

PAPER WRITING GUIDE

INTRODUCTION

It is essential for us that authors write and prepare their manuscripts according to the instructions and specifications listed below. The length and effectiveness of the peer review process will largely depend upon the care used by authors in preparing their manuscripts. Therefore, contributors are strongly encouraged to read these instructions carefully before preparing a manuscript for submission, and to check the manuscript for conformance before submitting it for publication.

Manuscripts preferred for publication in CEJC are those which:

- 1. contain original work** – which is not published elsewhere in any medium by the authors or anyone else and is not under consideration for publication in any other medium. This restriction does not apply to review articles.
- 2. are focused on the core aims and scope of the journal** – CEJC is a scientific journal publishing fundamental research results from all fields of chemistry
- 3. are clearly and correctly written** – should contain all essential features of a complete scientific paper, should be written in a clear, easy to understand manner and be readable for a wide audience of chemists
- 4. are written in English** – should be clearly and grammatically written, in an easily readable style. Attention to detail of the language will avoid severe misunderstandings which might lead to rejection of the paper (Please note that authors who are not native-speakers of English can be provided with help in rewriting their contribution in correct English)
- 5. are delivered in electronic format**

How to prepare your paper

Please read these instructions carefully. If you have any questions, please contact the Managing Editor (Masha Dorogova) at mdorogova@versita.com.

Paper elements:

1. title page with:
 - 1.1. title (short title)
 - 1.2. name(s) of author(s)
 - 1.3. name and address of workplace(s)
 - 1.4. personal e-mail address(es)
2. abstract
3. keywords
4. text
5. reference lists

Additionally authors are requested to prepare a **graphic presentation** which will provide the essence of their work. It is meant to capture readers attention to the articles. It may contain a key structure, reaction, equation, etc that is discussed in your manuscript. Graphical abstracts will be listed along with the manuscripts titles and authors names - they will not be included in the full version of the manuscript. They should not be wider than 480 pixels. The most illustrative abstracts will be selected to the **CEJC GA gallery** .

Each of these elements is detailed below

1.1. Title (short title)

We suggest the title should be relatively short but informative. If a long title is necessary, please prepare an optional short title.

1.2. Name(s) of author(s)

A list of all authors of the paper should be prepared. We need full first name, initial(s) for middle name(s) and full last name.

1.3. Name and address of workplace(s)

Authors' affiliations should be indicated in this section. Either endnote or footnote (endnote recommended) can be used to present additional information (for example: permanent, adequate postal addresses).

1.4. Personal e-mail address(es)

At least one e-mail address is needed. It will be used as the corresponding author's email address in all contacts with the authors.

2. Abstract

An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. An abstract should give concise information about the content of the core idea of your paper. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions.

An abstract should not normally exceed 200 words. It should not contain literature citations or allusions to the tables or illustrations. All non-standard symbols and abbreviations should be defined.

In combination with the title and key-words, the abstract is an indicator of the content of the paper. Authors should remember that online systems rely heavily on the content of titles and abstracts to identify articles in electronic bibliographic databases and search engines. They are therefore requested to take great care in preparing these elements.

3. Keywords

List of all keywords proposed by the authors, separated by commas. Up to 5 key terms can be selected. We would suggest to avoid repeating the title.

4. Text

General rules for writing:

- use simple and declarative sentences, avoid long sentences, in which the meaning may be lost by complicated construction;
- be concise, avoid idle words;
- make your argumentation complete; use commonly understood terms; define all non-standard symbols and abbreviations when you introduce them;
- explain all acronyms and abbreviations when they first appear in the text;
- use all units consistently throughout the article;
- be self-critical as you review your drafts.

Structure of a paper

Research papers and review articles should follow a strict structure. Generally a standard scientific paper is divided into:

- introduction: you present the subject of your paper clearly, you indicate the scope of the subject, you present the goals of your paper and finally the organization of your paper;
- main text: you present all important elements of your scientific message;
- conclusion: you summarize your paper.

Results and Discussion - may be combined or kept separate and may be further divided into subsections. This section should not contain technical details. Abbreviations and acronyms should be used sparingly and consistently. Where they first appear in the text, they should be defined; authors may also explain large numbers of abbreviations and acronyms in a footnote on the first page.

