

Tetrahedron Letters Instructions to Contributors

Note: *Tetrahedron Letters* authors are no longer required to format their manuscripts for camera-ready reproduction

Please follow these instructions carefully to ensure that the review and publication of your paper are as swift and efficient as possible. These notes may be copied freely.

Tetrahedron Letters offers rapid publication of important new developments in organic chemistry. Articles should be in the form of short communications announcing either experimental or theoretical results of special interest.

Journal policy

The preferred language of submission is English, but papers in French or German will be considered. Papers are submitted on the understanding that the subject matter has not been previously published and is not being submitted elsewhere. Authors must accept full responsibility for the factual accuracy of the data presented and should obtain any authorization necessary for publication. All papers are sent to referees who advise the Editor on the matter of acceptance in accordance with the high standards required. Referees' names are not disclosed, but their views are forwarded by the Editor to the authors for consideration. Authors are **strongly** encouraged to suggest the names and addresses of suitable referees.

Manuscript preparation

General requirements: The article (including artwork) should be no longer than four printed pages [as a guide for authors, a printed article will have a type size of 11/13 pt within a type area 160 mm wide by 210 mm deep (approximate word count: 1600)]. Manuscripts should be printed on one side of the page only, using black type on good quality white paper. Pages must be numbered. The corresponding author's full mailing address, plus phone and fax numbers and e-mail address should be included. The manuscript should be compiled in the following order: Title, Authors, Affiliations, Abstract, Keywords, Text, References, Captions, Tables, Figures, Schemes.

Graphical abstract: Authors must supply a graphical abstract when the paper is first submitted. The abstract should summarize the contents of the paper in a concise, pictorial form useful for rapid scanning of the journal. The manuscript title, authors and affiliations should be identical to those in the main paper. An example can be found in the journal following these instructions. Graphical abstracts must fit within the area shown in the example.

Title: The title should be brief, specific and rich in informative words; it should not contain any literature references or compound numbers.

Authors and affiliations: Where possible, supply given names, middle initials and family names for complete identification. Use superscript lowercase letters to indicate different addresses, which should be as detailed as possible, and must include the country name. The corresponding author should be indicated with an asterisk, and contact details (fax, e-mail) should be placed in a footnote. There should be only one corresponding author. Information relating to other authors (e.g. present addresses) should be placed in footnotes indicated by the appropriate symbols (see below).

Abstract: Authors must include a short abstract that states briefly the purpose of the research, the principal results and

major conclusions. References and compound numbers should not be mentioned in the abstract unless full details are given.

Text: Text should be subdivided in the simplest possible way consistent with clarity. Headings should reflect the relative importance of the sections. Ensure that all tables, figures and schemes are cited in the text in numerical order. The preferred position for chemical structures should be indicated. Trade names should have an initial capital letter, and trademark protection should be acknowledged in the standard fashion, using the superscripted characters TM and [®] for trademarks and registered trademarks respectively. All measurements and data should be given in SI units where possible, or other internationally accepted units. Abbreviations should be used consistently throughout the text, and all nonstandard abbreviations should be defined on first usage. Authors are requested to draw attention to hazardous materials or procedures by adding the word **CAUTION** followed by a brief descriptive phrase and literature references if appropriate. The experimental information should be as concise as possible, while containing all the information necessary to guarantee reproducibility.

References: In the text, references should be indicated by superscript Arabic numerals which run consecutively through the paper and appear after any punctuation; ensure that all references are cited in the text and vice versa. The reference list should preferably contain only literature references; other information (e.g. experimental details) should be placed either within the body of the text, or as a footnote to the text. Preferably, each reference should contain only one literature citation. Authors are expected to check the original source reference for accuracy. Journal¹ titles should be abbreviated according to American Chemical Society guidelines (*The ACS Style Guide*; Dodd, J. S., Ed.; American Chemical Society: Washington, DC, 1997). Inclusive pagination is strongly recommended. Book references^{2,3} should cite author(s), chapter title (if applicable), editor(s), book title, edition/volume, publisher name, publisher location, date and pages. Examples, including a thesis citation,⁴ are shown below.

