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Stare Jabłonki, May 30-June 3, 1998

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INSTRUCTION TO CONTRIBUTORS

1. General Information

The Polish Journal of Chemistry is published by the Polish Chemical Society. Contributions from all fields of pure chemistry are invited. The Journal appears monthly and publishes:

Review articles, original papers, communications, and book reviews. Contributions are published in English. Authors need not to be members of the Polish Chemical Society.

Submission of a manuscript to the Journal implies that the work reported therein has not received prior publication and is not under consideration for publication elsewhere.

2. Type of Contributions

2.1 Review Articles

These are specially commissioned critical reports reviewing research results of top importance. The presentation should be at high level, not elementary. However, all articles must be comprehensive in the treatment of their subject matter, as defined by the title.

Review articles are solicited in one of two ways: (a) by the Editors, and (b) by potential Authors who contact the Editors.

In both cases manuscripts will be reviewed by the Editors and expert referees before final acceptance.

2.2 Original Papers

These should describe original research in all fields of pure chemistry. Manuscripts should be kept to minimum length, preferably not exceeding 16 pages of the text (A4 format, double spacing). They should be divided into sections: Introduction, Experimental, Results and Discussion. Authors must include a short abstract of approximately 100 words.

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Communications are short notes, which describe preliminary or complete results of experimental or theoretical studies of exceptional significance and interest. They must be limited to 1,000 words. Contributions which do not meet these requirements will not be accepted for publication. Since no abstract is published in this case, a communication should begin with a short explanation of the problem reported, why the investigation was undertaken, and what findings have been made.

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These are written on invitation of the Editors. Publishers should send their books directly to the Editorial Office. Suggestions for books to be reviewed and for reviewers are welcome. Unsolicited books will not be returned.

3. Polish Journal of Chemistry Conventions

3.1 Refereeing Process

All papers are submitted to Referees who advice the Editor on the matter of acceptance. Authors must accept full responsibility for the factual accuracy of their data and their views. Referees names are not disclosed, but their remarks are forwarded by the Editors to the Authors for consideration.

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The attention of contributors is directed particularly to the requirement that all nomenclature should conform with current American usage. In so far as possible, Authors should use systematic names similar to those used by Chemical Abstracts Service or IUPAC. *Chemical Abstracts* nomenclature rules are contained in Appendix IV of the current *Chemical Abstracts Index Guide*. A list of ring system, including names and numbering systems, is found in the *Ring Systems Handbook*, American Chemical Society: Columbus, OH, 1988. For IUPAC rules, see *Nomenclature of Inorganic Chemistry, Definitive Rules, 1970*; Butterworths: London 1971; *Nomenclature of Organic Chemistry*, Sect. A-F and H; Pergamon Press: Elmsford, NY, 1979. Another important reference is *Biochemical Nomenclature and Related Documents*; The Biochemical Society: London, 1978. Metric units (SI) should be used for all quantities of length, area, and volume.

3.3 Reprints

25 reprints are provided free for each published submission. Additional reprints may be ordered, being paid by the authors. Such an order should be submitted not later than within the return of the galley proofs to the Editors.

3.4 X-ray Crystallographic Data

Two kinds of papers are published: Short and Full Structural Papers. Authors of Short Structural Papers should follow the general layout adopted in *Acta Crystallographica, Section C*. Reports on the new non-conventional problems resulting from the crystal structure analysis may be published as Full Structural Paper. The authors are asked to include a copy of the final output of the refinement procedure, which will help the Referees to evaluate the quality of the paper.

The recommendations of the Commission on Crystallographic Data of the International Union of Crystallography [*Acta Cryst.*, **12**, 445 (1967)] should be followed in reporting X-ray structure analyses. Tables of F_o and F_c data should be submitted, but will as a rule not be published. Complete description of type of an instrument, type of scan, etc. should be given, preferably in a tabular form together with information on unit cell dimension, molecular weight, density, radiation used, final R factors, residual minima, etc. If the structure was refined anisotropically, ORTEP-type drawings are strongly recommended. Illustration of packing should be prepared carefully and with the non-crystallographer in mind. X-ray powder diffraction data should contain details of the experimental procedure and of the apparatus used. A listing of the d-spacing (indexed or not) is welcome.

3.5 Characterization of New Compounds

All new compounds should be fully characterized with relevant spectroscopic data. Microanalyses should be included whenever possible. Under appropriate circumstances, high resolution mass spectra may serve instead of microanalyses, if accompanied by suitable NMR criteria for sample homogeneity.

3.6 Hazardous Compounds

Authors are encouraged to draw attention to hazards by adding the word CAUTION followed by brief descriptive phrase and literature reference if appropriate.

