

Instructions for authors

Acta Chimica Slovaca (ACS) will publish papers on fundamental and applied aspects of chemistry, biochemistry, chemical technology, chemical engineering and process control, biotechnology and food technology. Welcome are also topics, which include chemical aspects of materials, physical chemistry and chemical physics, analytical chemistry, macromolecular chemistry and biomedical engineering. ACS appears two volumes in a year. ACS welcomes original papers and reviews.

Original papers describing original research should not exceed twenty pages of printed text, including tables, figures and references (about 40 000 characters including space occupied by Tables, Figures and Schemes). These will usually be published within six months after acceptance.

Review papers not exceeding 20 pages of printed text, including tables, figures, and references. However, in scheduling manuscripts for publication, preference will be given to original research reports. Reviews should be authoritative, critical and comprehensive evaluation of research conducted in previous years in the areas of topical interest. Prospective authors of reviews should first send an outline of the proposed article to the Editor-in-Chief with a brief letter explaining why the subject might be of wide interest or significance. Papers already published or in press elsewhere will not be accepted. Papers of restricted local importance will not be accepted. Manuscripts should be written in English and should be submitted in electronic form.

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The manuscript should be arranged in the following order:

Title page (page 1). The **title** should be brief but informative. A **subtitle** may be used to supplement and thereby shorten an excessively long main title. The author's full name (if more than one, indicate to whom correspondence should be addressed). Affiliation(s)/Address(es) should be complete and should include the e-mail address of correspondence author.

Abstract/Key words/Abbreviations (page 2). Abstract – brief and informative, not to exceed 250 words. No abbreviations should be used in the abstract. Key words – a maximum of 6, in alphabetical order, suitable for indexing. Abbreviations – arranged alphabetically, only those which are not familiar and/or commonly used.

Main text. Recommended font type is Times New Roman (Arial or Helvetica) for main text, figures and schemes, font Symbol for symbols. The text should, if possible, be developed under the following headings:

Introduction, Materials and Methods, Results and Discussion. New paragraphs should be indented. The use of footnotes should be avoided. However, if essential, they should be typed on the appropriate page, but clearly separated from the text with a line above them. Acknowledgements (also grants support, etc., if any) should follow the main text and precede the references. Notes should be numbered consecutively in the text with superscript numerals and listed in numerical order after the Acknowledgements.

All equations, including those describing chemical reactions should be labeled with numerals. Also all mathematical equations should be numbered. In equations, symbols of variables must be written in *italics*. The sub- or super- scripts should be written in normal style unless they represent a physical quantity such as pressure in the symbol of C_p . The meaning of the symbols should be explained immediately below the equation. The equations inside of paragraphs are preferred to type as a text (not as an equation) if possible.

All terminology used should comply with the recommendations of the IUPAC:

- www.iupac.org/reports/,
- www.iupac.org/publications/.

For the use of quantities, units, and symbols, the following documents are recommended:

- www.iupac.org/publications/books/gbook/green_book_2ed.pdf,
- www.iupac.org/reports/1993/homann/index.html.

A very good overview of the nomenclature in organic chemistry and biochemistry is available at www.chem.qmul.ac.uk/iupac/.

Tables and figures should be numbered, starting from 1. They should be embedded within the document, approximately in the place, where they should appear in the publication. Figures should be pasted into the Word document so that they could be edited using the software in which they were created. Schemes and charts with complex reactions and compounds, respectively, are considered figures and numbered consecutively in order of appearance in the text. Chemicals are denoted by roman numerals according to their order of appearance in the text. Figures must be supplied in the true reproduction size, as legible black-and-white vector graphics or bitmaps with the minimum resolution of 600 ppi (dpi) for back-and-white bitmaps and 300 ppi (dpi) for grayscale or color bitmaps. Color bitmaps are accepted for the electronic version of the journal but the authors are charged for the color print. At sending the final, revised manuscript, each bitmap figure should also be sent as a separate file in a bitmap or vector format (TIFF, EPS, JPEG with minimum compression, exceptionally BMP, GIF) with high resolution to preserve image quality (not resampled images).

