

## SUGGESTIONS TO AUTHORS\* OF ARTICLES FOR CHEMICAL REVIEWS

HAROLD HART, EDITOR

*Department of Chemistry, Michigan State University, East Lansing Michigan 48823*

### I. General Statement

Articles for *Chemical Reviews* should be authoritative, critical, and comprehensive reviews of recent research in the various fields of chemistry. Preference will be given to creative reviews on timely subjects, and to reviews which are likely to promote research in the subject. The subject should be carefully selected and the scope well defined. There should be considerable literature background in addition to the author's own work in the field. In general, the topic should not have been reviewed in a readily available publication for about five years, though exceptions may be made if developments in a field have been particularly rapid, or if new insight can be achieved through further review of the subject.

Articles must be readable. The presentation should be at a high level, not elementary. In writing the article, the author should assume that readers are competently trained in fundamentals but that they have no extended knowledge of the specialized topic.

### II. Preliminary Approval of Articles

Articles for *Chemical Reviews* are prepared in one of three ways: (a) the editor, in response to suggestions received from the Editorial Advisory Board or elsewhere, extends invitations to authors; (b) potential authors contact the editor and express a desire to prepare a review of a particular subject; or (c) manuscripts originally prepared for some other journal are referred to *Chemical Reviews* as perhaps being a more suitable publication medium.

*In case (a)*, the author is assured that the manuscript, if prepared in accord with the current format and style, will be accepted for publication. He need only advise the editor of the approximate length of the article and the tentative target date for its completion.

*In case (b)*, authors are requested to send the editor *three* copies of the following material:

1. A two- or three-page detailed topical outline.
2. A list of previous reviews, including books or book chapters dealing with the subject of the intended review.

3. An estimate of the number of references.
4. An estimate of the number of double-spaced typewritten pages.
5. A tentative date when the author could submit the manuscript.

This material will be examined by the editor with advice from referees and/or the Editorial Advisory Board. A decision is usually reached in 2–4 weeks, and the author will be notified in writing. If the proposal is approved, the author is assured that the manuscript, if prepared in accord with the proposal and with current format and style, will be accepted for publication.

*In case (c)*, manuscripts submitted without invitation or preliminary approval will be carefully examined and, if acceptable, will be published. However, *Chemical Reviews* is under no obligation to accept articles submitted in this manner.

*In all cases, manuscripts will be refereed, and final acceptance is contingent upon the consideration by the author of the referees' comments.*

### III. The Manuscript

Authors should examine a current issue of *Chemical Reviews* for guidance with respect to format, style, and presentation of the review. They should also consult the "Handbook for Authors," available from Special Issue Sales, American Chemical Society, 1155 Sixteenth Street, N.W., Washington, D. C. 20036. Page references to this "Handbook" throughout the remainder of these "Suggestions" refer to the First Edition (1967).

#### A. DIVISIONS OF THE MANUSCRIPT

Although the organization of the main portion of the review article will vary considerably depending upon author and subject, certain features will be common to all reviews.

1. The *title* should be precise, accurately reflect the content, yet not be too long (preferably under ten words).
2. *Main and subdivisions* should use the following designations:

\* These suggestions supercede the previous instructions published in *Chem. Rev.*, 67, 361 (1967).

- I. (Roman numerals; boldface italics)
  - A. (Capital letters; block boldface letters)
    - I. (Arabic numerals; italics)
      - a. (lower-case letters)
        - i. (lower-case, italicized Roman numerals)

3. Each article begins with a table of *Contents*, which in general lists the first two types of divisions (Roman numerals and capital letters). Occasionally the third subdivision (Arabic numerals) may be listed, if these sections of the manuscript are lengthy and not too numerous. *Entries in the Contents should be identical with those in the body of the article.* The list of contents gives the reader, at a glance, an idea of the article's scope; it also permits the reader to quickly locate material of special interest to him.

