

Contents (click on the topic)

[ACS Books Chapter Template](#) | [Title Page](#) | [Color Art Policy](#) | [Preparing and Placing Figures, Graphics and Tables](#) | [Graphic Specifications](#) | [Equations](#) | [Chemical Structures](#) | [Tables](#) | [References](#) | [Permissions and Previously Published Material](#) | [Copyright](#) | [Copyright Form](#)

## PREPARING YOUR CHAPTER (MANUSCRIPT) FOR ACS BOOKS

These instructions are specifically for the preparation of chapters to be published by ACS Books and should be read thoroughly before preparing and uploading your chapter to the [ACS Books Online Submission site](#). Chapters must be prepared according to the guidelines contained in these instructions.

For instructions regarding the actual uploading of your chapter, as well other submission information, please refer to the appropriate link found on the ACS Books Information for Authors page at <http://pubs.acs.org/page/books/submission/authors/index.html>.

### Key Points

- All chapters must include a title page.
- All chapters must include an abstract.
- Every figure, table, and reference must have a callout in the text. References must be sequentially numbered in the order that they appear the first time in the text. No footnotes are allowed in the text; please incorporate footnotes as references.
- If you reproduce or adapt previously published tables, figures, illustrations, or extensive quotations from other sources (books, journals, or online) in your chapter, you must obtain appropriate written permission and provide copies of the correspondence to ACS.
- We must have a signed ACS Books Copyright Status Form in order to publish your chapter.
- ACS does not provide copy editing of the chapters. There will be no galley proof provided to the author prior to publication.
- ACS cannot accept any chapter that is a verbatim reproduction of a prior publication.
- In order to meet ACS Production and Publication deadlines, chapters not submitted in a timely manner may be excluded from the final book.
- There is no word count or length restriction for your chapter. The average chapter runs between 15 and 25 template pages including references, tables, and artwork.
- It is strongly recommended that the chapter template should be used when creating your chapter.

## Introduction

These instructions will help provide consistency within the book while allowing authors to use their own word-processing capabilities to produce a high-quality document.

It is important that you thoroughly **proofread and copy edit** your chapter before submitting it because these tasks are not performed by ACS Production. Also, in response to faster publishing demands, ACS does not provide authors with a galley proof of the chapter prior to publication. Please ensure that all necessary changes are incorporated prior to submitting your revised chapter. Once your chapter has been accepted for publication, ACS Production will provide the following:

- Make necessary formatting changes (i.e., margins, leading, size, and placement of figures and tables) to the text to better fit the electronic and print specifications
- Tag the data elements of your chapter for the electronic product
- Prepare figures and graphics for both the electronic and print products
- Sequentially number the pages and add the chapter number
- Create subject and author indexes

We encourage authors to refer to [The ACS Style Guide](#) for a general discussion of the principles and practices of scientific publishing. An electronic version can be obtained by creating an account with [ACS ChemWorx](#). For information on purchasing a print copy of *The ACS Style Guide*, go to [Oxford University Press](#)

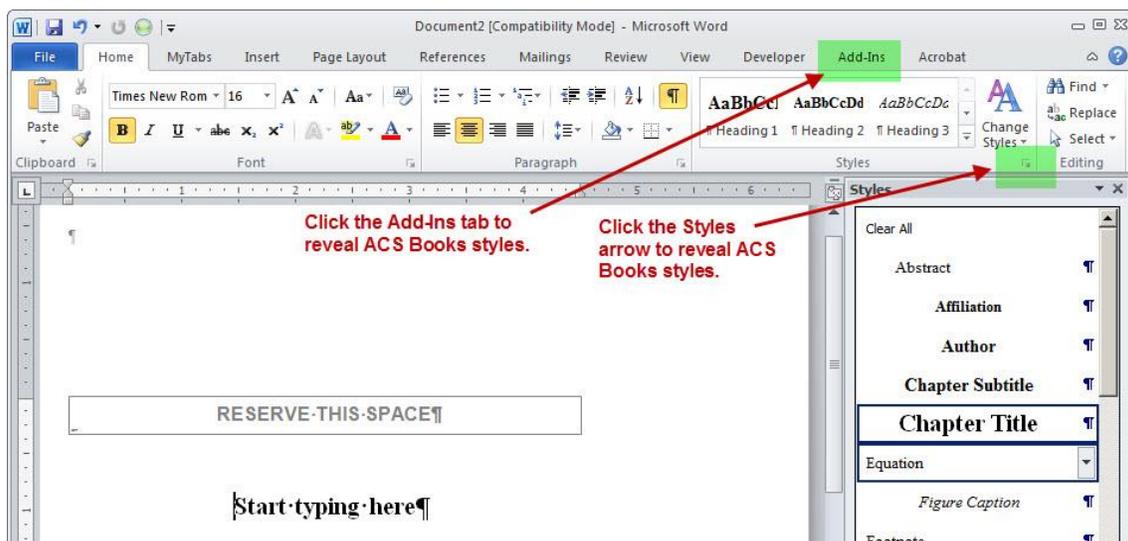
## Guidelines for Preparing Your Chapter

