



Author Guidelines for *CCS Chemistry*

Updated May 2020

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Welcome Message

As Executive Editor of *CCS Chemistry*, I would like to welcome you and thank you for submitting your research to the journal. This document details what information to include in your manuscript, including specific instructions for using the online submission system.

Please keep in mind that *CCS Chemistry* is a highly-selective journal covering all areas of the chemical sciences. The manuscripts published in *CCS Chemistry* should be of exceptionally high quality, and we ask authors to ensure that these high standards are in place when submitting their manuscript.

We hope that you find these Author Guidelines helpful, and we welcome feedback about how we can improve future versions of our Author Guidelines. Please contact our editorial office at office@ccschemistry.org with questions or comments.

Thank you again for your support of *CCS Chemistry*.

Best regards,



Xi Zhang
Executive Editor-in-Chief, *CCS Chemistry*

Section 1. Overview

These guidelines detail the basic requirements for authors to prepare and submit manuscripts to *CCS Chemistry*. If you have questions about preparation or submission, please email the editorial office:

office@ccschemistry.org

Scope and Article Types

Scope

CCS Chemistry is the Chinese Chemical Society's flagship publication and was established to serve as the pre-eminent chemistry journal published in China. *CCS Chemistry* has global reach, both in terms of contributions and readership. All articles are available as Open Access immediately upon publication at no cost to contributing authors. The current issue of *CCS Chemistry* is available at www.chinesechemsoc.org/journal/ccschem.

CCS Chemistry is an English language journal that covers all areas of chemistry and the chemical sciences, including groundbreaking concepts, mechanisms, methods, materials, reactions, and applications. Articles must report transformative research with broad impact in chemistry and be of interest to chemists who are non-experts in the specific field of research presented. *CCS Chemistry* aims to provide a curated selection of innovative and important research outcomes in the chemical sciences from around the globe. In addition to reporting outstanding work in the field of chemistry, the journal highlights interdisciplinary fields for which chemistry plays a central role. Articles reporting incremental and/or specialized advances are not appropriate for publication in the journal.

Research areas suitable for publication in *CCS Chemistry* include (but are not limited to):

- Analytical Chemistry
- Catalysis
- Biochemistry & Chemical Biology
- Biomedicine
- Earth & Planetary Science
- Energy Chemistry
- Environmental Science
- Inorganic Chemistry
- Materials Chemistry & Materials Science
- Nanoscience and Nanotechnology
- Organic Chemistry
- Physical Chemistry
- Polymer Chemistry
- Supramolecular Chemistry and Self-Assembly
- Synthetic Chemistry
- Theoretical & Computational Chemistry

Article Types

CCS Chemistry considers and publishes three article types: **Communications, Mini Reviews, Research Articles.**

Communications

Purpose: Present innovative work that deserves urgent attention as a concise and substantive report.

Length: Should not exceed 5 published pages, including all text from abstract through the end of the main text.

Section Headings: Recommended, but not required.

Mini Reviews

Purpose: Authoritative and comprehensive overviews of a specific research topic, including a description of the current state and future outlook of the research field. Based on a mini summary of the research development, the authors should focus on their perspective of a specific area.

Length: Limited to 10 published pages; no more than 120 cited references.

Section Headings: Required. Topic headings and subheadings are strongly encouraged for content organization (for example, <https://www.chinesechemsoc.org/doi/10.31635/ccschem.019.20180020>). Including Experimental and Results & Discussion section headings is optional.

Research Articles

Purpose: Report original and comprehensive research with high novelty and general interest to the chemistry community.

Length: Should not exceed 8 published pages.

Section Headings: Required.

Table 1. Article Types: Purpose, Length, and Section Heading Requirements

Article Types	Purpose	Length	Section Headings
Communications	Present innovative work that deserves urgent attention as a concise and substantive report.	Should not exceed 5 published pages, including all text from abstract through the end of the main text.	Recommended, but not required
Mini Reviews	Authoritative and comprehensive overviews of a specific research topic, including explanations of the current state and future outlook of the research field. Based on a brief summary of the research development, the authors should focus on the perspective of a specific area.	Limited to 10 published pages; no more than 120 cited references.	Required. Topic headings and subheadings are strongly encouraged. Experimental Methods and Results and Discussion section headings are optional.
Research Articles	Report original and comprehensive research with high novelty and general interest to the chemistry community.	Should not exceed 8 published pages.	Required

Immediate Online Accepted

CCS Chemistry offers authors the ability to opt in for Immediate Online Accepted (IOA) posting of their accepted manuscripts. IOA articles will be posted in their original form, which is a PDF of the document received from authors. The Digital Object Identifier is assigned when IOA articles are placed online.

