

# INSTRUCTIONS TO AUTHORS

# ANALYTICA CHIMICA ACTA

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An international journal devoted to all branches of analytical chemistry

## (1) Submission of manuscripts

It is a condition of publication that all manuscripts must be written in clear and correct English and be submitted to the *Analytica Chimica Acta* Web site at <http://ees.elsevier.com/aca>.

Each manuscript *must* be accompanied by a cover letter, preferably on headed paper, that explains the *analytical novelty* of the research, the key findings of the research and their significance to real sample matrices. If you are unable to provide an electronic version, please contact the editorial office prior to submission at e-mail: [aca@elsevier.com](mailto:aca@elsevier.com); telephone: +353 61 709635; or fax: +353 61 709111.

Authors are encouraged to identify *four* persons who are qualified to serve as reviewers. Authors are requested not to suggest reviewers with whom they have a personal or professional relationship, especially if that relationship would prevent the reviewer from having an unbiased opinion of the work of the authors. A working e-mail address for each reviewer is essential for rapid review in the event that reviewer is selected from those that are identified by the authors. You may also select reviewers you do not want to review your manuscript, but please state your reason for doing so.

Manuscripts are accepted for review with the understanding that the same work has not been published (except as an abstract, or as part of a lecture, review, or academic thesis), that it is not under consideration for publication elsewhere, and that its submission for publication has been approved by all of the authors and by the institution where the work was carried out; further, that any person cited as a source of personal communications has approved such citation.

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## (2) Types of contributions

*Analytica Chimica Acta* publishes original papers, and reviews dealing with every aspect of modern analytical chemistry. Reviews are normally written by invitation of the editors, who welcome suggestions for subjects. Topics should be broad enough to appeal to a wide audience. Suggestions should be accompanied by a statement saying why the topic should be of interest to the readership of the journal and a proposed table of contents.

Note: *Analytica Chimica Acta* does not distinguish between papers submitted individually or via a symposium. Consequently symposium papers are subject to the same stringent refereeing procedures as other papers.

## (3) Manuscript preparation

The language of the journal is English. Authors are given every latitude, consistent with clarity and brevity, in the style and form of their papers.

*Title and initial layout.* All manuscripts should be headed by a concise but informative title followed by the names of the authors and the address of the laboratory where the work was carried out. The author to whom correspondence should be addressed must be indicated by an asterisk.

*Abstract.* All papers, reviews, and Letter articles begin with an Abstract (50-250 words) which should comprise a factual account of the contents of the paper, with emphasis on new information. The abstract should be followed by 4-6 keywords.

*Experimental.* The experimental methods should be described after the introductory material. Detailed experimental descriptions should be restricted to one section of the paper. Sufficient detail should be given to allow any experienced worker to implement the procedures described. Procedural steps should not be numbered.

*Results and Discussion.* These may be treated together or separately.

*Conclusions.* This should include key findings of the research, quantitative analytical performance figures (if appropriate) and their significance to real sample matrices.

*Acknowledgements.* These should be kept as short as possible.

*References.* The references should be collected at the end of the paper, numbered in the order of their appearance in the text (not alphabetically), and typed on a separate page. Titles of papers should not be given, but all authors should be named. References given in tables should be numbered according to the position of the table in the text. Every reference listed must be cited in the text. Reference numbers in the text are set in square brackets on the line.

In the list of references, the following forms should be adopted:

[1] R.D. Lowe, R.D. Snook, *Anal. Chim. Acta*, 250 (1991) 95.

[2] H. Grosjean, C. Houssier, in: C.W. Gehrke, K.C.T. Kuo (Eds.), *Chromatography and Modification of Nucleosides, Part A (Journal of Chromatography Library, Vol. 45A)*, Elsevier, Amsterdam, 1990, p. A255.

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Please use L for litres. Always leave a space between units and use superscripts rather than /. For instance: use **mg mL<sup>-1</sup>** and not **mg/ml**. Do not use ppm or ppb to denote solid/liquid concentrations.

Do not use abbreviations in the title or keywords. Define abbreviations that are not standard in this field at their first occurrence in both the abstract and the main text. Ensure consistency of abbreviations throughout the remainder of the manuscript.

In all other cases, the recommendations of the International Union of Pure and Applied Chemistry (IUPAC) should be followed, and attention should be given to the recommendations of the Analytical Chemistry Division in the journal *Pure and Applied Chemistry* (see also IUPAC Compendium of Analytical Nomenclature, Definitive Rules, 1987).

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