Chapters must be prepared according to the guidelines contained in these instructions. ACS Books has provided a template for your use. It will provide a good representation of the way your chapter will look in the published PDF.

### Instructions for Using the [ACS Books Chapter Template](#)

Download and save to your computer the newest version of the template from the ACS Books Web site, and then open the file. A new document based on the template will open.

1. Enter your text into the file in one of three ways:
  - Type directly into the template.
  - Cut and paste from another document.
  - Use the menu command for Insert > File to import a previously created document.
2. View the “Styles” palette by clicking on the **Add-Ins menu** or by clicking on the dropdown arrow for the **Styles** category on the ribbon, as highlighted in green below.



3. Apply the appropriate style to each item in your document. The template contains preset "styles" for formatting each item likely to appear in a chapter. The style names describe the items (such as "Abstract" or "Heading 1") that they format.
4. When you have finished formatting the text, proceed with adding figures, equations, tables, and other elements of your chapter.

## Creating the Title Page

### 1. Chapter Title

### 2. Author Names

- The list of author names should include each author's first name or initials before the family name. Do not use all caps.
- The corresponding author's name should be accompanied by an asterisk (\*)  
*Example: J. S. Smith\**
- All chapters must include the e-mail address of the corresponding author after the author's address line on the title page of the chapter.
- If authors are from more than one affiliation, use superscript numbers to link the authors' names and their affiliations. If multiple affiliations are given, identify the affiliation for each author.
- Every author affiliation must include a mailing address.  
*Example: Department, university or company, 111 Apple Street, New York, NY 10000.*
- Space at the top and bottom of the title page (and only the title page) is reserved for ACS Production use. This space is clearly marked in the template file; do not type in this reserved space.

### 3. Abstract

All chapters must include an abstract. The abstract must be placed immediately after the author names and addresses on the title page. The abstract must be one paragraph, concise, self-contained, and complete enough to appear separately in abstract publications.

## Creating Section Headings

The headings for major sections of your chapter should not be lettered or numbered. Only three levels should be used.

## Color Art Policy

Please read this section carefully if you are submitting color figures or graphics with your chapter. Authors are not charged for the publication of their color figures and graphics that appear in the electronic version. Any artwork that is submitted to ACS Books in color will be published on the Web in color, with no cost to the author.

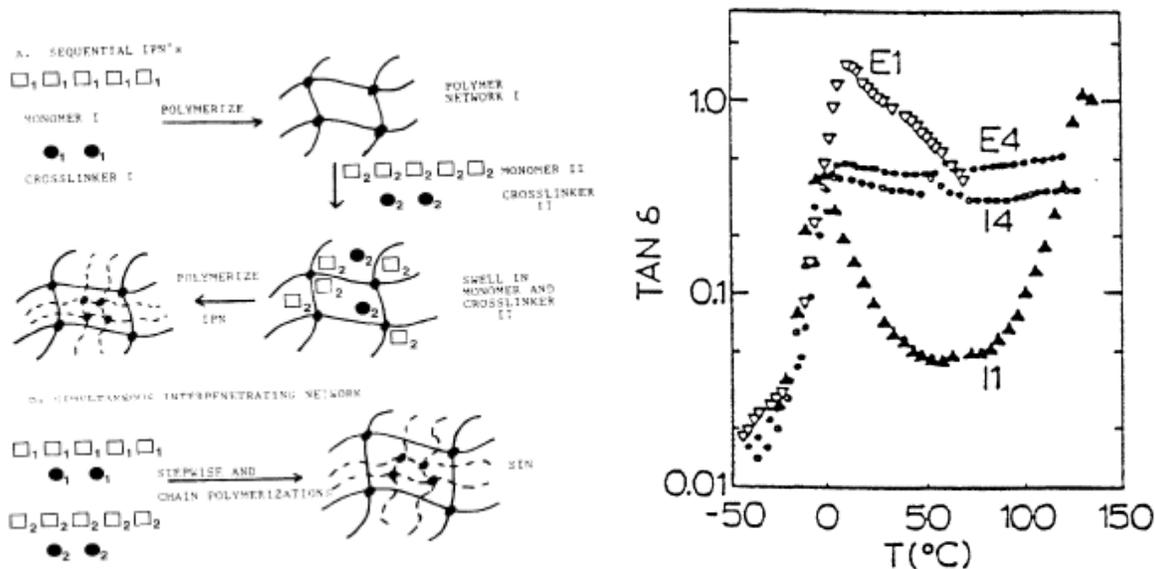
For the print version, it is our policy to split the costs of printing color art with the author. During the submission of your chapter, you will be asked to indicate your color preference. If you do not specifically indicate your desire to use color (and provide billing information) at that time, all of your images will be printed in grayscale, even if they were originally submitted in color.

