



Reviewer Guidelines for *CCS Chemistry*

Updated March 2023

Table of Contents

Table of Contents	i
Welcome Message	ii
Section 1. About <i>CCS Chemistry</i>	1
Section 2. Scope of <i>CCS Chemistry</i>	1
Section 3. Manuscript Types	1
Section 4. Overview of Manuscript Components	2
Section 5. Review Process	3
Section 6. Conflicts of Interest	15
Section 7. Contacts and Resources for Reviewers.....	15

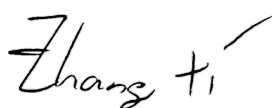
Welcome Message

As Editor-in-Chief of *CCS Chemistry*, I would like to welcome you and thank you for your service as a reviewer for the journal. We hope that you will find these Reviewer Guidelines helpful as you complete your manuscript review. This document contains detailed information on what to include in your review, including specific questions you will be asked in the online review system. Please keep in mind that *CCS Chemistry* is a highly selective journal covering all areas of the chemical sciences. The manuscripts that are published in *CCS Chemistry* should be of exceptionally high quality, and we ask reviewers to ensure that these high standards are maintained for each article reviewed.

We hope that you find these Reviewer Guidelines helpful, and we welcome any feedback on additional areas we should address in future versions of our Reviewer Guidelines. Please contact our editorial office at office@ccschemistry.org for any questions or comments you might have.

Thank you again for your support of *CCS Chemistry*! We hope you will consider submitting a manuscript to the journal so that we can offer our exceptional service to you as an author.

Best regards,



Xi Zhang
Editor-in-Chief, *CCS Chemistry*

Section 1. About *CCS Chemistry*

CCS Chemistry is the Chinese Chemical Society's flagship publication, established to serve as the pre-eminent chemistry journal published in China. *CCS Chemistry* has global reach, both in terms of contributions and readership. All articles are available as Open Access immediately upon publication at no cost to contributing authors. The current issue of *CCS Chemistry* is available at www.chinesechemsoc.org/journal/ccschem.

These guidelines detail the basic requirements for serving as a reviewer and submitting reviews to *CCS Chemistry*. If you have questions about preparation or submission, please refer to our Author Guidelines or email the editorial office at:

office@ccschemistry.org

Section 2. Scope of *CCS Chemistry*

CCS Chemistry covers groundbreaking concepts, mechanisms, methods, materials, reactions, and applications in all areas of chemistry while highlighting the importance of chemistry to biomedicine, nanotechnology, energy, earth and planetary science, and many other research fields. *CCS Chemistry* is a highly selective journal that aims to provide chemists with a curated perspective of some of the most important research in the chemical sciences from around the globe.

Section 3. Manuscript Types

CCS Chemistry considers and publishes three article types: Communications, Mini Reviews, Research Articles.

Communications

Purpose: Present innovative work that deserves urgent attention as a concise and substantive report.

Length: 3–5 journal pages, including all text from abstract through the end of the main text

Mini Reviews

Purpose: Authoritative and comprehensive overviews of a specific research topic, including explanations of the current state and future outlook of the research field. While based on a short summary of the research development, the authors are asked to focus on the perspective of a specific research area.

Length: Maximum of 10 journal pages; no more than 100 cited references

Research Articles

Purpose: Report original and comprehensive research with high novelty and general interest to the chemistry community.

Length: 6–8 journal pages

Section 4. Overview of Manuscript Components

While manuscripts should adhere to the organization listed in the table below, there are occasions when certain sections may not be included. For example, in some papers, an Acknowledgements section may not be included.