1. Barton, D. H. R.; Yadav-Bhatnagar, N.; Finet, J.-P.; Khamsi, J. *Tetrahedron Lett.* **1987**, 28, 3111–3114.
2. Katritzky, A. R. *Handbook of Organic Chemistry*; Pergamon Press: Oxford, 1985; pp. 53–86.
3. Smith, D. H.; Masinter, L. M.; Sridharan, N. S. In *Heuristic DENDRAL: Analysis of Molecular Structure*; Wipke, W. T.; Heller, S. R.; Feldmann, R. J.; Hyde, E., Eds. Computer representation and manipulation of chemical information. John Wiley: New York, 1974; pp. 287–298.
4. Cato, S. J. Ph.D. Thesis, University of Florida, 1987.

Footnotes: Footnotes should appear at the bottom of the appropriate page and be indicated by the following symbols: *, †, ‡, §, ¶, ||.

The contents of papers are the sole responsibility of the authors, and publication shall not imply the concurrence of the Editors or Publisher.

Tables

All tables should be cited in the text, and numbered in order of appearance with Arabic numerals. All table columns should have a brief explanatory heading and where appropriate, units of measurement. *Vertical lines should not be used.* Footnotes to tables should be typed below the table, each on a separate line, and should be referred to by superscript letters.

Artwork

Figures, schemes and equations must be cited in the text and numbered in order of appearance with Arabic numerals; other graphics should be placed at a particular position in the text but not specifically referenced. All graphics (including chemical structures) must be supplied camera-ready. Please ensure that all illustrations within a paper are consistent in type and quality. Captions should not be included as part of the graphic; instead all captions should be supplied at the end of the text. All graphics must be labelled with the figure or scheme number, and the corresponding author's name.

If graphics are created using ChemDraw, the preferred settings are: font 10 pt Helvetica, chain angle 120°, bond spacing 18% of length, fixed length 14.4 pt (0.508 cm), bold width 2.0 pt (0.071 cm), line width 0.6 pt (0.021 cm), margin width 1.6 pt (0.056 cm), and hash spacing 2.5 pt (0.088 cm). Compound numbers should be in bold face.

Photographs: Four sets of original photographs should be supplied; please note that photocopies of photographs are not acceptable.

Colour: Colour figures may be printed in the journal at no charge to the author, provided that the Editor considers the colour necessary to convey scientific information. Colour figures should be supplied in hard copy format.

Journal conventions

Nomenclature: Authors will find the following reference book useful for recommended nomenclature. It is the responsibility of the author to provide correct chemical nomenclature.

IUPAC Nomenclature of Organic Chemistry; Rigaudy, J.; Klesney, S. P., Eds.; Pergamon: Oxford, 1979.

X-Ray crystallographic data: Prior to submission of the manuscript, the author should deposit crystallographic data for organic and metal-organic structures with the Cambridge Crystallographic Data Centre. The data, without structure factors, should be sent by e-mail to: deposit@ccdc.cam.ac.uk, as an ASCII file, preferably in CIF format. Hard copy data should be sent to CCDC, 12 Union Road, Cambridge CB2 1EZ, UK. A checklist of data items for deposition can be obtained from the CCDC Home Page on the World Wide Web (<http://www.ccdc.cam.ac.uk/>) or by e-mail to: fileserv@ccdc.cam.ac.uk, with the one-line message, sendme checklist. The data will be acknowledged, within three working days, with one CCDC deposition number per structure deposited. These numbers should be included with the following standard text in the manuscript: Crystallographic data (excluding structure factors) for the structures in this paper have been deposited with the Cambridge Crystallographic Data Centre as supplementary publication numbers CCDC..... . Copies of the data can be obtained, free of charge, on application to CCDC, 12 Union Road, Cambridge CB2 1EZ, UK [fax: +44(0)-1223-336033 or e-mail: deposit@ccdc.cam.ac.uk]. Deposited data may be accessed by the journal and checked as part of the refereeing

process. If data are revised prior to publication, a replacement file should be sent to CCDC.