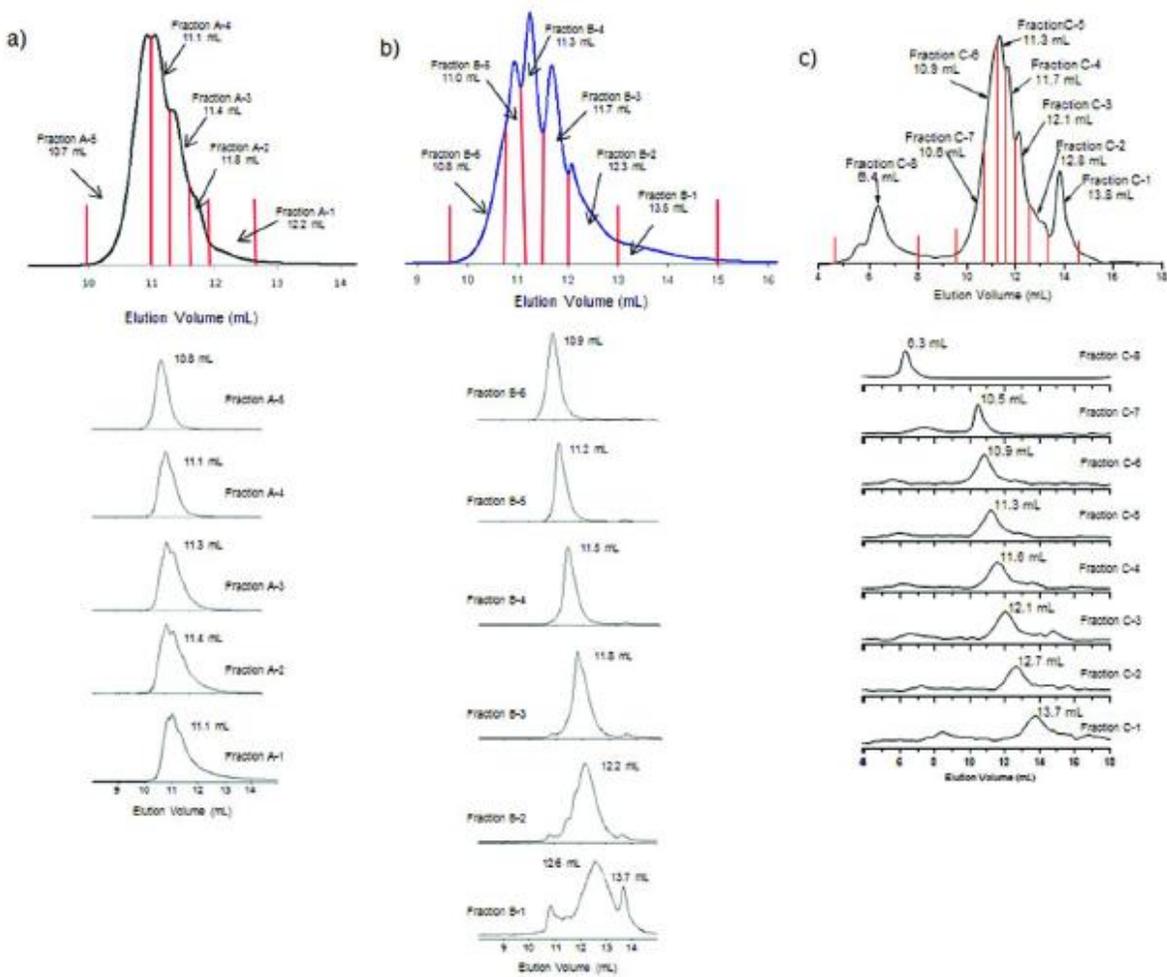
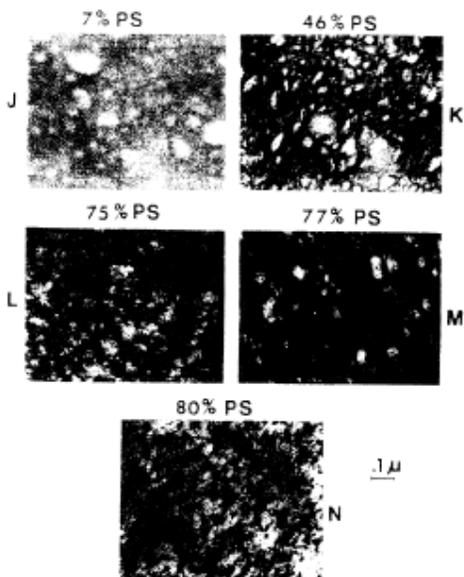
Many variables impact the cost of printing a figure or graphic in color, including how many other pieces of art are in the book, how large the pieces of art are. Therefore, ACS Books cannot provide exact estimates regarding the cost for which authors will be responsible should they elect to use color in the print version of the book. Contact books for the general pricing structure.