Authors can choose to have their articles posted as IOA or wait for the final, copyedited version before their article is posted online. Once the final article is completed, the IOA version of the article will be replaced with the version of record. The article DOI remains unchanged. Once an article is ready for publication, the article is published with a full citation and posted online immediately, which we refer to as "Just Published."

Section 2. Manuscript Preparation

Use of English Language

CCS Chemistry is an English language journal. Authors who are uncertain about the quality of the English in their manuscript should seek review of the text by a native English speaker prior to submission to the journal. While *CCS Chemistry* provides additional English polishing of accepted manuscripts, the use of English in submitted manuscripts must be sufficiently clear for reviewers and editors to easily understand the scientific content. Unclear use of English may make it difficult for reviewers to assess the quality of the research and thus lead to reviewers rejecting a manuscript for publication. It is in the authors' best interest to ensure the research is conveyed clearly in English.

If the manuscript has been edited for English prior to submission, authors should note this in their cover letter and upload an editing certificate using the "For Editor Use Only" file designation.

Formatting and Line Spacing

Manuscripts should be submitted in single-column, double-spaced format. *CCS Chemistry* follows the American Chemical Society (ACS) Style Guide for commonly encountered publishing formatting and practices.¹ Authors should refer to the ACS Style Guide for issues or formatting **that are not specifically addressed** in this document. Information contained in these Author Guidelines will take precedent.

Annotations and Highlights

Manuscripts submitted to the journal should not include annotations or highlights. When authors submit a manuscript revision, an annotated version of the manuscript should be uploaded as Supporting Information for Review Only.

Manuscript Organization

While manuscripts should adhere to the organization listed in Table 2, there are occasions when certain sections may be excluded. For example, the Acknowledgements section may be excluded when not applicable. Similarly, if no preprint exists for the manuscript, the Preprint section may be left out.

Authors are encouraged to use subheadings within the formatted sections to provide additional organization and clarification.

¹ <https://pubs.acs.org/page/styleguide>

Table 2. Manuscript Organization

Communications	Research Articles	Mini Reviews
1. Title	1. Title	1. Title
2. Authors, Affiliations, and Corresponding Author Information	2. Authors, Affiliations, and Corresponding Author Information	2. Authors, Affiliations, and Corresponding Author Information
a. Authors	a. Authors	a. Authors
b. Affiliations	b. Affiliations	b. Affiliations
c. Corresponding Author Information	c. Corresponding Author Information	c. Corresponding Author Information
3. Abstract	3. Abstract	3. Abstract
4. Keywords	4. Keywords	4. Keywords
5. Main Text	5. Main Text	5. Main Text
6. Supporting Information Description	a. Text	a. Text
7. Conflict of Interest	i. Introduction	i. Introduction
8. Funding Information	ii. Experimental Methods ²	ii. Experimental Methods ^{2,3}
9. Preprint Statement	iii. Results and Discussion	iii. Results and Discussion ³
10. Acknowledgments	iv. Conclusion	iv. Conclusion
11. References	b. Tables, Figures, Structures, Schemes and Charts, and Math Formulas and Equations	b. Tables, Figures, Structures, Schemes and Charts, and Math Formulas and Equations
12. Table of Contents Graphic	6. Supporting Information Description	6. Supporting Information Description
13. Supporting Information	7. Conflict of Interest	7. Conflict of Interest
	8. Funding Information	8. Funding Information
	9. Preprint Statement	9. Preprint Statement
	10. Acknowledgments	10. Acknowledgments
	11. References	11. References
	12. Table of Contents Graphic	12. Table of Contents Graphic
	13. Supporting Information	13. Supporting Information

² For computational or theoretical studies, the section heading for experimental details can be named Computational Details instead of Experimental Methods.

