

Author Guidelines for Macromolecular Symposia

<http://www.ms-journal.de>

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Macromolecular Symposia are produced from the authors' electronic files to give typeset papers. All the papers submitted to Macromolecular Symposia are subject to peer review. The Ethical Guidelines to Publication of Chemical Research issued by the American Chemical Society apply to all contributions in Macromolecular Symposia.

The Macromolecular Symposia template **MUST** be used to produce any manuscripts submitted, and electronic files (**Microsoft Word for Windows or RTF, together with a PDF file**) of the final manuscript and the copyright transfer and reprint order forms should be submitted to the **symposium editor(s)**. The template (see below) can also be used with Mac MSWord 2002 and later versions but it is not compatible with TeX. TeX users should format their paper in accordance with the Author Guidelines and the Sample Paper and submit the necessary data files together with a PDF file.

These Author Guidelines and all accompanying data files (Template, Sample Paper, etc.) can be downloaded by going to <http://www.ms-journal.de> and follow the link "For Authors".

Please note that the paper should be checked carefully as authors will **not** receive any proofs. If a manuscript does not correspond to the Instructions given here, the editors reserve the right to return it for correction prior to acceptance, or even reject it. If you encounter problems with the template, please contact the editorial office at macro-symp@wiley-vch.de

A. How to Use the Macromolecular Symposia Template

To facilitate and standardize the formatting of manuscripts, a template saved as a Word DOT file containing a customized style toolbar must be downloaded from the Macromolecular Symposia homepage. **This template must be used to prepare your manuscripts, referring to the Sample Paper for guidance.**

1. Please go to <http://www.ms-journal.de>
2. Click on "For Authors".
3. Click on "Template" to download the DOT file (saved as a ZIP archive).
4. Extract the DOT file from the archive and save it as C:\Programs\Microsoft office\Templates\MacromolSymp_Template.dot or whichever pathway is valid for saving dot files on your personal computer.
5. For preparing manuscripts, please open Word for Windows and continue as follows:
Select **Menu**, select **File\New**. The dot-styles checkbox will open automatically. Double click on **MacromolSymp_Template.dot**. This way, you open a blank document containing a customized toolbar including eight 'Wiley buttons', such as **Wiley-Title**, **Wiley-Authors**, **Wiley-Summary**. Highlighting e.g., the Summary section and pushing the **Wiley-Summary** button will create the corresponding styles, i.e., for the Summary: single-line spacing with 12-point characters (cf. **B2**).

Important: Authors are requested to apply the customized **Wiley** styles only; Word standard styles **must** be ignored, since they are not valid for the formatting of manuscripts to be submitted to Macromolecular Symposia!

B. General Instructions

1. Please use *Times New Roman* characters sized **12 points** for the main text with a **line spacing** of 1½, **16-point** characters for the main title and **14 points** for all the other headings. Authors' names should be italics. The Summary and figure captions must be typed using **single-line** spacing and **12-point** characters; references and footnotes with single-line spacing and **10-point** characters.
2. **Five keywords** should be included after the summary; at least two of these should be selected from the Keyword List.
3. All figures and graphics must be incorporated into the Word file.

C. Layout of Manuscripts

1. The general layout of the manuscript should be as follows (see Sample Paper): Title of the paper, names (including full first names) and addresses of the authors (**corresponding author marked with an asterisk***), Summary and Keywords, main text including tables and figures, References.
2. Authors should follow the recommendations of the International Union of Pure and Applied Chemistry (IUPAC) concerning **nomenclature** and **symbols** for physical quantities and units.
3. Each **abbreviation** must be defined where it appears for the first time.
4. **Tables** and **figures** should be integrated into the text. They must be labeled with appropriate physical quantities and units. Each figure should have a number and caption, which appears **directly below the figure**, and each table should have its number and heading appearing above the table. Again, please refer to the Sample Paper for examples.
5. Details and descriptions of the figures must be of **sufficient size to ensure clear readability after reduction to ca. 75%**. The ideal type size for **figure lettering** is 3 mm (height of a capital letter or number) before reduction. Do not give magnification data in figures, but use scale bars (such as in SEM micrographs). Please note, that figures are printed only in black and white.
6. The **References** list must follow the main text, consecutively numbered in the order of appearance in the text and according to the examples given in the Sample Paper. For **abbreviations of journal names** please use those recommended by the Chemical Abstracts Service Source Index (CASSI).