

Guide for Authors

These Instructions are also published in the preliminary pages of regular volumes of the journal.

Aims and Scope

Catalysis Today concentrates on the rapid publication of papers devoted to currently important topics in catalysis and related subjects. It differs from conventional journals in that each issue is dedicated to a distinct topic, with issues either being prepared under the guidance of (a) guest-editor(s) or as a monograph.

Both fundamental and applied aspects of catalysis are covered. While it is expected that many of the issues will be concerned with heterogeneous catalysis, subjects such as homogeneous catalysis and enzymatic catalysis will also be dealt with. Subjects related to catalysis such as techniques, adsorption processes and technology, etc., will also be included if there is a clear relationship with catalysis.

Before Submission

All possible contributions to *Catalysis Today* should first be discussed in detail with either the Editor or one of the Associate Editors. Those who would like to prepare an issue, either as a guest editor or as an author, should submit a draft proposal stating the title of the project and giving a brief outline of the scope of the material to be covered. For issues of type (1) and (3) mentioned below, it will also be necessary to provide a list of the proposed contributors and the expected titles of their papers. For monograph issues it will be necessary to give a brief break-down of the manuscript into chapters or sections, etc.

The addresses for submitting proposals are as follows:

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Submission of papers

Once a project has been accepted for publication, authors and guest editors will receive individual instructions from the publisher in connection with the preparation and submission of papers.

However, authors will generally be requested to submit:

- (1) An electronic file (3.5 Inch floppy disk or CD-Rom) containing the text files of their manuscript.
- (2) The originals of all their artwork.
- (3) One hard copy version of the manuscript.

Submission of a paper implies that it has not been published elsewhere, either in the same or another language, whether in full or abridged form, nor is it currently under consideration elsewhere. Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Upon acceptance of an article by the journal, the author(s) will be asked to transfer the copyright of the article to the publisher; the relevant form is included with the proof. This transfer will ensure the widest possible dissemination of information.

Copyright

The written permission of the author and publisher must be obtained for the use of any material already published. Its source must be fully quoted.

Types of Contributions

The types of publication covered by *Catalysis Today* are:

- (1) Collections of review articles or original publications on a common theme.
- (2) Monographs written by a single author or a group of authors covering a specific subject.
- (3) Proceedings of short meetings (symposia, workshops, etc.).

The criteria for the inclusion of meetings, reviews or monographs in *Catalysis Today* are that a single topic is considered and that the contributions are original. The publication of material that has appeared (or is likely to appear) elsewhere is discouraged. As in conventional journals, a strict refereeing policy is applied.

Manuscript preparation

Papers should be in good English, and must carry an Abstract. Authors should remember that the journal is international, widely read by those whose first language is other than that in which the paper is written. Clarity and precision are best achieved by the use of short words and sentences.

Language Editing: International Science Editing and Asia Science Editing can provide English language and copyediting services to authors who want to publish in scientific, technical and medical journals and need assistance *before* they submit their article or, *before* it is accepted for publication. Authors can contact these services directly: International Science Editing (<http://www.internationalscienceediting.com>) and Asia Science Editing (<http://www.asiascienceediting.com>) or, for more information about language editing services, please contact authorsupport@elsevier.com who will be happy to deal with any questions.

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The text of the hard copy of the manuscript should be printed out on one side only of each page.

As a rule, papers should be divided into sections, headed by a caption (e.g., Abstract, Introduction, Experimental, Results, Discussion, Conclusions, Acknowledgements, References, etc.), though for monographs and certain review articles these rules may not apply.

Each figure, scheme, and table of the paper should be on a separate sheet.

Title information

The title of the paper should be concise and informative. Since titles are widely used in information retrieval systems, care should be taken to include keywords. The title should be followed by the authors' full names, academic or professional affiliations and the address of the laboratory where the work was carried out. If the address of an author at the time of publication is different from that where the work was carried out, it should be given in a footnote. Where relevant, the name of the corresponding author should be noted with an asterisk (*). Acknowledgements of financial support and disclaimers are not to be made in a footnote to the title or name of the author, but should be included in the Acknowledgements at the end of the paper.

Abstract

An abstract of 50–200 words must be included, and should be understandable in isolation, so reference to formulae and equations in the main text is therefore not permissible.

Tables

Each table should be on a separate sheet (size permitting) and should be provided with a suitable title which makes the general meaning understandable without reference to the text. They should, moreover, be clearly referred to in the text using Arabic numerals. Considerable thought should be given to their layout so that the information they contain can be readily and quickly grasped by the reader.

Nomenclature, symbols and abbreviations

Only widely accepted symbols and forms of abbreviation should be used. If there is any doubt about a particular symbol or abbreviation, the full expression followed by the abbreviation should be given the first time it appears in the text. Abbreviations used in tables and figures should be explained in the legends. In general, the recommendations of the International Union of Pure and Applied Chemistry (IUPAC) should be followed, and SI units should be used or SI equivalents of other units used should be given.

Computer print-outs of data received by recording instruments will not in general be published but an indication may be given in the article where the auxiliary data are available.

References

The references should be brought together at the end of the article or chapter, and numbered in the order of their appearance in the text. Footnotes should not include bibliographic material. Authors should ensure that every reference in the text appears in the list of references. Numerals for the references in the text are given in square brackets []. In addition, since papers are also stored in information retrieval systems each reference should be separately numerically numbered, without the use of alphabetical suffixes.