³ The Experimental Methods and Results and Discussion section headings are optional for Mini Reviews.

Section Requirements

1. Title

The title should accurately, clearly, and concisely reflect the emphasis and content of the work. Use of uncommon acronyms should be avoided. Use of keywords and easily recognizable terms in the title will help increase the online discoverability of the article.

2. Authors, Affiliations, and Corresponding Author Information

Authors

Every author listed in the manuscript should have made a meaningful and significant contribution to the work. The designation of authorship should balance intellectual contributions to the conception, design, analysis, and writing of the study against the collection of data and other routine work.

Authors' names should be as complete as possible: given name, middle initial(s) when applicable, and family name.

Corresponding Author Information

Only one corresponding author is permitted in ScholarOne Manuscripts, our submission and peer review system. The corresponding author listed in ScholarOne Manuscripts is responsible for the authenticity and accuracy of all the files submitted, including data, figures, text, et al., and for ensuring that all authors are aware of and agree to the submission of the manuscript.

While only one corresponding author is allowed for the purpose of submission and peer review, *CCS Chemistry* does allow up to three additional corresponding authors to be listed on a manuscript. All corresponding authors should be designated in the manuscript file using an asterisk, and that designation will appear on the final version of the published manuscript.

Affiliations

The name, affiliation, and full mailing address of the institution where each author conducted the work must be provided.⁴ In cases where there are multiple institutional listings, superscripts should be added next to each author's name to indicate the institution with which the author is affiliated. Please note that *CCS Chemistry* does not include the country name in the affiliation address in the published article.

3. Abstract

The abstract summarizes the key scientific points, significance, and impact of the research concisely in one paragraph (~150–200 words). Avoid too many experimental details. The abstract should not include reference citations. Define abbreviations and acronyms upon first usage.

4. Keywords

Authors are required to include no fewer than 5 and no more than 10 keywords with their manuscript. These keywords will be associated with the paper for search and retrieval once the manuscript is published online. Use words that are familiar and searchable to facilitate online discovery of the article. Place keywords after the

⁴ If the current address of an author is different from the institution at which the work was performed, include the current address for the author in a footnote on the title page.

abstract in the manuscript. Include the same keywords in the appropriate field during manuscript submission (Step 3 in the ScholarOne Manuscripts submission process).

5. Main Text

Text

Introduction

Provide a 1–2 paragraph introduction that describes the background and motivation for the research and necessity of the work. Present the key points and the important discoveries encompassing the core of the research succinctly.

Experimental Methods

Provide a brief yet thorough description of the experimental methods, including materials, equipment, conditions, and approach. For computational or theoretical methods, the section heading “Computational Methods” may be used. New methods should be described in detail, but familiar and already published methods may be referred to by citation of the previous work. Methods that are exceedingly detailed and complex may be placed into Supporting information. However, a brief overview must still be included in the Experimental/Computational Methods section in the manuscript with a statement that further details may be found in the Supporting Information.

Address any significant hazards or risks encountered in carrying out the research described in the manuscript. If any such hazards were experienced, a description and approach to mitigation of the hazards must be included in this section.

For all methods that involve the use of live animals or human subjects, a statement must be included in this section confirming that all experiments were performed in compliance with the institutional, state/provincial, and national guidelines, and that relevant overseeing local and national governing bodies have approved the experiments. For experiments involving human subjects, a statement of informed consent must be provided for all subjects.

Results and Discussion

Provide a description of the results and findings of the research and a contextual description of the information to provide readers with a full understanding of the outcome of the research. In particular, address how the work is transformative to chemistry and the chemical sciences. This section may be divided into sub-headings to provide additional organization and clarification.

Conclusions

Present clear and robust conclusions that were drawn from the work. Summarize concluding remarks, principal findings, and future scope of the research presented.

Tables, Figures, Structures, Schemes and Charts, and Math Formulas and Equations

Tables

- Call out all tables in the manuscript in consecutive order.
- Number tables consecutively with Arabic numerals. Label tables as Table 1, Table 2, etc., not as Table 1A, Table 1B, etc.

