Instructions for Authors

for Review Series in Chemistry

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1 Springer

Introduction

- The **title, subject and scope** of the review are to be clarified with the responsible volume editor.
- **Outline**. In order to avoid overlap and extensive revision, the authors are requested to submit an outline of their proposed contribution to the volume editor with a copy on paper and on disk to Springer (see contact addresses below). Writing should start only after receiving the volume editor's approval.
- **Readership and Coverage**. The goal of each volume in the series is to cover a topic of broad current interest in a way that gives the non-specialist reader a comprehensive overview. Each review within the volume should critically survey one area of that topic. The most significant developments of the last 5 to 10 years should be presented using selected examples to illustrate the principles discussed. A description of the laboratory procedures involved is often useful for the reader. The coverage should not be exhaustive in data, but should rather be conceptual, concentrating on the methodological thinking that will allow the non-specialist reader to understand the information presented. The relationship and significance of the area reviewed to the more general topic of the volume should be elucidated. Discussion of possible future research directions in the area is welcome.
- **Language**. All contributions must be in English. American style and spelling are preferred. (If you write British English, use it consistently). We suggest that authors whose native tongue is not English ask an English-speaking co-worker for assistance. Language polishing is part of the copy-editing process at Springer. Nevertheless, if extensive rewriting is required, because of incorrect language or because the meaning is unclear, the manuscript will be returned to the author for revision.
- **Manuscript**. The manuscript should be prepared on a PC or Macintosh using the templates made available for Microsoft Word. (WordPerfect templates will be made available on request.) See the enclosed GUIDE FOR THE USE OF TEMPLATES and SUBMITTING MANUSCRIPTS ON DISK.
- The **length** of the contribution in printed pages is specified in the letter of invitation from Springer. Any deviation from that length needs to be approved by the volume editor and Dr. Hertel or Mr. Enders. For the purpose of converting printed to manuscript pages, a printed page contains ca. 3000 characters of text not including reaction schemes and illustrations. Use the character counting function of your word processor.

We will gladly advise you on further details and particulars:

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Preparation of Manuscripts for Review Series

Elements of the manuscript (in the order given):

- **Title**
- **Author(s)** When there is more than one author, indicate the correspondence author with an asterisk
- Full postal **address(es)** of the author(s)
- **E-mail address(es)** of the author(s)
- Complete **Table of Contents** with decimal classification of the sections (no period after last number). Before submitting the final manuscript, please check that the headings in the text and in the table of contents are identical.
- **Abstract** consisting of 10--15 lines summarizing the content.
- List of up to **5 Keywords.**
- List of **Abbreviations** and **Symbols**
- **Body text** with places marked for insertion of chemical equations and structures, schemes, figures and tables. All pages numbered with Arabic numbers. Only left justification and no hyphenation of words at the end of lines. Four levels of headings for sections and subsections are possible, of which the first three are numbered (e.g. 1, 1.1, and 1.1.1). For more detailed instructions, see below and the enclosed GUIDE FOR THE USE OF TEMPLATES.
- **References and Notes**. Literature references should be numbered consecutively with Arabic numbers. The reference list should be in the same order and not listed alphabetically. Please **do not** use, e.g. the WinWord endnote function. If you are using a standard reference database, select the format for Topics in Curr Chem. See the enclosed GUIDELINES FOR REFERENCES.
- **Structures, schemes, figures and chemical equations (as graphics)** should **not** be embedded in the text. Prints should be submitted on separate sheets (one set for each copy of the manuscript) and the electronic versions as individual files on disk, with the appropriate place marker in the text. Only submit equations as graphics when you cannot prepare them in normal text or with your equation program's equation editor or MathType. See below and the enclosed GUIDELINES FOR GRAPHICS, GUIDE FOR THE USE OF TEMPLATES and SUBMITTING MANUSCRIPTS ON DISK (very important for equations).
- A **graphic abstract,** visually summarizing the contents of the article with a chemical structure, equation or illustration, will be used to allow browsing the content of the volume on the Internet. Follow the GUIDELINES FOR GRAPHICS in preparing the graphic abstract. It should not exceed **12 cm×5 cm** and should be submitted on a separate sheet (one for each copy of the manuscript) and as a separate file on disk, both in the original format of the drawing program and as a TIFF or *.eps file.

