

Electronic Manuscript Rapid Reports Template Word 2010 for Windows

Instructions for using the template

Download the appropriate version of the template and save it to your word-processing package. Check the *Biochemistry* [Information for Authors](#) page before using the template to verify that you are using the most recent version. This document should be saved in the Templates folder with a “.dotx” extension and will appear on the **General** tab in the **New** dialog box.

There are a number of paragraph styles available for use with this template to identify the different parts of your manuscript, i.e., Title, Author Names, Abstract, etc. In Microsoft Word, the name of the current paragraph style is displayed on the formatting toolbar in a box on the top left side of your screen. Use the styles provided in the template for each corresponding section of your paper. By using the paragraph styles you identify the components of your paper, alerting the editorial office to how the different parts of the paper should be formatted. Each paragraph must have a Word Style defining it. Do NOT modify any of the specifications of the template (text size, font, line spacing, line height, margins, etc.) to make your Rapid Reports fit the three-page limit. Your paper will be formatted as part of the journal production process, and the appearance of the published paper may vary from what is in the template, i.e., lines above and below figures, charts, and schemes. Authors should refer to the User's Guide for their individual word processor or graphics package for answers to questions directly related to those programs.

Downloading the template

1. Select the version of the *Biochemistry* Rapid Reports template from the *Biochemistry* templates page that corresponds to the version of word-processing software you will be using to prepare your manuscript. The template will be downloaded as a "template" file rather than as a "document" file. In Word, it will have the file extension ".dotx" instead of ".docx".
2. After saving the file open Word, click the **File** tab, then click **New**.
3. Select **New from existing**, select the *Biochemistry* Rapid Reports template, then click **Create New**, this will open a copy of the file into Word.
4. Next click the **File** tab, then click **Save As**.
5. In the **Save As** dialog box do one of the following
 - a. On a computer that is running Windows 7, scroll to the top of the folder list, and under **Microsoft Word** click **Templates**.
 - b. On a computer that is running Windows Vista, under **Favorite Links**, click **Templates**.
 - c. On a computer that is running Windows XP, under **Save in**, click **Trusted Templates**.

6. Give the *Biochemistry* Rapid Reports template a file name, select **Word Template** in the **Save as type** list and then click **Save** and close the template.

This document is now saved in the Templates folder with a “.dotx” extension and will appear on the **File** tab in the **New** dialog box under **My Templates**.

Working with the template

There are several ways to use this template to generate your final manuscript to be submitted for publication: (a) Use the template to create a manuscript, (B) copy and paste the working document into the template, and (C) attach the template to a working document. Detailed instructions are given below for each of these methods as well as general instructions for all methods. Be sure to always check the *Biochemistry* Information for Authors page to ensure that you are using the most recent version of the template.

A. Using the template to create a manuscript

1. Create a document from the template by choosing **File, New**. You should see the *Biochemistry* Rapid Reports template file available for use in the **My Templates** category. *NOTE: If it does not appear, open the file from the location where you saved it and resave it as a Document Template using the same file name. This should make it so that it does appear on the **My Templates** tab in the **New** dialog box.*
2. Select the *Biochemistry* Rapid Reports Template and make sure the option **Create New: Document** (not **Template**) is selected. Click **OK**. You will see a file containing sample text sections with tips for using the template and guidelines for what each section contains. This text is formatted with the paragraph style appropriate for the section. In addition, a popup Styles toolbar should appear on your screen listing the Word Styles available. This toolbar can be closed and reopened for later use when needed (**Alt+Ctrl+Shift+S**). When you use the template to create a document, the new document will be a copy of the template containing the information you input and the original template file will remain unchanged.
3. Select (highlight) the text of the template that you want to replace and begin typing your manuscript (i.e., select the Title section for typing in your title), ensuring that you have selected text from the appropriate section (i.e., the Author Names section for typing in your author names).

B. Copying and pasting a document into the template

If you have prepared your document in a file not using the template, you can copy text from the working document and paste it into the template file.