- Include a brief title that describes the table. The title should be understandable without reference to the text. Place details in footnotes associated with the table, not in the title.
- Include tables in the main manuscript file and format tables as editable MS Word tables (not as images) with contents separated into individual cells forming a grid.
- Ensure table footnotes and/or legend are concise and necessary for understanding the table contents.
- Do not separate tables into panels.
- Do not include line breaks, merged cells, colors, shading, or tabs to separate data.

Figures

- Call out all figures in the manuscript in consecutive order.
- Number figures consecutively with Arabic numerals. Label figures as Figure 1, Figure 2, etc.
- If symbols are used, place a key in the artwork itself, not in the caption. Ensure that any symbols and abbreviations used in the text agree with those in the figures.
- Avoid using red and green together. Individuals with color-blindness will not be able to interpret the figure. Do not use colors that are similar in hue to identify different parts of a figure.
- If figures are assembled from multiple photographs or images, separate the parts with lines between them to clearly delineate each portion of the figure. Use small letters for part labels in multipart figures enclosed in brackets, (a), (b), (c), etc.

Structures

- Call out all structures in the manuscript in consecutive order.
- Structures should be produced with the use of a drawing program, such as ChemDraw.
- Authors using the current versions of ChemDraw will find the necessary parameters incorporated into the stylesheet named (“ACS Document 1996”).
- The style sheet can be accessed by selecting “New” from the ChemDraw File Manager, and then choosing “ACS Document.”

Schemes and Charts

- Call out all schemes and charts in the manuscript in consecutive order.
- Number charts and schemes consecutively with Arabic numerals. Label charts and schemes as Scheme 1, Scheme 2, etc. or Chart 1, Chart 2, etc.
- Provide titles describing the contents of the scheme or chart.
- Provide footnotes, if needed, for further detail.

Math Formulas and Equations

- Call out all math formulas and equations in the manuscript in consecutive order.
- Number formulas and equations consecutively with Arabic numerals. Label formulas and equations as Formula 1, Formula 2, etc. or Equation 1, Equation 2, etc.
- Submit math equations as editable text, not as images.
- Present simple formula in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y.
- Present variables in italics.

- Number consecutively any equations that should be displayed separately from the text (if referred to explicitly in the text).

6. Supporting Information Description

If Supporting Information for Publication is included with the manuscript, provide a brief list highlighting the contents of the Supporting Information.

For example, the author can provide the following:

- Additional experimental details on the synthesis of compound X
- Figures S1 – S5
- Videos of Molecular Dynamics Simulations

7. Conflict of Interest

Provide a Conflict of Interest statement that describes all potential sources of bias, including affiliations, funding sources, and financial or management relationships that may constitute a conflict of interest.

8. Funding Information

Provide funding information associated with the research.

9. Preprint Statement

Preprints are manuscripts posted on a public server prior to formal peer review. *CCS Chemistry* will consider manuscripts that have been previously posted on a preprint server. If a manuscript submitted to *CCS Chemistry* has been posted on a preprint server, such as [ChemRxiv](#), prior to submission, authors are required to include a section acknowledging the preprint posting. The statement in this section of the manuscript should read:

“Research presented in this article was posted on a preprint server prior to publication in *CCS Chemistry*. The corresponding preprint article can be found here: [DOI; Direct Link]”

If *CCS Chemistry* accepts a preprint for publication, author(s) shall identify the preprint as an unedited, non-final version of the article. Upon publication by CCS, author(s) shall provide a direct link from the preprint version to the published version via its DOI. For example, author(s) can state: “This is a preprint of an article. The final form has been published in *CCS Chemistry* [Year of Publication]; [Article Title] and is available online at [DOI; Direct Link].”

See [CCS Author Agreement](#) for further details.

10. Acknowledgments

Provide acknowledgments of people or institutions that contributed financial assistance (such as grants) and/or professional assistance to support the work.

Place dedications in the Acknowledgements Section. Dedications are subject to approval by the editors.

11. References

References should include only articles that are published or in-press. For references to in-press articles, please confirm with the cited journal that the article is, in fact, accepted and in-press and include a Digital Object

Identifier (DOI). Do not include unpublished data, submitted manuscripts, abstracts, or personal communications in the references list.