Figure below illustrates the recommended form of graph and its caption. The symbols of variables must have the same form and style as in the main text. It is recommended to label curves by a short intelligible symbol, especially, if the plot contains several curves. The symbols used must be explained in the figure caption. The recommended fonts are Times New Roman (Arial or Helvetica). Some deviations from this form are allowed, if a unified form of figures is used within the manuscript. Recommended width size is 80 mm (maximum 165 mm) with respect to font size 10 pts.

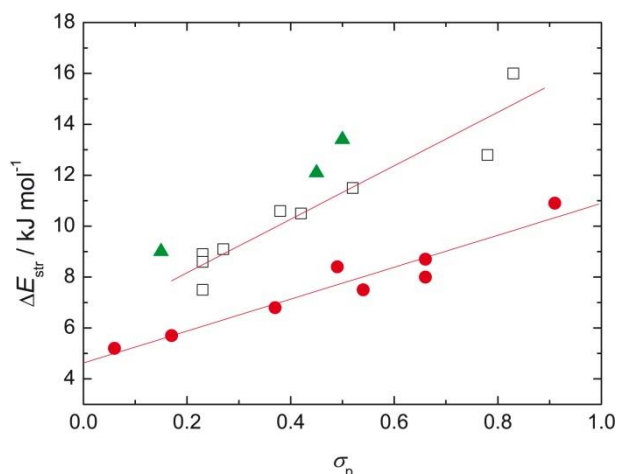


Fig. 2. Dependence of...

If several plots are included into one figure, they should be distinguished by letters in the left-hand (right-hand, in case of the lack of space) top corner of the plots (Figs. 3a and 3b). It is recommended to use the symbols of variables not their names in the axis titles. The axes values should not have more than three digits. In order to avoid that, the axis quantity should be multiplied by an appropriate factor. If numerous symbols are used repeatedly throughout the main text, these should be listed in a separate chapter. All symbols, names, and units of variables used throughout the manuscript must be included in alphabetic order.

References. Literature references should be listed alphabetically, typed double-spaced, and in the text referred to by author name and year of publication enclosed in parentheses, e.g. (Fišera, 1989; Blacksmith and Hargreaves, 1999; Devera et al., 2009). Citations of personal communications and unpublished data should in text appear only as: (J. Biely, personal communication), (J. Švitel, unpublished), and not in the reference list.

References should contain: author(s) name(s) followed by author(s) initials, year, journal, volume number, and inclusive page numbers. Books must include the location and name of the publisher.

Examples:

1. Periodicals:

Gonzalez AE, Martinez AT, Almendros G, Grinbergs J (1989) *Acta Chimica Slovaca* 5: 221–236.

2. Books (edited by someone other than author of article):

Slovák AB, Andrej CD, Brondoš M, Nikto O (1975) In: Haľama D (Ed) *Basics of Biotechnology*, Vol. 1 (pp 9–36). Slovak Academic Press, Bratislava.

3. Books (Monographs):

Ninnemann BA (1973) *Fundamental Concepts in Photochemistry*. Freiherr and Obermeyer, Berlin.

Tables. Each table should be typed on a separate page. Tables should be numbered with Arabic numerals, followed by the title. Both horizontal and vertical rules should be indicated. Table footnotes should be marked with superscript numbers. Each table must be mentioned in the text, approximately in the place, where they should appear in the publication.

Figures. Each figure should be mentioned in the text.

Line drawings must be in black on white background, and should not contain shading (1 pts line are recommended). Extremely small font size should be avoided, figures are often reduced in size. Font size 10 pts is recommended with respect of picture width from 80 to 165 mm (24 or 36 pts in some graphic programmes). Symbols should have the magnitude of 8–10 pts. Halftone reproductions must be clear, well-contrasted and cropped at right size. Figures as well as legends should be identified by Arabic numbers and headed “Fig. 1”, etc.