Table 1. Manuscript Organization

Communications	Research Articles	Mini Reviews
1. Title	1. Title	1. Title
2. Authors, Affiliations, and Corresponding Author Information	2. Authors, Affiliations, and Corresponding Author Information	2. Authors, Affiliations, and Corresponding Author Information
a. Authors	a. Authors	a. Authors
b. Affiliations	b. Affiliations	b. Affiliations
c. Corresponding Author Information	c. Corresponding Author Information	c. Corresponding Author Information
3. Abstract	3. Abstract	3. Abstract
4. Keywords	4. Keywords	4. Keywords
5. Main Text	5. Main Text	5. Main Text
6. Supporting Information Description	a. Text	a. Text
7. Disclosures	i. Introduction	i. Introduction
8. Conflict of Interest	ii. Experimental Methods ¹	ii. Experimental Methods ^{1,2}
9. Funding Information	iii. Results and Discussion	iii. Results and Discussion ²
10. Preprint Statement	iv. Conclusion	iv. Conclusion
11. Acknowledgements	b. Tables, Figures, Structures, Schemes and Charts, and Math Formulas, and Equations	b. Tables, Figures, Structures, Schemes and Charts, and Math Formulas, and Equations
12. References	6. Supporting Information Description	6. Supporting Information Description
13. Table of Contents Graphic	7. Disclosures	7. Disclosures
14. Supporting Information	8. Conflict of Interest	8. Conflict of Interest
	9. Funding Information	9. Funding Information
	10. Preprint Statement	10. Preprint Statement
	11. Acknowledgements	11. Acknowledgements
	12. References	12. References
	13. Table of Contents Graphic	13. Table of Contents Graphic
	14. Supporting Information	14. Supporting Information

¹ For computational or theoretical studies, the section heading for Experimental Methods can be changed to Computational Methods.

² The Experimental Methods and Results and Discussion section headings are optional for Mini Reviews.

Section 5. Review Process

Overview

Manuscripts submitted to *CCS Chemistry* undergo peer review prior to publication by employing a single-blind peer review process, where the identity of the reviewers remains anonymous and is not disclosed to the authors at any point during the process. Reviewers will know the identity of all authors and their associated institutions and funding sources as part of the review.

Approaches to peer review vary among scholarly publishers and journals, but regardless of the approach taken, all reviews obtained for a manuscript should share the following goals:

- Deliver a thoughtful, unbiased evaluation.
- Highlight areas requiring clarification or improvement.
- Identify deficiencies/flaws that do not support further consideration.

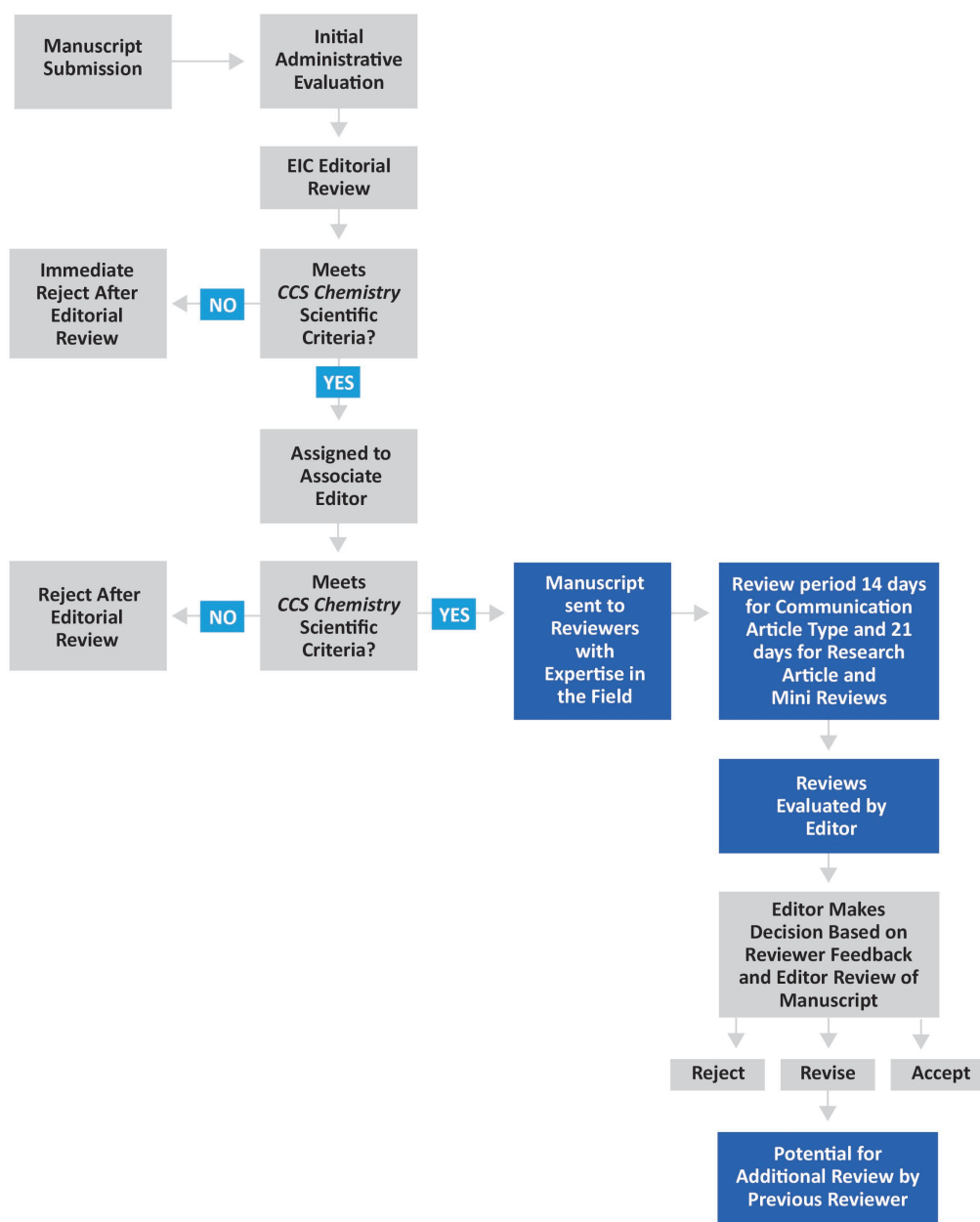
The figure below shows the editorial and peer review process for manuscripts submitted to *CCS Chemistry*.

