

**Instructions for Using the *Organic Letters* Template  
Word 2000 for Windows**

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## I. General information

Check the *Organic Letters* [Electronic Manuscript Templates](#) page before using the template to verify that you are using the most recent version. If necessary, download the appropriate version of the template and save it to your word-processing package (see section IV for directions).

The template provides a number of paragraph styles that will allow you to format the different parts of your manuscript, i.e., Title, Author Names, Abstract, etc. This will facilitate review of your manuscript and allow you to determine whether your manuscript is within the *Organic Letters* page limit. In Microsoft Word, the name of the current paragraph style is displayed on the formatting toolbar in a box on the top left side of your screen (a "Styles" toolbar is also provided with the template to facilitate assigning the proper style; see sections V and VI for details). Each section of the manuscript must have a Word Style defining it. Do NOT modify any of the specifications of the template (text size, font, line spacing, line height, margins, etc.) to make your Letter fit the four-page limit. NOTE: If your paper is accepted, it will be formatted as part of the journal production process, and the appearance of the published paper may vary from what is in the template.

Several tools are provided with the template: a "Styles" toolbar (mentioned above); a "Graphics and Tables" toolbar which can facilitate placing Figures, Tables, and Schemes in your manuscript; two ChemDraw .cds files which can be inserted into your ChemDraw application to assist in sizing your graphics correctly; an ACS reference formatter; and a help menu. These tools are described in section V.

## II. General instructions for preparing text in the manuscript

Whether you are creating your manuscript from within the template or are applying the template to an existing manuscript, keep these points in mind as you format your paper.

1. Use consistent notations and spellings throughout the manuscript.
2. Turn off end of line hyphenation.
3. Use the standard fonts from an English language word processor.
4. Use Symbol fonts for all special characters (Greek and Math symbols). DO NOT use the basic Greek subset of the normal font which is found on some word processors.
5. Use carriage returns only to end headings and paragraphs, not to break lines.
6. Do not insert spaces before punctuation.
7. Use the character that is intended [i.e., do not use l (ell) for 1 (one), O (oh) for 0 (zero), x (ex) for  $\times$  (times)].
8. Prepare tables with the format feature of your word processor and ensure that each data entry is in its own cell.

9. Remove from the file all material that is not to be printed in the journal. Supporting Information should be in a separate file.
10. If “track changes” was used, remove all strike-outs before saving the file.
11. Use a spell checker to detect any typos.
12. To insert footnotes for author affiliations and contact information, do not use the **Insert, Footnote** command. After the first footnote has been inserted in the text portion of the manuscript, in the footnote section of the paper, place your cursor before the first footnote and create a blank line. In the new space created, type the footnote for the author, giving it a symbol rather than a number. Insert the symbol after the author name to which this footnote pertains.
13. Pay particular attention to the format of the references to ensure that they comply with the style in use for the journal. The responsibility for accuracy of the references lies with the author. *Tip:* see section IX for recommended reference formats and for a description of the ACS reference formatter.

### III. Preparing graphics (structures, schemes, etc.) for the template

#### A. General directions

1. Use consistent drawing settings throughout the manuscript for similar artwork, e.g., all schemes and all figures. If not using ChemDraw, consult author guidelines for proper font/line settings.
2. Ensure that your graphics are the correct size (maximum width for single-column artwork, 3.3 in. (8.5 cm); maximum width for double-column artwork, 7 in. (17.8 cm)) before pasting them into the template. Use the ChemDraw files provided with the template (described in section B) to facilitate this. If your graphics are too large, Word may modify the size, altering the resolution and making them unacceptable for publication. DO NOT resize or alter the graphics in Word.

