

# Notice to Authors of Papers

(Revised October 2008)

## I. General Policy

### 1. General Scope

The *Bulletin of the Chemical Society of Japan (BCSJ)* is devoted to the publication of scientific research papers in the fields of Theoretical and Physical Chemistry, Analytical and Inorganic Chemistry, Organic and Biological Chemistry, and Applied and Materials Chemistry. Three kinds of papers are published: Accounts, Articles, and Short Articles. *BCSJ* appears not only in print but also online in advance (<http://www.csj.jp/journals/bcsj/>): The on-line service provides a 2–7 day advantage in the release date of papers compared to the printed version. Authors who submit papers should bear this in mind.

A manuscript submitted to *BCSJ* for publication should be original. It should not have been previously published and should not be under consideration for publication elsewhere. The Chemical Society of Japan (CSJ) does not accept any substitution of the submitted manuscripts.

Authors must inform the Editor-in-Chief of papers in print, submitted, or to be submitted soon that have content relevant to those of the paper being submitted to *BCSJ*.

### 2. Types of Papers

Among the three kinds of papers, Accounts and Articles consist of two types, each as follows.

#### 2-1(1). Accounts

Accounts are concise, objective reviews written by scientists active in an area of current interest. The contents of the review may be largely from the author's own laboratory. However, contributions by other workers should be mentioned so that the review will be in perspective. Most reviews are written by invitation of the Editor-in-Chief, but unsolicited manuscripts are also considered.

#### 2-1(2). Award Accounts

Recipients of specific awards administered by the CSJ are requested to contribute Award Accounts to *BCSJ* based on their outstanding accomplishments: They include The CSJ Award, The CSJ Award for Creative Work, The CSJ Award for Young Chemists, The CSJ Award for Technical Development, and The CSJ Award Young Chemists in Technical Development.

#### 2-2(1). Articles

Articles are original research papers describing meaningful studies that are complete. However, Articles may contain results already published in journals for rapid publication such as *Chemistry Letters*.

#### 2-2(2). BCSJ Award Article

The BCSJ Award is given to the most outstanding article among those that appear in each issue through selection by the Editorial Board. The paper appears as the "BCSJ Award Article," together with a picture on the cover of the issue. Those nominated and given a high rating, but not awarded, will be featured as "Selected Papers" for their notable scientific interest.

### 2-3. Short Articles

Short Articles are short, but complete as papers, with scientifically valuable results. Short Articles must be no longer than three pages when printed. Authors are recommended to use the provided template to prepare their manuscripts ([http://www.csj.jp/journals/bcsj/esub/sa\\_template.doc](http://www.csj.jp/journals/bcsj/esub/sa_template.doc)) to estimate the length of papers.

**Note for Advance Announcement:** The titles and authors of Award Accounts, Accounts, BCSJ Award Article, and Selected Papers will be announced one month in advance of publication as "Highlights in the next issue." The authors will receive a notification e-mail from the Editorial Board once the selection has been made. Please contact the Editorial Office ([bulleo@chemistry.or.jp](mailto:bulleo@chemistry.or.jp)) if this advance announcement causes any inconvenience to authors for any reason such as patent activities.

## 3. Authors' Responsibility and Copyright

### 3-1. Authors' Responsibility

The authors bear full responsibility for the scientific content of their papers. It is the responsibility of the authors, not the CSJ, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it. If the authors use charts, photographs, or other graphics from previously printed materials, they should be responsible for obtaining written permission from the publisher to use the materials in their manuscript.

### 3-2. Copyright

The copyright of papers accepted for publication in *BCSJ* belongs to the CSJ. A completed CSJ Copyright Transfer Form should accompany any original manuscript when it is first submitted to *BCSJ*. The Copyright Transfer Form can be found at the end of this notice and on the website (<http://www.csj.jp/journals/bcsj/bcsj-style.file/copyrig.pdf>). Authors themselves may copy, translate, or modify their own manuscripts. In such cases, authors should report the fact to the CSJ, using the Copyright Permission Form (<http://www.csj.jp/news/tensai-e.html>), and the original manuscript should be clearly cited in the publications.