Simply put, **peer review** is:

“...the process of subjecting an author’s scholarly work, research, or ideas to the scrutiny of others who are experts in the same field.”

(Source: Publons, 2018)

Figure 1. Overview of the Review Process



Peer Review Process

Step 1. Receive Review Invitation

Potential reviewers will receive an email invitation from an editor inviting them to serve as a reviewer for a manuscript under consideration by *CCS Chemistry*. The email invitation will contain manuscript details, including the manuscript title, author listing, and the abstract of the manuscript.

When reviewers receive a review invitation from *CCS Chemistry*, they should consider the following before accepting the review assignment:

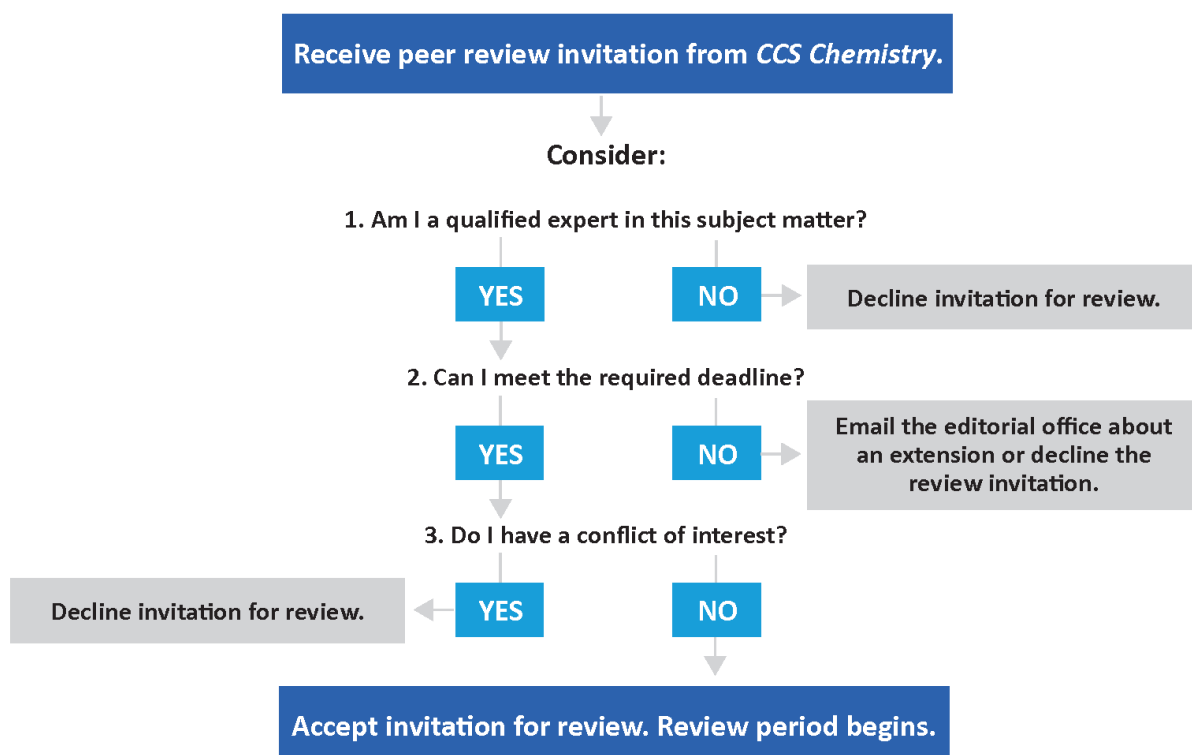
1. Am I a qualified expert in the subject matter?
2. Can I meet the required deadline or request a reasonable extension?
3. Do I have a conflict of interest?
4. Can I adequately assess the clarity and quality of the writing in English?

