

# Preparation of Manuscripts

(Revised January 2003)

## Submission of Manuscripts

Authors can submit manuscripts via the Web or can use conventional, hardcopy submission (submission by the Web facilitates the review process). Authors are encouraged to use Web submission since experience has shown this greatly expedites the review process. Manuscripts submitted as email attachments will not be accepted.

An optional electronic manuscript template is available in several word processing versions at the *Langmuir* Web edition home page via <http://pubs.acs.org/Langmuir>.

**Copyright.** A properly completed Copyright Status Form must be provided for each submitted manuscript. A form is available from the Web site. For mailed submissions, the form must be included with the manuscript package. For Web submissions, the form must be faxed to the Editor-in-Chief or Senior Editor assigned to the manuscript (name, address, and fax number of the Editor-in-Chief or Senior Editor will be provided when the manuscript is assigned). **Faxed Copyright Status Forms must also be mailed to the Editor-in-Chief or Senior Editor.**

**Cover Letter.** A letter must accompany the manuscript. The letter should contain the postal address, telephone number, fax number, and email address of the author submitting the manuscript. This is the (one) author to whom all correspondence will be sent while the manuscript is under consideration and to whom the proofs will be sent if the manuscript is accepted for publication, unless another author is specifically designated in the cover letter accompanying the submission. This author assumes the responsibility of corresponding with all the coauthors of the paper. Also, the letter should specify the subfield or fields or surface/colloid chemistry most descriptive of the subject of the manuscript. In this letter the author is strongly encouraged to submit names, mailing addresses, and e-mail addresses of three or more scientists who are competent to review the work critically and objectively.

**Precautions for handling dangerous material or for performing hazardous procedures should be explicitly stated.**

**Submitting Artwork for the Journal Cover.** *Langmuir* features a different image on the cover of each issue. The image is usually related to work which is published in that particular issue. Authors are encouraged to submit images to be considered for use on future covers at the time of the initial submission of their manuscript.

Images to be considered for the cover should be submitted both as a hardcopy color print and as a softcopy TIF file with a resolution of 300 dpi. Please include a separate copyright status form (for unpublished image) or a permission to reproduce in all media form (for previously published images) for each image submitted, the name of the person who created the image, and a brief description of the image. Copyright and permission to reprint forms are available at the Publications Division Web site <http://pubs.acs.org>. Click on Copyright and permissions info and then on *Langmuir*.

## Web Submission

Manuscripts can be submitted via the Web, using the Submission Site on the *Langmuir* home page via <http://pubs.acs.org/Langmuir>. In order to use Web submission, authors must be able to provide electronic versions of text, graphics, and Supporting Information (if included).

The manuscript site employs state-of-the-art security mechanisms to ensure privacy for all electronically submitted manuscripts. These same security mechanisms are also utilized throughout the peer review process, permitting access to only those editors and reviewers who are assigned to a particular manuscript.

In response to the request for revision from the Editor, authors may also submit final, accepted manuscripts via the Submission Site. The platforms and word processing packages supported at the Submission Site are listed in the *Langmuir* Web edition home page via <http://pubs.acs.org/Langmuir>.

Authors are asked to embed graphics in the text.

Please note: If the author chooses not to use the template, the text of the manuscript should be double spaced.

A mechanism is also provided for submitting an electronic cover letter to the Editor. Authors of Web submissions are strongly encouraged to include in the cover letter names, mailing addresses, and e-mail addresses of three or more scientists who are competent to review the work.

Authors will be sent a message by email acknowledging receipt of the manuscript.

## Conventional Submission

**The following material should be submitted to Professor David G. Whitten, Editor-in-Chief, *Langmuir*, QTL Biosystems, LLC, 1322 Paseo de Peralta, Santa Fe, New Mexico 87501:** (a) **four copies of the manuscript** and pertinent material that might be required in the reviewing process—*if important references are to work in course of publication, copies of such manuscripts should be included*, (b) **a signed copyright status form** (a copy reproduced from the form printed in the January issue of *Langmuir* could be used), and (c) **a cover letter.**

**Manuscripts must be typewritten (or reproduced on a high-quality printer), double-spaced copy (one side only) on 22 × 28 cm or A4 paper.** Authors should be certain that copies of the manuscripts are clearly reproduced and readable. **Authors submitting figures must include the original drawings or photographs thereof, plus four copies for review purposes.**

## Preparation of Manuscripts

Authors are encouraged to prepare manuscripts using the template available on the Web. All pages must be numbered. Authors should consult recent issues of *Langmuir* and The ACS Style Guide, 2nd ed. (1997) Oxford University Press, Order Department, 201 Evans Road, Cary, NC 27513, for format guidance.