#### **4. Submission of Manuscripts**

Authors are encouraged to submit manuscripts electronically in PDF form using the electronic submission system (<http://www.csj.jp/journals/bcsj/esub/>). Electronic submission of manuscripts reduces the editorial processing and reviewing time. However, hardcopy submissions are also acceptable. The Editorial Office will send an acknowledgement of receipt together with the assigned manuscript number by e-mail to the corresponding author. Authors should contact the office if they have not received any notification within a reasonable time. For details, see **Section II. Preparation and Submission of Manuscript**.

#### **5. Refereeing and Revision**

**5-1.** All manuscripts submitted to *BCSJ* are reviewed by referees and an Associate Editor. Authors are encouraged to suggest referees for their work. The Associate Editor will make the decision to accept or reject a manuscript. Section Editors and the Editor-in-Chief reserve the right to change the decision made by the Associate Editor.

**5-2.** The Editor may ask that a manuscript be revised. The revised manuscript should be resubmitted within three months after receiving notification. The revised manuscript must be accompanied by a cover letter that clearly indicates what changes have been made in accordance with the Editor's and referees' recommendations. If the revised manuscript is not submitted within three months, the manuscript will be regarded as having been withdrawn.

**5-3.** Upon acceptance, authors should submit their final revised manuscript in a hardcopy and its electronic files, regardless of electronic or hardcopy submission, to the Editorial Office for preparation of page proofs. The PDF files first submitted for review are not acceptable at this stage of the production procedure.

#### **6. Proofs**

Authors receive page proofs, which must be returned within two days. Corrections are restricted to instances in which the proofs differ from the final manuscript. The contents of page proofs should not be altered without permission from the Editor. If the proof is not returned in time, the proofreading done at the Editorial Office will be taken to be final.

#### **7. PDF File and Reprints**

Authors are requested to order a PDF file in order to cover a part of the publication cost. Reprints are also available in quantities of 50 copies. Instructions for payment are sent to the corresponding author together with the proofs. The payment is required, but is not a condition for publication, because papers are accepted or rejected on the basis of scientific merit only. Authors may request a waiver of the payment due to the shortage of research funds.

#### **8. Corrections**

Serious errors appearing in *BCSJ* should be notified to the Editor as soon as possible. Corrections may be published in the forthcoming issue.

## **II. Preparation and Submission of Manuscript**

### **II-1. Language**

The language of the *BCSJ* is English only. Authors from non-native-English countries are kindly requested to have the English of their manuscript checked and improved by a native-English scientist before submission. If authors need information, please contact the Editorial Staff ([bulleo@chemistry.or.jp](mailto:bulleo@chemistry.or.jp)), who will provide a list of people who can correct and improve the English.

### **II-2. Submission Procedures**

#### **1. Electronic Submission**

Electronic submission is highly recommended. The following files should be provided at the initial submission.

- (1) A single PDF file of the manuscript containing the text, figure legends, tables, figures, and Graphical Abstract, and page-numbered in this order consecutively
- (2) Supporting Information
- (3) A PDF file of any papers relevant to the manuscript that are in press or have been submitted
- (4) A signed Copyright Transfer Form. Note that an e-mailed or a faxed Copyright Transfer Form is not acceptable

More detailed directions and an overview of the electronic submission process are available at <http://www.csj.jp/journals/bcsj/>.

**Note:** The below-mentioned characters are not permitted for naming files. (1) Double-byte characters, (2) % [ ] ' " & ¥ \$ @ \* / , (3) blank spaces. If files contain these characters, they will not be transferred correctly. The file name should end with an extension.

## 2. Hardcopy Submission

Hardcopy submission is also acceptable. The following package of materials should be sent to the Editor-in-Chief.

