

Directions for the Preparation of Manuscripts

1. **General Policy**—All papers presented before a meeting or seminar of the SOCIETY OF COSMETIC CHEMISTS or before one of its sections or submitted directly to the Editor will be considered for publication in the Journal. Papers presented before the SOCIETY OF COSMETICS CHEMISTS or one of its sections are the property of the SOCIETY and may not be published in or submitted to other journals.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.

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.

The JOURNAL OF THE SOCIETY OF COSMETIC CHEMISTS publishes papers concerned with cosmetics or one of the sciences underlying cosmetics as well as other papers of interest to its 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 authority to maintain high standards in this JOURNAL. It is, therefore, *not* the policy of the JOURNAL OF THE SOCIETY OF COSMETIC CHEMISTS to guarantee publication of all submitted papers.

The Journal considers manuscripts for publication in the following categories:

Review Articles

These manuscripts are intended to present the more 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. Review articles are solicited by special invitation from the Editor and Editorial Committee and are not subject to review by the Editorial Committee.

Original Articles

Articles covering original laboratory investigations by the authors in cosmetics and related areas are considered for publication in this category. These papers must be prepared using an acceptable scientific style and adequately referenced.

General Articles

Articles of a general character may be considered for publication providing they are of a scientific and technical nature. Normally, these articles may be concerned with newer analytical techniques, developments in dermatology, toxicology, etc. It is expected that these reports will be written in a scientific style and be referenced.

Preliminary Communications

Short communications which report new findings of sufficient importance to warrant prompt publication are considered. These reports are published immediately following review and acceptance.

Technical Notes

These are relatively short manuscripts containing new information obtained by laboratory investigation. They do not contain the depth or extent of research involved in an Original Article.

In writing, it is recommended that the material be carefully organized and not necessarily given in chronological order. With regard to style, it is essential that colloquialisms, jargon, and unusual abbreviations be avoided and that unfamiliar terms be explained carefully. The meaning of rare terms must be clear to all readers, especially those who are not well-versed in the language of the publication. Verbose and repetitive style must be avoided. Clarity and brevity are essential to make the text intelligible and to save readers' time.

The responsibility for good grammar and correct sentence structure rests with the author. The Editorial Committee will assist foreign authors with minor changes in text to bring it into good English usage. Alternately, foreign authors may get aid from a qualified colleague in the United States to approve revisions and to correct meaning and intent wherever necessary. Major revisions and retyping of the manuscript cannot be undertaken by the Editor, but must be done by the author or his designated colleague.

The rules and regulations to the author indicated below are made in an effort to insure speedy review and publication. Close adherence to these rules will reduce the amount of correspondence between the Editor and the author. Authors are requested to review these notes to avoid delay and disappointment.

2. **Copyright**—Manuscripts and the data therein must not have been published previously. Upon acceptance, the manuscript becomes the property of the SOCIETY OF COSMETIC CHEMISTS and may not be reproduced in part or as a whole without written permission of the Editor.

3. **Forwarding Address**—Manuscripts submitted for publication should include a covering letter and be addressed to the Editor, Dr. John J. Sciarra, Executive Dean, Brooklyn College of Pharmacy, Long Island University, 600 Lafayette Avenue, Brooklyn, N.Y. 11216.

4. Preparation of Manuscript

- (a) **Formats:** Manuscripts must be submitted in triplicate, an original and two copies. The manuscript must be double-spaced, typewritten on good quality white bond paper, approximately 210 mm x 297 mm (8½" x 11"). The title of the manuscript should include the names, addresses (including zip code), and affiliation of the author or authors. The meeting and date at which the paper was presented should be fully identified.
- (b) **Synopsis:** Each article should be preceded by a brief abstract of 100 to 200 words. This abstract should include the pertinent *new* discoveries and conclusions which are presented in the article. This synopsis should be in a form similar to abstracts appearing in *Chemical Abstracts*.
- (c) **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." To assist readers, the complete title of the article should be included. Abbreviations of journals should be those used by *Chemical Abstracts* (cf. list of periodicals abstracted by *Chemical Abstracts*).

