

Guidelines for authors

I. Preliminary proposal

It is obligatory to submit a preliminary proposal to the Editorial Board by sending it to the **russchemrev@yandex.ru** (priority) or **russchemrev@gmail.com**; the proposal should include:

- title of the review;
- names of the authors with **ORCID** or **CoLabID**;
- list of affiliations;
- abstract;
- contents with a brief comment for each section;
- presumed number of references;
- presumed number of pages;
- approximate date of review submission;

The Editorial Board strongly recommends to start preparing the review only after the proposal has been approved.

II. General considerations

The journal Russian Chemical Reviews is a monthly edition of the Russian Academy of Sciences. The journal publishes reviews in topical issues of chemistry and related sciences with critical analysis of literature data published over the last 3 - 15 years (depending on the research area). Preference is given to analytical reviews with author's illustrations and tables that give authors' own view on the subject, and reviews devoted to new prospective fields of chemistry that initiate further research. **In addition, reviews with author drawings/graphs that reflect the author's analysis and vision of the scientific area under consideration will be given priority in publication decisions, all other things being equal.** Authors should be specialists in the field under consideration, as evidenced by the presence of their own publications on the topic in the evaluated journals. The authors' own work should be presented on an equal footing with the work of other scientists in the world scientific community who have made a notable contribution to the development of this field of chemistry. The review should be written in good language and should not contain basic information about chemistry

that is covered in textbooks, well-known monographs, and other publications that summarize basic information about specific areas of chemistry.

II.1 Payment. Publication in the journal is free of charge.

II.2 Citation. The amount of information taken from one specific publication should not exceed 5% of the submitted review and 50% of the cited work.

We check each manuscript for copying from earlier publications. The journal adheres to international publishing standards, which prohibit copying (plagiarism), as well as close paraphrases (inserting introductory words, for example) of already published works, including authors' own. The text of the reviews should be new, original, presenting fresh ideas, analysis and conclusions.

The review is an analysis of already published data and cannot contain previously unpublished experimental results.

II.3 Reviewing. The Editorial Board make its' decision to publish on mandatory peer review. The journal provides authors with two reviewing options. Authors independently choose the type of review when submitting an article (e.g., by specifying it in the cover letter).

1. Standard peer review: in this case, the authors do not know the name of their reviewers, and the reviewers know the names of the authors.

2. Double peer review: in this case, neither the authors nor the reviewers know each other's names. Authors themselves prepare the text of the article in an appropriate way, avoiding in the text the phrases indicating authorship ("earlier we showed ...", etc.).

In the absence of clear information from the authors, option 1 of the standard peer review is automatically used.

III. Required documents

Authors can send an article to the Editorial office, designed in a free form, both in the text and in the list of references. It is obligatory to have all necessary Sections,

clear presentation of the material and uniformity of design.

After the peer-review process and before the article is accepted for publication, it is formatted by the authors according to the requirements outlined in Section V.

III.1. List of documents required for the initial review of the manuscript by the Editorial Board:

1) Full version of the review including keywords with all graphic material and literature both in DOC/DOCX and PDF (for reviewers) formats, with all tables and figures placed as they are mentioned in the text;

2) Information about all authors of the review with their full names, positions, academic degrees, areas of scientific interest, and email addresses, as well as ORCID in case of completed accounts;

3) Details of 3-4 preferred reviewers (full name, place of work, e-mail address); undesired reviewers may be indicated if necessary. The type of review chosen by the authors (see Chapter II.3 Reviewing) can also be indicated here.

III.2 List of documents required for acceptance of manuscripts for publication:

1) Text, including all illustrative materials and literature, DESIGNED IN THE STYLE OF THE JOURNAL, both in doc/x and pdf formats;

2) Separately, all figures and schemes in the format of the program used to create them (JPG, TIF, CDX, etc.);

3) Graphic abstract, which is an authors' color figure, not previously published, in TIF/JPEG format with a resolution of 900 dpi at a size of 80 × 80 mm (max. 8 cm wide);

4) Permissions to reproduce all previously published figures. To avoid wasting time and money on obtaining reproduction permissions, we recommend creating authors' illustrations to describe processes, and using figures from Open Access articles with a CC BY or CC BY-NC, CC BY-ND or CC BY-NC-ND license. CC BY-SA and CC BY-NC-SA licenses allow to publish figures without permission only in journals with the same license (the RCR journal is published under CC BY and CC BY-NC licenses).

III.3 Submission of materials.

