

Journal title and acronym	Journal of Coordination Chemistry (gCOO)
Trim size	B5
Catchline	<i>Journal Title</i> Vol. X, No. X, Month 2007, 1–3 top of page 1, ranged left
Footline	ISSN 0950-3110 print/ISSN 1473-348X online © 2007 Taylor & Francis DOI: 10.1080/XXXXXXXXXXXXXXXXXXXX http://www.informaworld.com (live link) bottom of page 1, ranged left
Running heads	(<i>verso</i>) <i>J. Smith and P. Jones</i> or <i>J. Smith et al.</i> if 3 or more authors. If J.B. Smith then initials are closed up (<i>recto</i>) <i>Article short title</i> centred on pages
Logo	T&F position top right
Article type (when needed)	RESEARCH ARTICLE bold caps, centred
Title	Bold, first word and proper nouns cap only centred
Authors	AN AUTHOR *† and ANOTHER AUTHOR ‡ (initials closed up if J.B. SMITH) Centred [* denotes corresponding author; see below]
Affiliation	†Department, University, City, Country ‡Department, University, City, Country centred
Received dates	(<i>Received 20 July 2005; in final form 17 August 2006</i>) (<i>Received in final form 15 November 2004</i>) After affiliation, centred
Abstract	No title, roman. Text smaller, indented both sides centred
Keywords	<i>Keywords:</i> Word; Another word; [initial capital letter for each item, then lower case except names] Position aligned with abstract, same size as abstract
Correspondence details	Given as footnote on page 1* *Corresponding author. Email: xxxxxxxx [note no full point; footnote rule] ranged left, no indent. Postal address not needed. If there is only one author, use *Email: xxxxxxxx and if there are two, use *Corresponding authors. Email: xxxxxxxx; yyyyyy
Headings	A. Bold initial cap only, space above and below B. <i>Bold italic initial cap only, space above and below</i> C. Bold, initial cap only. Text runs on. D. <i>Italic, initial cap only.</i> Text runs on. All ranged left, numbers to be included if supplied, no indent below.
Supplementary material	Placed before Acknowledgements, Unnumbered A level heading
Acknowledgements	Unnumbered A level heading. Goes before references.
Notes on contributors Not required for this journal	Notes on contributors (A heading) First author details. Line space Second author details. Goes after Acknowledgements, before refs
Appendix	Appendix 1. Title if given (A heading) Goes after refs

	Text smaller
Paragraphs	Indented
Tables	(table 1) in text. Table 1. Title initial cap only. (ranged left above table) Table notes: Cited in table with superscript, roman, lower case alphabets, and the footnotes set at the bottom of the table are left justified, with end period for each note and each note given on a separate line. If table runs on to next page use (<i>Continued</i>). Appearance: centred on page, first column left aligned, remainder centre aligned but insert figure spaces as necessary so numbers aligned at decimal point within tables when only numerical.
Figures	In text: (figure 1) or [figure 1(a)]; or see figure 1 or see figure 2(b) Figure 1. Caption initial cap only. Caption with multiple parts: Figure 1. This is a figure. (a) Description of first part. (b) Second part. OR: Figure 1. (a) Description. (b) Description of second part. OR: Figure 1. Description for (a) 1 and (b) 2. Symbols in parenthesis - separate with comma if it is in same part: (▲) copper, (●), iron. OR: key: (▲,●) copper, iron, respectively. Note: This is a note. (ranged left under figure) Appearance: artwork centred on page, caption flush left and justified if greater than one line of text, otherwise centred under the figure.
Displayed quotations	Indented left and right, smaller font (over 40 words, or when appropriate)
Lists	(1) for numbered lists Bullets if wanted
Equations	equation (1) in text Centred, equation number flush right
Footnotes	Follow †, ‡, §, ¶ order, starting from beginning of sequence on each page. Footnotes should be avoided wherever possible. Text smaller

