

ORGANIC LETTERS – COMMON ABBREVIATIONS & FORMATTING CHECKLIST

(For additional abbreviations & formatting details, see the [ACS Style Guide](#) and [Organic Letters Author Guidelines](#))

COMMON ABBREVIATIONS

Abbreviation	Term/Description	Example	Note
Å	angstrom	4 Å	Space between # and Å
aq	aqueous	aq	No period
°C	degrees Celsius	100 °C	Space between # and °C
cat.	catalyst	cat.	With period
compd	compound	compd 5	No period
ee	enantiomeric excess	ee	No periods – Add 's for plural – e.g. ee's
eq	equation	eq 7	No period – Add s for plural – e.g. eqs 2-4
equiv	equivalent	2 equiv	Space between # and equiv – No period
h	hour	6 h	Space between # and h – No period
min	minute	20 min	Space between # and min – No period
mol	mole	10 mol %	Space between mol and %
quant	quantity	quant	No period
ref	reference	ref 3	No period – Add s for plural – e.g. refs 3-5
rt	room temperature	rt	No period
<i>t</i>	temperature <i>or</i> time	<i>t</i>	No period – <i>Italicized</i>
temp	temperature	temp	No period

FORMATTING CONVENTIONS

- Reagents and solvents are lowercase in all text, tables, and graphics:
 - toluene
 - acetone

- Trade names and proper nouns are capitalized in all text, tables, and graphics:
 - PhenoFluor

- Compound numbers are **bolded** in all text, tables, and graphics:
 - compound **5**
 - compounds **6a-j**

- Space before and after mathematical operators:
 - 5 + 7
 - time = 5 h

- No space between mathematical symbols and numbers:
 - <50
 - 45%
 - 1:9

TABLE FORMATTING

Sample Table

entry	acid	cat. (mol %)	solvent	time (h)	compd	yield (%)
1	3a	2 (5)	CH ₂ Cl ₂	12	1a	35
2	3a	6 (20)	MeOH	24	1b	72

Column headings:

- Lowercase
- Light gray background shading (select gray 15% in Word)

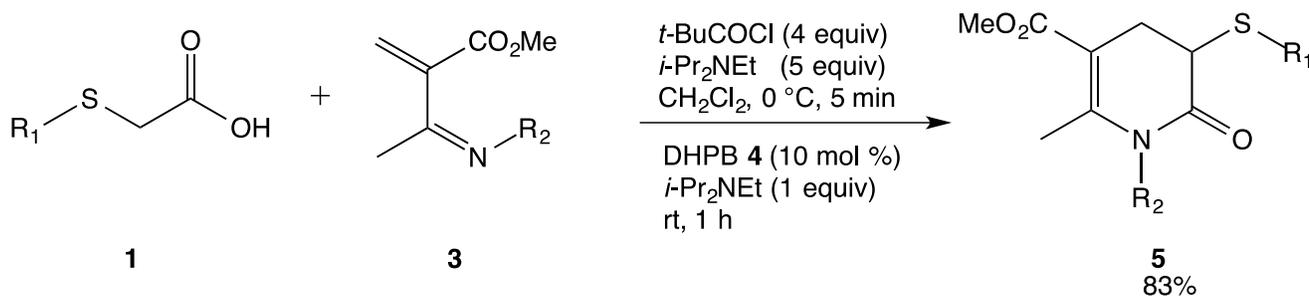
Units of measure next to column headings – acceptable formats:

- Parentheses: yield (%) time (h)
- Comma: yield, % time, h
- Slash: yield/% time/h

No lines

SCHEME FORMATTING

Sample Scheme



Font either Arial or Helvetica in structures and text

Reagents and conditions are above/below arrows

No punctuation at the end of line(s)

Acceptable formats for yield:

- In parentheses after compound name: **4c (79%)**
- Below compound name without parentheses: **3a**
85%