Experimental Part - should be written in sufficient detail to enable others to repeat the authors' work. Chemical compounds should be named according to the systematic rules of IUPAC or Chemical Abstracts. Common trivial names that are accepted by IUPAC can also be used. Units and dimensions should be expressed according to the metric system and SI units

Computational Part - in theoretical papers, technical details such as the computational methods, and models applied or newly developed models should be presented in an appropriately named section. Sufficient detail should be provided to enable readers to reproduce the calculations.

Footnotes/Endnotes/Acknowledgements

We encourage authors to restrict the use of footnotes. If necessary, please make endnotes rather than footnotes. Allowable footnotes/endnotes may include:

- the designation of the corresponding author of the paper;
- the current address of an author (if different from that shown in the affiliation);
- traditional footnote content.

Information concerning research grant support should appear in a separate Acknowledgements section at the end of the paper, not in a footnote. Acknowledgements of the assistance of colleagues or similar notes of appreciation should also appear in an Acknowledgements section, not in footnotes.

Tables

Authors should use tables only to achieve concise presentation, or where the information cannot be given satisfactorily in other ways. Tables should be numbered consecutively using Arabic numerals and referred to in the text by number. Each table should have an explanatory caption which should be as concise as possible.

Figures

Authors may use line diagrams and photographs to illustrate theses from their text. The figures should be clear, easy to read and of good quality. Styles and fonts should match those in the main body of the article. Lettering and lines should be of uniform density and the lines unbroken. Axis labels should be in bold face. Units should be placed next to variables in parentheses. All figures must be mentioned in the text in consecutive order and be numbered with Arabic numerals.

Schemes

By schemes we understand sequences of reactions. They should have brief titles describing their contents. Schemes should be numbered with Arabic numerals.

Authors should indicate precisely in the main text where table/figures/schemes should be inserted, if these elements are given at the end in the original version of the manuscript. If this information is not provided to the editorial office, we will assume that they should be left at the end.

Multimedia and images

Authors can attach files in most popular formats, including (for example):

- images in BMP, GIF, JPEG formats,
- multimedia files in MPEG or AVI formats. However please keep to file types that are read by standard media players (e.g. RealPlayer, Quicktime, Windows Media Player) and/or standard office applications (Adobe Acrobat Reader, Microsoft Office etc.).

Your attachments may be accessible through links to external locations or to our internal locations (if you choose the second option, please remember to send us your attachments).

Please remember that your images, video and animation clips are intended for internet use and we need to consider the needs of users with slow internet connections. Please try to minimize file sizes by using a lower resolution or number of colors for images and animations (as long as the material is still clear).

To help you in formatting your images (including tables and figures) or multimedia files, please submit your paper with separate attachments, which are used in your paper.

English language

Central European Journal of Chemistry is published only in English. Make sure that your manuscripts are clearly and grammatically written. Please note that authors who are not native-speakers of English can be provided with help in rewriting their contribution in correct English. Try to prepare your manuscript in an easily readable style; this will help avoid severe misunderstandings which might lead to rejection of the paper.

5. Reference list

A complete reference should give the reader enough information to find the relevant article. Please pay particular attention to spelling, capitalization and punctuation here. Completeness of references is the responsibility of the authors. A complete reference should comprise the following:

5.1. Reference to **an article in a journal**

Elements to cite:

Author's Initials. Surname, -- if more authors, see examples below

Title of journal -- abbreviated according to the ISI standards (see

<http://library.caltech.edu/reference/abbreviations/>)

volume number, page or article number (year of publication)

Please supply DOI or URL for e-version of the papers.

[1] A.P. Raposo, H.J. Weber, D.E. Alvarez-Castillo, M. Kirchbach, Cent. Eur. J. Phys. 5, 253 (2007)

[2] J. Barth et al. (SAPHIR Collaboration), Phys. Lett. B 572, 127 (2003)

[3] S. Chekanov et al., Eur. Phys. J. C 51, 289 (2007)

[4] K. Malarz, Postepy Fizyki 57, 235 (2006) (in Polish)

[5] G. Meng, Cent. Eur. J. Phys., DOI:10.2478/s11534-007-0038-1

[6] R. Hegselmann, U. Krause, Journal of Artificial Societies and Social Simulation (2006), <http://jasss.soc.surrey.ac.uk/9/3/10.html>

[7] A. Dybala, Cent. Eur. J. Chem. (in press)

[8] A. Dybala, Przegląd chemiczny (in Polish, in press)

