

---

# MANUSCRIPT STYLE GUIDE

## *The Chemist*

**The Chemist** is the official publication of The American Institute of Chemists (AIC). *The Chemist* is published quarterly with peer-reviewed articles plus reviews and briefs on all topics related to chemistry. We accept submissions from all fields of chemistry. *The Chemist* will not consider any paper or part of a paper that has been published or is under consideration for publication anywhere else. The editorial office of *The Chemist* is located at:

Editor – *The Chemist*  
The American Institute of Chemists, Inc.  
315 Chestnut Street  
Philadelphia, PA 19106-2702

### Categories of Submissions

**Research Papers** (up to ~5000 words) which are original will only be accepted. Research Papers are peer-reviewed and include an abstract, an introduction, up to 5 figures or tables, sections with brief subheadings and a maximum of approximately 30 references.

**Reports** (up to ~3000 words) present new research results of broad interest to the chemistry community. Reports are peer-reviewed and include an abstract, an introductory paragraph, up to 3 figures or tables, and a maximum of approximately 15 references.

**Brief Reports** (up to ~1500 words) are short papers that are peer-reviewed and present novel techniques or results of interest to the chemistry community.

**Review Articles** (up to ~6000 words) describe new or existing areas of interest to the chemistry community. Review Articles are peer-reviewed and include an abstract, an introduction which outlines the main point, brief subheadings for each section and up to 80 references.

**Letters** (up to ~500 words) discuss material published in *The Chemist* in the last 8 months or issues of general interest to the chemistry community.

**Book Reviews** (up to ~ 500 words) will be accepted.

### Manuscript Preparation

#### **Research Papers, Reports, Brief Reports and Review Articles**

**The first page** should contain the title, authors and their respective institutions/affiliations and the corresponding author. The general area of chemistry the article represents should also be indicated, i.e. General Chemistry, Organic Chemistry, Physical Chemistry, Chemical Education, etc.

**Titles** should be 55 characters or less for Research Papers, Reports, and Brief Reports. Review articles should have a title of up to 80 characters.

**Abstracts** explain to the reader why the research was conducted and why it is important to the field. The abstract should be 200 words or less and convey the main point of the paper along with an outline of the results and conclusions.

**Text** should start with a brief introduction highlighting the papers significance and should be understood to readers of all chemistry disciplines. All symbols, abbreviations, and acronyms should be defined the first time they are used. All tables and figures should be cited in numerical order.

**References and notes** should be numbered in the order in which they are cited, starting with the text and then through the table and figure legends. Each reference should have a unique number and any references to unpublished data should be given a number in the text and referred to in the references. References should follow the standards presented in the AIC Guideline for References available on the AIC website or from the AIC National Office.

### Names

The names and initials of all authors should always be given in the reference and must not be replaced by the phrase *et al.* This does not preclude one from referring to them by the first author, et al in the text.

---

**Tables** should be included at the end of the references and should not duplicate the text. Tables should be completely understandable without reading the text. Every table should have a title. Each table should be on a separate page.

**Figure legends** should be in numerical order as they appear in the text. Legends should be limited to 250 words.

### Letters and Book Reviews

**Letters and Book Reviews** should be clearly indicated as such when being submitted. They are not peer-reviewed and are published as submitted.

### Reference Style Guidelines

References should be cited as superscript numbers at the appropriate place in the manuscript. The reference numbers should be cited in the correct order through the text (including those in tables and figure captions, numbered according to where the table or figure is designated to appear). The references themselves are given at the end of the final printed text along with any Notes. Journal abbreviations should be consistent with those presented in Chemical Abstracts Service Source Index (CASSI) (<http://www.cas.org>) guide available at most academic libraries.

### Journals

The general format for citations should be in the order: **author(s), journal, year, volume, page**. Page number ranges are preferred over single values, but either format is acceptable. Where page numbers are not yet known, articles may be cited by DOI (Digital Object Identifier).

For example:

Booth DE, Isenhour TL. *The Chemist*, 2000, 77(6), 7-14.

### Books

For example:

Turner GK in *Bioluminescence and Chemiluminescence: Instruments and Applications*, ed. Knox Van Dyke, CRC Press, Boca Raton, 1985, vol 1, ch. 3, pp 43-78.

### Patents

Patents should be indicated in the following form:

McCapra F, Tutt D, Topping RM, UK Patent Number 1 461 877, 1973.

### Reports and bulletins, etc.

For example:

Smith AB, Jones CD, "Environmental Impact Report for the US", final report to the National Science Foundation on Grant AAA-999999, Any University, Philadelphia, PA, 2006.

### Material presented at meetings

For example:

Smith AB. Presented at the Pittsburgh Conference, Atlantic City, NJ, March 1983, paper 101.

### Theses

For example:

Jones AB, Ph.D. Thesis, Columbia University, 2004.

### Reference to unpublished material

For material presented at a meeting, congress or before a Society, *etc.*, but not published, the following form should be used:

Jones AB, presented in part at the 20th American Institute of Chemists National Meeting, Philadelphia, PA, June, 2004.

For material accepted for publication, but not yet published, the following form should be used:

Smith AB. *Anal. Chem.*, in press

For material submitted for publication but not yet accepted the following form should be used:

Jones AB, *Anal. Chem.* submitted for publication.

For personal communications the following should be used:

Smith AB, personal communication.

If material is to be published but has not yet been submitted the following form should be used:

Smith AB, unpublished work.

Reference to unpublished work should not be made without the permission of those by whom the work was performed.

### Manuscript Selection

The submission and review process is completely electronic. Submitted papers are assigned by the Editors, when appropriate, to at

---

least two external reviewers anonymously. Reviewers will have approximately 10 days to submit their comments. In selected situations the review process can be expedited. Selected papers will be edited for clarity, accuracy, or to shorten, if necessary. The Editors-in-Chief will have final say over the acceptance of submissions. Most papers are published in the next issue after acceptance.

Proofs will be sent to the corresponding author for review and approval. Authors will be charged for excessive alterations at the discretion of the Editors-in-Chief.

### Conditions of Acceptance

When a paper is accepted by *The Chemist* for publication, it is understood that:

- Any reasonable request for materials to verify the conclusions or experiments will be honored.
- Authors retain copyright but agree to allow *The Chemist* to exclusive license to publish the submission in print or online.
- Authors agree to disclose all affiliations, funding sources, and financial or management relationships that could be perceived as potential conflicts of interest or biases.
- The submission will remain a privileged document and will not be released to the public or press before publication.
- The authors certify that all information described in their submission is original research reported for the first time within the submission and that the data and conclusions reported are correct and ethically obtained.
- The Chemist, the referees, and the AIC bear no responsibility for accuracy or validity of the submission.

### Authorship

By submitting a manuscript, the corresponding author accepts the responsibility that all authors have agreed to be listed and have seen and approved of all aspects of the manuscript including its submission to *The Chemist*.

### Submissions

Authors are required to submit their manuscripts and letters or reviews electronically. They can

be submitted via email at [publications@theaic.org](mailto:publications@theaic.org) with "Submission for consideration in *The Chemist*" in the subject line. Submissions may also be sent via surface mail on 3 1/2" computer floppy disks. All submissions should be in Microsoft® Word, WordPerfect or RTF format.

**For further information** or if you can any questions please contact the Publisher of *The Chemist* at (215) 873-8224 or via email at [publications@theaic.org](mailto:publications@theaic.org).

The Editors,  
The Chemist  
The American Institute of Chemists, Inc.  
Website: <http://www.theaic.org/>

Email: [publications@theaic.org](mailto:publications@theaic.org)

Phone: 215-873-8224