#### B. ChemDraw directions

Follow the drawing settings in the ACS-1996 Style Sheet for preparing your artwork. It is best to copy the actual artwork and paste it into Word rather than saving it as a file and inserting it. In addition, for versions later than 2.1.3, in the ChemDraw Preferences (**File, Preferences**), ensure that the **Optimize for High-Resolution non-Postscript Printing, Include ChemDraw LaserPrep, and Include PostScript Preferences** are ON. Use of ChemDraw versions 2.1.3 or below and any version of ChemDraw Plus is not encouraged, as they are not compatible with the process that generates the PDF file for your manuscript. If it is absolutely necessary to use one of these older versions of ChemDraw, deselect **Include PostScript Atom Labels (File, Preferences)**. This will prevent incompatible PostScript information from being embedded in the structure. *NOTE: this may result in structures of inferior quality; thus, the use of an updated version of ChemDraw is strongly encouraged.*

NOTE: To assist in the creation of graphics, two ChemDraw Style Sheet files (1col\_StyleSheet.cds and 2col\_StyleSheet.cds) are provided in the ZIP file downloaded with the template (see section IV). The files contain a box. Open the files in ChemDraw and ensure that the graphic fits within the box to avoid its being reduced in size and distorted when pasted into Word. After creating the graphic, you should delete the box and save the file in ChemDraw. Now the graphic can be copied and pasted into the Word document without being resized.

#### IV. Downloading the template

1. Select the version of the *Organic Letters* template from the *Organic Letters* [Electronic Manuscript Templates](#) page that corresponds to the version of word-processing software you will be using to prepare your manuscript. Several zipped files will be downloaded: 2 ChemDraw Style sheet files (see sections III and V-D) for details). The template will be downloaded as a “template” file rather than as a “document” file. (*When you use a template file to create a document, the new document will be a copy of the template containing the information you input, and the original template file will remain unchanged.*) In Word, it will have the file extension “.dot” instead of “.doc”.
2. Save the file in the **Templates** folder of Microsoft Office 2000 (or Microsoft Word 2000). *NOTE: a dialog box will appear during downloading, asking where you want to save the file. Another screen may appear informing you that the file contains macros and asking if you want to Disable Macros, Enable Macros, or Do Not Open the file. It is safe to select "Enable Macros". The macros are popup toolbars containing elements of the template and do not contain any viruses.*

This document is now saved in the **Templates** folder with a “.dot” extension. See screenshot below (section VI.A). *NOTE: If it does not appear, open the file and then save it with the file extension .dot. Use "save as" to save it into the proper directory/folder. Save the file as a document template (pull down **File** menu, select **Save As**, pull down the "save as type" box below "file name" in the "Save As" window, and choose "document template").*

3. Verify that the template has been saved correctly: (i) two popup toolbars should be visible (see section V for screenshots); (ii) "OrgLettHelp" and "AddReference" should appear on your Word menu bar.

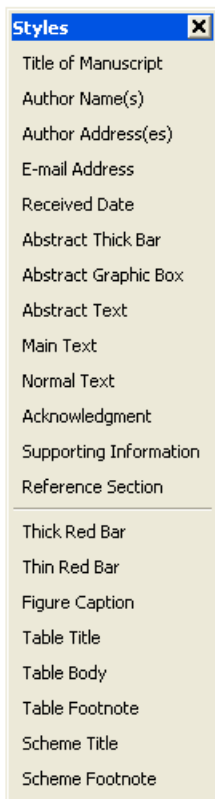
#### V. Template Features

The template contains the proper margins and column settings for *Organic Letters*. There is no need to reset these, except if you are attaching the template to an existing document (see section VI-C). In that case, the margins etc. from the original document will prevail, and you will need to change them to the proper *Organic Letters* settings (directions are provided in section VI-C). The template also provides several features to simplify formatting your manuscript.

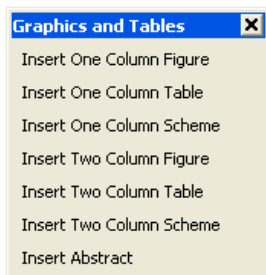
## A. Pop-up toolbars

These toolbars can be closed or minimized when not needed. To access a toolbar when needed, either maximize it or go to **View , Toolbars** and choose the appropriate toolbar (**Styles** or **Graphics and Tables**). These will be listed toward the bottom of the toolbar list.