References

Number references with Arabic numerals in the order of their first citation in the text and place the corresponding numbers at the appropriate locations in the text as superscripted numerals. Note that each reference should include only one citation. Multi-part references are not allowed.

Reference List

In the Reference List, journal articles should include the following components: all author names, article titles, and CAS Source Index (CASSI) journal abbreviations.⁵ See the required format and examples below.

Journal References

Author 1; Author 2; Author 3; Title of Article. *Journal Abbreviation*. **Year**, *Volume*, Full page ranges, DOI.

Examples:

1. Fu, Linglan; Wang, Han; Li, Hongbin; Harvesting Mechanical Work From Folding-Based Protein Engines: From Single Molecule Mechanochemical Cycles to Macroscopic Devices. *CCS Chemistry*. **2019**, *1*, 138-147.
2. Barsoum, M.W.; Zhen, T.; Kalidindi, S.R.; Radovic, M.; Murugaiah, A. Fully Reversible, Dislocation-based Compressive Deformation of Ti_3SiC_2 to 1GPa. *Nat. Mater.* **2003**, *2*, 107-111.
3. Mayr, A.; Klambauer, G.; Unterthiner, T.; Hochreiter, S. DeepTox: Toxicity Prediction Using Deep Learning. *Front. Environ. Sci.* **2016**, *80*, 10.3389/fenvs.2015.00080

Book References

Author Names, Title (Title Case); Publisher: City, and Year

Example:

Kholevo, A. S., Probabilistic and Statistical Aspects of Quantum Theory; Springer Link: Pisa, Italy, 2011.

11. Table of Contents Graphic

A Table of Contents (ToC) graphic is required. This graphic should give the reader a visual representation of the essence of the paper and capture the reader's attention. The graphic serves as a visual summary of the research presented. As such, ToC graphics should be specific to the research presented and give the reader an immediate impression on what the article is about. The graphic must be entirely original, unpublished artwork created by one or more of the authors. Please do not use clip art or other borrowed graphics. The graphic may be a key structure, reaction, equation, concept, theorem, or representation of concepts or findings discussed in the manuscript. Use of colors for visual impact is encouraged.

Place the graphic on the final page of the manuscript file with the following heading: *Table of Contents Graphic*. During submission, authors will also be asked to upload a separate Table of Contents graphic file.

The Table of Contents graphic dimensions should be 5 cm x 5 cm; image resolution should be 300 DPI.

⁵ <http://cassi.cas.org/search.jsp>

12. Supporting Information

Authors may provide Supporting Information (i.e., Supplemental Information) that includes additional details or data that are relevant but not necessary for inclusion in the manuscript. Examples of Supporting Information include experimental details such as step-by-step synthesis procedures, compounds characterization methods and data, spectra, and crystallographic information (CIF) files. This information can be helpful for the review process and for researchers seeking to replicate the experiments.

- Submit Supporting Information as separate files (PDF or Word). Videos/movies may also be included as Supporting Information. Note that Supporting Information is not copyedited.
- Include a title page with the following information:
Supporting Information for TITLE OF MANUSCRIPT
Names and affiliations of all authors
- Number figures, tables, schemes, charts, and equations included in Supporting Information consecutively starting with S1. For example, number figures in Supporting Information as Figure S1, S2, S3, etc.
- Number all pages of Supporting Information consecutively starting with S1.
- Mark all references to Supporting Information in the Main Text with, “See the Supporting Information” at the end of the sentence.

Section 3. Online Submission Requirements and Process

Submission Requirements

Submit manuscripts using the *CCS Chemistry* ScholarOne Manuscripts website:

<https://mc03.manuscriptcentral.com/ccsc>

The submitting and/or corresponding authors will be asked to create an account or sign in using their [ORCID ID](#). All authors are strongly encouraged to create accounts in ScholarOne Manuscripts prior to submission. If authors do not have an account, the submitting and/or corresponding author will be required to create an account for each author.

If a manuscript being submitted was invited for inclusion in a special section, the corresponding author will receive a submission link to facilitate the submission of the invited manuscript. In these cases, the corresponding author will be notified by email and a submission link will be provided in the Author Dashboard in ScholarOne Manuscripts. Authors should use the link provided in the Author Dashboard to ensure the manuscript is appropriately associated with the special section. If a link was not received, authors should email the editorial office at journal.support@chinesechemsoc.org for assistance.

