

STEP-BY-STEP GUIDE TO ACS JOURNALS MANUSCRIPT SUBMISSION

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TABLE OF CONTENTS

STEP 1: Choosing a Journal	4
STEP 2: Preparing for Submission	5
Ethical Guidelines	5
Conflict of Interest Disclosure	5
Author List and Coauthor Notification	5
Copyright and Permissions	6
Journal Publishing Agreement.....	6
Obtaining Permission from Copyright Owners	6
Funder Reporting Requirement.....	6
STEP 3: Assembling the Manuscript	7
Document Templates	7
Acceptable Software and Tex/LaTeX.....	7
Writing Style and Language Usage.....	7
Cover Letter	8
Manuscript Components	8
Graphics	9
Table of Contents/Abstract Graphic	9
Cover Images	9
Web Enhanced Objects (WEO)	9
Crystallographic Information Files (CIF).....	9
Step 4: Submitting the Manuscript	11
Starting a Submission	11
Registering for ACS Paragon Plus.....	11
Completing the Submission	11
Managing Peer Review.....	12

STEP 5: Checking Galley Proofs.....	13
Galley Proofs	13
Open Access Compliance and ACS AuthorChoice	13
Step 6: Publicizing Your Article.....	14
Publication Date and Patent Dates	14
Just Accepted Manuscripts.....	14
ASAP Publication	14
Corrections	15
Sharing Your Published Article	15
E-Prints	15
Reprints.....	15

STEP 1: CHOOSING A JOURNAL

ACS publishes peer-reviewed journals with cutting-edge articles across a broad spectrum of scientific disciplines. In this step, you will choose the appropriate journal for your manuscript submission.

Some authors write first and then decide on the most appropriate journal for their research. Others prefer to target the manuscript toward a specific journal. Whichever method you use, be sure to become familiar with the journal's editorial scope, its policy on prior publication, its format, and especially its Author Guidelines.

[ACS Journals Scope, Impact Factor, and Total Citations](#)

Each journal offers free access to the first issue of the current year as a Sample Issue. Examine the Sample Issue to help determine the journal's style, editorial voice, and target audience.

STEP 2: PREPARING FOR SUBMISSION

Be sure to consult the journal-specific Author Guidelines for details on each journal's additional policy requirements.

ETHICAL GUIDELINES

All parties—editors, reviewers, and authors—are expected to adhere to the standards outlined in the American Chemical Society's Ethical Guidelines to Publication of Chemical Research.

[Ethical Guidelines to Publication of Chemical Research](#)

The following policies are of particular importance for authors.

CONFLICT OF INTEREST DISCLOSURE

A statement describing any financial conflicts of interest or lack thereof is published with each manuscript. During the submission process, the Corresponding Author must provide this statement on behalf of all authors of the manuscript. The statement should describe all potential sources of bias, including affiliations, funding sources, and financial or management relationships, that may constitute conflicts of interest. The statement will be published in the final article. If no conflict of interest is declared, the following statement will be published in the article: "The authors declare no competing financial interest."

AUTHOR LIST AND COAUTHOR NOTIFICATION

Authors are required to obtain the consent of all their coauthors prior to submitting a manuscript for publication. If any change in authorship is necessary after a manuscript has been submitted, the Corresponding Author must e-mail or fax a copy of a signed letter to the Editor-in-Chief confirming that all of the original coauthors have been notified and have agreed to the change. If the change involves the removal of a coauthor's name, the Corresponding Author must, in addition, arrange for the coauthor involved to e-mail or fax a copy of a separate signed letter consenting to the change. No changes in the author list will be permitted after a manuscript has been accepted.