1. A "Styles" toolbar listing the Word Styles available for *Organic Letters*. Section VI provides directions on using the template styles.



2. A "Graphics and Tables" toolbar to be used for inserting Figures, Tables, and Schemes into a manuscript. The tool generates space for the graphic, inserts the bars surrounding the graphic, and, if needed, a line for figure caption or scheme or table title/footnotes. It can also be used to insert the graphical abstract section. See section VII for directions on using this tool.



## B. ACS reference formatter

When used to create references, this tool formats them in proper ACS style (see section IX for full description).

The screenshot shows a dialog box titled "ACS Reference Citation Form" with a close button in the top right corner. The dialog has three tabs: "Journals", "Books", and "Other", with "Journals" selected. The main content area is titled "The ACS Reference Formatter".

At the top, there is a checkbox labeled "I am using Word's Footnotes/Endnotes" which is currently unchecked.

Below this, there are two input fields: "Ref Number" and "Subref label, if any (a, b, etc.)".

Next are three rows of input fields for author information. Each row has a small "Initials (A., B., etc.)" field followed by a larger "Last Name (include suffixes like Jr., II, etc.)" field.

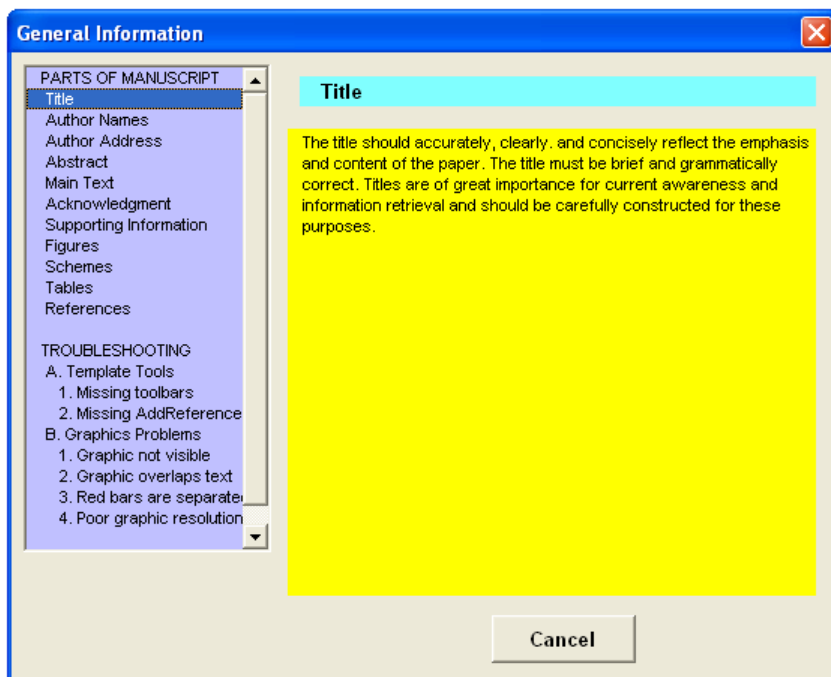
Below the author fields, there is a "More Authors..." button and a dropdown menu labeled "Choose from list or type journal abbreviation".

At the bottom, there are three input fields for "Year", "Volume", and "Page".

Finally, there are two buttons at the bottom: "OK" and "Cancel/Close".

## C. Help menu

This menu describes various parts of a manuscript and provides solutions to some common problems experienced when using the template.