Spelling preferences	US spelling
Punctuation	Initials (e.g. US, NJ, BBC) do not have full points between them. For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P. or Smith JP depending on reference style). US punctuation (e.g. “quote with end punctuation inside speech marks.”) If brackets within brackets [outer ones square (inner ones round)]
Foreign words	Always italics e.g. <i>in vitro</i> , <i>ad libitum</i> , <i>in vivo</i> , <i>ad hoc</i> , <i>post hoc</i> , <i>per se</i>
Species names	Species name should be in italics. E.g., <i>Escherichia coli</i>
Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers and units	Numbers: spell out one to nine, then 10, 1000, 10,000 10% (except at start of sentence) Units: Always use inverse units, e.g., change kg/m ² to kg m ⁻² , mPa/kg ¹ to mPa kg ⁻¹ , etc. Always use ‘L’ for litres, e.g., mL
Ratio	Thin space on either side of ratios e.g. 1 : 1 Glucose : Fructose
Dates	4 October 2005 in the twenty-first century

References in Text	Citation is numbered and spaced initials like [1, 2, 3], [2–6] and [2], <i>et al.</i> italic in text. Use <i>et al.</i> for multiple authors like Smith <i>et al.</i> [12]
Reference Style	<p>Refs to be listed in numerical order. Smaller font than text.</p> <p>Website: [1] A.B. Bloggs, S. Simon, M. Caine, A. Hepburn. Style guides are fun. Available online at: www.made_up.co.uk (accessed XX Month Year).</p> <p>Book: [2] J. Brown Jr. <i>Style Manuals Past and Present</i>, 3rd Edn, p. 14, Taylor & Francis, London (1988).</p> <p>Edited book: [3] J. Brown (Ed.). <i>Style Manuals Past and Present</i>, p. x, Taylor & Francis, London (1988). [4] A.N. Other. In <i>Style Manuals Past and Present</i>, J. Brown (Ed.), 8th Edn, Chap. 1, pp. xx–yy, Taylor & Francis, London (1988). [5] A.N. Other. In <i>Style Manuals Past and Present</i>, J. Brown, P. Trevor (Eds), Vol. 6, 8th Edn, pp. xx–yy, Taylor & Francis, London (1988).</p> <p>Chapter in book: [6] A.N. Other. In <i>Style Manuals Past and Present</i>, J. Brown (Ed.), 8th edn, pp. xx–yy, Taylor & Francis, London (1988)</p> <p>Translation of non-English book: [7] F. French. <i>Title of a Book in Another Language</i>, P. Smith, Translator, Dover, New York (1988; original work published 1923).</p> <p>Thesis: [8] C. Chaplin. Style guides for fun. PhD thesis, University of Milton Park (2002).</p> <p>Journal (NB: no article titles or issue numbers. The journal <i>J. Chem. Soc., Dalton Trans.</i> does not have volume numbers): [9] J. Smith, A.N. Other. <i>J. chem. Phys.</i>, 20, 25 (1986). [10] J. Brown. <i>J. Chem. Soc., Dalton Trans.</i>, 44 (2005) [11] J. Smith. <i>J. Style</i>, 15, 25 (1985).</p> <p>Conference proceedings: [12] P. Trevor, C. David. This is the title of a paper presented at a conference, paper presented at the 4th International Meeting of Minds, Chicago, IL, 1–4 April (1993). [13] P. Trevor, C. David. This is a paper presented at a conference. In <i>4th International Meeting of Minds</i>, New York, USA, Vol. 2, pp. 6–78 (1993).</p> <p>Computer program: [14] G.M. Sheldrick. <i>SHELXL-97, Program for X-ray Crystal Structure Refinement</i>, University of Göttingen, Germany (1997). [15] Bruker Advanced X-ray Solutions. <i>SMART for WNT/2000 (Version 5.34)</i>, Bruker AXS Inc., Madison, Wisconsin, USA (1997)</p>

