

GUIDELINES FOR AUTHORS

EDITORIAL POLICY

ChimicaOggi/ChemistryToday is publishing contributions on applied research, reviews and commentaries designed to update its readers with the current developments in the field of fine and specialty chemicals, agrochemicals, pharmaceutical development, cosmeceuticals, biotechnology and regulations.

ChimicaOggi/ChemistryToday occupies a niche between primary research journals and conventional review journals. While not being a vehicle for the publication of original papers on basic research, the journal aims to develop an integrated approach to communicating significant innovation in the above mentioned areas and discussing their commercial potential.

The mission of the journal is to facilitate communication among different stakeholders of innovation: industry, academia and market. Industry is updated on current research and innovations brought forward by science. On the other hand, reports on market trends let both industry and academia understand market requirements. This means combining scientific background with state of the art information to make the topics addressed accessible and valuable to newcomers and experts in the field alike.

TYPES OF PUBLISHED CONTRIBUTIONS

Manuscripts submitted to *ChimicaOggi/ChemistryToday* must not have been published already and are currently not being simultaneously submitted or published elsewhere.

Authors are asked to sign the corresponding declaration reported at the end of these guidelines, inclusive also of transfer of the copyright ownership to Teknoscienze in the event the article is published by *ChimicaOggi/ChemistryToday*. The following types of manuscript may be submitted to be considered for publication:

Scientific articles: these are scientific or technical, critical and comprehensive reports aimed to demonstrate innovation in a specific area of applied research. They may either focus on original results from the authors or be mini-reviews on highly innovative fields of research & innovation.

- ✗ Scientific articles **must not contain** commercial information, e.g. promotional and commercial messages, etc. Brand names are allowed **only if** supported by experimental studies.
- ✗ All assertions made within scientific articles must be scientifically sound and be supported by citation of the relevant reference in the literature. All data reported to have 'significant' value must be supported by corresponding numerical data and p values.
- ✗ All scientific articles are subject to the **peer-review** process (see specific paragraph for details). All scientific articles are **NOT subject to fees** for publication.
- ✗ Authors are warmly invited to present their scientific and technical data and conclusions in a straightforward and neutral way, in order to preserve the scientific soundness of the editorial contents and avoid any conflict of interest.
- ✗ Authors are expected to resist any pressure to emphasize product names in their scientific articles as well as to avoid any inappropriate health claim while discussing biological properties of products.

Perspectives: these are reviews, commentaries and opinion papers from acknowledged experts in the fields of regulations and market aimed to inform readers and stimulate the debate on specific issues. Scientific articles dealing with brand products or brand technologies to describe experimental procedures are included in this category as well. Please note that no advertising is allowed. These articles are not charged for publication.

Product Focus: these are articles denoted by a promotional and product-oriented content. They are classified as advertorials and are thus **charged** accordingly for publication. These articles are the appropriate place to publish commercial information, including brand names of products. If a manuscript submitted as a scientific article won't match the criteria to be classified within the scientific section of the journal, its publication as a Product Focus will be recommended by the Editor.

INTERNAL REVIEW AND PEER REVIEW

- ✗ Final decisions concerning all manuscripts submitted to *ChimicaOggi/ChemistryToday* are under the responsibility of the Editors.

- ✗ Editors first perform a formal review of the submitted manuscript to verify its match to the criteria for classification as a scientific article or Product focus. Should any comment arise, Editors will discuss with the authors the best options to publish the articles before forwarding them to peer-review.
- ✗ To evaluate the scientific soundness of those articles suited to be classified within the scientific section of the journal, Editors seek the advice of scientific peer reviewers.
- ✗ Reviewers receive guidelines on how to perform their evaluation. Referees are asked to act according to principles of correctness and to consider all received information as confidential, thus not to disclose it to third parties.
- ✗ Reviewers are asked to fill an evaluation checklist on the manuscript. The checklist is inclusive of the following parameters: novelty of contents, scientific soundness, comprehensive exposition of data, discussion and results, interest for public, quality of writing, accuracy of bibliographic references. Reviewers are also asked for suggestions and comments on how to improve the manuscript, should this be required to achieve publication.
- ✗ Peer reviewers are selected both by the Editors and the author among experts in the field considered or among members of the Scientific Board of the journal.
- ✗ Reviewers remain anonymous. Authors may request upon valid motivations to exclude certain persons from being reviewers of the manuscript.
- ✗ Publication of articles is subject to positive evaluation of reviewers. The Editor will forward the corresponding author comments from referees and ask her/him to submit the amended manuscript. Authors may reply to the editor, who will forward their comments to the referees.
- ✗ Authors submitting articles to *ChimicaOggi/ChemistryToday* may be asked from time to time to review manuscripts in the same field coming from other researchers.