## D. ChemDraw Style Sheet files

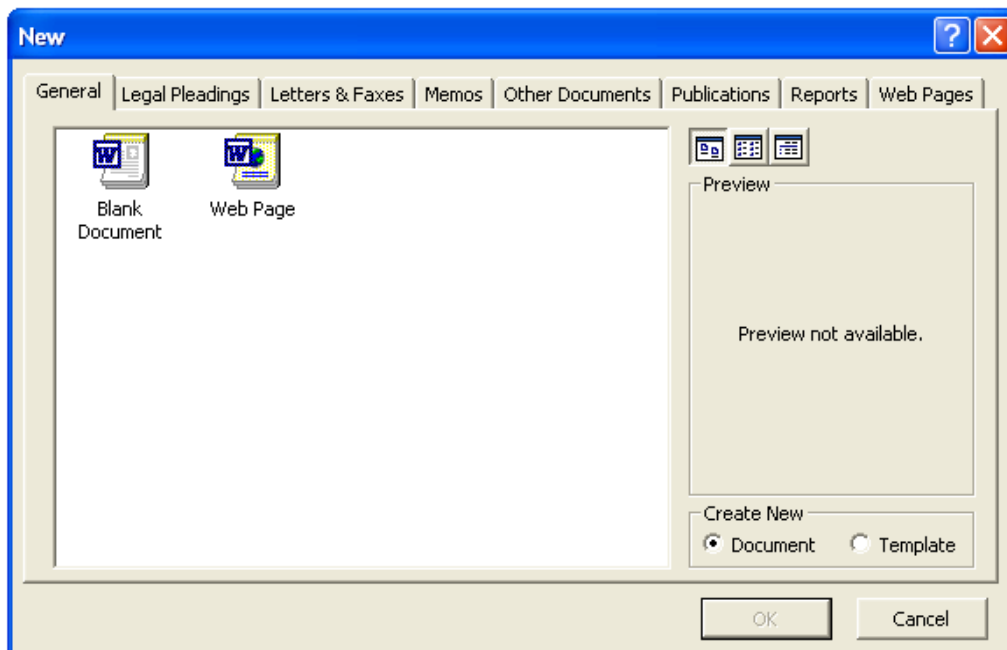
Two ChemDraw Style Sheet files (1col\_StyleSheet.cds, 2col\_StyleSheet.cds) are provided in the ZIP file to serve as guides to properly size single and double column graphics (see section III for full description).

## VI. Working with text in the template

There are several ways to use this template to generate your manuscript: (a) Use the template to create a manuscript, (B) copy and paste an existing document into the template, and (C) attach the template to an existing document. Detailed instructions are given below for each of these methods. Be sure to always check the *Organic Letters* [Electronic Manuscript Templates](#) page to ensure that you are using the most recent version of the template.

### A. Using the template to create a manuscript

1. Create a document from the template by choosing **File, New**. You should see the *Organic Letters* template (OLMSW2000.dot) available for use in the **General** category.



2. Select the *Organic Letters* template (OLMSW2000.dot), and make sure that the option **Create: Document** (not **Template**) is selected. You will see a file containing sample text sections of a manuscript with tips for using the template and guidelines for what each section contains. This text is formatted with the paragraph style appropriate for the section. In addition, two popup toolbars should appear on your screen: (1) a "Styles" toolbar listing the Word Styles available for *Organic Letters* and (2) a "Graphics and Tables" toolbar to be used for inserting single- and double-column figures, schemes, and tables that generates space for the graphic, the bars surrounding the graphic, as well as the figure caption or scheme or table title. These toolbars can be minimized or closed and reopened for later use when needed ((1) **View/Toolbars/Styles**, (2) **View/Toolbars/Graphics and Tables**)).
3. Select (highlight) the text of the template that you want to replace, and begin typing your manuscript (i.e., select the Title section for typing in your title), ensuring that you have selected text from the appropriate section (i.e., the Author Names section for typing in your author names).

## B. Copying and pasting a document into the template

If you have prepared your document in a file not using the template, you can copy text from the existing document and paste it into the template file.

1. Create a document from the template by choosing **File, New**. You should see the *Organic Letters* template (OLMSW2000.dot) available for use in the **General** category.
2. Select the *Organic Letters* template (OLMSW2000.dot), and make sure that the option **Create: Document** (not **Template**) is selected. You will see a file containing sample text sections with tips for using the template and guidelines for what each section contains.