All materials should be uploaded to the [portal Submit your article at the website \(https://rcr.colab.ws/\)](https://rcr.colab.ws/).

For publication in the journal a preliminary application is mandatory (see Chapter I).

IV. Structure of the publication

The text of the review begins with the title, followed by the initials and surnames of the authors, the name of the scientific institution without indication of the legal entity — the main place of work of each author, country and city with postal code. This is followed by a short abstract, keywords and a full table of contents. The sections are numbered according to the principle

1.

1.1.

1.1.1. etc.

Section headings in the table of contents should correspond exactly to those in the text. Figures, diagrams and formulae are numbered continuous in the order in which they appear in the text.

The abstract, preferably within 1100 characters with spaces, shows the relevance of the topic (without repeating the title) and the relevance and uniqueness of this review.

IV.1 Introduction. The introduction should clearly define the scope and time period of the review. It should also state whether there are reviews on similar topics in the world literature in the last 10 years and, if so, list them and indicate the main differences between the present review and those already available. The purpose of the introduction is to introduce and attract the readers to what they will find here as opposed to other similar publications.

IV.2 Main text. The review should be written clearly, logically structured and carefully edited. Duplication of material in tables, figures and text is allowed only as necessary in analysing the data. In the text it is necessary to decipher each abbreviation and symbol after its first use.

All pages should be numbered.

The volume of the review should not exceed 100 A4 pages (13 font, 1.5 spacing). The

editors reserve the right to edit the text. Reviews exceeding 100 pages require additional agreement with the editorial board of the journal.

IV.3 List of abbreviations and symbols. All abbreviations, mathematical and physical symbols used in the text are placed in alphabetical order before the list of references. In the text it is necessary to decipher each abbreviation and symbol after its first use. Common abbreviations (PCA, TGA, DMFA, DNA, RNA, etc.) are an exception. The same symbol should not be used for different characteristics, nor should identical characteristics be labelled with different symbols. An abbreviation that is used less than three times shall not be entered.

IV.4 Conclusion of the review should be a detailed conclusion on the state of the field of science today with a brief description of achievements, shortcomings and prospects for future development, and should occupy at least 3/4 page A4.

IV.5. List of references. In the list of cited literature, one reference should correspond to only one article. If the publication has a DOI, it should be indicated at the end of the reference with a semicolon.

V. Material design rules

V.1 Text formatting

— Files should be named using Latin characters only. File names should not exceed 8 characters. If archiving software is used, files should have the extension of that software (ZIP, ARJ, RAR, etc.). Self-extracting EXE files are not acceptable.

— There should be no numerical data or names without references.

—References in the text should be given as a top index without brackets and numbered in the order in which they appear in the text. It should be remembered that a reference in the text to a figure or table automatically includes the entire sequence of references in the figure or table, regardless of the location of the table/figure. Thus, if the last reference before

a mention of a table was 5, the references in that table should start from 6 onwards.

— All numerical data should be accompanied by references or the phrase "as calculated by the authors from the data in the paper...".

— The dimensions of all physical quantities are expressed in the international SI system. In decimal fractions, the whole part is separated from the fractional part by a full stop, not a comma. The dimensions of compounds are given as a product: mol L⁻¹, J K⁻¹ mol⁻¹, etc.

— For the full names of chemical compounds, the nomenclature recommended by IUPAC should be used. An exception may be the names of polymers.

— Common abbreviations may be used to refer to chemical compounds or substituents or standard physico-chemical methods of analysis in the text of the review (excluding the abstract): X-ray, thermogravimetric analysis (TGA), NMR spectroscopy, Pyridine - Py, Dimethylsulfoxide - DMSO, Dimethylformamide - DMF, Tetrahydrofuran - THF, Acetylacetonate - acac, Bis(diphenylphosphino)ethane - dppe, alkyl - Alk, aryl - Ar, hetaryl - Het, halogen - Hal, methyl - Me, ethyl - Et, propyl - Pr, isopropyl - Prⁱ, butyl - Bu, tert-butyl - Bu^t, amino acids - Gly, Ala, Val, etc.

— All non-standard designations and abbreviations are explained in the text at first mention and collected in a list of abbreviations.

V.2 Mathematical formulae

Mathematical equations begin on the red line and are numbered in Arabic numerals in brackets on the right-hand side of the page. Complicated mathematical notation should be avoided wherever possible, for example using fractional exponents instead of roots, or the symbol 'exp' for exponential relationships. Simple fractions in mathematical equations are formatted as straight fractions, and oblique fractions are only used for complex fractions and when a formula is included in the text.

