

# *Chemistry in New Zealand*

**NEW ZEALAND INSTITUTE OF CHEMISTRY**



**INFORMATION FOR BRANCH EDITORS**

**2014 - 2015**

## Directory

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*Chemistry in New Zealand* is published four times a year in January, April, July and October, for which articles are required to be submitted in October, January, April and July respectively. Typically each issue contains 4-6 articles, derived from the Branches of the NZ Institute of Chemistry by rotation. The Consulting Editor provides expert advice to complement the knowledge of the Editor, and attends to figures and other display materials requiring ChemDraw software. Members of the Editorial Board provide their specialist knowledge to the Editor on an as-required basis.

Items of news from Branches, news and announcements from the Institute, and contributions from guest columnists are also included.

All articles, Branch News, and other contributions for *Chemistry in New Zealand* should be submitted to the Editor.

## Articles

### **Format of the journal and relationship to articles**

Articles are ideally 4-5 pages in lengths, being equivalent to 4000-5000 words, inclusive of headings and displays.

### **Guidelines for preparation of typescript**

#### **Text**

1. Please set out your article as A4 pages with 2.5 cm margins at the top and bottom of the page and at left and right edges.
2. *Article headings* - on successive lines, all left-hand justified: Title: **Bold 16 point**; Author: **Bold 14 point**; Affiliation: **Bold 12 point**, immediately followed by '(e-mail: address [in **bold italics**])'.
3. *Keywords*: Please provide 3-4 keywords for your article, listed in italics
4. *Text headings*: **Bold 14 point**, with the first letter of all main words capitalised.
5. *Text sub-headings*: **Bold italics 14 point**, with the first letter of all main words capitalised.
6. *Line spacing*: 1.5, Times New Roman, with a single space between sentences, and none at the end of the paragraphs.
7. *Paragraphs*: Left hand justified, separated from previous paragraph by a single line of space.
8. *References*: Please cite using sequential superscript numbers after punctuation. References should have inclusive paginations and preferably grouped for those always cited together. If using Endnote: → styles → Output Styles → Edit → Citation → Numbering → check grouped reference box; If not using Endnote, use the word feature: Insert → References → Insert Endnote to give a numbered list of references. References are collected at the end of the typescript in 10-point font in numerical order (1. Smith... etc.), using the *Tetrahedron* form of references (the same as *Journal of the American Chemical Society*, but as a simple non-parenthesised list), as shown in the examples below.

Journal articles	1. Smith, G.B.; Brown, J.M.; Jones, A.J. <i>Chem in NZ</i> <b>2006</b> , <i>70</i> , 85-88.
Books	2. Coxon, J.M.; Halton, B. <i>Organic Photochemistry</i> , CUP: Cambridge, 2 <sup>nd</sup> ed. 1987
Contributions to edited volumes	3. Job, P. In <i>Adv Theor. Inter Mols.</i> Vol. 3. (Ed.: Hall, R.P.), JAI Press, Greenwich, CT, 1995, 37-107.
For the appropriate style to use in citations of journal papers, books, and other publications see <i>The ACS Style Guide</i> , 3rd ed.; American Chemical Society: Washington, DC, 2006. A list of currently accepted journal abbreviations may be found at <a href="http://www.elsevier.com/locate/tet">http://www.elsevier.com/locate/tet</a> .	

### **Displays**

1. *Chemical structures, schemes and charts*: These should be drawn using ChemDraw with the ACS settings, except for embolden compound number, **1**, **2**, etc., and ***bold italic Scheme/Chart numerators*** which are 12 point Times New Roman. Reagents located above or below arrows are in 9 point type. Column displays are preferred, and can be obtained by using an A4 portrait page with the display not wider than 13.4 cm. Page-width displays can be obtained by using an A4 landscape page, with the display not wider than 27.5 cm. In either case, when the structures, schemes or charts are transferred to the typescript, resize in Word to 60%: this will give the correct column-width or page-width (and you will be able to see how legible it will be when printed).

