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1. Note

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2. Introduction

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3. Organisation of the template

A template (with its file name ending on .dot, rather than on .doc) in Word® is a “mold” that formats documents based on it. If you click ‘New’ on the ‘File’ menu, what you see and open are in fact templates. To use the *Tetrahedron* template you should first save it with the other templates. To do this, click on ‘New’ on the ‘File’ menu, choose the ‘General’ tab and paste the template there. To create a new document, select the template, choose the Create New Document option, and double-click on the template icon. Save the document.

The template formats your text by using a Word® feature called ‘Styles’. Styles define the format (or appearance) of a paragraph of text as regards letter size, indentation, line spacing, etc. If you’re not familiar with using styles, do not worry; the template arranges everything for you in a user-friendly way.

3.1. The toolbar and its menus

At the top of the working area, you see a number of buttons that activate drop-down menus. You can select the required styles from these menus. A ‘Styles’ menu is available in the customized ‘Els_Tools’ bar for applying Styles to paragraphs, i.e. the text between two subsequent hard returns (¶). When you hit the Enter key, you finish a paragraph. The template chooses at that moment the most appropriate next style, e.g. after the style for authors’ names, you will automatically be in the affiliation style. After a section heading, the template will automatically switch to normal paragraph style, but naturally you can adjust all that using the menu options. In the ‘Styles’ menu, the Title Page styles are listed under ‘Head’, and the main text styles are under ‘Body’. Unnumbered headings (e.g., Acknowledgements, References) and reference entries styles are under ‘Tail’.

The ‘Tools’ menu in the Els_Tools bar does more than just apply a style. It has palettes to insert author footnote symbols, greek symbols, and some common math and chemistry symbols. Using the ‘Insert Equation’ option, you can create equations in

the Word® equation editor, or if the MathType™ equation editor is installed on your computer, in the MathType™ equation editor. The ‘Insert Table’ option can be used to insert tables, and the ‘Insert Figure’ option can be used to browse to a chosen directory in your hard disk and insert figures in the desired position.

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Alternatively, you may insert the whole text or parts you previously prepared by using on the ‘Insert’ menu of Word® the option ‘File...’. In that case take care to retain or re-insert the above mentioned section breaks. After the file is inserted you can style it by placing the cursor in each paragraph and clicking the required style on the drop-down menus.

4. The first page

Naturally, your paper should start with a concise and informative title. Do not use abbreviations in it. Next, list all authors with their first names or initials and surnames (in that order). Indicate the author for correspondence using the ‘Tools’ menu. Present addresses can be inserted as Word® footnotes using the ‘Insert’ → ‘Footnote’ menu. After having listed all authors’ names, you should list their respective affiliations. Link authors and affiliations using superscript lower case letters from the ‘Author Footnote Symbols’ menu in the toolbar.

4.1. The Abstract

An Abstract is required for every paper; it should succinctly summarize the reason for the work, the main findings, and the conclusions of the study. The abstract should be no longer than 100 words. Do not include artwork, tables, elaborate equations or references to other parts of the paper or to the reference listing at the end.

The reason is that the Abstract should be understandable in itself to be suitable for storage in textual information retrieval systems.

Supply some 3–8 keywords, separated with semicolons.

5. The main text

The paper must include the following: (1) Introduction, (2) Results/Discussion, (3) Conclusion, (4) Experimental Section and (5) References. Supplementary data and other sections are optional. You will usually want to divide your article into (numbered) sections and subsections (perhaps even subsubsections). Code section headings using the options in the 'Styles' menu. Headings should reflect the relative importance of the sections. Note that text runs on after a 4th order heading. Use the heading style for the whole paragraph, but remove the italic coding except for the actual heading.

Ensure that all tables, figures and schemes are cited in the text in numerical order. Trade names should have an initial capital letter, and trademark protection should be acknowledged in the standard fashion, using the superscripted characters for trademarks and registered trademarks respectively. All measurements and data should be given in SI units where possible, or other internationally accepted units. Abbreviations should be used consistently throughout the text, and all nonstandard abbreviations should be defined on first usage. Authors are requested to draw attention to hazardous materials or procedures by adding the word CAUTION followed by a brief descriptive phrase and literature references if appropriate. The experimental information should be as concise as possible, while containing all the information necessary to guarantee reproducibility.

