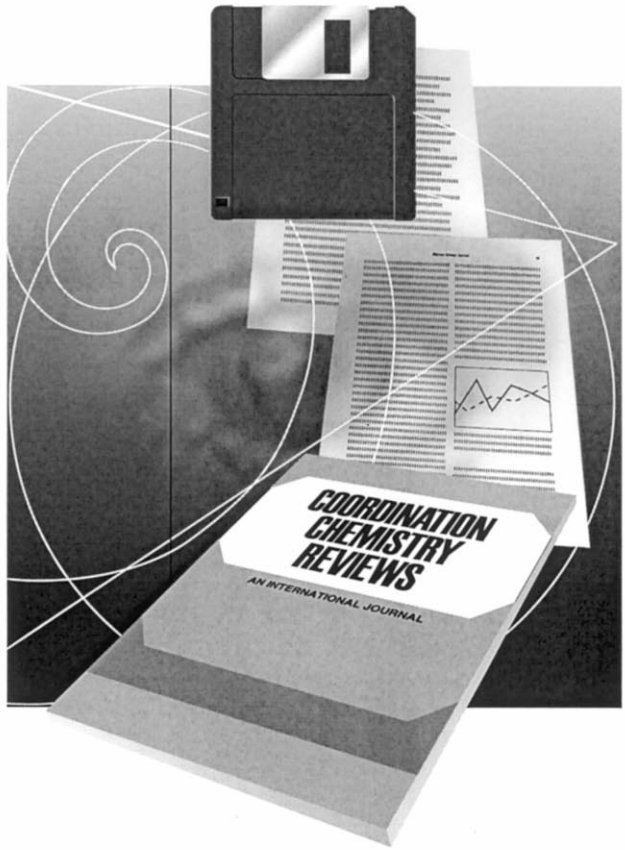
Guide for Authors



COORDINATION CHEMISTRY REVIEWS

ELSEVIER

This Guide is also available at: http://www.elsevier.nl/locate/ccr

EDITOR

Professor A.B.P. Lever, the founding editor of *Coordination Chemistry Reviews*, was born in London in 1936 and was educated at the Imperial College of Science and Technology (B.Sc. and Ph.D.). Subsequently he worked as a Post-Doctoral Fellow for Professors Nyholm and Lewis (now Lord Lewis) at the University College London, before taking up a Lectureship at the University of Manchester Institute of Science and Technology, in 1962. In 1967 he moved to Canada to take up an Assistant Professorship at York University in Toronto where he was subsequently promoted to Full Professor in 1972. Professor Lever's interests lie in electronic spectroscopy of inorganic systems, inorganic electrochemistry, phthalocyanine chemistry and electroanalytical chemistry leading to chemical sensors. Of late he has been especially involved in the theory and physical properties of inorganic complexes of redox active ligands. He has published over 250 papers, is the author of two editions of "Inorganic Electronic Spectroscopy" (Elsevier Science 1968 and 1984), and co-editor of "The Phthalocyanines; Properties and Applications" (with C.C. Leznoff), Vols. 1–3, of a Series of Physical Bioinorganic Chemistry Texts (with Harry B. Gray), 5 volumes and co-editor (with E.I. Solomon) of 2 volumes of "Inorganic Electronic Structure and Spectroscopy" (John Wiley, 1999). In 1997 he was promoted to a Distinguished Research Professor by York University. In 2000 he was honoured with a two year Killam Research Fellowship sponsored by the Canada Council for the Arts.

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1. Aims and scope

The journal offers rapid publication of review articles on topics of current interest and importance in coordination chemistry. The term 'coordination chemistry' is interpreted broadly, and includes all aspects of inorganic and physical inorganic chemistry inclusive of organometallic and bioinorganic chemistry. In general the reviews survey developments in a particular area during the last few years, or discuss the results obtained with a particular technique. Special issues are published from time to time on topics of current interest and importance. These special issues may also focus on contributions from a specific country or area of the world, or contain the proceedings of invited lectures to major international conferences. Full book length articles also appear occasionally. Good reviews are essential educational tools for those working in inorganic chemistry. *Coordination Chemistry Reviews* will continue to act as a focal point for informative critical surveys of inorganic and physical inorganic chemistry.
Formerly published by Elsevier Science Publishers, Amsterdam

2. Abstracting services

Chemical Earth Sciences, Chemical Abstracts, Current Contents–Physical, PASCAL/CNRS.

