



POLYHEDRON

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POLYHEDRON Special Issue

ICMM 2016 Conference Proceedings

The Conference is sponsored by Elsevier and its results will be published in a 2017 special issue of *Polyhedron*. Papers will be considered for all talks and posters. All papers must be submitted ONLINE. See the instructions below.

MANUSCRIPT TYPES

There will be two types of papers: shorter ones of approximate length 4-5 printed pages (Communications), and longer ones of approximate length 6-12 printed pages (Full Papers). As a general guide, papers based on posters and contributed talks could be of either length, but papers based on invited talks should be of the longer variety, either as original full papers or short reviews. For *Instructions to Authors*, see the journal website at <http://ees.elsevier.com/poly/>. See also published issues of the journal.

MANUSCRIPT PREPARATION

It is important that you ensure that your manuscript is prepared according to *Polyhedron* format for references, figure captions, tables, etc. See the Guide to Authors at <http://ees.elsevier.com/poly/>, where there is also an online tutorial, or look at past papers in any recent issue of the journal. Online support is available at http://support.elsevier.com/app/answers/detail/a_id/701.

Some things to note:

- 1) The figure labels should be large enough to be clear when the figure is reduced to the size it will appear on publication (e.g. atom labels of structures, axis labels of plots, etc.).
- 2) The manuscript should include a Graphical Abstract for the Table of Contents. This consists of a **figure** in TIFF, EPS, PDF or MS Office format, not to exceed 5 cm x 6 cm (height x width), and a brief **text** (~50 words) summarizing the contents and main findings of the paper. Ensure that the figure retains its clarity when its size is decreased to that of the Table of Contents - any text or labels in the Figure must be large enough to be legible at this size.

- 3) If your manuscript contains one or more crystal structures, you must first deposit the CIFs at the Cambridge Crystallographic Data Centre (CCDC). Follow the procedure described at <http://www.ccdc.cam.ac.uk/products/csd/deposit/>. Add the deposition codes you will receive from the CCDC in a “Supplementary data” paragraph at the end of the manuscript text, after the “Acknowledgements” paragraph. Use the following wording:

Supplementary data

CCDC XXXXX contains the supplementary crystallographic data for this paper. These data can be obtained free of charge via <http://www.ccdc.cam.ac.uk/conts/retrieving.html>, or from the Cambridge Crystallographic Data Centre, 12 Union Road, Cambridge CB2 1EZ, UK; fax: (+44) 1223-336-033; or e-mail: deposit@ccdc.cam.ac.uk.

- 4) **Submission Checklist:** this may be useful during the final checking of the manuscript prior to submission. Consult the Guide for Authors for further details of any item. Ensure the following:

Contact details are provided for the corresponding author(s):

- E-mail address
- Full postal address
- Telephone and fax numbers

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Miscellaneous:

- The manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for *Polyhedron*.
- References mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)

- 5) **Color figures** will be published for free in the online version, and in black-and-white in the print issue.
- 6) **Cover Artwork:** Authors of accepted papers are invited to submit cover artwork for the issue in which their paper appears. One image from those submitted will be chosen to appear on the cover of the Proceedings special issue. There is no charge for this.

The graphic must be high resolution (.jpg or .tif) and should provide an eye-catching colour image (minimum 300 dpi, size 16.5 cm wide x 13.5 cm high). **Unlabeled structural figures of compounds may be suitable, but data plots and spectra taken directly from the paper should NOT be used.** White backgrounds should be avoided. See past covers at <http://www.journals.elsevier.com/polyhedron/cover-gallery/>. A brief description of the image is also required (about 30 words; the Graphical Abstract text may be used, if appropriate). The artwork and description should be submitted when returning the corrected proofs.

MANUSCRIPT SUBMISSION

All manuscripts must be submitted ONLINE, in the same way as regular papers, using the EES (Elsevier Editorial System) website. Follow the procedure below.

- 1) Manuscripts can be submitted online to the Editor, Prof. George Christou, at <http://ees.elsevier.com/poly/>. Online support for manuscript submission is available at http://help.elsevier.com/app/answers/detail/a_id/1116/p/7923.
- 2) If you have never submitted to *Polyhedron* before, you must first register to set up a username and password – click on the “register” link and follow the instructions. If you are registered, you can proceed to “log in”.
- 3) Once you are in the system, click on “Submit New Manuscript”, choose the "ICMM 2016 Special Issue" option from the “Article Type” drop-down menu, and click “Next”.
- 4) On the “Request an Editor” page, you must choose G. Christou.
- 5) You will be asked to provide five names (with email addresses) of people you believe would be particularly suitable to referee the manuscript.
- 6) Follow the remaining instructions, which should be self-explanatory. If you need additional help with the system, or have any questions, you may contact the *Polyhedron* Americas office (polyhedron@chem.ufl.edu).
- 7) Manuscripts can be submitted any time up December 31, 2016.

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Editor, ICMM 2016 Special Issue

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