

Tetrahedron Letters

Guide for Authors

Tetrahedron Letters provides maximum dissemination of outstanding developments in organic chemistry. The journal is published weekly and covers developments in techniques, structures, methods and conclusions in experimental and theoretical organic chemistry. Rapid publication of timely and significant research results enables researchers from all over the world to transmit quickly their new contributions to large, international audiences. These notes are a summary of the full-length Guide for Authors, which is available at <http://www.elsevier.com/locate/tetlet>.

Submission of manuscripts

Authors should submit manuscripts to the appropriate regional editor via the online submission page of this journal at <http://ees.elsevier.com/locate/tetl>.

The following items should be supplied:

- *Manuscript*. It is not necessary to embed graphics in the text, but if you do so please note that *separate graphic files will always 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 (submitted as a separate document).
- *Cover letter* highlighting the novelty, significance, and urgency of the submitted work, which merits rapid publication; and providing details of other relevant information, e.g., submitted or in press manuscripts.
- *List of potential referees* (separate document).

The system automatically converts manuscript source files to a single Adobe Acrobat PDF version of the article, which will be used in the review process. A printed copy of the manuscript is not required. All correspondence takes place by e-mail and via the Author's Home Page.

Manuscript preparation

Manuscripts must be written in English and should be compiled as follows:

- *Graphical Abstract* (maximum 5 × 17 cm). This should summarise the contents of the paper in a concise, pictorial form and may include a short text (maximum 30 words).
- *Title and author names and affiliations*.
- *Abstract*. This should briefly state the purpose of the research, the principal results, and major conclusions.
- *Main body of the article*. There should be no section headings except for "Acknowledgements" and "References and notes".

• Acknowledgements.

• *References and notes*. Authors should consult The *ACS Style Guide*, 2nd ed.; American Chemical Society: Washington, DC, 1997, for a detailed listing of citation formats for journal papers, books, and other publications. Journal titles should be abbreviated according to the *Chemical Abstracts Service Source Index (CASSI) 1907–1999 Cumulative* and its supplement. A list of abbreviations can also be found on the journal home page.

• *Artwork*. Figures and schemes must be provided in electronic format and at the actual size that they are to appear (single-column width is 8.4 cm; double-column width is 17.7 cm). Tagged Image File Format (TIFF) or Encapsulated PostScript (EPS) files are preferred. Colour figures may be printed in the journal at no charge to the author if the editor considers that colour is necessary to convey scientific information. Colour figures should be supplied in electronic format as JPEG files (minimum 300 dots per inch).

• *Supplementary data*. Authors can submit supplementary data to support and enhance their communication. These should be supplied as separate electronic files and will be published online alongside the electronic version of the article on ScienceDirect. Authors may alternatively choose to submit supplementary information as an aid to the referees only. When submitting, authors must indicate of the supplementary data is to support their manuscripts or just to aid referees.

Journal conventions

X-ray crystallographic data. Prior to manuscript submission, the author should deposit crystallographic data structures with the Cambridge Crystallographic Data Centre (<http://www.ccdc.cam.ac.uk/>).

GenBank/DNA sequence linking. In the final version of the electronic copy, accession numbers in the text can be linked to the appropriate source in the NCBI databases. Please refer to the full-length Guide for Authors for details.

Funding body agreements and policies

Elsevier has established agreements and developed policies to allow authors whose articles appear in journals published by Elsevier, to comply with potential manuscript archiving requirements as specified as conditions of their grant awards. To learn more about existing agreements and policies please visit <http://www.elsevier.com/fundingbodies>.