



## 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 & 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 on-line at the Journal's homepage [www.elsevier.com/locate/inca/504091](http://www.elsevier.com/locate/inca/504091)**

### Aims & Scope

JPPA publishes Short Notes, Regular Articles and Invited Feature Articles on chemical phenomena induced by interactions between light and molecules/matter, of all kinds. Short Notes are 2-page papers with relevant new results, data or technical reports that are urgent and important to the photochemistry community. Regular Articles allow for a complete overview of research results. Specialist researchers will be occasionally invited by Editors to write a more comprehensive Invited Feature Article. Invited Feature Articles are intended to present an overview of the author's recent work in relation to other published research in the field. Invited Feature Articles are not intended to be comprehensive overview of a particular sub-discipline.

Organic, inorganic, biological, macromolecular, supra-molecular integrated systems; semiconductor and metallic systems are all included, and the widest range of photochemistry disciplines is covered.

The scope includes studies of a broad range of processes in photochemistry such as energy, electron and proton transfer; quantum yield determinations and measurements of rate constants for primary and secondary photochemical processes; studies on steady-state and time-resolved emission; absorption and scattering spectroscopy applied to photochemistry; mechanistic investigation of photochemical reaction; and identification of the products of photochemical reactions.

Topical areas covered by the journal include fundamental studies of condensed phase, gas phase and atmospheric photochemistry, synchrotron radiation chemistry and spin effects on photochemical processes. Reports on emerging areas like: solar energy conversion, environmental remediation, and related photocatalytic reactions are also welcome.

In addition, investigations of molecules in intense laser fields such as reactive intermediates; nonlinear photochemical

behaviour; and ultra-fast relaxation (femtosecond laser research applied to photochemistry) are published. Furthermore, reports of studies employing microscopy in spectroscopy and photochemistry; single-molecule photochemistry and spectroscopy; nano-scale photochemical phenomena and laser micro/nano-processing are welcome as long as the work contributes not only to photochemical applications but also to a basic understanding of molecular characteristics.

JPPA also welcomes manuscripts on time-resolved X-Ray diffraction for probing photoinduced structural changes in chemical and biological reactions. Papers relating to polymerization, photodegradation or photostabilization of polymers, chemical aspects of phototherapy and the design of photoreactors will also be considered.

Prospective authors of review articles are kindly advised to consult the Journal of Photochemistry and Photobiology C: Photochemistry Reviews and follow manuscript preparation instructions as described at <http://www.elsevier.com/locate/jphotochemrev>.

### Submission

Articles must be written in good English. 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.

**Submission for all types of manuscripts proceeds totally online via our online submission and editorial system at: <http://ees.elsevier.com/jphotochem>**

When submitting via the website, you will be guided stepwise through the creation and uploading of the various files and data, among others a submission letter and the names and addresses (including e-mail) of *at least three possible reviewers*. The last stage of submitting your manuscript is selecting one of our Editors (see information below) to handle your manuscript. Various formats are allowed for the initial submission, including PDF files. The final revision must be as a Word or other suitable word processor document. When a Word or equivalent document is uploaded as the initial submission, the

system automatically generates an electronic (PDF) proof, which is then used for reviewing. All correspondence, including the editor's request for revision and final decision, will be by e-mail.

Should authors be requested by the editor to revise the text, the revised version should be submitted within six weeks. After this period, the article will be regarded as a **new submission**.

Authors can upload their article as a *LaTeX*, *Microsoft® (MS) Word®*, *WordPerfect®*, *PostScript* or *Adobe® Acrobat®* PDF document. 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. Please refer to specific instructions in the Guide to Online Submission, which is available on the Journal homepage.

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.

### 3. Editors

When submitting, all authors other than those in the USA, Canada or Asia should select the **European Editor**:

#### M. Martin

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FAX: +33-1-44-32-33-25  
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Authors in North and South America should select the **North American Editor**:

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E-MAIL: [masuhara@masuhara.jp](mailto:masuhara@masuhara.jp)

## 4. Electronic format requirements for accepted articles

### 4.1. General points

We accept most word-processing formats, but Word, WordPerfect or LaTeX is preferred. Always keep a backup copy of the electronic file for reference and safety. 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.

### 4.2. 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 [www.elsevier.com/authors](http://www.elsevier.com/authors)).

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.

### 4.3. 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'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 journal homepage at [www.elsevier.com/authors](http://www.elsevier.com/authors). 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".

## 5. Presentation of text

### 5.1. Presentation of manuscript

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors for whom English is a foreign language are strongly recommended to have the manuscript thoroughly checked and corrected before submission, preferably by a native English speaker.

**Language Polishing.** For authors who require information about language editing and copyediting services pre- and post-submission please visit <http://www.elsevier.com/languagepolishing> or contact [authorsupport@elsevier.com](mailto:authorsupport@elsevier.com) for more information. Please note Elsevier neither endorses nor takes responsibility for any products, goods or services offered by outside vendors through our services or in any advertising.

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).

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.
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- **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. 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 reference to the reference list. Non-standard or uncommon abbreviations 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 5 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.
- **Abbreviations.** Define abbreviations that are not standard in this field at their first occurrence in the article: in the abstract but also in the main text after it. Ensure consistency of abbreviations throughout the article.

## 5.2. 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.
- **Results.**
- **Discussion.** This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
- **Conclusions.** The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.
- **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.
- **Acknowledgements.** Place acknowledgements, including information on grants received, before the references, in a separate section, and not as a footnote on the title page.
- **Figure legends, tables, figures, schemes.** Present these, in this order, at the end of the article. They are described in more detail below. If you are working with LaTeX and have such features embedded in the text, these can be left, but such embedding should not be done specifically for publishing purposes. Further, high-resolution graphics files must be provided separately (see Preparation of illustrations).
- **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. If you are working with LaTeX and have such features embedded in the text, these can be left, but such embedding should not be done specifically for publishing purposes. Further, high-resolution graphics files must be provided separately (see Preparation of illustrations).

### 5.3. Specific remarks

*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. Should this not be the case, 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.

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*Nomenclature and units.* Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

*Preparation of supplementary data.* Elsevier now accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, movies, animation sequences, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier web products, including ScienceDirect: <http://www.sciencedirect.com>. In order to ensure that your submitted material is directly usable, please ensure that data is provided in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit [www.elsevier.com/authors](http://www.elsevier.com/authors).

### 5.4. 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.

Journal names should be abbreviated according to CAS (Chemical Abstracts Service): <http://www.cas.org/>

## 6. Preparation of illustrations

Illustrations can be prepared in black & white, greyscale or colour. Only use colour if it is necessary to convey a scientific message; otherwise 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. Your colour artwork is published on ScienceDirect at no additional cost – regardless of whether the artwork appears in colour or black & white in print. Further information can be found at <http://www.elsevier.com/artworkinstructions>.

*General points:*

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as “graphics” or enclose the font.
- 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.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.

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