During manuscript submission, the submitting author must provide contact information (full name, email address, institutional affiliation and mailing address) for all of the co-authors. Because all of the author names are automatically imported into the electronic Journal Publishing Agreement, the names must be entered into ACS Paragon Plus in the same sequence as they appear on the first page of the manuscript. (Note that co-authors are not required to register in ACS Paragon Plus.) The author who submits the manuscript for publication accepts the responsibility of notifying all co-authors that the manuscript is being submitted. Deletion of an author after the manuscript has been submitted requires a confirming letter to the Editor-in-Chief from the author whose name is being deleted.

COPYRIGHT AND PERMISSIONS

JOURNAL PUBLISHING AGREEMENT

A properly completed and signed Journal Publishing Agreement (JPA) must be submitted for each manuscript. ACS Paragon Plus provides an electronic version of the Agreement that will be available on the My Authoring Activity tab of the Corresponding Author's Home page once the manuscript has been assigned to an Editor. A PDF version of the Agreement is also available, but Authors are strongly encouraged to use the electronic Journal Publishing Agreement. If the PDF version is used, all pages of the signed PDF Agreement must be submitted. If the Corresponding Author cannot or should not complete either the electronic or PDF version for any reason, another Author should complete and sign the PDF version of the form.

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FUNDER REPORTING REQUIREMENT

Authors are required to report funding sources and grant/award numbers.

Enter **ALL** sources of funding for **ALL** authors in **BOTH** the FundRef tool in ACS Paragon Plus and in your manuscript to meet this requirement.

[Instructions for Funder Reporting](#)

See also [Open Access Compliance and ACS AuthorChoice](#).

STEP 3: ASSEMBLING THE MANUSCRIPT

Be sure to consult the journal-specific Author Guidelines for details on each journal's requirements. General information on the preparation of manuscripts for ACS Journals may also be found in [The ACS Style Guide](#).

DOCUMENT TEMPLATES

Most ACS journals provide document templates for submission. Some journals require the use of templates, so be sure to consult the journal-specific Author Guidelines before formatting your manuscript.

The templates facilitate the peer review process by allowing authors to place artwork and tables close to the point where they are discussed within the text. Use U.S. Letter (8 1/2" by 11") paper size setting in the word processing program as the original document page size for preparation of all manuscripts. Do not use A4 or other size paper settings.

Read the appropriate README file before downloading the template. This file contains detailed information on what to expect when you download and use a template.

ACCEPTABLE SOFTWARE AND TEX/LATEX

See the list of [Acceptable Software](#) and appropriate [File Designations](#) to be sure your filetypes are compatible with the submission system.

If your word processor's "Track Changes" function has been used, all changes must be accepted (incorporated as final) before the manuscript is submitted.

ACS Authors have two distinct options for submitting work authored in TeX/LaTeX, and the achemso style package is also available to assist with manuscript preparation.

[Preparing and Submitting
TeX/LaTeX Manuscripts](#)

WRITING STYLE AND LANGUAGE USAGE

Authors should consult *The ACS Style Guide* for guidance on style, word-usage conventions, nomenclature, physical quantity symbols and units, abbreviations, use of italics, and punctuation. *The ACS Style Guide* also provides insight on what editors and reviewers look for in evaluating manuscripts. Spelling and use of periods and commas in numbers should conform to U.S. usage.

[The ACS Style Guide](#)
[ACS ChemWorx English Editing
Service](#)

Any author who is not fluent in English may want to consider obtaining assistance with manuscript preparation from a colleague whose native language is English to help eliminate errors in style and grammar. Alternatively, authors may want to have their manuscripts edited professionally before submission to improve clarity. The [ACS ChemWorx English Editing](#)

[Service](#) can provide language editors who are native English speakers and who have completed an advanced degree in your area of study, to help you polish your work.

COVER LETTER

A cover letter must accompany every manuscript submission. During the submission process, you may type it or paste it into the submission system, or you may attach it as a file.

Consult the journal-specific Author Guidelines for details on requirements of the cover letter.

MANUSCRIPT COMPONENTS

The following items are parts of the typical article manuscript. Consult the journal-specific Author Guidelines for details on each journal's requirements.