4. The *Introduction*, usually one or two manuscript pages in length, should state precisely the purpose and goals of the review, its scope and limitations, as well as the years of literature covered. Historical material and references to earlier pertinent reviews may be included. Any special nomenclature, notation, or symbolism should be defined here.

5. Material in the *review proper* should be logically arranged and presented in a clear and concise style.

6. *Acknowledgments* should be placed in a separate paragraph at the end of the review.

## B. MATTERS OF STYLE

Authors are encouraged to use the ACS "Handbook for Authors" as a general guide. There are, however, several conventions which, if followed by the author, will speed up the publication of his manuscript.

1. *Tables* are numbered consecutively with Roman numerals. The table number and its title appear on separate lines at the head of the table. In general, tables should be distributed throughout the text, and not grouped at the end of the manuscript. *If tables are typed on separate pages, the preferred location of each in the text must be designated for the printer by the words "Table I, II, etc." in the margin of the text.* Abbreviations and *linear* chemical formulas should be used liberally in headings and columns of tables; *structural* formulas should be avoided if possible in column headings or in the body of tables, but may be used in the main heading.

For further guidance regarding the setting up of tables, see pp 57-59, "Handbook for Authors." *For the handling of footnotes and references to tables, see section III.C.*

2. *Figures* are numbered consecutively with Arabic numerals. Captions for figures follow directly on the same line as the figure number. Captions for figures may be collected and listed in one place. *The preferred location of each figure must be designated for the printer by the words "Figure 1, 2, etc." in the margin of the text.*

An original set of drawings for the figures or other illustrations must be supplied. These may be glossy photographs or India ink drawings, and should be packed carefully so that they cannot be bent or folded during mailing. For guidelines in preparing figures, see pp 65-69 of the "Handbook for Authors."

3. *Structural formulas* should be carefully drawn and numbered consecutively with boldface Arabic numerals. These numbers should be underlined with a wavy line (*i.e.*, 127) whether they appear beneath formulas or in the body of the text. For suggestions regarding structural formulas, see pp 60-65 of the "Handbook for Authors."

4. *Equations*, whether chemical or mathematical, are denoted by Arabic numerals in parentheses at the right side of the equation [*i.e.*, (1), (2), etc.] and are referred to in the text as eq 1, eq 2, except at the beginning of a sentence, where Equation is spelled out. *Do not* put the numbers of equations in parentheses in the text. Mathematical equations *must* be typed, not handwritten.

## C. REFERENCES AND FOOTNOTES

*All references and footnotes (except those which appear only in tables) should be numbered in one consecutive series.* If there is more than one author, the name of the author to whom inquiries about the paper may be addressed should be marked with an asterisk. A footnote giving his address may be included if this information is not obvious from the heading of the manuscript. Footnotes regarding the affiliation of other authors should be included in the numerical series (*i.e.*, referenced with a number, not an asterisk, dagger, or other symbol). Reference numbers should be typed as unparenthesized superscripts in the text, but should be enclosed in parentheses in the reference itself.

References may be typed in one of three ways: (a) in *numerical* order at the end of the manuscript [in this case, the point at which the reference *first* appears must be clearly indicated by an arrow in the margin of the text]; (b) immediately following the line of text in which they first appear, separated from the text by a pair of horizontal lines; (c) at the bottom of the typed page on which they first appear.

*References and footnotes which appear only in tables should be handled separately.* They should be given letter designations and cited in the table by superscript italic letters. The sequence of letters should proceed by line rather than by column. If a table includes references which also appear in the text, the numbers assigned to these references should be used, whether the references appear in the text preceding or following the table.

