

Guidelines for the submission of Review articles to *NPR*

Reviews are more comprehensive overviews of a topic or in-depth critiques of more specialist areas of work. There is no upper limit to the length of a Review, but please try to keep to the commissioned length. If you feel that your article will exceed the commissioned length, please contact the Editorial Office.

Review articles in *NPR* are designed to give an interesting insight into the topic being discussed. Authors are encouraged to include their own perspective on developments, trends and future directions. Authors are asked to focus on the key developments that have shaped the topic, rather than give comprehensive accounts of everything which has occurred in the field. Listings style articles are generally not accepted by the journal.

The guidelines below summarise the formats that RSC staff require for the submission of Review articles to *Natural Product Reports*. Adherence to these guidelines will ensure the smooth processing of manuscripts, minimise delays at the review, editing and proofing stages, and ensure high-quality reproduction.

Submission of new manuscripts (for peer-review)

New manuscripts should be submitted as one complete Word or PDF file, with all graphics embedded, either in with the text, or all at the end. This also applies to manuscripts that are undergoing substantial revisions, and that will be subject to further peer-review (the editor will advise you if this is the case). We encourage authors to use the RSC article template (at <http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/ElectronicFiles/Templates/word.asp>) to help you gauge your article's length.

Submission of revised manuscripts (not for peer-review)

Once the peer-review process is complete, and your manuscript has been recommended for publication subject to satisfactory revisions being made, please use one of the two options below when supplying your revised files:

► **Option A:**

Recommended for short Reviews (up to ~20 journal pages) with relatively few graphics, and few or no stand-alone structures.

- Provide the manuscript as a single Word document using the "Article" template available at <http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/ElectronicFiles/Templates/word.asp>. Graphics can be embedded in with the text, or placed all at the end.
- Graphics containing chemical structures should be created in ChemDraw using the following template:
<http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/AuthoringTools/Templates/chemdraw.asp>.

► **Option B:**

Recommended for longer Reviews (more than ~20 journal pages), with either a substantial number of large graphics, or lots of stand-alone structures.

Provide the manuscript with all files separated. Please note the following:

- The manuscript text should not contain embedded images (with the exception of graphics embedded in tables).
- Graphics containing chemical structures should ideally be generated in ChemDraw at the size you wish them to appear in print, using the same drawing settings for all structures. It is helpful for us if you can use the following template:
<http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/AuthoringTools/Templates/chemdraw.asp>. If they are of stand-alone structures, then it is not necessary to split them up into blocks. Simply fill the template with the structures, in numerical order (reading from left to right and then down the page). *NPR* staff will then split up the structures to optimise the layout at the proof stage.

- Graphics not containing chemical structures may be submitted in any appropriate format at the size you wish them to appear in print; TIFs and JPEGs should ideally be 600 dpi resolution.
- It is not necessary to indicate the location of graphics in the text, as graphic placement will be optimised by *NPR* staff.

Whichever option you decide on, please note the following when you supply your revised manuscript:

- For all graphics, the column widths are: 8.3 cm (1-column) and 17.1 cm (2-column), with a maximum height of 23.3 cm. Please bear these dimensions in mind when creating graphics, to make the best use of the space available. It is best to avoid alternating 1-column and 2-column graphics, as this can make optimisation of layout in the proof difficult.
- A short (~30 word) statement should be provided for printing in the contents pages. This should be accompanied by a colour graphic (8 cm wide x 4 cm high). These items can be supplied separately from the main manuscript.
- A biography (up to 100 words) should be provided for each author, together with photographs (up to 6 allowed in total). These items can be supplied separately from the main manuscript.

Naming your graphics

Schemes and Figures

- For reaction schemes, retrosynthetic analyses, graphs, photographs, flowcharts, crystal/protein structures, etc.
- Citation in the text is required (e.g. "...as shown in Scheme 1").
- Captions are preferred; please provide all captions with the main text, not pasted into the graphic itself.

Unlabelled graphics

- For stand-alone structures with compound numbers.
- Citation in text is not possible, other than a mention of the relevant compound numbers.
- Captions are not permitted.
- Compound numbers should be in bold type, and closest to the structure they represent, but do not need to be directly underneath the structure.

Useful links

- New and revised manuscripts can be submitted via your personal page at <http://mc.manuscriptcentral.com/npr>
- Templates are available at: <http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/AuthoringTools/Templates/index.asp>

Many thanks in advance for your cooperation.

If you have any questions about file types or formats, please contact Helen Potter at npr@rsc.org, who will be happy to offer advice.