# INTERNATIONAL UNION OF CRYSTALLOGRAPHY

## Submissions to *Acta Crystallographica Section C*

From 30 June 1998, submissions to *Acta Crystallographica Section C* are to be handled automatically where possible. It will be mandatory for authors to check their CIF prior to submission using the e-mail facility CHECKCIF to ensure that it is error free. This is done by simply sending the CIF to the address **checkcif@iucr.org**. A report detailing any problems with the CIF (*e.g.* incorrect syntax or data names, or missing data) will be returned automatically. Please note that any CIF submitted to *Section C* which contains syntax or data-name errors, or which is missing essential information, will not be processed but will be returned to the contact author for correction.

CIFs sent to CHECKCIF will also be subject to data-validation tests. Details of these tests and complete algorithms are available from the IUCr web site at http://www.iucr.org/journals/acta/dv.html, by ftp (ftp.iucr.org or 192.70.242.1, directory pub/dvn) or by e-mail (send a message containing the word dvn to **senddvn@iucr.org**). A check report listing any errors detected by the data-validation tests will be returned to the contact author with a validation reply form (VRF). Authors are required to correct all of the reported file and data errors, and use CHECKCIF again to ensure that all the errors have been rectified before submitting the CIF for publication. If it is not possible to eliminate the errors, even after remeasurement or further calculation, scientific explanations of why the data deviate from the *Section C* submission requirements may be given in the VRF; these will be taken into account during the review of the paper.

Explanations of unresolved problems may be inserted in the VRF after the appropriate error data names. However, it is preferable that they are included in the text of the paper. If an explanation is given in the text (*e.g.* in the field _publ_section_exptl_refinement), the corresponding entry in the VRF should read 'see _publ_section_exptl_refinement'. If more detailed explanations are required, it may be appropriate to use the _special_details fields in the CIF as well. If a problem reported by CHECKCIF has been eliminated (which will be the norm), the relevant error data name may be left blank or removed. The completed VRF should be inserted in the CIF after the first data-block identifier.

The CIF should then be sent to **cifpub@iucr.org** for a full-paper submission or **cifaccess@iucr.org** for a CIF-access submission. A CIF which contains a completed VRF will be forwarded automatically to a validation Co-editor for an assessment of the authors' explanations. If the explanations are considered acceptable, the paper will be forwarded to the Chester office for normal processing (*i.e.* assignment of a reference code, acknowledgment of receipt, structural checking and Co-editorial review). If the explanations are not considered acceptable, the authors will be notified and the submission will not be processed further.

Please contact **helpcif@iucr.org** for further information on the new procedures and the data-validation tests, or for advice on preparing CIFs for submission.