Timeframe for Peer Review

CCS Chemistry asks that peer reviews be completed within the following timeframes:

- Communication: **14 Days**
- Mini Review: **21 Days**
- Research Article: **21 Days**

Figure 2. Considerations for Potential Peer Reviewers



The invitation email includes three hyperlinked options for reviewers to choose from: *Agreed*, *Declined*, or *Unavailable*. If the potential reviewer selects *Agreed*, they will receive a second email with instructions and links to the manuscript and associated files. If the potential reviewer selects *Declined*, they have the option to recommend other appropriate reviewers.

To respond automatically, click below:

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

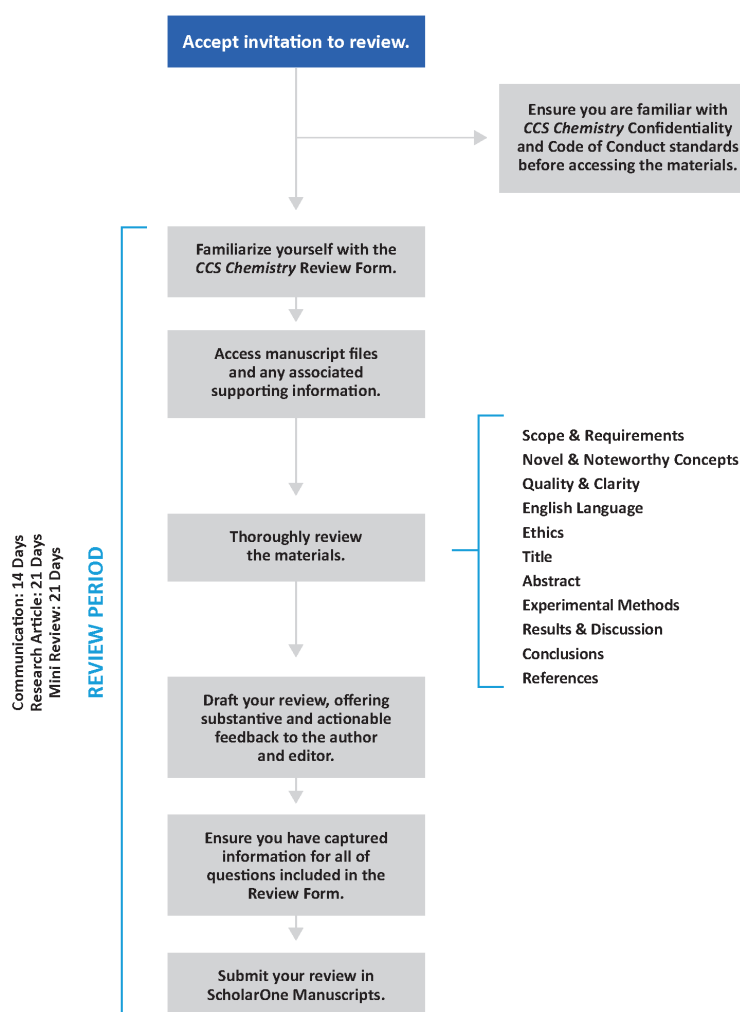
Agreed: <https://mc03.manuscriptcentral.com/ccscf63f479d92e742bf8dfb6f5f5cf18b>

Declined: <https://mc03.manuscriptcentral.com/ccsc1891ad63ec442748ca6ed9f9728e>

Unavailable: <https://mc03.manuscriptcentral.com/ccsc532bf55ebf3045e88939d114f57956>

Once the reviewer agrees to review the manuscript, the review period will begin and be conducted using the process shown in the figure below.

