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- Full contact address, telephone and fax numbers and an E-mail address if available.
- **Four** copies of the communication double line spaced with wide margins, including the information described above, and accompanied by a disk version (MS-Word, Word for Windows, WordPerfect or Wordstar) if available.
- Originals of each line drawing and/or photograph supplied on individual sheets.
- ChemDraw files for any structural formulae.
- A graphical abstract for the Contents pages.
- **Completed copyright licence form.**
- **Four** copies of a note giving the reasons why the work should be published in *Chemical Communications*.
- Supplementary information for the referees if appropriate, *e.g.* X-ray diffraction data (two copies); spectroscopic data not included in the communication.
- Identifying data for any microorganism described.

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