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# Author's Guide to Analytical Chemistry

(Revised June 2015)

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Analytical Chemistry publishes a range of manuscripts. Research manuscripts include Comments, Letters, Technical Notes, and Articles. In addition, we publish Features, Perspectives, and Reviews. More details on these manuscript types can be found below.

### **Scope**

The journal is devoted to the dissemination of original knowledge in all branches of analytical chemistry. Fundamental articles may address the general principles of chemical measurement science and need not directly address existing or potential analytical methodology. Articles may be entirely theoretical with regard to analysis, or they may report experimental results. They may contribute to any phase of analytical operations, including sampling, chemical reactions, separations, instrumentation, measurements, and data processing. Papers dealing with known analytical methods should offer a significant, original application of the method, a noteworthy improvement, or results on an important analyte.

## **Manuscript Types**

### Common to all

Manuscripts must be submitted electronically via the ACS Paragon Plus Environment. Instructions and an overview of the submission process are available (<a href="http://paragonplus.acs.org/login">http://paragonplus.acs.org/login</a>) and optional electronic manuscript templates are available in several word processing versions (<a href="http://pubs.acs.org/page/ancham/submission/authors.html">http://pubs.acs.org/page/ancham/submission/authors.html</a>).

For research articles, submitted work must not be previously published or under review elsewhere, including publicly accessible preprint sites. Features and Reviews should only contain material that already has been peer reviewed as a part of a prior publication.

Analytical Chemistry publishes papers without page or color charges to authors.

A properly completed and signed Journal Publishing Agreement must be submitted for each manuscript. ACS Paragon Plus provides an electronic version of the Agreement that will be available on the **My Authoring Activity** tab of the Corresponding Author's Home page once the

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**Author List.** During manuscript submission, the submitting author must provide contact information (full name, email address, institutional affiliation, and mailing address) for all of the coauthors. The submitting author accepts responsibility for notifying all coauthors that the manuscript is being submitted and for providing accurate emails for all coauthors. Because all of the author names are automatically imported into the electronic Journal Publishing Agreement, the names must be entered into ACS Paragon Plus in the same sequence as they appear on the title page of the manuscript. (Note that coauthors are not required to register in ACS Paragon Plus.) Deletion/Addition of an author after the manuscript has been submitted requires a confirming letter to the Editor-in-Chief from both the submitting author and the author whose name is being deleted/added. For more information on the ethical responsibilities of authors, see the Ethical Guidelines to Publication of Chemical Research.

### Research Manuscripts

Research manuscripts include Comments, Letters, Technical Notes, and Articles.

Correspondence to the Editor should be addressed to: Jonathan V. Sweedler, Editor, *Analytical Chemistry*, Department of Chemistry 63-5, University of Illinois, Urbana IL 61801 (217-244-7866; fax 202-513-8699 or 217-265-6290; eic@anchem.acs.org).

**Articles**. The maximum length of Articles is **eight** journal pages. Rarely, a longer submission may be justified. If so, a convincing justification for the extra length must be made by the authors in their cover letter. The Editor will normally require condensation of longer papers but will consider the justification details provided by the authors.

**Technical Notes**. A Technical Note is a short description of a novel apparatus or technique. Authors must show ingenuity in describing the advantages of the new apparatus or technique over those already available. Technical Notes are **three to five** pages in length.

**Letters**. A Letter is a *brief* disclosure of significant new analytical concepts or applications and will be considered on an accelerated schedule. Letters have a maximum length of **four** journal pages.

**Comments**. A Comment presents important comments on the work of others already published in *Analytical Chemistry*; *Analytical Chemistry* will not accept comments concerning research published elsewhere. The authors of the work being discussed will ordinarily be allowed a chance to reply. Comments have a maximum length of **three** journal pages.

See the <u>Calculating manuscript length</u> section below for details. If a submission exceeds the length guidelines, it will be returned to the authors to be shortened or modified to fit another manuscript category. Although it may be appropriate that some experimental detail be included in the Supporting Information (see <u>Supporting Information</u> section below), it is not acceptable to place important details of the experiments there in order to circumvent the length guidelines.

