

## INFORMATION FOR AUTHORS

The JOURNAL OF THE SOCIETY OF COSMETIC CHEMISTS publishes papers concerned with cosmetics or the sciences underlying cosmetics, as well as other papers of interest to SCC members. It is the function of the Editorial Committee to set standards, to judge the scientific merit of a paper, and to help in the editing of the paper and its preparation for press. The Editorial Committee is charged with the responsibility for the maintenance of the JOURNAL's high standards. It is therefore not the policy of the JOURNAL OF THE SOCIETY OF COSMETIC CHEMISTS to guarantee publication of all submitted papers.

All papers presented before a meeting or seminar of the SOCIETY OF COSMETIC CHEMISTS or before one of its sections, or those papers submitted directly to the Editor will be considered for publication in the Journal. Papers presented before the SOCIETY OF COSMETIC CHEMISTS or one of its sections are the property of the SOCIETY and may not be published in or submitted to other journals. Only if the JOURNAL OF THE SOCIETY OF COSMETIC CHEMISTS is unable to publish a presented paper may it be published in another journal of the author's choice.

## SUBJECT MATTER

The JOURNAL will consider manuscripts for publication in the following categories, provided they are prepared in proper scientific style and adequately referenced:

1. **Original Articles.** Descriptions of original research work in cosmetics or related areas.
2. **General Articles.** Articles of a general character may be considered for publication providing they are of a scientific and technical nature. These articles may be concerned with newer analytical techniques, developments in dermatology, toxicology, etc.
3. **Review Articles.** Intended to present an overview of recent advances in a specific area related to cosmetics. The author of such a review is expected to be actively engaged in the area and capable of presenting a critical evaluation of published reports of a scientific and technical nature. Solicited by special invitation from the Editor and Editorial Committee; not subject to review by the Editorial Committee.
4. **Preliminary Communications.** Intended to provide for rapid dissemination of novel concepts and findings, such articles should not exceed four printed pages (approx. 10 double-spaced typed pages). Subject to review, but the time for editorial action will not exceed three weeks and the manuscripts will be published ahead of those submitted for regular processing.
5. **Technical Notes.** Relatively short manuscripts containing new information obtained by laboratory investigations, these do not contain the depth or extent of research involved in an Original Article.
6. **Letters to the Editor.** Comments on JOURNAL articles are invited, as well as brief contributions on any aspect of cosmetic or related science that does not warrant publication of a full-length paper in one of our other categories. May include figures and/or references, but brevity is necessary.

### SUBMISSION OF MANUSCRIPTS

Manuscripts submitted for publication should include a covering letter and be addressed to the EDITOR, DR. C. R. ROBBINS, COLGATE PALMOLIVE RESEARCH CENTER, 909 RIVER ROAD, PISCATAWAY, NJ 08854.

Manuscripts received by the Editor will be acknowledged and sent to two members of the Editorial Committee for review. Normally, the Editor will advise the author of acceptance, rejection, or need for revision of the manuscript within 10 weeks. Important: Manuscripts and the data therein must not have been published previously. Upon acceptance, the manuscript becomes property of the SOCIETY OF COSMETIC CHEMISTS and may not be produced in part or as a whole without written permission of the Editor.

Submissions in the German language should be prepared in accordance with the German version of "Instructions for Authors," copies of which are available from Dr. Gerhard Sauerman, D-2351 Wiemersdorf, Hambrook 4, West Germany.

### PREPARATION OF MANUSCRIPTS

Stylebooks for the JOURNAL OF THE SOCIETY OF COSMETIC CHEMISTS are: the American Chemical Society's *Handbook for Authors*, the University of Chicago Press's *A Manual of Style*, and Webster's *Third New International Dictionary*. Authors whose papers include figures should also consult the excellent section on figure preparation in the American Institute of Physics' *Style Manual*.

The responsibility for good grammar and correct sentence structure rests with the author. Organization should be thoughtful and not necessarily chronological. Unfamiliar or rare terms should be explained to make their meanings clear to all readers, especially those who are not well-versed in the language of the publication. Avoid all colloquialisms, jargon, and unusual abbreviations and be as clear and brief as possible in the manuscript.

The Editorial Committee will assist foreign authors with minor changes in text to bring it into good English usage. Foreign authors may ask a qualified colleague in the United States to assist with the approval of revisions and to correct meaning and intent wherever necessary.

Major revision or retyping of manuscripts cannot be undertaken by the Editor; these must be done by the author or his designated colleague. The suggestions which follow are intended to reduce the number of revisions and exchanges of correspondence needed prior to the publication of an article. Authors who follow these instructions closely will see their articles reviewed and published in the shortest possible time.

1. **General Format:** Manuscripts must be submitted in triplicate; an original and two copies. One set of illustrations should be included with each copy; the originals and two sets of photocopies. Manuscripts must be typed double-spaced on one side only of good quality bond paper, approximately 210 mm × 297 mm (8½ × 11"). The title page of the manuscript should include the same name, address (including zip code) and affiliation of each author, as well as the title and date of the meeting where it was presented, if any.
2. **Synopsis:** Each article should be preceded by a brief but informative abstract of 100 to 200 words. The abstract should state the objective of the research, the experimental approach used, the principal findings, and the major conclusions. Follow the form used by *Chemical Abstracts* in preparing the synopsis.
3. **Units of Measure.** The *SI* (*Système International*) metric units are preferred, following the trend in the scientific community. Where English or cgs units must be used, they should be converted to SI and placed following in parentheses. Abbreviations such as m/s, ml, rpm,

and  $\mu\text{g}$  are used without periods. It is requested that authors avoid all unusual notations, e.g., milligram per cent (mg %) or ppm are better expressed as mg/100g or mg/kg.