Contents page	<p>JOURNAL TITLE Volume 100 Number 1 December 2007 logo SPECIAL ISSUE TITLE GUEST EDITOR</p> <hr/> <p>CONTENTS Articles Title of article <i>Author, Author and Author</i> All ranged left, page numbers ranged right</p>
Editorial	<p>Editorial (as title) If editorial has a title, use EDITORIAL (section heading) Title of editorial</p> <p>Editor Name <i>Affiliation if wanted</i></p>
Other article types	Follow style for main articles
Book reviews	<p>BOOK REVIEWS (as section heading) Book title: all bold, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6</p> <p>Reviewer's Name <i>Affiliation</i> <i>Email</i> (c) year, Author Name</p> <p>References go before reviewer details Next review follows after a space No copyright line on first page of reviews</p>
Volume contents and index	<p>Author index (as title) Author index set double-column</p>
Erratum	<p>Erratum (as title) Include catchline and article title of original text.</p>
Obituary	<p>OBITUARY (section heading) Name and dates if given (as title)</p> <p>Author Name <i>Affiliation</i> <i>Email</i></p>

Special Instructions to follow:

Note: (*J. Chem. Soc.*, *Dalton Trans.* does not have volume numbers)

- *versus* in text, *vs.* in figure captions, table footnotes/text and text within parentheses
- Change paper to article in text – NB: not a global change; e.g. filter paper should NOT be filter article; only change when referring to an article.
- Abbreviate one-dimensional, two-dimensional, etc., to 1-D, 2-D, etc.
- Compound numbers should be bold: compound **1**, Phenylalanine (**1**)
- Species name should be in italics. E.g., *Escherichia coli*. Species name should be full in the first occurrence (*Escherichia coli*) and abbreviated in the later occurrences (*E. coli*). In running heads, table and figure captions (*E. coli*). Species name should be full (*Escherichia coli*) in the beginning of a sentence
- 60 per cent should be 60%
- Litres 'L' caps e.g. 5 mL; Hours 'h' e.g. 5 h; minutes 'min' 5 min; 'mole' 'M' 5 M
- If a sentence starts with a number then the number should be spelt out. E.g.,

- '22 mL of dilute acid.....' should be 'Twenty-two millilitres of dilute acid....'
- Complex units: If 1 kg/m² then use 1 kg m⁻², 3 cm/s to be given as 3 cm s⁻¹, 3 m/s² as 3 m s⁻² etc.
- Coupling constant *J* italic, melting point mp is m.p., boiling point is b.p.
- δ_C and δ_H subscripts to be roman and caps; *m/z* should be italic. Always given thin space for δ followed by value(s)
- Compounds with many components like 'petroleum ether-CHCl₃' then '-' to be 'ndash'
- 'd, dd, m, s, t, br s,....' should be roman
- ¹H-¹³C, ¹H-¹H, H-C, C=C, C-12-C-2, etc...
- '3-{*O*- β -D-fructose}' '3-{*O*- β -L-fructose}' \rightarrow '3-{*O*- β -D-fructose}' '3-{*O*- β -L-fructose}' i.e. caps 'D' 'L' should be small caps
- [M+H] and [M-H] use 'plus' and 'minus' i.e. [M + H] and [M - H]
- Space groups should be given in italic or follow as given in MSS. E.g., *P*₂*I*, *C*₂/*c*, etc.
- In text always use Anal. Calcd for presenting some experimental value
No period should follow Calcd
- For DMSO-d₆, 'd' should always be roman
- For orbitals s, p, d, f should always be roman
- Differential functions *df*, *dx* 'd' should be roman
- No period should follow Doctor (Dr)
- lim, sup, inf, Var, grad, supp, max, min etc. should be roman
Functions should always be roman followed by a thin space and symbol.
E.g., grad *x*, ecc *p*, func *g*, rank *i*, etc.
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- At reference citation no period for cf
- Always use "Acknowledgement(s)" (when relevant)
- Use subscript variables roman