### Features, Perspectives, and Reviews

**Features.** Feature articles are written for the generalist and are intended to broaden readers' professional interests and keep them aware of the role of analytical chemistry in the scientific arena. They are not comprehensive reviews, but rather a tutorial perspective on a field. These are generally submitted by researchers in response to invitations, but unsolicited Features are considered. Authors are welcome to e-mail an outline of a proposed article to the ACS Washington, D.C. office (<a href="mailto:analytical@acs.org">analytical@acs.org</a>). Further instructions will be provided upon acceptance of a proposal.

**Perspectives.** Perspectives point out the authors' vision of the character and importance of a new direction in analytical chemistry, analyze research reports that provide the foundation for the new direction, and discuss the nature of the opportunities perceived. They can also be articles in which authors synthesize research results with ideas and needs for additional work, as indicated by the results. Perspectives are neither reports of original research nor reviews with the traditional objective of summarizing progress in a field. They are aimed at specialists and experts in the field. The content should reflect the sophistication of the author's understanding of the topic. Perspectives are not intended to be accounts or analyses of an individual's personal research. The manuscript must be balanced, fair, and accurate in its treatment of the contemporary literature. Perspectives are typically **six** pages and have a maximum length of **ten** pages. Although most Perspectives are invited, they can be submitted without invitation. The Editor encourages a preliminary contact by prospective authors for unsolicited submissions (eic@anchem.acs.org).

**Reviews.** Reviews are invited and details will be provided to authors when the invitation is accepted. (However, on occasion, suggested topics for Reviews will be considered; topic proposals **must** be emailed in advance to <a href="mailto:eic@anchem.acs.org">eic@anchem.acs.org</a>.)

### **Editorial Policies**

#### **Submissions**

Authors must submit the following material as separate files: Manuscript File (as a single .doc or .docx file with figures, tables, and captions); cover letter; Supporting Information for Publication, if applicable; and additional materials for review, if needed (submit as Supporting Information for Review Only). A Manuscript PDF File is optional. If uploaded, this file will be used as the PDF proof during the peer review process and as the Just Accepted version. Authors must view and approve the PDF version of their manuscript prior to formal submission to the Editor. Authors should review the journal's instructions for preparing manuscripts (below) before submission. Close attention to all of the required details will expedite the review process and reduce the time to publication.

**Cover Letter.** A letter must accompany the submission, and it should contain the following elements: the name of the corresponding author and that person's complete contact information (mailing address, phone, fax, and email); the name(s) of any other author(s); the full manuscript title; a statement of why the paper is appropriate for *Analytical Chemistry*; and a description of any Supporting Information for Publication and/or for Review Only Material. Additionally, authors should note any length issues, whether the manuscript was discussed with an Editor before submission, and other issues important for the review process.

Authors are required to suggest four or more potential reviewers, including email addresses. Suggested reviewers may not be at the same institutes as any of the manuscript authors and will be used at the discretion of the Editors. An author may request that a certain person not be used as a reviewer. The request will generally be honored, unless the Editor feels that this individual's opinion, in conjunction with the opinions of other reviewers, is vital to the evaluation of the manuscript.

**Related Work by Authors (and Prior Publication Policy).** *Analytical Chemistry* considers for publication original work that has not been previously published and is not under consideration for publication elsewhere. Related work under consideration for publication in any medium *must be cited* in the manuscript and the Editor informed at the time of submission. In addition, an author must inform the Editor of prior dissemination of the content in print or electronic formats. Prior dissemination includes online versions of conference presentations, posters, social media, and posting of preprints on institutional repositories. Depending on the extent of prior publication, the Editor may decide the work has already been published and so decline to consider the new submission.

When a cited work by any of the authors is not available because it is "in press" (accepted), submitted, or in preparation, a copy of the work should be uploaded as "Supporting Information for Review Only" at the time of submission. If a cited reference has already appeared on the Web but is not yet in print, use the DOI for citation. The full journal citation should be completed during manuscript revision or at the galley proof stage, if possible.

**Assistance with English Language Editing.** Authors may want to have their manuscripts edited professionally before submission to improve clarity. The ACS ChemWorx English Editing Service can assist you in improving and polishing the language in your manuscript. You can learn more about the services offered, at <a href="http://es.acschemworx.acs.org">http://es.acschemworx.acs.org</a>.

#### Peer Review

Submitted manuscripts should not be published or under consideration elsewhere and may be examined using software to detect duplication of already published material (see <u>Professional</u> Ethics section below).