References should appear in the following form:

- (1) The first name, followed by the initials and surname of the author(s). The names of all authors should be included.
- (2) Title of paper (all case letters except first letter in first word).
- (3) The name of the journal in italics, i.e., underlined once in the typewritten manuscripts. Standard abbreviations as in *Chemical Abstracts* must be used.
- (4) The Volume number in bold face type, i.e., underlined with a wavy line in the manuscript.
- (5) First and last page of the article separated by a hyphen.
- (6) Year of publication of the article (in parentheses); the month must be included for journals which do not use continuous pagination.

Correctly prepared journal references are shown below; please note all punctuation marks:

- (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).

References to books are handled similarly and should include pertinent page numbers:

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

References to books containing contributions from numerous authors appear as follows:

- (4) S. D. Gershon, M. A. Goldberg, and M. M. Rieger, *Permanent Waving*, in M. S. Balsam and E. Sagarin, *Cosmetics Science and Technology*, vol. 2, 2nd ed., Wiley Interscience, New York, N.Y., 1972, Pp. 167-250.
- (d) *Abbreviations*: The metric system should be used. In accordance with modern practice, abbreviations such as mc, sec, rpm, ml, and mg are used without periods. It is requested that authors avoid all unusual notations, *i.e.*, milligram per cent (mg %) or ppm; mg/100 g and mg/kg are more acceptable terminology. Prefixes before names or organic compounds must be italicized (*cis*-, *p*-, *tert*-, etc.).
- (e) *Trade Names*: A trade name must be followed by the sign "®." All common cosmetic ingredients should be referred to by the name indicated in the latest edition of *CTFA Cosmetic Ingredient Dictionary*, The United States Pharmacopeia (U.S.P.) and the National Formulary (N.F.) including specific manufacturer's designation as a footnote. If a material is not listed then the proprietary or trademarked name can be used with the chemical composition and the name and address of the manufacturer given in a footnote.
- (f) *Structural Formulas*: Structural formulas should be used only if absolutely necessary and if the chemical in question is not well known to the reader. Structural formulas should be numbered and referred to in the text by Roman numerals.
- (g) *Tables*: Tables should be numbered consecutively, using Roman numerals. Tables should include appropriate captions.
- (h) *Figures*: Photographs and drawings (including graphs) are figures and are numbered consecutively using Arabic numbers (e.g., Fig. 3). On the back of each, the figure number, title of paper, author's name, and top of figure should be indicated. Captions should be typed, double-spaced, on a *separate* sheet of paper.
- All drawings should be prepared on plain white tracing paper using India ink or standard tapes. The size should not exceed approximately 210 mm x 297 mm (8½" x 11") and it is preferable that the original copy be submitted although glossy photographs are acceptable.
- All numbers and letters must be sufficiently large on the original to make the smallest characters legible after reduction to print size. Lettering of coordinates is part of the drawings and should not be set in type. A TYPEWRITER MUST NOT BE USED BECAUSE TYPING DOES NOT GIVE THE CLEAN, SHARP FIGURE NECESSARY FOR GOOD REPRODUCTION. All information and notations placed

on the axis of the figure must be large enough to be legible when reduced for publication.

5. **Galley Proof**—Galley proofs will be sent to the authors for careful rereview and correction. Proofs should be verified against the manuscript. The Publication Committee will not accept this responsibility. Alterations in an article after it has been set in type are made at the author's expense, and it is understood that any such alterations shall be charged to the author, be paid for by the author. Any material set in type but ordered withdrawn from publication must also be paid for by the author.
6. **Reprints**—The senior author of each paper will automatically receive 50 over-run reprints free of charge. Additional reprints must be ordered at the time the galley proofs are returned and are charged to the author. An order blank for this purpose is sent to the author along with the galley proof and must be returned when the galley is returned.
7. **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.
8. **Page changes**—Effective with the February, 1977 issue the authors of a manuscript published in this Journal will be assessed a page charge of \$25 per printed page. These charges are invoiced to the Senior Author at the time the manuscript is published.

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