Authors should follow current *Chemical Reviews* format in writing references. In particular, initials must appear before names. Official *Chemical Abstracts* abbreviations of journal names as given in *Chemical Abstracts Service Source Index* (formerly *Access*) should be followed by volume, page, and year, as in:

J. J. Philipson and R. L. Burwell, Jr., *J. Amer. Chem. Soc.*, **92**, 6125 (1970).

If a reference is to an obscure or generally unavailable journal, the *Chemical Abstracts* reference should be given in addition to the original, as in:

A. E. Arbuzov and Y. P. Kitaev, *Tr. Kazansk., Khim.-Tekhnol. Inst.*, **23**, 60 (1957); *Chem. Abstr.*, **52**, 9980 (1958).

References to translated journals should be clearly indicated as such, and the original reference should also be cited.

For books, the author(s), title, publisher's name and address, year of publication, and the chapter or page(s) should be included, as in:

S. W. Benson, "The Foundations of Chemical Kinetics," McGraw-Hill, New York, N. Y., 1960, p 342.

Citations of patents should include the author's name (or the name of the company if no individual is the patentee), the patent country, number, year, and a reference to *Chemical Abstracts* or other abstract source, as in:

J. B. Wright, U. S. Patent 3,115,496 (1963); *Chem. Abstr.*, **60**, 5512c (1964).

For further guidance regarding references and footnotes, see pp 69–76 of the “Handbook for Authors.”

#### D. COPYRIGHT RESPONSIBILITY

Authors must not incorporate copyrighted material in a review article without specific written permission from the copyright owner. It is the sole responsibility of the authors to secure such permission. The fact that such permission has been granted should be appropriately acknowledged in the manuscript. For his protection, the author should retain in his files letters which grant copyright permission.

Copyright laws cover *exact* reproduction; an author may rewrite or rearrange text and tabular material or alter figures, without the need for permission from the copyright owner. The bulletin “Copyright Law of the U.S.A.” may be obtained from the Copyright Office, The Library of Congress, Washington, D. C. 20025.

#### E. TYPING

Manuscripts should be typed double-spaced on one side of white bond paper measuring  $8.5 \times 11$  in. Copy should be clear, unambiguous, and easily legible since the manuscript is set in type by a nonchemist. For helpful suggestions to typists, see pp 101–107 of the “Handbook for Authors.”

*All pages of a manuscript should be numbered consecutively, including tables, which should be inserted in their proper places rather than grouped at the end. Figures should be placed at the end.*

*Manuscripts should be submitted in triplicate. Multilith, Xerox, or similar copies are preferable to conventional carbon copies. The original manuscript should include original drawings of figures, whereas duplicate copies can include photoprints or other copies of the figures.*

#### IV. Correspondence

All correspondence, proposals for reviews, and manuscripts should be sent by first-class mail to the following address:

Professor Harold Hart, Editor  
CHEMICAL REVIEWS  
Department of Chemistry  
Michigan State University  
East Lansing, Michigan 48823

All overseas correspondence and manuscripts should be sent by airmail. An acknowledgment is sent by the editor immediately upon receipt of a manuscript or proposal.

When two or more authors collaborate, only one should carry out all correspondence with the editor, handle the proof, and order the reprints.

#### V. Proof and Reprints

After a manuscript is accepted for publication, it is forwarded to the Production Editor for technical editing, at the following address:

Production Editor  
American Chemical Society  
20th and Northampton Streets  
Easton, Pennsylvania 18042

About two months before publication, galley proofs will be mailed to the author. Proofs should be carefully checked against the manuscript, corrected in accord with instructions sent with the proof, and returned within a few days to the *Easton address*. Extensive rewriting or injection of new material in the body of the manuscript will delay publication, will be done at the author's expense, and in general is strongly discouraged. In exceptional cases (for example, if there has been some delay in publication, or if some unusually significant, pertinent material appeared after the manuscript was accepted for publication) the author may at this point include a brief addendum. This should not include any tables or figures and should be no longer than two manuscript pages.

Reprints may be ordered only at the time the galley proof is received. A table showing the cost of reprints, and an order slip, is sent with and must be returned with the galley proof.

Copies of these Suggestions to Authors may be obtained free from the editor.