**Reject with editorial review.** The Editors identify submissions that in their expert opinions would not fare well during the review process; these manuscripts are rejected without additional external reviewers. Oftentimes, more than one Editor will be consulted during this initial screening. This shortens the time to decision and ensures a manageable workload for reviewers. Examples of manuscripts that would not be peer reviewed include the following: the paper is a routine extension or minor technical improvement of research already published; the science lies outside the scope of *Analytical Chemistry*; the science does not meet *Analytical Chemistry* standards; insufficient data are provided to properly substantiate the claims and conclusions made; closely related work has already been published and few, if any, new insights are provided; the work is narrowly focused and not of broad, general appeal to the readership of *Analytical Chemistry*; the manuscript is a resubmission of a paper that has been previously declined, without the addition of adequate new science and/or without notification in the cover letter of previous submission; or the manuscript deals with known analytical methods and does not offer a significant, original application of the method, a noteworthy improvement, or results on an important analyte.

The editorial decision. Reviewers evaluate the manuscript on the basis of originality, technical quality, clarity of presentation, and importance to the field. The Editors evaluate the reviewers' arguments in the context of the scope and aims of the journal and make the final decision on each manuscript. The possible decisions include: accept; revise to address the concerns of the reviewers before the editors make a final decision; reject but consider a resubmission if significant additional work is completed; or decline on the grounds of major technical or interpretational flaws, insufficient advance, or lack of novelty and interest.

In cases when reviewers make different or conflicting recommendations, the Editors may request additional information from the reviewers, consult other experts, and/or ask the authors to clarify sections in question. Some manuscripts that are declined may be considered upon resubmission if significant additional work is completed, but authors are *required* to let the Editor know that the work is being resubmitted for reconsideration.

Reviewers may be asked to review subsequent versions of the manuscript, especially if new data have been added to the paper, to evaluate whether the authors have addressed the scientific concerns. In such cases, blind copies of all reviewers' comments are normally sent to the reviewers. The Editors will expedite any additional rounds of reviews to ensure timely publication.

Any appeals should be addressed to the Editor who handled the manuscript and should include a concise statement of the specific reason for appeal.

The Editors strongly disapprove of any attempts by authors to determine the identity of reviewers or to confront potential reviewers. The editorial policy of this journal is neither to confirm nor to deny any speculation about the identities of our reviewers. Authors whose manuscripts are published in *Analytical Chemistry* are expected to review manuscripts submitted by other researchers from time to time. Information for Reviewers is published separately online (http://pubs.acs.org/page/ancham/submission/reviewers.html).

### **Professional Ethics**

All parties—editors, reviewers, and authors—are expected to adhere to the standards embodied in the American Chemical Society's Ethical Guidelines to Publication of Chemical Research. Those guidelines are available on the Web submission site (<a href="http://paragonplus.acs.org">http://paragonplus.acs.org</a>). Authors are reminded of their obligation to obtain the consent of all coauthors before submitting a paper for publication. Deletion/Addition of an author after the manuscript has been submitted requires a confirming letter to the Editor-in-Chief from both the submitting author and the author whose name is being deleted/added.

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After a manuscript is peer reviewed and accepted, authors have the option of having their work posted as a *Just Accepted* manuscript. This is posted on the ACS Publications website prior to technical editing, formatting for publication, and author proofing, and usually occurs within 30 minutes to 24 hours of acceptance by the editorial office. To ensure rapid delivery of the accepted

manuscript to the Web, authors must adhere carefully to all requirements in the journal's Author Guidelines. For further information, please refer to the *Just Accepted* FAQ, at <a href="http://help.acs.org">http://help.acs.org</a>.

### Patent Activities and Intellectual Property Issues

Authors are responsible for ensuring that all patent activities and intellectual property issues are satisfactorily resolved prior to first publication (Just Accepted, ASAP, or in issue). The actual date on which an accepted paper is published on the Web is recorded on the Web version of the manuscript and on the first page of the PDF version. Acceptance and publication will not be delayed for pending or unresolved issues of this nature.

### **Manuscript Format**

### Word-processing details

Manuscripts prepared with accepted software packages will be used for production. Documents prepared with other word-processing programs will be handled on an experimental basis with the understanding that the use of these files in production cannot be guaranteed. For a list of currently acceptable word-processing packages, please refer to the guidelines presented at <a href="http://paragonplus.acs.org">http://paragonplus.acs.org</a>.

