

# Tetrahedron

## Guide for Authors

*Tetrahedron* publishes experimental and theoretical research results of outstanding significance and timeliness in the field of organic chemistry and its application to related disciplines especially bio-organic chemistry. Areas covered by the journal include the many facets of organic synthesis, organic reactions, natural products chemistry, studies of reaction mechanism and various aspects of spectroscopy. Contributions take the form of full papers, which are major original contributions to the literature. *Tetrahedron* also publishes specially commissioned review articles - Tetrahedron Reports - and collections of original papers - Tetrahedron Symposia-in-Print. These notes are a summary of the full-length Guide for Authors, which is available at <http://www.elsevier.com/locate/tet>.

### Submission of manuscripts

Authors should submit *Tetrahedron* articles to the appropriate regional editor via the online submission page of this journal at <http://ees.elsevier.com/locate/tet>. *Tetrahedron* Symposia-in-Print should be submitted by email to the Guest Editor as announced for the particular symposium. *Tetrahedron* Reports should not be submitted to the online submission website, instead manuscripts should be e-mailed to the appropriate regional editor.

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.

Articles, Reports, and Symposia-in-Print are usually commissioned, but authors wishing to contribute should contact the relevant editorial office.

### Manuscript preparation

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

- *Graphical abstract* (maximum  $5 \times 17$  cm). This should summarize the contents of the paper in a concise, pictorial form and may include a short text (maximum 30 words).
- *Title, 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*. Text should be subdivided in the simplest possible way. Headings and subheadings should reflect the relative importance of the sections. The experimental section must contain all the information necessary to guarantee reproducibility but authors must be as concise as possible. The format of the experimental section can be found in the full-length Guide for Authors.

- *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 if supplementary data is to support their manuscript, 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, the accession number text can be linked to the appropriate source in the NCBI databases. Please refer to the full-length Guide for Authors for details.