Figure 3. Conducting the Review



Step 2. Gain Familiarity with *CCS Chemistry* Requirements

Before reviewers begin the review, they should familiarize themselves with the following:

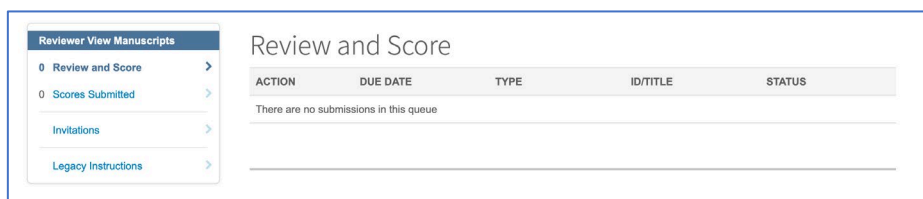
- Scope of the journal
- Review Form
- *CCS Chemistry* Confidentiality Requirements
- *CCS Chemistry* Code of Conduct

Review Form

The Review Form and associated documents are available via the reviewer's *CCS Chemistry* ScholarOne Manuscripts Reviewer Center.

To access the Review Form, a reviewer can either:

- Use the hyperlink in the email notification sent by the Associate Editor after the reviewer agrees to accept the invitation. This link provides the reviewer direct access to the manuscript and associated files without the need to log into ScholarOne Manuscripts.
- Log into ScholarOne Manuscripts and go to the Reviewer Center to access the manuscript and associated materials for review.



Confidentiality Requirements

CCS Chemistry asks that all reviewers comply with the confidentiality requirements shown in the table below.

Table 2. Confidentiality Requirements

Permitted	Not Permitted
<ul style="list-style-type: none"> • Reviewers may publicly disclose that they have served as a peer reviewer for <i>CCS Chemistry</i>. • Reviewers may request to engage other colleagues in the review after receiving approval of the Associate Editor. • Reviewers may request reviewer credit for the review through Publons, which is provided as an option during the review process. 	<ul style="list-style-type: none"> • Reviewers may not use the unpublished work described in the manuscript in their own work. • Reviewers may not retain a copy of the manuscript after the peer review process is complete. • Reviewers may not disclose publicly which specific manuscripts they have reviewed. • Reviewers may not disclose publicly any details regarding the manuscripts reviewed. • Reviewers may not disclose their identity to the authors. • Reviewers may not elicit assistance from colleagues during the review without obtaining the permission of the Associate Editor in advance.

Code of Conduct

CCS Chemistry adheres to the practices and policies adopted by the Committee on Publication Ethics (COPE) and its members. CCS Chemistry asks that all reviewers comply with the Code of Conduct shown in the table below.³

Table 3. Code of Conduct

Code of Conduct	
Professional Responsibility	<ul style="list-style-type: none"> Reviewers should consider participating in the peer review process to be part of their professional responsibilities. The quality of work published in the field can only be managed if qualified professionals regularly participate in the peer review process. Reviewers should confirm that CCS Chemistry has their current professional information, including contact information. All information regarding the reviewer's expertise should be accurate and verifiable. Reviewers should agree to review a manuscript only if: <ul style="list-style-type: none"> They have the necessary and verifiable expertise to assess the manuscript, AND They are certain they can provide an unbiased review.
Conflicts of Interest/Bias	<ul style="list-style-type: none"> It is critical for reviewers to identify and disclose all potential conflicts of interest. If a reviewer is uncertain whether a competing or conflicting interest exists, the reviewer should contact CCS Chemistry immediately. Refer to Section 6. Conflicts of Interest for more details.
Timeliness	<ul style="list-style-type: none"> It is important that reviewers submit the review in accordance with the timeline communicated at the time the invitation is accepted. If the reviewer is unable to meet the timeline, they should email the editorial office at office@ccschemistry.org to request an extension.
Confidentiality	<ul style="list-style-type: none"> Reviewers should comply with the following confidentiality requirements (also detailed in Table 2. Confidentiality Requirements). <ul style="list-style-type: none"> Reviewers may publicly disclose that they have served as a peer reviewer for CCS Chemistry. Reviewers may request to engage other colleagues in the review after receiving approval of the Associate Editor.