Abbreviations

Figure/Figures	Fig./Figs.
parts of figures	Fig. 1a, b ...
Table	Table is not abbreviated.
Equation/Equations	Eq./Eqs.

Common foreign expressions and their abbreviations should not be italicized, for example, et al., viz. cf., ab initio, ad hoc, in vivo, a priori.

Abbreviations, except for those commonly accepted by chemists, must be defined the first time they are used and a list supplied with the manuscript.

- **Italics.** In the text, only italicize genus and species names, mathematical variables, and prefix symbols in chemical nomenclature (*cis*/*trans*, *d*/*l*, *E*/*Z*, *o*/*m*/*p*, *R*/*S*, *t* as *t*-Bu, *tert* as *tert*-butyl).
- **Small capitals** are only used for the prefixes D and L to indicate configuration, e.g. D- and L-dopa.
- **Equations** should be numbered consecutively with the number in parentheses flush right (but not in the graphic file). When cited in the text, use the form "Eq. (2)" or, at the beginning of a sentence, "Equation (2)".
- **Tables** should be made with the table function in your word processing program and placed at the end of the text after the reference list and figure and scheme captions. Each chemical structure to appear in a table cell needs to be submitted on a separate sheet and as an individual file. Where there are structures in the table, the entire table may be prepared as a graphic with your graphic program.
- **Permission request.** Authors must obtain permission to reproduce published figures, tables, or extended quotations from the copyright holder (usually the publisher). **Permission forms** are enclosed.
- **Nomenclature.** Chemical compounds should be named according to the systematic rules of IUPAC or Chemical Abstracts. Common trivial names that are accepted by IUPAC can also be used.
- **Units and dimensions** should be expressed according to the metric system and SI units, e.g. s, min, h, K, °C. Use positive and negative exponents, e.g. g L^{-1}, instead of a slash mark (g/L).
- **Special characters**. Do not insert characters in running text as graphics or with your equations editor if they are available in the typefaces Symbol or ZapfDingbats. The characters available in these typefaces should be used as symbols in graphs since they also have to appear in the captions, which are in normal text, e.g. ◆, ●, ❍, ■, ❑, Δ, ▼.

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Before writing your article , please send the outline as hard copy and as a file saved to disk to Springer Chemistry Editorial, where the file will be checked for suitability.

Very important

- The **disk version** will be taken as definitive. We will assume that hand-written changes on the printout have been inserted on the disk.
- **Text files** should be saved in the original word processing program (Microsoft Word preferred) and as *.rtf files. Name the file with the author's name e.g. Jones - Jones.rtf.
- **Tables** should be included in the text file unless they are graphics. If they are graphics, they should be in separate files. Name the Table file with the authors name plus t001 for Table 1 etc., e.g. Jones - Jonest001.rtf.
- The label for the disk(s) containing text and table files must contain:
    1. Title of the review series and author's name (or book title and chapter number)
    2. Name and version of word processing program
    3. Operating system (Mac or Windows)
- **Graphics** [chemical equations (see note below), figures, , schemes and structures] that are available digitally should be submitted as hard copy and **each graphic as a separate file** on disk in the format of the graphic program used and, again, separately in TIFF or EPS format. For naming files, see GUIDELINES FOR GRAPHICS.
- The label for the disk(s) containing illustration files must contain:
    1. Title of the review series and author's name
    2. Name and version of the graphic program(s)
    3. System (Mac or Windows)
- **Equations.** Equations that are normal text and/or produced with your program's equation editor or MathType are left in the text. Please use conventions and settings for the equation editor and MathType given below. Equations should be prepared according to the following.
    1. When possible using normal text (using Symbol or ZapfDingbats if necessary for special characters)
    2. Otherwise using the equation editor or MathType (prepare the whole equation in this way and not just part of it)
    3. When equations cannot be produced as set out in points 1 and 2 prepare them with a graphics program such as ChemDraw™ or ISIS/Draw™

  Do not insert the equation number in the graphic from the Equations editor or the graphics program.

