

BULGARIAN CHEMICAL COMMUNICATIONS

Dear NCS14 Participants,

The symposia manuscripts are planned for publication in the first book of 2015 volume 47 Bulgarian Chemical Communications journal (ISSN 0324-1130). The process of review and subsequent “mise en page” will be carried by NCS14 organizers and should finish by the end of February 2015.

Thus the deadline for submission is DECEMBER 17 2015.

The manuscripts should be sent to the following email: editor@bgcryst.com (preferably as one compressed *.zip file, not exceeding 10 MB). Details for manuscript formatting of text, tables, figures, references etc. are provided below. **The NCS14 Organizers**

Check list for NCS14 Manuscripts submission

I have read and agreed with the “**Instructions about Preparation of Manuscripts for NCS14 participants**” (pages below).

A cover letter with short manuscript details and providing the contacts details of three potential reviewers is present.

I am providing the Manuscript text, tables and references using a **Word Processor version (please input the version e.g. MSWord 2010)**

I am providing the tables in a separate file, according BCC requirements. I

am providing the references in a separate file, according BCC requirements.

I am providing the Figures as **separate files** in one of the specified formats (**please select one of**) ***.TIF, *.JPG, *.BMP, *.CDR format. Figures INSERTED in MsWord *.doc or *.docx ARE NOT NEEDED.**

Симпозиумът се осъществява с финансовата подкрепа на Министерство на образованието и науката на

РБългария

BULGARIAN CHEMICAL COMMUNICATIONS

Instructions about Preparation of Manuscripts for NCS14 participants

General remarks: Manuscripts are submitted in English by e-mail to editor@bgcryst.com. The text must be typed double-spaced, on A4 format paper using Times New Roman font size 12, normal character spacing. The manuscript should not exceed 15 pages (about 3500 words), including photographs, tables, drawings, formulae, etc. Authors are requested to use margins of 3 cm on all sides. For mail submission hard copies, made by a clearly legible duplication process, are requested. Manuscripts should be subdivided into labelled sections, e.g. **Introduction, Experimental, Results and Discussion**, etc.

The title page comprises headline, author's names and affiliations, abstract and key words.

Attention is drawn to the following:

a) **The title** of the manuscript should reflect concisely the purpose and findings of the work. Abbreviations, symbols, chemical formulas, references and footnotes should be avoided. If indispensable, abbreviations and formulas should be given in parentheses immediately after the respective full form.

b) **The author's** first and middle name initials, and family name in full should be given, followed by the address (or addresses) of the contributing laboratory (laboratories). **The affiliation** of the author(s) should be listed in detail (no abbreviations!). The author to whom correspondence and/or inquiries should be sent should be indicated by asterisk (*).

The abstract should be self-explanatory and intelligible without any references to the text and containing not more than 250 words. It should be followed by key words (not more than six).

References should be numbered sequentially in the order, in which they are cited in the text. The numbers in the text should be enclosed in brackets [2], [5, 6], [9–12], etc., set on the text line. References, typed with double spacing, are to be listed in numerical order on a separate sheet. All references are to be given in Latin letters. The names of the authors are given without inversion. Titles of journals must be abbreviated according to Chemical Abstracts and given in italics, the volume is typed in bold, the initial page is given and the year in parentheses. Attention is drawn to the following conventions:

a) The names of all authors of a certain publications should be given. The use of “*et al.*” in

the list of references is not acceptable.

b) Only the initials of the first and middle names should be given.

In the manuscripts, the reference to author(s) of cited works should be made without giving initials, e.g. “Bush and Smith [7] pioneered...”. If the reference carries the names of three or more authors it should be quoted as “Bush *et al.* [7]”, if Bush is the first author, or as “Bush and co-workers [7]”, if Bush is the senior author.

Footnotes should be reduced to a minimum. Each footnote should be typed double-spaced at the bottom of the page, on which its subject is first mentioned.

Tables are numbered with Arabic numerals on the left-hand top. Each table should be referred to in the text. Column headings should be as short as possible but they must define units unambiguously. The units are to be separated from the preceding symbols by a comma or brackets.

Note: The following format should be used when figures, equations, etc. are referred to the text (followed by the respective numbers): Fig., Eqns., Table, Scheme.

Schemes and figures. Each manuscript (hard copy) should contain or be accompanied by the respective illustrative material as well as by the respective figure captions in a separate file (sheet). As far as presentation of units is concerned, SI units are to be used. However, some non-SI units are also acceptable, such as °C, ml, l, etc.

The author(s) name(s), the title of the manuscript, the number of drawings, photographs, diagrams, etc., should be written in black pencil on the back of the illustrative material (hard copies) in accordance with the list enclosed. Avoid using more than 6 (12 for reviews, respectively) figures in the manuscript. Since most of the illustrative materials are to be presented as 8-cm wide pictures, attention should be paid that all axis titles, numerals, legend(s) and texts are legible.

The authors are asked to submit **the final text** (after the manuscript has been accepted for publication) in electronic form either by e-mail or directly to NCS14 organizers using a PC Word-processor. The main text, list of references, tables and figure captions should be saved in separate files (as *.rtf or *.doc) with clearly identifiable file names. It is essential that the name and version of

the word-processing program and the format of the text files is clearly indicated. It is recommended that the pictures are presented in *.tif, *.jpg, *.cdr or *.bmp format, greyscale (not color) with minimum 300 dpi quality, the equations are written using Equation Editor and chemical reaction schemes are written using ISIS Draw or ChemDraw programme.

The authors are required to submit the final text with a list of three individuals and their e-mail addresses that can be considered by the Editors as potential reviewers. Please, note that the reviewers should be outside the authors' own institution or organization. The Editorial Board of the journal is not obliged to accept these proposals.

EXAMPLES FOR PRESENTATION OF REFERENCES

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