

Quick Start Guide

Please prepare the manuscript in Word according to the Instructions for Authors with graphics and tables integrated into the text, using the manuscript template available at <https://www.thieme.de/de/synlett/author-tools-and-templates-58894.htm>. Manuscripts must be submitted via <http://mc.manuscriptcentral.com/synlett>.

General editorial and ethical guidelines can be found on the **Thieme Journal Policies** website: <https://www.thieme.com/en-us/journal-policies>

Before submission

Prepare the cover letter and have available all information on the manuscript (title, key words, full name and affiliation of all authors, abstract, names of all files to be submitted).

File submission

The following items should be uploaded:

- **Cover letter**
- **Manuscript main document:** Please embed the tables/figures/schemes in the relevant positions. Template usage is highly recommended.
- **Graphic files:** originals, preferred in one zip folder
- **Graphical abstract:** for the table of contents and the first manuscript page
- **Supporting Information:** as separate file

Preparation of text

- Use the paragraph styles available within the template; do not create new styles, and do not alter those that are preassigned.
- Use only one space after reference numbers, do not use tabs.
- Captions for graphic files should be given as part of the manuscript text, not as text within the graphic.
- Ensure that all graphics and tables are mentioned in the text.
- Avoid underlinings and indentations.
- Follow further instructions as detailed in the manuscript template.

Tables

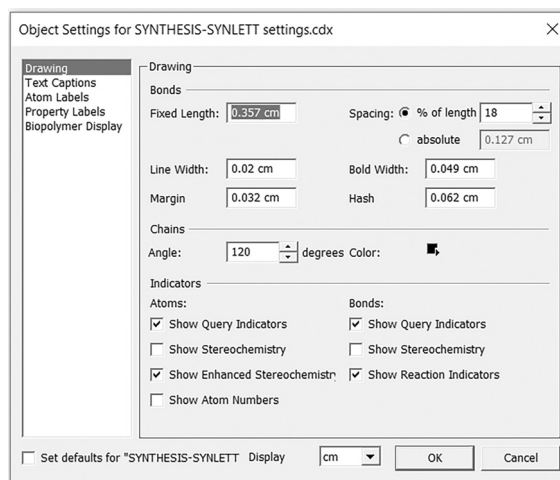
- Must be created in Word format.
- Place each item (paragraph, graphic, etc.) in its own cell.

Photos

We accept only JPG and TIF files (not less than 300 dpi).

Graphic files

The correct ChemDraw files are preferred, with these settings and font size 6:



If the pre-installed ChemDraw settings (File – Apply Document Settings from – **SYNTHESIS, SYNLETT** Document) are used, the images must be scaled down to 69% to reach the correct final sizes: 8.3 cm (3.3 in.) for 1-column width and 17.3 cm (6.8 in.) for 2-column width, respectively.

We also accept IsisDraw, ChemWindows and Photoshop files, but please adhere to the above settings.

The Editorial Office is happy to offer advice concerning all technical aspects of manuscript submission:

synlett_synthesis@thieme.de

1 Editorial Policy

1.1 SYNLETT is an international journal reporting research results and current trends in chemical synthesis in (short) personalized reviews (**Accounts, Synpacts**) and preliminary communications (**Letters**). It covers all fields of scientific endeavor that involve organic synthesis, including catalysis, organometallic, medicinal, biological and photochemistry, and related disciplines.

1.2 SYNLETT encourages the submission of manuscripts that have been deposited in an initial draft version in preprint repositories such as ChemRxiv, arXiv, and bioRxiv. Drafts of short conference abstracts or degree theses posted on the website of the degree-granting institution, and draft manuscripts deposited on authors' or institutional websites are also welcome. All other prior publication is forbidden.

During submission, authors should (1) note use of the preprint repository in the cover letter, (2) state what adjustments and/or updates the draft has undergone between deposition and submission and (3) cite the preprint, including the DOI, as a reference in the manuscript.

After submission to the journal, and until a final decision has been made, authors are discouraged from depositing versions of their manuscript as preprints. Upon publication authors should add a link from the preprint to the published article. Twelve months after publication, authors can update the preprint with the accepted manuscript.

