

Guidelines for the submission of manuscripts for *NPR*

This document summarises the formats that the RSC Editorial and Production Offices require for the submission of manuscripts to *Natural Product Reports*. Adherence to these guidelines will ensure the smooth processing of manuscripts, minimise delays at the review, editing and proofing stages, and ensure high-quality reproduction. These guidelines are in addition to the general information provided on the NPR website.

Submission for review

When submitting your review to the Editorial Office for assessment by the commissioning editor please supply a compiled Word or PDF version of your manuscript. Please note that you may also be asked to supply some files in their native formats if the commissioning editor requests them.

Submission of final, revised files for technical editing

Text

The following should be provided in Word form, preferably with double-spaced text:

- Manuscript text should be provided without embedded images. It is not necessary to indicate the location of graphics in the text as graphic placement will be optimised by production staff.
- A short (~30 word) statement should be provided for printing in the contents pages. This should be accompanied by a colour graphic (8 mm wide x 4 mm high).
- A biography should be included for the principal author and up to one other author. Each biography should be confined to 400 characters (including spaces). Please also provide up to two black and white photographs of the authors (4 cm wide x 5 cm high, at a resolution of 600 dpi). If you would like to include biographies for more than two authors, please supply a group photo (up to 8.7 cm wide x 5 cm high, at a resolution of 600 dpi) and a combined biography of up to 1600 characters. Please contact the office for more details.

Graphics

Because *NPR* is a graphic-oriented journal, it is crucial that graphics are submitted in an editable format, to facilitate typesetting and ensure high-quality, accurate reproduction. To facilitate processing, all graphics should be separate from the manuscript text.

- Chemical structures should ideally be generated in ChemDraw at the size you wish them to appear in print, using the same drawing settings for all structures. They should be submitted as CDX files, not embedded in Word (please see notes on “Graphic Types” below). Stereochemistry, where appropriate and known, should be indicated using hashed and solid wedges.
- Graphics not containing chemical structures may be submitted as separate files in any appropriate format at the size you wish them to appear in print; TIFs and JPEGs should be 600 dpi resolution or higher.
- For all graphics, the column widths are: 8.3 cm (1-column) and 17.1 cm (2-column), with a maximum height of 23.3 cm. Authors are requested to bear these dimensions in mind when creating graphics, to make the best use of the space available. 2-Column graphics should only be used when necessary, as they can make optimisation of layout in the proof difficult.
- General guidelines for graphics (including ChemDraw settings) may be found at: <http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/Illustrations/sect1.asp>
- Templates are available at: <http://www.rsc.org/Publishing/ReSource/AuthorGuidelines/ElectronicFiles/Templates/index.asp>

Graphic types:

Schemes and Figures

- For reaction schemes, retrosynthetic analyses, graphs, photographs, flowcharts, crystal/protein structures, etc. One file should be provided for each figure or scheme.
- Citation in the text is required (e.g. “...as shown in Scheme 1”).
- Captions are necessary for figures and preferred for schemes; please provide all captions with the main text, not pasted into the graphic.

Unlabelled graphics

- For stand-alone structures with compound numbers.
- Citation in text is not possible, other than a mention of the relevant compound numbers.
- Captions are not permitted.
- Please submit structures in as many A4-size ChemDraw files as required, in numerical order (reading from left to right and then down the page). Production staff will then split up the structures (using the compound numbers that appear in bold in the main text) to optimise the layout at the proof stage.
- Compound numbers should be in bold type, and closest to the structure they represent, but do not need to be directly underneath the structure.

NB: Tables containing structures are best provided as you would wish them to appear in print, with structures embedded. However, typesetting of such tables can be problematic, and tables containing structures should be avoided where possible.

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Supplementary Material

The RSC offers a free electronic supplementary material (ESI). This allows authors to enhance the readability of their article by depositing appropriate material, such as large tables of data, as ESI. Any supplementary data should be included as a separate, single word or PDF file at submission. Where extensive data is supplied a table of contents for the ESI should be included. For more details please see <http://www.rsc.org/esi>.

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This must either be agreed during the e-submission process or alternatively the form available at www.rsc.org/is/journals/current/coplic.htm should be signed by all authors and forwarded to the Editorial Office by fax or mail.

We appreciate that the above guidelines are quite extensive. If you have any queries then please contact the Editorial Team at npr@rsc.org.