Title. Titles should clearly and concisely reflect the emphasis and content of the manuscript and be accessible to a broad audience.

Author List. Include all those who have made substantial contributions to the work. To facilitate indexing and retrieval and for unique identification of an author, use first names, initials, and surnames (e.g., John R. Smith) or first initials, second names, and surnames (e.g., J. Robert Smith). At least one author must be designated with an asterisk as the "Corresponding Author"—the person to whom correspondence should be addressed.

Abstract. A summation of the most important results and conclusions.

Body Text. The main content of the manuscript.

Acknowledgement. This section should acknowledge financial support, technical assistance, advice from colleagues, gifts, etc.

References. Consult each journal's Author Guidelines for details on how to style references. Journal titles in the Reference list should be abbreviated according to Chemical Abstracts Service Source Index (CASSI, <http://www.cas.org/products/print/cassipr/index.html>). The [References chapter](#) [PDF] of *The ACS Style Guide* is available at no charge, for additional guidance.

Supporting Information. This information is provided to the reviewers during the peer-review process and is available to readers of the published work. Supporting Information must be submitted at the same time as the manuscript. See the [list of acceptable filetypes](#).

It's a good idea to confirm that your Supporting Information is viewable. [Viewers for Supporting Information](#) (SI) filetypes are freely available on the Web so you can check your supporting information.

If Supporting Information is included for publication, add a statement at the end of the manuscript indicating the nature of the material and the means by which an interested reader may obtain copies directly:

Supporting Information Available: [Description of material.] This material is available free of charge via the Internet at <http://pubs.acs.org>.

GRAPHICS

The quality of the illustrations in ACS journals depends on the quality of the originals provided by the authors. Figures are not modified or enhanced by the journal production staff.

All graphics (illustrations) must be prepared and submitted in digital format. Each journal determines how the graphics should be provided. Some journals want them to be placed in text where called out. Others want them to be placed at the end of the manuscript file or uploaded separately. Consult the journal-specific Author Guidelines for details.

Any graphic (figure chart, scheme, or equation) that has appeared in an earlier publication should include a credit line citing the original source. Authors are responsible for obtaining written permission to re-use this material.

[Permission Request Form](#)

Additional guidance on creating graphics for manuscripts may be found in *The ACS Style Guide*, chapters 15 (Figures), 16 (Tables), and 17 (Chemical Structures).

TABLE OF CONTENTS/ABSTRACT GRAPHIC

Most ACS journals require a graphic for the Table of Contents for certain manuscript types. This graphic should be submitted along with the original manuscript submission. It is also displayed with the Abstract.

Consult the journal-specific Author Guidelines for details on each journal's requirements.

COVER IMAGES

Most ACS journals publish artwork on the cover. For these journals, authors are encouraged to submit images suitable for use on the cover.

[Guidelines for Table of Contents/Abstract Graphic \[PDF\]](#)

Consult the journal-specific Author Guidelines for details on each journal's requirements.

WEB ENHANCED OBJECTS (WEO)

The Web editions of ACS journals allow readers to view multimedia attachments such as animations and movies that complement understanding of the research being reported.

WEOs should be uploaded in ACS Paragon Plus with 'Web Enhanced Object' selected as the file designation. A list of compatible WEO formats is available at <http://pubs.acs.org/page/4authors/submission/weo.html>.

CRYSTALLOGRAPHIC INFORMATION FILES (CIF)

Crystallographic Information Files should be furnished as supporting information. Some journals also accept structure factor tables and these should also be furnished as supporting information. Check each journal's Author Guidelines to see whether or not the specific data types should also be deposited in a crystallographic database.

Before being submitted, CIFs should be checked using the [free checkCIF data-validation utility](#). Copies of the checkCIF data-validation reports should be retained in case a reviewer or editor has a question about the data; they should not be submitted as supporting information.

