

Guide for Authors

1. General

Please consult this Guide for Authors for further details on the requirements for submitting your paper to the *Journal of Photochemistry and Photobiology A: Chemistry*. The guidelines described in this document should be adhered to carefully, to ensure high-quality and rapid publication of your manuscript. All information for authors can be found online at the Journal's Author Gateway, <http://authors.elsevier.com/journal/jphotochem>

The *Journal of Photochemistry and Photobiology A: Chemistry* (JPPA) welcomes the following types of papers: Original Papers not previously published – Preliminary Notes – Short Reviews.

Papers and Short Reviews may be concerned with either quantitative or qualitative aspects of photochemistry. Organic, inorganic and coordination systems are all treated. The scope includes the physical chemistry of excited atoms or molecules, studies of electronic-energy transfer, quantum-yield determinations and kinetic measurements made under stationary or non-stationary conditions, measurements of rate constants for primary or secondary photochemical processes, studies of absorption or emission spectroscopy applied to photochemistry, mechanistic investigations of photochemical reactions based on product analysis or energy-transfer studies, identification of the products of photochemical reactions, and studies related to the photochemical conversion and storage of solar energy and to atmospheric photochemistry. Papers relating to applied photochemistry are also published. This field includes studies of photoinitiation of polymerization, photo-cross-linking, photodegradation or photostabilization of polymers, photohalogenation, chemical aspects of photography and the design of photoreactors.

Preliminary Notes will describe work that is not yet completed, but that needs, for some reason, to be published in its preliminary form. Manuscripts submitted for consideration in this category must be accompanied by a reasoned justification of the need for urgent publication. This justification will be used by the Editors in deciding whether preliminary publication should be permitted, or whether the authors should be asked to submit a full paper when their research is completed.

Short Review articles are occasionally published, and suggestions of suitable topics are welcomed. Prospective authors should, however, discuss with one of the Editors the content and length of a proposed review before embarking on its preparation. Extensive Reviews should be considered for publication in the *Journal of Photochemistry and Photobiology C: Photochemistry Reviews*.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

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2. Submission

2.1 Online electronic submission to the journal prior to acceptance

Authors can upload their article as a *LaTeX*, *Microsoft[®] (MS) Word[®]*, *WordPerfect[®]*, *PostScript* or *Adobe[®] Acrobat[®] PDF* document via the 'Author Gateway' page of this journal (<http://authors.elsevier.com/journal/jphotochem>), where they will also find a detailed description on its use. The system generates an Adobe Acrobat PDF version of the article, which is used for the reviewing process. Apart from uploading separately, it is crucial that all graphical and

tabular elements also be placed within the text, so that the file is suitable for reviewing. Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary.

Note: compuscripts submitted are converted into PDF for the review process but may need to be edited after acceptance to follow journal standards. For this an 'editable' file format is necessary. See the section on 'Electronic format requirements for accepted articles' and the further general instructions on how to prepare your article below.

2.2 Online electronic submission checklist

Ensure that the following items are present:

- One author designated as corresponding author;
- E-mail address;
- Full postal address;
- Telephone and fax numbers;
- All necessary files (check that all uploaded);
- Keywords;
- All figure captions;
- All tables (including title, description, footnotes).

Further considerations:

- Manuscript has been 'spell checked';
- References are in the correct format for this journal;
- All references mentioned in the Reference list are cited in the text, and vice versa;
- Permission has been obtained for use of copyrighted material from other sources (including the Web).

2.3 Submission to the journal, not online, prior to acceptance

Three copies of the manuscript, including one set of high-quality original illustrations, suitable for direct reproduction, should be submitted. (Copies of the illustrations are acceptable for the other sets of manuscripts, as long as the quality permits refereeing.)

Authors should send an electronic version of their article on disk or by e-mail to one of the addresses given below. This electronic version may be used for the reviewing process. In this case Authors, Reviewers and Editors send and receive all correspondence by e-mail and no paper correspondence is necessary.

Send your manuscript to one of the Editors. All authors **other than** those in the USA, Canada or Asia should submit their material to:

Editor-in-Chief: Professor R.P. Wayne

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Note: electronic articles submitted may need to be edited after acceptance to follow journal standards. For this an 'editable' file format is necessary. See the section on 'Electronic format requirements for accepted articles' and the further general instructions on how to prepare your article below.

Please submit, with the manuscript, the names and addresses of **3 or 4** potential referees.

2.4 Submission checklist, for non-online submission

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's editor for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

- One author designated as corresponding author;
- E-mail address;
- Full postal address;
- Telephone and fax numbers;
- Disk is enclosed;
- The electronic version and the hardcopy of the manuscript are identical;
- Disk has been labelled with;
 - Article details (first author, first words of title);
 - File name(s);

- Media format (e.g., PC, Mac);
- File format (e.g., Word, LaTeX);
- All text pages;
- Keywords;
- Original artwork (high-quality prints);
- All figure captions; All tables (including title, description, footnotes).

