Guidelines for Authors

Zeitschrift für anorganische und allgemeine Chemie **ZAAC** Journal of Inorganic and General Chemistry

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1 General Information

ZAAC is an **international** and **rigorously peer-reviewed** journal which publishes **Research Reports**, **Articles** and **Short Communications**. The scope of *ZAAC* includes new research results, both experimental and theoretical, in all fields of inorganic chemistry. Emphasis is placed on the synthesis, structure investigation, spectroscopy, and bonding properties of significant new and known compounds. *ZAAC* is published 15 times a year.

Authors are solely responsible for the contents of their contribution. It is assumed that they have the necessary authority for publication. Authors must send or fax the completed and signed **Copyright Transfer Agreement** to the respective Editor in parallel to manuscript submission. The contents of manuscripts submitted to *ZAAC* must not have been submitted to any other journal in parallel or published previously. **IMPORTANT**: Any manuscript already available on personal/group web pages will be considered by the Editors as already published and will not be accepted.The authors must inform the Editors of manuscripts submitted to, soon to be submitted to, or in print at other journals that have a bearing on the manuscript being submitted. All submissions and publication issues must be in keeping with the **Ethical Guidelines for Publication in Journals and Reviews** of the European Association of Chemical and Molecular Sciences (EuCheMS). In particular, authors should reveal all sources of funding for the work presented in the manuscript and should declare any **conflict of interest**.

Manuscripts in English or German should be submitted to one of the Editors. *ZAAC* offers web-based manuscript submission and peer-review via Manuscript Central. This service guarantees fast and safe submission of manuscripts and rapid assessment processes. **Online submission is mandatory** – conventional submission of manuscripts via courier service or e-mail is no longer accepted. Please prepare your manuscript in keeping with the guidelines given below (§3 and §4).

- For the submission of **new manuscripts**, a single Word DOC file needs to be uploaded as “Main Document” on the File Upload screen (for use of the *ZAAC* manuscript templates, please refer to §3.1). Tables and all graphics should be embedded in the DOC file in the text where they belong (not collected at the end). Do not choose the file designation “Image” when uploading new manuscripts. Supporting

Information can be uploaded, e.g., as a single, separate Word DOC or PDF file with all graphics embedded by choosing the file designation "Supporting Information".

- For the submission of **revised manuscripts and final manuscript files for production**, text, tables and graphics prepared with ChemDraw, ISIS Draw and Excel need to be uploaded as a single Word DOC file; the graphics need to be linked to those programs within the Word file. Upload this file as "Main Document". All other graphics need to be uploaded as separate files in a graphic format such as TIFF or JPG with a resolution of 300 dpi or higher; for these graphic files choose the designation "Image" on the File Upload screen. Figure and Scheme captions should not be embedded into the graphic files, but rather included at the end of the text file of the manuscript. Supporting Information is uploaded as a single, separate Word DOC or PDF file with all graphics embedded by choosing the file designation "Supporting Information".

Steps for using the *ZAAC* online submission system:

- Go to **http://mc.manuscriptcentral.com/zaac**.

- If you use the system for the first time, you need to click on the "Create Account" link. If you have been an author or referee for *ZAAC* recently, your e-mail address will already be in the database. In that case, enter your e-mail address under "Password Help" on the Log In screen. You will receive an automatically generated e-mail, providing you with the details to access your personal homepage (login and password).

- Once logged in, please click on "Authoring Center" and let the system guide you through the submission process. Online help is available at all times. It will be possible to exit and reenter the system without losing any information at any stage of the submission process. All submissions are kept strictly confidential.

- Please make sure to assign your preferred **Editor** via the respective pull-down menu. If applicable, please choose a Special Issue to which you have been invited to contribute.

- Authors can follow the progress of their manuscripts on their personal homepage: All manuscripts of the authors submitted to and all review reports written for *ZAAC* are archived here. This homepage should also be used to upload the revised and final versions of all manuscripts submitted to *ZAAC*.

Note that when multiple files are uploaded as "Main Document" or "Image", the system generates a single PDF file. **IMPORTANT:** only Word DOC, TIFF and JPG files are included in the PDF file generated. File formats **not included** are Excel XLS, PowerPoint PPT, ChemDraw CDX, ISIS Draw SKC, GIF, PCT, PSD, BMP, 123, RAR, SIT and ZIP.

Each contribution submitted to *ZAAC* will be peer-reviewed. Authors are encouraged to suggest suitable referees (full names and affiliations). However, not necessarily those referees nominated by the authors will be contacted. Manuscripts which are clearly inappropriate for the journal can be rejected without consulting referees. All accepted manuscripts will be edited before printing to ensure scientific consistency, clarity of presentation, and uniformity of style.

