

## INSTRUCTIONS TO AUTHORS

*Updated May 2012*

### Scope of the Journal

*Mongolian Journal of Chemistry and Chemical Engineering (Mon J. Chem. Chem. Eng)* welcomes original contributions of fundamental research in all branches of the theory and practice of inorganic, organic, analytical and physical, environmental, fuel chemistry, bio- and nanochemistry as well as material science and engineering. It publishes original and peer-reviewed articles, short communications and review-type papers on all aspects of the above mentioned subjects. In selecting manuscripts for publication, the editors place emphasis on the quality and originality of the work.

### Submission declaration

Submission of an article implies that the work described has not been published previously except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection software iThenticate.

### Language Usage

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Any author who is not fully fluent in English is urged to obtain assistance with manuscript preparation from a colleague whose native language is English or from a professional technical editing service. Manuscripts with extensive English usage or grammar deficiencies will not be forwarded to reviewers.

### Word and PDF Versions of the Manuscript

The word-processor file of the manuscript is used for journal production. The manuscript file accessed by the reviewers is a portable document format (PDF) version of that file. Authors should submit both versions of the word-processor and PDF. Submission of both versions is strongly encouraged to ensure the quality of the graphics in the version seen by the reviewers.

### Page layout and styles

Page size	A4 Portrait 210 mm x 297 mm
Margins	Top and bottom 3 cm, right and left 2 cm
Page number	Numbered at bottom right
Footer/Headers	None
Title	15 pt Times New Roman, sentence case, bold, left-justified
Author and co-authors	12 pt Times New Roman, regular, left-justified
Authors affiliation	8 pt Times New Roman, regular, italics, left-aligned
Abstract	8.5 pt Times New Roman, regular, fully justified, normal, exactly 11 pt line spacing, no indentation

Text	One column, 9.5 pt Times New Roman, regular, fully justified, normal, exactly 11 pt line spacing. Do not use the tab key to indent blocks of text such as paragraphs of quotes or lists because the page layout program overrides your left margin with its own, and the tabs end up in mid-sentence.
Headings and numbering	Major headings in sentence case, bold, left-justified, 9.5 pt Times New Roman, Subheadings should be in sentence case, regular, italics, left-justified, 9.5 pt Times New Roman. Do not number any titles.
Illustration	It should include tables, figures, schemes and graphs. All illustration captions should be in sentence case, regular, left-justified, 9.0 pt Times New Roman (For example: <b>Table 1.</b> The relationship between the reaction rate of the catalyzed and non-catalyzed reactions) Text and number inside the illustration should be in sentence case, regular, at least 8 pt Times New Roman. Also, following fonts can be used in your illustrations: Arial, Courier, Times, Symbol.
Optimal dimensions for illustration	Do not split an illustration into two pages. They comply with one of the following three widths: <ol style="list-style-type: none"> <li>1. Narrow (one column, 8.0 cm)</li> <li>2. Medium (centered, 14 cm)</li> <li>3. Wide (two columns, 17 cm)</li> </ol>
References	It should be in sentence case, regular, fully justified, 9.5 pt Times New Roman. Use numbering.

### **Organization of Manuscript**

Arrange manuscripts in the following order: Title page, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusion, Acknowledgements, References.

#### *Title page*

Include the following information on the title page:

- The title should accurately, clearly, and concisely identify the subject and emphasis of the reported work. Abbreviations should be avoided.
- A consistent format should be used in listing the names of the authors, preferably given name, middle initial (if any), and surname below the title. The name of the corresponding author(s) should be marked with an asterisk (\*).
- Present the authors' affiliation addresses (where the actual work was done) below the authors' names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, if available, the e-mail address of each author.
- Correspondence author. At the bottom of the first page give the fax, telephone (including international dialing code) and email address of the corresponding author as a footnote.

#### *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 200 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.

### *Keywords*

Immediately after the abstract, provide 3-5 keywords, separated with semicolons.

### *Introduction*

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

### *Materials and Methods*

Provide materials and methods used in experiment and findings

### *Experimental Section*

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

### *Results and Discussions*

Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

### *Conclusions*

The main conclusions of the study should be presented in a short Conclusions section.

### *Acknowledgments*

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

### *References*

References 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 following examples for journal articles,<sup>1</sup> theses,<sup>2</sup> books,<sup>3,4</sup> and patents,<sup>5</sup> shown below.

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 journal. For graphics in the supporting material, a resolution of 300 dpi is usually adequate.

## Specifications

### *Table*

Tables should be inserted into the main text, and numbers and titles supplied for all tables. All table columns should have an explanatory heading. To facilitate layout of large tables, smaller fonts may be used, but in no case should these be less than 8 pt in size. Authors should use the Table option of MS Word to create tables, rather than tabs, as tab delimited columns are often difficult to format into PDF file for final output. Each table must be referred to by its number at least once in the manuscript text.