This text is formatted with the paragraph style appropriate for the section. In addition, two popup toolbars should appear on your screen: (1) a "Styles" toolbar listing the Word Styles available for *Organic Letters* and (2) a "Graphics and Tables" toolbar to be used for inserting single- and double-column figures, schemes, and tables that generates space for the graphic, the bars surrounding the graphic, as well as the figure caption or scheme or table title. These toolbars can be minimized or closed and reopened for later use when needed ((1) **View/Toolbars/Styles**; (2) **View/Toolbars/Graphics and Tables**).

3. Print out the template file, so you can identify the proper styles for each section, in case you need to reassign a style while formatting your manuscript (see point 5 below).
4. Open your existing manuscript file.
5. Copy and paste the title, author information, and abstract information into the appropriate sections of the template. NOTE: be sure to include just the text from your original manuscript (not the paragraph symbol) (turn formatting symbols on to facilitate this – click on ¶ in the menu bar). If the paragraph symbol is copied, the style of your original document overrides the template style. To change the style back to the template style, click anywhere in the pasted-in text and select the proper Word Style from the popup "Styles" toolbar (or from the Word Styles list in the far-right box of the formatting toolbar).

After pasting the title, author information, and abstract information, the rest of the manuscript can be copied into the text section and the proper styles applied once the manuscript is within the template. Click anywhere in the pasted-in text and select the proper style from the popup "Styles" toolbar (or from the Word Styles list in the far-right box of the formatting toolbar).

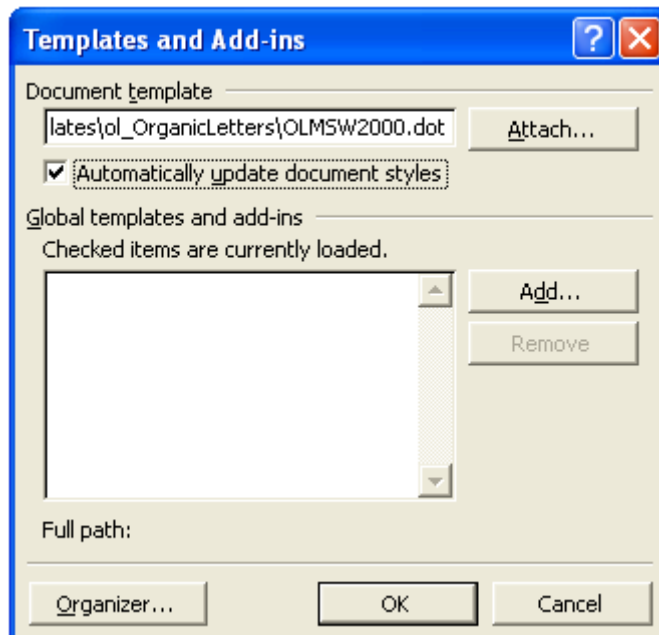
**NOTE:** If all graphics are one column, both the text and the graphics can be copied and pasted in together, and the graphics can be formatted for *Organic Letters* within the template (red bars added, caption style changed, etc.). Two-column graphics must appear at the top of a page and should be included once the rest of the manuscript has been formatted. (see section VII-C for directions on two-column graphics).

### C. Attaching the template to a document

If you have prepared your document in a file not using the template, you can attach the template to your working document and apply the template Word Style tags. If attaching the template to your document, you will need to print a copy of the template first so that you can identify which Word Style should be applied to the different sections of your manuscript (**File, New**, and select the *Organic Letters* template).

1. Open your manuscript file.
2. Select **Tools** on the toolbar and then **Templates and Add-Ins**. NOTE: *there are several ways to import templates/styles into working documents within Word. See the "templates" section of Microsoft Word Help for further instructions.*

3. Select the **Automatically Update Document Styles** box (failure to do so will not copy the template Word Styles into the working document).