³ See reviewer resources from the Committee on Publication Ethics at <https://publicationethics.org/> and referenced in Section 7 of these Guidelines.

Code of Conduct	
	<ul style="list-style-type: none"> — Reviewers may request reviewer credit for the review through Publons, which is provided as an option during the review process. — Reviewers may not use the unpublished work described in the manuscript in their own work. — Reviewers may not retain a copy of the manuscript after the peer review process is complete. — Reviewers may not disclose publicly which specific manuscripts they have reviewed. — Reviewers may not disclose publicly any details regarding the manuscripts reviewed. — Reviewers may not disclose their identity to the authors. — Reviewers may not elicit assistance from colleagues during the review without obtaining the permission of the Associate Editor.
Suspicion of Ethical Violation	<ul style="list-style-type: none"> • If during your review, you suspect that an ethical violation or misconduct has occurred, you should email the Associate Editor with your concerns immediately. Ethical violations can take many forms, including image and data manipulation and uncited use of previously published material.
Providing Appropriate Feedback	<ul style="list-style-type: none"> • Reviewers should not rewrite the author's language; rather, reviewers should simply provide suggestions for improving language. • Reviewers should refrain from recommending self-citations in their review comments unless the citations are directly pertinent to the content of the manuscript.
Intention to Submit Review	<ul style="list-style-type: none"> • Reviewers should not agree to review a manuscript if they have no intention of submitting a review.

Step 3: Conduct the Review

When reviewing a manuscript, reviewers should consider the questions outlined in the table below.

Table 4. Questions to Guide Review Process

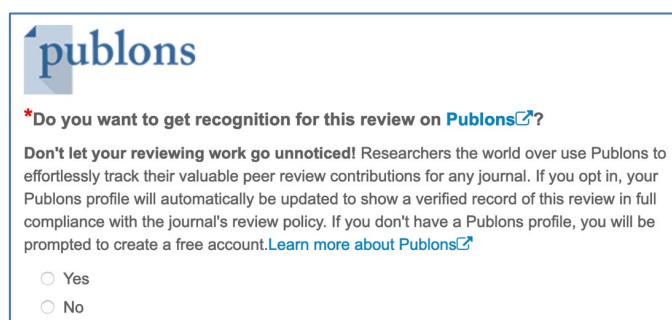
Questions to Guide Review Process	
Scope and Requirements	<ul style="list-style-type: none"> Does the manuscript fit the scope of <i>CCS Chemistry</i>? Does the manuscript meet the requirements outlined by <i>CCS Chemistry</i>?
Novel and Noteworthy Concepts	<ul style="list-style-type: none"> Does the manuscript introduce novel concepts? (Are the findings new?) Does the manuscript introduce noteworthy concepts? (Are the findings significant? Do the findings matter?) Does the manuscript support an existing theory, paradigm, or body of knowledge? Does the manuscript challenge an existing theory, paradigm, or body of knowledge?
Quality and Clarity	<ul style="list-style-type: none"> Does the manuscript include major flaws? Is the research question being posed clear?
English Language	<ul style="list-style-type: none"> Does the manuscript need to undergo English language editing or polishing? Were you able to easily assess the quality of the science despite English language deficiencies?
Ethics	<ul style="list-style-type: none"> Does the manuscript raise ethical concerns of any kind? Were humans, human tissues, or animals involved in the study? If so, does the manuscript describe ethical approvals and practices?
Title	<ul style="list-style-type: none"> Does the title accurately, clearly, and concisely reflect the emphasis and content of the work?
Abstract	<ul style="list-style-type: none"> Does the abstract clearly summarize the key scientific points of the research work concisely in one paragraph (150–200 words)? Are questions posed in the abstract addressed in the conclusions?
Experimental Methods	<ul style="list-style-type: none"> Does the manuscript include a clear description of the experimental methods? Are the experimental methods described appropriate? Did the authors provide all pertinent data? Are the methods of statistical analysis appropriate? Are the statistics presented significant?
Results and Discussion	<ul style="list-style-type: none"> Do the results refer to the figures in a logical order? Have you noted any calculation errors? Does this section provide the reader with a full understanding of the outcome of the research, even if the reader does not read the Experimental Methods section?
Conclusions	<ul style="list-style-type: none"> Are the conclusions presented clearly? Is the conclusion fully supported by the experimental methods?
References	<ul style="list-style-type: none"> Are the references complete, accurate, and helpful? Do references include only material that is published or in-press?