Characterization of new compounds: All new compounds should be fully characterized with relevant spectroscopic data. Microanalyses should be included whenever possible. Under appropriate circumstances, high resolution mass spectra may serve in lieu of microanalyses, if accompanied by suitable NMR criteria for sample homogeneity.

Supplementary material: Authors are encouraged to submit spectroscopic and physical characterization data for key intermediates and/or representative new compounds reported in the submission.

Copyright guidelines

All authors must sign the 'Transfer of Copyright' agreement before the article can be published. This transfer agreement enables Elsevier Science Ltd to protect the copyrighted material for the authors, but does not relinquish the author's proprietary rights. The copyright transfer covers the exclusive rights to reproduce and distribute the article, including reprints, photographic reproductions, microfilm or any other reproductions of similar nature and translations, and includes the right to adapt the article for use in conjunction with computer systems and programs, including reproduction or publication in machine-readable form and incorporation in retrieval systems. Authors are responsible for obtaining from the copyright holder permission to reproduce any figures for which copyright exists. Please note that photocopied signatures are not acceptable. Transfer of copyright agreement forms will be sent to the corresponding author following acceptance of the manuscript.

Online submission of manuscripts

Tetrahedron Letters manuscripts can be submitted using the TetSubmit online submission and review environment. Authors are required to go to the website and upload their article and its associated artwork. An electronic PDF file is generated and the reviewing process is carried out using that PDF. All correspondence between editor and author is performed by e-mail. Authors are, however, legally obliged to sign and return a physical transfer of copyright form by conventional mail.

To submit your paper online, please go to <http://www.tetsubmit.com>

Templates are provided in order to allow authors to view their paper in a style close to the final printed form. Their use is optional.

All manuscripts will be fully typeset from the author's electronic files. It should be noted that due to defined typesetting standards and the complex requirements of electronic publishing, the Publisher will not always be able to exactly match the layout the author has submitted. In particular, in the finished journal article, figures and tables are usually placed at the top or bottom of pages. The template is only intended to be used in assisting with the preparation and submission of manuscripts.

It should be noted that use of the journal template is not a requirement and its adoption will neither speed nor delay publication. Elsevier can handle most word processing packages and in general most formatting applied by authors for style and layout is replaced when the article is being typeset.

Please ensure that the graphical abstract is included as page 1 of your manuscript when submitting online.

For detailed instructions on the preparation of electronic artwork, consult the Author Gateway from Elsevier Science at <http://authors.elsevier.com>

Mail submission of manuscripts

The original and three copies of the manuscript, including the graphical abstract should be sent to the appropriate editorial office (see below). Authors must also include a brief statement justifying acceptance. To achieve rapid publication authors are encouraged to fax or preferably e-mail their first submission to the Editor at the time that they mail the manuscript; the date of submission will be taken as the date of e-mail. The corresponding author's full mailing address, plus phone and fax numbers and e-mail address should be supplied to aid rapid communication. Papers sent to the wrong Regional Editor will be forwarded (causing delay) to the appropriate Editor as determined by the *permanent address* of the corresponding author.

Disk submission: When a manuscript has been accepted for publication by the editorial office, authors are requested to also supply their paper (and graphical abstract) in electronic format on disk. Please give full details of operating system, programs used, number of files sent, and information contained in each file. It is important that the file on disk and the accepted printout are identical.

Text: We can accept most word-processing formats (but prefer Microsoft Word: IBM or Macintosh). Most formatting codes will be removed or replaced on processing your article so there is no need for you to use excessive layout styling. In addition, do not use options such as automatic word breaking, justified layout, double columns, automatic paragraph numbering (especially for numbered references) or EndNote. However, do use bold face, italic, subscripts, superscripts, etc. Do not embed the figures into the text file.

