

Analyst

Guidelines for Authors†

Also see: www.rsc.org/authorguidelines

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1.0 General policy

Analyst publishes original and significant research in the fundamental theory, practice and application of analytical, bioanalytical and detection science including molecular recognition, analytical nanoscience, systems analysis, multidimensional analysis, advanced analytical systems, theory and modelling and detection for security. The journal is published monthly, and also includes reviews on selected topics of interest to analytical scientists.

Analyst strongly discourages papers reporting the application of routine/well established analytical procedures unless they contain chemical principles or applications of exceptional novelty. Minor enhancement in sensitivity or selectivity of a technique is not normally sufficient to merit publication in the journal. Although short articles are considered, the RSC strongly discourages fragmentation of a substantial body of work into a number of short publications. Unnecessary fragmentation will be a valid reason for rejection of manuscripts.

Further notes on RSC policy on the initial assessment of submissions, and details of criteria for publication, can be found on ReSource.‡

† For more detailed information on this topic, including guidelines for article layout, preparation of illustrations, presentation of experimental data, and supplementary information deposition, as well as links to useful websites, templates and other software resources, and authoring tools, see: <http://www.rsc.org/authorguidelines>.

‡ See <http://www.rsc.org/resource>.

There is no page charge for papers published in *Analyst*.

2.0 Article types

2.1 Communications

These must report preliminary research findings that are highly original, of immediate interest and are likely to have a high impact. Communications are given priority treatment, are fast-tracked through the publication process and appear prominently at the front of the journal. The key aim of Communications is to present innovative chemical concepts with important analytical implications. As such, Communications need only demonstrate “proof of principle”: it is not expected that the analytical figures of merit will necessarily surpass those of existing, highly refined analytical techniques. Authors should provide at the time of submission a short paragraph explaining why their work justifies urgent publication as a Communication. Ideally, a full Research Paper in *Analyst*, *Journal of Analytical Atomic Spectrometry*, *Journal of Environmental Monitoring*, *Lab on a Chip* or another appropriate primary journal should follow each Communication.

2.2 Research Papers

These must represent a significant development in the particular field of analysis and are judged according to originality, quality of scientific content and contribution to existing knowledge. Although there is no page limit for full papers, appropriateness of length to content of new science will taken into consideration.

2.3 Comments

These are a medium for the discussion and exchange of scientific opinions concerning material published in *Analyst*. Submitted Comments will normally be forwarded to the authors of the work being discussed, and these authors will be given the opportunity to submit a reply for publication together with the Comment. For publication of a Comment or a Reply, they must be judged by the referees to be scientifically significant and of interest to the readership of *Analyst*. Comments and replies will be reviewed in the normal way, but additional referees will be consulted if there is an unresolved disagreement between correspondents, or where there is doubt as to the significance of the Comment or Reply. Comments should be brief and should not normally exceed a length of one printed journal page. Publication will take place only when all parties have had an opportunity to respond appropriately.

2.4 Review articles

Potential writers should contact Professor Duncan Graham (Scientific Editor, Reviews) or the Editorial Office before embarking on their work.

3.0 Submission

3.1 Initial submission

Articles should be submitted using the RSC file upload service, ReSource.‡

Rapid publication is aided by careful preparation of text and illustrations. Particular attention is drawn to the use of (i) SI units and associated conventions, (ii) IUPAC nomenclature for compounds and (iii) standard methods of literature citation.

The RSC ReSource service allows any number of files to be uploaded. All files relating to a single manuscript should be uploaded simultaneously during one transaction. Files uploaded separately will result in more than one manuscript number being assigned and may subsequently be lost.

All authors submitting work for publication are required to agree a Licence to Publish. Authors submitting online will be asked to agree a Licence to Publish as part of the process. Alternatively, a downloadable PDF version is available,‡ which can be completed and forwarded to the Editorial Office. On submitting their manuscripts, authors are also encouraged to supply the names and addresses of 2–3 potential referees.