4. **Abbreviations.** Any abbreviation that will not be immediately understood by a non-expert reader should be defined in parentheses following its first appearance in the text. In most cases, both clipped words and acronyms are unpunctuated. Chemical names and formulae, especially where they may be handwritten, should be unambiguously clear to the editor. Some prefixes before names of organic compounds must be italicized, e.g., *cis-*, *p-*, *tert-*, etc. Consult the list of commonly-used abbreviations in the *ACS Handbook*.
5. **Trade Names.** A trade name must be followed by the sign “®.” All common cosmetic ingredients should be referred to by their *GENERIC* names, as indicated in the latest edition of *CTFA Cosmetic Ingredient Dictionary*, *The United States Pharmacopeia* (U.S.P.) and the *National Formulary* (N.F.). Manufacturer's designation may be included in parentheses. If a material is not listed, then the proprietary or trademarked name can be used, with the chemical composition and name and address of the manufacturer given in parentheses or footnote.
6. **Structural Formulae.** Structural formulae should be used only if absolutely necessary and if the chemical in question is not known to the reader. They should be numbered and referred to in the text by Arabic numerals.
7. **Tables.** Tables should be numbered consecutively, using Roman numerals. Appropriate captions should also be included.
8. **Figures.** Photographs, drawings and graphs are numbered consecutively in the text using Arabic numerals, e.g., (Figure 3). On the back of each, the figure number, title of paper, author's name, and the top of the figure should be indicated in pencil. Captions should be typed double-spaced on a separate sheet of paper. Drawings should be prepared on plain white drawing stock or vellum, using India ink or standard tapes. Their size should not exceed 210 mm  $\times$  297 mm (8 $\frac{1}{4}$ "  $\times$  11"). Original copies are strongly preferred, but glossy photographic reproductions are acceptable.

All numbers and letters must be approximately the same size on any individual figure, and of sufficient size to be legible after reduction to print size. All lettering except the caption should be considered part of the drawing and drawn in. **TYPEWRITTEN LETTERING IS NOT ACCEPTABLE BECAUSE TYPING DOES NOT FORM THE CLEAN, SHARP LETTERING NEEDED FOR GOOD REPRODUCTION.** Axis labeling on graphs should be read from the bottom or right-hand side and must be of sufficient size.

Authors must pay special attention to the quality of computer-generated graphs. The computer-driven printer should be set to give lines of sufficient density for reproduction. In many cases, the axes must be drawn in by hand. If computer-formed labeling on the plot is of poor quality, an illustrator should superimpose acceptable characters on the sheet.

Color photographs, where they are essential to the content of the paper, may be acceptable at the Editor's discretion, and usually at extra cost to the author. Consult the Editor first.

If the author desires the return of original figures, he or she should so specify when he submits the manuscript. Figures will be held for 6 months following publication of the paper and then returned by mail.

9. **References.** References should be numbered in the order in which they appear in the text and should be listed in numerical order at the end of the article under "References." Citations in the text should be on line and parenthesized, e.g., (6) or (11–13). The references to journal articles must appear in the following form:
  - (a) The first name, followed by initials and surname of each author.
  - (b) The full title of the paper (first word capitalized).

- (c) The name of the journal in italics, i.e., underlined once in the typewritten manuscript. Use standard abbreviations as in *Chemical Abstracts*.
- (d) The volume number in bold face type, i.e. underlined in the manuscript with a wavy line.
- (e) The first and last pages of the article separated by a hyphen.
- (f) Year of publication of the article (in parentheses); the month must be included for journals which do not use continuous pagination.

The following is an example of a correctly prepared journal reference; note all spacing and punctuation:

- (1) L. E. Gaul and G. B. Underwood, Relation of dew point and barometric pressure to chapping of normal skin, *J. Invest. Dermatol.*, 19, 9-19 (July 1952).

Book references are handled similarly and should include pertinent page numbers:

- (16) S. Rothman, *Physiology and Biochemistry of the Skin* (The University of Chicago Press, Chicago, 1954), pp. 494-560.

References to books containing contributions from authors appear as follows:

- (4) S. D. Gershon, M. A. Goldberg, and M. M. Rieger, "Permanent Waving," in *Cosmetics, Science and Technology*, 2nd ed., M. S. Balsam and E. Sagarin, Eds. (Wiley-Interscience, New York, 1972), Vol. 2, pp. 167-250.

#### AFTER SUBMISSION OF MANUSCRIPTS

**Rejection of Papers Submitted:** Manuscripts not prepared in accordance with these directions or deemed to be outside the scope of articles published in the *Journal* will be returned to the author by the Editor.

**Galley Proofs:** After an author's paper is accepted and before final publication, galley proofs will be sent to the senior author for careful review and correction. Proofs should be verified against the manuscript. The Publication Committee does not accept this responsibility. Alterations in an article after it is typeset are made at the author's expense, and the author will be billed for such changes. Corrected galley proofs must be returned within 10 days to the *Journal* office.

**Offprints and Reprints:** The senior author of each paper will automatically receive 50 offprints free of charge, following publication of his paper. Additional offprints, or the more expensive stitched reprints, must be ordered at the time the galley proofs are returned and will be billed to the author. An order blank for this purpose is included with the galley proofs when it is sent to the author—return it with the galley.

**Page Charges:** The authors of a manuscript published in the *JOURNAL* will be assessed a page charge of \$25.00 per printed page. Any material set into type but ordered deleted from publication at the galley proof stage must also be paid for by the author. These charges will be invoiced to the senior author at the time of publication.