Any author who is not fluent in idiomatic English is urged to obtain assistance with manuscript preparation from a fluent colleague, as manuscripts with grammar

deficiencies are sometimes handicapped during the scientific review process.

**Copyright.** A properly completed Copyright Status Form must be provided for each submitted manuscript. A form is available from the Web site. For mailed submissions, the form must be included with the manuscript package. For Web submissions, the form must be faxed to the Editor or Associate Editor assigned to the manuscript (name, address, and fax number of the Editor or Associate Editor will be provided when the manuscript is assigned). **Faxed Copyright Status Forms must also be mailed to the Editor or Associate Editor.**

#### *Title*

Titles should clearly and concisely reflect the emphasis and content of the paper. Titles are of great importance for current awareness and information retrieval and should be carefully constructed for these purposes.

#### *Author List*

Bylines should include all those who have made substantial contributions to the work. To facilitate indexing and retrieval and for unique identification of an author, use first names, initials, and surnames (e.g., John R. Smith) or first initials, second names, and last names (e.g., J. Robert Smith). At least one author must be designated with an asterisk to indicate the person to whom readers may send correspondence.

#### *Abstract*

All Articles and Letters must be accompanied by an abstract, which should state briefly the purpose of the research (if this is not contained in the title), the principal results, and major conclusions.

#### *Text*

All sections of the paper must be presented in a clear and concise manner. Authors should include an introductory statement outlining the scientific motivation for the research. The statement should clearly specify the questions for which the answers are sought as well as the connection of the present work with previous and current work in the field. In both Letters and Articles, the introduction should be a separate section of the paper. In the discussion section, the author should discuss the significance of his/her observations, measurements, or computations. The author should also point out how they contribute to the scientific objectives indicated in the introduction. An extensive review of prior work is not appropriate, and documentation of the literature should be selective rather than exhaustive, particularly if reviews can be cited. Tabulation of experimental results is encouraged whenever it leads to a more effective presentation or economical use of space. Authors are encouraged to make extensive use of the Supporting Information format, since this material is now widely available on the World Wide Web at <http://pubs.acs.org>.

#### *References and Footnotes*

**References and explanatory notes should be grouped at the end of the manuscript and typed double spaced.** They should be numbered consecutively in the order in which they are first mentioned in the text. Papers should not depend for their usefulness on

unpublished material, and excessive reference to material in press is discouraged.

#### **Reference Format.**

- (1) Langmuir, I. *J. Am. Chem. Soc.* **1917**, *39*, 1848–1857.
- (2) Pauling, L. *The Nature of the Chemical Bond*, 3rd ed.; Cornell University Press: New York, 1980; Chapter 1.
- (3) Smith, K. L. In *Advances in Materials Characterization*; Rossington, D. R., Condrate, R. A., Snyder, R. L., Eds.; Plenum Press: New York, 1983; Vol. 15, p 71.
- (4) Almgren, M.; Swarup, S. *J. Phys. Chem.* **1982**, *86*, 4212.
- (5) Smith, J. D. *J. Phys. Chem.*, in press.
- (6) Everett, D. H. *Proceedings of the 10th Colston Symposium*; Butterworths: London, 1958.

Consult a current copy of *Langmuir* and *The ACS Style Guide*, 2nd ed. (American Chemical Society: Washington, DC, 1997), available from Oxford University Press, for specific examples of styles and general recommendations. Authors are responsible for the accuracy of the references. Because subscribers to the Web edition are now able to click on the “CAS” tag following each reference to retrieve the corresponding abstract at Chemical Abstracts Service, reference accuracy is critical.

#### *Nomenclature*

Nomenclature should conform with current American usage. Insofar as possible, authors should use systematic names similar to those used by Chemical Abstracts Service and the International Union of Pure and Applied Chemistry. *Chemical Abstracts (CA)* nomenclature rules are described in Appendix IV of the *Chemical Abstracts Index Guide*. For CA nomenclature advice, consult the Manager of Nomenclature Services, Chemical Abstracts Service, P.O. Box 3012, Columbus, OH 43210-0012. A name generation service is available for a fee through CAS Client Services, 2540 Olentangy River Road, P.O. Box 3343, Columbus, OH 43210-0334; Telephone: (614) 447-3870; Telefax: (614) 447-3747; or e-mail: [answers@cas.org](mailto:answers@cas.org).