Submission Process

Step 1. Type, Title, and Abstract

Provide the manuscript type (Communications, Mini Review, or Research Article) and the title. Type or paste the abstract into the text box.

Step 2. File Upload

Text Files

CCS Chemistry prefers that the initial submission be uploaded to ScholarOne Manuscripts as a Word file.⁶ Create a single Word file that includes the main text, references, figures and legends, and tables and legends.

Supporting Information files can be uploaded as separate files, as needed.

While *CCS Chemistry* prefers submission of the manuscript as a Word file, the journal does accept manuscript files in LaTeX format. If submitting the file use the LaTeX format, authors should adhere to the instructions provided on the website here: [LaTeX Upload Instructions](#)

Authors should contact the journal at office@ccschemistry.org before submitting a LaTeX file to the journal.

If none of the provided instructions above are helpful, we advise authors to create a PDF locally on their machine and upload a PDF version of the manuscript file. Note that if the manuscript is accepted for publication, authors will be required to provide the LaTeX files prior to export of the manuscript to Production.

Additional information regarding the use of LaTeX files can be found here: <https://www.latex-project.org/help/>.

⁶ For authors using LaTeX file formats, please contact the journal at office@ccschemistry.org for additional information and assistance.

Graphic Files

Insert graphics into the Word manuscript file, making sure the graphics are clear enough to read. Minimum resolutions for graphics are:

- Black and white line art: 1200 DPI
- Grayscale art: 600 DPI
- Color art: 300 DPI

File Designations

There are several File Designations available during file upload. It is important that files are designated correctly to ensure their proper handling during the editorial and review process. File designations are as follows:

Table 4: Graphic Files

File Designation	Required or Optional	Description
Manuscript File	Required at Submission	This designation is for the main manuscript file. <i>CCS Chemistry</i> prefers that the initial submission be uploaded to ScholarOne Manuscripts as a Word file. Create a single Word file that includes the main text, references, figures and legends, and tables and legends.
Figure	Optional	This designation is for separate upload of graphics files
Table	Optional	This designation is for separate upload of table files.
Supporting Information for Publication	Optional	This designation is for Supporting Information files that are intended for review and publication with the manuscript.
Supporting Information for Review Only	Optional	This designation is for Supporting Information files that are intended for review, but not for publication with the manuscript.
File for Editorial Office Use Only	Optional	This designation is for files that are only intended for the editorial office and will not be seen by reviewers.
Publishing Agreement	Required (if not using electronic submission)	This designation is for the electronic copy of the <i>CCS Chemistry</i> Author Agreement to be uploaded to the manuscript record. Authors should use the electronic process as the primary method of submission for the Author Agreement.

Step 3. Attributes

Keywords: Enter a minimum of 5 but no more than 10 keywords associated with the manuscript. Authors should use words that are familiar and searchable to facilitate online discovery of the article. See section on [Keywords above](#).

Specialty: Enter terms that represent the specialty areas within the field of chemistry associated with the research in the “Specialty” section. For example, “organic chemistry”, “catalysis”, “analytical chemistry”, etc.

