally not be published, and detail essential to the proof of soundness should be given in a covering letter for assessment by the referees.

Illustrations, tables, and graphic formulae are space-consuming and will be published only if vital to the exposition of the central theme.

Acknowledgements—Only personal acknowledgements and those indicating financial support of the research will be published.

Footnote Indications—Because of their special use to indicate the author to whom correspondence should be addressed, asterisks are not available to indicate footnotes to the main text.

They may, of course, continue to be used in recognised specialised scientific terms (*e.g.*, $n \rightarrow \pi^*$ transitions), and in Tables.

Proofs—Proofs will normally be sent by first-class mail—by airmail where appropriate—to the person submitting the article or to the person designated by him.

Offprints—An offprint order form will be circulated to authors when they are informed of the acceptance of their communication. Its early return will facilitate production both of *Chemical Communications* and of the offprints.

The offprint will have a self-cover, *i.e.*, be printed as a four-page leaflet with the title and reference repeated on the front page.