

INSTRUCTIONS TO AUTHORS

CROATICA CHEMICA ACTA publishes *Original scientific papers, Notes, Preliminary communications, Authors' reviews, Reviews, Feature articles, Conference papers and Data bank contributions* written in English, with an abstract in Croatian. In the appendix, the Journal publishes book reviews, obituaries and society news. Submission of the paper commits the author not to submit the same material elsewhere.

Original scientific papers report unpublished results of original research. The papers have to contain all the necessary information to enable the reproducibility of the described work.

Notes report unpublished results of short, but completed, original research or describe original laboratory techniques (methods, apparatus, etc.). Notes should not exceed 1000 words.

Preliminary communications report unpublished preliminary results of original research which require prompt publication.

Authors' reviews are concise and critical surveys of the author's current research field. The author's contribution should be described relative to contributions of other scientists in the same field.

Reviews are concise and critical surveys of a specific research field, providing the reader with up-to-date information on current developments and trends. As a rule, reviews are written upon invitation by the Editor.

Feature articles are concise and critical reviews of a current topic, pointing to trends and controversies in the field. Feature articles should be understandable to non-specialists. Feature articles are written upon invitation by the Editorial Board, and should not exceed 20 typewritten pages.

Conference papers should be reported at a congress, symposium or summer school prior to submission to the Journal. Conference papers are submitted by the Organizing Committee.

Data bank contributions contain new chemical and physical data in order to make them available for subsequent scientific interpretation and various practical uses.

Refereeing of manuscripts: Original scientific papers, Notes and Preliminary communications are sent to two referees, Feature articles and Conference papers to one, and Authors' reviews, Reviews and Data bank contributions to three. The referees are chosen among scientists active in the narrow field to which the paper belongs. The authors may suggest the referees themselves, but the Editorial Board reserves the right to choose other referees, who remain anonymous. Only papers with favourable reports are accepted for publication.

SUBMISSION OF MANUSCRIPTS

The speed of publication depends on how closely the manuscript conforms with the instructions given below. Manuscripts deviating grossly from these instructions will be returned to the author for correction.

Papers should be written in the shortest possible form. As a rule, original scientific papers should be subdivided into: Introduction, Experimental part, Results and Discussion. Subdivision of other papers may deviate from this rule. The aim of research and a concise description of background information, directly connected to the paper, should be given in the Introduction. In the Experimental part, well known methods and techniques need not be described in detail, but referred to by references.

1. The manuscript is submitted in triplicate, typed with double spacing on one side of A4 (210 × 297 mm) paper with minimum 3 cm margins on both sides. Pages and appendices must be numbered.
2. The manuscript must contain on separate sheets of paper: the title page, abstract in English, abstract in Croatian, list of references, tables (each table separately), illustrations (each separately), and legends to illustrations (all on the same sheet).
3. The title page must contain: the title of the paper, name(s) of author(s) (first name spelt out), full mailing addresses of all authors, running title (not more than 40 characters including spaces), key words (up to 10), and mailing address (including phone and fax numbers or e-mail address) of the author to whom correspondence should be sent.
4. The English abstract should be written in an impersonal form and must not exceed 150 words. The aim of the work, essential results and conclusions must be given. The Croatian abstract must be a translation of the English abstract. For authors outside Croatia, the Editorial Board will translate the English abstract into Croatian.
5. Standard IUPAC recommended nomenclature and symbolism should be used. In general, IUPAC recommendations should be followed. Detailed instructions are given in relevant IUPAC publications (*Nomenclature of Inorganic Chemistry*, Blackwell Scientific Publications, Oxford, 1992; *A Guide to IUPAC Nomenclature of Organic Compounds*, Blackwell, Oxford, 1993; *Quantities, Units and Symbols in Physical Chemistry*, Blackwell Scientific Publications, Oxford, 1993).
6. SI units (SI, *Système Internationale d'Unités*) should be used. According to IUPAC, the quotient of a physical quantity and its unit should be used in labelling the axes of graphs or tabulating the numerical values of physical quantities, *e. g.* T/K or Temperature/K, and not T(K) or T, K. The following units must be avoided: micron (μ), cycle per second (cps), cycle per minute (cpm), minute of arc ("), second of arc ('), gramme-equivalent per litre (N), calorie (cal_{th} , cal_{IT}), torr (Torr), millimetre of mercury (mmHg), atmosphere (atm).

