

# Using the template

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## Introduction

This is a guide to be used alongside our template to help you prepare your manuscript for submission. This guide is intended to troubleshoot common Microsoft Word-based problems authors may experience when preparing their manuscript for submission. For guidance on how to write and structure your article, including what sections to use, see our [prepare your article guidelines](#).

Please be aware, although our templates will give you an idea of what your article will look like, the final version of record may look different in keeping with our house style.

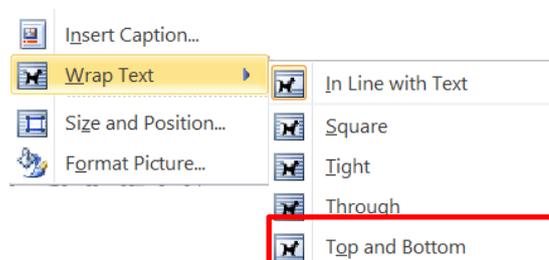
If you are experiencing difficulty using our template, and your problem is not covered in this guide, please do not hesitate to contact our customer services team at [rsc1@rsc.org](mailto:rsc1@rsc.org) and a member of the team will be happy to assist.

## Inserting double-column figures

1. Insert image into template and right-click to bring up picture options menu. Please see example image below:



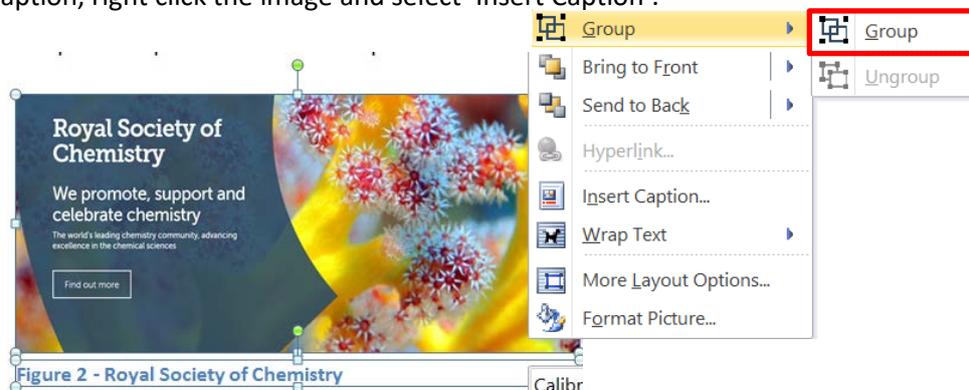
2. Select 'Wrap Text', then select option 'Top and Bottom'.



This will then allow you to drag-and-drop the figure around the manuscript as desired. The text will wrap both above and below the image, no text should run parallel to the image as it would if you had selected 'Tight' from the 'Wrap Text' menu. This should work for double-column figures too.



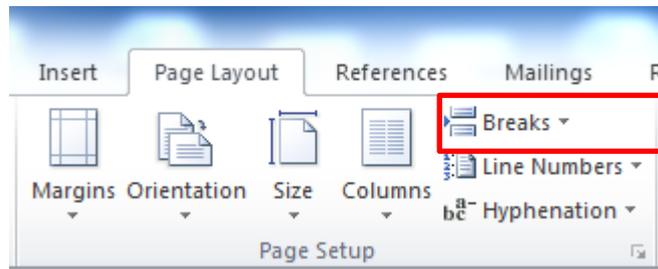
3. To add a caption, right click the image and select 'Insert Caption'.



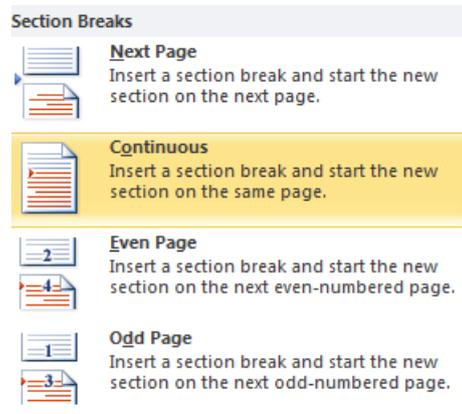
4. The caption can then be appended to the image by pressing Ctrl and left-clicking both the caption text box and the image and selecting 'Group'. You can then set text wrapping of the entire group to 'Top and Bottom' as above.

## Inserting double-column tables

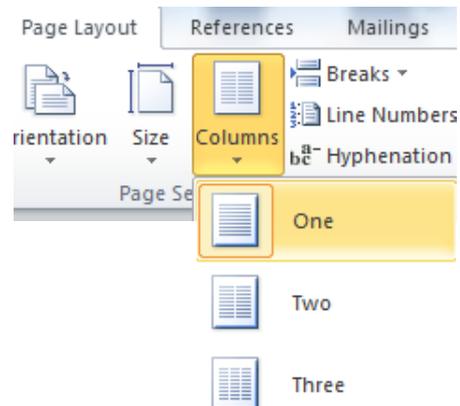
1. Before inserting a table across two columns you must first go to the 'Page Layout' tab and select 'Breaks'.



