

# Author Guidelines for *Macromolecular Symposia*

<http://www.wiley-vch.de/home/macrosymp/>  
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*Macromolecular Symposia* are produced via a photographic process resulting in black & white print only. Your final printout of the manuscript together with the files on diskette (Microsoft Word for Windows or RTF only) should be submitted to the symposium editor(s). If a manuscript does not correspond to the Instructions given here, the editors reserve the right to return it for correction prior to acceptance, or even reject it. All the papers submitted to *Macromolecular Symposia* are subject to peer review carried out by the respective symposium editor(s).

## A. How to use the *Macromolecular Symposia* Template

To facilitate and standardize the formatting of manuscripts, a template saved as a Winword DOT file containing a customized style toolbar may be downloaded from the *Macromolecular Symposia* homepage. **Please use this template to prepare your manuscripts, referring to the Sample Paper for guidance. If not using the template, please refer to the Sample Paper and sections B and C below.**

1. Please go to <http://www.wiley-vch.de/home/macrosymp/>
2. Click on *Author Guidelines*
3. Click on Macromol. Symp. Template
4. Download this file and save it as C:\Programs\Microsoft office\Templates\MacromolSymp\_Template.dot or whichever pathway is valid for saving dot-files on your personal computer.
5. For preparing manuscripts, please open Word for Windows and continue as follows:  
Select **Menu**, select **File\New**. The dot-styles checkbox will open automatically. Double-click on **MacromolSymp\_Template.dot**. This way, you open a blank document containing a customized toolbar including eight 'Wiley buttons', such as **Wiley-Title**, **Wiley-Authors**, **Wiley-Summary**, etc. Highlighting e.g., the Summary section and pushing the **Wiley-Summary** button will create the corresponding styles, i.e., for the Summary: single-line spacing with 12-point characters (cf. B2).

**Important:** Authors are requested to apply the customized **Wiley** styles only; Winword standard styles **must** be ignored, since they are not valid for the formatting of manuscripts to be submitted to *Macromolecular Symposia*!

## B. General Instructions

1. Manuscripts should be typed single-sided on white paper (A4 format) with the typing area being **16 x 23 cm**.
2. Please use *Times New Roman* characters sized **12 points** for the main text with a **line spacing** of 1½, **16-point** characters for the main title and **14 points** for all the other headings. Authors' names should be italics. The Summary and figure captions must be typed using **single-line** spacing and **12-point** characters; references and footnotes with single-line spacing and **10-point** characters.
3. **Five keywords** should be included after the summary; at least two of these should be selected from the Keyword List.
4. Figures and graphics must be incorporated into the word processing document file. If possible, photographs should be scanned. If a figure or graphic must be incorporated after laser printing, rubber cement or glue-stick should be used. Please **do not use** adhesive tape.

## C. Layout of Manuscripts

1. The general layout of the manuscript should be as follows (see Sample Paper): Title of the paper, names (including full first names) and addresses of the authors (corresponding author marked with an asterisk\*), Summary and Keywords, text including tables and figures, References. Each page should be numbered in pencil on the reverse side of the page only.
2. Authors should follow the recommendations of the International Union of Pure and Applied Chemistry (IUPAC) concerning **nomenclature** and **symbols** for physical quantities and units.
3. Each **abbreviation** must be defined where it appears for the first time.
4. **Tables** and **figures** must be integrated into the text. They must be labeled with appropriate physical quantities and units. Each figure should have a number and caption, which appears directly below the figure, and each table should have its number and heading appearing above the table. Again, please refer to the Sample Paper for examples.
5. Details and descriptions of the figures must be of **sufficient size to ensure clear readability after reduction to 75%**. The ideal type size for **figure lettering** is 3 mm (height of a capital letter or number) before reduction. Do not give magnification data in figures, but use scale bars (such as in SEM micrographs).
6. The **References** list must follow the main text, consecutively numbered in the order of appearance in the text and according to the examples given in the Sample Paper. For **abbreviations of journal names** please use those recommended by the Chemical Abstracts Service Source Index (CASSI).