Step 4: Complete the Review Form

The Review Form requires the following information. Please note that the red asterisk indicates that a response is required.

1. Preference for recognition of review on Publons:

When reviewers access the Review Form, they will be given the option to receive credit for their review through Publons (<https://publons.com/about/home/>). Inclusion in Publons is optional and is at the discretion of the reviewer.



publons

***Do you want to get recognition for this review on Publons?**

Don't let your reviewing work go unnoticed! Researchers the world over use Publons to effortlessly track their valuable peer review contributions for any journal. If you opt in, your Publons profile will automatically be updated to show a verified record of this review in full compliance with the journal's review policy. If you don't have a Publons profile, you will be prompted to create a free account. [Learn more about Publons](#)

Yes

No

2. Suitability of the manuscript for CCS Chemistry:

Reviewers are asked to rank the manuscript's suitability for the journal against several criteria by clicking the radial buttons in each criteria. Each item is a required field in the Review Form. To be considered for publication in *CCS Chemistry*, a minimum of Top 10% must be marked in all categories. Manuscripts are expected to be of top quality and of broad interest to the chemistry community.

Criteria	Suitability for CCS Chemistry			
	Low Suitability	Moderate Suitability	Top 10%	Top 5%
* Transformative to the field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Level of urgency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Clear presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* General interest to chemists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Specific questions about the manuscript:

There are three required questions for reviewers to answer. These questions focus on the thoroughness of research, the use of English, and the appropriate use of citations.

	Yes	No
* Does the research support the conclusions in terms of approach, data, calculations, etc.? (Select One)	<input type="radio"/>	<input type="radio"/>
* Does the English need to be improved in order to understand the scientific concepts in the manuscript? (Select One)	<input type="radio"/>	<input type="radio"/>
* Is previous research by the authors and others cited appropriately and correctly? (Select One)	<input type="radio"/>	<input type="radio"/>

4. Comments to editor only (among other things, point out ethical concerns, overlap with published content, etc.):

Reviewers are offered an opportunity to provide confidential comments to the Associate Editor when submitting their review. These comments will not be shared with the authors at any point in the process.

Are there any issues with the manuscript that you would like to bring to the attention to the Editor?

5. Noteworthiness of findings:

Reviewers are required to include text regarding the noteworthiness of the research. These comments are shared with the editorial office and are not included in the review comments to the authors.

Is there anything particularly noteworthy about the research presented in the manuscript?

6. Publication recommendation:

Reviewers are required to select one of five overall assessment ratings with their review.

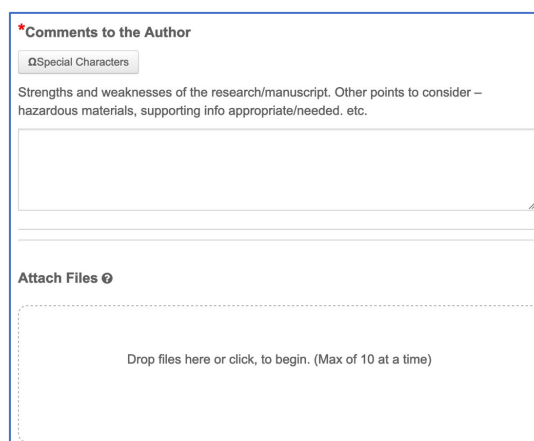
1. **Publishable in *CCS Chemistry* as is with no revision needed [Has high suitability, general interest, and quality]**
 - This recommendation indicates that no substantive edit is required prior to publication.
2. **Publishable in *CCS Chemistry* After Minor Revisions [Has high suitability and general interest; only small changes are needed to improve the quality]**
 - This recommendation indicates that a minimal level of revision is required in order for the manuscript to be further considered for publication in *CCS Chemistry*.
 - Minor revisions should generally not need significant modification, and changes should not require additional experimentation.
3. **May be publishable in *CCS Chemistry* After Major Revisions [Quality should be improved, but has high suitability and general interest]**
 - This recommendation indicates that significant revision is required in order for the manuscript to be further considered for publication in *CCS Chemistry*.
 - Major revisions may require additional experimentation or calculation(s) to substantiate the results or require significant editing to clearly communicate the findings.
4. **Not publishable in *CCS Chemistry*, but may be publishable in a more specialized journal [Lacks suitability and general interest, but is of good quality]**
 - This recommendation indicates that the manuscript should not be published in *CCS Chemistry* but is high enough quality to be submitted to another journal title.
5. **Not publishable in its current form [Lacks suitability, general interest, and/or quality]**
 - This recommendation indicates that the manuscript is not appropriate for publication as it does not fit the scope of the journal, does not meet the scientific criteria for publication, has significant flaws in the data and associated findings, or does not merit publication for other reasons articulated by the reviewer.