2. Under 'Section Breaks' choose 'Continuous'.



3. In the new section you have created, select 'Columns' from the Page Layout tab and set this section as single column.



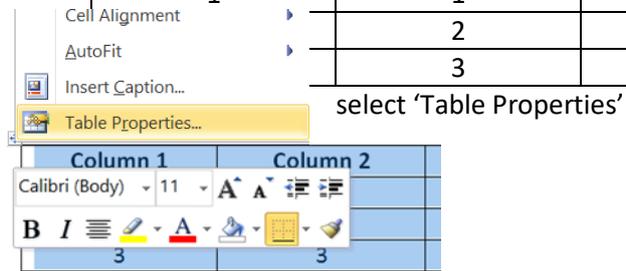
You can now insert your table into the new single-column section, enabling it to span two columns.

4. Ensure that you enter another section break following the inserted table and return the page to a double-column set up by selecting the two column option from the 'Columns' menu. (Please be advised that single column sections should only be created at the top or bottom of a page.)

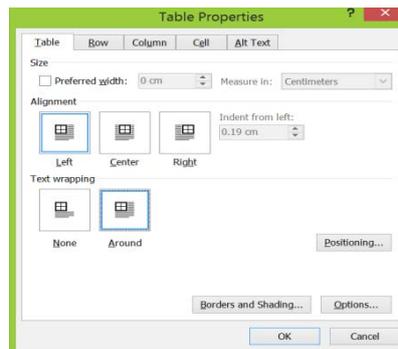
5. Insert the table in desired location on page.

Column 1	Column 2	Column 3	Column 4	Column 5
1	1	1	1	1
2	2		2	2
3	3		3	3

6. Right click table,



7. Under 'Alignment' select 'Center' and under 'Text wrapping', select 'Around'. This will position text above and below the table, allowing the table to span two columns.



8. To add caption, right click table and select 'Caption'



9. For 'Positioning', select 'Above selected item'

Please see next page for an example of a double column figure and table inserted across two columns.

## Journal Name

### ARTICLE

#### A Heading

With over 50,000 members and an international publishing and knowledge business we are the UK's professional body for chemical scientists, supporting and representing our members and bringing together chemical scientists from all over the world.

We're working to shape the future of the chemical sciences – for the benefit of science as a learned society we are concerned with advancing chemistry as a science, developing its applications, and disseminating chemical knowledge and humanity.



Figure 1 - Royal Society of Chemistry

A not-for-profit organisation with a heritage that spans 175 years, we have an ambitious international vision for the future. Around the world, we invest in educating future generations of scientists. We raise and maintain standards. We partner with industry and academia, promoting collaboration and innovation. We advise governments on policy. And we promote the talent, information and ideas that lead to great advances in science.

In a complex and changing world, chemistry and the chemical sciences are essential. They are vital in our everyday lives and will be vital in helping the world respond to some of its biggest challenges.

We are committed to promoting, supporting and celebrating inclusion and diversity. We understand that the success of our community depends on our ability to nurture the talent of the best people regardless of who they are or their background.

With over 50,000 members and an international publishing and knowledge business we are the UK's professional body for chemical scientists, supporting and representing our members and bringing together chemical scientists from all over the world.

A not-for-profit organisation with a heritage that spans 175 years, we have an ambitious international vision for the future. Around the world, we invest in educating future generations of scientists. We raise and maintain standards. We partner with industry and academia, promoting collaboration and innovation. We advise governments on policy. And we promote the talent, information and ideas that lead to great advances in science.

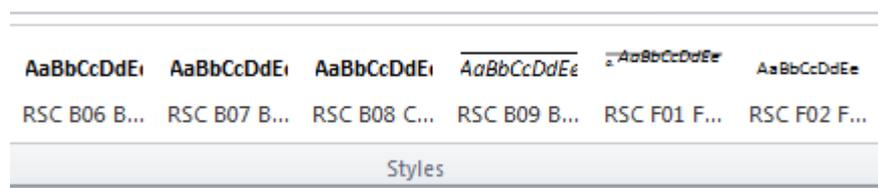
In a complex and changing world, chemistry and the chemical sciences are essential. They are vital in our everyday lives and will be vital in helping the world respond to some of its biggest challenges.

Table 1

Column 1	Column 2	Column 3	Column 4	Column 5
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3

## Working with Styles

The Styles menu is located to the right hand side of the 'Home' tab in Microsoft Word.



