

Instructions for Authors

for Review Series in Chemistry

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1 Springer

Introduction

- The **title, subject and scope** of the review are to be clarified with the responsible volume editor.
- **Outline.** In order to avoid overlap and extensive revision, the authors are requested to submit an outline of their proposed contribution to the volume editor with a copy on paper and on disk to Springer (see contact addresses below). Writing should start only after receiving the volume editor's approval.
- **Readership and Coverage.** The goal of each volume in the series is to cover a topic of broad current interest in a way that gives the non-specialist reader a comprehensive overview. Each review within the volume should critically survey one area of that topic. The most significant developments of the last 5 to 10 years should be presented using selected examples to illustrate the principles discussed. A description of the laboratory procedures involved is often useful for the reader. The coverage should not be exhaustive in data, but should rather be conceptual, concentrating on the methodological thinking that will allow the non-specialist reader to understand the information presented. The relationship and significance of the area reviewed to the more general topic of the volume should be elucidated. Discussion of possible future research directions in the area is welcome.
- **Language.** All contributions must be in English. American style and spelling are preferred. (If you write British English, use it consistently). We suggest that authors whose native tongue is not English ask an English-speaking co-worker for assistance. Language polishing is part of the copy-editing process at Springer. Nevertheless, if extensive rewriting is required, because of incorrect language or because the meaning is unclear, the manuscript will be returned to the author for revision.
- **Manuscript.** The manuscript should be prepared on a PC or Macintosh using the templates made available for Microsoft Word. (WordPerfect templates will be made available on request.) See the enclosed GUIDE FOR THE USE OF TEMPLATES and SUBMITTING MANUSCRIPTS ON DISK.
- The **length** of the contribution in printed pages is specified in the letter of invitation from Springer. Any deviation from that length needs to be approved by the volume editor and Dr. Hertel or Mr. Enders. For the purpose of converting printed to manuscript pages, a printed page contains ca. 3000 characters of text not including reaction schemes and illustrations. Use the character counting function of your word processor.

We will gladly advise you on further details and particulars:

Dr. Marion Hertel

Chemistry Editor, Springer-Verlag, Tiergartenstrasse 17, 69121 Heidelberg, Germany.

Phone: +49 (0)6221 487-673, Fax: +49 (0)6221 487-330

e-mail: hertel@springer.de

Biotechnology, Polymer Science, Organic and Inorganic Chemistry, Physical Chemistry

Mr. Peter Enders

Chemistry Editor, Springer-Verlag, Tiergartenstrasse 17, 69121 Heidelberg, Germany.

Phone: +49 (0)6221 487-541, Fax: +49 (0)6221 487-330

e-mail: enders@springer.de

Analytical Chemistry, Environmental Chemistry, Food Science

Ms. Birgit Kollmar-Thoni

Chemistry Desk Editor, Springer-Verlag, Tiergartenstrasse 17, 69121 Heidelberg, Germany.

Phone: +49 (0)6221 487-313, Fax: +49 (0)6221 487-138

e-mail: Kollmar@springer.de

Ms. Ulrike Kreuzel

Chemistry Desk Editor, Springer-Verlag, Tiergartenstrasse 17, 69121 Heidelberg, Germany.

Phone: +49 (0)6221 487-393, Fax: +49 (0)6221 487-138

e-mail: Kreusel@springer.de

Preparation of Manuscripts for Review Series

Elements of the manuscript (in the order given):