PUBLICATION DATES AND DEADLINES FOR SUBMITTING CONTRIBUTIONS

Deadline to submit manuscripts to be considered for publication are the following:

ISSUE	SCIENTIFIC ART./PERSPECTIVES	PRODUCT FOCUS
January/February	October 13 th	December 9 th
March/April	December 20 th	February 23 rd
May/June	March 3 rd	April 29 th
July/August	May 27 th	July 25 th
September/October	June 9 th	September 7 th
November/December	September 29 th	November 25 th

Please note that if your article is planned to be included in a supplement, deadlines could be different from the ones of the main issue. In this case please contact the Associate editor.

WRITING STYLE AND LANGUAGE

Spelling and grammar conventions must conform to **UK English**. Authors being not of English mother-tongue are kindly requested to ask the assistance of an English-speaking colleague or reviewer to prepare and review the manuscript prior to submission. This would greatly speed up the reviewing process and avoid request from Editors to revise the language. Authors may also ask the Editors to arrange for the review of the English-language: this service is charged accordingly to the length of the article being reviewed.

Standard conventions for scientific writing have to be used while drafting scientific contributions to *ChimicaOggi/ChemistryToday*.

A more commercial style of writing is accepted for commercial contributions, i.e. advertorials, company profiles and Product focuses.

Authors are kindly advised to consult published papers available on the web site as example to guide writing: www.teknoscienze.com

ORGANISATION OF THE MANUSCRIPT

The following sections have to be considered while writing an article:

Title: The title should be clear and concise and allow to easily identify the subject of the paper. Abbreviations should be avoided. The title should be no longer than 55 characters. A subtitle can be added, this being no longer than 80 characters.

Authors' names and Addresses: the format to be used while listing authors names is:

- ✗ Name, Middle initial (if any) and Surname (for each of the authors)
- ✗ Full postal address (for each of the authors) (organisation's street address, city and nation)

- ✗ Corresponding author should be clearly identify by an asterisk (*) close to her/his name.
- ✗ Please clearly identify each authors' name with a progressive number 1, 2, 3 etc. Institutional affiliation for each author has to be provided in the following paragraph using the corresponding numerals.

Abstract: A brief abstract should be included to summarise contents of the article, results and conclusions. Standard length for abstracts is 80 to 120 words.

Contents:

- ✗ Technical and scientific contributions should follow the traditional scheme (introduction, results and discussion, experimental section, conclusion, references).
- ✗ This is not a tight requirement for other types of contributions. The length of the manuscript should be 1500-2000 words. Please stick to this word count recommendation due to the journal's policy of getting article contents across to readers in the clearest, most concise and simplest way possible.
- ✗ Should it be impossible to meet the recommendations above, we recommend splitting the manuscript in two parts to be published in separate issues of the journal. In such an instance, please prepare the article for a two-issue publication beforehand by adding the appropriate information to the title (i.e. "Part 1" or "Part 2") and by linking the two parts together with appropriate text in the introduction and the conclusions in order to ensure readers fully understand the paper is in two parts. As regards references for an article requiring a two-issue publication, please include in each part its own specific references. We recommend adding a reference to Part 1 in the reference list at the end of Part 2.
- ✗ **Two or three sentences** - of about 10/20 words each -, extrapolated from the text, are needed in order to stress the main points of the article. The editor will choose, accordingly to graphic needs, which sentence to display
- ✗ A photo of the corresponding author is highly appreciated.
- ✗ Two or three images – linked to the article topic - to be used without captions. The images need to be in high resolution (300 dpi at least) and saved as eps.

References:

- ✗ Please cite all documents in which part of the article contents were previously cited (including conference proceedings, patents, letters, theses, etc.)
- ✗ **References must be indicated in the text by Arabic numerals in brackets which run consecutively through the paper.**
- ✗ The number of references should not exceed **30 items**. If you think more references are needed, your e-mail will be displayed in the text in order to enable the reader to contact you.
- ✗ References cited should be reported at the end of the manuscript under the "REFERENCES AND NOTES" paragraph and numbered correspondingly in their order of appearance in the text. The following format for references must be used:
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 Abbreviations should be according to CASSI (Chemical Abstracts Service Source Index).
 If in doubt, authors should always write the journal title in full.
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 - 📖 **to a compilation:** F. Author, L. Author et al., "Title of contribution", *Title of book*, Publisher, **Vol. N°**, page-page (year).
- ✗ Authors are recommended to consult our journals for examples.