Editor-in-Chief, Bulletin of the Chemical Society of Japan,  
The Chemical Society of Japan, 1-5 Kanda-Surugadai, Chiyoda-ku,  
Tokyo 101-8307, Japan

- (1) All manuscripts are assigned to one of the following four sections for appropriate handling by four Section Editors: Theoretical and Physical Chemistry, Analytical and Inorganic Chemistry, Organic and Biological Chemistry, or Applied and Materials Chemistry. The corresponding author is asked to select the *preferred section* and indicate it in the cover letter.
- (2) Four copies of the manuscript containing the text, figure legends, tables, figures, and Graphical Abstract, and page-numbered in this order consecutively.
- (3) Four copies of Supporting Information.
- (4) Four copies of any papers relevant to the manuscript that are in press or have been submitted.
- (5) A cover letter that clearly indicates the manuscript's type, title, authors' names, preferred research field, corresponding author's name/title and full mailing address (including phone and fax numbers, e-mail address).
- (6) A signed Copyright Transfer Form.

The Copyright Transfer Form can be found at the end of this notice and on the website (<http://www.csj.jp/journals/bcsj/>).

## 3. Remarks

- (1) In order to avoid errors in handling manuscripts, do not send the same manuscript by electronic submission and hardcopy submission.
- (2) A *running title* of not more than 45 letters including spaces should be given only for Articles after being accepted.

## II-3. Manuscript Preparation

### 1. General Instructions

- (1) **Page format:** Manuscripts should be prepared as word processing documents on A4, or Letter size paper, leaving a liberal margin (2 cm) on all four sides. The manuscript should be typed double-spaced throughout (with a space of 24 points, that is, 6 mm, between lines), including references and tables. All figures and tables should be given on a separate page. Authors of Short Articles are recommended to use the provided template for estimation of the length (<http://www.csj.jp/journals/bcsj/esub/sa.template.doc>).
- (2) **Fonts:** Serif fonts such as Times, Times New Roman, and Symbol are recommended; point size should be 12. For electronic submission, Helvetica, Courier, Palatino, Avant Garde, Bookman, and Zapf Dingbats are also supported by Adobe and ensured to create proper PDF files. The use of any other fonts, especially such as Asian, Cyrillic, and Arabic fonts, must be avoided because files containing these fonts might cause technical problems when opened or printed for reviewing.
- (3) **Free Color Printing:** In order to enhance the quality of the journal, color figures that are scientifically necessary will be printed free of charge.

### 2. Specific Instructions

Authors are urged to arrange the subject matter in the following way.

- (1) The manuscript should start with the title of the paper, followed by the authors, and the names and addresses of the organizations. Asterisks may be used to designate the name(s) of the author(s) to whom correspondence should be addressed, and e-mail addresses should be given after the received date.
- (2) An informative *Synopsis* not exceeding 200 words (50 words for Short Articles) should follow. The synopsis must be written so that readers can understand the main points of the paper without reference to its tables or figures.
- (3) **Text** may contain subheadings such as Theoretical, Results, Discussion, and Experimental, but a subheading for the introduction is not needed. No subheadings are used in Short Articles except for

Experimental. *Acknowledgements* may be placed at the end of the text. *Availability of Supporting Information* may be mentioned before the References. *Dedications* and other notes should be indicated by a superscript, e.g., #, at the end of the title and placed at the beginning of the References section (see II-3. 6).

### 3. Graphical Abstracts

The contents list of *BCSJ* contains Graphical Abstracts. The Graphical Abstracts should consist of (1) the title of the paper, (2) author names in the order of the initials of the given name and the family name, (3) a summary not exceeding 40 words, and (4) a small diagram or other informative graphic (scheme, formula, figure, etc.) that shows the most striking feature of the paper in a pictorial form. The summary should be concise, but not a paraphrase of the title. The graphic should be clear enough for reproduction after being reduced in size. The area when printed will be  $4.6 \times 4.6$  cm or  $10.0 \times 2.5$  cm depending on which of these two formats is more suitable; the size of the diagram as well as the points of the typeface of any words in it should be selected with these sizes in mind. The whole item should fit in an area measuring  $17.5 \times 5.0$  cm with a title of the usual length and with all authors listed. If the summary is too long or the graphic is too large, the author may be asked to make the summary shorter or the graphic smaller. The use of color to enhance the value and quality of the graphic is encouraged. The graphic will be printed in color free of charge.

### 4. Nomenclature

Nomenclature should be clear, consistent, and unambiguous. It should conform as closely as possible to one of the following two nomenclature systems: the rules established by the International Union of Pure and Applied Chemistry (IUPAC), or the rules used in the Chemical Abstracts Index Guide. In any single manuscript, the authors should use only one system.