Each Style option corresponds directly to a section of text in the template. Please consult the Styles menu for recommended formatting for all text, including footnotes, references, tables, images and captions:

### **HEADERS**

Paper Title – RSC H01

Paper Authors and Byline – RSC H02

### **FOOTNOTES**

Footnote Author Address – RSC F01

Footnotes to Titles/Authors – RSC F02

### **BODY**

Abstract – RSC B01

Article Text (Main body) – RSC B02

Mathematics/ Greek text – RSC B03

A Heading (Section) – RSC B04

A Heading (Section – stand alone) – RSC B05

B Heading (Sub-Section) – RSC B06

B Heading (Sub-Section – stand alone) – RSC B07

C Heading (In-Line) – RSC B08

Biography – RSC B09

### **IMAGES**

Figure/Scheme/Chart with bottom bar – RSC I01

Figure/Scheme/Chart with top bar – RSC I02

Figure/Scheme/Chart Uncaptioned – RSC I03

Caption to Figure/Scheme/Chart – RSC I04

Caption to Figure/Scheme/Chart with bottom bar – RSC I05

### **TABLES**

Table title with top bar – RSC T01

Table title without top bar – RSC T02

Table Body – RSC T03

Table footnote with bottom bar – RSC T04

Table footnote without bottom bar – RSC T05

### **REFERENCES**

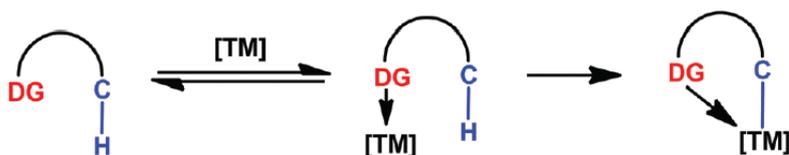
Footnotes to main text – RSC R01

References – RSC R02

## Schemes, Charts and Tables

**SCHMES** - are collections of reactions that show action.

A brief title detailing the contents of the scheme should be included and be formatted to the RSC style **RSC I01**. To avoid altering the margins of the templates, please do NOT change the spacing before and after the title. Footnotes may be included with schemes and should be formatted to the RSC Style **RSC I04 or RSC I05**. As example of a scheme can be seen below:

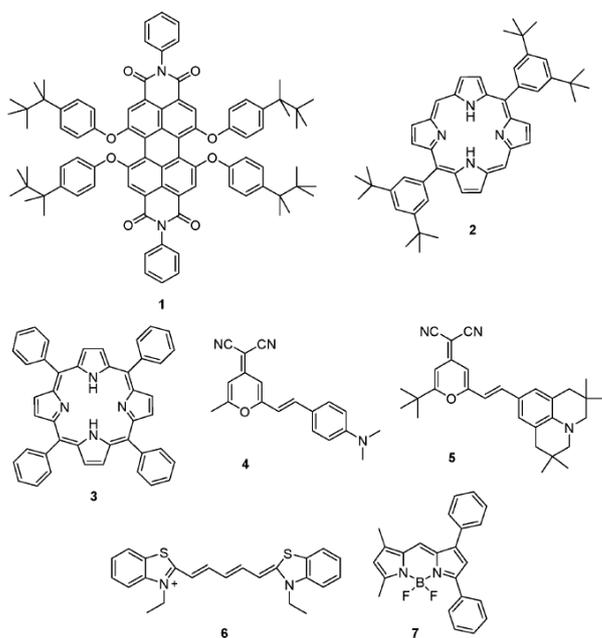


**Scheme 1** Site selectivity controlled by transition metal catalyzed C–H activation.

Scheme taken from: Z. Chen *et al. Org. Chem. Front.*, 2015, **2**, 1107 DOI: [10.1039/C5QO00004A](https://doi.org/10.1039/C5QO00004A)

**CHARTS** - are collections of structures that do not show action.

A brief title detailing the content of the chart should be included and be formatted to the RSC style **RSC I01**. To avoid altering the margins of the templates, please do NOT change the spacing before and after the title. Footnotes may be included with charts and should be formatted to the RSC Style **RSC I04 or RSC I05**. An example of chart can be seen below:



**Chart 1** Several conventional red emissive molecules based on perylene bisimides, porphyrin, dicyanomethylene-4*H*-pyran, cyanine and dipyrromethene, respectively.

Chart taken from: Qiuli Zhao and Jing Zhi Sun, *J. Mater. Chem. C*, 2016, **4**, 10588-10609 DOI: [10.1039/C6TC03359H](https://doi.org/10.1039/C6TC03359H)

*TABLES* - should be titled to give readers a brief overview of the table's contents. The title should be formatted to the RSC style **RSC T01 or RSC T02**. Readers should be able to understand the title without having to refer to the contents of the text itself. Further details needed to interpret the contents of the table should be footnoted below the table using RSC Style **RSC T04 or RSC T05**. To avoid altering the margins of the templates, please do NOT change the spacing before and after the title.

## References & EndNote Style Files

We will format your references according to our house style before publication; however, it is important you use Vancouver style for all journals except *Chemistry Education Research and Practice*, which requires the use of Harvard referencing. References should always be located at the end of a manuscript. It is the author's responsibility to maintain the accuracy of each reference to ensure that they are complete and correct. Please see our ['Prepare your article'](#) guidelines for more advice on how to write your bibliography.

You can automatically format references from your Endnote citation manager using our style files. Files are compatible with both Windows and Macintosh. The complete list of RSC EndNote style files can be found [here](#).