4. Manuscript Preparation

4.1 Mailing of Manuscripts

Two copies of the manuscript should be submitted directly to the Editor-in-Chief in Warsaw. Manuscripts should be typewritten (or reproduced on a high-quality printer) **double spaced**, preferably on A4 paper on one side only. All pages of the manuscript should be numbered consecutively, including references and notes, figure captions, and tables, which should be grouped in the sequence following the text. The original manuscript should include the original graphs, drawings of apparatus, and structural formulas; these should be placed at the end, but authors should indicate in the typescript where they are to be inserted. One e-mail address can be added after the mailing addresses of the authors, with the indication to whom it concerns.

4.2 Figures and Graphs

All figures should be numbered with arabic numerals, have descriptive captions, and be mentioned in the text. An approximate position for each figure should be indicated in the margin. A list of figure captions should be typed on a separate sheet.

All figures submitted, including chemical schemes, must be of a high standard for direct reproduction, not exceeding the maximum size of 20x30 cm². Figures should be glossy prints of high quality or prepared in black Indian ink on drawing or tracing paper, preferably in a double size. Letters and symbols should be drawn so that the smallest one will be not less 2 and 1 mm tall, respectively, after reduction. Graph should be framed and trimmed at right angles. Lines should be bold.

4.3 References

These should be placed at the end of manuscripts and be numbered consecutively. Subdivisions such as 3a, 3b must be avoided. When more than one reference per number is given, please type each reference on a new line. It is requested that the references be checked carefully before the manuscript is submitted. Journal abbreviations should be in accord with Chemical Abstracts practice. Provide the names of all Authors in the list of references. If a reference is to a patent or a less easily available journal, the Chemical Abstracts reference should be given in addition to the original citation. Notes referring to the title, authors or text should be numbered consecutively with the references throughout the manuscript.

Example of References:

1. Reeves L. W. and Schneider W. G., *Can. J. Chem.*, **35**, 251 (1957).
2. Seidell A., *Solubilities of Organic Compounds*, New York 1941, vol. 2, p. 15.
3. Solomon W., *Chemistry of the Alkaloids*, Ed. S. W. Pelletier, New York-London 1970, p. 324.
4. Hills G. J. and Peter L. M., *J. Electroanal. Chem.*, **50**, 187 (1974);
Górski W. and Lipkowski J., *ibid.*, **123**, 157 (1981).
5. *International Critical Tables V*, New York-London 1929, p. 133.
6. Moroz A., *Doctoral Thesis*, Institute of Physical Chemistry, Polish Academy of Sciences, Warszawa 1982.
7. Bellinger F. J., Bewley T., Hall R. H., Jacobs D. J. H. and Stern E. S., *Brit. Pat.* 713833; *Chem. Abs.*, **50**, 6501f (1956).

4.4 Abbreviations and Symbols

Common abbreviations such as Me, Et, Ph, THF, DMF, and formulas such as MeOH, HCl may be used in the experimental section, tables and schemes, but should not be used

in the main text. Note also the following abbreviations: NMR, IR, UV, MS, GC, HPLC, TLC, b.p., m.p., equiv, ml, h, min. Less common abbreviations must be explained when they first appear.

4.5 Mathematics

Where possible, mathematical equations should be typewritten, with subscripts and superscripts clearly shown. It is helpful for the printer to identify unusual or ambiguous symbol in the margin when they first occur. To simplify typesetting, please, use fractional exponents instead of root signs, and use the solidus (/) in simple fractions. Equations referred to in the text should be numbered consecutively at the right hand margin with arabic numerals in parentheses.

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Number tables consecutively with roman numerals and give each a clear descriptive caption. Table footnotes should be typed below the table and designated by superior lower-case italic letters. Tables should be typed on separate sheets. The approximate position of each table should be indicated in the margin.

4.7 Analytical Results:

These should be reported in the manner illustrated bellow:

Anal. Calcd. for $C_{26}H_{41}NO_{12}S$: C, 52.8; H, 7.0; N, 2.4. Found: C, 52.5; H, 7.0; N, 2.4.

4.8 Spectra

Spectral data should be reported, if possible, in numerical form. Wherever spectra must be reproduced, it is preferable to provide a tracing of the most significant portion of the spectrum, with suitably labelled axes rather than to supply the whole spectrum. Bear in mind that spectra will be reduced to fit to the page dimensions and fine structure will thereby in large be lost.

4.9 Galley Proofs

Galley Proofs will be sent to the Authors for correction together with an annotated copy of the manuscript. It is requested that Authors read their proofs and return them to the Editor within 48 hours of receipt. It is stressed that the Author alone is responsible for the correction of the proofs and so a very careful reading is necessary. Authors should be aware that the copy-edited manuscript is regarded as definitive: it should be returned to the Editor together with the corrected set of proofs.

Changes from the original manuscript may be charged to the Author as well as the costs of additional proofs.

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Submission of contributions in a machine readable form manuscripts, prepared using word processors and graphic software is encouraged. The presently preferred way of avoiding problems is as follows:

Do not send a floppy-disc for reviewing; please, submit a printout, but the final floppy-disc form (IBM-PC format) containing text and graph files (TIFF, PCX and EPS formats preferred) submit after all necessary changes are made. Floppy-discs will be returned to Authors.

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