The main correspondence author will receive a **complimentary copy** of the *ZAAC* issue in which his/her paper has appeared and a **PDF** of the article (allowance of 25 printouts). Reprints and high-resolution PDFs

(unlimited number of article printouts) can be ordered for a reasonable price when the corrected proofs are returned.

On behalf of our authors who are also US National Institutes of Health (NIH) grantees, Wiley-VCH will deposit the peer-reviewed version of the manuscript in PubMed Central (PMC). PMC may display the material 12 months after Wiley-VCH has published the article. By assuming this responsibility, we will ensure that our authors are in compliance with the NIH request, and make certain that the appropriate version of the manuscript is deposited. We await the release by PMC of the protocols regarding manuscript submission. We reserve the right to change or rescind this policy.

2 Types of Contributions

Research Reports are critical review-type articles that present a particular current topic in inorganic chemistry, providing the reader with an appreciation of the importance of the work, a summary of recent developments, a balanced discussion of problems and progress, and well selected literature coverage. Research Reports cover a selected topic that has either been developed by the authors themselves or in which they have played a major role: from the seeds of the first ideas or the first observation of a new phenomenon to the reality and the vision for the future. As a rule, Research Reports are written on invitation, although unsolicited articles are also welcome. It is recommended that authors contact one of the Editors before submitting an unsolicited Research Report. Research Reports should not exceed 20 pages or 10-12 typeset pages. A **biographical sketch** (700–1500 characters) and a portrait-quality black & white photograph (TIFF file) of the correspondence author(s) should also be submitted. Research Reports will undergo peer review.

Articles (Full Papers) must be either of current general interest or of great significance to a more specialized readership and should report comprehensive details of completed studies and have well developed discussions, background information, and literature coverage. All contributions will be judged on the criteria of originality, quality and novelty. Papers that are suitable for consideration will be sent to independent referees. Manuscripts must not have been published previously, except in the form of a preliminary Communication (reprint requested). Details that could be of importance to the referees, but that are unlikely to be of interest to the reader, can be submitted as an enclosure for the referees. Copies of cited publications not yet available for the referees should be submitted along with the manuscript. Articles include an Experimental Section. They are not restricted in length, but authors are asked for conciseness.

Short Communications are unsolicited, short reports. Preliminary results might be presented, which will usually be followed up by an Article. The results must be of great significance and unusual urgency; they must contribute to the development or further development of an important area of research. A justification for urgent publication should accompany submission. An Experimental Section is desirable; if it is not included in the manuscript, the experimental data should be submitted as Supporting Information for refereeing purposes and marked as such. Short Communications will undergo peer review if in general suitable for publication in *ZAAC*. They are limited to 6 pages or 2-3 typeset pages, including graphical items.

3 Manuscript Preparation

3.1 General

Authors are encouraged to consult recent issues of *ZAAC* for examples of format. We recommend the use of the *ZAAC* manuscript templates (MS Word for Win/Mac), which are available on the journal homepage at www.zaac.wiley-vch.de under “For Authors”. Each template can be downloaded and saved as a DOC file, in which the positions for inserting the parts of the text and graphics of the manuscript have been clearly

indicated. If you do not wish to use the templates, the manuscript file should be in Word DOC format with tables and all graphics embedded in the text where they belong (not collected at the end). Supporting Information should be submitted as a separate file. In the revised or final accepted manuscript, graphics prepared with ChemDraw, ISIS Draw or Excel need to be embedded into the Word file and linked to those programs. All other graphics need to be supplied as separate files in a graphic format such as TIFF or JPG with a resolution of 300 dpi or higher.

Title page: *Series title* and *number*, if applicable; *title* (manuscripts in German: German series title and title to be followed by the English translations); *authors names* (asterisk to denote the correspondence author combined with a footnote at the end of the first page, containing the full address details, i.e. postal and e-mail address, fax of the correspondence author) and *alphabetical references* (lower-case letters, e.g., a,b,c) referring to affiliations (City/Country, Institute or Institution).

Abstract should be brief (600-2000 characters) and not too technical. All Abstracts must be written in English.

Keywords: A maximum of five keywords to appear in the printed and online indexes should be given in alphabetical order. At least two keywords from the **Basic Keyword List** available on the *ZAAC* homepage at www.zaac.wiley-vch.de under "For Authors" should be included to aid online searching.

Introduction should clearly and briefly present both the nature of the subject matter under discussion and its background. It should include relevant references.