  Please follow the conventions listed below for the correct typefaces:
- Roman

  Numerals

  Letters with fixed meanings, e.g. Δ, ∇, f, $\prod$, $\sum$, cos, exp, lim, log, max, min, sin, tan

  All units including prefixes, e.g. cm, mmol

  Most operators

Multiple-letter abbreviations for variables, e.g. IP ionization potential

Points and lines, e.g. point A, line $\overline{AB}$

Mathematical constants, e.g. e, the base of the natural logarithm, π

Transposes of matrices, e.g. $\mathbf{A}^{T}$ (T is the transpose of matrix **A**)

- *Italic*

  Variables - *T* for temperature, *x* for mole fraction

  Axes - the *y* axis

  Planes - Plane *P*

  Components of vectors and tensors $-a_1+b_1$

  Constants, e.g. k_B for the Boltzmann constant, *g* acceleration due to gravity

  Functions that describe variables – *f*(*x*)

- **Boldface**

  Vectors

  Tensors

  Matrices

  Multidimensional physical quantities – **H** – magnetic field strength

When using MathType or the Word equation editor, please ensure the different styles are defined in the program itself as follows before you start entering your equations. This is done under the menu entry *Style/Define*:

Style	**Font**	**Bold**	**Italic**
Text	Times		
Function	Times		
Variable	Times		✓
L. C. Greek	Symbol		✓
U.C. Greek	Symbol		
Symbol	Symbol		
Vector-Matrix	Times	✓	
Number	Times		

When entering your equation, select the appropriate style for each character from the menu. **Do not change the style settings** in *Style/Define*, e.g. change "Text" to italic and then write a variable using "Text" (when we update equations they would be changed back to Roman). "Math" in the Style menu covers the entries Function, Variable and Number in the above table; the program will automatically style the character according to one of these styles. Please ensure the automatic recognition is correct or change as necessary.

If you have any unanswered questions concerning the submission of your manuscript on disk, please contact English Copy Editing (Mr E. Fulford, E-mail: Fulford@Springer.de, Telephone: +49-6221-487573, Fax.: +49-6221-487161).

GUIDELINES FOR REFERENCES

In the text, reference numbers are normal size, in square brackets, on the line and are placed before any punctuation, e.g. ..... and long-chain acetyl groups [21-23].
In the list, the following guidelines should be followed. If you are using a bibliographic program such as Endnote 3 use the *Topics in Current Chemistry* format.

Please do not use the WinWord Endnote function for references or for a subject index.

Journal articles

1. Name of author (s) (More than one author: separate with commas)
2. Initials (no spaces)
3. Year in parentheses
4. Journal or periodical abbreviated according to CASSI
5. Volume (not issue), colon, first page number (No space between colon and page number)

Examples:

1. Fuchigami T (1994) Top Curr Chem 170:25
2. O'Brien DF, Armitage A, Bennet DE, Lamparski HG (1996) Adv Polym Sci 126:59
3. Reisfeld R (1996) Struct Bond 85:218
4. Trumbo DL (1996) Polym Bull 36:182
6. Chen ZY (1994) Macromolecules 27:2073

Complete book

1. Name of author/editor
2. Initials [followed by (ed) when appropriate]
3. Year in parentheses
4. Title of book, comma, edition (abbreviated edn), period (no capitalization)
5. Publisher, comma
6. Location of publisher (only one location, except Springer titles). No punctuation

Examples:

1. Faber K (1997) Biotransformations in organic chemistry, 3rd edn. Springer, Berlin Heidelberg New York
2. Boekelheide K, Chapin R (1997) (eds) Reproductive and endocrine toxicology: male reproductive toxicology, vol 10. Elsevier Science, New York
3. Bäuerle D (1996) Laser processing and chemistry, 2nd edn. Springer, Berlin Heidelberg New York
4. Hafeli U, Schutt W, Teller J, Zborowski M (1997) (eds) Scientific and clinical applications of magnetic carriers. Plenum, New York

Contributions, chapters or sections in books

1. Name of author
2. Initials
3. Year in parentheses
4. Title of contribution, period (no capitalization)
5. In:
6. Name of editor, initials, ed or eds in parentheses
7. Title of book, period (no capitalization)
8. Publisher, comma
9. Location of publisher, comma
10. Page no. - abbreviated p 122/ Chapter no. abbreviated chap 3/Section no. - abbreviated Sect 3.2

Examples:

1. Brown FR, Jackson D (1987) Analytical chemistry. In: Whie FC, Red SA (eds) Modern chemistry. Springer, Berlin Heidelberg New York, p 220
2. Khokhlov AR (1991) In: Ciferri A (ed) Liquid crystallinity in polymers. VCH, New York, p 60
3. Carter WH, Ginnings C (1994) In: Yang RSH (ed) Toxicology of chemical mixtures: case studies, mechanisms, and novel approaches. Academic Press, San Diego, p 643

