

INSTRUCTIONS TO AUTHORS

GENERAL INFORMATION

Croatica Chemica Acta is an international journal devoted to the publication of papers from all fields of chemistry.

Four issues are published annually.

Contributions should be written in English; an abstract (translated) in Croatian is added.

Categories of Contributions

CCA publishes Original scientific papers, Notes, Preliminary communications, Authors' reviews, Reviews, Feature articles, Conference papers, Essays, and Data bank contributions. In the appendix, the Journal publishes, Letters to the Editor, book reviews, obituaries and the Croatian Chemical Society news.

Original scientific papers report unpublished results of original research. The papers have to contain all the necessary information to enable 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Notes report unpublished results of short, but completed, original research or describe original laboratory techniques (methods, apparatus, etc.).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Preliminary communications report unpublished preliminary results of original research that require prompt publication.

Authors' reviews are concise and critical surveys of the author's current research field. The author's contribution should be compared to the data (results, information) provided by 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 from the Editor.

Feature articles are concise and critical reviews of a current topic, pointing to trends and controversies in the field. They should be understandable to non-specialists. Feature articles are written upon invitation from 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.

Essays report *curricula vitae* of the important Croatian chemists and accounts of the history of chemistry.

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

Letters to the Editor are a medium for expression of scientific opinions or exchange of different views concerning the material published in CCA.

Reviewing of Manuscripts

All contributions are evaluated according to the criteria of originality and quality of their scientific content. Original scientific papers, Notes and Preliminary communications are sent to two referees, Feature articles and Conference papers to one, and Authors' reviews, Reviews, Essays and Data bank contributions to three. Only papers with favourable reports are accepted for publication.

To facilitate the reviewing process, the authors are encouraged to suggest persons competent to review their manuscripts. Such suggestions will be considered but not always followed.

Style and Language

All contributions should be written in a style that addresses a wider audience than papers in more specialized journals. For reasons of economy, brevity of paper presentation is essential.

Standard English or American spelling can be used, but consistency should be maintained throughout a paper. Manuscripts with grammar or vocabulary deficiencies are disadvantaged during the scientific review process and, even if accepted, may be returned to the author to be rewritten in idiomatic English.

Title

The paper should have a concise, clear title directed at the general reader. The title should be brief, preferably 12 words or less; readers rarely read and absorb long titles. Use of non-standard abbreviations, symbols and formulae in the title is discouraged.

Graphic Contents Entry

Starting with the first issue in 2003, CCA will feature a Table of Contents that contains a graphic presentation for each entry, in addition to the title and author list. The graphical abstract should highlight the essence of chemistry described in the article in such a way as to encourage further perusal of the article.

Graphics used in the Contents entry need not necessarily appear in the article itself.

PROFESSIONAL ETHICS AND PUBLICATION POLICY

The Journal expects the Editors, reviewers and authors to adhere to the well-known standards of professional ethics.

Authors are responsible for the factual accuracy of their contributions. Submission of the paper commits the author not to submit the same material elsewhere.

Reviewers should act promptly. If certain circumstances preclude prompt attention to the manuscript at the time it is received, the unreceived manuscript should be returned immediately to the Editor or the reviewer should contact the Editor for possible delay of the report submission date.

The Editor accepts full responsibility for his decisions on the manuscripts. Contributions may be rejected without review if considered inappropriate for the Journal.

Administration

All manuscripts received for consideration will be acknowledged by the Editorial Office. The manuscript will be given a reference number, which the authors are asked to quote in all subsequent correspondence.

SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted as conventional hardcopies by post or e-mail.

Hardcopies should be submitted in triplicate. No disk should be included in the initial submission. The final accepted version of manuscript must be supplied in both hardcopy and electronic form (on disk or CD ROM). Guidelines for electronic files preparation are given in the Preparation of manuscripts.

Authors who prefer e-mail submission of their manuscripts can find the address at the end of these Instructions.

PREPARATION OF MANUSCRIPTS

Introductory Notes

Rapid publication is aided by careful preparation of text and illustrations. Special attention is drawn to the use of SI units and associated conventions, current IUPAC nomenclature and symbolism and standard methods of literature citation.

The quality of illustrations in the Journal depends on the quality of the original artwork provided by the author. The correct lettering-size to graphic-width ratio should be chosen. Single column illustrations are preferred.

If English is not the author's native language, the manuscript should be corrected by a language specialist, prior to submission.

Organization of Material

Manuscripts should be assembled as follows: title page, abstract, key words, introduction, experimental section, results and discussion, conclusions (optional), acknowledgements, references, legends, tables, illustrations (figures, schemes) and graphic abstract. Authors from Croatia should add an abstract in Croatian.

As a rule, Original scientific papers should be subdivided into *Introduction*, *Experimental* section, *Results* and *Discussion*. Subdivision of other papers may deviate from this rule.

The research aim and a concise description of background information, directly connected to the paper, should be given in the *Introduction*.

Experimental section should describe materials, tools and methods in sufficient detail to enable experienced persons to repeat them. Well-known procedures need not be described in detail but referred to by references.

The reporting and interpretation of experimental and computational results must be clear and concise. It is usual for the *Results* to be presented first, followed by a *Discussion* of their significance. Results and Discussion may be combined or kept separate. This section should not be cluttered with technical details.

The addition of a *Conclusion* section at the end of the paper, which briefly summarizes the principal conclusions of the work, is recommended.