- **Title**
- **Author(s)** When there is more than one author, indicate the correspondence author with an asterisk
- Full postal **address(es)** of the author(s)
- **E-mail address(es)** of the author(s)
- Complete **Table of Contents** with decimal classification of the sections (no period after last number). Before submitting the final manuscript, please check that the headings in the text and in the table of contents are identical.
- **Abstract** consisting of 10--15 lines summarizing the content.
- List of up to **5 Keywords**.
- List of **Abbreviations** and **Symbols**
- **Body text** with places marked for insertion of chemical equations and structures, schemes, figures and tables. All pages numbered with Arabic numbers. Only left justification and no hyphenation of words at the end of lines. Four levels of headings for sections and subsections are possible, of which the first three are numbered (e.g. 1, 1.1, and 1.1.1). For more detailed instructions, see below and the enclosed GUIDE FOR THE USE OF TEMPLATES.
- **References and Notes**. Literature references should be numbered consecutively with Arabic numbers. The reference list should be in the same order and not listed alphabetically. Please **do not** use, e.g. the WinWord endnote function. If you are using a standard reference database, select the format for Topics in Curr Chem. See the enclosed GUIDELINES FOR REFERENCES.
- **Structures, schemes, figures and chemical equations (as graphics)** should **not** be embedded in the text. Prints should be submitted on separate sheets (one set for each copy of the manuscript) and the electronic versions as individual files on disk, with the appropriate place marker in the text. Only submit equations as graphics when you cannot prepare them in normal text or with your equation program's equation editor or MathType. See below and the enclosed GUIDELINES FOR GRAPHICS, GUIDE FOR THE USE OF TEMPLATES and SUBMITTING MANUSCRIPTS ON DISK (very important for equations).
- A **graphic abstract**, visually summarizing the contents of the article with a chemical structure, equation or illustration, will be used to allow browsing the content of the volume on the Internet. Follow the GUIDELINES FOR GRAPHICS in preparing the graphic abstract. It should not exceed **12 cm×5 cm** and should be submitted on a separate sheet (one for each copy of the manuscript) and as a separate file on disk, both in the original format of the drawing program and as a TIFF or *.eps file.

Abbreviations

Figure/Figures	Fig./Figs.
parts of figures	Fig. 1a, b ...
Table	Table is not abbreviated.
Equation/Equations	Eq./Eqs.

Common foreign expressions and their abbreviations should not be italicized, for example, et al., viz. cf., ab initio, ad hoc, in vivo, a priori.

Abbreviations, except for those commonly accepted by chemists, must be defined the first time they are used and a list supplied with the manuscript.

- **Italics.** In the text, only italicize genus and species names, mathematical variables, and prefix symbols in chemical nomenclature (*cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t* as *t*-Bu, *tert* as *tert*-butyl).
- **Small capitals** are only used for the prefixes D and L to indicate configuration, e.g. D- and L-dopa.
- **Equations** should be numbered consecutively with the number in parentheses flush right (but not in the graphic file). When cited in the text, use the form "Eq. (2)" or, at the beginning of a sentence, "Equation (2)".
- **Tables** should be made with the table function in your word processing program and placed at the end of the text after the reference list and figure and scheme captions. Each chemical structure to appear in a table cell needs to be submitted on a separate sheet and as an individual file. Where there are structures in the table, the entire table may be prepared as a graphic with your graphic program.
- **Permission request.** Authors must obtain permission to reproduce published figures, tables, or extended quotations from the copyright holder (usually the publisher). **Permission forms** are enclosed.
- **Nomenclature.** 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, e.g. s, min, h, K, °C. Use positive and negative exponents, e.g. g L⁻¹, instead of a slash mark (g/L).
- **Special characters.** Do not insert characters in running text as graphics or with your equations editor if they are available in the typefaces Symbol or ZapfDingbats. The characters available in these typefaces should be used as symbols in graphs since they also have to appear in the captions, which are in normal text, e.g. ◆, ●, ○, ■, □, △, ▼.

SUBMITTING MANUSCRIPTS ON DISK

Before writing your article, please send the outline as hard copy and as a file saved to disk to Springer Chemistry Editorial, where the file will be checked for suitability.