Results and Discussion: may be combined or kept separate and may be further divided by subheadings. This section should not be cluttered with technical details. The discussion should not only summarize the scope and limitations of the work, but also make a comparative evaluation of its practical significance and the potential for further development. The discussion of scope and limitations should include an indication if further work is necessary to determine the general applicability.

Conclusion summarizes the results obtained and addresses questions such as: To what extent do the results satisfy the initial expectations? What further improvements are necessary?

Experimental Section should be given in sufficient detail to enable others to repeat your work. In so far as practical, authors should use a systematic name for each title compound in the experimental section. Equipment and conditions used for the measurement of physical data should be described at the beginning of the Experimental Section. In the individual experimental procedures, quantities of reactants, solvents etc. should be included in parentheses rather than in the running text, e.g., "A solution of triphenylphosphane (500 mg, 1.91 mmol) in dichloromethane (15 mL) was added to…". The purity of all new compounds should be verified by elemental analysis, to an accuracy of within ±0.4%. In special cases, for instance when the compound is unstable or not available in sufficient quantities for complete analysis, the exact relative molecular mass obtained from a high-resolution mass spectrum and a clean NMR spectrum with sufficiently sensitive nuclei or a comparison of the experimental and calculated powder diffractogram (as additional material for inspection by the referees) should be supplied. Optimized experimental procedures reported in Reviews should be incorporated into the text where appropriate. **Spectroscopic data** should be presented as follows: ^{1}H NMR (300 MHz, C_6D_6, 25 °C): δ = 1.3 (s, 18 H, $Si(CH_3)_3$), 0.9 (d, $^{3}J_{H,H}$ = 5.7 Hz, 2 H, 2-H). For each chemical shift, additional information should be given in the order: multiplicity, coupling constant, number of protons, assignment. Please note that NMR data should be given in either δ or ppm. ^{13}C NMR ([D_6]acetone) = 78.41 ppm (s, C-1), etc. IR (KBr/Nujol): $\nu_{as}CH_3$ 2920 vs, ν(OH) 3610 cm^{-1}, etc. UV/VIS: λ_{max} (lg ε): 495 nm (4.700) or 20 202 cm^{-1} (4.700). MS (79 eV, 150 °C): *m/z* = 632 (M^+, 26%), 596 (M^+-Cl, 10%), etc.

Analytical data should be presented as follows: Formula of the compound (molecular mass); C 12.37 (calc. 12.52); H 3.81 (3.90); Zn 25.43 (25.51)%.

Crystal Structural Analysis: Authors are strongly encouraged to first **check the correctness of the X-ray data and the reported structure** by using the Checkcif utility on the WWW at http://checkcif.iucr.org. A copy of the output should be submitted as **Supporting Information for Review Only.** Authors with appropriate software may alternatively use IUCRVAL or the CHECK validation tool in PLATON. **Prior to manuscript submission**, the author(s) must deposit their data or update data already available, so that referees can retrieve the information electronically directly from the database. Guidelines for depositing data can be found on the *ZAAC* homepage at www.zaac.wiley-vch.de under "For Authors". **Crystal Structure Data** for publication must contain: empirical formula, unit cell dimensions (*a, b, c,* in pm or Å, *α, β, γ* in degrees) all with estimated standard deviations, number (*Z)* of formula units in unit cell, calculated and/or measured density *d*, *crystal system, space group symbol*. **Data collection** must contain: type of diffractometer, radiation used, monochromator, size for single crystal, temperature, data collection mode, theta range and reciprocal lattice segments (octants), number of reflections measured, number of symmetry-independent reflections, and *σ (I)* criterion, linear absorption coefficient, and method of absorption correction if applied. **Structure analysis and refinement:** method of solution, method of refinement, final *R* and R_w values in decimal numbers, and programs used. Authors are encouraged to have the positional and thermal displacement parameters printed for all atoms, even if they are deposited (H atoms in self-evident positions excepted). It is possible to include these tables as Supporting Information. If displacement ellipsoids are plotted in one figure, the equivalent parameters of isotropic displacement are sufficient.

Acknowledgement (optional) should be as brief as possible and placed before the References.

References: The Author is responsible for correct citations. *ZAAC* is a member of CrossRef (www.crossref.org), a service which links reference citations to the online content that those references cite. This can only function if the citations are accurate. References should be indicated by numbers in square brackets and, if applicable, before punctuation (example: text [1].). Journal titles should be abbreviated according to the Chemical Abstracts Service Source Index (CASSI). Unpublished results and lectures should only be cited for exceptional reasons. If a paper has been published online but has not appeared in print yet, it is cited by listing the author names and then the abbreviated title of the journal followed by the DOI number.

