Instructions about Preparation of Manuscripts

General remarks: Manuscripts are submitted in English by e-mail. The text must be prepared in A4 format sheets using Times New Roman font size 11, normal character spacing. The manuscript should not exceed 15 pages (about 3500 words), including photographs, tables, drawings, formulae, etc. Authors are requested to use margins of 2 cm on all sides.

Manuscripts should be subdivided into labelled sections, e.g. INTRODUCTION, EXPERIMENTAL, RESULTS AND DISCUSSION, etc. **The title page** comprises headline, author(s)' names and affiliations, abstract and key words. Attention is drawn to the following:

a) **The title** of the manuscript should reflect concisely the purpose and findings of the work. Abbreviations, symbols, chemical formulae, references and footnotes should be avoided. If indispensable, abbreviations and formulae should be given in parentheses immediately after the respective full form.

b) **The author(s)'** first and middle name initials and family name in full should be given, followed by the address (or addresses) of the contributing laboratory (laboratories). **The affiliation** of the author(s) should be listed in detail (no abbreviations!). The author to whom correspondence and/or inquiries should be sent should be indicated by an asterisk (*) with e-mail address.

The abstract should be self-explanatory and intelligible without any references to the text and containing up to 250 words. It should be followed by keywords (up to six).

References should be numbered sequentially in the order, in which they are cited in the text. The numbers in the text should be enclosed in brackets [2], [5, 6], [9−12], etc., set on the text line. References are to be listed in numerical order on a separate sheet. All references are to be given in Latin letters. The names of the authors are given without inversion. Titles of journals must be abbreviated according to Chemical Abstracts and given in italics, the volume is typed in bold, the initial page is given and the year in parentheses. Attention is drawn to the following conventions: a) The names of all authors of a certain publications should be given. The use of "et al." in the list of references is not acceptable; b) Only the initials of the first and middle names should be given. In the manuscripts, the reference to author(s) of cited works should be made without giving initials, e.g. "Bush and Smith [7] pioneered...". If the reference carries the names of three or more authors it should be quoted as "Bush et al. [7]", if Bush is the first author, or as "Bush and co-workers [7]", if Bush is the senior author.

Footnotes should be reduced to a minimum. Each footnote should be typed double-spaced at the bottom of the page, on which its subject is first mentioned. **Tables** are numbered with Arabic numerals on the left-hand top. Each table should be referred to in the text. Column headings should be as short as possible but they must define units unambiguously. The units are to be separated from the preceding symbols by a comma or brackets. Note: The following format should be used when figures, equations, etc. are referred to the text (followed by the respective numbers): Fig., Eqns., Table, Scheme.

Schemes and figures. Each manuscript should contain or be accompanied by the respective illustrative material, as well as by the respective figure captions in a separate file. As far as presentation of units is concerned, SI units are to be used. However, some non-SI units are also acceptable, such as °C, ml, l, etc. Avoid using more than 6 (12 for review articles) figures in the manuscript. Since most of the illustrative materials are to be presented as 8-cm wide pictures, attention should be paid that all axis titles, numerals, legend(s) and texts are legible.

The authors are required to submit the text with a list of three individuals and their e-mail addresses that can be considered by the Editors as potential reviewers. Please note that the reviewers should be outside the authors' own institution or organization. The Editorial Board of the journal is not obliged to accept these proposals.

The authors are asked to submit **the** final text (after the manuscript has been accepted for publication) in electronic form by e-mail. The main text, list of references, tables and figure captions should be saved in separate files (as *.rtf or *.doc) with clearly identifiable file names. It is essential that the name and version of the word-processing program and the format of the text files is clearly indicated. It is recommended that the pictures are presented in *.tif, *.jpg, *.cdr or *.bmp format. The equations are written using "Equation Editor" and chemical reaction schemes are written using ISIS Draw or ChemDraw programme.

EXAMPLES FOR PRESENTATION OF REFERENCES

REFERENCES

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Texts with references which do not match these requirements will not be considered for publication!!!