1.3 Accounts (up to 25 template-based pages, including tables and graphics) are reviews of significant recent work from the research group of the principal author. The aim of an Account is to report on new developments of interest to a broad readership of scientists who are involved in preparative organic chemistry, but who are not necessarily specialists in the area covered. The author is encouraged to discuss the reasoning involved in conceiving and carrying out the research and to introduce a personal flair that will convey some of the excitement, the "highs" and "lows" that were encountered. Because the emphasis is on the results from a specific research group, a comprehensive coverage of other research in the area is not expected, although an effort should be made to place results in context. They are normally invited; authors wishing to submit an Account are requested to first contact Professor Debabrata Maiti.

1.4 Synpacts (up to 4 template-based pages) are short articles in which authors highlight a recent published breakthrough from their research group. The aim of a Synpacts is to place the work into a broader context and to delineate how it impacts the field. They are normally invited; authors wishing to submit a Synpacts are requested to first contact Professor Rubén Martín.

1.5 New Tools are reviews or primary research articles of conceptual methodological or technical developments of areas of synthetic strategy and methods that are of importance to synthetic chemists. The significance of the work to the broader context of organic chemistry is highlighted and the area is explained in such a way as to make it understandable to non-specialists. Authors wishing to submit a New Tools article are requested to first contact the editorial office (synlett_synthesis@thieme.de) with a proposal.

1.6 Letters (normally not to exceed 4 template-based pages, including tables, graphics, and references and notes) are preliminary reports of new research results, the significance of which to the scientific community justifies rapid communication. The Editors evaluate Letters with the aid of referees on the basis of urgency, quality, originality, and general interest. The Editor may also reject inappropriate manuscripts without consulting referees. Authors are required to submit a brief statement of the significance of the work presented. The results should not have been previously published or have been submitted for publication elsewhere.

2 Manuscript Submission

2.1 Instructions for Electronic Submission

Manuscripts must be submitted online at <http://mc.manuscriptcentral.com/synlett>.

Commonly used text processors should be used for preparation of the manuscripts. The manuscript must be accompanied by a cover letter, in which the authors briefly explain the significance of their findings and the interest to the readership of **SYNLETT**.

The manuscript (main text, tables, structural formulas, and figures) should be submitted as one file. Authors will be guided stepwise through the uploading of various files. Before submission, prepare and have available all information on the manuscript (cover letter, title, full name and affiliation of all authors, abstract, all files to be submitted).

The system automatically converts source files (Word and PDF files) into a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted into PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the editor's decision and requests for revision, takes place by e-mail.

2.2 Editorial Board Responsibilities

Authors should address their manuscripts to one of the appropriate Associate Editors via the online submission site of **SYNLETT** (<http://mc.manuscriptcentral.com/synlett>).

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3 Manuscript Preparation

3.1 Authors should first examine a current issue of **SYNLETT** for guidance with respect to format, style, and presentation.

The **language** of publication is English. When this is not the author's first language, the manuscript should receive language polishing from someone with very good English writing skills before submission. Thieme offers a language editing service for manuscripts in partnership with Enago, a world-leading provider of

author services to researchers around the world. Authors can choose from a range of editing services and get their manuscripts edited by Enago's professional editors. Authors that wish to use this service will receive a 20% discount on all editing services. To find out more information or get a quote, please visit www.enago.com/thieme. British and American spellings are both acceptable as long as consistency is maintained throughout an individual manuscript.

3.2 Cover letter: highlighting the novelty, significance, and urgency of the submitted work and why it merits rapid publication, and providing details of other relevant information (for example, submitted or in press manuscripts).

3.3 Manuscript main document: It is necessary to embed the tables/figures/schemes in the relevant position or at the end of the manuscript file. The manuscript (main text, tables, structural formulas, and figures) should be submitted as one file. Authors are strongly encouraged to use the template for manuscript preparation, available at <https://www.thieme.de/de/synlett/author-tools-and-templates-58894.htm>. Manuscripts can also be submitted without using the template, although this is not the preferred option. All non-template manuscripts must still be presented in a format that is both logical and easy to follow, otherwise they may be rejected without evaluation. All graphics and tables must be integrated into this file.

3.4 Nomenclature should be based on the systematic rules adopted by the IUPAC or Chemical Abstracts. We recommend that authors check their nomenclature carefully before submission. Trivial names should be avoided unless they offer a distinct advantage over the corresponding systematic names.