#### Research Article Format

**Title.** Use specific and informative titles with a high keyword content. Avoid acronyms and subtitles. Either the title or the abstract must contain the name(s) of the central measurement methodology (or methodologies) used in the paper.

**Authorship.** Give **authors' full names**, the complete mailing address of the place where the work was done, and the current addresses of the authors, if different, as a footnote. Indicate the corresponding author by an asterisk and provide an e-mail address and fax number for that person.

**Abstract.** Abstracts (80–250 words) are required for Articles, Letters, and Technical Notes and should describe briefly and clearly the purpose of the research, the principal results, and the major conclusions. Remember that the abstract will be the most widely read portion of the paper and will be used by abstracting services. An abstract graphic will appear with the abstract text.

**Text.** Consult the publication for the general writing style. Write for the specialist (except for Features, which should be written for the scientific generalist). It is not necessary to include information and details or techniques that should be common knowledge to those in the field.

**General organization.** Indicate the breakdown among and within sections with center heads and side heads. Keep all information pertinent to a particular section and avoid repetition.

**Introduction.** The Introduction should state the purpose of the investigation and must include appropriate citations of relevant, precedent work but should not include an extensive review of marginally related literature. If the manuscript describes a new method, indicate why it is preferable to older methods. If the manuscript describes an improved analysis of a substance, the competing methods must be referenced and compared. Absence of appropriate literature references can be grounds for rejection of the paper.

**Experimental Section.** Use complete sentences (i.e., do not use outline form). Be consistent in voice and tense. For apparatus, list only devices of a specialized nature. List and describe preparation of special reagents only. Do not list those normally found in the laboratory and preparations described in standard handbooks and texts. Because procedures are intended as instructions to permit work to be repeated by others, give adequate details of critical steps. Published procedures should be cited but not described, except where the presentation involves substantial modifications. While an experimental section is required to be in the main article and should provide sufficient detail to understand the experiments, detailed procedures may be presented in the Supporting Information.

**Safety considerations.** Within the Experimental Section (and not in the Supporting Information section), describe all safety considerations, including any procedures that are hazardous, any reagents that are toxic, and any procedures requiring special precautions, in enough detail so that workers in the laboratory repeating the experiments can take appropriate safety measures. Procedures and references for the neutralization, deactivation, and ultimate disposal of unusual byproducts should be included.

**Results and Discussion.** The results may be presented in tables or figures; however, many simple findings can be presented directly in the text with no need for tables or figures. The discussion should be concise and deal with the interpretation of the results.

**Conclusions.** Use the conclusion section only for interpretation and not to summarize information already presented in the text or abstract.

**References.** References to notes/comments and to the permanent literature should be numbered in one consecutive series by order of mention in the text with each reference individually numbered. Reference numbers in the text must be superscripted. The accuracy and completeness of the references are the authors' responsibility. Use *Chemical Abstracts Service Source Index* abbreviations for journal names and provide publication year, volume, and page number (inclusive pagination is recommended). *Chemical Abstracts* reference information for foreign publications that are not readily available should also be supplied.

List submitted articles as "in press" *only* if formally accepted for publication and give the volume number and year, if known. Otherwise, use "unpublished work" with the name of the place where the work was done and the date. Include name, affiliation, and date for "personal communications". For work published online (ASAP, Just Accepted, in press), the DOI should be furnished in addition to the standard bibliographic information.

#### Examples of the reference format:

- (1) Ho, M.; Pemberton, J. E. Anal. Chem. 1998, 70, 4915–4920.
- (2) Bard, A. J.; Faulker, L. R. *Electrochemical Methods*, 2nd ed.; Wiley: New York, 2001.
- (3) Francesconi, K. A.; Kuehnelt, D. In *Environmental Chemistry of Arsenic*; Frankenberger, W. T., Jr., Ed.; Marcel Dekker: New York, 2002; pp 51–94.
- (4) Pratt, D. A.; van der Donk, W. A. J. Am. Chem. Soc. **2004**, DOI: 10.1021/ja047915o.

**Acknowledgments.** Authors may acknowledge technical assistance, gifts, the source of special materials, financial support, meeting presentation information, and the auspices under which work was done, including permission to publish. During manuscript submission, the submitting author is asked to select funding sources from the list of agencies included in the FundRef Registry <a href="http://www.crossref.org/fundref/">http://www.crossref.org/fundref/</a>.

If the article is dedicated to another scholar, a brief statement, such as "This article is dedicated to [name]", can be included.