4. Select **Attach** and highlight the file OLMSW2000.dot.
5. Select **Open**. This selects the template.
6. Select **OK**. This will return you to the working document.
7. Check that the template has been successfully attached: You should see the "Styles" and "Graphics and Tables" toolbars, or they should be listed under **View/Toolbars**. The Word Styles menu in the far-right box of the formatting toolbar should now contain the template styles (e.g. bar etc.).
8. Change the page layout. Under **Format**, select **Document**. On the **Margins** tab, type in the following dimensions to ensure your manuscript is the proper size: Top 0.5", Bottom 0.66", Left 0.76", Right 0.76", Gutter 0", Header 0", and Footer 0". Under **Page Setup**, select **Paper** US Letter. *NOTE: This is necessary since the page layout from your original document is NOT changed when the template is attached to it*
9. Place the cursor in the title section of your document. Using the "Styles" toolbar that appears with the template or the Word Style menu on the formatting toolbar, select Word Style "Title of Manuscript". This will apply the Word Style to the title. Do this for the author names and author addresses using the appropriate style.
10. Leave space after the author address for the Received Date (added by the editorial office) by typing Received Date on a blank line and tagging it Word Style "Received Date". This

will leave the appropriate amount of space so that an accurate approximation of the length of the Letter is made.

11. You will need to create the graphical abstract section: select "Insert Abstract" from the "Graphics and Tables" toolbar. This will create a thick red bar, a graphic box, into which you will insert the artwork, a line for the abstract text, and a thin red bar below the text.
12. Assign the appropriate Word Styles to the remainder of the paper.

## VII. Inserting Figures, Schemes, and Tables into the template

In *Organic Letters*, Figures, Schemes, and Tables are formatted with red bars above and below them. (All other graphics, e.g., equations or in-line structures, are inserted into the text without bars.) Once you have created the desired item in, for example, your structure drawing program, you have two options for creating correctly formatted Figures, Schemes, or Tables in the template: using the "Graphics and Tables" toolbar or creating them manually. The macros in the toolbar will generate the red bars and tag the correct style for the title, caption, or footnote.

### A. Using toolbar to create Figures, Schemes, or Tables

Use the popup toolbar titled "Graphics and Tables" (**View\Toolbars\Graphics and Tables**). Place the cursor where you wish the Figure, Scheme, or Table to appear. Select the appropriate item. A template for that item should appear (bars, a space for the graphic, and a line for caption/title /footnotes).

If you are inserting a Figure or Scheme, highlight the words "Insert Graphic Here" (**not including the paragraph symbol**) and paste in the graphic. The graphic should be the size at which it will be printed in the journal (see section III above). *Check to ensure that the thick and thin red bars enclosing the graphic are present.*

If you are inserting a table, adjust the number of rows or columns as necessary.

Add caption, title, and/or footnotes where indicated.

NOTE: If you wish to delete a figure, scheme, or table, the most efficient way would be to highlight the graphic or table (including the red bars) and hit the backspace or delete key. If you choose to use the undo arrow on the menu bar, it must be selected several times until all components of the table or graphic have been deleted.

### B. Creating/Formatting Figures, Schemes, or Tables manually

1. *Formatting existing graphics or tables*: If you have copied and pasted a manuscript into the template which contains properly sized one-column graphics or tables, you will need to add the red bars and apply the proper style for captions, etc. Use the "Styles" toolbar (bottom section contains red bars and caption styles).

2. *Adding Figures, Schemes, and Tables to a manuscript:* (note: this is the method that has been available in the older templates (downloaded before 2004)). Add four blank lines where the Figure, Scheme, or Table is to be inserted. Using the popup toolbar titled “Styles” (**View\Toolbars\Styles**), click in the first line and select the “Thick Red Bar” Word Style (a thick red bar should appear that spans the column). If you are creating a Scheme or Table section, in the second line select the Word Style “Scheme Title” or “Table Title”, in the third line the Word Style “Normal Text”, and the in fourth line the Word Style “Thin Red Bar”. If you are creating a Figure section, the second line should be Word Style “Figure Caption” and the fourth line Word Style “Thin Red Bar”. Paste the graphic in the line Word Style “Normal” (see section III above).

## C. Double column Figures, Schemes, and Tables

### 1. *Using the toolbar:*

Start at the top of the page.

Click on the appropriate entry from the "Graphics and Tables" toolbar.

This will change the format to one column, insert red formatting bars, and provide lines for inserting the graphic or table plus appropriate text such as captions or footnotes. The format below the lower red line will be returned to two columns.