Notes on the Preparation of Papers

1. The manuscript should be typed with double spacing on one side of A4 (210 to 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), graphic abstract, 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 the author(s) (first name spelt out), full mailing addresses of all authors, running title (not more than 50 characters including spaces), key words (up to 6), the phone and fax numbers and the e-mail address of the author to whom correspondence should be sent.

4. *The Abstract* should be written in the 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. *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. Where there are special reasons for making an exception to this rule, it is recommended to define the units used in terms of SI units.
In tabulating the numerical values of physical quantities, or labeling the axes of graphs, *the quotient of a physical quantity and a unit* should be used in such a form that the values to be tabulated are pure numbers. Examples: T/K or Temperature/K; $10^3(T/K)^{-1}$; $\ln(p/kPa)$; $(I_m/\text{mmol kg}^{-1})^{1/2}$.
Percents and *per mills*, although not being units in the same sense as the units of dimensioned quantities, can be treated as such. Unit symbols should never be modified (for instance: w/w %, vol.%, mol.%) but the quantity measured has to be named, e.g. mass fraction, $w = 95\%$; volume fraction, $\varphi = 20\%$.
7. *Decimal numbers* must have decimal points, not decimal commas (except in the Croatian abstract).
8. *Latin words* should be italicized, as for example: *et al.*, *i.e.*, *in vivo*, *ibid.*
9. *Double subscripts* and *superscripts* should be avoided whenever possible. For example: A_{NO_3} is better written as $A(\text{NO}_3)$ and $\exp(\mu/RT)$ is better than $e^{\mu/RT}$ or $e^{\frac{\mu}{RT}}$.
10. *The data for new compounds* should be quoted as follows: yield, melting (boiling) point, UV absorption, IR absorption, 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 ($\log \epsilon/\text{dm}^3 \text{ mol}^{-1} \text{ cm}^{-1}$: 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, $J_{1,2} = 3.2$ Hz, H-3); ^{13}C NMR (CDCl_3) δ/ppm : 160 (C-5), 120 (C-2); MS m/z : 264 (M^+ , 100 %) and 246 ($\text{M}^+ - 18$).
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.
11. *Illustrations* (figures, graphs, structural formulae of compounds) should be suitable for direct reproduction or the size of lettering should enable reduction to the one- (preferred) or two-column format.
Color should be used if essential for clarity of communication.
12. *Tables* must have brief titles that describe their contents. Details should be put in footnotes, not in the title.
Tables should be sized to conform to the single and double column width.
13. *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.
14. *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. Such material may be included as Supplement in the PDF version of the article. This should be mentioned in the manuscript.
15. Prior to submitting the manuscript reporting the results of *crystal structure determination(s)*, the authors should deposit the crystallographic data with the Cambridge Crystallographic Data Centre (organic and metal-organic structures) or with the Fachinformationszentrum Karlsruhe (inorganic structures).
The addresses are:
Cambridge Crystallographic Data Centre, 12, Union Road, Cambridge CB2 1EZ, UK; e-mail: deposit@ccdc.cam.ac.uk. Guidance for deposition can be obtained from: www.ccdc.cam.ac.uk/conts/depositing.html
Fachinformationszentrum Karlsruhe (FIZ), D-76344 Eggenstein-Leopoldshafen, Germany; e-mail: crystal@fiz-karlsruhe.de; www: http://crystal.fiz-karlsruhe.de
Deposition number should be submitted together with the manuscript and an appropriate note should be put in the paper.
16. *Bibliographic references* in the text should be made by the use of numerical superscripts. References should be numbered in the order in which they are cited in the text.
References themselves should be given at the end of the paper using ordinal numbers only (no brackets, etc.).
17. *Journals* should be cited as follows: name(s) of the author(s), journal abbreviation (italic), volume number (bold), year of issue (in parentheses), page numbers (first and last).

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.

Journal abbreviations should be those defined in *Chemical Abstracts Service Source Index* (CASSI).

18. *Books* should be cited as shown in the following examples:

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.

19. Names of all authors should be given in the list of references; the abbreviation *et al.* may be used in the text only.

Preparation of Electronic Files

After the manuscript is accepted for publication, the 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 format is RTF, otherwise text processors MS-Word, Word Perfect and Wordstar should be used. ChiWriter will not be accepted.

If Tex / LaTeX is used, the text should be exported to ASCII and this file submitted together with the hardcopy and Tex format of the whole material.

The following formats of computer generated graphics should be used: CDR, WMF, EPS, TIF, AI, FH. For large image files, the use of ZIP or ARJ file compressing programs is recommended.

The diskettes should be clearly labeled, 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 thereof. 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 and Reprints

Proofs will be sent by mail to the authors for corrections. Only errors following from the production process should be corrected; no additional changes to the text should be made.

The proofs should be returned within 48 hours to the address given at the end of these Instructions.

PDF of each article will be sent by e-mail to the corresponding author. Reprints may be obtained, by fulfilling the ordering form sent to the authors together with the proofs.

IMPORTANT NOTE

In the course of the next year, CCA will gradually switch from the current hardcopy to the new electronic manuscript submission system. Templates and detailed guidelines will be provided on our web site for easier text and graphic files creation in the CCA journal style. All file submissions, both of manuscripts and proof corrections, will be handled through our web site, and article proofs (in pdf format) will be sent to the authors *via* e-mail.

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