Statements about author contributions to the work or equal contributions of work should be included as a separate statement.

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### Figures and tables

To facilitate the publication process, please submit manuscript graphics using the following guidelines:

The preferred submission procedure is to embed graphic files in a Word document at the final production size, ensuring the artwork is clear and legible at this size. Additional acceptable file formats are TIFF, PDF, EPS (vector artwork), or CDX (ChemDraw file). If submitting individual graphic files in addition to them being embedded in a Word document, ensure the files are named based on graphic function (i.e., Scheme 1, Figure 2, Chart 3). Label all figure parts and assemble the parts into a single graphic. Consistently sizing letters and labels in graphics throughout your manuscript will help ensure consistent graphic presentation for publication.

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**TIFF files**: Whether embedded in a Word document or submitted as individual files, they should meet the following resolution requirements:

- Black and White line art: 1200 dpi.
- Grayscale art (a monochromatic image containing shades of gray): 600 dpi.
- Color art (RGB color mode): 300 dpi.

The RGB and resolution requirements are essential for producing high-quality graphics within the published manuscript. Graphics submitted in CMYK or at lower resolutions may be used, however, the colors may not be consistent and graphics of poor quality may not be able to be improved. Most graphic programs provide an option for changing the

resolution when you are saving the image. Best practice is to save the graphic file at the final resolution and size using the program used to create the graphic.

Do not use figures or tables that duplicate each other or material already in the text. Calibration plots will not normally be published; give the information in a table or in the text. Do not include tables or figures that have already been published without clear citation and copyright acknowledgement. If the use of a large number of figures is desired to illustrate a phenomenon, the figures should be in Supporting Information. Straight-line figures are usually not needed; the information they convey can be described sufficiently (and in less space) in the text.

The quality of the submitted electronic files determines the final quality of the published illustrations. Diagrams, graphs, charts, and other artwork should be created with dark text and lines on white or other light backgrounds. In general, bar graphs waste space and are discouraged. If artwork will need to be reduced, choose a lettering size large enough to be legible after the figure is reduced. Avoid using complex textures and shading; these do not reproduce well. To show a pattern, use a simple crosshatch design.

If any figures have appeared previously or are adapted from other publications, please indicate this in the manuscript and submission letter and obtain permission to reproduce the figure (<a href="http://pubs.acs.org/page/copyright/permissions">http://pubs.acs.org/page/copyright/permissions</a> otherpub.html). Photographs should be full-size, in high-resolution files. If possible, please size the photographs so that they are single- or double-column width, to avoid the need for reduction.

For more information, please visit http://pubs.acs.org/page/4authors/submission/index.html.

**Table of Contents (TOC)/Abstract (ABS) Graphic**: A TOC graphic is required for all manuscript types except Comments and Additions and Corrections. The TOC and ABS graphic are the same image and sized the same; its width is 8.47 cm (3.33 in or 240 points) and height is 4.76 cm (1.88 in or 135 points). This graphic is used for multiple purposes, including the document abstract graphic and other situations where a representative graphic is required. This graphic should give the reader a quick visual representation of the essence of the paper without providing specific details. The best images for these uses are simple, relatively free of text and technical characters, and make use of color for visual impact. Provide the TOC graphic as the last page of the submitted manuscript, labeled as "for TOC only".

### Calculating manuscript length

Manuscript length refers to the final production length, including all text, figures, and tables (the TOC Graphic is the only component that is not considered in the length calculation). To estimate length, assume 1000 words/page. If using Microsoft Word, use the word count tool to highlight all of the text elements, including citations, to get the total word count. Size all tables and figures at their final production size. The effective length of figures and tables can be approximated by counting single-column figures as 250 words and double-column as 500 words (assuming that when sized at the final production size, they are ¼ and ½ page, respectively). Tables have the same size requirements as figures. If a table has been created using the Tables function in Word and has been counted in the word count, subtract the word count for the table, and instead, count the space occupied by the table as you would a figure.

