**Manuscript formatting rules**

**Use these, unless a particular journal/dossier/proposal/thesis requires something else, or after discussion with Kailong Jin**

1. Font: 12 point Times Roman

2. Line spacing: exactly 24 point (be sure you understand the difference between "exact" and "double space"). Note you will need to relax this for eqns, schemes, etc. For example, single space works well for equations, exact 16 pt for figure legends.

3. Justified both sides (except only left justify the references), 1" margins on all four sides.

4. All tabs with 0.25" spacing.

5. Put 4 or 6 pt spaces after paragraphs.

6. Only one space after a period before the next sentence.

7. Use the Table menu to make tables; don't use tabs to align entries.

8. Use italics for variables, but not italics for subscripts on variables.

9. **Be sure the font used in an equation matches exactly the font used for the same variable in the text.** This may require you to set the preferences in your equation editor.

10. To insert figures, a relatively robust strategy is to create a text box (with no visible external border) and then insert a table (no visible borders) into the text box. A typical table could have one column, two rows. Insert the figure (jpeg, or tif) into row one, and the legend into row two. **In any event, be sure your figure and/or textbox is a separate paragraph, not anchored to any other text**. When appropriate, make figures 3.25” wide, which corresponds to an actual ACS journal column.

11. ChemDraw structures should always be made with the default 1996 ACS Settings in ChemDraw, and can be pasted directly into the text.

12. Use the "Footnotes" feature within Word to create the references; this is much preferred over a separate program like EndNote. **Do not do references “by hand”, you will certainly introduce errors.**

13. **Be sure you download references from the web into a suitable repository (your choice)**. Then paste into the references in the paper. This minimizes the chance of introducing typos. Take the time to get references into ACS format, or the specific format for another journal.

14. Superscript reference number(s) appear after commas or periods, not before, as in “end of sentence.23” not “end of sentence23.”

15. Watch out for special characters. Common problems: There is a "degree" symbol (option zero on the Mac); don't use superscript o, or anything else. There is a "multiply" symbol; don't use x or \*. There is an angstrom symbol Å (option shift A on Mac).

16. Use an en-dash "–" (option hyphen on Mac) not hyphen "-", as a minus sign, especially in exponents. Also use it for a range of values: “125 – 100 ºC”. The hyphen is just too short. There is a longer em-dash, “—", but you shouldn’t need that much, if at all. (shift option hyphen on Mac)

17. Units should be separated from the number by a space (10 Hz not 10Hz), except %.

18. “Figure 3”, “Scheme 2”, “Table 4” should all be capitalized when referred to in the text. However, “in the figure”, “in the following table…” are not capitalized. **Do not link text such as “Figure 3” to the figure itself**.

19. Don’t forget to insert page numbers; often not needed on first page.

20. **Do not use LaTex, or any variant thereof, without prior permission**.

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