
Instructions for Authors

Policy and aims

Chemical Society Reviews publishes short, introductory overviews of topics of current interest in the chemical sciences and related disciplines. The promotion of international and multi-disciplinary awareness and cooperation is particularly encouraged.

Articles should be of interest to the general chemist, rather than being of use only to experts in that field. Authors should give a flavour of the subject, and not a comprehensive treatise: the reviews should act as a springboard for further reading.

In particular, reviews should have appeal to younger researchers seeking new fields to explore.

The reviews must be:

- *Short*
8-10,000 word equivalents: the entire manuscript (text and artwork) should not exceed 30 pages of A4 or American Quarto.
- *Lightly referenced*
A maximum of 35 citations is strongly recommended. Multiple referencing (the use of a, b, etc.) is strongly discouraged.
It is recommended that 7-10 citations be used to show the development of the field, whilst a further 10 be used to explain the basics; the rest should lead the reader to the latest developments.
- *Jargon free*
All specialist terms should be defined.
Authors should not presume knowledge beyond undergraduate level.
Fundamental ideas and symbols should be simply explained.

For most articles a broad outlook is required: authors should credit all the major contributors within the citations limit. The 'and references therein' tag may be useful.

Tables inevitably use up citations and their use is discouraged. Other forms of data representation are preferred.

When reaction schemes are given, only the significant reagents are necessary. Solvents can be omitted as can, in most cases, temperature. The reader can always refer to the original text should they require more experimental information.

Note that excessive length or use of references would provide sufficient reason for non-acceptance of a manuscript.

Solicitation of articles

The majority of reviews will be solicited by members of the Editorial Board in accordance with the policy of the Editorial Board. However, the Editorial Office welcomes suggestions for reviews that would be suitable for the journal.

Synopses of all articles, whether solicited or not, will be considered by the Editorial Board for suitability and advice to the authors. The synopsis should include the following:

- A brief outline of the article's content
- 10 sample references
- A summary of the lead author's academic career

A synopsis pro-forma is available from the Editorial Office.

All manuscripts will be fully peer-reviewed in line with the journal's aims and the high quality of scientific reportage required by the Royal Society of Chemistry.

Any amendments suggested by the referees or the Editorial Office should be responded to within two weeks of notification. All changes to the original and refutation of referees' suggestions/comments should be clearly noted and explained in a covering letter with the revised manuscript.

Acceptance of the synopsis by the Editorial Board does not guarantee publication of the final manuscript.

The style for *Chemical Society Reviews* broadly follows that of the *Journal of the Chemical Society*. More detailed guidelines than those below for the submission of final manuscripts can be found in the first issue of this year's volume of *Perkin Transactions*, *Dalton Transactions* or *Faraday Transactions*.

Manuscripts

Paper copy

The main text, reference list, tables and artwork should be submitted as separate sections, not embedded together as a unified whole.

The text must be double spaced with generous margins. This allows for easier editing and minimizes typesetter errors.

Three clean, good-quality copies should be sent to the Editorial Office. With these should be:

- A short (approx. 80 word) abstract
- A black-and-white photograph of each author (or a group shot)
- A brief (50 word) biography of each author
- A completed RSC copyright form (a copy is with this guide)

Electronic copy

If possible the article should also be submitted on disk. The content must be identical to that of the paper copy: text, references, tables and artwork should all be in separate files. A note of the operating system and software used must be supplied. A revised disk copy must be supplied with a revised manuscript.

It would be especially useful if the artwork were supplied in electronic form as well as on paper.

A disk submission form is appended to this guide.

The following guidelines should be followed for preparation of the disk version if the data is to be used in electronic form.

Disk formatted from IBM compatible or Macintosh either 3.5 or 5.25" clearly labelled with disk submission form

Data note software used
do not integrate the text and artwork

Text double spaced
unjustified
ranged left
not hyphenated

Paragraphs no indent on first line
separated by a carriage return

Spaces only use single spaces, even after a full stop (period)

Characters note the distinction between l ('el') and 1 (one), 0 (zero) and O ('oh')

Tables use either the word-processor's table editor or tabs for formatting: do not use a mixture

Graphics supply in a separate file

Consistency check for consistent chemical formulae and spelling

Use of the electronic form, in part or in whole, cannot be guaranteed. In particular, tables and mathematical equations may have to be retyped. Page proofs should be fully checked in the usual way.