If the total estimated length is close to the length limit for the manuscript type or if the figures and tables are large, then a more accurate estimate may be needed and can be determined as follows (maximum height for all graphics is 9 in, including the caption; please allow 12 pts for each line of caption text). **Single-column graphics (preferred):** Maximum width is 240 points (3.33 in). Measure the height of the graphic (point or inches), divide by 1320 points (18 in), and multiply by 1000 for the word equivalent. Example (in inches) for a single-column figure measuring 4.5 in. high:  $4.5/18 = .25 \times 1000 = 250$  words. **Double-column graphics:** Size can range between 300 to a maximum of 504 points (4.17 to 7 in) wide. Measure the height of the graphic (points or inches), divide by 660 points (or 9 in), and multiply by 1000 for the word equivalent. Example (in inches) for a double-column figure measuring 4.5 in. high:  $4.5/9 = .5 \times 1000 = 500$  words. If you submit tables/figures in **landscape orientation** greater than 3.3 in wide (and thus cannot be presented in a single-column, portrait orientation), an entire page of text (or 1000 words) will be displaced in order to accommodate the landscape presentation. More details and examples on calculating length of a figure are available: http://pubs.acs.org/page/ancham/submission/authors.html.

Another option for ensuring your manuscript meets the length guidelines is to use the available electronic templates (<a href="http://pubs.acs.org/page/ancham/submission/authors.html">http://pubs.acs.org/page/ancham/submission/authors.html</a>).

### **Supporting Information**

In the interest of more concise and readable articles, authors should publish certain types of material in an appendix called Supporting Information (SI). This material can include additional examples of experimental and theoretical figures that are similar in form to figures in the article, novel algorithms, extensive tabular data (e.g., numerical values for the data in important figures in the manuscript and databases in comparative or theoretical studies of detailed kinetics or proteomics data), extensive figures connected with computational modeling, analytical and spectral characterization data for new compounds, and extensive instrument and circuit diagrams. Detailed mathematical derivations, computation procedures, and programs should be presented in the SI. Like the primary manuscript, SI is subject to peer review. SI is also indexed and abstracted by the Chemical Abstracts Service.

The first page of the SI should be a cover page (labeled page S-1) that lists the authors' names and affiliations, the title of the primary article, and an abstract that describes the nature of the materials therein and/or a table of contents. Then, as needed, the SI should include any further discussion germane to the primary research article or novel SI material, such as video clips or other imagery; any expanded description of experimental procedures; any supplementary experimental or theoretical results, given as figures or tables with legends and captions that contain the same level of detail as those in the primary research manuscript and that convey the significance of the result; and supplementary references for either the primary article or SI. Page, figure, and table numbers in the SI should be preceded by "S-" (Figure S-2, Table S-1, etc.). Captions to figures and tables should appear on the same page as the figure or table and should provide full details. Preferable page size is 22 cm × 28 cm (8.5 × 11 in), with material aligned parallel to the 22 cm dimension.

SI must be submitted in a separate electronic file at the same time as the manuscript and be designated as "Supporting Information for Publication". A <u>list of acceptable file types</u> is available on the Web. All SI files of the same type should be prepared as a single file (rather than submitting a series of files containing individual images or structures). The material should be

provided in a form suitable for immediate reproduction, because the SI file is not edited by ACS and is posted to the Web as it is received.

If the manuscript is accompanied by any supporting information for publication, a brief description of the supplementary material is required in the manuscript. The appropriate format is:

**Supporting Information.** Brief statement in nonsentence format listing the contents of the material supplied as Supporting Information.

When new or original algorithms are presented or used to process data on which the conclusions of the paper are based, sufficient detail must be provided (in the paper or Supporting Information) to either duplicate the algorithms or ensure public access to the algorithms.

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Nomenclature should conform to current American usage. Insofar as possible, authors should use systematic names similar to those used by the International Union of Pure and Applied Chemistry and the Chemical Abstracts Service. Chemical Abstracts nomenclature rules are described in the *Chemical Abstracts Index Guide*. For Chemical Abstracts nomenclature questions, contact CAS Client Services, 2540 Olentangy River Rd., P.O. Box 3343, Columbus, OH 43210-0334; 614-447-3870; fax 614-447-3747; <a href="mailto:answers@cas.org">answers@cas.org</a>.

Avoid trivial names. Well-known symbols and formulas may be used if ambiguity is unlikely. Define trade names and abbreviations at point of first use. Use the International Systems of Units of measurement (with acceptable exceptions) and give dimensions for all terms. If nomenclature is specialized, as in mathematical and engineering reports, include a Nomenclature section at the end of the paper, giving definitions and dimensions for all terms. Type all equations and formulas clearly, and number all equations in consecutive order.

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