Very important

- The **disk version** will be taken as definitive. We will assume that hand-written changes on the printout have been inserted on the disk.
- **Text files** should be saved in the original word processing program (Microsoft Word preferred) and as *.rtf files. Name the file with the author's name e.g. Jones - Jones.rtf.
- **Tables** should be included in the text file unless they are graphics. If they are graphics, they should be in separate files. Name the Table file with the authors name plus t001 for Table 1 etc., e.g. Jones - Jonest001.rtf.
- The label for the disk(s) containing text and table files must contain:
 1. Title of the review series and author's name (or book title and chapter number)
 2. Name and version of word processing program
 3. Operating system (Mac or Windows)
- **Graphics** [chemical equations (see note below), figures, , schemes and structures] that are available digitally should be submitted as hard copy and **each graphic as a separate file** on disk in the format of the graphic program used and, again, separately in TIFF or EPS format. For naming files, see GUIDELINES FOR GRAPHICS.
- The label for the disk(s) containing illustration files must contain:
 1. Title of the review series and author's name
 2. Name and version of the graphic program(s)
 3. System (Mac or Windows)
- **Equations.** Equations that are normal text and/or produced with your program's equation editor or MathType are left in the text. Please use conventions and settings for the equation editor and MathType given below. Equations should be prepared according to the following.
 1. When possible using normal text (using Symbol or ZapfDingbats if necessary for special characters)
 2. Otherwise using the equation editor or MathType (prepare the whole equation in this way and not just part of it)
 3. When equations cannot be produced as set out in points 1 and 2 prepare them with a graphics program such as ChemDraw™ or ISIS/Draw™

Do not insert the equation number in the graphic from the Equations editor or the graphics program.

Please follow the conventions listed below for the correct typefaces:
- Roman
 - Numerals
 - Letters with fixed meanings, e.g. Δ , ∇ , f , Π , Σ , cos, exp, lim, log, max, min, sin, tan
 - All units including prefixes, e.g. cm, mmol
 - Most operators

Multiple-letter abbreviations for variables, e.g. IP ionization potential

Points and lines, e.g. point A, line \overline{AB}

Mathematical constants, e.g. e, the base of the natural logarithm, π

Transposes of matrices, e.g. A^T (T is the transpose of matrix A)

- *Italic*

Variables - *T* for temperature, *x* for mole fraction

Axes - the *y* axis

Planes - Plane *P*

Components of vectors and tensors - $-a_1 + b_1$

Constants, e.g. k_B for the Boltzmann constant, *g* acceleration due to gravity

Functions that describe variables - $f(x)$

- **Boldface**

Vectors

Tensors

Matrices

Multidimensional physical quantities - **H** - magnetic field strength

When using MathType or the Word equation editor, please ensure the different styles are defined in the program itself as follows before you start entering your equations. This is done under the menu entry *Style/Define*:

Style	Font	Bold	Italic
Text	Times		
Function	Times		
Variable	Times		✓
L. C. Greek	Symbol		✓
U.C. Greek	Symbol		
Symbol	Symbol		
Vector-Matrix	Times	✓	
Number	Times		

When entering your equation, select the appropriate style for each character from the menu. **Do not change the style settings** in *Style/Define*, e.g. change "Text" to italic and then write a variable using "Text" (when we update equations they would be changed back to Roman). "Math" in the Syle menu covers the entries Function, Variable and Number in the above table; the program will automatically style the character according to one of these styles. Please ensure the automatic recognition is correct or change as necessary.

If you have any unanswered questions concerning the submission of your manuscript on disk, please contact English Copy Editing (Mr E. Fulford, E-mail: Fulford@Springer.de, Telephone: +49-6221-487573, Fax.: +49-6221-487161).

GUIDELINES FOR REFERENCES

In the text, reference numbers are normal size, in square brackets, on the line and are placed before any punctuation, e.g. and long-chain acetyl groups [21-23].

In the list, the following guidelines should be followed. If you are using a bibliographic program such as Endnote 3 use the *Topics in Current Chemistry* format.

Please do not use the WinWord Endnote function for references or for a subject index.

