Using the template

This is a guide to be used alongside our template to help you prepare your manuscript for submission. This guide is intended to troubleshoot common Microsoft Word-based problems authors may experience when preparing their manuscript for submission. For guidance on how to write and structure your article, including what sections to use, see our prepare your article guidelines.

Please be aware, although our templates will give you an idea of what your article will look like, the final version of record may look different in keeping with our house style.

If you are experiencing difficulty using our template, and your problem is not covered in this guide, please do not hesitate to contact our customer services team at rsc1@rsc.org and a member of the team will be happy to assist.

1. Insert image into template and right-click to bring up picture options menu. Please see example image below:

2. Select 'Wrap Text', then select option 'Top and Bottom'.

This will then allow the you to drag-and-drop the figure around the manuscript as desired. The text will wrap both above and below the image, no text should run parallel to the image as it would if you had selected 'Tight' from the 'Wrap Text' menu. This should work for double-column figures too.

3.

1. Before inserting a table across two columns you must first go to the 'Page Layout' tab and select 'Breaks'.

2. Under 'Section Breaks' choose 'Continuous'.

3.

5. Insert the table in desired location on page.

Column 1	Column 2	Column 3	Column 4	Column 5
1	1	1	1	1
2	2	2	2	2
3	3	3		

6. Right click table,   select 'Table Properties'

7. Under 'Alignment' select 'Center' and under 'Text wrapping', select 'Around'. This will position text above and below the table, allowing the table to span two columns.

8. To add caption, right click table and select 'Caption'
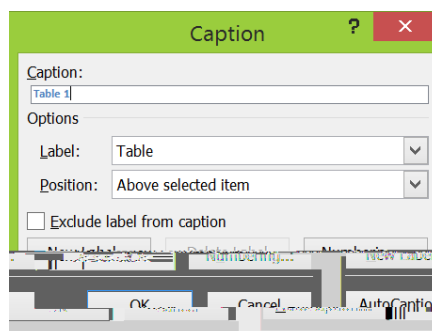
9. For 'Positioning', select 'Above selected item'

Please see next page for an example of a double column figure and table inserted across two columns.

ARTICLE

The Styles menu is located to the right hand side of the 'Home' tab in Microsoft Word.

Each Style option corresponds directly to a section of text in the template. Please consult the Styles menu for recommended formatting for all text, including footnotes, references, tables, images and captions:

HEADERS

Paper Title – RSC H01

Paper Authors and Byline – RSC H02

FOOTNOTES

Footnote Author Address – RSC F01

Footnotes to Titles/Authors – RSC F02

BODY

Abstract – RSC B01

SCHEMES - are collections of reactions that show action.

A brief title detailing the contents of the scheme should be included and be formatted to the RSC style RSC I01. To avoid altering the margins of the templates, please do NOT change the spacing before and after the title. Footnotes may be included with schemes and should be formatted to the RSC Style RSC I04 or RSC I05. As example of a scheme can be seen below:

Scheme taken from: Z. Chen *et al. Org. Chem. Front.*, 2015, 2, 1107 DOI: 10.1039/C5QO00004A

CHARTS - are collections of structures that do not show action.

A brief title detailing the con

TABLES - should be titled to give readers a brief overview of the table's contents. The title should be formatted to the RSC style RSC T01 or RSC T02.

We will format your references according to our house style before publication; however, it is important you use Vancouver style for all journals except *Chemistry Education Research and Practice*, which requires the use of Harvard referencing. References should always be located at the end of a manuscript. It is the author's responsibility to maintain the accuracy of each reference to ensure that they are complete and correct. Please see our 'Prepare your article' guidelines for more advice on how to write your bibliography.

You can automatically format references from your Endnote citation manager using our style files. Files are compatible with both Windows and Macintosh. The complete list of RSC EndNote style files can be found here.