Artwork

All diagrams should be clear and consistent with the text. Titles should be kept as brief as possible.

If colour artwork is included with the manuscript then good quality black-and-white copies must also be provided for comparison.

The advice of the referees and Editorial Board will be sought regarding the use of colour artwork. If it is agreed colour is not necessary then the authors will be asked to contribute to the costs of producing such artwork if they do not wish black-and-white alternatives to be used.

If any diagram or figure is reproduced from another publication then it is the author's responsibility to obtain permission from the publisher in advance. Proof of permission must be forwarded to the Editorial Office. Suitable acknowledgement of reproduction must be given in the diagram's title.

Tables

The desired style of article and citation limits in *Chemical Society Reviews* militates against the use of tables. Authors should consider providing the information in diagrammatic form or as a discussion of the important trends in the text.

Verbatim repetition of tabular information from already published material is not encouraged.

If a table is unavoidable, for example to compare and contrast work from different sources, then careful attention should be paid to the format. The information should be easily digestible. The total reference count includes those within tables.

Authors might consider compiling a supplementary information leaflet that interested readers could request. *This must be supplied with the manuscript for peer review.*

References

A maximum of 35 references is permitted. Multiple citation, e.g. 1(a), (b), etc, is strongly discouraged.

References should be numbered consecutively within the text. In the reference list the following formats must be used.

Journals

A. N. Author, *journal*, year, **volume**, start page

Books

A. N. Author, *title*, editors, publisher, location, edition, year, volume, start page

Equations

Equations should be set on a separate line, set left, and numbered consecutively throughout the text

Headings

Headings should be set out as below:

The title of the article

A N Author and A N Other

The addresses

1 Introduction to the article

1.1 Explanation of themes

1.1.1 Extra information

Figure 1 This is figure 1

Capitals should be used only for the first word in a title, for initials and in accepted acronyms and abbreviations, e.g. NMR.

Proofs

Two sets of page proofs will be issued to the authors. A corrected set should be returned with seven days of receipt.

The Editorial Office should be notified as soon as possible in advance if there is likely to be a problem with this: proofs can be dispatched to temporary addresses if necessary.

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These notes apply to the following RSC journals:

1) Journal of the Chemical Society:

Dalton Transactions

Faraday Transactions

Perkin Transactions 1

Perkin Transactions 2

2) Chemical Communications

3) The Analyst

4) Analytical Communications

5) Journal of Analytical Atomic Spectrometry

6) Journal of Materials Chemistry

7) Faraday Discussions

8) Journal of Chemical Research

9) Chemical Society Reviews

10) Contemporary Organic Synthesis

11) Natural Product Reports

12) Annual Reports

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We have three main reasons for requiring this Licence:

(a) We require it as our authority to publish.

(b) It helps us to protect the material we publish against unauthorised copying and other misuse.

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Note 4 If you are an employee of the British Government and your contribution was written in that capacity then the Copyright Licence will take effect as a *non-exclusive* licence and copyright in your contribution will be reserved to the Crown.

Note 5 Even though the Copyright Licence is exclusive, we will agree to any reasonable request which you (or the copyright owner, if you do not own the copyright) make to us in writing for permission to republish your contribution. However, we will require such republication to be accompanied by a suitable acknowledgement of first publication by the RSC.

Note 6 If we notify you (or the copyright owner, if you do not own the copyright) in writing that we will not be publishing your contribution then the Copyright Licence will immediately terminate.

Note 7 The RSC holds personal information on a computerised database for publications administration purposes. We may from time to time send you material relevant to your research interests, to provide information about the RSC's products, or possibly to seek your advice on new products. If you do not wish to receive this or remain on our mailing list please contact the Production Administrative Officer.

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We welcome the submission of the text of your paper on disk in any of the formats listed below. If you wish to do this, please complete this form with the required information and return it with your disk to the editorial office. Please ensure that the disk is clearly labelled with your *name*, a short *title* of the paper and the *hardware* and *software* used. Submission of the graphics files (ChemDraw for Macintosh only) on a separate disk is also encouraged.

The data on the disk(s) must correspond *exactly* to the *final* hardcopy version supplied.

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