Table 4: Graphic Files

Type	Vector/Raster	Accepted File Types	Resolution ⁷	Required Dimensions	File Naming Structure	Notes
Table of Contents Graphic	Either	PDF, EPS	Minimum 300 DPI at actual intended print size	Single column width – 245 pts	Abf1.eps or Abf1.pdf	Upload this graphic as an individual file.
Figures and Schemes	Vector	PDF, EPS, AI, ChemDraw (as EPS files)	N/A	<ul style="list-style-type: none"> • Single column width – 245 pts • Two-third column width – 350 pts • Double column width – Max. 505 pts 	<ul style="list-style-type: none"> • Figures: f1.eps, f2.eps, etc. • Schemes: sf1.eps, sf2.eps, etc. • Inline Graphic: if1.eps, if2.eps, etc. • Abstract: abf1.eps 	Upload each figure or scheme as an individual file. Content within the images should be clear/readable.
	Raster	JPG, EPS, TIFF, PNG	Minimum 300 DPI at actual intended print size	<ul style="list-style-type: none"> • Single column width – 245 pts • Two-third column width – 350 pts • Double column width – Max. 505 pts 	<ul style="list-style-type: none"> • Figures: f1.eps, f2.eps, etc. • Schemes: sf1.eps, sf2.eps, etc. • Inline Graphic: if1.eps, if2.eps, etc. • Abstract: abf1.eps 	Upload each figure or scheme as an individual file. Content within the images should be clear/readable.
Line Drawings (including lines, text, anchors, and fillers)	Vector	AI, CDR, Excel, EPS, EMF, WMF, Origin, ChemDraw (as EPS files)	N/A	<ul style="list-style-type: none"> • Single column width – 245 pts • Two-third column width – 350 pts • Double column width – Max. 505 pts 	<ul style="list-style-type: none"> • Figures: f1.eps, f2.eps, etc. • Schemes: sf1.eps, sf2.eps, etc. • Inline Graphic: if1.eps, if2.eps, etc. • Abstract: abf1.eps 	Please ensure that the text and lines are editable. Upload each drawing as an individual file.
Photos	Raster	JPG, TIFF, PDF, EPS	Minimum 300 DPI at actual intended print size	<ul style="list-style-type: none"> • Single column width – 245 pts • Two-third column width – 350 pts • Double column width – Max. 505 pts 	<ul style="list-style-type: none"> • Figures: f1.eps, f2.eps, etc. • Schemes: sf1.eps, sf2.eps, etc. • Inline Graphic: if1.eps, if2.eps, etc. • Abstract: abf1.eps 	

⁷ Vector graphics are scalable. Vector graphics are not composed of pixels; therefore, they can be printed at any size without losing quality.

Step 4. Authors and Institutions

All authors of the manuscript must be included in the manuscript file and in ScholarOne Manuscripts. If an author has an existing account in *CCS Chemistry* ScholarOne Manuscripts, use the search tool to locate the author's name. If the author does not have an account, manually enter the author's name, email address, and institution. Please ensure that all information is accurate, especially the email address. This email address will be used for correspondence with the author.

Select one author to act as the corresponding author. To select the corresponding author, click the drop-down menu next to the correct name and select "Corresponding Author."

Please list authors in the same order as they are listed in the manuscript file.

Step 5. Reviewers

Provide recommendations of 6–8 individuals who are familiar with the field of research to review the manuscript, including names, affiliations, and email addresses. The editor will select the reviewers and may or may not include these individuals. Recommended reviewers should be experts in the field, have recent publications in the area of study, represent varied institutions and regions, and not have a perceived or actual conflict of interest with any of the authors. Authors should not recommend reviewers from the same institution as any of the authors or an institution where the research was conducted.⁸

Step 6. Details and Comments

This step includes the following:

- The cover letter (typed or uploaded as a separate file) that includes:
 - A brief explanation of the manuscript's significance, including its originality and its contribution to new knowledge in the field, the importance of the work, and why the work is appropriate for the journal.
 - Explicit assurance that the manuscript is not under consideration for publication and has not been published elsewhere in any medium, including electronic journals and computer databases of a public nature.
 - When applicable, disclose that the manuscript has been previously posted on a preprint server and the associated DOI of the preprint posting.
 - When applicable, note that the manuscript has been submitted as part of a special section and include the name of the special section.
 - When applicable, state that the manuscript was either invited or discussed with the editorial office prior to the submission.
 - If the manuscript was previously submitted, provide the manuscript number for the previous submission.
 - When applicable, note that the manuscript has been copyedited by a native English speaker for English language usage. Certificates associated with copyediting services should be uploaded as For Editor Use Only files, if available.

⁸ Reviewer Guidelines for *CCS Chemistry* are available at <https://www.chinesechemsoc.org/publications/ccschem/reviewers>.

- Funding information, including grant numbers. Authors are provided with a controlled vocabulary listing of granting institutions and agencies.
- Number of figures and tables.
- Response to a question about whether the manuscript was previously submitted to *CCS Chemistry* or another journal.
- Response to a question about inclusion of potential journal covers.
- Confirmation of the following:
 - Manuscript has been submitted solely to *CCS Chemistry* and is not published, in-press, or submitted elsewhere.
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