STEP 4: SUBMITTING THE MANUSCRIPT

Manuscripts, graphics, supporting information, and required forms must all be submitted in digital format through the ACS Paragon Plus online submission site. Hardcopy manuscripts are not accepted.

Authors must also submit all revisions of manuscripts via ACS Paragon Plus.

Be sure to review the journal's Author Guidelines carefully *before proceeding to the submission site*. Close attention to all of the requirements will help expedite review and reduce the time to publication. A Sample Checklist is available to help authors assemble all the materials needed for a quick and easy submission.

[Simple Submission Checklist \[Word\]](#)

STARTING A SUBMISSION

To begin a manuscript submission, the Corresponding Author clicks on one of the links for “Authors & Reviewers” from most pages on the PUBS Web site. Alternatively, each journal site has a link to “Submission & Review”. The URL <http://paragonplus.acs.org/login> points directly to the submission site.

[Go to the ACS Paragon Plus Submission Site](#)

REGISTERING FOR ACS PARAGON PLUS

Before submitting a manuscript, the Corresponding Author (or a designee who will be making the submission and handling the peer review process) must register on the ACS Paragon Plus Web site. Once registered, an author may submit manuscripts to any ACS journal and may check the processing status of submitted manuscripts.

The submission site employs state-of-the-art security mechanisms to ensure that all electronically submitted manuscripts are secure. These same security mechanisms are also utilized throughout the peer-review process, permitting access only to editors and reviewers who are assigned to a particular manuscript.

Complete instructions for registering and navigating the submission process are contained inside the submission system.

COMPLETING THE SUBMISSION

After logging in to ACS Paragon Plus, the Corresponding Author selects the appropriate journal for submission from the pulldown menu on this page, called the Home page. Users can also manage previously submitted manuscripts and handle reviews, etc., from the tabs labeled “My Authoring Activity” and “My Reviewing Assignments”.

After selecting a journal, the Corresponding Author fills out all of the requested information, beginning with Step 1 and continuing until all pertinent information and necessary files have been

provided. At this time, the Corresponding Author will make decisions about whether the manuscript will be published as [Just Accepted](#).

The manuscript file accessed by the reviewers is a PDF version of the manuscript submitted by the Corresponding Author. Authors may either submit both versions, or they may submit only the required word-processor or TeX/LaTeX version, and have the system create the PDF version for their inspection prior to the final step of manuscript submission. See [File Upload Options](#) for details on which files should be submitted.

Authors will view and approve the PDF version of their manuscripts prior to formal submission to the Editor.

MANAGING PEER REVIEW

Upon successfully submitting the manuscript, the Corresponding Author begins to receive emails from the ACS Paragon Plus system and from the Assigned Editor about the peer review process. The Assigned Editor will request manuscript revisions if needed, and any necessary forms such as the Journal Publishing Agreement.

Please note that editorial decisions are based on many factors. Reviewer concerns are considered very seriously. The editors will expedite any additional rounds of reviews to ensure a timely decision.

STEP 5: CHECKING GALLEY PROOFS

If a manuscript is accepted, and the Corresponding Author has indicated that the manuscript should be published as a Just Accepted manuscript, the peer-reviewed but unedited manuscript is usually published on the ACS Publications Web site as a PDF file within 30 minutes to 24 hours after acceptance.

GALLEY PROOFS

Meanwhile, the manuscript moves on to the production phase. After all revisions needed to satisfy the comments of the reviewers have been made, and all forms have been submitted, the manuscript is sent to Journal Production for editing and composition. There, galley proofs are created.

Correction of the galley proofs is the responsibility of the Corresponding (submitting) Author. The Corresponding Author of an accepted manuscript will receive e-mail notification and complete instructions when page proofs are available for review. Alterations should be restricted to serious changes in interpretation or corrections of data. Extensive or important changes on page proofs, including changes to the title or list of authors, are subject to review by the editor.

