TETRAHEDRON: ASYMMETRY

Instructions to contributors

Please follow these instructions carefully to ensure that the review and publication of your paper is as swift and efficient as possible. These notes may be copied freely.

Tetrahedron: Asymmetry publishes communications, articles and reports on all aspects of asymmetry in organic, inorganic, organo-metallic, physical and bioorganic chemistry.

COMMUNICATIONS provide rapid publication of important new contributions; they must be no longer than four printed pages (including artwork) and should not contain an experimental section. A statement should be included concerning the characterisation of new compounds.

ARTICLES describe original research of high quality and timeliness in the field of asymmetry.

REPORTS reviewing topics of current relevance will generally be specially commissioned; however, suggestions for topics and authors are welcomed by the Editors.

Journal policy

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and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher. Authors accept full responsibility for the factual accuracy of the data presented and should obtain any authorization necessary for publication. As such the contents of the papers are the sole responsibility of the authors and publication shall not imply the concurrence of the editors or publisher.

All papers are submitted to referees who advise the editor on the matter of acceptance in accordance with the high standards required, on the understanding that the subject matter has not been previously published and is not under consideration elsewhere. Referees will be asked to distinguish contributions meeting the above requirements and having an element of novelty, timeliness, and urgency that merits publication in the journal. Referee names are not disclosed, but their views are forwarded by the editor to the authors for consideration. Authors are encouraged to suggest names of several experts in the field when papers are first submitted or at any time in the evaluation process.

Manuscript submission

Tetrahedron: Asymmetry manuscripts should be submitted to the appropriate regional editor (see below) via the online submission page of this journal at http://ees.elsevier.com/tetasy. Authors will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the editor's decision and requests for revision, takes place by e-mail and via the author's home page. A printed copy of the manuscript is not required at any stage of the process.

The following items should be supplied (as separate items) at first submission:

• Manuscript. It is not necessary to embed graphics in the text, but if you do so please note that separate graphic files may be required for proof production when a manuscript is accepted for publication. Graphics should be submitted as separate, high-resolution artwork files. These will be automatically incorporated into the single PDF that the system creates for review.

- Graphical abstract for the contents list.
- Stereochemistry abstract for each important chiral compound (only one enantiomer per compound is required).
- Cover letter: (i) highlighting the novelty, significance, and urgency of the submitted work, which merits rapid publication; (ii) providing details of other relevant information, e.g., submitted or in press manuscripts.
- · Contact details of suitable referees.

Manuscripts should be addressed to the appropriate regional editor: For manuscripts from Japan and other Asian countries: Professor T. Hayashi, Department of Chemistry, Kyoto University, Japan.

For manuscripts from the Americas: Professor R. M. Williams, Department of Chemistry, Colorado State University, USA.

For all other manuscripts: Professor S. G. Davies, Chemistry Research Laboratory, University of Oxford, UK.

Templates are provided in order to allow authors to view their paper in a style close to the final printed form. <u>Their use is optional</u>. The templates can be found at http://www.tetrahedron.info

All manuscripts will be fully typeset from the author's electronic files. It should be noted that due to defined typesetting standards and the complex requirements of electronic publishing, the Publisher will not always be able to exactly match the layout the author has submitted. The template is only intended to be used in assisting with the preparation and submission of manuscripts.

It should be noted that the use of the journal template is <u>not</u> a requirement and its adoption will neither speed nor delay publication. Elsevier can handle most major word processing packages and in general most formatting applied by authors for style and layout is replaced when the article is being typeset.

The templates contain a large number of macros. To ensure successful PDF conversion, it is important that the author saves a new document based on the template, rather than saving the template itself. To use the template, the author should save the final document as a Word file with a '.doc' extension (rather than the '.dot' extension).

Manuscript preparation

Language: Articles must be written in clear, concise, grammatical English. Any author who is not fluent in idiomatic English is urged to gain assistance with manuscript preparation. Reviewers are not expected to correct grammatical errors and any deficiency in this area may detract from the scientific content of the paper.

Language polishing: For authors who require information about language editing and copyediting services pre- and post-submission please visit http://www.elsevier.com/wps/find/authorshome.authors/languagepolishing or contact 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. For more information please refer to our Terms & Conditions http://www.elsevier.com/wps/find/termsconditions.cws_home/termsconditions.

General requirements: The corresponding author's full mailing address, including mail codes, phone number, fax number, and e-mail address should be included. The manuscript should be compiled in the following order: Title, Authors, Affiliations, Abstract, Introduction, Results,

Discussion, Conclusion, Experimental, References, Tables, Figures, Schemes and Captions. A graphical abstract for inclusion in the Table of contents and a stereochemistry abstract for each important chiral compound should be supplied as separate documents.