## Preparing and Placing Figures, Graphics, and Tables

All submitted images for figures, schemes, tables, equations, and so forth should be clear, legible, and concise. Please see the examples below of illegible graphics. All submitted images will be treated as graphics. There will be no modifications of graphics except for sizing. Please make sure that all images are readable. The acceptable graphic file format is TIFF.

Examples of illegible graphics:





## Figure Citations in Text

Every figure **must** be cited in the text. Figures should be numbered consecutively using Arabic numerals. When referring to a figure in the text, write out the word “Figure” and use the number.

*Example: As shown in Figure 3, the polymer surface has begun to deteriorate.*

## Figure Placement and Submission

The acceptable graphic file format is TIFF. Please use one of the following options for figure placement and submission.

***Provide the figures as part of the text:*** The preferred submission procedure is to embed graphic TIFF files in the manuscript text of the Word document by copying the graphics from the graphics program window and pasting them directly into the manuscript. Do not resize the graphic after it has been pasted into the manuscript. Do not wrap text around or on the sides of figures. Make sure that the complete figure caption is included beneath the figure. Figures should be placed **after** their citation in the text and as close to the first mention as possible.

***Provide the figures at the end of the text:*** Another option is to submit individual graphic files at the end of the manuscript text in the Word document. If this is done, ensure the files are named based on graphic function (i.e., Scheme 1, Figure 5, and Table 3). Labeling of all figure parts must be present, and the parts should be assembled into a single graphic.

***Provide the figures separately from the text:*** If you must provide the figures separately as individual files rather than embedding them in the manuscript, choose **Graphic for Manuscript** as the file designation during the submission process. ACS Books will adjust the size of all figures so that it is appropriate. During production, the figures will be placed as close to the first mention as possible.

## Figure Captions

Figure captions and titles should not be included in the graphic.

A figure caption should be placed immediately below its figure. Captions begin with the word “Figure” followed by the figure number.

Figure captions should be concise. Lengthy discussions of reaction conditions or data interpretation, for example, should be incorporated into the text. If you are supplying your figures separately, place the figure captions in order at the end of the manuscript file.

## Graphic Specifications

### Resolution

All TIFF files (either embedded in the manuscript, at the end of the manuscript, or submitted as individual files) should have the following resolution requirements:

- Black and white line art: 1200 dpi
- Grayscale art (a monochromatic image containing shades of gray): 600 dpi

- Color art (CMYK color mode): 300 dpi
  - The CMYK and resolution requirements are essential for producing high-quality graphics within the published manuscript. Graphics submitted in RGB or at lower resolutions may be used. However, the colors may not be consistent and the graphics may be of poor quality, respectively.
  - Most graphic programs provide an option for changing the resolution when you are saving the image. The best practice is to save the graphic file at the final resolution and size using the program used to create the graphic.

## Sizing

All graphics should be sized consistently regardless of if they will be monochrome, grayscale, or color. For best results, **submit graphics in the actual size at which they should appear in the published version.** The general guidelines for sizing are:

- Text that is the main focus in a graphic should be sized at 5 points when possible but may be sized slightly larger or smaller based on graphic composition; text in insets can be smaller. Consistently sizing letters and labels in graphics throughout your manuscript will help ensure consistent graphic presentation for publication.
- When sizing chemical structures, six-membered rings should be sized consistently; ideal ring size is 18 points.
- Instances where there are multiple text sizes in a graphic should be handled in reference to the other graphics in the paper keeping in mind consistency.
- Size range for the width of the final graphic is ~120–324 points (~10–27 picas), with the exception of graphics that are equations; the maximum width for equations is 300 points (25 picas).
- Size range for the height of the final graphic should not exceed 552 points (46 picas), including the space needed for captions.

