

Instructions for Authors

Submission of manuscripts

All manuscripts are to be sent to the Editor in Chief, Prof. Otto Wolfbeis
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There are two options for submission of manuscripts:

1. On-line submission of contributions to *Microchimica Acta*

The submission of articles in electronic form is highly recommended. They should be e-mailed to <Otto.Wolfbeis@chemie.uni-regensburg.de>. This can considerably speed up the editing process and warrants – to the benefit of the authors – short publication times. Authors should submit an RTF or PDF version of the manuscript as a single file including text, table(s) and figures. This file will be used for on-line editing and the refereeing process where possible. A printed copy of the manuscript will not be required in this case.

2. Postal submission of contributions to *Microchimica Acta*

Please submit 3 hard copies of the complete manuscript. Ensure that the artwork/figure originals are of sufficiently high quality for direct reproduction. However, it should be stressed at this point that the handling of printed manuscripts is more tedious and requires more time for refereeing.

Following the acceptance of a manuscript, an electronic version of the final manuscript is needed for production (see Technical Instructions for manuscripts and illustrations in electronic form).

Editorial Procedure

The receipt of any manuscripts submitted to the Editor in Chief of *Microchimica Acta* will be acknowledged to the corresponding author, usually via e-mail. If authors have not received a confirmation within 10 working days they should contact the Editor in Chief.

Every paper is assessed by at least two independent referees on whose recommendation the Editor's decision on acceptance or rejection will be based. Authors are welcome to propose potential referees. If a paper has been accepted for publication, the author(s) will be asked to transfer the copyright of the article to Springer Verlag. The copyright form can be downloaded from the internet (<http://www.springerlink.com/service/journals/00604/transfer.htm>)

All communications during the editorial process are to be made to the Managing Editor of *Microchimica Acta*, Dr. Wolfgang Frenzel
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News Section

This Section summarizes recent news that are of interest to the Analytical Community. Contributions to the *News Section* should be submitted to the Managing Editor, Dr. W. Frenzel.

Fundamental Reviews

These provide reports of lasting value and present fundamental insight into emerging techniques, major subfields, and areas of underlying importance. They should provide the reader with a

good perspective on the analytical relevance of the respective field. *Fundamental Reviews* will begin at a level appropriate to introduce the general reader into the topic, then proceed to an in-depth discussion of the principles and basic concepts. Preferably, *Fundamental Reviews* are written by known experts in the respective field. Authors desiring to write such a review are asked first to contact the Editor in Chief.

Manuscripts

Contributions to *Microchimica Acta* will be published in English, and manuscripts must be submitted in that language. Either standard British or American spelling is acceptable, provided its use is consistent within the manuscript. Accepted manuscripts can be language-edited by a professional language editor.

Manuscripts should be typed in double-line spacing with wide margins on one side of the paper only. Text pages should be numbered consecutively, but references, tables, and captions to figures should be on separate sheets. Please do not use footnotes. The preferred letter font is Times New Roman.

In general the texts should be written as concisely as possible without impairing the clear and precise presentation of the subject matter. Both form and content of the paper should be carefully checked to exclude the need for corrections in proof. A charge will be made for changes introduced after the manuscript has been in type.

Initial Lay-out

All manuscripts should start with a concise but informative title. It should not exceed 67 characters. Since titles are widely used in information retrieval systems, care should be taken to include the key words. The title is followed by the names of the authors, including first names (no abbreviation) and middle initials. The author to whom correspondence should be addressed must be indicated by an asterisk. The complete address of the laboratory or institute where the work was carried out should follow. If the present address of an author is different from that mentioned, it should be given in a footnote at the front page. The email address of the corresponding author is also needed to send the pdf of the proofs. Acknowledgements of financial support should not be made in a footnote, but should be included at the end of the paper.

Abstract

Research papers and reviews begin with an abstract (50 to 250 words) which should comprise a brief factual account of the contents of the paper, with emphasis on new information. Abbreviations, jargon and reference numbers must not be used. The abstracts should be suitable for use by abstracting services without rewriting.

Key words

Key words should be inserted, but not more than five.

Introduction

Every paper must have a concise introduction explaining the state of the art of the topic described, and stating clearly what is new in the paper now submitted.

Experimental

The experimental methods and the materials used should be described after the introductory paragraphs. Detailed technical descriptions should be restricted to one section of the paper, and not scattered throughout the text. Sufficient information should be given to allow any reasonably experienced worker to carry out the procedure.

Detailed descriptions of well-known techniques and equipment are unnecessary, as are simple preparations of reagents or solutions, and lists of common chemicals. In writing, complete sentences should be used.

Results and Discussion

Preferably these should be treated together to avoid unnecessary repetition. Unsupported elaboration of hypotheses, and verbose exposition of ideas should be avoided. Results and Discussion may be presented in different sections.

Acknowledgements

Acknowledgements should be kept as short as possible, and placed at the conclusion of the text.

References

Literature references are to be numbered consecutively and should be grouped together at the end of the paper under the heading "References". In the text references are quoted by giving the corresponding numbers of the references list as Arabic numerals in square brackets. For journal articles the following information should be provided: initials and names of all authors, title of article, journal title (abbreviated and in italics), year of publication (bold), volume number (italics), and page number.

Example: T. Werner, I. Klimant, C. Huber, C. Krause, O. S. Wolfbeis, Fiber optic ion-microsensors based on luminescence lifetime, *Mikrochim. Acta* **1999**, *131*, 25. Books are to be cited by listing the author(s), full title, edition, publisher, place(s) of publication, year of publication, and page number.

Example: K. M. Salikhov, Magnetic Isotope Effect in Radical Reactions. Springer, Wien New York, 1996, p. 135.

Articles not yet published should be given as "accepted" or "in press" only if accepted for publication. Otherwise, unpublished articles should be referred to as "submitted for publication", "in preparation" or "personal communication", as appropriate.

Figures and tables

These should be submitted in original form on separate sheets. The same data should not be given in both tables and graphs. Colored illustrations can be published only if paid for by the author. All figures should be numbered consecutively in Arabic numerals throughout the paper. Captions to the figures should also be on separate sheets. Footnotes to tables should be with lower-case letters.

Line drawings are preferable to photographs. Inscriptions should be clearly legible. Letters 2–3 mm high are recom-

mended in the desired final size. Half-tone illustrations, if any, should be well contrasted, and trimmed at right angles in the desired final size.

Nomenclature, symbols and abbreviations

In general, the recommendations of the International Union of Pure and Applied Chemistry (IUPAC) should be followed, and attention should be given to the recommendations of the Analytical Chemistry Division in the journal *Pure and Applied Chemistry*.

Symbols, formulae and equations should be written with great care, capitals and lower case letters being distinguished where necessary. Particular care should be taken in typing mathematical expressions containing superscripts, and in proof-reading such equations. Unusual symbols employed for the first time should be defined by name in the left-hand margin.

Abbreviations require definition when first used. Abbreviations for long chemical names (e.g. AAS, EDTA, ESI, ICP, Tris) are useful, especially in equations, tables or figures.

Proofs

Page proofs will be sent as pdf files to the authors. Corrections of typographical errors must be made carefully, and changes or additions must be kept to a minimum. Costs for changes exceeding 10 percent of the costs of composition will be charge to authors. Corrected proofs should be faxed to Springer-Verlag, Susanne Mayr (FAX +43/1/330 24 26–64, email: susanne.mayr@springer.at).

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