### 2. *Manually:*

Start at the top of a page.

Place the insertion point where you want to change the number of columns.

From the **Insert** menu, choose **Break**.

Under **Sections**, choose **Continuous**.

Make sure the insertion point is in the new section.

From the **Format** menu, choose **Columns**.

In the **Number of Columns** box, type **1**.

Choose the **OK** button.

Now your page is set up so that Figures, Schemes, and Tables can span two columns. These must appear at the top of the page. Be sure to add another section break after them and change back to two columns with a spacing of 0.33 in.

## D. Inserting other graphics into the template

Graphics such as equations and simple structures can be included in an *Organic Letters* manuscript. These graphics *do not* require the red formatting bars.

To insert a graphic within the text, create a new line (select Word Style "Normal ") and insert the graphic where desired.

NOTE: Paste the graphics at the size they will be printed in the journal: *If your artwork is larger than the width of a column, Word may reduce the size so that it fits within the column. This will alter the resolution of your graphic, making it unacceptable for publication. You must resize the artwork in your graphics program and repaste it into the file. DO NOT resize or add labels to the artwork from within Word: the maximum width for single-column artwork is 3.3 in. (8.5 cm); maximum width for double-column artwork is 7 in. (17.8 cm).*

## VIII. Troubleshooting graphics problems

**Abstract graphic is resized:** When inserting graphics into the Abstract graphic box, Word may expand the graphic to fill the box. To prevent this, delete the graphic box, create a new line (select Word Style "Normal"), and insert the graphic.

**Graphic not visible:** If you cannot see your graphic, or only see the bottom line of a graphic, ensure that the Word Style is "Normal" with an automatic height adjustment (from the **Format** menu, choose **Paragraph**; under **Line Spacing**, choose **Single**).

**Graphic overlaps text:** If your artwork does not appear where you placed it and is floating over text, select the piece of artwork by clicking on it. Under **Format**, select **Picture** or **Object** and then click the **Position** tab. Make sure the **Float over text** box is NOT selected. If it is, deselect it and select **OK**. This should make your artwork appear where you originally placed it.

**Closing up spaces when graphics move and red bars become separated.** If you make additions or corrections to a manuscript from within the template after you have formatted the graphics with the enclosing red bars, these red bars may get separated from the graphic if there is not enough space in a column for all parts of the formatted graphic. This can leave white space in a column. These white spaces will be corrected once a manuscript is prepared for publication. However, if you wish to close them up (e.g., to more accurately estimate whether your paper falls within the 4 page limit), follow the directions below:

After inserting the text and editing the manuscript with graphics in place, check all graphics starting from the beginning of the manuscript. If the bars have become separated, leaving white space, move text from above or below the graphic as needed to fill the space. If bars become separated, leaving no white space, place your cursor at the end of the line preceding the thick red bar, hit RETURN until the graphic or table appears properly with the red bars above and below it, and then fill in the new white space with text from below the graphic. Turn on formatting symbols so you can see how many lines of text need to be moved.

NOTE: When your word processing file is converted to a pdf file, the graphics are sometimes moved, creating white spaces. As long as your manuscript is within the 4 page limit as formatted in the word processing file, there is no need to reformat the file to close the spaces created by converting to pdf. The pdf file is used only for the review process.

## IX. References

### A. Author affiliation footnotes

To insert footnotes for author affiliations and contact information, do not use the **Insert, Footnote** command. After the first footnote has been inserted in the text portion of the manuscript, in the footnote section of the paper, place your cursor before the first footnote and create a blank line. In the new space created, type the footnote for the author, giving it a symbol rather than a number. Insert the symbol after the author name to which this footnote pertains.

### B. ACS Reference Formatter instructions

If you are creating your manuscript within the template (rather than reformatting an existing manuscript), you can take advantage of the ACS Reference Formatter available with the template to create references that are formatted in proper ACS style. (*Note*: when keying in the author initials, the periods should be included as well.)