## Equations

All displayed equations will be processed as graphics by ACS Book Production, including the equation number associated with the equation.

## Tables

### Table Graphics

Any table that cannot be reproduced as keyable text will be processed as a graphic by ACS Book Production. Tables in which the table body is extensive may be split into more than one piece. If necessary, ACS Book Production will rotate the table on the page, so the graphic can have a final width of 46 picas.

### Table Citations in Text

Every table **must** be cited in the text. Tables should be numbered consecutively. When referring to a table in the text, write out the word “Table” and use the number.

*Example: The information is listed in Table 3.*

## Table Design

- Each table should have a title, beginning with the word “Table”, followed by a short descriptive title. Table titles should be placed immediately above the table.
- Use vertical columns for presenting data wherever possible and provide column heads for each column of data.
- When presenting numerical data, align the decimal points. If this is not possible, center the entry. For numbers less than 1, a zero ordinarily precedes the decimal point (e.g., 0.5).
- Indicate table footnotes by using superscript lowercase italic letters.
- Do not use shading or colored fonts.
- Tables with embedded graphics will be processed as graphics and sized appropriately.

## Table Placement

Place small tables within the text. Otherwise, complete the page with text and place the table on the next page. If the tables are oversized, ACS Production will reduce them and place them after their callouts or present them in a rotated format if necessary.

## Line Art

When preparing line art for publication, keep in mind the following points:

- Use a plain typeface for lettering (no smaller than 4.5 points), such as Helvetica or Arial.
- Avoid using complex textures and shading to achieve a three-dimensional effect.
- Parallel or cross-hatched lines should be used to fill enclosed areas with a pattern.
- Use initial capital letters for axis labels.

*Example: Time (min); Temperature (°C)*

The minimum acceptable line width for quality reproduction is 0.5 point.

## Chemical Structures

Structures should be produced with the use of a drawing program such as ChemDraw. Authors using the current versions of ChemDraw will find the necessary parameters incorporated into this program (“ACS Document 1996”). Authors using older versions of ChemDraw should use the following settings:

1. As drawing settings, select:

chain angle	120°
bond spacing	18% of width
fixed length	14.4 pt (0.508 cm, 0.2 in.)
bold width	2.0 pt (0.071 cm, 0.0278 in.)
line width	0.6 pt (0.021 cm, 0.0084 in.)
margin width	1.6 pt (0.056 cm, 0.0222 in.)
hash spacing	2.5 pt (0.088 cm, 0.0347 in.)

2. As text settings, select:
 

font	Arial/Helvetica
size	10 pt
  
3. Under the preferences, choose:
 

units	points
tolerances	5 pixels
  
4. Under page setup, choose:
 

paper	US Letter
scale	100%
  
5. Copy and paste the graphics into the manuscript text file at the appropriate locations. Do not use the “insert” function.

## References

### Citing References in Text

Footnotes are not allowed. Indicate references in text by a number in parentheses and/or superscript in the text. Number them sequentially as they occur in the chapter text. Do not combine references. Each reference number should refer to a single citation. *Ibid*, *op cit*, or *et al.* are not allowed.

### Reference Style

Reference lists should contain *only* those sources cited in your chapter text.

The following are examples of ACS Books standard formats for various types of literature citations. For more examples and a thorough discussion of reference style, consult [The ACS Style Guide, 3<sup>rd</sup> Edition](#), or contact the [ACS Books Department](#).

<b>Journal</b>	Author, A. B.; Author, C. D. Article title. <i>J. Abbrev.</i> <b>19XX</b> , vol, xx–yy.  NOTE: No punctuation appears in journal abbreviations except periods. No conjunctions, articles, or prepositions appear in journal abbreviations. No comma or semicolon appears before or after journal titles. Use Chemical Abstracts (CASSI) official abbreviations for journal names.
<b>Book with Editors and Authors named</b>	Author, A. B. In <i>Book Title</i> ; Editor, C. D., Ed.; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 3, pp xx–yy.  NOTE: For books, the edition follows the title: <i>Book Title</i> , 2nd ed.;
<b>Book without Editors</b>	Author, A. B.; Author, C. D. <i>Book Title</i> ; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 1, pp xx–yy.
<b>Books Electronic Reference</b>	About the American Chemical Society Books Department, URL <a href="http://pubs.acs.org/books">http://pubs.acs.org/books</a> (date accessed)
<b>Magazine</b>	Author, A. B. <i>Magazine Abbrev.</i> (Date or Volume), p 20.
<b>Patent</b>	Author, A. B. U.S. Patent 3,123,456, year.
<b>Thesis</b>	Author, A. B, Thesis Title, Ph.D. thesis, Institution Name, City, STATE (2 letters), year.