3. Types of contributions

- Reviews (invited and unsolicited)
- Letters to the Editor
- Items of Current Interest
- Book Reviews
- Notices of Meetings, Courses, Short Reports where appropriate
- Invited contributions to major international conferences
- Book length articles

Prospective authors should contact the Editor concerning their proposed article, to ensure that it is suitable for publication in CCR and does not overlap other contributions. Authors should also check the indices of CCR (see Web site information in section 8) to search for possibly overlapping material.

4. Submission of contributions

Note:

For information relating to the submission of articles (including electronic submission), the status of accepted articles through our Online Article Status Information System (OASIS), author Frequently Asked Questions and any other enquiries relating to Elsevier Science, please consult http://www.elsevier.com/locate/authors/

For specific enquiries on the preparation of electronic artwork, consult http://www.elsevier.com/locate/authorartwork/

Authors should submit a **disk** together with ***three*** copies of their manuscripts, one complete set of original illustrations and two copies to the Editor.

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Authors are reminded that delays in publication may occur if the instructions for submission and disk and manuscript preparation are not strictly followed.
Authors are strongly recommended to submit disks to guarantee rapid processing. To facilitate communication, authors are requested to provide their current **e-mail** address and **fax** number.
Authors with exceptionally large files may arrange with the Editor to upload them to an internet site.

There are no page charges and authors receive an honorarium based on the number of pages printed.

5. Preparation of manuscripts on disk

5.1. Main text

Articles prepared using any of the more popular word-processing packages are acceptable but please note the following points.

- Submissions should be made on a double-density or high-density 3.5″ disk. We can also accept electronic submission on Zip disks and CD-ROMS.
- The disk format, word-processor format, file name(s) and the title and authors of the article should be indicated on the disk.
- The disk should always be accompanied by a hard-copy version of the article, and the content of the two should be identical.
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- Disks formatted for either IBM PC compatibles or Apple Macintosh are preferred. If you can provide either of these, our preference is for the former.
- The article should be saved in the native format of the word processor used, e.g. WordPerfect, Microsoft Word, etc.
- Although most popular word processor file formats are acceptable, we cannot guarantee the usability of all formats. If the disk you send us proves to be unusable, we will publish your article from the hard copy.
- Please do **not** send ASCII files as relevant data may be lost.
- There is no need to spend time formatting your article so that the printout is visually attractive (e.g. by making headings bold), as most formatting instructions will be removed upon processing.
- Leave a blank line between each paragraph and between each entry in the list of bibliographic references.
- Tables should preferably be placed in the **same electronic file** as the text. Authors should consult a recent issue of the Journal for table layout.

5.2. Graphics

General

Although there are still a large number of technical difficulties to overcome, we are processing graphic files. Both scanned and computer-generated illustrations, either in colour or black and white are acceptable.

Requirements

The following requirements are to be met:
Hard copy in all cases. Since we cannot a priori guarantee the usability of your graphic file(s), hard copies of all illustrations should accompany the accepted printout of the manuscript in all cases. One set should be in a publishable condition.

Disks: Files should preferably be submitted on 3.5″, ZIP disk or CD Rom. Submission via e-mail is not recommended for large files.

Format: TIFF or EPS files are preferred. TIFF files should preferably be compressed, but only LZW (Macintosh) compression is acceptable. Please note that corrections in EPS figures are only possible if they have been prepared with Adobe Illustrator 3.0 or higher versions. The usability of other formats is to a large extent dependent on the information you supply us with concerning the soft- and hardware used. It is a good idea to put the relevant information in the header of the file.

Resolution: Drawings made with Adobe Illustrator and Aldus Freehand (Macintosh) and CorelDraw (IBM/DOS) generally give good results. Drawings made in WordPerfect or Word generally have too low a resolution; only if made at a much higher resolution (1016 dpi) can they be used. Files of scanned line drawings are acceptable if done at a minimum of 1016 dpi. For scanned halftone figures a resolution of 300 dpi is sufficient. Scanned figures compressed with JPEG usually give no problems. Please note that scanned figures cannot be enlarged, only reduced.

On page X you will find a pictorial presentation of our disk requirements.

6. Manuscript preparation

This is detailed in pictorial form on pages VIII and IX.

6.1. Language

Papers will be published in English. Authors' manuscripts must be consistent in style, spelling and syntax. Authors in Japan please note that information about how to have the English of your paper checked, corrected and improved (*before submission*) is available from:

Elsevier Science K.K.
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6.2. Estimation of length

For a rough estimate of the final length of their printed article, authors should count 850 words per full one-column page and four illustrations per page.

6.3. Keywords

A maximum of six keywords should be indicated below the abstract to describe the contents of the manuscript. Keywords should be selected, if appropriate, from the following classes: theoretical methods, experimental methods, phenomena, materials, and applications. A recommended list of current keywords used in the Journal is published regularly. This list may also be obtained from the Editor or publisher.