The use of **abbreviations** is recommended in experimental details, tables, and formula schemes, but should not be used in the title, abstract or text. Common abbreviations, such as *t*-Bu, Et, Me, Ph, DMF, mp, mL, mmol, and min, do not need to be defined; less common or ambiguous abbreviations should be defined when they first appear. For more information see the abbreviation list at <https://www.thieme.de/de/synlett/author-tools-and-templates-58894.htm>. **SI Units** should be used.

3.5 Graphic abstracts. A drawing, representing a visual summary of the work performed, must be provided [maximum dimensions 11 x 5 cm (4.3 x 2.0 in.), using the same settings as required for all other drawings]. The graphic abstract, which appears in the Table of Contents and on the first manuscript page, will often determine whether a reader continues on to read the full article. Therefore, accurate, informative, and clear graphics are required and the use of color is strongly encouraged. Graphic abstracts should convey the major point of the article to the reader; equations

given should be clear and substantive information (yields, substrate scope, reaction conditions, etc.) should be included. The graphic abstract does not replace the written abstract. Samples are available for download from <https://www.thieme.de/de/synlett/author-tools-and-templates-58894.htm>.

3.6 The **title** (maximum 200 characters, including spaces) should accurately reflect the contents of the manuscript. First letters of all words, except for conjunctions, articles, and prepositions, should be capitalized.

The **names** of the authors (please spell out first and last names) and the **addresses** at which the research was performed should appear under the title. Authors should also include their e-mail address for correspondence and their **ORCID**, if available. Use the letters a, b, etc. as superscripts to relate authors to addresses, and a star to indicate the author to whom correspondence regarding the paper should be addressed. Use a number in the References and Notes section to give the current address of an author when necessary, please do not use any other symbols. A short **dedication** may appear after the address.

Accounts and New Tools should be submitted with biographical sketches and photos of all authors. Synpacts should be submitted with biographical sketches and either **one group photo** of all authors or **one photo** of the main author.

3.7 All articles must contain a written **abstract**, which should summarize the results and conclusions of the research performed, without using compound numbers. Appropriate key words should be chosen/added during step 2 of the submission process.

3.8 Formula schemes, figures, and artwork require unique titles and must be referred to in the text. Drawings can only be named Scheme, Figure, or Equation. In Schemes (which show reactions) where the reaction conditions are not given in the caption, reagents and conditions should appear above the arrow, with yields and selectivity results below the arrow.

Color graphics will appear as such in the galley proof and in the electronic version, but will be reproduced in the print version only in cases where the color is deemed to add significantly to the scientific understanding of the paper. All inquiries should be directed to the editorial office.

3.9 Tables must be created in Word format and must have a title. Designate footnotes as superscript a, b, c, etc. Drawing software should only be used for drawings but not for the design of whole tables.

3.10 A formal **experimental section** is not required. Authors are nevertheless asked to provide sufficient experimental details in the References and Notes section, such that important new work reported can be repeated (quantities of reactants and solvents, reaction time, reaction temperature, workup details, and yield data). In addition, physical and spectroscopic data for significant new compounds should be supplied, as well as microanalytical or HRMS and ^{13}C NMR data when appropriate.

Crystallographic data. Complete X-ray data will not be published. These data should be deposited at an appropriate international data institute, and the deposition number cited in a reference.

CAS registry numbers may be supplied in the following format [CAS Reg. No. xxxxxx-xx-x] and placed under the compound name title.

3.11 Supporting Information: Required are copies of ^1H and ^{13}C NMR spectra of all isolated new and important intermediate compounds, HPLC or GC traces, and, if cited in the reference section, copies of unpublished papers that are “submitted”, “accepted for publication” or “in press”; both in Word or PDF format. These will be used in the reviewing process and the spectra and traces will also be published online.

Primary NMR data (optional) are the data in their original format as obtained from the NMR machine, i.e. the free induction decay (FID). Authors who wish to present NMR spectra also as primary data should deposit them with Zenodo (<https://zenodo.org/>) before they submit their manuscript to us. Zenodo is a general-purpose open-access repository developed by CERN that allows researchers to deposit data sets (for an example, see: <https://zenodo.org/record/4633398>). The DOI provided by Zenodo upon upload of the primary data should be included in the manuscript prior to submission.