1. Create a document from the template by choosing **File, New**. You should see the *Biochemistry Rapid Reports* template file available for use in the **My Templates** category. *NOTE: If it does not appear, open the file from the location where you saved it and resave it as a Document Template using the same file name. This should make it so that it does appear on the My Templates tab in the New dialog box.*
2. Select the *Biochemistry Rapid Reports Template* and make sure the option **Create New: Document** (not **Template**) is selected. Click **OK**. You will see a file containing sample text sections with tips for using the template and guidelines for what each section contains. This text is formatted with the paragraph style appropriate for the section. In addition, a popup Styles toolbar should appear on your screen listing the Word Styles available. This toolbar can be closed and reopened for later use when needed (**Alt+Ctrl+Shift+S**). When you use the template to create a document, the new document will be a copy of the template containing the information you input and the original template file will remain unchanged.
3. Open your existing manuscript file.
4. Copy and paste text from the working document into the appropriate sections of the template. It is easiest to copy the entire document and then assign a Word Style to each paragraph after pasting. *NOTE: if you choose to copy and paste sections from your original document rather than the entire document, be sure to include just the text (not the paragraph symbol) and paste it into the template. If the paragraph symbol is copied, the style of your original document overrides the template style. To change the style back to the template style, click anywhere in the pasted-in text and select the proper Word Style from the Word Styles list.*

If copying the entire document and then assigning a Word Style to each paragraph after pasting, you will need to change the page setup in the main text section of the paper. After the author address, change the page format for the rest of the manuscript to two-column text. Place the cursor at the beginning of the first paragraph of the main text section of the paper. Insert a continuous section break (**Page Layout, Breaks**, select **Continuous** from Breaks drop-down). Click on the **Columns** drop-down from the Page Setup section in Page Layout and select **More Columns**. Make the following changes in this window: **Number of Columns 2, Width 3.33", Spacing 0.33"**. Click **OK**. Assign the appropriate Word Style to the remainder of the paper.

C. Attaching the template to a document

If you have prepared your document in a file not using the template, you can attach the template to your working document and apply the Word Style tags. If attaching the template to your document, you will need to print a copy of the template first so that you can identify which Word Style should be applied to the different sections of your manuscript (**File, New**, and select the *Biochemistry Rapid Reports* template).

1. Open your manuscript file.
2. Select **File** on the toolbar and then **Options**. *NOTE: There are several ways to import templates/styles into working documents within Word. See the "templates" section of Microsoft Word Help for further instructions.*

3. Choose **Add-Ins** in the Word Options dialog box.
4. Select **Templates** from the **Manage** drop-down list, then click **Go**.
5. Click the **Add** button and choose the appropriate ACS template, then select **Ok**.
6. Select **Ok** again. This will return you to the working document.
7. A popup Styles toolbar has been generated that will display the different Word Styles for easier use. If you do not see this toolbar, do (**Alt+Ctrl+Shift+S**), and it should appear. You can close this at any time and reopen it when needed.
8. Change the page layout. Under **Page Layout**, select the **Margins** drop down list. Select **Custom Margins** tab, type in the following dimensions to ensure your manuscript is the proper size: Top 0.5", Bottom 0.66", Left 0.76", Right 0.76", Gutter 0". On the **Paper Size** drop-down select **More Paper Sizes**, in Paper tab set size Letter, Width 8.5", Height 11", then on the **Layout** tab set the Header 0", and Footer 0".
9. Place the cursor in the title section of your document. Using the Word Style menu on the formatting toolbar, select Word Style "BA_Title". This will apply the Word Style to the title. Do this for the author names and addresses using the appropriate style.
10. Change the page format for the rest of the manuscript to two-column text. Place the cursor at the beginning of the first paragraph of the main text section of the paper. Insert a continuous section break (**Page Layout, Breaks**, select **Continuous** from Breaks drop-down). Click on the **Columns** drop-down from the Page Setup section in Page Layout and select **More Columns**. Make the following changes in this window: **Number of Columns 2, Width 3.33", Spacing 0.33"**. Click **OK**. Assign the appropriate Word Style to the remainder of the paper.
11. Insert figures, schemes, charts, and tables by creating a blank line where you want each to appear, making sure the Word Style is "Normal" with an automatic height adjustment.