Graphical abstracts: Authors must supply a graphical abstract at the time the paper is first submitted. The abstract should summarise the contents of the paper in a concise, pictorial form designed to capture the attention of a wide readership and for compilation of databases. Carefully drawn chemical structures that serve to illustrate the theme of the paper are desired. Authors may also provide appropriate text, not exceeding 30 words. The content of the graphical abstract will be typeset and should be kept within an area of 5 cm by 17 cm. Authors must supply the graphical abstract separately as an electronic file. For examples of graphical abstracts, please consult a recent issue of the journal or visit the journal home page on ScienceDirect at http://www.sciencedirect.com/science/journal/00404039 and click 'Sample Issue Online'.

Stereochemistry abstracts: For each important chiral compound where optical data are determined authors are requested to supply a stereochemistry abstract detailing structure, name, formula and all available stereochemical information for eventual incorporation into a database. An abstract for only one enantiomer per compound is required. Authors should compile all stereochemistry abstracts into one single document (separate from the manuscript document). An example follows these instructions.

Title: The title should be brief, specific and rich in informative words; it should not contain any literature references or compound numbers.

Authors and affiliations: Where possible, supply given names, middle initials and family names for complete identification. Use superscript lower case letters to indicate different addresses, which should be as detailed as possible, and must include the country name. The corresponding author should be indicated with an asterisk, and contact details should be placed in a footnote. Information relating to other authors (e.g. present addresses) should be placed in footnotes indicated by the appropriate symbols (see below).

Abstract: Authors must include a short abstract that states briefly the purpose of the research, the principal results and major conclusions. References and compound numbers should not be mentioned in the abstract unless full details are given.

Text: Text should be subdivided in the simplest possible way consistent with clarity. Headings and subheadings should reflect the relative importance of the sections, and all headings should be numbered. Ensure that all tables, figures and schemes are cited in the text in numerical order. The preferred position for chemical structures should be indicated. Trade names should have an initial capital letter, and trademark protection should be acknowledged in the standard fashion, using the superscripted letters TM and R for trademarks and registered trademarks, respectively. All measurements and data should be given in SI units where possible, or other internationally accepted units. Abbreviations should be used consistently throughout the text, and all nonstandard abbreviations should be defined on first usage. Authors are requested to draw attention to hazardous materials or procedures by adding the word CAUTION followed by a brief descriptive phrase and literature references if appropriate. The experimental section should be as concise as possible, while containing all the information necessary to guarantee reproducibility.

References: In the text references should be indicated by superscript Arabic numerals which run consecutively through the paper and appear after any punctuation; ensure that all references are cited in the text and vice versa. The reference list should contain only literature references; other information (e.g. experimental details) should be placed either within the body of the text, or as a footnote to the text. Each reference should contain only one literature citation. Authors are expected to check the original source reference for accuracy. Journal¹ titles should be abbreviated according to American Chemical Society guidelines. Inclusive pagination is strongly recommended. Book references^{2,3} should cite author(s), chapter title

(if applicable), editor(s), book title, edition/volume, publisher location, publisher name, date and pages. Examples, including a thesis citation, ⁴ are shown below.

- Barton, D. H. R.; Yadav-Bhatnagar, N.; Finet, J.-P.; Khamsi, J. Tetrahedron Lett. 1987, 28, 3111–3114.
- Katritzky, A. R. Handbook of Organic Chemistry; Pergamon Press: Oxford, 1985; pp. 53–86.
- Smith, D. H.; Masinter, L. M.; Sridharan, N. S. In Heuristic DENDRAL: Analysis of Molecular Structure; Wipke, W. T.; Heller, S. R.; Feldmann, R. J.; Hyde, E., Eds. Computer representation and manipulation of chemical information. John Wiley: New York, 1974; pp. 287–298.
- 4. Cato, S. J. Ph.D. Thesis, University of Florida, 1987.

Footnotes: Footnotes should appear at the bottom of the appropriate page and be indicated by the following symbols: *, \dagger , \ddagger , \$, \P , \parallel .

Tables: All tables should be cited in the text, and numbered in order of appearance with Arabic numerals. The caption should appear on the same line as the table number, e.g.

Table 1. This is the table caption

All table columns should have a brief explanatory heading and where appropriate, units of measurement. Vertical lines should not be used. Footnotes to tables should be typed below the table, each on a separate line, and should be referred to by superscript letters.