After submission your file will be acknowledged by the Editorial Office as soon as possible. Authors should contact the Editorial Office if they have not received an acknowledgement within 4 working days. Authors should not forward more than one version of their manuscript or submit the manuscript by post or e-mail to avoid errors in manuscript handling by the Editorial Office.

3.2 Submission of revised articles and material for proof preparation

Revised manuscripts should be sent to the Editorial Office by file upload *via* ReSource.‡

Please check the manuscript carefully for consistency, particularly in the representation of chemical formulae, compound names and words with alternative spellings.

Successful use of your electronic files should speed up the production process and avoid errors being introduced. Authors should ensure that files submitted at this stage contain the final version of their manuscript. Proof corrections should only correct errors from the Production process and should not be used to make general changes to the text.

We will try to use the supplied data in our production process, but mathematical equations and tables in particular may be re-keyed by the typesetter. It is imperative that authors check their proofs (including any tabulated data and figures) very carefully. Papers are published as Advance Articles on the web as soon as possible after the return of proof corrections. Late corrections cannot be incorporated after publication of the Advance Article.

4.0 Administration

The Editorial Office will acknowledge receipt of a contribution for consideration by e-mail (if an e-mail address has been supplied). The acknowledgement will indicate the paper reference number assigned to the contribution. Authors are particularly asked to quote this number on all subsequent correspondence. Correspondence will be sent by e-mail where possible.

4.1 Peer review, revision, acceptance, rejection

Details of RSC refereeing policy and procedure, policy on the initial assessment of submissions and criteria for publication can be found on ReSource.‡

Each manuscript deemed suitable for consideration as a submission will be reviewed by at least two referees, whose names are not disclosed to the authors. The referees' reports constitute recommendations to the appropriate Editor, who is empowered to take final action on manuscripts submitted. The Editor is responsible for all administrative and executive actions, and is empowered to accept or reject papers. This decision and relevant comments of the referees are communicated to the author. Differences of opinion are mediated by the Editor, possibly after consultation with further referees, or by the Editorial Board. It is the Editor's

duty to see that, as far as possible, agreement is reached between authors and referees; although the referees may need to be consulted again concerning an author's reply to comments, further refereeing will be avoided as far as possible. Authors will receive formal notification when papers are accepted for publication. When rejection of a paper is recommended, the Editor informs the author. Authors have the right to appeal to the Editorial Board if they regard a decision to reject as unfair.

4.2 Proofs for correction

PDF proofs for correction are sent by e-mail to the corresponding author. Please note that authors are responsible for the final proof-reading of manuscripts. It is imperative that authors check the proofs very carefully. Particular attention should be paid to numerical data both in the tables and text. Proof corrections should be returned to the Editorial office within 4 days of receipt (by e-mail, fax, first class mail, air mail, or express mail). All corrections should be sent at the same time. Papers are published as Advance Articles on the web as soon as possible after proof corrections are received from the authors. Late corrections cannot be incorporated after publication of the Advance Article.

An author may be required to pay the cost of any extensive changes made by him/her at proof stage (other than the correction of printer's errors). So far as possible, essential changes should be made without altering the length of the text, or at the end of a paragraph. The standard signs for proof correction set out in British Standard BS5261: Part 2 (1976) may be used: these are conveniently summarised in the pamphlet "*Authors' alterations cost money and cause delay ...*", which can be purchased from the British Printing Industries Federation (11 Bedford Row, London, UK, WC1R 4DX). However, the author may prefer simply to put a line through the incorrect characters and write the correct version in the margin. Corrections should be made in ink, clearly and without ambiguity, and any queries from the printer and editorial staff on the manuscript, proof or query sheet should be answered fully. Alternatively, corrections can be sent by e-mail, in list format, clearly stating the page, paragraph and line number alongside each correction.

4.3 Reprints

The corresponding author will receive an electronic reprint (in PDF format) after publication. Authors may print and distribute hardcopies of their article on demand. Authors may also send the electronic file to individuals, as one would send a printed reprint. However, the electronic file may not be distributed *via* an email listserver and it may not be placed on any web site.

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