Other possibilities

1. Tanzawa H (1986) First Japan-US workshop on Biomedical Polymer Science. Kyoto, Japan
2. Forgy CL (1981) The OPS 5 user's manual. Technical Report CMU-CS-81-135. Computer Science Department, Carnegie-Mellon University, Pittsburgh, PA
4. Teraoka I (1988) PhD thesis, University of Tokyo
5. Norman LO (1983) US Patent 4 379 752

GUIDELINES FOR GRAPHICS

1 General

These guidelines supplement the information contained in other instruction sheets and do not replace them, especially PREPARATION OF MANUSCRIPTS, GUIDE FOR THE USE OF TEMPLATES and SUBMITTING MANUSCRIPTS ON DISK. Where use of a GRAPHIC (figure, scheme, structure, or chemical equation when it cannot be written in normal text or by using the equation editor) can reduce the size of or replace a text passage, the graphic is preferred. Do not repeat data adequately conveyed by graphics or tables in text descriptions. Where necessary, indicate the top of the illustration.

The position of each graphic is marked in the text, or in a table, with the name of the graphic file.

Graphics should not be embedded in the text or tables.

Color illustrations – a charge is made for color printing if reproduction is possible in black and white without any loss of information. Please provide a suitable b/w presentation if you do not wish to pay this charge.

2 Graphics available in digital format and not chemical structures

Digital graphics should be submitted as a printout and each as a separate file on disk in the original format of the graphic program used **and in EPS or TIFF format (it is extremely important that each graphic is in a separate, clearly named file)**. Scanned line drawings should be in Tiff format and have a resolution of 600–800 dpi relative to the final figure (please do not exceed this because of the enormous size of the files for high resolution graphics). For halftone illustrations, 300 dpi is usually sufficient. Color illustrations should be saved as RGB (8 bits per channel) in Tiff format.

Programs SUITABLE for conversion/electronic handling are: Illustrator, Freehand, Corel Draw, Canvas.

UNSUITABLE programs are: Designer, PowerPoint, Excel, Visio, Harvard Graphics, Microsoft Word-Graphic or Microsoft Graph (Windows Metafiles).

3 Graphics containing chemical structures

Chemical equations (when they cannot be written in normal text or by using the equation editor), reaction schemes and chemical structures, or partial structures contained in tables, should be prepared with a standard program, preferably **ChemDraw™** from CambridgeSoft (available on the Internet at http://www.camsoft.com). or **ISIS/draw** from MDL Information Systems (at http://www.mdli.com/cgi/dynamic/aboutmdl.html?uid=$uid&key=$key).

Mark the printouts of the drawings and disk containing the drawing files "Reduce Drawings to 75%".

The following Table shows the settings recommended by the ACS *Journal of Organic Chemistry* and the *Journal of the American Chemical Society* and are supplied with ChemDraw™ and some other

drawing programs. Save the drawings to disk both in the original program format (*.cdx for ChemDraw, *.skc for Isis/draw) and as EPS files (*.eps).

Drawing Settings:	Chain Angle	120 degrees
	Bond Spacing	18% of length
	Fixed Bond Length	14.4 pt
	Bold Width	2 pt
	Line Width	0.6 pt
	Margin Width	1.6 pt
	Hash Spacing	2.5 pt
Caption Text Settings:	Font/Size	Helvetica or Arial/10 pt
Label Text Settings:	Font/Size	Helvetica or Arial/10 pt
Preferences:	Tolerance	3 pixels
Page Setup:	Scaling	100%

4 Graphics not available in digital format and not chemical structures

Each graphic should be submitted as a camera-ready original on a separate sheet with the author's name and its number written lightly on the reverse with a soft-lead pencil. These illustrations will be scanned and digitized at Springer.