6.4. Colour illustrations

Illustrations can be printed in colour when they are judged by the Editor to be essential to the presentation. The publisher and author will each bear part of the extra costs involved.

Authors located in Europe or Japan will be billed in Dutch Guilders, while authors located outside Europe or Japan will be billed in US dollars.

6.5. Further information

All questions arising after acceptance of a paper, especially those concerning proofs, should be directed to:

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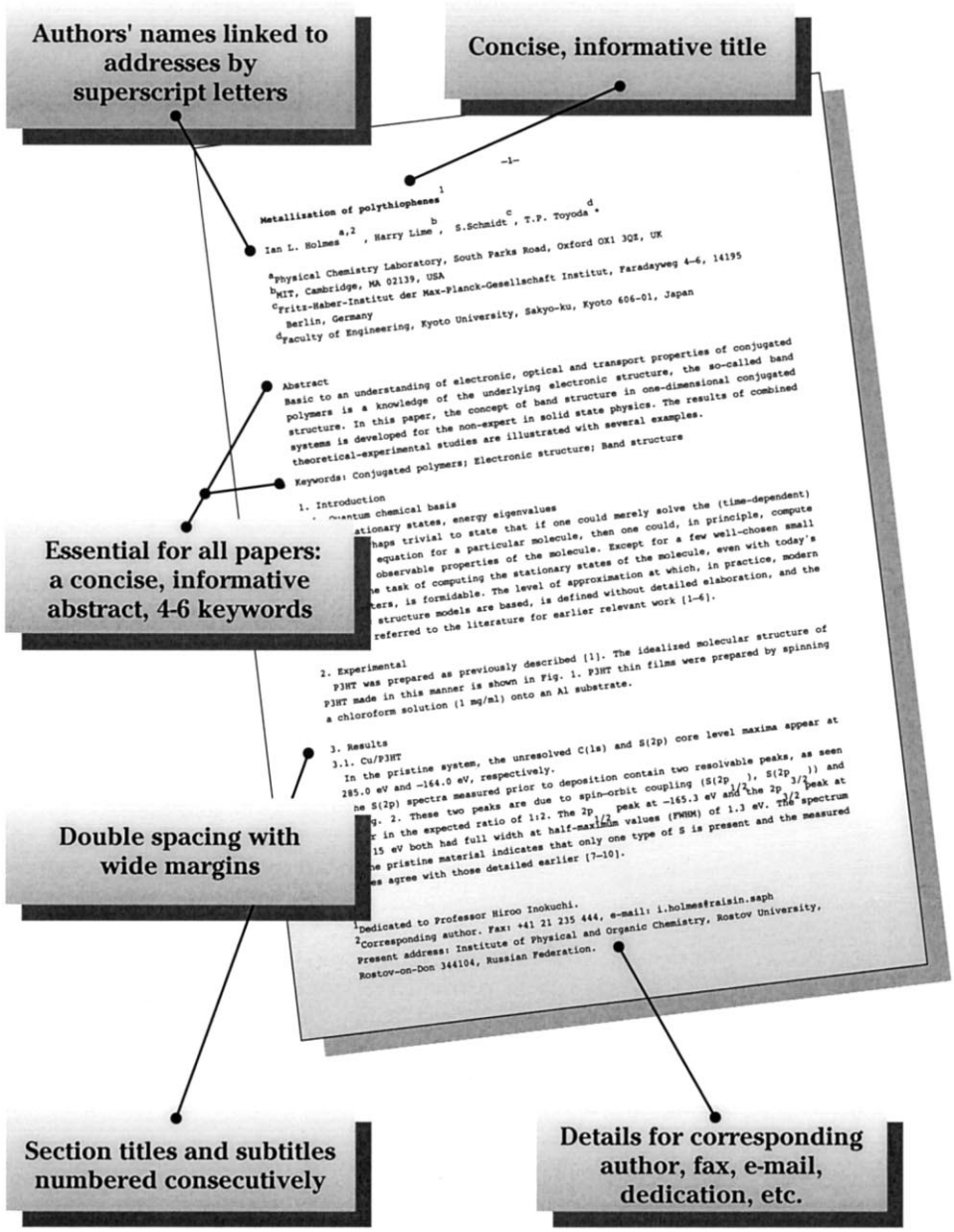
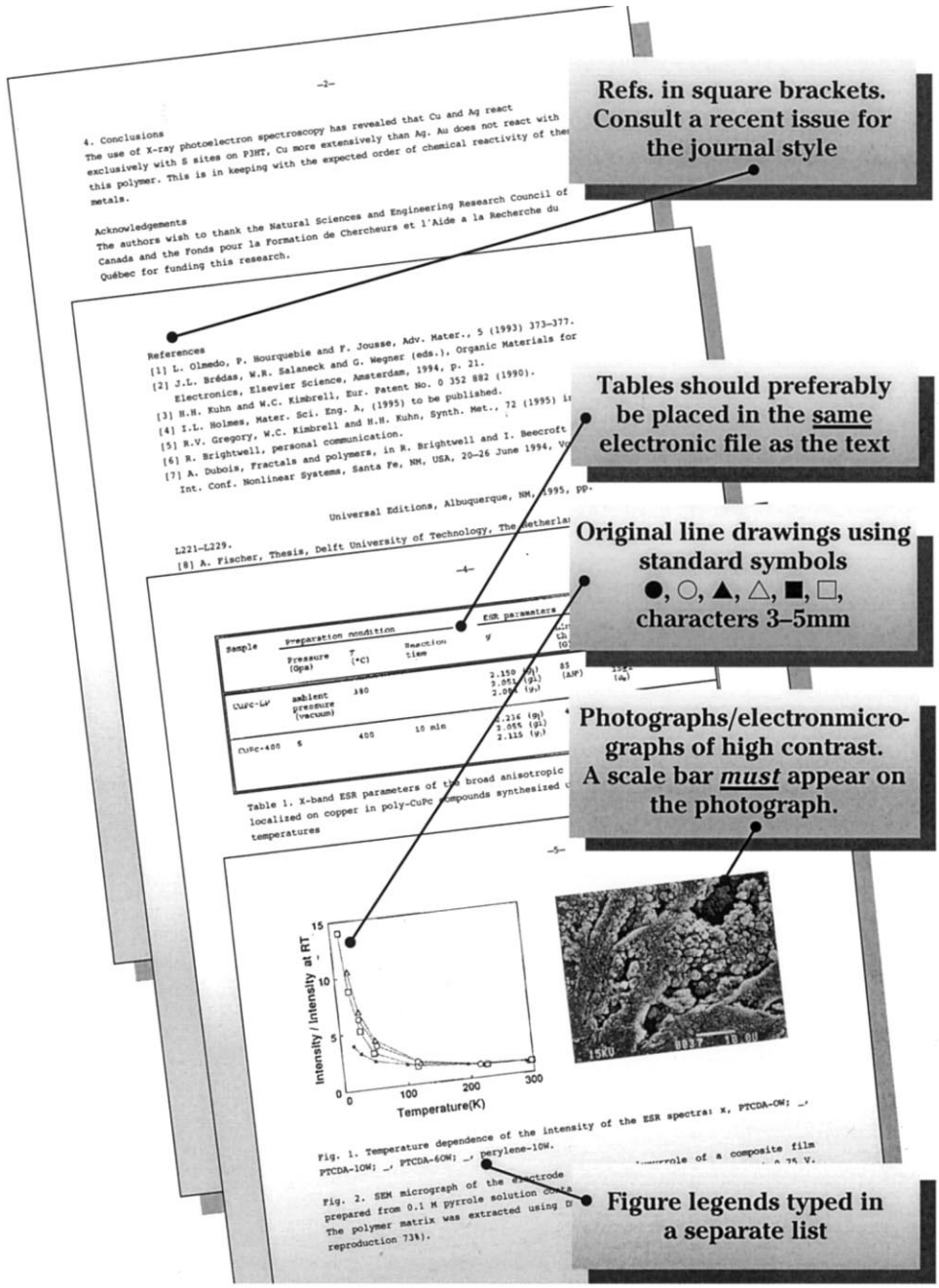
8. Offprints

Fifty offprints are supplied to authors free of charge. Additional off-prints may be ordered at prices shown on the offprint order form which will accompany the proofs. This order form should be returned promptly since the price of offprints ordered *after* publication is substantially higher.

The *Guide for Authors* for preparing manuscripts for submission to *Coordination Chemistry Reviews* may change from time to time, the latest Guide can be found at http://www.elsevier.nl/locate/ccr where you can also find general information concerning the journal including subject, keyword and author indices.

9. Plan of a typical manuscript




Refs. in square brackets. Consult a recent issue for the journal style
Tables should preferably be placed in the same electronic file as the text
Original line drawings using standard symbols ●, ○, ▲, △, ■, □, characters 3–5mm
Photographs/electronmicrographs of high contrast. A scale bar must appear on the photograph.
Figure legends typed in a separate list
Intensity / Intensity at RT
Temperature(K)
15KV

10. Disk information pictorially