- For unpublished results, provide author names and affiliations. Describe submitted material as *unpublished*.

## Using Previously Published Material

If you reproduce or adapt previously published tables, figures, illustrations, or extensive quotations from other sources (either books or journals) in your chapter, you must obtain appropriate written permission and provide copies of the correspondence to ACS. This section describes what does and does not require permission, how to obtain permission, and how to credit permitted materials in your chapter.

**IMPORTANT: Publication of your chapter will not be considered until all written permissions are received by ACS. Failure to provide permissions will result in your chapter being declined from publication.**

### What Needs Permission

- Any table, diagram, or illustration (line drawing, artwork, or photograph) that was previously published.
- Any table, diagram, or illustration that is adapted from previously published material.
- Any quotation (or a series of shorter quotations) totaling 200 words or more from a book or a periodical, or 10% of the entire work, whichever is less.
- Any photograph that is supplied and includes images of people. Model permissions are required by each person in the photograph.
- Anything acquired from the Internet, if not under public domain.

### What Does Not Need Permission

- Data itself cannot be copyrighted, but only the form of the data. For example, if you convert data from text to tabular form, no permission is needed. **The source of the data must be referenced. Example: Data are from reference 129.**
- Chemical structures are facts and do not need to be referenced.
- Material published by the U.S. government is in the public domain and, therefore, is not subject to copyright. Material reproduced or adapted from ACS journal articles and book chapters (as opposed to ACS magazines and co-published journals) does not need permission. However, a credit line must be included.

## Obtaining Permission To Reprint Previously Published Material

You, the author, are responsible for obtaining all necessary permissions for previously published material. In most cases, the copyright owner is the publisher (even if you were the original author of the material you wish to reprint). Most publishers will grant permission free of charge. However, if a publisher requires any form of payment, you are responsible for the payment. Many publishers have copyright and permissions information available on their Web sites; checking there first could save time and make it easier to obtain permissions.

In the unusual event that permission is denied, you have three options: (1) substantially alter the material so that permission is no longer required, (2) find substitute material, or (3) delete the material.

To avoid delays, please submit your permissions with your chapter to the ACS Books Online Submission system. During submission, you will be asked to upload your permission correspondence under the **Manuscript Files** file designation (Completed Permissions Correspondence). If the permission correspondence is not available at time of initial submission, you may upload it at revision or email it to the books editorial office.

## Identifying Previously Published Material in Your Chapter

In your chapter, previously published material should be accompanied by a credit line that identifies the copyright owner of the material. For figures, credit lines are added at the end of the figure caption; they do not have to be on a new line. For tables, credit lines appear as a note following any table footnotes.

Examples of credit lines for three common situations appear below.

**For any figure reproduced or adapted from previously published material:**

(Reproduced with permission from reference 19. Copyright 1986 John Wiley & Sons.)

**OR** (Adapted with permission from reference 45. Copyright 1993 CRC Press.)

**For any table reproduced or adapted from previously published material:**

SOURCE: Reproduced with permission from reference 6. Copyright 1996 Pergamon.

**For material reproduced or adapted from the U.S. Government (which does not require permission):**

(Reproduced from reference 144.)

## Copyright Status Form

**IMPORTANT: We must have a signed ACS Books Copyright Status Form in order to publish your chapter.**

ACS Books offers an electronic Copyright Status Form (eCSF) that is supplied to the corresponding author via email. Note that only the corresponding author may complete the electronic version of the form. ACS Books also offers a PDF version of the form that can be submitted by fax at any time, or uploaded with the revised chapter. If the corresponding author cannot or should not complete either the electronic form or the PDF version for any reason, another author can complete and sign the PDF version of the form. **Whichever method you choose, please take the time to read the form carefully and sign only the appropriate section.**

Complete details on submitting the [ACS Copyright Status Form](#) are available in the [Copyright section](#) of the ACS Books Web site.