

CARBON submission checklist

Please check the following points before approving the pdf file for your manuscript. Quotes are from the Guide for Authors. Please read it. Manuscripts defective in any of the following will be returned for correction and resubmission, which is a waste of everybody's time. You must be able to answer "yes" to all of the following questions. Items 11 and 14 may not be applicable.

1. Is the whole manuscript (**including References**) "double-spaced with wide margins and a font size of 12 pt." (Times or New Times Roman preferred)?
2. Have you given "Full postal addresses and affiliations ... for all co-authors."?
3. Does the manuscript include a one paragraph abstract of less than 200 words (Review articles and Research papers) or less than 100 words (Letters)? Make sure the abstract is included in the manuscript. For the manuscript of a Letter separate the abstract from the text by an extra line space or a horizontal line.
4. Is the "corresponding author identified by * and contact details (tel/fax number and e-mail address) given as a **footnote** to the first page." Do not include the postal address, which should be included in the ms heading as part of the author affiliations. Use the following format **precisely**, only the E-mail address is **required**:
*Corresponding author. Tel/Fax: +44 1692 678161. E-mail address: p.thrower@virgin.net (P.A. Thrower)

NOTE: There should be ONE corresponding author. This is not necessarily the submitting author or the most senior author. It is the person who will handle any correspondence arising from the publication.

5. Are "sections ... given Arabic numbers with subsections numbered using the decimal system?" For example:
 2. Experimental
 2.1 *Sample preparation*
 2.1.1 *Sample modification*

NOTE: Acknowledgements and References sections are **not** numbered.

6. References.
 - are they formatted and punctuated as shown in the Guide for Authors?
 - are they each given a different number? (do **not** use 14a. b. c etc.)
 - do they all include manuscript titles and page spans?
 - have you given the first six author names followed by et al.?
 - are they archival? "Web pages, private communications, unpublished results, etc. should be given as footnotes."
7. Are all symbols translated correctly in the pdf file?
8. Do figure and table captions appear on the same page as the item they describe?
9. Have you designated all illustrative items as Figures? "Charts, diagrams, schemes and photographs are all to be referred to as Figures".
10. Have you included the carbon in abbreviations (CNT, CNF, MWCNT etc.)?

CARBON insists that you do so,

NOTE: English grammar dictates that the abbreviation must refer to the **singular**. We do not use the plural noun as an adjective (fiber composites, fruit salad, nanotube dimensions, vegetable soup, etc.) We say "the production of MWCNTs", but "MWCNT production", "MWCNT properties", etc.

11. For a Letter to the Editor – is the text, including references, less than FIVE double-spaced pages? AND are there no more than five figures + tables combined?

12. Have you provided a list of names and e-mail addresses for at least three suggested **international** (at least two countries) peer reviewers? ALSO include a short rationale for the suggested reviewer choice.

13. Does your use of abbreviations conform to the following guidelines given in the Editorial in CARBON 44/5?

1. To define an abbreviation, first write the term in full followed by the abbreviation in parentheses. "X-ray diffraction (XRD) examination showed that the samples were" Do not do the reverse.
2. Never use or define an abbreviation in the manuscript title.
3. Never use abbreviations in the Abstract without defining them, and only define them if they are used later **in the Abstract**. Also applies to Research Highlights – see example in point 16.
4. Define an abbreviation the first time it is used in the text, even though it may also have been necessary to define it in the Abstract.
5. Only define an abbreviation if you are going to use it later.

14. If this is a resubmission as a result of comments from the Editor-in-Chief, have you included replies to these comments in your cover letter?