

Issues in Environmental Science and Technology

Guidelines for Authors

The instructions contained in the following pages are intended to help authors to prepare typescripts in a form and style that will facilitate the production process.

Additional instructions are available for **preparing typescripts on disks**

The instructions are ordered in the following way:

- Layout of typescript of article
- Estimation of Typescript Length
- Submission
- Proofs
- Complimentary Copies and Reprints

Layout of the Typescript of Articles

The typescript of each **article** should include:

- Title Page
- Abstract (maximum 250 words)
- Table of Contents
- Text
- Headings
- References
- Display material including:
 - TABLES
 - Structural Formulae
 - Reaction Schemes
 - Figures
 - Captions to Figures
- Permissions

Note that for references and display material each item is to start on a new page and that, moreover, each individual table is to start on a new page. **Footnotes** may be used in Tables but are to be avoided in the text.

The **Title Page** should give the chapter title of the article and the author's full name and affiliation, and the full postal address to which proofs should be sent. Please add telephone, Email or fax numbers where the corresponding author may be contacted.

The **Abstract** should provide a summary of the contents of the chapter and its context within the overall volume in the series. Its length should be kept to within 250 words (approximately half a printed page).

The **Table of Contents** should list all first- and second-level headings. This will help the editor to produce the contents for the whole book.

The **Text** should be written so as to capture the interest of the general reader as well as of the specialist. Brevity of expression is desirable as long as it is compatible with clarity. It should be typed in double spacing with margins of at least 3cm at top, bottom and left-hand side.

For consistency throughout the book, spelling of words ending in **'-ise' or '-ize'** should always be used in the **'-ise'** form (e.g. visualise, not visualize).

The use of standard **IUPAC nomenclature** is encouraged. As far as possible authors should use **SI units and symbols**, as set out in the book entitled "Quantities, Units and Symbols in Physical Chemistry", published in 2007 by the RSC (ISBN 978-085404-433-7). The style m s^{-1} is preferred over m/s. Authors should visit <http://www.chem.qmul.ac.uk/iupac/> for further information.

The following common initial letter **abbreviations** may be used without definition; b.p., CD, ESR, FTIR, GC-MS, GLC, HPLC, IR, i.d., RLC-MS, m.p., NMR, ORD, SFC, SFC-MS, TLC, UV, v/v, w/w. Other such abbreviations should be defined at first mention, as should abbreviations for ligands, reagents, etc. Style for words includes infrared, and derivatisation (s not z).

Equations should be displayed on a separate line and be numbered consecutively throughout each chapter with arabic numerals in parentheses at the right-hand side of the page. In mathematical expressions the symbols for variables should be *italicised* as should physical constants, while matrices and vectors should appear in **bold face** type.

Punctuation should follow standard English practice - the following conventions are recommended for uniformity of style:

A colon is used to separate a ratio as in 1:20 - not a solidus as in 1/20
The "nesting" order for parentheses, square brackets, and braces is { [()] }

The style of **Headings** is as follows:

1 First-level Heading

The first-level should be on a separate line in bold upper- and lower-case, ranged left and numbered.

1.1 Second-level Heading

The second-level should be on a separate line in italics, upper- and lower-case, ranged left and numbered.

1.1.1 Third-level Heading.

The third-level should be on a separate line in italic, upper- and lower-case, ranged left and numbered.

References should be numbered sequentially as superscripts in the text and should be collected at the end of each chapter. **The practice of mentioning authors' names in the text should be kept to a minimum.** It is recommended that, in making a judicious choice of References to cite in the text, preference should be given to scholarly reviews and to key papers and communications, especially in relation to the historical background, publications of high seminal value, and the most recent literature describing highly significant new results.

The reference list should be double-spaced and the abbreviations to be used for journal titles should follow the *Chemical Abstracts Service Source Index*. The actual format employed for listing references should be in accordance with the style indicated by the following examples:

1. D. O. Bassett, *Am. Lab.*, 1987, **19**, 28.
2. E. Yourdon, "Modern Structured Analysis", Yourdon Press, Englewood Cliffs, NJ, 1989.
3. A. W. Oxford in "Progress in Medicinal Chemistry", G. P. Ellis and D. K. Luscombe (eds), Elsevier, Amsterdam, 1992, **29**, 239.
4. B. Lemieux, B. Hange and C. Sommerville, Proceedings of the International Society of Plant Molecular Biology Meeting, Tucson, Arizona, 1991, No. 727.

Web pages are rarely permanent publications, and their citation is discouraged. Wherever possible, the author or organisation responsible for the page and the year of publication should be quoted, along with the last date the website was visited by the author, using the following format:

5. DEFRA, *Local Environmental Quality: Fly-tipping*, www.defra.gov.uk/environment/localenv/flytipping/index, 2004, accessed 17/04/2007

Display Material

Please note that **colour is not used** in the series. Any display material provided in colour will be converted to monochrome or half tones. It is the author's responsibility to ensure display material is clearly reproducible in black and white.

