

— AUTHOR GUIDELINES —

Coloration Technology (2004)

The editor welcomes submission of papers on coloration and topics covering the science and technology of coloured materials. Manuscripts intended for publication should be addressed for the attention of the Society's editor. Contributions to *Coloration Technology* must not have appeared or have been accepted for publication *in extenso* elsewhere prior to publication by the Society without sanction from the Journals Committee. The policy of the Society is to hold the copyright for all original articles that appear in its publications and authors must provide a completed copyright form prior to an article's publication (available to be downloaded at www.sdc.org.uk/publications/copyright.htm).

Administration procedure

Manuscripts for publication in *Coloration Technology* must be prepared using a word processor and preferably submitted via email (editorial@sd.org.uk) or on disk. Submissions made by email do not require a hard copy of the manuscript to be posted separately. An email acknowledging receipt will be sent from the editorial office and henceforth all communication with authors will be via email as far as possible. Authors submitting their manuscript by post are asked to include email contact details.

All contributions will be peer-reviewed by at least two referees, with any differences of opinion being mediated by the journal's academic editor. Authors will be notified whether their manuscript has been accepted (possibly subject to certain revisions) or rejected on the basis of the referees' reports. If revision is required, a full revised manuscript should be provided in electronic form, including all tables and figures (all revised files should be clearly named/labelled so as to distinguish them from the original submission). A detailed note explaining how the manuscript has been amended in response to the referees' comments should also be included. Authors should note that any original documents submitted to the editorial office will not be returned unless explicitly requested.

Papers will be selected for inclusion in a particular issue of *Coloration Technology* sequentially in order of date of acceptance. A possible exception to this includes papers submitted for the accelerated publication procedure (APP). If authors wish their paper to be considered for APP they must provide a statement clarifying this and submit a manuscript according to specific guidelines. Full details of this procedure are available on the Society's website (www.sdc.org.uk/publications/app.htm).

Authors will receive a set of proofs via email in portable document format (PDF). A copy of the proof should be printed out, checked carefully and any corrections clearly marked. Details of any corrections and answers to the queries from the editor should be included on a separate sheet and faxed/emailed to the editorial office. Authors are

also requested to post a copy of the corrected proof to the editorial office for clarification. If reprints are required they must be ordered at this stage. Authors should note that, when it has been finalised, a PDF file of their article will be provided, free of charge, in the exact form that it will be published. Authors have permission to make multiple copies of this document for private use, but not for resale or web use, without further reference to the Society, provided the source of the article is included in all copies made.

Manuscript organisation

All papers must be submitted in English, of a sufficient standard to allow referees to form a considered judgement on the technical merit of the paper. Any need for excessive editing may result in rejection or a request for extensive revision by the author.

In view of the high costs of publication, authors should be as concise as possible, e.g. if an experimental procedure has already been published, a literature reference to that article is usually sufficient. Despite this need for conciseness it is essential that sufficient background and explanatory detail be included to enable the non-expert or the uninitiated to read the paper with interest and understanding. To attempt to do this by the use of literature references alone may not always be satisfactory if the techniques involved are not widely known.

A summary (up to 150 words) should be inserted at the beginning of the paper and be sufficiently detailed to give the reader a broad indication of the field covered and the results obtained. An introductory section describing the aims of the investigation and the method of approach are desirable, and should be followed by the experimental results, their discussion and a summary of the conclusions drawn. In all papers, but in particular those describing theoretical studies, it is desirable that the aims and objectives of the work and any conclusions drawn should be stated as clearly as possible in terms of practical coloration.

References should be cited at a relevant position in the text and should be numbered consecutively using arabic numerals within square brackets. A full list of references should appear at the end of the paper with each reference numbered (followed by a full stop) on a new line. References to journal articles should include a list of all the authors, the journal title abbreviation [as defined in the Chemical Abstracts Service Source Index (CASSI) (if authors are unsure of the correct abbreviation, the full journal title should be provided)], volume number in bold, year of publication in parentheses and page number, e.g. 1. A B Smith and F Bloggs, *Color. Technol.*, **118** (2002) 17. Issue numbers or actual dates of publications are needed only if each issue is numbered from page one. A full list of authors should also be provided for books, followed by the title, names of editors (if appropriate), edition, location

of publisher, publisher's name and year of publication (all in parentheses) and page number.

