

Useful special characters for scientific terms using MS Word.

Do not use the extended character set of Times or Times New Roman but use instead the Symbol font for the special characters listed below.

Alpha = α (symbol font) a

Beta = β (symbol font) b

Gamma = γ (symbol font) g

Delta = δ (symbol font) d

Lambda = λ (wavelength) (symbol font) l

Micro = μ (symbol font) m

Nu = ν (frequency) (symbol font) n

Degrees centigrade = $^{\circ}\text{C}$ (symbol font) opt-5C

Prime = ' (e.g. 5' not 5') (symbol font) opt-4

Other common terms: K_m or K_m k_{cat} K_1 Guideline: rate constants are written in lower case italics, with non-italic subscripts. Binding, dissociation, equilibrium constants are written in UPPER CASE italics, with non-italic subscripts.

Using ChemDraw.

When preparing ChemDraw figures for reports, PowerPointPresentations, theses, or manuscripts, you should use the Default Standard Document settings for **ACS Document 1996**. These include Object settings of Fixed Length and Fixed Angles. Use Helvetica 10 for Atom Labels and **Helvetica 10 Bold** or *italic* for **Captions**. You can override any default settings for special cases such as more complex drawings, but your drawings will appear much more professional with uniform bond lengths and with accurate and consistent (for example 60 $^{\circ}$), rather than hand-drawn, bond angles. Completed figures can be resized (scaled) to 60-80%, with proportional scaling of Atom Labels, using the Scale Object command in ChemDraw, before copying and pasting into MS Word. If you convert your ChemDraw document to a Tiff file, you should use Photoshop to set the resolution to at least 300 dpi (or more). For PowerPoint, you may wish to create your own set of Default settings with somewhat wider bond line widths and different hash spacing, for improved contrast upon projection.