Guide for Authors

COORDINATION CHEMISTRY REVIEWS

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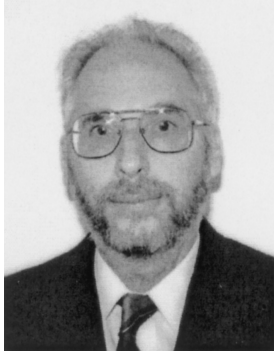
EDITOR



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, chemical computation, 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 220 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 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, and in July, 2002 was honoured with the Linstead Award for Career Achievements in Phthalocyanine Chemistry.

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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 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.

2. Abstracting and Indexing services

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

3. Types of contributions

- Reviews (invited and unsolicited)
- Plenary contributions from selected international conferences
- Letters to the Editor
- Book Reviews

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 enquiries relating to the submission of articles (including electronic submission where available) please visit the Author Gateway from Elsevier Science at http://authors.elsevier.com. The Author Gateway also provides the facility to track accepted articles and set up e-mail alerts to inform you of when an article's status has changed, as well as detailed artwork guidelines, copyright information, frequently asked questions and more.

Contact details for questions arising after acceptance of an article, especially those relating to proofs, are provided after registration of an article for publication.

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.

It is useful for refereeing purposes to include a hardcopy and an electronic copy, if possible, of the submitted manuscript with the graphics (figures, schemes etc) embedded in the text in their desired locations. However, when submitting the final revised version, graphics should be separated out on individual pages AND also supplied individually in an acceptable graphic format (see http://www.elsevier.com/locate/ccr).

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Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Submission of an article must be accompanied by a statement that the article is original and unpublished and is not being considered for publication elsewhere. Upon acceptance of an article by the Journal, the author(s) will be asked to transfer the copyright of the article to the publisher. This transfer will ensure the widest possible dissemination of information.

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.

Coordination Chemistry Reviews has no page charges.

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.
- The disk text **must** be the same as taht of the final refereed, revised manuscript.
- 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 in a growing numbr of cases. 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 disk, either IBM or Macintosh. 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 a too low 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 VII you will find a pictorial presentation of our disk requirements.

6. Manuscript preparation

This is detailed in pictorial form on pages V and VI.

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:

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1-chome, Building 4F
Minato-ku, Tokyo 106-0044
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Fax: +81 3 5561 5045
E-mail: info@elsevier.co.jp

6.2. Estimation of length

For a rough estimate of the final length of their printed article, authors should count 850 words per full two-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. For a recommended list of keywords used in the Journal please visit the Journal's website at www.elsevier.com/locate/ccr.

6.4. Colour illustrations

Illustrations can be printed in colour when they are judged by the Editor to be essential to the presentation. Generally, the publisher and author will each bear part of the extra costs involved. The charge to be passed on to authors of articles containing colour figures is EUR 635.00 for the first page containing colour and EUR 318.00 for each additional page containing colour. Authors located in Europe or Japan will be billed in Euros, 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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Brookvale Plaza
East Park
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7. Proofs

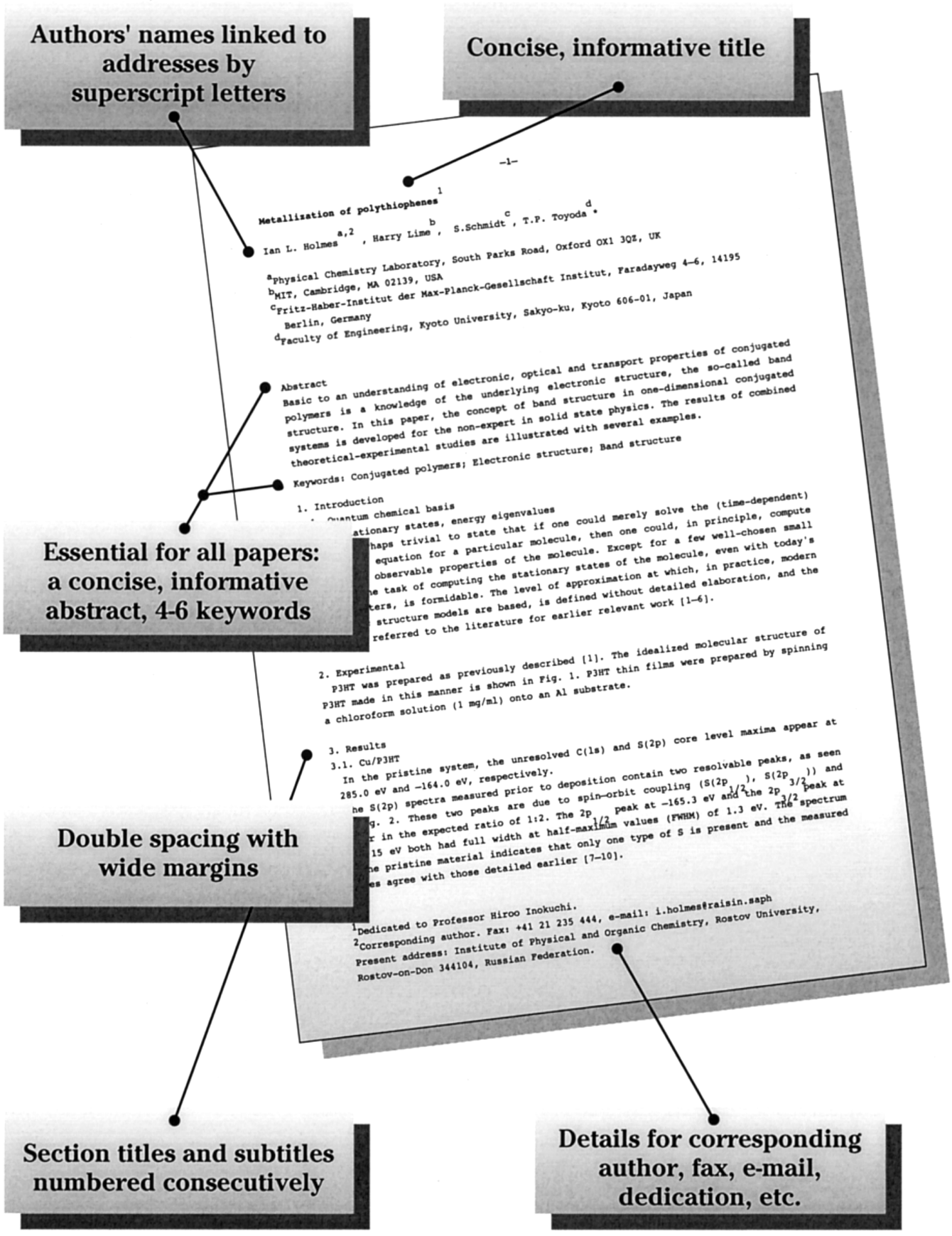
Authors will receive proofs by e-mail, which they are requested to correct and return as soon as possible. No new material may be inserted in the text at the time of proof-reading. *A Note added in proof* must be dated and the author must have requested and received the Editor's approval.