General instructions for all methods

1. Submit a graphic entry for the Table of Contents (TOC) that, in conjunction with the manuscript title, should give the reader a representative idea of one of the following: a key structure, reaction, equation, concept, or theorem, etc., or an ingenious representation, thereof, that is discussed in the manuscript. The TOC graphic should be no wider than 7 cm. (2.8 in.) and no taller than 3.5 cm. (1.375 in.). Space for this is provided on the third page of the template.
2. Submit a concise, self-contained, one-paragraph abstract for Web publication (between 80 and 200 words). Space for this is provided on the third page of the template.
3. Use carriage returns to end headings and paragraphs only. Do not use carriage returns to break lines. Use a spell checker to detect any typos and eliminate any spaces before punctuation.

4. Pay particular attention to the format of the references to ensure that they comply with the style in use for the journal. The responsibility for accuracy of the references lies with the author.
5. Present tabular material by using the table-formatting feature in your word-processing package. Enter each data element in its own cell.
6. Ensure all characters are correctly represented throughout the manuscript: for example, 1 (one) and l (ell), 0 (zero) and O (oh). Use symbol font for all Greek letters and math symbols. Use only characters in your file that came with the character sets in your word processor.

Working with graphics in the template

To insert a graphic within the text or as a figure, chart, scheme, or table, create a new line and insert the graphic where desired. Tip: inserting artwork into your Rapid Reports may be simplified by formatting the paper as one-column (**Page Layout, Columns, Number of Columns 1**) rather than two-column text, inserting artwork, and then reformatting to two-column text (**Page Layout, Columns, Number of Columns 2, Width 3.33", Spacing 0.33"**).

If your graphic is not visible, ensure that the Word Style is "Normal" with an automatic height adjustment (from the **Page Layout** menu, choose **Paragraph**; under **Line Spacing**, choose **Single**) and not Word Style "TA_Main_Text", "VA_Figure_Caption", "VB_Chart_Title", "VC_Scheme_Title", "VD_Table_Title", or "TC_Table_Body".

Paste the graphics at the size they will be printed in the journal. *NOTE: If your artwork is larger than the width of a column, Word may reduce the size so that it fits within the column. This will alter the resolution of your graphic, making it unacceptable for publication. You must resize the artwork in your graphics package and re-paste it into the file. Do NOT resize or add labels to the artwork from within Word: maximum width for single-column artwork, 3.3 in. (8.5 cm); maximum width for double-column artwork, 7 in. (17.8 cm).*

If your artwork does not appear where you placed it and is floating over text, select the piece of artwork by clicking on it. Under **Picture Tools**, select **Picture** or **Object** and then select the **Position** tab. Make sure the **Float over text** box is NOT selected. If it is, deselect it and select **OK**. This should make your artwork appear where you originally placed it.

ChemDraw directions

Follow the drawing settings in the ACS-1996 Style Sheet for preparing your artwork. It is best to copy the actual artwork and paste it into Word rather than saving it as a file and pasting the file in. In addition, for versions later than 2.1.3, in the ChemDraw Preferences (**File, Preferences**), ensure that the **Optimize for High-Resolution non-Postscript Printing, Include ChemDraw LaserPrep**, and **Include PostScript Preferences** are ON. Use of ChemDraw versions 2.1.3 or below and any version of ChemDraw Plus is not encouraged, as they are not compatible with the

process that generates the PDF file for your manuscript. If it is absolutely necessary to use one of these older versions of ChemDraw, deselect **Include PostScript Atom Labels (File, Preferences)**. This will prevent incompatible PostScript information from being embedded in the structure. *NOTE: this may result in structures of inferior quality; thus, the use of an updated version of ChemDraw is strongly encouraged.*

Corresponding author footnote help

Insert footnotes for author affiliations before the references at the end of the paper, giving them a symbol rather than a number. Insert the symbol after the author name to which this pertains.