Halftones (photographs, photomicrographs, X rays, instrument traces, etc.):

For technical reasons, it is impossible to reproduce halftone illustrations copied from published material. Authors who wish to use illustrations from the work of other publishers should ask the author for the original copy. Credit must be given to the original source in the legend and permission to publish must be obtained from the copyright holder (normally, the publisher). Photographs should be sharp, well-contrasted glossy prints of the original negative, trimmed at right angles. Halftone illustrations should be prepared to fit the format of the printed page (print area: 18.9×11.7 cm) so that 1:1 reproduction is possible. Where reduction is necessary, please state the desired scale. Mark or trim off marginal portions that are not necessary (at right angles). Please see that illustrations that are to be grouped together match in size, particularly in height. With X rays, please mark the significant areas on the back of the copy or on an overlay. In photographs, inscriptions (e.g. the scale line which is essential in electron micrographs) should preferably be drawn neatly in black ink or Letraset and in the appropriate size on the face. Where Letraset is used, please handle the photograph carefully and protect it with an overlay.

For **line drawings,** originals or glossy photographs are required. Photographs should be prepared to fit within the format of the printed page (print area: 18.9×11.7 cm) so that 1:1 reproduction is possible. Where reduction is necessary, please state the desired scale; in this case, please note that **the lettering in the illustrations must have a size of 2–3 mm after reduction.**

Prefixes in Italics

At the beginning of sentences or in headings, the **first** letter of the chemical name after the prefix is capitalized.

Element Symbol Locants

N-ethylanilene
N,*N*′-dimethylurea
O,*O*,*S*-triethyl
3*H*-fluorene

Positional and Structural Prefixes

o, *m*, *p*, *n*, *sec*, *tert*

Configurational prefixes

(*R*), (*S*), (*Z*), (*E*), *cis*, *trans*, *cisoid*, *transoid*, *rel*, *d*, *l*, *meso*, *sn*, *endo*, *exo*, *sym*, *syn*, *anti*, *amphi*, *erythro*, *threo*, *altro*, *ribo*, *xylo*, *vic*, *gem*

Polymer Nomenclature

co, *alt*, *b*, *g*, *r*, *m*, *block*, *graft*, *cross*, *inter*, *blend*

List of abbreviations

Ac	acetyl
acac	acetylacetonate
AIBN	2,2'-azobisisobutyronitrile
anhyd	anhydrous
Ar	aryl
9-BBN	9-borabicyclo[3.3.1]nonane
Bn	benzyl
bpy	2,2'-bipyridyl
Boc	*tert*-butoxycarbonyl
bp	boiling point
Bu	butyl
s-Bu	*sec*-butyl
t-Bu	*tert*-butyl
Bz	benzoyl
CAN	ceric ammonium nitrate
cat	catalyst
Cbz	benzyloxycarbonyl
CIP	Cahn—Ingold—Prelog
cod	cyclooctadiene
concd	concentrated
cot	cyclooctatetraene
Cp	cyclopentadienyl
CSA	camphorsulfonic acid
d	day(s)
DABCO	1,4-diazabicyclo[2.2.2]octane
DBN	1,5-diazabicyclo[4.3.0]non-5-ene
DBU	1,8-diazabicyclo[5.4.0]undec-7-ene
DCC	N,N-dicyclohexylcarbodiimide
DDQ	2,3-dichloro-5,6-dicyano-1,4-benzoquinone
de	diastereomer excess (discouraged, see dr)
DEAD	diethyl azodicarboxylate
DET	diethyl tartrate
DIBALH	diisobutylaluminum hydride
DIPT	diisopropyl tartrate
DMAP	4-(dimethylamino)pyridine
DMB	3,4-dimethoxybenzyl
DME	1,2-dimethoxyethane
DMF	dimethylformamide
DMPU	1,3-dimethyl-3,4,5,6-tetrahydro-2(1H)-pyrimidinone
DMSO	dimethyl sulfoxide
dppe	bis(diphenylphosphino)ethane
dppm	bis(diphenylphosphino)methane
dr	diastereomer ratio
EDTA	ethylenediaminetetraacetic acid
ee	enantiomer excess
equiv	equivalent(s)
Et	ethyl
Fmoc	9-fluorenylmethoxycarbonyl
h	hour(s)
HMPA	hexamethylphosphoric triamide
L	liter(s)
LDA	lithium diisopropylamide
LHMDS	lithium hexamethyldisilazide, lithium bis(trimethylsilyl)amide
LTMP	lithium 2,2,6,6-tetramethylpiperidide
KHMDS	potassium hexamethyldisilazide, potassium bis(trimethylsilyl)amide
m-CPBA	*m*-chloroperoxybenzoic acid
Me	methyl
MEM	(2-methoxyethoxy)methyl
Mes	mesityl, 2,4,6-trimethylphenyl (not methanesulfonyl)
min	minute(s)
mol	mole(s)
MOM	methoxymethyl
Ms	methanesulfonyl (mesyl)
nbd	norbornadiene
NBS	*N*-bromosuccinimide
NCS	*N*-chlorosuccinimide
Nu	nucleophile
op	optical purity (discouraged, see ee)
PCC	pyridinium chlorochromate
PDC	pyridinium dichromate
Ph	phenyl
phth	phthalate
PMB	4-methoxyphenyl
PNB	4-nitrobenzyl
PPA	poly(phosphoric acid)
PPTS	pyridinium *p*-toluenesulfonate
Pr	propyl
i-Pr	isopropyl
Pv	pivaloyl
py	pyridine
rt	room temperature
s	second(s)
SEM	2-(trimethylsilyl)ethoxymethyl
TBAF	tetrabutylammonium fluoride
TBDMS	*tert*-butyldimethylsilyl
TBDPS	*tert*-butyldiphenylsilyl
TCNE	tetracyanoethylene
Tf	trifluoromethanesulfonyl (triflyl)
TFA	trifluoroacetic acid
TFAA	trifluoroacetic anhydride
thexyl	1,1,2-trimethylpropyl
THF	tetrahydrofuran
THP	tetrahydropyran-2-yl
TIPDS	1,1,3,3,-tetraisopropyldisiloxane-1,3-diyl
TIPS	triisopropylsilyl
TMEDA	*N,N,N',N'*-tetramethyl-1,2-ethylenediamine
TMS	trimethylsilyl
Tol	4-methylphenyl
Tr	triphenylmethyl (trityl)
Ts	tosyl, 4-toluenesulfonyl