*** Recommendation**

- Publishable in *CCS Chemistry* as is with no revision needed. [Has high suitability, general interest, and quality]
- Publishable in *CCS Chemistry* after Minor Revisions. [Has high suitability and general interest. Only small changes are needed to improve the quality]
- May be publishable in *CCS Chemistry* after Major Revisions. [Quality should be improved, but has high suitability and general interest]
- Not publishable in *CCS Chemistry*, but maybe publishable in a more specialized journal. [Lacks suitability and general interest, but is of good quality]
- Not publishable in its current form. [Lacks suitability, general interest, and/or quality]

7. Feedback to author:

Reviewers are asked to provide thoughtful and constructive feedback to the authors. Reviewers can provide the review by typing in the text box or uploading an attachment with the review comments. Review comments should be specific and provide enough information so that the author can appropriately address the feedback. Review comments should be provided in a respectful tone and should be complete so as to justify the recommendation being made. Reviewers should avoid submitting reviews that do not contain substantive feedback or comments as these are not usable by the Associate Editor or the authors.



Tips for Providing Feedback to Authors

- Comment on the construction and organization of the manuscript.
- Number the comments for easy reference.
- Point out strengths and weaknesses of the manuscript.
- Recommend English language editing, if needed.
- Identify unclear or ambiguous statements and factual errors.

8. Remember to save and submit!

During the review process, reviewers can save their review and return to complete it at a later time. The reviewer can also print the review for ease of reference. Once the reviewer has completed the review, the reviewer should select *Submit Review*. The review will be sent to the Associate Editor for consideration.



Section 6. Conflicts of Interest

It is critical for reviewers to identify and disclose all potential conflicts of interests. If a reviewer is uncertain whether a competing or conflicting interest exists, the reviewer should contact *CCS Chemistry* immediately at:

office@ccschemistry.org

Conflicts of interests can be personal, professional, financial, etc. The table below provides examples of conflicts of interest, but this list is **not comprehensive**. All questions or concerns should be directed to *CCS Chemistry*.

Table 5. Examples of Conflicts of Interest

Conflicts of Interest	
Personal	<ul style="list-style-type: none"> Reviewer currently has or has had a personal relationship with one of the authors.
Professional	<ul style="list-style-type: none"> Reviewer is now or has recently been employed at the same institution as any of the authors. Within the last 5 years, one or more of the authors has been the reviewer's mentor, mentee, or collaborator.
Financial	<ul style="list-style-type: none"> Within the last 5 years, the reviewer has been a joint grant holder with any of the authors. The reviewer could experience financial loss or gain as a result of the acceptance or rejection of the manuscript.

Section 7. Contacts and Resources for Reviewers

CCS Chemistry thanks reviewers for sharing their expertise and for taking the time to contribute to the scientific community. Reviewers may contact *CCS Chemistry* at any time by emailing:

office@ccschemistry.org

Note that the Committee on Publication Ethics (COPE) - <http://publicationethics.org/> - is a trusted source for information on ethical practices associated with all aspects of scholarly publishing. The documents below may be of interest to reviewers:

- Ethical Guidelines for Peer Reviewers (English Version)
<https://publicationethics.org/resources/guidelines-new/cope-ethical-guidelines-peer-reviewers>
- Ethical Guidelines for Peer Reviewers (Chinese Version)
<https://publicationethics.org/resources/guidelines/cope-ethical-guidelines-peer-reviewers-chinese>

Reviewers who wish for their efforts to be acknowledged in a centralized location can add their reviews to Publons:

- Visit the Publons website: <https://publons.com/about/home/>
- Respond Yes to Question 1 on the *CCS Chemistry* Review Form, when completing a review.