### 5. Symbols and Units

Symbols and units should conform as closely as possible to those of the System International (SI). In their use of symbols and units, authors should refer to "Quantities, Units, and Symbols in Physical Chemistry," Blackwell, Oxford (1988) or its Japanese translation published by Kodansha (1991).

### 6. References and Abbreviations

References to the literature and all footnotes, regardless of their type (except those in tables), should be numbered in one consecutive series. Journal abbreviations should conform to those used in Chemical Abstracts. Numerals for references should be given as follows: in previous papers.<sup>2,3,5-8</sup> The use of "ibid." and "idem" in references is not allowed. Each reference must be cited completely.

Some examples follow:

# Dedicated to Professor \*\* on the occasion of his 70th birthday.

1 T. Shintou, K. Fukumoto, T. Mukaiyama, *Bull. Chem. Soc. Jpn.* **2004**, 77, 1569.

2 R. A. Henderson, *J. Chem. Soc., Dalton Trans.* **1985**, 2067.

3 A. D. Petrov, V. M. Vdovin, *Izv. Akad. Nauk SSSR, Otd. Khim. Nauk* **1960**, 519; *Chem. Abstr.* **1960**, 54, 22325.

4 G. R. Fleming, *Chemical Applications of Ultrafast Spectroscopy*, Oxford University Press, New York, **1986**.

5 H. Ritter, *Desk Reference of Functional Polymers, Syntheses and Applications*, ed. by R. Arshady, American Chemical Society, Washington, **1997**, pp. 103-113.

6 H. F. Lockwood, U.S. Patent 3759835, **1965**; *Chem. Abstr.* **1970**, 73, 46241q.

Preferred forms for a few of the commonly used abbreviations are mp, bp, TLC, NMR, UV, and IR. Please refer to a recent issue for other examples of references and abbreviations.

### 7. Tables

Tables should be numbered consecutively with Arabic numerals and be placed after the References on separate pages. Each table should be designed to occupy fully a single column or the full width of a page with an appropriate title and standard abbreviations. All tables must be cited in the text, as Table 1; Tables 1, 2, and 3.

### 8. Figures

Figures should be numbered in series and cited in order in the text, as Figure 1; Figures 1, 2, 3, and 4. All captions should be typed in sequence on one or more separate sheets. In addition to the list of figure captions separate from the text, each figure with its respective caption should be placed on a separate page at the end of the manuscript and marked in the margin with the names of the authors. Standard abbreviations should be used

in figure captions. Subdividing of a figure into, for example, Figure 1a, 1b, etc., is allowed. However, all parts of any one figure should be placed on the same page. In such cases, a caption that applies to all parts of the figure must be provided.

Structures should be produced using a drawing package such as ChemDraw. Authors using ChemDraw are requested to use the following parameters:

- (1) Drawing settings:
  - chain angle 120°
  - bond spacing 18% of width
  - fixed length 14.4 pt (0.508 cm, 0.2 in.)
  - bold width 2.0 pt (0.071 cm, 0.0278 in.)
  - line width 0.6 pt (0.021 cm, 0.0084 in.)
  - margin width 1.6 pt (0.056 cm, 0.0222 in.)
  - hash spacing 2.5 pt (0.088 cm, 0.0347 in.)
- (2) Text settings:
  - font Arial/Helvetica
  - size 10 pt
- (3) Preferences
  - units points
  - tolerances 3 pixels
- (4) Page setup 100%

Artwork must fit one- or two-column format on the page. For efficient use of space, one-column format artwork is preferred.

	One-column	Two-column
(preferred)		
Minimum width		10.5 cm (4.13 in.)
Maximum width	8.25 cm (3.25 in.)	17.00 cm (6.69 in.)
Maximum depth	23.7 cm (9.33 in.)	23.7 cm (9.33 in.)

For best results, submit artwork in the actual size as it should appear in *BCSJ*. Original artwork that does not need to be reduced to fit one- or two-column format will yield the best quality. Lettering should be no smaller than 4.5 points (Helvetica or Arial type works well for lettering). Lines should be no thinner than 0.5 points. Lettering and lines should be of uniform density.