CHECKLIST

1	**Title page**	• Title	❑
		• Name(s) of author(s)	❑
		• Mailing address(es)	❑
		• e-mail address(es)	❑
2	**Abstract**	• One short paragraph of 10–15 lines	❑
3	**Key words**	• **5** key words	❑
4	**Table of contents**	• Decimal numbers without end periods	❑
5	**Graphic abstract**	• On paper and disk?	❑
6	**Text**	• Headings the same as in Table of Contents	❑
		• Correct type style for symbols used (e.g. italics)	❑
		• Units according to guidelines	❑
		• Correct nomenclature	❑
		• Markers for Chemical Equations, Structures, Schemes, Figures and Tables	❑
		• Equations consecutively numbered in parentheses ( )	❑
7	**References**	• Citations in text correct, numbered consecutively in square brackets	❑
		• Citations in text agree with the reference list	❑
		• All entries in the reference list mentioned in the text	❑
		• References follow Springer guidelines	❑
		• Journals abbreviated according to Chemical Abstracts (without periods)	❑
8	**Abbreviations**	• List of extra abbreviations on paper and disk	❑
9	**Figures/Schemes**	• All figures, chemical equations (when graphics), formulas, and schemes mentioned in text enclosed, each one complete and on a separate sheet and **as a separate file** correctly named	❑
		• Consecutively numbered [Fig. 1, Scheme 1, Eq. (1), etc.]	❑
		• Cited correctly in text	❑
		• Quality good enough (no photocopies or screen prints)	❑
		• Labeling clear and big enough (2–3 mm on reduction)	❑
		• Legends separate after the references	❑
		• Legends correct, symbols explained	❑
10	**Tables**	• Enclosed on separate sheets and as separate files when graphics	❑
		• Complete and consecutively numbered – Table 1 etc.	❑
		• Cited correctly in text	❑
		• Units, quantities and nomenclature in agreement with guidelines	❑
11	**Form**	• All pages printed on one side only	❑
12	**Electronic manuscript**	• Hard copy and disk version identical	❑
		• The disk clearly labeled with the title of the book or journal, title of the contribution/article, author's name, program, system (Mac or Windows)	❑
		• Only left justification, no hyphenation of words at the end of lines	❑
		• Text files saved on disk in original format of word processing program and as rtf	❑
		• Title of the review series and author's name noted on disk label	❑
		• Name and version of word processor noted on disk label	❑
		• Text in "Times New Roman", special characters in "Symbol" or "ZapfDingbats"	❑
		• List on paper of special characters included	❑
		• Graphics saved as separate files on disk in original format of the graphic program used and in EPS or TIFF format	❑
		• Recommended settings used for chemical drawing programs	❑

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