Where multi-part figures are used, each part should be clearly identified in the legend, preferably with (lower case) letters. Do not give magnification or scales in the figure legends: instead draw bar scales directly on the figures.

Equations. Each equation should be mentioned in the text, copied from equation editor.

Equation as a part of paragraph should be written only in simple form – $\rho = m/V$ without using equation editor, otherwise must be in separated numbered line as standard equation. If very special symbols are used in equation then must be exported from equation editor as a bitmap picture (TIFF or JPEG, 600 dpi) in original size. Font Times New Roman and Symbol is recommended.

Abbreviations and units. SI units should be used, e.g.: mg, g, kg, km, m, cm, mm, ppm, cpm, qmCi (microCurie), L (litre), mL, s (second), min (minute), h (hour), mol, m³, kg per ha or kg ha⁻³. If a non-standard abbreviation is to be used extensively, it should be defined in full on page 2 and follow the abstract.

Proofs and off-prints. The author will be sent proofs for proofreading in electronic forms. Authors should arrange the text to the camera-ready form. No prints of the article will be supplied. The PDF file of the final form of the article will be available to author(s).

Do's

1. File. Identify your file clearly with a sensible name. Make absolutely sure that you send us your final version, and that the printout is identical to what you have sent by e-mail.
2. Consistency. Be absolutely consistent and check the use of punctuation, abbreviations, capitals and lower case in headings, spelling, etc. If possible, use the spelling checker on your computer.
3. Special characters. Don't use any special symbol fonts except standard Symbol font included in the every computer otherwise use special symbol as a bitmap picture (TIFF or JPEG).
4. Headings. Start headings etc. flush left, with two space lines above (i.e. three Hard Returns) and one space line below (two Hard Returns). Distinguish different levels of headings and be consistent.
5. Paragraphs. Separate paragraphs from one another with one Hard Return.
6. Block quotations should be indented with an [Indent] code and should have one space line (i.e. two Hard Returns) above and below.

Instructions for authors

7. Figures should be submitted in camera-ready form. They should be embedded within the document, approximately in the place, where they should appear in the publication. Figure legends should be placed below of the figures. Do not use text flow around picture.
8. Tables. We prefer tables to be submitted in camera-ready form. When using simple text table separate columns with [TAB] codes (not with spaces) and, consequently, adjust the tabular stops to position the columns. Simple table adjustment with [TAB] codes or drawn table with vertical lines is possible. Mostly only horizontal lines are used.
9. Equations. One-line equations without fractions can be typeset from the word editor.
10. References and Notes. Strictly follow the Instructions for Authors of the journal in which the article will be published for the style of referencing and the use of notes.

Don'ts

1. Hyphenation. Do not hyphenate words at the end of a line. Use only one hyphen for words such as “well-being”, and “re-do” and use two hyphens for sequences of dates and years such as “conference dates are 12–15 September, 1992”, “age groups between 20–30 years are welcome”, and page number indications in References, e.g. “pp. 240–243”.
2. Hard Returns. Do not use Hard Returns except when absolutely necessary, such as at the end of paragraphs, headings, etc. Otherwise, let the word wrap feature of your word processor do this work for you.
3. TAB feature and Spacebar. If you need more than one space between two items, e.g. when you write in columns, always use the [TAB] feature of your word-processing package. Use the spacebar only for separating words from one another. Do not use the spacebar to format tables, for centring or lying out texts, or for any other form of line or page formatting. Always use only one Spacebar between the words.

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Label your file properly, giving exact details on operating system and software used. Always retain a backup copy of your file.

Send the files to one of journal editors by e-mail as attachment.

When your article will be accepted for the publication, incorporate all reviewers' comments into the text.

Arrange the manuscript to the camera-ready form (with embedded Figures and Figure Legends, Tables, Equations, Notes, etc.). Please keep deadlines ordered by editors.

Send to the Editors a signed copyright transfer agreement.

Wait on the acceptance letter and the final PDF file of article.