

INSTRUCTIONS TO CONTRIBUTORS FOR THE PREPARATION OF MANUSCRIPTS FOR DIRECT REPRODUCTION
(For full Instructions see issue 1 of this Volume)

Tetrahedron Letters is a medium for the rapid publication of short communications in English, French or German and offers maximum dissemination of outstanding developments in organic chemistry.

The Letters attempts to provide rapid publication of important new contributions. Communications may announce either experimental or theoretical results of special interest, and will be evaluated for their novelty, timeliness and general interest. In accepting papers, the editors are guided by the opinions of referees who are chosen from panels of experts or from specialists in the community of organic chemists. 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.

Referees are asked to distinguish contributions meeting the above requirements, and having an element of urgency, from otherwise worthwhile work which could more properly await publication in a complete form accompanied by full experimental details. Alternatively, as for example, where the main interest lies in medicinal aspects of the work, it may be preferable to publish the results in a more specialized journal.

When submitting a communication, authors must include a brief statement justifying acceptance.

The typewritten manuscript is reproduced photographically, and each communication is a separate entity. Authors are requested to send papers of 2 or 4 pages. Longer papers will not be accepted. Articles of 3 or just over 3 pages may be returned to the authors for shortening.

ABSTRACT

Authors must include a short abstract in English of approximately three lines typed in single spacing. This should appear immediately after the address and before the commencement of the communication.

GRAPHICAL ABSTRACTS

Authors are requested to supply a graphical abstract in triplicate in finished, camera-ready form at the time the Letter is first submitted. These abstracts should aim at presenting the essence of the Letter in a concise, pictorial form, useful for rapid scanning of the Journal and for the compilation of data bases. Carefully drawn structural formulae are desired which serve to illustrate the theme of the paper. Appropriate text should be incorporated not to exceed the space limitations (5 x 19.5 cm). In publication, abstracts will be reduced by 25%.

PREPARATION OF MANUSCRIPTS

In the introductory section of the communication, the author should attempt to outline the significance of the work and the rationale for urgent publication. Where new general methods are described, typical experimental procedures should be provided.

Manuscripts should be typed to one and a half spaces, using a black ribbon (blue ink cannot be reproduced) on good quality white bond paper. The typist should ensure a clean, clear impression on the letters. Any good quality paper may be used, provided the actual typing area fills the space as outlined below, the margins being provided during reproduction. Two copies of the manuscript must accompany the original.

For papers composed on a word processor, letter quality printers, but not dot matrix printers should, be used.

The title should be in bold with the initial letter of each major word capitalized, and centred on the width of page 1 with the title at least 2 cm from the top of the page. After one line of space, the authors' names and addresses should be provided on separate lines, capitalizing the first letter of all main words. The author or authors to whom correspondence should be addressed by readers of the Journal should be indicated by an asterisk. The typing area of page 1, including the title, should be 18.75 cm wide by 24 cm deep.

The typing area of all other pages should be extended to cover an area 18.75 cm wide by approximately 26 cm deep (which will fit on 8 $\frac{1}{2}$ " by 11" paper).

CAMERA-READY REQUIREMENTS, FORMULAE AND TABLES

To maintain a finished, artistic appearance of the Journal, authors are asked to use whatever resources are available to them to produce manuscripts of pleasing appearance. Direct reproduction of camera-ready papers requires the author to provide the manuscript in a finished artistic format making the best possible use of the space within two or four completely utilized pages. Manuscripts may be cut and pasted, with tables and formulae placed appropriately within the manuscript. Formulae and other graphical material should be drawn with special care and pasted up exactly as the page is to appear in the Journal, generally avoiding freehand illustration. The size of formulae may vary according to the nature of the illustrations but these should neither be overpowering nor so small that they are hard to read after the usual reduction (by a factor of 25%). *Regional Editors may return otherwise acceptable papers for modification if the quality of the figures or structural formulae is poor or the overall layout is carelessly composed. Originals are preferred, but high-quality reproductions are acceptable if they are clear with good black and white contrast.*

HAZARDOUS COMPOUNDS

Authors are encouraged to draw attention to hazards by adding the word CAUTION followed by a brief descriptive phrase and literature reference if appropriate.

TRADEMARKS

Authors are required to acknowledge trademark protection in the standard fashion, e.g. Selectride[®], Exaltolide[®] (although not for words which have entered general usage: pyrex, etc.).

REPRINTS

Any reprints required (above the 25 free) must be indicated on submission.

MAILING OF MANUSCRIPTS

Manuscripts and graphical abstracts in English should be sent in triplicate directly to the Regional Editor for the particular areas as outlined below. In order to achieve the most rapid publication time possible for communications, authors should FAX a copy (supplying their own telephone and FAX numbers) to the Regional Editor at the same time as they mail the camera-ready manuscript. Communications in the French language should be sent to Professor Ourisson; those in the German language to Professor Steglich. Extra delay will be involved if papers are sent to other Regional Editors as they will be forwarded for refereeing to the Editor of the particular region involved. The appropriate Editor is normally determined by the address of the author to whom the correspondence should be sent (as indicated by an asterisk). *Where question arises, the area chosen should correspond to the laboratory where the work was performed.*

1. Professor W. Steglich (Austria, Germany and Switzerland and all papers in the German language), Institut für Organische Chemie der Universität München, Karlstr. 23, D-8000 München 2, Germany. Fax: 49 89 5469225.

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4. Professor Lin Guo-Qiang (China. Manuscripts from Taiwan may be sent to Professor Lin, or to the usual Editor in Japan, at the choice of the authors), Shanghai Institute of Organic Chemistry, Academia Sinica, 345 Lingling Lu, 200032 Shanghai, China.

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