Artwork: Figures, schemes and equations must be cited in the text and numbered in order of appearance with Arabic numerals. Other graphics, such as structures, do not need to be numbered, but please indicate in the text where these are to appear. All graphics (including chemical structures) must be provided at the actual size that they are to appear (single-column width is 8.4 cm, double-column width is 17.7 cm). Please arrange schematics so that they fill the column space (either single or double), so as not to leave a lot of unused white space. Please ensure that all illustrations within a paper are consistent in type, quality and size. Captions should not be included as part of the graphic; instead all captions should be supplied at the end of the text. Reagents and conditions (unless incorporated into the actual schematic) should also be labelled with the figure or scheme number, and the corresponding author's name.

To help author's provide actual size graphics, it is suggested that the following settings be used with CSC ChemDrawTM and ISIS DRAWTM: font 10 pt Helvetica, chain angle 120°, bond spacing 18% of length, fixed length 14.4 pt (0.508 cm), bold width 2.0 pt (0.071 cm), line width 0.6 pt (0.021 cm), margin width 1.6 pt (0.056 cm), and hash spacing 2.5 pt (0.888 cm). Compound numbers should be in boldface. With these settings, to ensure a proper size, the graphic must be printed at 70%. In order to accurately design schematics to print out at the proper width with the reduction, the original drawing cannot exceed a column width of 12.0 cm (for single column) and 25.0 cm (for double column). To produce a double column width landscape mode will need to be used. Layout design is facilitated if authors submit their original artwork in the actual size to be published. Please save graphics as an Encapsulated PostScript file (EPS) or a Tagged Image File Format (TIFF), as well as the program the graphic was originally drawn in. For more details on the preparation and submission of artwork, please visit http://authors.elsevier.com

Colour: Colour figures should be supplied in electronic format as JPEG files (minimum 300 dots per inch).

In print: Colour figures may be printed in the journal at no charge to the author, provided that the editor considers the colour necessary to convey scientific information.

On the Web: Any figure can appear free of charge in colour in the Web version of your article (e.g., on ScienceDirect), regardless of whether or not this is reproduced in colour in the printed version. Please note that if you do not opt for colour in print, you should submit relevant figures in both colour (for the Web) and black and white (for print).

Journal conventions

Nomenclature: Authors will find the following reference book useful for recommended nomenclature. It is the responsibility of the author to provide correct chemical nomenclature.

Rigaudy, J.; Klesney, S. P. *IUPAC Nomenclature of Organic Chemistry*; Pergamon Press: Oxford, 1979.

X-ray crystallographic data: Prior to submission of the manuscript, the author should deposit crystallographic data for organic and metalorganic structures with the Cambridge Crystallographic Data Centre. The data, without structure factors, should be sent by e-mail to: deposit@ccdc.cam.ac.uk, as an ASCII file, preferably in CIF format. Hard copy data should be sent to CCDC, 12 Union Road, Cambridge CB2 1EZ, UK. A checklist of data items for deposition can be obtained from the CCDC Home Page on the World Wide Web (http://www.ccdc.cam.ac.uk/) or by e-mail to: fileserv@ccdc.cam.ac.uk, with the one-line message, sendme checklist. The data will be acknowledged, within three working days, with one CCDC deposition number per structure deposited. These numbers should be included with the following standard text in the manuscript: Crystallographic data (excluding structure factors) for the structures in this paper have been deposited with the Cambridge Crystallographic Data Centre as supplementary publication numbers CCDC...... Copies of the data can be obtained, free of charge, on application to CCDC, 12 Union Road, Cambridge CB2 1EZ, UK [fax: +44(0)-1223-336033 or e-mail: deposit@ccdc.cam.ac.uk]. Deposited data may be accessed by the journal and checked as part of the refereeing process. If data are revised prior to publication, a replacement file should be sent to CCDC

Characterization of new compounds: All new compounds should be fully characterized with relevant spectroscopic data. Microanalyses should be included whenever possible. Under appropriate circumstances high resolution mass spectra may serve in lieu of microanalyses, if accompanied by suitable NMR criteria for sample homogeneity.

Structural data: Atomic coordinates for structures of biological macromolecules determined by X-ray, NMR, or other methods should be deposited with the RCSB Protein Data Bank (PDB). It is the responsibility of the author to obtain a file name for the macromolecule; the file name must be referenced in the manuscript. Deposition (deposit.pdb.org) and release information are available at http://deposit.pdb.org/depoinfo/depofaq.html. Manuscripts will be sent out for review only after receiving a written statement from the author that the coordinates will be deposited. If a manuscript is accepted for publication and the PDB file name has not yet been obtained, it must be added in the proof prior to publication. Upon written request by the author the PDB will refer requests for coordinates to the originating author, but one year after publication, they will be made generally available upon request. Please address all inquiries about depositing to the PDB.

