

Frequently Asked Questions

Q: Does the document template have to be used?

A: It is important for the development of the electronic version that the appropriate style name (e.g., H_Method) is attached to the heading paragraphs for each section. It is not important that formatting properties such as font size, line spacing, or the number of lines per page match the document template. Please feel free to change these properties as long as the style naming is not reflected. Apart from style names all formatting options will be deleted by the document processing program. The document template is designed to make formatting the manuscript easier for the user in that the appropriate style can be chosen quickly from the menu.

Q: I have never used a template before and am not sure where to start.

A: There is a Readme file provided with the document template. It is advisable that you print this out and read it first.

Q: I don't know where to save the template file (scisynth.dot).

A: It is difficult to state categorically where individual users save their template files. On a PC, on which the whole Microsoft Office software package is installed, it is normally in the directory C:\MSOffice\Template. With only the Microsoft Word processor installed you will find the directory under C:\MSWord\Template. For the MAC it strongly depends on the version of Word used. Newer MAC Word versions have the same menu items as the Windows Word versions. The folder where the document templates are stored can be detected in Word in "Tools|Templates and Add-Ins". If in doubt, please refer to the in-house computer specialist for advice.

Q: Is it acceptable to adjust the font size and spacing?

A: The font type and style of the text is important for its identification. Font size and spacing is not important.

Q: How should I handle tables?

A: Tables should be composed using the table set-up tools of the word processing program. Tables should be placed in the appropriate position in the body of the text. The tables in the text should be labeled clearly with the caption e.g. <Table 1> (Times).

Q: How should I handle drawings in tables?

A: State the file name of the drawing (handwritten) in the required position in the table on the hardcopy of the manuscript. Store the drawing as a separate file using the formula name as the file name.

Q: Is it possible to handle several schemes in one file?

A: No. Each scheme should be saved in a separate file as should any figures using the scheme or figure number as the file name e.g. scheme1.cdx.

Q: What word processing program should I be using?

A: The following word processing programs are preferred:

- Microsoft Word 2000
- Microsoft Word 2002
- Microsoft Word 2003
- Microsoft Word for Macintosh 6.0 or higher

The document template is currently available for all of these packages. For other word processors please contact the Editorial Office and discuss your requirements. However the use of LATEX should be avoided.

Q: What structure drawing program should I be using?

A: Please generate your schemes using ChemDraw (preferably the latest version both for Microsoft Windows or for Macintosh) or by using ISIS/Draw.

Q: What are the page extent rules for manuscript submission?

A: The volume editors and authors are requested to be aware of the contracted page extent as outlined in the Contributing Author's Agreement, and to not exceed the given number of printed pages for each volume. For estimating the final length of a contribution, the following general rules should be used:

1 typewritten page = 24 lines of characters

2 typewritten pages (with tables/schemes) = 1 printed page

3 typewritten pages (no tables/schemes) = 1 printed page

Q: Do I need to use any particular units or abbreviations?

A: Metric units should be used throughout the text. However, for pressure and temperature, Torr/atm/Pa and °C can be used, respectively. The unit kcal is also accepted. The use of abbreviations is recommended in schemes, tables, and experimental procedures, but not in titles or text. Please see the Appendix for a full list of abbreviations.

Q: What do the symbols ■■■ in the page proofs mean?

A: The symbols indicate that something is missing or unclear in the manuscript and the author should add the missing information during correction.

Q: What is the difference between a General Procedure and a Typical Procedure?

A: A General Procedure is a generalized version of a widely applicable experimental procedure. A Typical Procedure is a specific example of a widely applicable experimental procedure.