

GENERAL FORMATTING

Tables

- Use when data cannot be properly displayed or explained in the text
- Use Microsoft® Word® Table maker (Table, Insert, Table)
- Don't worry about formatting until data is entered
- Center all values both vertically and horizontally (right click, cell alignment, select center box)
- Use a sans serif font (e.g. Arial)
- Use consistent number formats (e.g. all have one number after the decimal)
- Place table caption on top of the table
- Adjust column widths to content after entering all data
- Format to have 3 horizontal lines unless others are needed for clarity (see table example below)
- If placing between paragraphs, center table on page

Table 1: Calibration plot data for X in DMSO. Samples were analyzed by HPLC.

Concentration (mM)	Peak Area	Peak Height
10.30	2211	428
5.00	1053	504
2.50	521	101
1.00	214	41
0.50	104	20
0.20	52	10
0.10	23	4
0.05	11	2

Figures

- Prepare figures in plotting specific software if available (e.g. KaleidaGraph)
- Do not use a title, place the title for your figure in the figure caption

- Use a sans serif font (e.g. Arial)
- Use large enough fonts so that axis labels are clear even when figure is reduced
- Use units on your axis labels
- Numbers should be formatted in a similar manner for an entire axis (i.e. all numbers have the same number of digits after the decimal place)
- Use symbols which are larger than the trend line
- Use a trend line whenever possible, it will help your readers see the trend you are discussing
- Use color if needed to clearly separate data, do not use shading or shades of gray, they will not reproduce well
- Place symbol key in the figure caption if possible
- Keep background clear, no gridlines or colors
- Figure caption should be placed under the figure
- Save as a .tif file and insert as a picture, this will give you the highest resolution possible and therefore a clearer figure (if not possible, copy/paste)
- If placing between paragraphs, center figure to page
- Axes should be 0,0

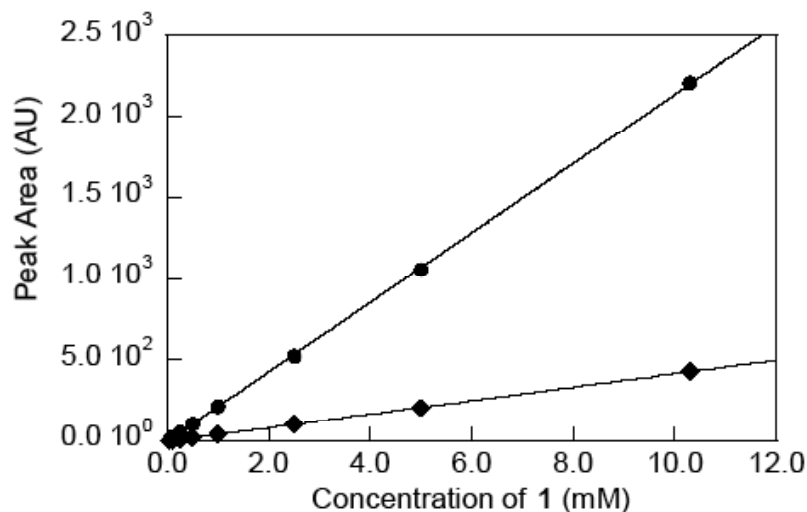
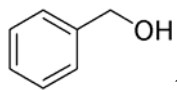


Figure 1. Linear relationships between peak height and peak area as a function of concentration of **1** using HPLC. ● represent peak area, ◆ represent peak height.

From ChemDraw:



tif file



gif file

Equations

- Equations should be centered
- Equation number should be right justified
- Use Equation Editor
- Center tab set to 3", right tab to 6"
- Define each term
- Check font, italics, bold

$$k_{\text{obs}} = k_{\text{solv}} + k_{\text{tot}} [\text{S}] \quad (1)$$