

KIMIKA Guidelines to Authors

Authors should submit an electronic copy (floppy diskette, CD, or by e-mail) and one hard copy of the manuscript. The article should be written in MS Word, using Times New Roman 12 pts with 1.5 line spacing, and printed on 22 cm x 28 cm (8.5 in x 11 in) paper. All pages (beginning with the title page) must be numbered consecutively on the top right-hand corner.

The text must be concise, brief, and complete. Nomenclature should conform to IUPAC rules. SI units should be used.

Contributions must be in English and should not have been submitted for publication elsewhere. All submitted papers will be reviewed by at least two referees selected by the editorial board.

Title. The title should be brief and descriptive.

Authorship. The complete names of the authors should be given, omitting any professional or official titles. The author to whom correspondence should be addressed must be indicated by an asterisk. The e-mail and complete mailing address of the place where the work was carried out should also be given. If the current address of an author is different from that mentioned, it should be included as a footnote.

Abstract. An abstract of not more than 100 words should be included. It should state the objective of the study and the major observations, with emphasis on new information and significant results.

Keywords. A maximum of six (6) keywords characterizing the scope or main subjects of the paper must be provided.

Introduction. This section of the text should state the objective of the study and mention previously published work on the topic.

Experimental. The experimental methods and materials should be described in this section. The description should be concise, but should include sufficient detail to allow any reasonably experienced worker to duplicate the experiment. Standard and well known techniques and equipment need not be described, must be properly referenced. The brand and model of the instruments used must be specified. The brand and/or grade of the reagents used must be stated.

Results and Discussion. These may be treated together or separately. Results may be presented in the form of tables, charts, and images. Presentation of large masses of raw data must be avoided; statistical parameters could be included to indicate the dispersion of the data. The discussion of results must be complete, relevant, and concise. Unnecessary repetition of experimental methods and unsupported hypotheses should be avoided.

Acknowledgment. This should be kept as short as possible, and should be limited to institution(s) or individual(s) who provided technical assistance or financial support.

References. Literature references should be numbered in the order of their citation in the text and should be listed consecutively at the end of the paper. In the listing, the following forms should be adopted:

Journal article: del Rosario, E.J., del Valle, A.M., de Jesus, A.L., and Garcia, E.M., *Kimika* 18 (2), 29-32 (2002).

Book: Leygraf, C., Graedel, T., *Atmospheric Corrosion* (John Wiley and Sons, 2005)

Chapter in book: Aitken, A. in Wilson, K. and Walker, J., Eds, *Principles and Techniques of Biochemistry and Molecular Biology*, 6th Ed., (Cambridge University Press, 2005)

Book in series: Alegret, S., *Integrated Analytical Systems*, in Barcelo, D., Ed., *Comprehensive Analytical Chemistry*, Vol XXXIX, (Elsevier Science B.V., 2003).

Tables. Tables should be submitted in separate MS Word files. They should be numbered with Arabic numerals and have brief descriptive headings that contain all necessary information to understand the table independently. Both the heading and the layout of the table should enable the reader to easily grasp the significance of the results.

Figures. Figures should be submitted as separate electronic files of high quality and suitable for printing. They should be numbered with Arabic numerals and have brief descriptive captions that contain all necessary information to understand the figure independently. Charts and graphs should be in MS Excel. Photos and images should preferably be stored as Tagged Image Format (tif) files. Otherwise, submit photographs as jpeg files; submit drawings, diagrams, and schemes as bmp or gif files. Scanned images, especially of spectra, should have a resolution of at least 300 dpi. There will be extra charges for printing colored images.

Submission: Please submit the electronic version on CD (Word doc and figures) and one hardcopy of the manuscript to: Dr. Maria Assunta C. Cuyegkeng, Office of the Vice President for the Loyola Schools, Ateneo de Manila University, Loyola Heights, Quezon City, Philippines. The electronic version (Word doc) of the manuscript and associated figure files should be less than 2 megabytes for every e-mail transmission. Please send to acuyegkeng@ateneo.edu (please indicate in the e-mail subject line: "Family Name - KIMIKA submission # of #" especially when split into several e-mail transmissions.).