Journal articles

1. Name of author (s) (More than one author: separate with commas)
2. Initials (no spaces)
3. Year in parentheses
4. Journal or periodical abbreviated according to CASSI
5. Volume (not issue), colon, first page number (No space between colon and page number)

Examples:

1. Fuchigami T (1994) *Top Curr Chem* 170:25
2. O'Brien DF, Armitage A, Bennet DE, Lamparski HG (1996) *Adv Polym Sci* 126:59
3. Reisfeld R (1996) *Struct Bond* 85:218
4. Trumbo DL (1996) *Polym Bull* 36:182
6. Chen ZY (1994) *Macromolecules* 27:2073

Complete book

1. Name of author/editor
2. Initials [followed by (ed) when appropriate]
3. Year in parentheses
4. Title of book, comma, edition (abbreviated edn), period (no capitalization)
5. Publisher, comma
6. Location of publisher (only one location, except Springer titles). No punctuation

Examples:

1. Faber K (1997) *Biotransformations in organic chemistry*, 3rd edn. Springer, Berlin Heidelberg New York
2. Boekelheide K, Chapin R (1997) (eds) *Reproductive and endocrine toxicology: male reproductive toxicology*, vol 10. Elsevier Science, New York
3. Bäuerle D (1996) *Laser processing and chemistry*, 2nd edn. Springer, Berlin Heidelberg New York
4. Hafeli U, Schutt W, Teller J, Zborowski M (1997) (eds) *Scientific and clinical applications of magnetic carriers*. Plenum, New York

Contributions, chapters or sections in books

1. Name of author
2. Initials
3. Year in parentheses
4. Title of contribution, period (no capitalization)
5. In:
6. Name of editor, initials, ed or eds in parentheses
7. Title of book, period (no capitalization)
8. Publisher, comma
9. Location of publisher, comma
10. Page no. - abbreviated p 122/ Chapter no. abbreviated chap 3/Section no. - abbreviated Sect 3.2

Examples:

1. Brown FR, Jackson D (1987) *Analytical chemistry*. In: Whie FC, Red SA (eds) *Modern chemistry*. Springer, Berlin Heidelberg New York, p 220
2. Khokhlov AR (1991) In: Ciferri A (ed) *Liquid crystallinity in polymers*. VCH, New York, p 60
3. Carter WH, Ginnings C (1994) In: Yang RSH (ed) *Toxicology of chemical mixtures: case studies, mechanisms, and novel approaches*. Academic Press, San Diego, p 643

Other possibilities

1. Tanzawa H (1986) *First Japan-US workshop on Biomedical Polymer Science*. Kyoto, Japan
2. Forgy CL (1981) *The OPS 5 user's manual*. Technical Report CMU-CS-81-135. Computer Science Department, Carnegie-Mellon University, Pittsburgh, PA
4. Teraoka I (1988) *PhD thesis*, University of Tokyo
5. Norman LO (1983) *US Patent* 4 379 752

GUIDELINES FOR GRAPHICS

1 General

These guidelines supplement the information contained in other instruction sheets and do not replace them, especially PREPARATION OF MANUSCRIPTS, GUIDE FOR THE USE OF TEMPLATES and SUBMITTING MANUSCRIPTS ON DISK. Where use of a GRAPHIC (figure, scheme, structure, or chemical equation when it cannot be written in normal text or by using the equation editor) can reduce the size of or replace a text passage, the graphic is preferred. Do not repeat data adequately conveyed by graphics or tables in text descriptions. Where necessary, indicate the top of the illustration.

The position of each graphic is marked in the text, or in a table, with the name of the graphic file.

Graphics should not be embedded in the text or tables.

Color illustrations – a charge is made for color printing if reproduction is possible in black and white without any loss of information. Please provide a suitable b/w presentation if you do not wish to pay this charge.

2 Graphics available in digital format and not chemical structures

Digital graphics should be submitted as a printout and each as a separate file on disk in the original format of the graphic program used **and in EPS or TIFF format (it is extremely important that each graphic is in a separate, clearly named file)**. Scanned line drawings should be in Tiff format and have a resolution of 600–800 dpi relative to the final figure (please do not exceed this because of the enormous size of the files for high resolution graphics). For halftone illustrations, 300 dpi is usually sufficient. Color illustrations should be saved as RGB (8 bits per channel) in Tiff format.