Examples:

Correct

$$a = \frac{b}{c}; a = \frac{b/c}{(d+e)^{1/2}}$$

Incorrect

$$a = b/c; a = (b/c)/\sqrt{d+e};$$

$$a = \frac{\frac{b}{c}}{\sqrt{d+e}}$$

V.3 Tables

– Each table should have a reference to the original data in the caption, unless it has a separate reference column.

– If the table does not fit on a vertical page, it may be extended to a horizontal page.

– The alignment of horizontal rows and vertical columns in the table must be strictly observed.

– The footnotes in the table are numbered in Latin letters and should be arranged in the table in alphabetical order (when reading horizontally).

– It is necessary to specify in the note to the table the cases when there is no data in the cells of the table.

– Abbreviations appearing for the first time in the table should be deciphered in the note to the table.

V.4 Illustrative material.

Depending on the style of the journal, there are three types of illustrative material: schemes, figures and structures. It is necessary to consider the correct designation of each figure, starting from the fact that schemes and structures do not have signatures. Structures are numbered according to the compound numbers or abbreviations of the compounds whose formulae are shown (e.g. Structures 8-10 means structures of compounds 8-10, Structure PMMA means structure of a compound with the abbreviation PMMA). The figures have captions. Therefore, if there is a fundamental need for captions, it is better to

use a figure. In the case of schemes, it is better to transfer the necessary information from the caption to the text. All schemes and figures should be mentioned in the text. Figures and schemes that are not discussed in the text are not cited.

V.4.1 Chemical Formulae

Chemical formulae should be entered using the ChemDraw programme (see template at [the website](#)).

The schemes should be as compact as possible, 8 or 16 cm wide.

Schemes and formulae should preferably be presented with colour accents.

Formulae of compounds mentioned more than once should be indicated by Arabic numerals (in bold). The numbering of compounds should follow the order in which they are mentioned in the text (primary) and in the schemes (secondary), in ascending order and without omissions. Each compound may have only one number and, conversely, each number should correspond to only one compound. The first time a compound is mentioned, the full name is given according to the IUPAC nomenclature, with the abbreviation in brackets. Thereafter, the short name with the compound code may be used without brackets. For example, 2-methyl-4-phenylthiophene (**3**) should be written first, followed by thiophene **3**.

V.4.2 Illustrations

– The recommended number of illustrations is at least one per page.

– Each figure should be captioned with a reference to the source and information about permission to reproduce. The journal is currently published on its own platform and is not a member of the STM free permissions exchange. To avoid wasting time and money on obtaining permissions, we recommend that you create author illustrations and use figures from Open Access articles with a CC BY or CC BY-NC, CC BY-ND or CC BY-NC-ND license. The CC BY-SA and CC BY-NC-SA licenses allow figures to be published without permission only in journals with the same license (the journal works with CC BY and CC BY-NC licenses).

— If figures or graphs are made by the authors themselves from data published in previous papers (i.e. there are NO such figures or graphs, even partially, in the original papers), then these figures are subject to the rights of the authors of the review and no references are given in the captions; if figures are made by combining parts of figures from previous papers or by revising them, then references to the original papers are given. If the figures are taken without revision, it is necessary to indicate the source and the permission to reproduce them (for open access articles, the license under which they were published is indicated; for others, "The figure is published with the permission of the publisher...").

— The figure should ensure that all details are clearly communicated. It should be borne in mind that figures and schemes may be reduced in size during layout, so they should not be overloaded with information and should not contain parts of very different scales.

— The figures, diagrams and other illustrative material should also be submitted as separate files in the formats of the programmes in which they have been produced.

— The required resolution of figures should be at least 900 dpi in 8x8 cm format.

— Bulky inscriptions on the figures should be avoided.

— Figures should preferably be presented in colour.

— Figures not discussed in the text should not be included.

VI. Literature

In the list of references, a reference should correspond to only one article. It is strictly forbidden to combine several articles in one reference. [References to Internet sites, with the exception of electronic journals, should include the date of the last access to the site and should be placed in a footnote, not in the reference list.](#)

If the publication has a DOI, this should be indicated by a semicolon at the end of the reference.

References to publications from inaccessible and uninformative sources (conference abstracts) are highly undesirable and should

be given in footnotes, not in the reference list. [References to non-peer-reviewed sources are not acceptable.](#)

VII. Editorial preparation

Editing is carried out in the journal, and the proposed editing must be agreed with the authors.