2. *Tables*: These should be designed in 10 point type to fit the width of a column or a page. Each table should have a heading above the tabulated data in 10 point type in the form: **Table 1. Chemical characteristics of geothermal waters**. Please provide all tables in a continuously numbered sequence at the end of the text.

3. *Line drawings and photographs*: These are typically printed in grey-scale to fit column or page width. Each line drawing or photograph should have a caption in 10 point type, which will be printed below the item in the form: **Fig. 1. Proposed structure of geopolymer**. Please provide all line drawings and photographs in a continuously numbered sequence at the end of the text AND submit each drawing and photograph as an independent high quality JPEG (or equivalent) file.

Please note:

(a) Any line drawing or photograph reproduced from another source requires copyright transfer to be arranged by the author, and evidence of permission should be supplied at the time the typescript is submitted.

(b) Photographs are not normally reproduced in colour, and a case for its use must be made at the time of submission of the typescript. At the discretion of the editor, a photograph may be used on the cover of the journal, in which case it will normally be printed in colour. Such use of a photograph will be subject to specific agreement between the Editor and the author.

### **Copyright transfer**

At the time of submission, all articles should be accompanied by a copyright transfer agreement, which transfers the copyright of the article to the New Zealand Institute of Chemistry.

## **Branch News**

### **Significance and purpose**

The Branch News section of *Chemistry in New Zealand* serves to keep members informed of recent activities. Accordingly, as much as possible of recent news supplied by Branches will be included as constraints of cost and size permit. Please separate your Branch News (i.e., Branch meetings, news, student events, visitors, etc.) from news about organisations and institutions (i.e., universities, CRIs, companies, etc.), and where possible group similar matters (e.g., Departmental visitors to university departments, student news, etc.) together.

Please send Branch News as a Word file (not in the body of an e-mail), following the guidelines below, and remembering that any future events that occur before the issue date will have happened by the time the issue is published, and so should be written in the past tense.

If you are including 'pasted' material from e-mails or other sources (e.g., staff newsletters), please ensure that the fonts, line lengths, paragraphs, etc, are modified to meet the guidelines below.

**Guidelines for preparation of typescript**

1. Please set out your article as A4 pages with 2.5 cm margins at the top and bottom of the page and at left and right edges.
2. *Heading: BRANCH REGION: Upper case bold italics 14 point.*
3. *Sub-headings: Bold italics 14 point*, with the first letter of all main words capitalised.
4. *Line spacing: 1.5, Times New Roman*, with a single space between sentences, and none at the end of the paragraphs.
5. *Paragraphs: Left hand justified*, separated from previous paragraph by a single line.
6. *Names of members* at first time of use should be given with the given name in *italics* and family name in **bold italics** (e.g. *Mark Waterland*).
7. *Titles of lectures* are italicised, but please do not use too many titles; instead give a pertinent brief description of the lecture. Quotations should be enclosed in quotation marks and not italicised.
8. *Photographs: Appropriate photographs* enhance the appearance of the Branch News, and are welcome; please include them and a brief caption at the end of your typescript, and submit each photograph as an independent high quality JPEG (or equivalent) file.

**Publication schedule**

Volume (Year)	Issue	Month	Branch responsible	Deadline for Articles	Deadline for Branch News
78 (2014)	1	January	Waikato	Friday 25 Oct 2013	Wednesday 4 Dec 2013
	2	April	Canterbury	Tuesday 21 Jan 2014	Wednesday 26 Feb 2014
	3	July	Manawatu	Monday 28 April 2014	Friday 23 May 2014
	4	October	Wellington	Friday 25 July 2014	Friday 29 Aug 2014
79 (2015)	1	January	Auckland	Friday 24 Oct 2014	Wednesday 3 Dec 2014
	2	April	Otago	Tuesday 20 Jan 2015	Wednesday 25 Feb 2015
	3	July	Waikato	Monday 27 April 2015	Friday 22 May 2015
	4	October	Canterbury	Friday 24 July 2015	Friday 28 August 2015