Programs SUITABLE for conversion/electronic handling are: Illustrator, Freehand, Corel Draw, Canvas.

UNSUITABLE programs are: Designer, PowerPoint, Excel, Visio, Harvard Graphics, Microsoft Word-Graphic or Microsoft Graph (Windows Metafiles).

3 Graphics containing chemical structures

Chemical equations (when they cannot be written in normal text or by using the equation editor), reaction schemes and chemical structures, or partial structures contained in tables, should be prepared with a standard program, preferably **ChemDraw™** from CambridgeSoft (available on the Internet at <http://www.camsoft.com>). or **ISIS/draw** from MDL Information Systems (at [http://www.mdli.com/cgi/dynamic/aboutmdl.html?uid=\\$uid&key=\\$key](http://www.mdli.com/cgi/dynamic/aboutmdl.html?uid=$uid&key=$key)).

Mark the printouts of the drawings and disk containing the drawing files "Reduce Drawings to 75%". The following Table shows the settings recommended by the *ACS Journal of Organic Chemistry* and the *Journal of the American Chemical Society* and are supplied with ChemDraw™ and some other

drawing programs. Save the drawings to disk both in the original program format (*.cdx for ChemDraw, *.skc for Isis/draw) and as EPS files (*.eps).

Drawing Settings:	Chain Angle	120 degrees
	Bond Spacing	18% of length
	Fixed Bond Length	14.4 pt
	Bold Width	2 pt
	Line Width	0.6 pt
	Margin Width	1.6 pt
	Hash Spacing	2.5 pt
Caption Text Settings:	Font/Size	Helvetica or Arial/10 pt
Label Text Settings:	Font/Size	Helvetica or Arial/10 pt
Preferences:	Tolerance	3 pixels
Page Setup:	Scaling	100%

4 Graphics not available in digital format and not chemical structures

Each graphic should be submitted as a camera-ready original on a separate sheet with the author's name and its number written lightly on the reverse with a soft-lead pencil. These illustrations will be scanned and digitized at Springer.

Halftones (photographs, photomicrographs, X rays, instrument traces, etc.):

For technical reasons, it is impossible to reproduce halftone illustrations copied from published material. Authors who wish to use illustrations from the work of other publishers should ask the author for the original copy. Credit must be given to the original source in the legend and permission to publish must be obtained from the copyright holder (normally, the publisher). Photographs should be sharp, well-contrasted glossy prints of the original negative, trimmed at right angles. Halftone illustrations should be prepared to fit the format of the printed page (print area: 18.9×11.7 cm) so that 1:1 reproduction is possible. Where reduction is necessary, please state the desired scale. Mark or trim off marginal portions that are not necessary (at right angles). Please see that illustrations that are to be grouped together match in size, particularly in height. With X rays, please mark the significant areas on the back of the copy or on an overlay. In photographs, inscriptions (e.g. the scale line which is essential in electron micrographs) should preferably be drawn neatly in black ink or Letraset and in the appropriate size on the face. Where Letraset is used, please handle the photograph carefully and protect it with an overlay.

For **line drawings**, originals or glossy photographs are required. Photographs should be prepared to fit within the format of the printed page (print area: 18.9×11.7 cm) so that 1:1 reproduction is possible.

Where reduction is necessary, please state the desired scale; in this case, please note that **the lettering in the illustrations must have a size of 2–3 mm after reduction.**

Prefixes in Italics

At the beginning of sentences or in headings, the **first** letter of the chemical name after the prefix is capitalized.