### *Figure and scheme*

Diagrams, graphs, spectra, photographs, and all other types of illustrations are presented in the Journal as figures with captions. Blocks of structures and reaction schemes should not be designated as figures. Figures should be inserted into the manuscript near their first mention in the text. Figures are consecutively numbered with boldface Arabic numerals and have brief descriptive captions. The figure number and caption should be typed in the manuscript word-processor file directly *below* the figure (rather than included in the graphic). The caption should identify the content of the figure and should be understandable without reference to the text. If a figure has several parts, the individual parts should be labeled (a), (b), etc., and each part identified in the caption. The key to symbols used in a figure (for example, for marking experimental points in a graph) should be included in the figure itself whenever possible. Each figure must be referred to by its number at least once in the manuscript text. No collected list of the figure captions should be included at the end of the manuscript.

For uniformity of appearance, all the graphics of the same type, such as chemical structures, graphs, and spectra, should share a common graphic style and a common lettering font and size. Lettering and lines should be of uniform density. Digital graphics in the manuscript should have the following minimum resolution: Black-and-white line art 1200 dots per inch (dpi); Grayscale art 600 dpi; Color art 300 dpi.

### *Chemical structure*

Chemical structures and reaction schemes should be drawn using an appropriate software package designed for this purpose. As a guideline, these should be drawn to a scale such that all the details and text are clearly legible when placed in the manuscript (i.e. text should be no smaller than 8 pt.). To facilitate editing we recommend the use of any of the software packages widely available for this purpose: MDL® Isis/Draw, ACD/ChemSketch®, CS ChemDraw®, ChemWindow®, etc. If another less common structure drawing software is used, authors should ensure the figures are saved in a file format compatible with one of these products. Chemical structure graphics should be inserted into the manuscript near their first mention in the text. Structures, arrows, and structure numbers should be arranged to make maximum use of the available one- or two-column width, and to occupy the minimum height necessary.

### *X-ray crystallographic data*

To avoid publication of extensive compilations of crystallographic data and facilitate refereeing of manuscripts, *Mongolian Journal of Chemistry and Chemical Engineering* has entered a data deposition scheme with the Cambridge Crystallographic Data Centre (<http://www.ccdc.cam.ac.uk/>). Authors planning to include such results in their papers should contact the CCDC to deposit the crystallographic data and obtain the corresponding CCDC deposition number(s) before submitting their manuscripts to *Mongolian Journal of Chemistry and Chemical Engineering* (for instructions on doing this, see: <http://www.ccdc.cam.ac.uk/conts/depositing.html>). The deposition number(s) (usually provided by the CCDC within 3 working days) should be included in the manuscript, along with the following text: "CCDC ..... contains the supplementary crystallographic data for this paper. These data can be obtained free of charge via [www.ccdc.cam.ac.uk/conts/retrieving.html](http://www.ccdc.cam.ac.uk/conts/retrieving.html) (or from the CCDC, 12 Union Road, Cambridge CB2 1EZ, UK; fax: +44 1223 336033; e-mail: [deposit@ccdc.cam.ac.uk](mailto:deposit@ccdc.cam.ac.uk))". This text may be included in the General subsection of the Experimental or as a suitably referenced endnote.

### *Nomenclature*

It is responsibility of the authors to provide correct nomenclature. All nomenclature must be consistent and unambiguous and should conform to current American usage. Insofar as possible, authors should use systematic names similar to those used by Chemical Abstracts Service (CAS), the International Union of Pure and Applied Chemistry (IUPAC), and the International Union of Biochemistry and Molecular Biology.

### *Abbreviations*

Authors are encouraged to use abbreviations and acronyms. Nonstandard abbreviations and acronyms must be defined the first time they are used and should be avoided in manuscript titles and abstracts.

The use of abbreviations should be consistent throughout the manuscript text, tables, and graphics. The use of abbreviations and acronyms in the title and abstract should be avoided.

### *Units*

Symbols for physical quantities should be italicized (for example, *c*, *E<sub>a</sub>*, *J*, *m/z*, *t<sub>1/2</sub>*). The International System of Units (SI units) should generally be used, but authors may also use common non-SI metric units such as Å, cal, cm<sup>-1</sup>, eV, g, Hz, L, ppm, and °C. Abbreviations for units are not italicized, and most are used without a final period.

### **Submission of Manuscript**

Manuscripts should be sent to the Editor, *Mongolian Journal of Chemistry and Chemical Engineering*, the School of Arts and Sciences, National University of Mongolia, P.O. Box 46a/257, Ulaanbaatar 14201, Mongolia, e-mail: [sarangerel@num.edu.mn](mailto:sarangerel@num.edu.mn). Manuscripts not conforming to the above guidelines are liable to be returned to the authors for correction.