

Dalton Transactions

Guidelines for Authors†

Also see: www.rsc.org/authorguidelines

CONTENTS

1.0 General policy

2.0 Article types

- 2.1 Full Papers
- 2.2 Communications
- 2.3 Letters

3.0 Submission

- 3.1 Initial submission
- 3.2 Submission of revised articles and material for proof preparation

4.0 Administration

1.0 General policy

Dalton Transactions embraces all aspects of the chemistry of inorganic and organometallic compounds, including biological inorganic chemistry and solid-state inorganic chemistry (in particular work which explores the synthesis and analysis of materials); the application of physicochemical techniques to the study of their structures, properties and reactions, including kinetics and mechanisms; new or improved experimental techniques and syntheses.

The journal is a medium for reporting selected original and significant contributions to new chemical knowledge.

All contributions are judged on the criteria of (i) originality and quality of scientific content and (ii) appropriateness of the length to content of new science. Thus, papers reporting results which would be routinely predicted or result from application of standard procedures or techniques are unlikely to prove acceptable in the absence of other attributes which themselves make publication desirable.

Although short articles are acceptable, 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.

Contributions which have appeared or have been accepted for publication with essentially the same content in another journal or

which incorporate freely available printed work will not be published in the Journal. This restriction does not apply to results previously published in materially abbreviated form, as a paper presented at a symposium, as a preliminary communication, as a letter to the Editor of some other periodical or as a patent. However, the acceptance of a contribution for *Chemical Communications* or as a *Dalton Communication* does not guarantee that the corresponding full paper will be accepted for *Dalton Transactions*; although publication of a full account is strongly encouraged, its acceptability will depend on whether or not it contains significant new details, new interpretations or new results.

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

Contributions are accepted by the RSC on the understanding that the authors (a) have obtained any necessary authority for publication, and (b) will execute a formal licence granting the RSC exclusive licence under any copyright therein.

Authors are solely responsible for the factual accuracy of their contributions.

Since the RSC reserves the right to retain all typescripts sent to it, authors are advised to keep copies. When contributions have been submitted for publication the authors are not at liberty, save by permission of the RSC, to withdraw or delay them or to publish them elsewhere until after publication by the RSC.

2.0 Article types

2.1 Full Papers

Full papers contain original scientific work that has not been published previously. However, work that has appeared in print in a short form such as a *Dalton Communication* or *Chemical Communication* is normally acceptable. But note that the Society strongly discourages the fragmentation of a substantial body of work into a number of short publications.

2.2 Communications

Preliminary accounts of original and significant work of such importance that rapid publication is justified may be published in Communication form. Material intended for *Dalton Communications* should be of specific specialist interest to inorganic chemists. Otherwise the criteria governing acceptance are essentially the same as for *Chemical Communications*. Full papers

† 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>.

based upon Communications will be acceptable provided that they represent a substantial amplification and extension of the original material. The recommended length for a communication is three printed journal pages. Times to publication will be similar to *Chemical Communications*. In order to achieve this, failure of an author to supply a revised script in response to referees' comments within 2 weeks may be regarded as withdrawal of the Communication.

2.3 Letters

Letters are a medium for the expression/exchange of scientific opinions/views normally concerning material published in *Dalton Transactions*, but not for revision/updates of authors' own work. They are not intended to compete with media for the publication of more general matters, such as *Chemistry World*. Only rarely should a Letter exceed one printed column in length (about 1–2 pages of typescript). Where a Letter is polemical in nature, and if it is accepted, a Reply will be solicited from other parties implicated for publication alongside the original Letter.

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

Receipt of a contribution for consideration will be acknowledged immediately by the Editorial Office, by e-mail if an address is 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. Papers that are accepted must not be published elsewhere except by permission of the RSC. Submission of a manuscript will be regarded as an undertaking that the same material is not being considered for publication by another journal. Conditions governing acceptance are available from the Editorial Office.

Every paper deemed suitable for consideration as a submission will be assessed by at least two independent referees, whose names are not disclosed to the authors. RSC policy on the initial assessment of submissions, and details of criteria for publication, can be found on ReSource.‡ On the basis of the referees' reports, the Editor decides whether the paper is suitable for publication, either unchanged or after appropriate revision. Where appropriate, members of the Editorial Board may view the referees' reports. 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, in the last resort, by the Editorial Board.

When rejection of a paper is recommended, the Editor will inform the author. Authors have the right to appeal to the Editorial Board if they regard a decision to reject as unfair.

Acceptance of a paper is confirmed when a manuscript is passed for editing. The author then receives a PDF proof for checking. The Society supplies a PDF reprint file.

Checking of proofs is the authors' responsibility. Particular attention should be paid to numerical data both in tables and in the text, references, structural formulae and diagrams.

An author may be required to pay the cost of any extensive changes made at the 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 BS 5261: Part 2 (1976) may be used: these are conveniently summarized 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 editorial staff on the query sheet should be answered fully.