Element Symbol Locants

N-ethylaniline
N,N'-dimethylurea
O,O,S-triethyl
3H-fluorene

Positional and Structural Prefixes

o, m, p, n, sec, tert

Configurational prefixes

(R), (S), (Z), (E), cis, trans, cisoid, transoid, rel, d, l, meso, sn, endo, exo, sym, syn, anti, amphi, erythro, threo, altro, ribo, xylo, vic, gem

Polymer Nomenclature

co, alt, b, g, r, m, block, graft, cross, inter, blend

List of abbreviations

Ac	acetyl	LHMDS	lithium hexamethyldisilazide,
acac	acetylacetonate	LTMP	lithium bis(trimethylsilyl)amide
AIBN	2,2'-azobisisobutyronitrile		lithium 2,2,6,6
anhyd	anhydrous		-tetramethylpiperidide
Ar	aryl	KHMDS	potassium hexamethyldisilazide,
9-BBN	9-borabicyclo[3.3.1]nonane		potassium bis(trimethylsilyl)amide
Bn	benzyl	<i>m</i> -CPBA	<i>m</i> -chloroperoxybenzoic acid
bpy	2,2'-bipyridyl	Me	methyl
Boc	<i>tert</i> -butoxycarbonyl	MEM	(2-methoxyethoxy)methyl
bp	boiling point	Mes	mesityl, 2,4,6-trimethylphenyl
Bu	butyl		(not methanesulfonyl)
<i>s</i> -Bu	<i>sec</i> -butyl	min	minute(s)
<i>t</i> -Bu	<i>tert</i> -butyl	mol	mole(s)
Bz	benzoyl	MOM	methoxymethyl
CAN	ceric ammonium nitrate	Ms	methanesulfonyl (mesyl)
cat	catalyst	nbd	norbornadiene
Cbz	benzyloxycarbonyl	NBS	<i>N</i> -bromosuccinimide
CIP	Cahn—Ingold—Prelog	NCS	<i>N</i> -chlorosuccinimide
cod	cyclooctadiene	Nu	nucleophile
concd	concentrated	op	optical purity (discouraged, see ee)
cot	cyclooctatetraene	PCC	pyridinium chlorochromate
Cp	cyclopentadienyl	PDC	pyridinium dichromate
CSA	camphorsulfonic acid	Ph	phenyl
d	day(s)	phth	phthalate
DABCO	1,4-diazabicyclo[2.2.2]octane	PMB	4-methoxyphenyl
DBN	1,5-diazabicyclo[4.3.0]non-5-ene	PNB	4-nitrobenzyl
DBU	1,8-diazabicyclo[5.4.0]undec-7-ene	PPA	poly(phosphoric acid)
DCC	<i>N,N</i> -dicyclohexylcarbodiimide	PPTS	pyridinium <i>p</i> -toluenesulfonate
DDQ	2,3-dichloro-5,6-dicyano-1,4-benzoquinone	Pr	propyl
de	diastereomer excess (discouraged, see dr)	<i>i</i> -Pr	isopropyl
DEAD	diethyl azodicarboxylate	Pv	pivaloyl
DET	diethyl tartrate	py	pyridine
DIBALH	diisobutylaluminum hydride	rt	room temperature
DIPT	diisopropyl tartrate	s	second(s)
DMAP	4-(dimethylamino)pyridine	SEM	2-(trimethylsilyl)ethoxymethyl
DMB	3,4-dimethoxybenzyl	TBAF	tetrabutylammonium fluoride
DME	1,2-dimethoxyethane	TBDMS	<i>tert</i> -butyldimethylsilyl
DMF	dimethylformamide	TBDPS	<i>tert</i> -butyldiphenylsilyl
DMPU	1,3-dimethyl-3,4,5,6-tetrahydro-2(1H)-pyrimidinone	TCNE	tetracyanoethylene
DMSO	dimethyl sulfoxide	Tf	trifluoromethanesulfonyl (triflyl)
dppe	bis(diphenylphosphino)ethane	TFA	trifluoroacetic acid
dppm	bis(diphenylphosphino)methane	TFAA	trifluoroacetic anhydride
dr	diastereomer ratio	thexyl	1,1,2-trimethylpropyl
EDTA	ethylenediaminetetraacetic acid	THF	tetrahydrofuran
ee	enantiomer excess	THP	tetrahydropyran-2-yl
equiv	equivalent(s)	TIPDS	1,1,3,3-tetraisopropylidisiloxane-1,3-diyl
Et	ethyl	TIPS	triisopropylsilyl
Fmoc	9-fluorenylmethoxycarbonyl	TMEDA	<i>N,N,N',N'</i> -tetramethyl-1,2-ethylenediamine
h	hour(s)	TMS	trimethylsilyl
HMPA	hexamethylphosphoric triamide	Tol	4-methylphenyl
L	liter(s)	Tr	triphenylmethyl (trityl)
LDA	lithium diisopropylamide	Ts	tosyl, 4-toluenesulfonyl

