

Template for Submission of Manuscripts to American Chemical Society Journals

Word 2011, Page Wide Abstract Version

This template is a guide to be used to prepare manuscripts for submission. Please consult the Instructions to Authors or a recent issue of the journal for detailed guidelines and procedures for submission. This template is intended to benefit the author in that the entire manuscript (text, tables, and graphics) may be submitted in one file. Inserting graphics and tables close to the point at which they are discussed in the text of the manuscript can also be a benefit for the reviewer.

When you submit a manuscript using this template, you will not actually see the page formatting that appears in the printed journal. This will occur as part of the editorial production process. Abbreviated instructions for using the template follow. Consult the documentation for your specific application and version for more information. Additional instructions can be found in the readme file at the web page where you downloaded this template.

Using the template

In ACS publications there are many different components of a manuscript (i.e., title, abstract, main text, figure captions, etc.) that are represented in the template. See the Guide, Notes, Notice, or Instructions for Authors on the journal's homepage to determine which parts should be included for the manuscript that you are preparing

1. If typing your manuscript directly into the template, select (highlight) the text of the template that you want to replace and begin typing your manuscript (i.e., select the Title section for typing in your title).
2. If you have already prepared your document in a Word file, you will need to attach the template to your working document in order to apply the Word Style tags. Further instructions can be found in the readme file at the web page where you downloaded this template.
 - a. Go to the Word Style list on the formatting toolbar and you will see all the Word Styles from the template that has now been imported into the current document. A Styles toolbar has been generated that will display the different Styles for you to choose from. If this is not present, select **View, Toolbars**, and then select **Styles** and it should appear. You can close this at any time and then reopen it when needed.
 - b. Click in the sentence or paragraph and then go to the Word Style menu on the toolbar and select the relevant Word Style. This will apply the Word Style to the entire text (sentence or paragraph). Do this for all sections of the manuscript.
3. To insert graphics within the text or as a figure, chart, scheme, or table, create a new line and insert the graphic where desired. If your graphic is not visible, ensure that the Word Style is "Normal" with an automatic height adjustment. If the size of the artwork needs to be adjusted, re-size the artwork in your graphics program and re-paste the artwork into the template (maximum width for single-column artwork, 3.3 in. (8.5 cm); maximum width for double-column artwork, 7 in. (17.8 cm)). **NOTE:** If you are submitting a Table of Contents graphic, please insert the graphic at the end of the file.
4. Ensure that page numbers are present on all pages before submitting your manuscript.
5. Delete these instructions and any sections that are not needed.
6. Save the file with the graphics in place: select **Save As (File menu)** and save it as a document file (not a .dot template file).
7. Proof the manuscript to ensure that all parts of the manuscript are present and clearly legible.

TITLE (Word Style "BA_Title"). The title should accurately, clearly, and concisely reflect the emphasis and content of the paper. The title must be brief and grammatically correct. The space above the title is provided for the Journal logo. Do NOT delete this space.

AUTHOR NAMES (Word Style "BB_Author_Name"). Include in the byline all those who have made substantial contributions to the work, even if the paper was actually written by only one person. Use first names, initials, and surnames (e.g., John R. Smith) or first initials, second names, and surnames (e.g., J. Robert Smith). Do not use only initials with surnames (e.g., J. R. Smith) because this causes indexing and retrieval difficulties and interferes with unique identification of an author. Do not include professional or official titles or academic degrees. At least one author must be designated with an asterisk as the author to whom correspondence should be addressed.

AUTHOR ADDRESS (Word Style "BC_Author_Address"). The affiliation should be the institution where the work was conducted. If the present address of an author differs from that at which the work was done, indicate with a symbol and give the Present Address under Author Information. If more than one address, use symbols to match author names to address(es).

KEYWORDS (Word Style "BG_Keywords"). *If you are submitting your paper to a journal that requires keywords, provide significant keywords to aid the reader in literature retrieval.*

ABSTRACT: (Word Style "BD_Abstract"). All manuscripts must be accompanied by an abstract. The abstract should briefly state the problem or purpose of the research, indicate the theoretical or experimental plan used, summarize the principal findings, and point out the major conclusions. Abstract length is one paragraph.

TEXT (Word Style "TA_Main_Text"). For full instructions, please see the journal's Instructions for Authors. Do not modify the font in this or any other section, as doing so will not give an accurate estimate of the formatting for publication and final length of the paper.

FIGURES (Word Style "VA_Figure_Caption"). Each figure must have a caption that includes the figure number and a brief description, preferably one or two sentences. The caption should follow the format "Figure 1. Figure caption." All figures must be mentioned in the text consecutively and numbered with Arabic numerals. The caption should be understandable without reference to the text. Whenever possible, place the key to symbols in the artwork, not in the caption. To insert the figure into the template, be sure it is already sized appropriately and paste before the figure caption. For formatting double-column figures, see the instructions at the end of the template. Do NOT modify the amount of space before and after the caption as this allows for the rules, space above and below the rules, and space above and below the figure to be inserted upon editing.

