

# MANUSCRIPT PREPARATION CHECKLIST

This document is a guide covering the technical points required for preparation of your manuscript. Additional details can be found in the Author Guidelines on the journal homepage.

## GENERAL

We now offer [Free Format submission](#) for a simplified and streamlined process for **New Submissions**. However, the following are still required for submission:

- Your manuscript: this should be an editable file including text, figures, and tables, or separate files
- An ORCID ID
- The title page of the manuscript
- Data availability statement
- Funding statement
- Conflict of interest disclosure
- Permission to reproduce material from other sources
- Ethics approval statement
- Patient consent statement
- Clinical trial registration

For **Revised Manuscripts**, authors are requested to follow the checklist below when preparing their manuscripts.

Please use the [Word](#) and [LaTeX](#) manuscript templates from the Author Guidelines page to format your manuscript. In general, the order of the sections in the file is:

Title – Author(s) – (Dedication) – Affiliation(s), – Keywords – Abstract – Main Text [including Figures, Schemes and Tables] – (Experimental Section/Methods) – Acknowledgements – References – (Biographies) – Table of Contents text [Sections in brackets are only present in certain article types]

Where appropriate please change/provide/check the following details:

- Use American-style English spelling throughout the manuscript.
- Use Greek letters in the character font Symbol or as inserted symbols. Do not use an Equation Editor to insert single characters (unless they are complex characters such as vectors).
- Use symbols for equations where possible. If this is not possible, use an Equation Editor and insert the equation using “Insert – Equation” rather than pasting it in as a graphic.
- Italicize letters that symbolize variables and physical quantities, such as *T* for temperature, *E* for energy, *n* for an unspecified number.
- Molar (M) should be in small capitals.
- All Figures, Schemes, and Tables should be mentioned in the main text in numerical order. "Figure 1", "Table 3", etc. should be written out in full.
- Tables should be created using a table-function rather than as graphics or using tab spacing. Units should be enclosed in square brackets. Tables should be provided with a brief caption. For footnotes in tables, Roman lowercase letters followed by a closing parenthesis should be used. An example is included in the manuscript template.
- If a footnote management system such as EndNote is used for the references, please clear all fields from the references using “Select All” followed by [ctrl]+[shift]+F9.
- References to literature or to endnotes in the text should be typed in square brackets as superscripts, and be after any punctuation, numbered consecutively, and listed at the end of the main body of text. All references must be mentioned in the text. Please do not use any footnotes; instead set any notes to the text as endnotes

within the reference list.

- ❑ In the Experimental Section/Methods, quantities of reactants, solvents, etc., should be included in parentheses, e.g., triphenylstannyl chloride (0.964 g, 2.5 mmol) in toluene (20 mL).
- ❑ Physical data should be written with decimal points (not commas) and negative exponents (e.g., 25.8 J K<sup>-1</sup> mol<sup>-1</sup> as opposed to 25,8 J/Kmol). Plane angles in products of units can have either ° or deg as the unit. Units should be written in the same order throughout the manuscript. When measurement conditions remain unchanged, they need only be mentioned once, e.g., in the column headings of a table.
- ❑ Nomenclature should conform to the current American usage. Adhere to the relevant IUPAC, IUB, or IUPAP rules and recommendations. See the Author Guidelines for more details.
- ❑ Abbreviations and acronyms should be used sparingly and consistently. Where they first appear in the text, the definition should also be given. A list of abbreviations that do not require definition is at the end of this document.
- ❑ If the manuscript describes **experiments using animals**, the **approval of the national or local authorities** (giving the approval or the accreditation number of the laboratory and of the investigator) should be stated. If no such rules or permission are stipulated in the particular country, this must also be mentioned in the manuscript. The ARRIVE guidelines, which are hosted on the NC3Rs website at <http://www.nc3rs.org.uk/ARRIVEpdf>, should be followed.
- ❑ For manuscripts containing experiments with **human subjects** or **tissue samples from human subjects**, a statement regarding appropriate **Ethical Committee approval** and that the **informed consent** of all participating subjects was obtained must be included. When reporting phase II and III clinical trials, reporting on tumor marker studies, or describing human biospecimens, authors should refer, respectively, to the relevant [CONSORT statement](#), [REMARK](#), or [BRISQ](#) guidelines [as appropriate].
- ❑ **Keywords:** Please include 3 to 7 keywords.
- ❑ **Conflict of Interest:** Please state whether any authors have a financial/commercial Conflict of Interest.
- ❑ **Acknowledgements:** Remember to acknowledge all funding sources relevant to the work reported.
- ❑ **Data Availability Statement:** Please provide a data availability statement (even if no data are shared) during the submission process, in accordance with our [Expects Data Policy](#)