3.12 Acknowledgments should be brief and placed before the References and Notes section.

3.13 Funding Information should include all funding sources and funder grant/award numbers relevant to the manuscript.

3.14 References and Notes should be placed collectively after the Acknowledgment and numbered consecutively. Authors are encouraged to list all relevant references and cite extensively. Cited work that is unpublished at the moment of submission (“submitted”, “accepted for publication” or “in press”) must be provided as part of the “Supporting Information for Review Only”. When one reference number contains more than one citation, please separate them into (a), (b), (c), etc. (see example 2). Provide the names and initials of **all** authors and do not use et al. Use journal ab-

abbreviations in accordance with Chemical Abstracts (Chemical Abstracts Source Index, CASSI). Please do not use tabs.

As of issue 01/2012, volume numbers are included for **SYNLETT**, **SYNTHESIS**, and **SYNFACTS** (previous volumes up to 2011 will not be numbered retroactively).

Examples of References and Notes

- (1) New address: P. J. Kocienski, School of Chemistry, University of Leeds, Leeds LS2 9JT, UK.
- (2) Badart, M. P.; Hawkins, B. C. *Synthesis* **2021**, 53, 1683.
- (3) (a) Majdecki, M.; Niedbała, P.; Jurczak, J. *Chemistry-Select* **2020**, 5, 6424. (b) Majdecki, M.; Tyszka-Gumkowska, A.; Jurczak, J. *Org. Lett.* **2020**, 22, 8687. (c) Majdecki, M.; Grodek, P.; Jurczak, J. *J. Org. Chem.* **2021**, 86, 995.
- (4) Pazenok, S.; Leroux, F. R. In *Frontiers of Organofluorine Chemistry*; Ojima I. (Ed.); World Scientific: London, **2020**, 695.
- (5) Neufeld, J.; Stünkel, T.; Mück-Lichtenfeld, C.; Daniliuc, C. G.; Gilmour, R. *Angew. Chem. Int. Ed.* **2021**, in press; DOI: 10.1002/anie.202102222.
- (6) Usenko, R. M.; Slyvka, M. V.; Lendel, V. H. *UA Patent* 107674, **2015**.
- (7) He, Y.; Song, H.; Chen, J.; Zhu, S. *Nat. Commun.* **2021**, 12, 638; Knochel, P.; Kremsmair, A. *Synfacts* **2021**, 17, 0405.

4 Additional Information

4.1 Publication of manuscripts immediately upon acceptance

Synlett offers its authors the option to have their manuscripts published immediately upon acceptance. This means that the unedited, unformatted version of the manuscript as it stands after peer review is published online with a DOI. A precondition is the confirmation that the Copyright Transfer Agreement (CTA) will be signed upon receipt.

Implications of “accepted manuscript” publication

Once the paper has been accepted, the last clean version of the manuscript, including all metadata entered during submission (title, abstract, author affiliations etc.), becomes the first version of the article to be published online. This means that no changes can be made to the submitted clean version as this version will be

published as the “Accepted Manuscript”, should it be accepted. Changes by the authors will only be possible subsequently during the galley proof corrections. This means in detail:

- For all authors, the affiliation information entered during submission will be published.
- If an author is already in the system, please use “Edit” to update the address information if necessary.
- To facilitate the entry of co-author information, please use the “Quick Fill” option if applicable.
- The order of authors entered during submission will be the order of authors on the “Accepted Manuscript”.
- All authors named under step “Authors & Institutions” agree to the publication and signing of the CTA.
- The conflict of interest and funding information will be published as entered at the step “Details & Comments”.
- Instructions and further information are available during the submission process and upon request to the Editorial Office.

4.2 By accepting a manuscript, the publisher acquires the **copyright**, including the rights of translation, for the duration of the copyright period. Authors receive the copyright form together with the galley proof of their article.

4.3 Galley proofs will be sent to the corresponding author by e-mail as a PDF file for corrections. Authors may be required to provide additional information at the proof stage, in order to comply with the above instructions.

4.4 Authors do not receive **fees**, and **page charges** are not levied.

4.5 Authors receive electronic **reprints** in PDF format free of charge. These will be sent after print publication of the journal issue.

4.6 Correspondence concerning accepted manuscripts and galley proofs should be directed to:

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Instructions and Tools for Authors as well as information on our open-access and archiving policies can be found on our website:

www.thieme.de/de/synlett/authors-55965.htm