If the submitted artwork must be reduced, larger lettering and thicker lines should be used so that, when reduced, the artwork meets the above-mentioned criteria.

## 9. Formulas, Equations, and Numbers of Compounds

Empirical and structural formulas and mathematical and chemical equations should be arranged to fill the width of one- or two-column format. All mathematical equations must be numbered in either Arabic or Roman numerals. In the labeling of equations, the following format is used:

$$x + y = z \quad (1a)$$

$$3x + 3y = 4z \quad (1b)$$

Compounds should be numbered with Arabic numerals, as a rule. Letters such as a, b, and c may be used in addition to the numerals.

## 10. Analyses

New compounds should be characterized by spectroscopic evidence as well as by elemental analysis to an accuracy of within  $\pm 0.4\%$ . The data are described as in this example. Found: C, 47.69; H, 3.94; N, 20.98%. Calcd for  $C_{21}H_{20}N_8O_9$ : C, 47.75; H, 3.81; N, 21.24%. In special cases, for example when the compound is unstable or not available in sufficient quantities for complete analysis, other supporting data, such as  $^1H$  and  $^{13}C$  NMR charts or GC or HPLC traces with appropriate integration, should be supplied for proving the purity and homogeneity of the compound. In such cases, evidence of molecular composition (i.e., MS data) should also be provided.

## 11. Crystallographic Studies

### 11-1. Description of Crystal Structure Analyses

Reports of crystal structure analyses are to be presented as recommended by the Commission of Crystallographic Data of the International Union of Crystallography. Details can be found in the Notice to Authors of recent issues of *Acta Crystallographica, Section C*, or in the Web edition downloaded from <http://www.iucr.org/>. The paper should include most crystallographic data and details of refinement, figures of the crystal structure, molecular structure, or both, and selected bond distances and angles. Tables of final atomic coordinates and thermal factors may be submitted as Supplementary Materials for Review Only.

### 11-2. Deposition of X-ray Crystallographic Data

On the basis of an agreement between The Chemical Society of Japan and the Cambridge Crystallographic Data Centre (CCDC), authors are requested to deposit all the X-ray data in the Crystallographic Information File (CIF) format electronically to the CCDC for each structure, after receiving notification of the manuscript's acceptance. Authors are requested to include the following standard text in the "Experimental" section of the manuscript at the initial submission and add the deposit number(s) in the final revised manuscript:

Crystallographic data have been deposited with Cambridge Crystallographic Data Centre: Deposition number CCDC-XXXXXX for compound No. YY. Copies of the data can be obtained free of charge via <http://www.ccdc.cam.ac.uk/conts/retrieving.html> (or from the Cambridge Crystallographic Data Centre, 12, Union Road, Cambridge, CB2 1EZ, UK; Fax: +44 1223 336033; e-mail: [deposit@ccdc.cam.ac.uk](mailto:deposit@ccdc.cam.ac.uk)).

Instructions for the deposition of crystallographic data are available at <http://www.ccdc.cam.ac.uk/conts/depositing.html>.

### 12. Supporting Information

Materials (such as additional experimental details, routine spectral data, and movies) that accompany papers, but are too lengthy to be printed, may be deposited and published as Supporting Information on the website. Authors are recommended to provide Supporting Information in the following file formats at the initial submission: PDF, DOC, XLS, CIF, PPT. Other file formats, such as for movie clips and 3-D structures, are also acceptable by author's request. A list of preferable and acceptable file formats can be obtained from the Editorial Office. For hardcopy submission, authors will be requested to forward their electronic files to the Editorial Office upon acceptance. A statement of the availability of Supporting Information should be placed before the References using the heading and format below:

Supporting Information: (Describe concisely what is in the material). This material is available free of charge on the web at <http://www.csj.jp/journals/bcsj/>.

Supporting Information from papers published in *BCSJ* before 2004 can be obtained as hardcopies. Further inquiries should be made to The Chemistry Library by providing information about the document number, volume/issue, and page number.

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### Important Addresses

For download of the Copyright Transfer Form:

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For the Editorial Office and the Editor-in-Chief:

Bulletin of the Chemical Society of Japan

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