

Analytical Methods

Guidelines for Authors†

Also see: www.rsc.org/authorguidelines

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1.0 General policy

Analytical Methods highlights new and improved methods for the practical application of analytical science. Methods reported will be applicable to a wide range of areas including pharmaceutical analysis, clinical and biochemical analysis, applied industrial analysis, forensic analysis, agriculture and food science, heritage science, analytical standards and new and improved methods for routine analysis. The journal is published monthly and also includes reviews on selected topics of interest to analytical scientists.

Manuscripts intended for publication as Full Papers or Technical Notes must describe original work related to methods for analysis. All contributions are judged on (i) originality and quality of scientific content and (ii) appropriateness of length to content of new science. Applications papers must contain a comparison with existing methods before publication can be considered. 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.

† 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>.

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

There is no page charge for papers published in *Analytical Methods*.

2.0 Article types

2.1 Full Papers

These must describe science that will be of benefit to the community 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.

2.2 Technical Notes

These should be brief descriptions of developments, techniques or applications that offer definite advantages over those already available. Technical Notes should offer practical solutions to problems that are of interest to the readership and merit publication, but where a Full Paper is not justified. Technical Notes should be as brief as possible; wherever appropriate authors should use references to the established technique, explaining in full only what is novel about the proposed approach.

2.3 Reviews

Potential writers should contact 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, RSC Manuscript Central.‡ On submitting their manuscript authors are encouraged to supply the names and addresses of 2–3 referees.

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 Manuscript Central service allows up to five files to be uploaded at a time, alternatively a ZIP file containing up to 20 files can be uploaded. All files relating to a single manuscript should

‡ See <http://mc.manuscriptcentral.com/rsc>

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 as part of the process.

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.

3.2 Submission of revised articles and material for proof preparation

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

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 within four working days. The acknowledgement will indicate the paper reference number assigned to the contribution. Authors are particularly asked to quote this number on all subsequent correspondence.

4.1 Peer review, revision, acceptance, rejection

Details of refereeing policy and procedure, policy on the initial assessment of submissions and criteria for publication can be found *via* the RSC website.§

Each manuscript deemed suitable for consideration as a submission will usually be reviewed by at least two referees, whose names are not disclosed to the authors. The referee's reports constitute recommendations to the appropriate Associate Editor, who is empowered to take final action on manuscripts submitted. This decision and relevant comments of the referees are communicated to the author. Differences of opinion are mediated by the Editor-in-Chief, possibly after consultation with further referees, or with other members of the Editorial Board. It is each Associate 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 Associate Editor informs the author. Authors have the right to appeal to the Editor-in-Chief 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 48 hours of receipt (by e-mail or fax). 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. Corrections should be sent by e-mail either as a list of changes clearly stating the page and line number alongside each correction, or as a PDF file with electronic notes attached. Alternatively, corrections may be sent by fax. At this stage do not change the text within the PDF file or send a revised manuscript. 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.

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 e-mail listserver and it may not be placed on any web site.

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§ See <http://www.rsc.org/authorguidelines>.