Table 1. Peptidyl and peptidomimetic P₁-argininal derivatives **2a-t** produced via Scheme 1

7	Conditions	Ratio α : β	Yield %
1.0 equiv	TfOH (0.04 equiv), toluene, -20°C	1.1	72
3.0 equiv	TfOH (0.01 equiv), toluene, -20°C	2.3	89
3.0 equiv	TMSOTf (0.01 equiv), Et ₂ O, -20°C	7.3	88
3.0 equiv	TMSOTf (0.01 equiv), Et ₂ O, -30°C	11.0	95

^aThe reaction was conducted in anoxic conditions.

^bThis is the format for table footnotes.

5.1. Tables and figures

Graphics and tables may be pasted directly into the template and positioned as they should appear in the final manuscript. Figures, Schemes, and Tables should be numbered. Structures in schemes should also be numbered consecutively, for ease of discussion and reference in the text.

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You can insert a caption below the figure or scheme. To keep the drawing and caption more easily together, select them both (hold down the <SHIFT> key and click both figure and caption) and choose, under the right mouse button, Grouping. Graphs may appear either on a fixed spot in the text, e.g. a chemical structure, or 'floating', normally a figure or scheme with a caption, which remains in the same place on the page regardless of the text flowing around it. To choose between the two options, right-click the graph, choose 'Format object', choose the 'Position' tab and tick or clear the 'Float over text' tick-box. If grouped with a caption, a figure will always be floating.

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5.2. Lists

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1. The first entry in this list
2. The second entry
 - 2.1. A subentry
3. The last entry

- A bulleted list item
- Another one

You can use the Bullets and Numbering options in the 'Formatting' toolbar of Word® to create lists. Note that you should first block the whole list. A sublisting is coded using the 'Increase Indent' (go to a sublevel of numbering) and 'Decrease Indent' (go to a higher level of numbering) buttons.

5.3. Equations

Conventionally, in mathematical equations, variables and anything that represents a value appear in italics, while chemical equations are displayed in roman, except for positional prefixes. You may choose to number equations for easy referencing. In that case the number should appear at the right margin.

You can type your equations and use the symbols in the Word® equation editor or in MathType™.

$$\langle \nabla \rangle = \left[\langle \nabla \rangle (\text{empir}, 1.388 \text{ \AA}) / (\text{theor}, 1.388 \text{ \AA}) \right] \times \langle \nabla \rangle (\text{theor}) \cos \theta \quad (1)$$

6. Experimental section

Authors should be as concise as possible in experimental descriptions. The Experimental section must contain all the information necessary to guarantee reproducibility. An introductory paragraph containing information concerning solvents, sources of less common starting materials, special equipment, etc., should be provided. This section need to include the type of elemental analyzer and the name of the analytical lab. The procedures should be written in the past tense and include the weight, mmol, volume, etc., in parentheses after the names of the substances or solvents. General reaction conditions should be given only once. The title of an experiment should include the chemical name and compound number of the product prepared; subsequently, this compound should be identified by its number. Details of the workup procedure must be included. Physical and spectroscopic data, including NMR, high-resolution mass analysis, and elemental analysis, can be included in the experimental section or presented in tables.