Each **Table** should be presented on a separate page and provided with a brief heading. If necessary, the tabulated data can be single-spaced in order to keep the whole table on a single sheet. Tables should be numbered, **Table 1, 2, 3**, etc., using Arabic numerals, consecutively throughout each chapter and should be referred to as such, rather than by such words as "above" or "below". References which appear only in the Tables and Footnotes in Tables should be self-contained, labelled with superior lower-case letters, and listed as a block of text beneath the Table; references cited in the table and elsewhere in the text should be included in the numerical list of references. The recommended location of a Table in the text should be indicated thus:

[Insert **Table 5** near here]

Structural Formulae and **Reaction Schemes** should be numbered with Arabic numerals (1), (2), etc., Scheme 1, Scheme 2, etc., in independent sequences self-contained to each chapter. They should be mentioned in the text by key number and not by such words as "above" or "below". They should appear on sheets separate from the main body of the typescript containing the text, but their preferred positions in the latter should be clearly indicated thus:

[**Structural Formula (11)** here]

[**Reaction Scheme 6** here]

Reference should be made to the Society's Journals Information for Authors and Referees for details of the preferred conventions for formulae.

Figures - Diagrams, graphs, and photographs should be presented on separate pages as Figures, which are numbered consecutively, Figure 1,2,3, etc., throughout each chapter using Arabic numerals. They should be mentioned in the text by these numbers, rather than by "above", "below" etc. Diagrams, graphs and photographs should be supplied in black and white or halftones.

Captions to Figures should comprise a separate list.

All **Illustrations** should be suitable for direct reproduction without further retouching or redrawing. These may be either computer-generated drawings, or original inked drawings drawn approximately twice the required final size, keeping in mind that the maximum area available in the printed book will be approximately 20 x 12 cm and that no figure can exceed these final dimensions.

Drawings should be adequately lettered. The lettering must be large enough to remain legible after reduction. The final height of numerals and capital letters should be not less than 2 mm.

Photographs should be supplied as black and white glossy prints obtained from the original negative or as a digital photograph in either TIFF or JPG format (at 300 dpi resolution). Each illustration or photograph must be identified (the name of the author and Figure number should be written directly on the illustration or typed on a strip of paper which is then glued on, preferably on the reverse so that it will not be reproduced) and, in appropriate cases, the top and bottom indicated. If necessary, magnification should be indicated by means of scale bars on photomicrographs. Photographs or digital images supplied in colour will be reproduced as halftones.

The recommended location of a Figure in the text should be indicated thus:

[Insert **Figure 7** near here]

Permissions - If any of the material to be included (illustrations, tables, quotations of more than a few words) is taken from another publication, you must obtain written permission both from the original authors of the work and from the publisher of the journal or book in which it appeared. An acknowledgement should be included in the typescript in the form prescribed by the **copyright** owner. The Permission Request Form (available at the bottom of this page) can be printed out, completed and then sent or faxed to the copyright owner to request permission.

When submitting your article you should include a completed Permissions Confirmation Form to confirm that all permissions have been received. **It is your responsibility to ensure all permissions have been granted.**

Estimation of Typescript Length

For purposes of estimating the length of your book in terms of the final number of printed pages, the most satisfactory method is by a word count. A printed page consisting solely of text contains approximately 550 words, *i.e.* 50 lines each containing on average 11 words. When making allowances for structural formulae, reaction schemes, illustrations or tabular matter you should consider the number of lines that will be occupied and calculate the word-equivalent accordingly. The following word-equivalents should prove useful as rough averages:

Each illustration (other than those that will clearly not fit into the width of the page and which will need to be printed sideways, therefore occupying a whole page) : 275 words

Each displayed (*i.e.* set out on a separate line) single-line mathematical or chemical equation: 30 words

Each row of average-sized structural formulae (*i.e.* not greater than one substituted benzene ring deep): 100 words

Submission

Electronic submission of chapter manuscripts by email is preferred. Your email should be addressed to the volume editor, with the manuscript attached as a Microsoft Word (.doc) file. Tables, images and figures may be supplied as separate files. Please retain copies of all files sent.

The volume editor will use the "Track Changes" tool to edit the manuscript and communicate directly with you regarding any revisions. Once the final manuscript has been confirmed, the volume editor will send the text and associated files to the Society for publication.

Files too large (>5MB) to send by email should be sent to the volume editor on CD-ROM. All files associated with the chapter must be on the disk. A hardcopy (print-out or photocopy) is not required.

The following information should accompany the disk:

1. Name
2. Address with postcode
3. Telephone number (daytime and evening)
4. Fax
5. Email
6. Manuscript title
7. Format, operating system and word processing package/version [Microsoft Word (.doc files) strongly preferred]
8. Filename list

When supplying the article on disk please observe the following rules:

1. The author should retain a copy of **exactly** the submitted disk.
2. Filenames should be self-explanatory, with a list of filenames for each disk submitted.
3. The disk itself should be clearly labelled.

Authors wishing to submit their manuscript by mail as a hardcopy should consult with the volume editor before doing so.

Proofs

You will receive a PDF file of your proof, via email from the RSC production office. All the proof reader's queries, including those marked by the Editorial Staff on the typescript, should be answered on the marked set of proofs on which you should also make your corrections and highlight keywords that may be used to construct a subject index. The marked set of proofs should be returned within 7 days along with the edited typescript to Professor Harrison or Professor Hester, as directed.

Please note that the proofing stage is to correct typographical errors. Simple errors in the original typescript can of course be corrected, but it is not possible at this stage to accommodate large insertions or other major revision of the text.

Complimentary Copies and Reprints

Each Author will receive a complimentary copy of the Issue in which their article has been published and is entitled to buy further copies of that Issue and any other Issues at a preferential price. Authors may contact the RSC production office to receive a complimentary copy of their article in PDF format.