Journals: [1] a) T.M. Klapötke, M. Stein, J. Stierstorfer, *Z. Anorg. Allg. Chem.* **2008**, *634*, 1711; b) Y. Segawa, M. Yamashita, K. Nozaki, *Angew. Chem.* **2007**, *119*, 6830; *Angew. Chem. Int. Ed.* **2007**, *46*, 6710.

[2] J. J. Schneider, J. Engstler, *Eur. J. Inorg. Chem.*, DOI: 10.1002/ejic.200501145.

Books: [3] G. Brauer, *Handbuch der Präparativen Anorganischen Chemie,* 2nd ed., Vol. 2, F. Enke, Stuttgart **1962**, p. 78.

[4] J. D. Corbett, in: *Synthesis of Lanthanide and Actinide Compounds*, G. Meyer, L. R. Morss (eds), Kluwer Acad. Publ., Dordrecht – Boston – London **1991**, p. 159.

Theses, Dissertations: [5] W. Schulz, *Dissertation*, Univ. Rostock **1965**.

[6] F. Lindsey, *Ph.D. Thesis*, Univ. London **1970**.

Patents: [7] Hoechst A.G. (F. Walther, C. Runke), DE-BP.3842100 (July 28, 1983) [C.A. **1985**, *91*, P 45321c].

Legends: Each figure and scheme should have a legend. "Charts" are designated as figures. In the final accepted manuscript, the legends should be listed together after the reference section of the text file and not be included with the drawings in the separate graphic files. The position of each equation, figure, scheme, structure or table in the text should be indicated as in the following example:

((Insert Scheme 1 here))

Tables must have a brief title and should only be subdivided by three horizontal lines (head rule, neck rule, foot rule). Footnotes in the tables are denoted by [a], [b], etc., and presented at the bottom of the table. Tables should be constructed using the table function in Word; do not make tables using the tabulator. Tables should be prepared to fit the page format of the journal (width of the columns is 8.5 cm; width of the pages is 17.7 cm). Drawings within a table prepared with ChemDraw or ISIS Draw need to be linked to those programs within the Word file. All other graphics in tables need to be supplied as separate graphic files and their position in the table indicated. When a table consists mainly of graphic elements, the entire table should be prepared with a drawing program such as ChemDraw.

Graphics (structural formulae, figures, schemes) must be readable after reduction to a one-column (8.5 cm wide) or two-column format (17.7 cm wide) with a minimum letter size of 1.8 mm. We recommend use of the **ChemDraw document style sheet**, which can be downloaded from the *ZAAC* homepage at www.zaac.wiley-vch.de under "For Authors". For further information, please refer to the **Guidelines for Generating Graphics**, which can also be downloaded from the *ZAAC* homepage. Schemes should be self-explanatory: reaction conditions should therefore be given above the arrows rather than in the caption. In figures of structures derived from crystal structure analysis, the atomic labelling should be depicted in at least one figure. If the table of the parameters of anisotropic displacements is not printed, at least one figure should show the displacement ellipsoids. Figures showing the crystal packing should not be overcrowded and should not show sections larger than necessary. Usually, one unit cell and a few adjacent atoms are sufficient. Include and label the outlines of the unit cell. Avoid the depiction of several translation-equivalent atoms in the viewing direction. If lines intersect, it should be clear which one is in front of the other.

Color: Printing of Schemes and Figures in color is expensive, and we request that part of the additional costs be carried by the author. If color printing is essential and the author does not have access to funds for color printing, the respective Editor should be informed.

Cover Picture: Authors are encouraged to submit pictures for the *ZAAC* cover page, together with an explanatory text of up to 500 characters. A template of the cover page (**ZAAC_Cover.pdf**) to help you visualize the final effect of your design can be downloaded from the *ZAAC* homepage at www.zaac.wiley-vch.de under "For Authors". Space available: 15 cm (h) × 16 cm (w). Part of the additional costs for color printing must be paid by the author. The complimentary PDF of the author of a Cover Picture contribution includes his/her Cover Page (PDF: high resolution, unlimited number of article printouts). The Cover Page may be used, e.g., for presentations, on homepages or other promotional activities.