#### *Supporting Information*

From time to time manuscripts contain extensive tables, graphs, spectra, mathematical derivations, expanded discussion of peripheral points, or other material which, though essential to the specialized reader who needs all the data or all the detail, does not help and often hinders the effective presentation of the work being reported. Such Supporting Information can be included in the World Wide Web edition of the Journal. Consult a current journal masthead for the latest information. Authors are encouraged to make use of this resource, in the interest of shorter articles (which mean more rapid publication) and clearer, more readable presentation.

Supporting Information should accompany a manuscript at the time of its original submission to the editor. It should be clipped together and attached at the end of the manuscript, along with a slip of paper clearly indicating the material is “Supporting Information”. All Supporting Information pages should be consecutively numbered. Copy for Supporting Information should preferably be on 22 × 28 cm sheets, and in no case on sheets larger than 28 × 43 cm; if typed, it should be single spaced, and in any event the smallest character should be at least 1.5 mm in size (2.5 mm is preferable);

good contrast of black characters against a white background is required for clear photoprocess reproduction (glossies are not suitable for microfilm processing).

A paragraph should appear at the end of the paper indicating the nature of the material and the means by which the interested reader may obtain copies directly. Use the following format:

*Supporting Information Available:* Description of the material. This material is available free of charge via the Internet at <http://pubs.acs.org>.

### Artwork

**General Considerations.** Remove all color from graphics, except for those graphics that you would like to have considered for publication in color (see Color section below for details).

For papers submitted via the Web, insert your illustrations into the manuscript following the Web instructions for manuscript preparation. See <http://pubs.acs.org> for additional guidance.

For papers submitted in hardcopy, artwork may be submitted as separate graphics files (see **Graphics Files**) under "File Preparation for Conventional Submission" later in this document) or as hardcopy originals. Please note that even if graphics files are submitted, good quality, hardcopy original figures are still required.

Whether you submit via the Web or in hardcopy, the quality of the illustrations in your paper depends on the quality of the artwork originals you provided. Figures cannot be modified or enhanced by the journal production staff.

For hardcopy illustrations, contrast is important. Use dark black ink on high quality, smooth, opaque white paper. Ordinary white bond paper works well. Avoid tracing paper or textured "artist" papers.

Illustrations must fit a one- or two-column format on the journal page: **For efficient use of journal space, single column illustrations are preferred.**

	Single (preferred)	Double
Width		
minimum		10.5 cm (4.13 in.)
maximum	8.25 cm (3.25 in.)	17.78 cm (7 in.)
Maximum depth	24 cm (9.5 in.)	24 cm (9.5 in.)

**For best results, submit illustrations in the actual size at which they should appear in the journal.** Original illustrations which do not need to be reduced to fit a single or double column will yield the best quality. Lettering should be no smaller than 4.5 points. (Helvetica or Arial type works well for lettering.) Lines should be no thinner than 0.5 point. Lettering and lines should be of uniform density.

If you must submit artwork that must be reduced, use larger lettering and thicker lines so that, when reduced, the artwork meets the above-mentioned parameters.

Avoid using complex textures and shading to achieve a three-dimensional effect. To show a pattern, choose a simple cross-hatch design.

Submit only **original** artwork or high quality photographic print of originals; photocopies do not reproduce well.

**Photographs.** High contrast prints with a smooth or glossy finish work best. Send photographs that are single or double column width so that they will not have to be reduced. Do not submit negatives, slides, or vugraphs. Avoid photographs produced on a laser printer and prints

cut from a printed publication; these do not give good results.

Do not write on the front or back of the image area of the photograph. These marks may show through when the photograph is scanned.

**Color.** Color reproduction, **if approved by the Editor**, will be provided at no cost to the author. Color illustrations should only be submitted if essential for clarity of communication. A surcharge of \$100 per 100 reprints will be added to the standard cost of reprints.

**Chemical Structures.** Structures should be produced with the use of a drawing program such as ChemDraw. Structure drawing preferences (preset in the ACS Stylesheet in ChemDraw) are as follows:

(1) As drawing settings select:

chain angle	120°
bond spacing	18% of width
fixed length	14.4 pt (0.508 cm, 0.2 in.)
bold width	2.0 pt (0.071 cm, 0.0278 in.)
line width	0.6 pt (0.021 cm, 0.0084 in.)
margin width	1.6 pt (0.056 cm, 0.0222 in.)
hash spacing	2.5 pt (0.088 cm, 0.0347 in.)

(2) As text settings select:

font	Arial/Helvetica
size	10 pt

(3) Under the preferences choose:

units	points
tolerances	3 pixels

(4) Under page setup choose:

Paper:	US Letter
Scale:	100%

Authors using other drawing packages should, in as far as possible, modify their program's parameters so that they reflect the above guidelines.