In the text the authors' names are given without initials. When reference is made to a publication written by more than two authors, it is preferable to give only the first author's name in the text followed by 'et al.'. In the list of references the names and initials of all authors must be given. In the reference list, periodicals [1], books [2], multi-author books [3] and proceedings [4] should be cited in accordance with the following examples:

- [1] M.S. Jarrell, B.C. Gates and E.D. Nicholson, *J. Am. Chem. Soc.*, 100 (1978) 5727.
- [2] L.R. Snyder, *Principles of Adsorption Chromatography*, Marcel Dekker, New York, 1968, p. 201.
- [3] R.D. Marshall and A. Neuberger, in A. Gottschalk (Editor), *Glycoproteins*, Vol. 5, Part A, 2nd Ed., Elsevier, Amsterdam, 1972, Chap. 3, p. 215.
- [4] G.C. Bond and P.B. Wells, *Proc. 4th Int. Symp. Scientific Bases for the Preparation of Heterogeneous Catalysts*, Louvain-la-Neuve, 1–4 Sept. 1986, paper No. 2.

Abbreviations for the title of journals should follow the system used by Chemical Abstracts Service Source Index, and supplements.

Articles not yet published should be indicated in the reference list as 'in press', 'submitted' or 'in preparation'. When 'in press' or 'submitted' the journal title should be given. Results not yet published should be indicated as 'unpublished results' or 'personal communication', preceded by the name of the person supplying the information, and preferably also giving the year.

Monographs

When preparing a monograph it is essential that authors work in close cooperation with the publisher to ensure that their text files are submitted in a form which can be easily handled by the typesetter. In this way considerable time and effort can be saved, and accuracy will be a certainty. With this aim in mind authors will be put in contact with someone at the Publishing House who can provide them with technical assistance. However a few of the most important points to remember are as follows:

- (1) Each chapter should be self-contained, and all section headings, references, tables, figures, and schemes, etc. referred to in any particular chapter should begin with the number 1. For example the first table mentioned in chapter 2 should be labelled "Table 1" **and not** "Table 2.1"; the second figure mentioned in chapter 3 should be labelled "Fig. 2" **and not** "Fig. 3.2"; the second section heading in chapter 9 should read "2....." **and not** "9.2.....".
- (2) When referring to a section heading, table, figure, scheme or reference in another chapter, it is important to do so in full, i.e. section 3.3. of chapter 4; ref. 2 of chapter 3, etc.
- (3) Do not label section headings, references, tables, figures, and schemes, etc. consecutively throughout the entire manuscript.
- (4) Do not group all the references together in a separate chapter at the end of the manuscript.

Use of the Digital Object Identifier (DOI)

The digital object identifier (DOI) may be used to cite and link to electronic documents. The DOI consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes. Therefore, it is an ideal medium for citing a document, particularly 'Articles in press' because they have not yet received their full bibliographic information.

The correct format for citing a DOI is shown as follows (example taken from a document in the journal *Physics Letters B*):

doi:10.1016/j.physletb.2003.10.071

When you use the DOI to create URL hyperlinks to documents on the web, they are guaranteed never to change.

Illustrations

The figures, schemes and formulae should be clearly labelled and submitted in a form suitable for reproduction, drawn, plotted or printed in black ink on white or tracing paper on sheets separate from the main text. Axes of a graph should be clearly labelled. Please note that any lettering should also be in a form suitable for reproduction. Lettering (which should be kept to a minimum) and spacing on axes of graphs should be sufficiently large in relation to the size of the figure to remain legible after reduction (75–50%). One original and one photocopy of each figure or scheme are required. The figures should preferably be of such a size that the same degree of reduction can be applied to all of them. Standard symbols should be used in line drawings.

Photographs, autoradiographs and electron micrographs should have good contrast. Sharp, glossy photographs are required to obtain good half-tones. A scale bar with appropriate value and units is the best indication of the size of the features in micrographs.

Reference to each illustration should be included in appropriate places in the text using Arabic numerals. Each illustration should have a caption. All the captions (to figures and/or schemes) should be given on a separate sheet and be understandable without reference to the main text.

If structures are given in the text, original drawings should be provided.

Colour illustrations:

Submit colour illustrations as original photographs, high-quality computer prints or transparencies, close to the size expected in publication, or as 35 mm slides. Polaroid colour prints are not suitable. If, together with your accepted article, you submit usable colour figures then Elsevier will ensure, at no additional charge, that these figures will appear in colour on the web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in colour in the printed version. For colour reproduction in print, you will receive detailed information regarding the costs from Elsevier after receipt of your accepted article but an indication of the costs of reproducing colour illustrations in the printed version of the issue are as follows:

First page: EURO 681; 2nd and subsequent pages: EURO 454 per page

Preparation of supplementary data.

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your article in Elsevier web products, including ScienceDirect: <http://www.sciencedirect.com>. In order to ensure that your submitted material is directly usable, please ensure that data is provided in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our Author Gateway at <http://authors.elsevier.com>.

Files can be stored on 3.5 inch diskette, ZIP-disk or CD (either MS-DOS or Macintosh).

Procedure after acceptance

Proofs

One set of proofs will be sent to the author for checking. Since there is also an electronic version of the manuscript,

there will be a minimum to negligible number of errors introduced during the production of the proofs. Corrections must therefore be restricted to printer's errors. No changes in, or additions to, the edited manuscript will be accepted. A copyright transfer form and an offprint order form are included with the proof. These should be completed and returned with the proof.

To ensure fastest possible publication, proofs are sent to authors by airmail and must be returned to the publisher also by airmail.

Further Information

Further information on the preparation and submission of manuscripts can be obtained from: Catalysis Today, L. Hassink-ter Haar, Chemistry & Chemical Engineering Department, Elsevier B.V., Radarweg 29, 1043 NX Amsterdam, The Netherlands, Tel (+31) 20 485 2417, Fax (+31) 20 485 2845, E-mail l.hassink@elsevier.com