Further considerations

- Manuscript has been 'spell checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Colour figures are clearly marked as being intended for colour reproduction or to be reproduced in black-and-white

For any further information please contact the Author Support Department at authorsupport@elsevier.com

3. Electronic format requirements for accepted articles

3.1 General points

We accept most word-processing formats, but Word, WordPerfect or LaTeX are preferred. An electronic version of the text should be submitted together with the final hardcopy of the manuscript. The electronic version must match the hardcopy exactly. Always keep a backup copy of the electronic file for reference and safety. Label storage media with your name, journal title, and software used. Save your files using the default extension of the program used. No changes to the accepted version are permissible without the explicit approval of the Editor. Electronic files can be stored on 3½-inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh).

3.2 Word processor documents

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed 'graphically designed' equations or tables, but prepare these using the word processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Author Gateway's Quick guide: <http://authors.elsevier.com>). Do not import the figures into the text file but, instead,

indicate their approximate locations directly in the electronic text and on the manuscript. See also the section on Preparation of electronic illustrations.

To avoid unnecessary errors you are strongly advised to use the 'spell checker' function of your word processor.

3.3 LaTeX documents

If the LaTeX file is suitable, proofs will be produced without re-keying the text. The article should preferably be written using Elsevier Science's document class 'elsart', or alternatively the standard document class 'article'.

The Elsevier LaTeX package (including detailed instructions for LaTeX preparation) can be obtained from the Author Gateway's Quick guide: <http://authors.elsevier.com>. It consists of the files: `elsart.cls` (use this file if you are using LaTeX2e, the current version of LaTeX), `elsart.sty` and `elsart12.sty` (use these two files if you are using LaTeX2.09, the previous version of LaTeX), guidelines for users of `elsart`, a template file for quick start, and the instruction booklet 'Preparing articles with LaTeX'.

Although Elsevier can process most word processor file formats, should your electronic file prove to be unusable, the article will be typeset from the hardcopy printout.

4. Presentation of manuscript

4.1 Presentation of text

Please write your text in good English (American or British usage is accepted, but not a mixture of them). Authors for whom English is a foreign language are strongly recommended to have the manuscript thoroughly checked and corrected before submission. Authors in Japan kindly note that, upon request, Elsevier Science Japan will provide a list of people who can check and improve the English of an article before submission. Contact our Tokyo office: Elsevier Science K.K., Editorial Service, 1-9-15 Higashi Azabu, Minato-ku, Tokyo 106-0044, Japan; tel.: +81-3-5561-5032; fax: +81-3-5561-5045; e-mail: info@elsevier.co.jp

Italics are not to be used for expressions of Latin origin, for example, *in vivo*, *et al.*, *per se*. Use decimal points (not commas); use a space for thousands (10 000 and above).

Print the entire manuscript on one side of the paper only, using double spacing and wide (3 cm) margins. (Avoid full justification, i.e., do not use a constant right-hand margin.) Ensure that each new paragraph is clearly indicated. Present tables and figure legends on separate pages at the end of the manuscript. If possible, consult a recent issue of the journal to become familiar with layout and conventions. Number all pages consecutively.

Provide the following data on the title page (in the order given):

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible
- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, and also post-publication. **Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.
- **Abstract.** A concise and factual abstract is required (maximum length 300 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without using the reference list. Non-standard or uncommon abbreviations or acronyms should be avoided, but if essential they must be defined at their first mention in the abstract itself.
- **Keywords.** Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes

N.B. **Acknowledgements.** Collate acknowledgements in a separate section at the end of the article and do **not**, therefore, include them on the title page, as a footnote to the title or otherwise.

4.1.1 Arrangement of the article

Subdivision of the article

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1,

1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text.' Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction. State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Experimental/Materials and methods. Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

Theory and/or calculation. A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction, and lay the foundation for further work. In contrast, a Calculation section represents a practical development from a theoretical basis. Include in figure legends and table texts technical details of methods used, while describing the methods themselves in the main text.

Appendices. If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: (Eq. A.1), (Eq. A.2), etc.; in a subsequent appendix, (Eq. B.1); and so forth.

Figure legends, tables, figures, schemes. Present these, in this order, at the end of the article. They are described in more detail below. Further, high-resolution graphics files must be provided separately (see Preparation of illustrations).

Further considerations:

Text graphics. Present incidental graphics not suitable for mention as figures, plates or schemes at the end of the article and number them 'Graphic 1', etc. Their precise position in the text can then be defined similarly (both on the manuscript and in the file). See further under the section, Preparation of illustrations. Further, high-resolution graphics files must be provided separately (see Preparation of illustrations).

Mathematical formulae. Present simple formulae in the line of normal text where possible. In principle, variables are to be presented in italics. Use the solidus (/) instead of a horizontal line,

e.g., X_p/Y_m rather than $\frac{X_p}{Y_m}$

Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separate from the text (if referred to explicitly in the text).