GenBank/DNA sequence linking: Authors wishing to enable other scientists to use the accession numbers cited in their papers via links to these sources, should type this information in the following manner:

For each and every accession number cited in an article, authors should type the accession number in bold, underlined text. Letters in the accession number should always be capitalized (see example below.) This combination of letters and format will enable the typesetter to recognize the relevant texts as accession numbers and add the required link to Gen-Bank's sequences.

Example: GenBank accession nos. AI631510, AI631511, AI632198, and BF223228, a B-cell tumor from a chronic lymphatic leukemia (GenBank accession no. BE675048), and a T-cell lymphoma (GenBank accession no. AA361117).

Authors are encouraged to check accession numbers used very carefully. An error in a letter or number can result in a dead link.

In the final version of the printed article, the accession number text will not appear bold or underlined. In the final version of the electronic copy, the accession number text will be linked to the appropriate source in the NCBI databases, enabling readers to go directly to that source from the article.

Supplementary material: Concise supplementary material may be provided for review purposes only.

Copyright guidelines

Upon acceptance of an article, authors will be asked to sign a "Journal Publishing Agreement" (for more information on this and copyright see http://authors.elsevier.com). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail (or letter) will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form.

If excerpts from other copyrighted works are included, the Author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by Authors in these cases: contact Elsevier's Rights Department, Oxford, UK: phone: (+44) 1865 843830; fax: (+44) 1865 853333; e-mail: permissions@elsevier.com. Requests may also be completed on-line via the Elsevier homepage (http://www.elsevier.com/locate/permissions).

Proofs

All authors will receive proofs via e-mail or fax and are expected to return these with corrections as quickly as possible, normally within 24 hours of receipt. Authors should ensure that corrections are returned in one communication and are complete, as subsequent corrections will not be possible. Any amendments will be incorporated and the final article will then be published online as an Article in Press on ScienceDirect (www.sciencedirect.com).

Articles in Press take full advantage of the enhanced ScienceDirect functionality, including the ability to be cited. This is possible due to the innovative use of the DOI article identifier, which enables the citation of a paper before volume, issue and page numbers are allocated. The Article in Press will be removed once the paper has been assigned to an issue and the issue has been compiled.

Offprints

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail or, alternatively, with twenty-five free paper offprints. The PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use. Additional paper offprints can be ordered by the authors. An order form with prices will be sent to the corresponding author.

Page charges

None.

Author benefits

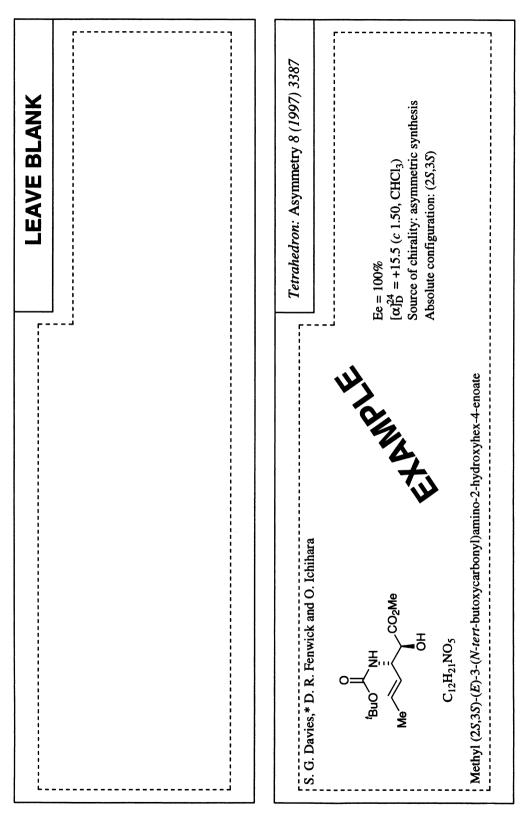
Contributors to Elsevier journals are entitled to a 30% discount on all Elsevier books.

Other enquiries

Visit Elsevier's Author Gateway (http://authors.elsevier.com) for the facility to track accepted articles and set up e-mail alerts to inform you of when an article's status has changed. The Author Gateway also provides detailed artwork guidelines, copyright information, frequently asked questions and more.

Contact details for questions arising after acceptance of an article, especially those relating to proofs, are provided after registration of an article for publication.

Stereochemistry abstracts



PLEASE TYPE ONLY WITHIN THE DOTTED LINES