Complicated chemical equations, schemes, and structures should be supplied as furnished artwork (separate from the text), ready for digital scanning. Mathematical expressions and chemical formulas should be typed, with unavailable symbols and letters clearly drawn in ink. Capital, lower case, and Greek letters should be easily discernible and identified in the margin when ambiguity might result. Avoid complicated superscripts and subscripts. Use fractional exponents instead of root signs.

### File Preparation for Conventional Submission

**Electronic Manuscript Submission.** The final accepted version of the manuscript should be submitted in electronic form. Submissions not in electronic form may face a delay in publication. Manuscripts prepared with the software packages listed below will be used for production, providing the following guidelines are adhered to. Documents prepared with other word-processing packages will be handled on an experimental basis with the understanding that the use of these files in production cannot be guaranteed. Failure to adhere to the following instructions may prevent all or part of the material supplied on disk from being used in production.

**Four hardcopy versions of the manuscript are required for review.** The disk should accompany the final accepted version of the manuscript. The version on the disk **MUST** exactly match the final version accepted in hardcopy.

When preparing a manuscript, use the document mode or its equivalent in the wordprocessing program; i.e., do

not save files in "Text Only" (ASCII) mode. If a non-Western version of the word-processing software was used to prepare the manuscript, save the file in rich text format (RTF). **Do not include any page-layout instructions** such as placement information for graphics in the file. The text should be left-justified, and automatic end-of-line hyphenation should be turned off. Use carriage returns only to end headings and paragraphs, not to break lines of text. Do not insert spaces before punctuation. References must conform to the format printed in the journal. Ensure that all characters are correctly represented throughout the manuscript: for example, 1 (one) and l (ell), 0 (zero) and O (oh), x (ex) and × (times sign). Check the final copy carefully for consistent notation and correct spelling. The Editorial Office conversion program will faithfully translate any errors to the typeset copy. Check the disk with an up-to-date virus detection program. The presence of a virus may delay the publication of the paper. Label the disk with the manuscript number and the corresponding author name. Provide the platform, version of software used, and filenames on the Diskette Description form.

**All text** (including the title page, abstract, all sections of the body of the paper, figure captions, scheme or chart titles and footnotes, and references) and tabular material should be **in one file**, with the complete text first followed by the tabular material. It is best to use the fonts "Times" and "Symbol". Other fonts, particularly those that do not come bundled with the system software, may not translate properly. Ensure that all special characters (e.g., Greek characters, math symbols, etc.) are present in the body of the text as characters and not as graphic representations. Consult the documentation for the specific software package being used on how to detect the presence of graphics in the files and replace them with the appropriate text characters. Tables may be created using a word processor's text mode or table format feature. The table format feature is preferred. Ensure each data entry is in its own table cell. If the text mode is used, separate columns with a single tab and use a line feed (return) at the end of each row.

**Graphics Files.** If you are able to provide graphics in electronic form, please save each graphic as a separate file in TIFF. Line art should be saved at 1200 dots per

inch (dpi), grayscale art saved at 600 dpi, and color art at 300 dpi. Consult the documentation in your graphics application for more information on how to save your files in this format. The filename for each graphic should be descriptive of the content graphic, for example, figure1 for Figure 1, scheme1 for Scheme 1, etc.

As additional features become available, these instructions will be updated on the ACS file-server. Publication information can be found at <http://pubs.acs.org>, select "journals & magazines", then select a title, go to "info for authors".

Currently Acceptable Word Processing Packages

Macintosh:

WordPerfect 3.5

Microsoft Word, up to Word 2001

FrameMaker 5.5 (.mif files)

IBM and Compatibles:

WordPerfect, up to version 9.0

Microsoft Word, up to Word 2000

FrameMaker 5.5 (.mif files)

TeX users should follow the guidelines given at <http://pubs.acs.org/instruct/texguide.html>.

### Proofs and Reprints

**Correspondence regarding accepted manuscripts should be directed to Journal Publications, American Chemical Society, 2540 Olentangy River Road, P.O. Box 3330, Columbus, OH 43210.**

Galley proofs, original manuscript, and reprint order form are sent by the printer directly to the author who submitted the manuscript.

The attention of the authors is directed to the instructions which accompany the proof, especially the requirement that all corrections, revisions, and additions be entered on the proof and not on the manuscript. Proofs should be checked against the manuscript (in particular all tables, equations, and formulas, since this is not done by the editor) and returned as soon as possible. Please return your reprint order form, along with the purchase order or check, using the enclosed envelope addressed to Cadmus Professional Communications. Reprints will be shipped within two weeks after the printed journal date. Requests for reprints should be addressed to the author concerned.

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