Footnotes. Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many word processors build footnotes into the text, and this feature may be used. Otherwise, indicate the position of footnotes in the text and present the footnotes themselves on a separate sheet at the end of the article. Do

not include footnotes in the Reference list. Table footnotes: indicate each footnote in a table with a superscript lowercase letter.

Tables. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Nomenclature and units. Follow internationally accepted rules and conventions: use the international system of units (SI). The only exception is the use of min, h, d and a as units for elapsed time, though never when combined algebraically with other units. If other quantities are mentioned, give their equivalent in SI.

4.1.2 References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

Citations in the text: Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as ‘in press’ implies that the item has been accepted for publication.

Citing and listing of web references. As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Example: “..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result...”

List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, J. Sci. Commun. 163 (2000) 51–59.

Reference to a book:

[2] W. Strunk Jr., E.B. White, *The Elements of Style*, third ed., Macmillan, New York, 1979.

Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, in: B.S. Jones, R.Z. Smith (Eds.), *Introduction to the Electronic Age, E-Publishing, Inc.*, New York, 1994, pp. 281–304.

4.2 Preparation of illustrations

Illustrations can be prepared in blackwhite, greyscale or colour. Only use colour if it is necessary to convey a scientific message; else it should be avoided. Colour artwork will be published without cost to the authors subject to the discretion of the Editor, and provided the artwork is of sufficient quality.

4.2.1 Preparation of electronic illustrations

Submitting your artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail.

General points

- Always supply high-quality printouts of your artwork, in case conversion of the electronic artwork is problematic.
- Make sure you use uniform lettering and sizing of your original artwork.
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- Only use the following fonts in your illustrations: Arial, Courier, Helvetica, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files, and supply a separate listing of the files and the software used.
- Provide all illustrations as separate files and as hardcopy printouts on separate sheets.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.

Files can be stored on 3½-inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh).

A detailed guide on electronic artwork is available on our website: <http://authors.elsevier.com/artwork>

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats

Regardless of the application used, when your electronic artwork is finalised, please ‘save as’ or convert the images to one of the following formats (Note the resolution requirements for line drawings, halftones, and line/halftone combinations given below.):

EPS: Vector drawings. Embed the font or save the text as ‘graphics’.

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TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.
 TIFF: Combinations bitmapped line/half-tone (colour or greyscale): a minimum of 500 dpi is required.

DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply 'as is'.

Please do not:

- Supply embedded graphics in your word processor (spreadsheet, presentation) document;
- Supply files that are optimized for screen use (like GIF, BMP, PICT, WPG): the resolution is too low;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

4.2.2 Non-electronic illustrations

Provide all illustrations as high-quality printouts, suitable for reproduction (which may include reduction) without retouching. Number illustrations consecutively in the order in which they are referred to in the text. They should accompany the manuscript, but should not be included within the text. Clearly mark all illustrations on the back (or – in case of line drawings – on the lower front side) with the figure number and the author's name and, in cases of ambiguity, the correct orientation.

Mark the appropriate position of a figure in the article.

Captions

Ensure that each illustration has a caption. Supply captions on a separate sheet, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Line drawings

Supply high-quality printouts produced with black ink on white paper. The lettering and symbols, as well as other details, should have proportionate dimensions, so as not to become illegible or unclear after possible reduction; in general, the figures should be designed for a reduction factor of two to three. The degree of reduction will be determined by the Publisher. Illustrations will not be enlarged. Consider the page format of the journal when designing the illustrations.

Photocopies are not suitable for reproduction. Do not use any type of shading on computer-generated illustrations.

Photographs (halftones)

Please supply original photographs for reproduction, printed on glossy paper, very sharp and with good contrast. Remove non-essential areas of a photograph. Do not mount photographs unless they form part of a composite figure. Where necessary, insert a scale bar in the illustration (not below it), as opposed to giving a magnification factor in the legend.

Colour illustrations

Submit colour illustrations as original photographs, high-quality computer prints or transparencies, close to the size expected in publication, or as 35 mm slides. Polaroid colour prints are *not* suitable. Further information concerning colour illustrations and costs is available from *Author Support*, which can be contacted via authorsupport@elsevier.com

5. Proofs

When your manuscript is received by the Publisher it is considered to be in its final form. Proofs are not to be regarded as 'drafts'.

Proofs in PDF

One set of page proofs in PDF format will be sent by e-mail to the corresponding author, to be checked for typesetting/editing. No changes in, or additions to, the accepted (and subsequently edited) manuscript will be allowed at this stage. Proofreading is solely your responsibility.

Return deadline

The Publisher reserves the right to proceed with publication if corrections are not communicated within 2 days, 48 hours, of receipt of the proofs. Should there be no corrections, please confirm that this is the case.

One set requirement

Elsevier will do everything possible to get your article corrected and published as quickly and accurately as possible. In order to do this we need your help. When you receive the (PDF) proof of your article for correction, it is important to ensure that all of your corrections are sent back to us in one communication. Subsequent corrections will not be possible, so please ensure your first sending is complete. Note that this requirement does not mean you have any less time to make your corrections, just that only one set of corrections will be accepted.

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