Graphics: Computer-generated illustrations, halftones and line/tones should also be provided where possible. The following points should be taken into consideration when preparing electronic graphic files: Tagged Image File Format (TIFF) or Encapsulated PostScript (EPS) files are preferred. Suggested packages for line graphics are ChemDraw, Adobe Illustrator (version 3.0 or above), Freehand and Corel Draw. Graphics created in WordPerfect and Word generally have too low a resolution for our requirements. Files of scanned line graphics can be accepted at a minimum resolution of 1000 dpi, for scanned halftones, 300 dpi, and scanned line/tones, 500 dpi. Colour should be scanned at 300 dpi (500 dpi for colour line/tones).

For detailed instructions on the preparation of electronic artwork, consult the Author Gateway from Elsevier Science at <http://authors.elsevier.com>

Since we cannot guarantee the usability of graphic files, hard copies of all illustrations must accompany the accepted printout of the manuscript in all cases.

Editorial offices

(1) **Contributions from Austria, Belgium, France, Germany, Italy, Portugal, Spain and Switzerland**, Professor G. Ourisson, Centre National de la Recherche Scientifique, Centre de Neurochimie, 5 rue Blaise Pascal, 67084

Strasbourg, Cedex, France. **Fax: +33 3 88 607620; e-mail: tetlett@chimie.u-strasbg.fr**

- (2) **China**, Professor Lin Guo-Qiang, Shanghai Institute of Organic Chemistry, Chinese Academy of Sciences, 354 Fenglin Road, Shanghai 200032, China (manuscripts from Taiwan may be sent to Professor Lin, or to the usual Editor in Japan, at the choice of the authors). **Fax: +86 21 641 66263; e-mail: tetrahed@pub.sioc.ac.cn**
- (3) **Japan and South Korea**, Professor Y. Yamamoto, Department of Chemistry, Graduate School of Science, Tohoku University, Sendai 980-8578, Japan. **Fax: +81 22 217 6784; e-mail: TL@yamamoto1.chem.tohoku.ac.jp**
- (4) **The Americas, Asymmetric and Combinatorial Synthesis, Heterocycles, Organometallic Chemistry, Physical Organic Chemistry, Radicals, Small Rings, Strained Systems, Theory and Total Synthesis**, Professor J. Wood, Department of Chemistry, Yale University, PO Box 208107, New Haven, CT 06520-8107, USA. **Fax: +1 203 432 0796 [866 255 5210 toll free in USA/Canada]; e-mail: tetlett@yale.edu**
- (5) **The Americas, General Synthetic and Combinatorial Methods, Bioorganic Chemistry, Heterocycles, Natural Products, Carbohydrates and Photochemistry**, Professor B. Ganem, Department of Chemistry and Chemical Biology, Cornell University, Ithaca, NY 14853-1301, USA. **Fax: +1 607 255 8422; e-mail: tetlett@cornell.edu**
- (6) **All regions other than those specified under (1)–(5) above**, Professor E. J. Thomas, Department of Chemistry, University of Manchester, Oxford Road, Manchester, M13 9PL, UK. **Fax: +44 161 275 4622; e-mail: tetlett@man.ac.uk**

Proofs

Proofs will be despatched via e-mail or fax and should be returned to the publisher with corrections as quickly as possible, normally within 48 hours of receipt.

Offprints

The corresponding author will be sent 25 free offprints and a complimentary copy of the journal issue. Additional offprints can be ordered when the paper is accepted. Correspondence regarding offprints should be directed to: Global Author Support, Elsevier Science Ireland Ltd, Elsevier House, Brookvale Plaza, East Park, Shannon, Co. Clare, Ireland; e-mail: authorsupport@elsevier.com

Page charges

None.

Other enquiries

Visit the Author Gateway from Elsevier Science (<http://authors.elsevier.com>) for the facility to track accepted articles and set up e-mail alerts to inform you of when an article's status has changed. The Author Gateway also provides 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.

TETRAHEDRON LETTERS

GRAPHICAL ABSTRACT EXAMPLE

<p>USE ONLY THE SPACE WITHIN THE DOTTED LINES</p>	<p>LEAVE BLANK</p>
---	--------------------