It is the responsibility of the Corresponding Author to ensure that all authors listed on the manuscript agree with the changes made on the proofs. Galley proofs should be returned within 48 hours in order to ensure timely publication of the manuscript.

OPEN ACCESS COMPLIANCE AND ACS AUTHORCHOICE

At this point in the process, authors should be considering whether to take advantage of [ACS AuthorChoice](#) to make their articles freely available upon publication—and/or to comply with the [Open Access policies](#) of their funding agencies.

The ACS AuthorChoice option establishes a fee-based mechanism for authors or their research funding agencies to sponsor the open availability of their articles on the Web at the time of online publication. Under this policy, the ACS as copyright holder will enable unrestricted Web access to a contributing author's publication from the Society's Web site in exchange for a fixed payment from the sponsoring author. ACS AuthorChoice will also enable participating authors to post electronic copies of published articles on their own personal Web sites and institutional repositories for noncommercial scholarly purposes and allow immediate open access to an article as soon as it is published on the ACS Web site.

STEP 6: PUBLICIZING YOUR ARTICLE

PUBLICATION DATE AND PATENT DATES

Accepted manuscripts will be published on the ACS Publications Web site as soon as page proofs are corrected and all author concerns are resolved. The first date on which the document is published on the Web is recorded on the Web article and in a separate line at the bottom of the first page of the document in the printed issue.

Publication of manuscripts on the Web may occur weeks in advance of the cover date of the issue of publication. Authors should take this into account when planning their patent and intellectual property activities related to a document and should ensure that all patent information is available at the time of first publication, whether **Just Accepted, Articles ASAP**, or issue publication.

All articles published ahead of print receive a unique [Digital Object Identifier](#) (DOI) number, which is used to cite the manuscript before the print publication.

JUST ACCEPTED MANUSCRIPTS

Just Accepted manuscripts are peer-reviewed, accepted manuscripts that are posted on the ACS Publications Web site prior to technical editing, formatting for publication, and author proofing—usually within 30 minutes to 24 hours of acceptance by the editorial office. During the manuscript submission process, Authors can choose to have their manuscripts posted online as *Just Accepted* manuscripts. To ensure rapid delivery of the accepted manuscript to the Web, Authors must adhere carefully to all requirements in the journal's Author Guidelines. If an author chooses to have a manuscript published online as a *Just Accepted* manuscript, it is considered published when the *Just Accepted* version appears on the Web. All activities pertaining to patents and intellectual property must be completed before this time. Note that publishing a manuscript as *Just Accepted* is not a means by which to comply with the [NIH Public Access Mandate](#).

[Frequently Asked Questions about Just Accepted Manuscripts](#)

ASAP PUBLICATION

Publication on the Web as an **ASAP Article** could occur almost immediately or within just a few working days of receipt of the page proof corrections. Authors should take this schedule into account when planning intellectual and patent activities related to a manuscript.

The actual date on which an accepted paper is published on the Web is recorded on the Web version of the manuscript and on the first page of the PDF version. An article may remain an ASAP article until it is assigned to an issue. In some cases, articles will bypass publication as ASAP and instead become part of a published issue immediately.



CORRECTIONS

If errors of consequence are detected in a published paper, the author should send a correction via the ACS Paragon Plus Environment for publication in the journal's Additions and Corrections section. All corrections are made at the discretion of ACS.

SHARING YOUR PUBLISHED ARTICLE

E-PRINTS

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The [ACS AuthorChoice option](#) establishes a fee-based mechanism for authors or their research funding agencies to sponsor the open availability of their articles on the Web the time of online publication. Under this policy, the ACS as copyright holder will enable unrestricted Web access to a contributing author's publication from the society's Web site in exchange for a fixed payment from the sponsoring author. ACS AuthorChoice will also enable participating authors to post electronic copies of published articles on their own personal Web sites and institutional repositories for noncommercial scholarly purposes and allow immediate open access to an article as soon as it is published on the ACS Web site.

REPRINTS

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