

Checklist

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Format

- Make sure* to use the MS Word template named “**jppman_###.dotx**”. Help with use of the template is given on the [JPP website at \[http://jpp.fontismedia.com/jpp/index_guide.php\]\(http://jpp.fontismedia.com/jpp/index_guide.php\)](http://jpp.fontismedia.com/jpp/index_guide.php)
- Order of the text.* Title, author(s), dedication (if any), address(es), abstract, keywords, correspondence, introduction, results and discussion, experimental, conclusion, acknowledgments, references, figures and schemes captions, table(s), graphical material.
- Verify* that all tables and graphics are explicitly mentioned in the text of the article.
- Use only one space between sentences/words (never double spaces); no space between a number and % (for example: 30%); one non-breaking space between a number and °C (for example: 15 °C); one space before and after “+, -, × (not x), ≈, ≤, ≥, ≠, ÷, ± (...)
- Use one dot between units if there are several (for example: 50 M⁻¹.cm⁻¹, not M⁻¹cm⁻¹, M⁻¹.cm⁻¹ **nor** mol l⁻¹ cm⁻¹); but no dot in “mp”, “bp” or “rt”.
- Quantities, Units, Abbreviations, Nomenclature.* Refer only to the ACS Style Guide, 2nd Edition. Greek symbols may be used. Abbreviations are not acceptable in the abstract and should be defined the first time they are used within the text.

Experimental data

- Please use the following format: ¹H NMR (...): ^τ, ppm ..., IR (...): ν , cm⁻¹ ..., UV-vis (...): λ , nm ..., MS (...): *m/z* ...
For example: “Yield 2.18 g (57%), mp 157 °C (decomposed). Anal. calcd. for C₈₄H₉₄N₁₂O₂₀: C, 63.38; H, 5.95; N, 10.56%. Found: C, 63.73; H, 5.97; N, 10.23. UV-vis (CHCl₃): λ_{max} , nm (log Σ) 424 (5.54), 518 (4.27), 552 (3.73), 592 (3.77), 650 (3.33). ¹H NMR (400 MHz; CDCl₃; Me₄Si): ^τ_H, ppm -2.73 (2H, s, pyrrole-NH), 0.68 (24H, t, -CH₂-CH₃), 2.77 (16H, s, -N-CH₂-COOEt), 2.92 (8H, s, -N-CH₂-CONH-), 3.32 (16H, q, -CH₂-CH₃), 7.45 (4H, t, Ph), 7.69 (4H, d, Ph), 7.79 (4H, t, Ph), 8.45 (4H, d, Ph), 8.80 (8H, s, pyrrole-H), 9.25 (4H, s, -CONH-). MS (FAB): *m/z* 1367 (calcd. for [M + H]⁺ 1367).”

References

- Verify* that ALL references are cited sequentially in the text, cited by numbers in square brackets (placed before the punctuation), **not** superscripts. For example: [1, 2] or [1-3].
- References should be listed at the end of the article. *Verify* that there is no duplication in the list.
- Verify* that journals are cited in the following way: author surnames and initials (no dot after initial), insert “and” between the last two authors (with no comma), dot, journal name (italicized and abbreviated in accordance with the ACS Style Guide, there should be no commas within or after the journal name), year of publication, semi-colon, volume number (in boldface), colon, page range, full stop.

For example:

10. Knowles JK and Reissner E. *J. Math. Phys.* 1958; **37**: 269-275.

11. Bird RB, Armstrong RC and Hassanger O. *Dynamics of Polymeric Liquids, Fluid Mechanics* (2nd edn), vol. 1. John Wiley: New York, 1987; 142-150.

Tables and Graphical material

- Tables* should be prepared as **MS Word tables using Times 9 pt font and ½ point line width** (and not be created as graphics) and included **at the end of the document** (after the references), with one table per page. Indicate where they should be embedded in the text using the format <Table #>.
- Tables* should be numbered using Arabic numerals (1, 2, 3, *etc.*) with title above the table body and footnotes (^{a,b,c}) below it.
- Equations* (if any) should be prepared using MS Word's "Insert/Equation" menu or MathType and embedded in the text with a label "(#)" at the right margin giving the equation number.
- All *graphics* (figures, schemes or charts) should be BOTH included in the MS Word Manuscript file **at the end of document** (after the references), with one graphic per page, **and** supplied as **separate files**. Indicate where they should be embedded in the text using the format <Fig. #>, <Scheme #>, *etc.*
- Each *graphic* will be printed in black and white unless otherwise instructed. They should be prepared and submitted in their desired final size for a single (78 mm) or double column (170 mm) format, single column being preferred, and saved as **EPS, TIFF or ChemDraw™ files at a resolution of at least 600 dots per inch**.
- Graphics* should be prepared on white background, and units and symbols should be consistent between the figures and the text. Characters should be large enough to remain legible after a possible reduction of 70%. The typeface Helvetica or Arial should preferably be used for text in the figures. If possible, it is recommended that ChemDraw™ is used.
- Inserted graphics* should be 'in-line' with the text: this maintains the graphic's initial position in the document. Verification can be made by clicking and selecting the inserted graphic then going to PICTURE FORMAT > WRAP TEXT > IN LINE WITH TEXT
- Axis* labels should be separated from their units by a **comma**, for example; "Wavelength, nm" (**not** "Wavelength/nm"). *Axis* labels and other insertions in diagrams should be of the same font size.
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Crystallographic data

- Prior to submitting the article to the journal editor, authors who wish to append comprehensive crystallographic data to their papers, must send their data (as a CIF file) to the Cambridge Crystallographic Data Centre (CCDC). The data will be assigned a deposition number, which **should be included in the Supporting Information section** (after Acknowledgements).

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- Cover letter/response clearly outlining any changes made in reply to suggestions from the reviewers
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- Full manuscript** file (and any supplementary material file) -- **both** as a MS Word **and** PDF file (template "**jppman_###.dotx dot**" available on [JPP website](#)) including **tables and equations**
- Graphics*** files -- included in the manuscript **and** supplied individually as separate files (as EPS, TIFF or ChemDraw™ files with a resolution of **at least 600 dpi**)
- Completed and signed **Copyright Transfer Form** file (available at http://jpp.fontismedia.com/jpp/index_guide.php)
- This completed **Checklist**

* figures, charts, schemes, structures ... as well as the graphical abstract figure/scheme.