A standard acceptable experimental format is appended below (for your reference):

6.1. (2S,3R,4R)-6-Triisopropylsilyloxy-2,4-dimethyl-1-hexanol (23)

A mixture of benzyl ether **22** (61.4 mg, 0.145 mmol) and 10% palladium on charcoal (0.12 g) in dry ethanol (2 mL) was stirred under a hydrogen atmosphere at room temperature for 6 h. The reaction mixture was filtered through celite and the solvent evaporated *in vacuo* to give the crude product, which was purified by flash chromatography (30% Et₂O/CH₂Cl₂) to give the *title compound* **23** (44.0 mg, 91%) as a colourless oil; [Found: C, 64.6; H, 12.2. C₁₈H₄₁O₃Si requires C, 64.81; H, 12.39%]; R_f (30% Et₂O/CH₂Cl₂) 0.43; [α]_D²⁰ -1.9 (c 2.1, CHCl₃); n_{max} (liquid film) 3600–3100 (br), 1470, 1390, 1255, 1105 cm⁻¹; d_H (400 MHz CDCl₃) 3.79–3.56 (2H, m, CH₂OSi), 3.79–3.56 (2H, m, CH₂OH), 3.46 (3H, s, OMe), 2.95 (1H, dd, J 7.0, 4.0 Hz, CHOMe), 2.00–1.91 (1H, m, CH_aH_bCH₂OSi), 1.91–1.83 (1H, m, CH_aH_bCH₂OSi), 1.81–1.73 (1H, m, CHMe), 1.35–1.27 (1H, m, CHMe), 1.06–1.01 (3H, buried m, Me₂CHSi), 1.04 (18H, br d, J

^{††} OLE: Object Linking and Embedding; a program-integration technology you can use to share information between programs. All of the Office programs support OLE, so you can share information through linked and embedded objects. For instance you can import an Excel® graph into Word® by using 'Paste special....' on the 'Edit' menu or, essentially the same, using the option on the 'Tables and figures' menu.

4.5 Hz, Me_2CHSi), 0.97 (3H, d, J 7.0 Hz, CHMe), 0.93 (3H, d, J 7.0 Hz, CHMe); δ_{C} (100.6 MHz, CDCl_3) 92.3, 66.7, 61.5, 60.9, 37.0, 34.4, 32.0, 18.0, 16.9, 15.3, 11.9; m/z (CI, NH_3) 333 (30, MH^+), 257 (25), 159 (100), 141 (50), 109 (37%); HRMS (CI, NH_3): MH^+ , found 333.2825. $\text{C}_{18}\text{H}_{41}\text{O}_3\text{Si}$ requires 333.2825.

Characterization of new compounds: All new compounds should be fully characterized with relevant spectroscopic data. Microanalyses should be included whenever possible. Under appropriate circumstances, high-resolution mass spectra may serve in lieu of microanalysis, if accompanied by suitable NMR criteria for sample homogeneity.

Bibliography

References and notes in the text should be indicated by superscript Arabic numerals that run consecutively through the paper and appear after any punctuation. Authors should ensure that all references are cited in the text and vice versa. Authors are expected to check the original source reference for accuracy. Journal titles should be abbreviated according to American Chemical Society guidelines (The ACS Style Guide; Dodd, J. S., Ed.: American Chemical Society: Washington, DC, 1997). Inclusive pagination is strongly recommended. See examples for journal articles,¹ theses,² books,^{3,4} and patents,⁵ shown in the References section.

Acknowledgments

Acknowledgments should be inserted at the end of the paper, before the references, not as a footnote to the title. Use the unnumbered AcknowledgementsHead style for the Acknowledgments heading.

References and notes

1. Ling, R.; Yoshida, M.; Mariano, P. S. *J. Org. Chem.* **1996**, *61*, 4439–4449.
2. Goering, B. K. Ph.D. Dissertation, Cornell University, 1995.
3. Haslam, E. *Shikimic Acid Metabolism and Metabolites*, John Wiley & Sons: New York, 1993.
4. Buchanan, J. G.; Sable, H. Z. In *Selective Organic Transformations*; Thyagarajan, B. S., Ed.; Wiley-Interscience: New York, 1972; Vol. 2, pp 1–95.
5. Lyle, F. R. U.S. Patent 5 973 257, 1985; *Chem. Abstr.* **1985**, *65*, 2870.

Supplementary Material

Supplementary material that may be helpful in the review process should be prepared and provided as a separate electronic file. That file can then be transformed into PDF format and submitted along with the manuscript and graphic files to the appropriate editorial office.

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