You can also use the Formatter if you need to add a reference once a manuscript is in the template. However, you *cannot* format an existing reference using this tool.

There are two ways to insert reference text using the ACS Reference Formatter: (1) Using the **Insert, Footnote** feature in Word and (2) Not using the **Insert, Footnote** feature in Word.

#### (1) Using the **Insert, Footnote** features of Word

- (a) Insert the footnote where desired, and when you are in the footnote editor, click on **AddReference** on the menu bar. (If this item is not available on your menu bar, press **ALT-R** and the formatting box will appear.)
- (b) In the form that pops up, choose the **Journals** tab to insert a journal reference, **Books** to insert a book reference, and **Other** for all other citations.
- (c) Type in the required information in the labeled boxes and press **OK** to enter the reference text in the ACS format.
- (d) Press the **Cancel/Close** button to return to the Word document.

(2) If you are not using the **Insert** → **Footnotes** feature, click on **AddReference** and use the form to insert all the references in sequence. (If this item is not available on your menu bar, press **ALT-R** and the formatting box will appear.)

## C. EndNote program: style information

If you are using the EndNote program to manage your citations, use the style J\_Organic\_Chemistry.ens to format your references.

## D. Recommended reference formats

Journals: Author 1; Author 2. *Journal Abbreviation* **year**, *volume*, pages. For example: Smith, J. A.; Jones, B. R. *Org. Lett.* **1999**, *1*, 1.

Books with Editors: Author 1; Author 2. In *Book Title*; Editor 1, Editor 2, Eds.; Publisher: Place of Publication, year; volume, pages. For example: *The ACS Style Guide*, 2nd ed.; Dodd, J. S., Ed.; American Chemical Society: Washington, DC, 1997.

Books without Editors: Author 1; Author 2. *Book Title*; Publisher: Place of Publication, year; volume, chapter, pages. For example: Stothers, J. B. *Carbon-13 NMR Spectroscopy*; Academic: New York, 1972; Chapter 2.

U.S. Government Publications: Author 1; Author 2. *Document Title*; Government Publication Number; Publisher: Place of Publication, year; pages. For example: *National Handbook of Recommended Methods for Water Data Acquisition*; Office of Water Data Coordination, U.S. Geological Survey: Reston, VA, 1977; Chapter 5.

Technical Reports: Author 1; Author 2. *Title*; Technical Report Number; Publisher: Place of Publication, year; volume, pages. For example: Schneider, A. B. *Expert Systems in Analytical Chemistry*; Technical Report No. 1234-56; ABC Company: New York, 1985.

Patents: Author. Patent number, year. (Patent number with reference to country granting the patent.) For example: Lyle, F. R. U.S. Patent 5 973 257, 1985; *Chem. Abstr.* **1985**, *65*, 2870.

Thesis: Author. Level of Thesis, Degree-Granting University, Location of University, date. For example: Fleissner, W. Ph.D. Dissertation, University of Tennessee, Knoxville, TN, 1984.

Series: Author 1; Author 2. In *Title*; Editor 1, Editor 2, Eds.; Series Title and Number; Publisher: Place of Publication, year; volume, pages. For example: *Nonlinear Optical Properties of Organic Polymeric Materials*; Williams, D. J., Ed.; ACS Symposium Series 233; American Chemical Society: Washington, DC, 1983.

Citation to Meetings: Author 1; Author 2. Title of Presentation. *Published Title of Collected Work*, Proceedings of the Name of the Meeting, Location of the Meeting, Date of the Meeting; Editor 1, Editor 2, Eds.; Publisher: Place of Publication, year; abstract number, pages. For example: Baisden, P. A. *Abstracts of Papers*, 188th National Meeting of the American Chemical Society, Philadelphia, PA; American Chemical Society: Washington, DC, 1984; NUCL 9.

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## XIII. Additional resources

Authors should refer to the User’s Guides for their individual word processor and graphics programs for more specific instructions on how to use these packages. In addition, most software manufacturers maintain on-line help resources. Two good sources of additional information are the Microsoft Web site and the ChemDraw Web site.