



To prepare your manuscript for publication, send us both printed materials and computer files. Following these directions will help speed your manuscript to publication. Here is the information you need to do this.

## Prepare Computer Materials

### A. Computer Files Needed

Send a separate computer file for each of these items using an acceptable file format as listed in sections B–F below.

- 1. the abstract
- 2. body (manuscript text)
- 3. manuscript tables
- 4. figure captions
- 5. references
- 6. each chemical structure and reaction scheme
- 7. each figure (graphic, photograph, etc.)
- 8. complete manuscript, all tables and graphics in correct positions
- 9. a complete file of all supplementary material (and if possible a PDF of the file)

### B. Text and Tables: Computer Files

We prefer files from one of these word processors: **MS Word**, **WordPerfect**, or **Claris Works** using the settings below. Files created by other applications may be acceptable, but check with Randy Wildman (address over, under **Questions?**) *before* sending them. **NOTE: We cannot process documents prepared with Lotus Word Pro or LaTeX.**

- Font:** at least as large as 10 point Times or Times New Roman
- Justification:** do not justify text (align text left, ragged right)
- Hyphenation:** turn automatic hyphenation OFF
- Line Spacing:** double space all text (1 line/cm)
- Tables:** if possible, send tables in spreadsheet (Excel) with each table a separate sheet; otherwise, use the table feature in your word processor or use tab-separated columns. *Do not use spaces between columns.*
- References:** put into *Journal* style; see <http://www.jce.divched.org/Journal/Authors/References.html>.
- EndNote:** Use Remove Field Codes and Unformat Citation(s) before saving your final draft.

### C. Molecular Structures and Reaction Schemes: Computer Files

- Acceptable formats:** ChemDraw, KnowItAll (ChemWindow), or ISIS Draw
- Font:** 16 point sans serif (Helvetica and Geneva are sans serif fonts)
- Bond length:** make bonds consistently 30 point (0.417 in)

### D. Figures or Other Graphics

A schematic line drawing of any apparatus is almost always more effective than a photograph. Please submit a color version of any figure for which color is important as well as a grayscale version. Although the *Journal* is primarily printed in black and white, color images will be used in the *JCE Online* version of your article and may be used in the table of contents.

#### Paint and Draw Files

- Acceptable Formats:** PS, EPS, TIFF, CDR (Corel Draw), PSD (Photoshop), AI (Adobe Illustrator)
- Dimensions:** 6 in. (15.2 cm) wide × (maximum of) 10 in. (25.4 cm) high; figures are reduced by half for publication
- Font:** 20 point sans serif (Helvetica and Geneva are sans serif fonts). If you need to use more than one size font, smaller sizes may be used, but 12 point is the smallest that is acceptable.
- Resolution:** for the best results we prefer vectorized files (EPS, AI, CDR format); for rasterized files (TIF, PSD), use a minimum resolution of 300 dpi

#### Printouts and Hand Drawings

- General:** Original drawings or high-quality printouts (at least 300 dpi)
  - Text:** Make 1/6 to 1/3 in. (4 to 8 mm) high; use sans serif lettering (Helvetica and Geneva are sans serif fonts)
  - Lines:** Make lines dark and smooth, of even thickness, with sharp (not fuzzy) intersections—hairlines, splotches, and jagged diagonals will not print clearly and therefore are not acceptable
  - Print quality:** If individual dots/pixels are visible in printouts, the printouts are not good enough to use
- Not acceptable: photocopies, overhead transparencies, chart recorder output.

#### Photographs

- Prints should be glossy (not matte), at least 3 in. wide, and show sharp contrast.

### E. Graph Files

- Make graphs in Excel, Delta Graph, or KaleidaGraph.

### F. Supplementary Materials (for *JCE Online* publication)

- If possible, combine supplementary material into one file, with figures and tables embedded in the text where you want them to appear. Include an Adobe Acrobat PDF file of this file if you are able.



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### Check Spelling

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#### Spelling Check

- \_\_ Before saving and writing files, check the spelling of the entire document (check every file you will send!).

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### Save Your Work

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#### Naming Files

- \_\_ Name your files according to this convention: Begin with the type of file (abs for abstract, bod for body, etc.). Next, give the manuscript number. Then place a period followed by a three-character extension that specifies the application that created the file. (For example, the abstract file for manuscript 2004-0065 should be named Abs\_2004-0065.doc if it was produced by Microsoft Word on a Windows computer.) Here is a list of types of files and example names for manuscript number 2004-0065. (xxx indicates file format: EPS, TIF, DOC, etc.; XX is a scheme, structure, or figure number.)

__ 1. abstract	Abs_2004-0065.xxx	__ 6. structures/reactions	S_XX_2004-0065.xxx
__ 2. body (ms text)	Bod_2004-0065.xxx	__ 7. Fig. 1, graphics file	Fig_XX_2004-0065.xxx
__ 3. tables	Tab_2004-0065.xxx	__ Fig. 2, grayscale graphics file	Gr_XX_2004-0065.xxx
__ 4. figure captions	Cap_2004-0065.xxx	__ 8. complete manuscript in one file	Msc_2004-0065.xxx
__ 5. references	Ref_2004-0065.xxx	__ 9. supplementary materials	Sup_2004-0065.xxx

#### Saving Files to Disks or CDs; Labeling Them

- \_\_ Save your files on 100 or 250 MB Zip disks, CD-ROM, or 3.5 in. disks, formatted for either Mac OS or Windows; do **not** send Jaz disks. **Label** each disk or CD-ROM with your manuscript number, date, operating system (Windows, MacOS); include names of authors and, if possible, file names.

#### Make a List: (Green) Electronic Submission Form

- \_\_ Fill out the green Electronic Submission Form (enclosed), following the directions there. Use the same information as on the disk label above; take particular care to specify file names correctly.

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### Now Print Out On Paper

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#### Printed Materials

Send one **printed** (paper) copy of

- \_\_ 1. the complete manuscript (including the abstract) with tables and figures embedded (where they should appear)
- \_\_ 2. each figure, table, chemical structure, and reaction scheme—each printed on a separate page
- \_\_ 3. all supplementary material formatted exactly as you intend it to appear on *JCE Online*

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### Keyword Form

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Please select keywords for your paper using the new **Keyword List: 2004** (blue form, enclosed).

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### Send It!

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#### Sending Materials

##### Send us these things

- \_\_ 1. electronic media: CD or disks
- \_\_ 2. completed Electronic Submission Form (green form)
- \_\_ 3. one complete printed (paper) copy (as described above)
- \_\_ 4. completed Keyword Form (blue)
- \_\_ 5. all other materials requested by the editor

##### Send it to this address

Journal of Chemical Education  
University of Wisconsin–Madison  
209 North Brooks Street  
Madison, WI 53715-1116 (USA)

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### Other: Cover

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If you have materials (such as photographs or additional files) that you think might make a good *JCE* cover, please include them for our consideration.

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### Questions?

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#### Questions?

If you have questions about preparing your manuscript, check with Randy Wildman of the *Journal* staff **before sending** your disk; email: [rwildman@chem.wisc.edu](mailto:rwildman@chem.wisc.edu); phone: 608/262-7151; fax: 608/262-7145.

This form may be found at <http://www.jce.divched.org/Journal/Authors/disk.html>