CHECKLIST

1	Title page	• Title	<input type="checkbox"/>
		• Name(s) of author(s)	<input type="checkbox"/>
		• Mailing address(es)	<input type="checkbox"/>
		• e-mail address(es)	<input type="checkbox"/>
2	Abstract	• One short paragraph of 10–15 lines	<input type="checkbox"/>
3	Key words	• 5 key words	<input type="checkbox"/>
4	Table of contents	• Decimal numbers without end periods	<input type="checkbox"/>
5	Graphic abstract	• On paper and disk?	<input type="checkbox"/>
6	Text	• Headings the same as in Table of Contents	<input type="checkbox"/>
		• Correct type style for symbols used (e.g. italics)	<input type="checkbox"/>
		• Units according to guidelines	<input type="checkbox"/>
		• Correct nomenclature	<input type="checkbox"/>
		• Markers for Chemical Equations, Structures, Schemes, Figures and Tables	<input type="checkbox"/>
		• Equations consecutively numbered in parentheses ()	<input type="checkbox"/>
7	References	• Citations in text correct, numbered consecutively in square brackets	<input type="checkbox"/>
		• Citations in text agree with the reference list	<input type="checkbox"/>
		• All entries in the reference list mentioned in the text	<input type="checkbox"/>
		• References follow Springer guidelines	<input type="checkbox"/>
		• Journals abbreviated according to Chemical Abstracts (without periods)	<input type="checkbox"/>
8	Abbreviations	• List of extra abbreviations on paper and disk	<input type="checkbox"/>
9	Figures/Schemes	• All figures, chemical equations (when graphics), formulas, and schemes mentioned in text enclosed, each one complete and on a separate sheet and as a separate file correctly named	<input type="checkbox"/>
		• Consecutively numbered [Fig. 1, Scheme 1, Eq. (1), etc.]	<input type="checkbox"/>
		• Cited correctly in text	<input type="checkbox"/>
		• Quality good enough (no photocopies or screen prints)	<input type="checkbox"/>
		• Labeling clear and big enough (2–3 mm on reduction)	<input type="checkbox"/>
		• Legends separate after the references	<input type="checkbox"/>
10	Tables	• Legends correct, symbols explained	<input type="checkbox"/>
		• Enclosed on separate sheets and as separate files when graphics	<input type="checkbox"/>
		• Complete and consecutively numbered – Table 1 etc.	<input type="checkbox"/>
		• Cited correctly in text	<input type="checkbox"/>
		• Units, quantities and nomenclature in agreement with guidelines	<input type="checkbox"/>
11	Form	• All pages printed on one side only	<input type="checkbox"/>
12	Electronic manuscript	• Hard copy and disk version identical	<input type="checkbox"/>
		• The disk clearly labeled with the title of the book or journal, title of the contribution/article, author's name, program, system (Mac or Windows)	<input type="checkbox"/>
		• Only left justification, no hyphenation of words at the end of lines	<input type="checkbox"/>
		• Text files saved on disk in original format of word processing program and as rtf	<input type="checkbox"/>
		• Title of the review series and author's name noted on disk label	<input type="checkbox"/>
		• Name and version of word processor noted on disk label	<input type="checkbox"/>
		• Text in "Times New Roman", special characters in "Symbol" or "ZapfDingbats"	<input type="checkbox"/>
		• List on paper of special characters included	<input type="checkbox"/>
		• Graphics saved as separate files on disk in original format of the graphic program used and in EPS or TIFF format	<input type="checkbox"/>
		• Recommended settings used for chemical drawing programs	<input type="checkbox"/>

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