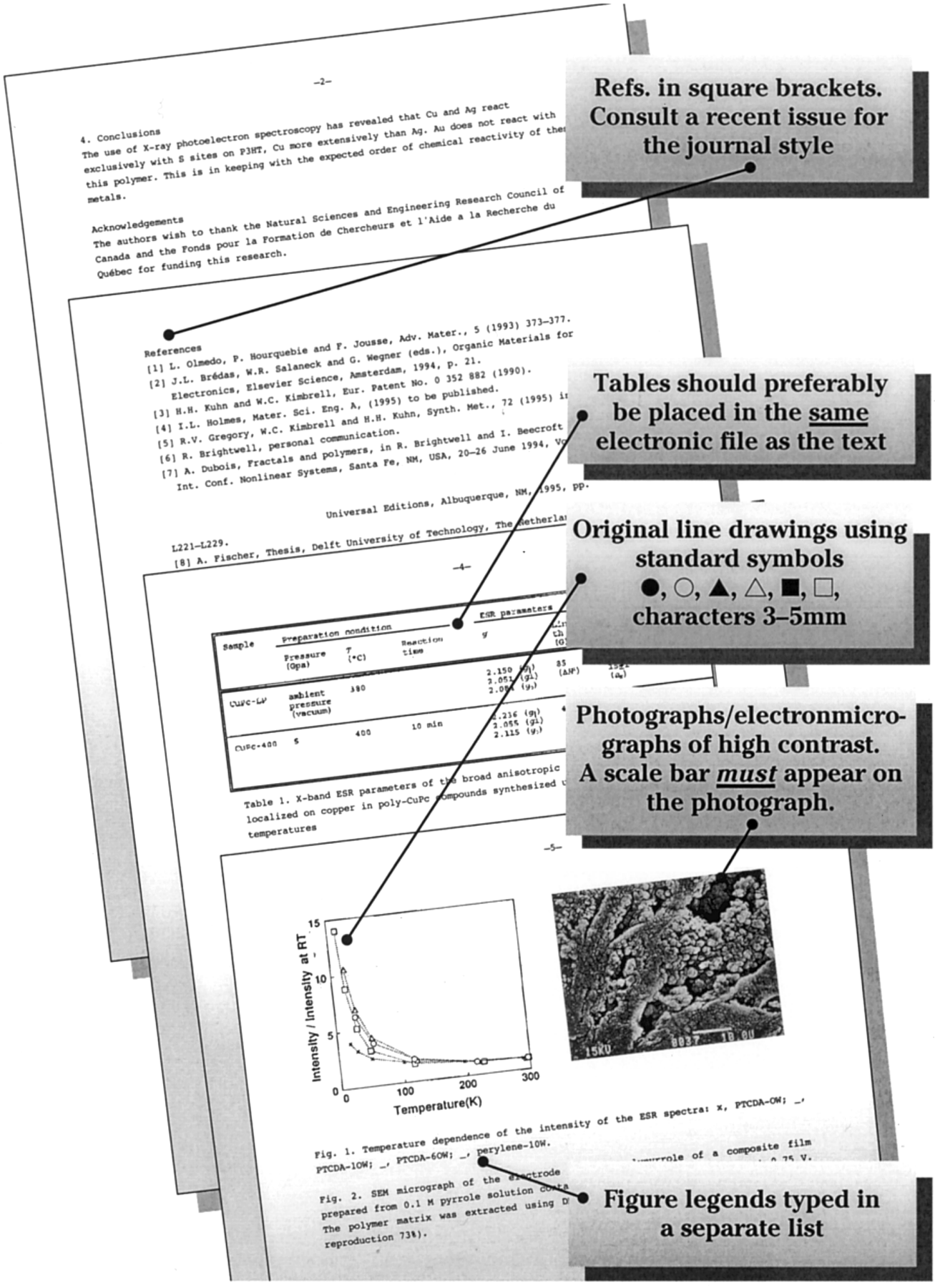
8. Offprints

Twenty-five 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.com/locate/ccr.

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
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10. Disk information pictorially