## GRAPHICAL MATERIAL

- ❑ Formulas, figures, and schemes can be submitted as individual files or in the main file. They should not have borders. Please see the “Graphics” FAQ (available from the Author Guidelines page) for detailed information on the preparation of figures.
- ❑ Acceptable formats are: TIFF, JPG, EPS, DOCX, WMF, PDF, XLSX, PPTX, CDX, PNG, AI.
- ❑ Axes should be labeled with physical quantities separated from their units; for example,  $\lambda$  [nm]. Labels should be oriented along the axis directions.
- ❑ Inset diagrams should be avoided (when possible, consider a multipart figure as an alternative). If an inset is necessary, use the same font size as in the main diagram to ensure legibility.
- ❑ Use only one font size in any one figure, adjusting the size of the writing relative to the overall size of the figure.
- ❑ For structural formulas the line width should be explicitly defined (at least 0.2 pt or 0.1 mm).
- ❑ Comprehensive experimental details should be given in the captions for schemes.
- ❑ Where figures have been reproduced from previously published articles/sources, permission **must** be obtained to reuse/reproduce these figures. Include permission statements in figure captions where relevant: Reproduced (or Adapted) with permission.<sup>[Ref.]</sup> Copyright Year, Publisher. For more details, please see the guide “Copyright Permissions” (available on the Author Guidelines page).

## LITERATURE SECTION

Journal references should be cited as follows: [no.] A. B. Author<sub>1</sub>, C. D. Author<sub>2</sub>, E. F. Author<sub>3</sub>, *Abbrev. Journal Title* **Year**, *Vol. no.*, first page no. (if a journal does not use page nos., the article no. should be cited). All authors must be listed (**not "et al."**). Examples are provided below and in the manuscript templates:

**Journals Articles:** [1] a) Y. Zou, M. Zheng, W. Yang, F. Meng, K. Miyata, H. J. Kim, K. Kataoka, Z. Zhong *Adv. Mater.* **2017**, *29*, 1703285; b) E. Branscomb, M. J. Russell, *BioEssays* **2018**, *40*, 1700179; c) A. Behrens, K. Foremny, T. Doll, *Phys. Status Solidi A*, <https://doi.org/10.1002/pssa.201700873>; d) A. Jones, B. Smith, unpublished.

**Books:** [2] R. J. Farrauto, L. Dorazio, C. H. Bartholomew, *Introduction to Catalysis and Industrial Catalytic Processes*, Wiley, Hoboken, NJ **2016**.

**Chapter in a Multi-Authored Book:** [3] J. Lienemann, A. Greiner, J. G. Korvink, X. Xiong, Y. Hanein, K. F. Böhringer, in *Sensors Update*, Vol. 13 (Eds: H. Baltes, G. K. Fedder, J. G. Korvink), Wiley-VCH, Weinheim, Germany 2004, Ch. 1.

**Proceedings Volumes:** [4] a) C. D'silva, V. Parthasarathy, S. N. Rao, in *Proc. 2016 Workshop Wearable Systems Applications* (Eds: E. H. Lee, A. L. Copley), ACM, New York **2016**, 13; b) C. D'silva, presented at *14th Annual Int. Conf. Mobile Systems, Applications, Services*, New York, NY, June **2016**.

**Thesis and Patents:** [5] a) Y. Sheima, *Master Thesis*, Universität Freiburg **2017**.; b) H.-S. Seo, D.-C. Kim (Samsung Electronics Co., Ltd.), Ger. 2016122271, **2016**.

**Preprints:** [6] A. Bag, M. Neugebauer, U. Mick, S. Christiansen, S. A. Schulz, P. Banzer, (*Preprint*) *arXiv:1909.04478*, v2, submitted: Sept **2019**.

## TABLE OF CONTENTS

Please provide a short text for the Table of Contents (ToC) along with a graphic.

- ToC text: Briefly describe the main results of your manuscript (50–60 words). Use plain English that is accessible to a general audience and focus on the central message of the manuscript. Please be concise, using short sentences.
- ToC figure: please choose the figure that best conveys the main message of the article. This doesn't need to be one of the figures in the article but could be one that you composed yourself to best represent the topic. You **must** hold the copyright to this figure and any images used to create it. Size of the image should be either 55 mm × 50 mm (w × h) or 110 mm × 20 mm (w × h).

## SUPPORTING INFORMATION

Succinct text and the necessary graphics should be submitted as one file (i.e., Word file or PDF), when possible. Use the templates to prepare the first page if possible. Other types of Supporting Information, e.g., multimedia files, raw data, code, etc., should be provided separately, with large files provided in a zip file. If you experience difficulty uploading large files, please contact the editorial office for assistance.

## BIOGRAPHIES

For Reviews, and Perspectives, authors are asked to provide short biographies (no more than 100 words) and photographs for those authors who should be highlighted in the author biography section at the end of the article.

## COVER PICTURE

After acceptance, authors are encouraged to submit an image as a candidate to appear on the cover of the journals. Further information can be found in the Cover Suggestions tab on the Author Guidelines page or contact the editorial office for details.