

How to use a journal template

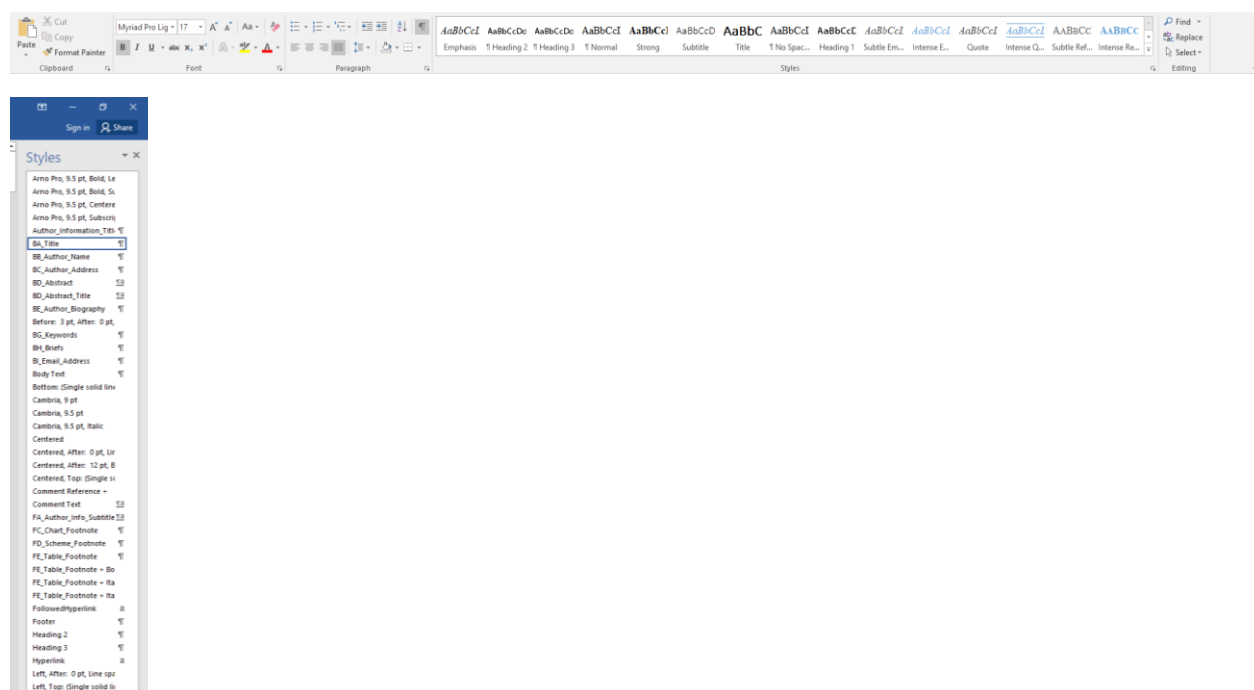
1) Where to get the template

The favorite option is to take the final version of an article submitted by the group in the same journal, then everything is already correct. However, if your article is the first of the group in a year, you should download the template from the journal website, as they do sometimes small adjustments.

Formatted or unformatted? Unless strictly prohibited by the journal, use always the formatted template.

2) Use the correct format for each subsection.

The format for all sections are provided in the styles box of word once you expand it by clicking the arrow at the bottom right. The different styles have usually self-explanatory names like TA_Main_Text, FE_Table_Footnote or VA_Scheme_Title, etc... In particular, all illustration captions have a specific style that should be used and they cannot be included in the chemdraw.



3) Inserting chem draws

This is the most important part, as source of a lot of extra reformatting work if not done correctly. Here is the procedure to follow:

1) **Be sure that you are working in the correct chem draw template!** Both ACS and Wiley have ACS style, but RSC and Nature have different styles. The best is to take a scheme from the group in the correct format from a publication. Be careful with copy-pasting from scheme in another format: sometimes chemdraw import also the format, **you need to be sure you are really in the right style.**

2) To insert the scheme in your article, first change the line spacing under "paragraph" **from exactly to single**, then insert the scheme with the option **In Line with text**.

3) Size of illustration (main source of errors!)

All the schemes of the article **need to have the same size**. Be careful not to let word vary the size of your draws!

ACS and Wiley have larger size styles and the drawing should be made smaller in the article. RSC gives a final scheme size that should not be modified. Although Wiley and ACS styles are identical, the template size is different (font 12 for Wiley and font 10 for ACS). Although ACS and Wiley gives some freedom for the size you choose, we should all use the same size for group homogeneity reasons. Therefore the correct sizes of chemdraws are:

100% of RSC

50% for Wiley (check you really have 12 font in original file).

60% for ACS (Check you really have 10 font in original file).

This means for example if your ACS scheme appeared as size 50% in your word file, you need to redesign it to make it fit! My personal favorite option to avoid extra work is to always open a scheme fitting well from the size point of view and design the next one in the same chemdraw page. This way I am sure the next scheme will also fit....

A potential issue when reformatting: RSC 100% is font 7, this means that all RSC schemes will be larger....

Be careful: when changing computer, the information of size is often transmitted incorrectly (eg indicating 53% when in reality it is 60%). The correct size can be recovered by opening the file again in chem draw. The best way to avoid any issue is to create a final chemdraw file with the desired size, and then not change the size anymore in word (should be constantly 100% then).

A few other frequent mistakes to avoid with chemdraw:

- Don't use **bonds as lines, or cyclobutanes as squares!**
- Be careful to keep the same molecule orientation in all your schemes
- Avoid grouping compound structure and numbers, as this disturbs alignment later
- Avoid big text box with empty spaces to distribute the different parts (eg around reaction arrows), instead create different text boxes that you can then align/distribute

The best strategy is to use one chemdraw from a previous publication in the group, they are all available on the shared folder.

4) Inserting two columns scheme

For that you need to create a separate section in your file under layout, breaks, section breaks. You can choose either a next page or continuous option. Once you have created the section you can decide if you want one or two columns with the layout columns option.

5) References

Be sure you use the correct reference style, which is different in ACS, Wiley and RSC! Most reference managing software have these styles in their library, but sometimes with errors. You can always check the authors guidelines of the journal.

The final version should always be without linked references to be sure it is stable.