SCHEMES (Word Style "VC_Scheme_Title"). Groups of reactions that show action are called schemes. Schemes may have brief titles describing their contents. The title should follow the format "Scheme 1. Scheme Title". Schemes may also have footnotes (use Word Style "FD_Scheme_Footnote"). To insert the scheme into the

template, be sure it is already sized appropriately and paste after the scheme title. For formatting double-column schemes, see the instructions at the end of the template. Do NOT modify the amount of space before and after the title as this allows for the rules, space above and below the rules, and space above and below the scheme to be inserted upon editing.

CHARTS (Word Style "VB_Chart_Title"). Groups of structures that do not show action are called charts. Charts may have brief titles describing their contents. The title should follow the format "Chart 1. Chart Title". Charts may also have footnotes (use Word Style "FC_Chart_Footnote"). To insert the chart into the template, be sure it is already sized appropriately and paste after the chart title. For formatting double-column charts, see the instructions at the end of the template. Do NOT modify the amount of space before and after the title as this allows for the rules, space above and below the rules, and space above and below the chart to be inserted upon editing.

TABLES. Each table must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Table 1. Table Title" (Word Style "VD_Table_Title"). The title should be understandable without reference to the text. Put details in footnotes, not

in the title (use Word Style "FE_Table_Footnote"). Do NOT modify the amount of space before and after the title as this allows for the space above and below the table to be inserted upon editing.

Use tables (Word Style "TC_Table_Body") when the data cannot be presented clearly as narrative, when many precise numbers must be presented, or when more meaningful interrelationships can be conveyed by the tabular format. **Do not use Word Style "TC_Table_Body" for tables containing artwork.** Tables should supplement, not duplicate, text and figures. Tables should be simple and concise. It is preferable to use the Table Tool in your word-processing package, placing one entry per cell, to generate tables.

Displayed equations can be inserted where desired making sure they are assigned Word Style "Normal". Displayed equations can only be one column wide. If the artwork needs to be two columns wide, it must be relabeled as a figure, chart, or scheme and mentioned as such in the text.

ASSOCIATED CONTENT

Supporting Information

(Word Style "TE_Supporting_Information"). (Word Style "TE_Supporting_Information"). A listing of the contents of each file supplied as Supporting Information should be included. For instructions on what should be included in the Supporting Information as well as how to prepare this material for publication, refer to the journal's Instructions for Authors.

The Supporting Information is available free of charge on the ACS Publications website.

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AUTHOR INFORMATION

Corresponding Author

* (Word Style "FA_Corresponding_Author_Footnote"). Give contact information for the author(s) to whom correspondence should be addressed.

Present Addresses

†If an author's address is different than the one given in the affiliation line, this information may be included here.

Author Contributions

The manuscript was written through contributions of all authors. / All authors have given approval to the final version of the manuscript. / ‡These authors contributed equally. (match statement to author names with a symbol)

Funding Sources

Any funds used to support the research of the manuscript should be placed here (per journal style).

Notes

Any additional relevant notes should be placed here.

ACKNOWLEDGMENT

(Word Style "TD_Acknowledgments"). Generally the last paragraph of the paper is the place to acknowledge people (dedications), places, and financing (you may state grant numbers and sponsors here). Follow the journal's guidelines on what to include in the Acknowledgement section.

ABBREVIATIONS

CCR2, CC chemokine receptor 2; CCL2, CC chemokine ligand 2; CCR5, CC chemokine receptor 5; TLC, thin layer chromatography.

REFERENCES

(Word Style "TF_References_Section"). References are placed at the end of the manuscript. Authors are responsible for the accuracy and completeness of all references. Examples of the recommended formats for the various reference types can be found at <http://pubs.acs.org/page/4authors/index.html>. Detailed information on reference style can be found in The ACS Style Guide, available from Oxford Press.

SYNOPSIS TOC (Word Style “SN_Synopsis_TOC”). If you are submitting your paper to a journal that requires a synopsis graphic and/or synopsis paragraph, see the Instructions for Authors on the journal’s homepage for a description of what needs to be provided and for the size requirements of the artwork.

To format double-column figures, schemes, charts, and tables, use the following instructions:

Place the insertion point where you want to change the number of columns

From the **Insert** menu, choose **Break**

Under **Sections**, choose **Continuous**

Make sure the insertion point is in the new section. From the **Format** menu, choose **Columns**

In the **Number of Columns** box, type **1**

Choose the **OK** button

Now your page is set up so that figures, schemes, charts, and tables can span two columns. These must appear at the top of the page. Be sure to add another section break after the table and change it back to two columns with a spacing of 0.33 in.

Table 1. Example of a Double-Column Table

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8

Authors are required to submit a graphic entry for the Table of Contents (TOC) that, in conjunction with the manuscript title, should give the reader a representative idea of one of the following: A key structure, reaction, equation, concept, or theorem, etc., that is discussed in the manuscript. Consult the journal’s Instructions for Authors for TOC graphic specifications.

Insert Table of Contents artwork here