5.2. Reference to **a book**

Elements to cite:

Author's Initials. Surname,

Title,

Edition -- if not the first

(Publisher, Place of publication, Year of publication)

[1] M. Lister, Fundamentals of Operating Systems, 3rd edition (Springer-Verlag, New York, 1984)

5.3. Reference to **a part/chapter book**

Elements to cite:

Author's Initials. Surname,

In: Editor's Initials. Editor's Surname (Ed.),

Book Title,

Edition -- if not the first,

(Publisher, Place of publication, Year of publication)
page number

[1] C.K. Clenshaw, K. Lord, In: B.K. P. Scaife (Ed.), Studies in Numerical Analysis (Academic Press, London and New York, 1974) 95

5.4. Reference to **a preprint**

Elements to cite:

Author's Initials. Surname,
arXiv:preprint-number and version

[1] M. Majewski, K. Malarz, arXiv:cond-mat/0609635v2

[2] J.A.C.E. Solano, arXiv:0707.1343v1

5.5: Reference to **a conference proceedings**

Elements to cite:

Author's Initials. Surname,
In: Editor's Initials. Editor's Surname (Ed.),
Conference,
date, place (town and country) of conference
(Publisher, place of publication, year of publication)
page number

[1] A. Kaczanowski, K. Malarz, K. Kulakowski, In: T.E. Simos (Ed.), International Conference of Computational Methods in Science and Engineering, 12-16 Sep. 2003, Kastoria, Greece (World Scientific, Singapore 2003) 258

5.6. Reference to **a thesis**

Elements to cite:

Author's Initials. Surname,
DSc/PhD/MSc/BSc thesis,
University,
(town, country, year of publication)

[1] A.J. Agutter, PhD thesis, Edinburgh University (Edinburgh, UK, 1995)

5.7. Reference to **an article in a newspaper**

Elements to cite:

Author's Initials. Surname,
Newspaper Title,
date of publication,
page number

[1] A. Sherwin, The Times, 13 Jul. 2007, 1

[2] M. Dzierzanowski, Wprost, 8 Jul. 2007, 18 (in Polish)

Please add language of publication for materials which are not written in English. Indicate materials accepting for publications by adding "(in press)". Please avoid references to unpublished materials, private communication and web pages.

You should make sure the information is correct so that the linking reference service may link abstracts electronically. For the same reason please separate each reference from the others.

Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

For more information see [Central European Journal of Chemistry Reference Guide](#) .

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Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

Nomenclature, Symbols, Units and expressions in Latin

For correct expression of quantities, units and symbols please refer to IUPAC recommendations available at www.iupac.org. Units and dimensions should be expressed according to the metric system and SI units (for example s, min, h, K, °C). Use positive and negative exponents (g L⁻¹), instead of a slash mark (g/L). L or l can be used.

Quantities of reactants, solvents etc. should be included in parentheses rather than in the running text (e.g., triphenylstannyl chloride (0.964 g, 2.5 mmol) in toluene (20 mL)).

Most units are spaced off from the number, e.g. 12 mV, some are not: the most common ones: 1%, 1°C, 1°.

Also authors should follow either IUPAC or Chemical Abstracts nomenclature for the reported compounds mentioned in the text.

All Latin expressions should be written in Italics, for example: *et al.*, *in vivo*, *in vitro*, *in silico*, *etc.*, *de novo*, *a priori*, *ab initio*, *vice versa*, *in situ*, *ad hoc*, *sensu stricte*.

Submission formats

Manuscripts for CEJC can be submitted in the following formats:

- MS Word (97 or higher) either as standard DOCUMENT (.doc) or RICH TEXT FORMAT (.rtf)
- .JPG, .TIFF or .EPS can be used for graphical abstract

Supplementary data

Authors can also submit any data files and additional figures in attachments. These elements can be submitted in any of the usual formats (PDF, MS Word, TeX, GIF, TIFF, etc.). It is possible that we may not be able to open your data files. To prevent any misunderstandings we request that authors submit a text file (instruction.txt) containing brief instructions on how to use the attached files.

Crystal Structure Analysis. Authors must deposit their data in the electronic Crystallographic Information File (CIF) format before submitting their manuscripts, or update data already available, so that referees can retrieve the information directly from the database. Then, these files together with the CSD or CCDC numbers received from Cambridge Database, should be submitted as part of the data for the new manuscript sent for publication in CEJC.