7. Decimal numbers must have decimal points, not decimal commas (except in the Croatian abstract).
8. Double subscripts and superscripts should be avoided whenever possible. For example:
 Λ_{NO_3} is better written as $\Lambda(\text{NO}_3)$ and $\exp(\mu/RT)$ is better than $e^{\mu/RT}$ or $e^{\frac{\mu}{RT}}$.
9. The data for new compounds should be quoted as follows: yield, melting (boiling) point, UV absorptions, IR absorptions, NMR spectra, mass spectrum and elemental analysis, e.g.: 5 g (53%); m.p. 75–76 °C; UV(EtOH) $\lambda_{\text{max}}/\text{nm}$: 228 and 262 ($\log \varepsilon/\text{dm}^3 \text{ mol}^{-1} \text{ cm}^{-1}$: 4.23 and 3.92); IR(KBr) $\nu_{\text{max}}/\text{cm}^{-1}$: 1650 (CO), 1620 (C=N); ^1H NMR (CDCl_3) δ/ppm : 2.30 (s, 3H, Me), 4.51 (d, 1H, $J_{1,2} = 3.2 \text{ Hz}$, H-3); ^{13}C NMR (CDCl_3) δ/ppm : 160 (C-5), 120 (C-2); MS m/z : 264 (M^+ , 100%) and 246 (M^+-18).
Anal. Calcd. for $\text{C}_{18}\text{H}_{13}\text{N}_3\text{O}_5\text{S}$ ($M_r = 383.38$): C 56.39, H 3.42, N 10.96, O 20.87, S 8.36%; found C 56.31, H 3.62, N 10.76, O 20.60, S 8.19%.
When describing more than 4 or 5 compounds, the data are best presented as a table.
10. Latin words should be italicized, as for example *et al.*, *i.e.*, *in vivo*, *ibid.*
11. Illustrations (figures, graphs, structural formulae of compounds) should be drawn in black Indian ink or prepared by a computer programme or given as a high quality photograph. They must be suitable for direct reproduction and the **size of lettering** should enable a 3-fold size reduction. Duplicates may be rough copies.
12. Tables and illustrations should be intelligible without reference to the text, and their position in the text should be indicated. Tables should be numbered with Roman and illustrations with Arabic numerals. Printing of colour photographs will be charged to the authors.
13. Large tables and computer programs will not be printed. They can be deposited at the Editorial Office only if deposition into the relevant database is not possible. A mention of this should be made in the manuscript. This material will be available on request from the Editorial Office at a price covering only postal and administration costs.
14. Prior to submitting the manuscript reporting the results of crystal structure determination(s), authors should deposit the data corresponding to the intended publication in the appropriate database:
 - a) the crystallographic data associated with organic and metal-organic structures should be deposited with the Cambridge Crystallographic Data Centre (CCDC).The preferred mode of deposition is by e-mail as a standard ASCII file. Wherever possible the CIF format should be used but other formats will be accepted. Data can also be deposited as a hard copy.

A checklist of data items for deposition can be obtained from the CCDC Home Page on the World Wide Web

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or by e-mail (to fileserv@ccdc.cam.ac.uk with the one-line message sendme checklist).

For e-mail deposition the address is: deposit@ccdc.cam.ac.uk

For hardcopy deposition, the address is: CCDC, 12 Union Road, Cambridge CB2 1EZ, UK

b) the crystallographic data associated with inorganic structures should be deposited with the Fachinformationszentrum Karlsruhe (FIZ), D-76344 Eggenstein-Leopoldshafen, Germany.

FIZ accepts only data deposited in electronic form (in CIF or Castor format).

For E-mail deposition, the address is: crysdata@fiz-karlsruhe.de

Both databases provide the author with a deposition number by return. The deposition number will be normally delivered by e-mail.

The author submits the manuscript to the journal together with the deposition number.

When the paper is published, an appropriate note will be printed.

The deposited data will not be archived to the database until the paper has been published. If, after twelve to eighteen months, the paper has not been published, the database will contact the depositors to decide what should be done with the data.

15. References should be numerated in the order they are cited in the text (use superscripts without parentheses). They should be cited as follows: name(s) of the author(s), comma, abbreviation of the journal, volume number, year of issue in parentheses, first and last page number. For example:

N. Colocci and P. B. Dervan, *J. Am. Chem. Soc.* **116** (1994) 785–786.

P. J. Garegg, T. Regberg, J. Stawinski, and R. Strömberg, *J. Chem. Soc., Perkin Trans. 1* (1987) 1269–1273.

Books and chapters in books should be cited as follows:

M. J. S. Dewar, *The Molecular Orbital Theory of Organic Chemistry*, McGraw Hill, New York, 1969, p. 442.

G. Pilcher, *Thermochemistry of Chemical Compounds*, in: H. A. Skinner (Ed.), *Thermochemistry and Thermodynamics*, Physical Chemistry Series One, Vol. 10, MTP, International Review of Science, Butterworths, London, 1972, pp. 62–66.

16. In references, journal abbreviations should be those used by *Chemical Abstracts* [see *Chemical Abstracts Service Source Index (CASSI)*].
17. In the list of references, the names of all authors should be given; the abbreviation *et al.* may be used in the text only.

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After the manuscript is accepted for publication, authors are asked to supply their manuscript both in hardcopy and on a PC-formatted diskette (text files and, separately, graphic files).

The preferred text-processors are: Win-Word, Word for DOS, Word Perfect and Wordstar (please, avoid ChiWriter and TeX). Include also the files-containing computer generated graphics, of the following formats: CDR, GEM, HPGL, WMF, EPS, TIF, PCX, IMG. For large image files use one of the file compressing programs (ZIP, ARJ, ZOO, LZH). The diskettes should be clearly labelled, stating also the version of the program used. The manuscript version on the diskette must match *exactly* the final hardcopy version. All of the text and tabular material (if any) should be in a single file with the complete text first, followed by the tabular material. If tabular material is present, the column alignment should have been obtained with either the word-processing program (column utility) or tabs or spaces, but not with a mixture of these. *Do not integrate any graphic material into this text file.* When preparing the manuscript text, use a simple, full-width format with no page-formatting other than margin definitions. Text must be unjustified. Do not insert spaces before punctuation.

Carefully proofread the final copy for consistent notation and correct spelling.

Page proofs will be sent to the authors for correction. The proofs should be returned within 48 hours to the address given below.

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