Saving your manuscript in the template

When you are finished and are ready to save your document, if necessary, delete all sections from the template that are not needed, including the instructions. Assign the file a name that will identify your manuscript, one that is different than that of the template. Save the file with the graphics in place. In Microsoft Word, click **Save As (File menu)** and save it as a “document” file (.docx).

NOTE: To use the template with Microsoft Word 2007 (PC version) and Microsoft Word 2008 (Macintosh version), Save your Word files in the compatibility format (Word 97-2003) using the “Save As” option.

Checking your manuscript for completeness

Proof a printout of the manuscript (from a 600 dpi or higher laser printer) to ensure that all parts of the manuscript are present and clearly legible.

Submitting your manuscript

Follow the [Information for Authors](#) link from the *Biochemistry* home page for the latest instructions on how to proceed with the submission of your manuscript. If submitting electronically, your manuscript will be converted to a PDF file. This file is used strictly for peer review. The length of the file when converted to the PDF version may change. If your manuscript fits within two pages in the word-processing template and exceeds this length only after conversion to PDF, there is no need to readjust the length of your file in Word to make it fit the two-page limit. Additional formatting changes may occur. In addition, the appearance of footnote numbers does not need to be changed to match the journal style.

Additional resources

Authors should refer to the User's Guides for their individual word processor and graphics programs for more specific instructions on how to use these packages. In addition, most software manufacturers maintain on-line help resources. Two good sources of additional information are the Microsoft Web site (<http://www.microsoft.com/>) and the ChemDraw Web site (<http://www.cambridgesoft.com/software/ChemDraw/>).

References

Given below are the recommended formats to be used for the various reference types.

Journals: Author 1; Author 2. *Journal Abbreviation* **year**, *volume*, pages. For example: Smith, J. A.; Jones, B. R. *Org. Lett.* **1999**, *1*, 1.

Books with Editors: Author 1; Author 2. In *Book Title*; Editor 1, Editor 2, Eds.; Publisher: Place of Publication, year; volume, pages. For example: *The ACS Style Guide*, 2nd ed.; Dodd, J. S., Ed.; American Chemical Society: Washington, DC, 1997.

Books without Editors: Author 1; Author 2. *Book Title*; Publisher: Place of Publication, year; volume, chapter, pages. For example: Stothers, J. B. *Carbon-13 NMR Spectroscopy*; Academic: New York, 1972; Chapter 2.

U.S. Government Publications: Author 1; Author 2. *Document Title*; Government Publication Number; Publisher: Place of Publication, year; pages. For example: *National Handbook of Recommended Methods for Water Data Acquisition*; Office of Water Data Coordination, U.S. Geological Survey: Reston, VA, 1977; Chapter 5.

Technical Reports: Author 1; Author 2. *Title*; Technical Report Number; Publisher: Place of Publication, year; volume, pages. For example: Schneider, A. B. *Expert Systems in Analytical Chemistry*; Technical Report No. 1234-56; ABC Company: New York, 1985.

Patents: Author. Patent number, year. (Patent number with reference to country granting the patent.) For example: Lyle, F. R. U.S. Patent 5 973 257, 1985; *Chem. Abstr.* **1985**, *65*, 2870.

Thesis: Author. Level of Thesis, Degree-Granting University, Location of University, date. For example: Fleissner, W. Ph.D. Dissertation, University of Tennessee, Knoxville, TN, 1984.

Series: Author 1; Author 2. In *Title*; Editor 1, Editor 2, Eds.; Series Title and Number; Publisher: Place of Publication, year; volume, pages. For example: *Nonlinear Optical Properties of Organic Polymeric Materials*; Williams, D. J., Ed.; ACS Symposium Series 233; American Chemical Society: Washington, DC, 1983.

Citation to Meetings: Author 1; Author 2. Title of Presentation. *Published Title of Collected Work*, Proceedings of the Name of the Meeting, Location of the Meeting, Date of the Meeting; Editor 1, Editor 2, Eds.; Publisher: Place of Publication, year; abstract number, pages. For example: Baisden, P. A. *Abstracts of Papers*, 188th National Meeting of the American Chemical Society, Philadelphia, PA; American Chemical Society: Washington, DC, 1984; NUCL 9