Symbols: Use only characters from the Symbol and Normal Text fonts, especially when inserting Greek letters and characters with umlauts, accents, tildes, etc.: α, ä, à, ã, Å. Italicize symbols of **physical quantities**, but not their units (e.g., *T* for temperature, in contrast to T for the unit Tesla, but K as unit; *J*, but Hz; *a*, but nm), **stereochemical information** (*cis*, *Z*, *R*, etc.), **locants** (*N*-methyl, *α*-amino), **symmetry designations** (C_{2v}), as well as **authors' names** quoted in the text. **Latin phrases**, such as "in situ" and names of common equipment or methods (i.e., Schlenk tube, Raman spectra, Fourier diagram, etc.) should not be italicized. Chemical formulae should be numbered with boldface Arabic numerals (e.g., **1**). If physical quantities are listed as numerical values without their units, e.g., in tables or for labels of axes in figures, the **units must be specified after a slash or with a power of -1**, e.g. "T/K" or "T K^{-1}" or "c/(mol L^{-1})" or "U_{equiv}/Å^2". Instead of the slash "(in Å)", "(in degree)", etc. can be used. **At-%** and **Mol-%** must be given in this way. **Stereochemical descriptors**, such as D- and L-, and molar (M) or normal (N) should be in **small capitals**. Abbreviations such as Me, Et, *n*-Bu, *i*-Pr, *s*-Bu, *t*-Bu and Ph (not ϕ) may be used in formulae. General substituents should be indicated by R^1, R^2 (not R_2, which means 2R) or R, R'. The spatial arrangement of the substituents should be indicated by hatched lines and a wedge. The Symbol font should be used for minus signs.

Abbreviations and acronyms should be used sparingly and consistently, following the system of abbreviations and symbols recommended by the International Union of Pure and Applied Chemistry (IUPAC). Where they first appear in the text, they should – apart from the most common ones such as NMR, HPLC, and THF – be defined; you may prefer to explain large numbers of abbreviations and acronyms in a footnote on the first page or in a glossary.

Nomenclature: Follow the recommendations of the IUPAC (www.iupac.org) or the Chemical Abstracts Service (CAS; www.cas.org). According to a recent recommendation [N. G. Connelly, T. Damhus, R. M. Hartshorn, A. T. Hutton (Eds.), *Nomenclature of Inorganic Chemistry IUPAC Recommendations 2005*, RSC Publishing, Cambridge, UK, **2005**]:

- "Names of anionic ligands, whether inorganic or organic, are modified to end in 'o'. In general, if the anion name ends in 'ide', 'ite' or 'ate', the final 'e' is replaced by 'o', giving 'ido', 'ito' and 'ato', respectively. It follows that halide ligands are named fluorido, chlorido, bromido and iodido, and coordinated cyanide is named cyanido. In its complexes, except for those of molecular hydrogen, hydrogen is always treated as anionic, and therefore 'hydrido' is used for hydrogen coordinating to all elements including boron."
- "In the formulae for coordination entities, ligands are now ordered alphabetically according to first symbol of the abbreviation or formula used for the ligand, *as written*, irrespective of the charge."
- "No numerical subscript should follow the square bracket used to enclose a whole coordination entity of a neutral (formal) coordination compound."

If **Stock nomenclature** is used for indicating the oxidation numbers (states), e.g. copper(II) chloride or $Cu^{II}Cl_2$, this terminology should be used consistently throughout the paper. Please do not use computer programs to generate elaborate systematic names, nor use long multi-line compound names; for the sake of clarity general descriptors such as compound **2**, ketone **3**, or alcohol **4** should be used in the experimental procedures and in the general text.

English spelling may be British or American, but consistency should be maintained throughout a manuscript.

Electronic Supporting Information may be included for deposition on the WWW; the author must keep a copy to make available to readers who do not have access to the WWW. Supporting Information may consist of original data that relate to the paper, e.g. additional or color illustrations, tables, supplemental experimental details, and characterization data; include information that is more convenient in electronic form, such as coordinates, spectral data, etc., or that cannot be printed: animations, audio recordings, and videos. For preferred and possible file formats, please see Table 1. Color is welcome in the Supporting Information and published online at no cost to the author or reader. Experimental procedures for crystallographic studies can be included, but do not include the complete crystallographic data, which needs to be deposited in an appropriate database prior to submission of the manuscript (cf. **Crystal Structural Analysis** below). Supporting Information should be submitted online as described in §1.

Table 1. Preferred and possible formats for electronic Supporting Information.

Supporting Information	Preferred formats	Also possible
text, tables	WORD	RTF
images (color; b/w)	JPEG, GIF	TIFF, EPS, PNG
molecular structure; coordinates	xyz, CIF, pdb	MOL
Multimedia	Flash	Shockwave
Audio	MP3	WAV, AAC
Video	MPEG4, MPEG2	MPEG1, AVI
Executable files	uuencoded, bin/exec	