Acknowledgements should be kept brief and inserted immediately above the list of references.

Tables, figures, schemes and structures

Tables should be numbered consecutively and should be cited at a relevant position in the text. This is also the case for figures, schemes and chemical structures. In a complex reaction scheme, chemical structures should be numbered serially (**1**, **2**, etc.) following the reaction sequence. The number of illustrations should be kept as low as possible and the results should be presented in the form of tables or graphs, not both. Diagrams illustrating well known apparatus, techniques or results should not be included. If illustrations are not discussed adequately in the text, they may be removed at the editing stage. Captions should be provided for all tables and figures and these should be listed together following the references. Please ensure all tables and illustrations are each saved as a separate file and not embedded in the Microsoft Word document.

In a series of figures containing graphs of similar types consistent use of symbols will help the reader. Figures should be prepared for single column (84 mm) or double column (175 mm). All artwork should be submitted at its final size so that reduction is not required. However if this is not possible the author should ensure that the thickness of, and separation between, lines and the size of experimental points are adequate for a reduction in the size of drawings. Illustrations should be enclosed in a bounding box of 0.5 pt line thickness with short lines (1.5 mm in length) indicating the axes scales positioned on the inside of the box. If a figure is unavailable in electronic form, the best quality originals should be supplied. For photographs, good quality original prints should be provided. Photographs produced on a laser printer or digitally produced will not give the best results.

Owing to the high cost of reproducing illustrations, it may be necessary to pass on to authors charges incurred for large numbers of illustrations, or when diagrams do not conform to the specifications given or when they are more than usually complex. If this proves necessary, authors will be notified beforehand. Due to the high cost, colour illustrations will not be published unless scientifically necessary to the understanding of the paper.

Authors are asked to consult the detailed guidelines for the preparation of illustrations which outlines the preferred file formats and settings.

Electronic files required on submission

Authors must send electronic versions of their papers, either by email or on disk. We prefer text files in Microsoft Word (for Windows or Macintosh) format. Other formats are acceptable, but please also enclose an ASCII version of your files if you use any format other than MS Word. Please note that figures must not be embedded into Word documents but should be provided in the preferred graphic format (see below).

The following files are a basic requirement.

- A Microsoft Word document containing the title, a full list of authors and their addresses (affiliations should be made with superscript italics of the form, *a*, *b*, *c*, etc.; the author who is to receive correspondence may be identified with an asterisk; email addresses may also be included). This should be followed by the summary, the main body of text, acknowledgements and references. Any captions for tables and figures should be included on a separate page at the end of the manuscript.
- Each table should be saved as a separate Word document in a simple tabular form. The use of the table-constructing functions of the Word processing software should be avoided as all formatting is lost in the production process. Instead, columns should be separated by one default tab position and rows by one carriage return.
- Illustrations should be saved embedded in a Word document and should also be provided separately, one file for each illustration in graphic formats: EPS or TIFF (≥ 300 dpi for photographs; ≥ 600 dpi for line drawings). If compression is necessary on TIFF files please note that the only compatible method is LZW. If these graphic formats are not readily available, the raw data points can be provided for in-house production of preferred graphics. Chemical structures and reaction schemes should be saved separately, one file for each structure or scheme, as ChemDraw files (*.cdx) or Windows Metafile (*.wmf). Fonts used should, if possible, be restricted to Adobe Helvetica, Arial and Symbol.

All files should be combined (the article itself, tables and any graphic files) into a single archive using a compression or archiving program [WinZip (PC) preferred]. This should then be emailed to editorial@sd.c.org.uk.