TEXT FORMAT

Please use Microsoft Word as the text editor to prepare the manuscript. The use of one of the advised version of the program would allow for a more rapid production phase:

Windows PC: Microsoft Word 97 or higher

Macintosh: Microsoft Word 98 or higher

Please note that PDF file are not accepted.

Please follow the following guidelines to make the text easier to be evaluated by reviewers and to be produced:

- ✗ Use A4 (21 x 29,7 cm) paper size and font Arial as default;
- ✗ Do not protect the file with passwords;
- ✗ Automatic hyphenation should be disabled and line returns should be used only at the end of paragraphs and section headings;
- ✗ The font Symbol must be used for Greek letters and mathematical symbols;

1) Main title (30 pt + bold)

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3) ABSTRACT (9 pt + bold + CAP. LETTERS)

4) *Abstract text (9 pt + italics)*

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17) * Corresponding author (9 pt)

18) Company name (9 pt)

19) Full postal address (9 pt)

GRAPHICS FORMAT

✗ Table should be created with the same editor as text and placed close to their first mention in the text. Please number tables consecutively and insert also a self-explanatory title (i.e. *Table 1. Melting points for a series of aromatic ketones*).

✗ The font Symbol must be used for Greek letters and mathematical symbols.

✗ Please try to be as concise as possible also with respect to the number of charts, diagrams and photos to be included in the article. Graphic items should possibly not exceed 3-4 per article.

✗ Each figure should have a corresponding title allowing for an easy understanding of contents without reference to the text (i.e. *Figure 1. View of the new production plant*).

✗ Please send all charts, diagrams and photos in colour possibly since *ChimicaOggi/ChemistryToday* pages are all published in colour.

✗ **Every single diagram/photo must be submitted as separate file** in order to speed up production phases and must follow these specifications:

Resolution: 300 dpi at least

Colour: CYMK (or Greyscale)

Average size: 7 cm width

Formats accepted: jpg, tiff, pdf

✗ **When structures or reaction schemes are included in the article, they should be also saved as jpg or tiff or pdf.**

← Width = 7cm max. →

Use a Arial 8-points character to edit tables. The font Symbol must be used for Greek letters and mathematical symbols. Tables should be created with the same editor as text and placed close to their first mention in the text. Please number tables consecutively and insert also a self-explanatory title.

Table 1. *Captions (7,5 pt + italics)*

SUBMISSION OF MANUSCRIPTS

The Editors won't accept hardcopy's submission of contributions. Please submit all manuscripts by e-mail only to:

Gayle De Maria

Associate Editor

gayle@teknoscienze.com

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Access to submitted manuscripts will be limited to the editorial office and to those reviewers in charged of each specific article. The following 4 separate files must be submitted:

- ✗ **1 Full-Text MS Word file:** *the full text including abstract, keywords, extrapolated sentences, charts, diagrams and photos*
- ✗ **1 text only file:** *including the same contents as the full-text file less the figures. In short, just the plain text.*
- ✗ **1 zipped file:** *including charts, diagrams, pictures and a **photo of the corresponding author**. If a zip file cannot be provided, you can also send your figures in separate figure files. In case your figure files exceed the total size of **7MB**, please inform the Editors before sending them to ensure proper submission or agree on different ways to submit them (i.e. download from your company's ftp site, submission on CDROM through ordinary mail, etc)*
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DRAFT FOR PROOF-READING

Upon receipt of manuscripts and termination of the peer-review process (in case of amendments required by the referees), the editor will process each article making a pdf draft for proofreading out of it. Draft will be sent directly to the corresponding author for her/his final review. Author will be requested to give a prompt feedback, with comments and/or corrections, according to terms and times required. For drafts which will not be reviewed within deadlines, the publisher will delay publication to later issues until the article won't be cleared for publication by the corresponding author.

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1. Authorship Responsibility

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- For articles with more than one author, I agree to allow the corresponding author to serve as the primary contact with the Editors in charge of the article, to review the edited typescript and proof, and to make decisions regarding release of information; or, if I am the only author, I will be the corresponding author and agree to serve in the roles described above.
- I have given final approval of the submitted manuscript, which has also passed all internal steps of approval before publication.

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