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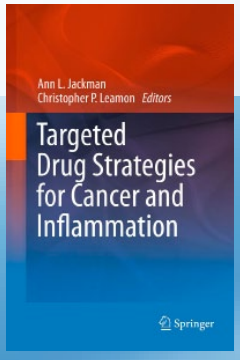
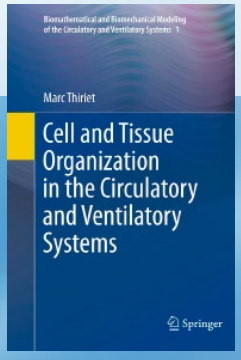
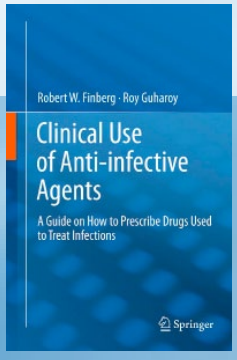
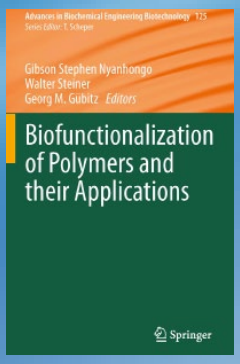
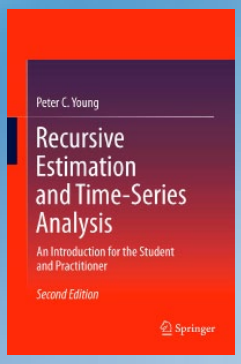
Manuscript Guidelines

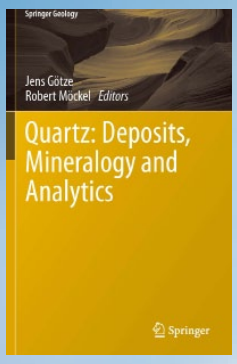


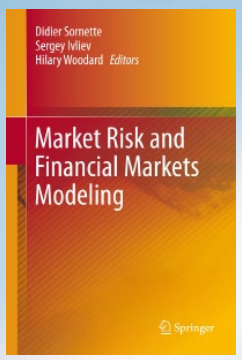


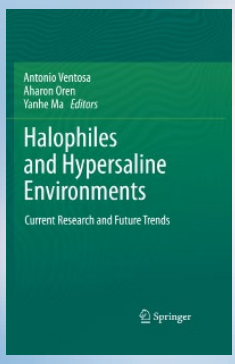


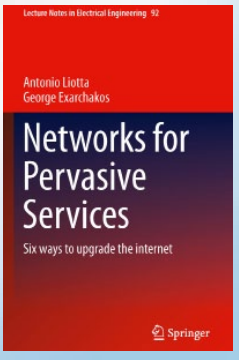












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1 Introduction

Publishing a book is a joint effort between you and Springer. We feel it is important that our authors concentrate on the content of the chapter or a book. When writing a book for Springer, please do not be concerned with the final layout. That is Springer's role. To ensure that we always keep pace with all current online and print requirements, Springer structures the content in XML as the basis for presentation in print or in digital formats for such devices as Amazon Kindle™, Apple iPad™/iPhone™, and Google Android™. We utilize standard layouts with style specifications suitable for multiple display formats.

- What advantages do these provide for you in manuscript preparation? It means you can focus on the content and Springer will professionally typeset the book and, with XML structuring, will ensure that your content will be available to readers in many formats for many years to come. To ensure this works, please follow the instructions for manuscript formatting, preparation, and delivery under Manuscript Preparation. For *Lecture Notes in Computer Series (LNCS)* preparation guidelines click here.

> **Tip**
>
> A key part of the publication process (and in response to the changing requirements of the book industry) is the standard corporate book covers that Springer introduced for each subject area which it publishes. These covers provide a strong, corporate brand identity for Springer books, making them instantly recognizable amongst the scientific community. In addition the covers also assist the speed of publication, as having standardized versions greatly reduces the time traditionally spent on creating individual covers for each title.

2 Springer Word and LaTeX Templates

- Springer provides templates for **Word** and **LaTeX** users that help structure the manuscript, e.g., define the heading hierarchy. Predefined style formats are available for all the necessary structures that are supposed to be part of the manuscript, and these formats can be quickly accessed via hotkeys or special toolbars.

Note: These templates are **not** intended for the preparation of the final page layout. The final layout will be created by Springer according to our layout specifications.

►Word template

►LaTeX2e macro packages for monographs and for contributed books

- The usage of these templates is not mandatory. Alternatively, you may either use a blank Word document or the standard LaTeX book class (for monographs) or article class (for individual contributions) and apply the default settings and styles (e.g., for heading styles, lists, footnotes, etc.).

> **Tip**
>
> If you cannot use our **Word** template:
> – Open a blank Word document.
> – Use the default styles in Word to identify the heading levels.
> – Use the standard Word functions for displayed lists, type styles such as bold or italics, the indexing function, and the footnote function.
> – Use a single main font for the entire text. We recommend Times New Roman.
> – For special characters, please use Symbol and/or Arial Unicode.

3 Permissions

- If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.
- Some publishers such as Springer have entrusted the Copyright Clearance Center in the US to manage the copyright permission procedure on their behalf. Please contact RightsLink for further information. Alternatively, Springer can provide you with a template to use when requesting permissions.

▶ RightsLink

- Please comply with the instructions stipulated in the permission(s) concerning acknowledgements or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript.
- Please be aware that some publishers do not always grant right of reproduction for free due to different reasons. Springer will not be able to refund any costs that may have been incurred in receiving these permissions. As an alternative, material from other sources should be used.

4 Manuscript Preparation

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic formats (e.g., HTML for online publication, ePub for e-book readers), the manuscript needs to be structured as follows:

- **Front Matter:** Title page, Dedication (optional), Foreword (optional), Preface (optional), Table of Contents, List of abbreviations (optional).
- **Text Body:** It comprises the chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts.
- **Back Matter:** After the last chapter, the back matter can contain an appendix, a glossary, and/or an index, all of which .are optional.

4.1 Front Matter

The title page and the **table of contents** precede the actual content of a book.

The preface (optional) should be about the book: why it was written, who it is for, its organization, or the selection of contributors. An **introduction** to the subject of the book, however, should appear as the first chapter of the book.

Other optional items in the front matter at the beginning of a book are e.g., **dedication**, a **foreword** or a **list of abbreviations**.

4.1.1 Title Page

- Please include all author names (for contributed books, the editor names) and their affiliations, the book title and subtitle. Ensure that the sequence of the author names is correct and the title of your book is final when you submit your manuscript.
- Please also supply all the email addresses and telephone numbers and in case of multiple authors or editors, clearly indicate the corresponding author or editor.

- Once the manuscript has been delivered to Springer Production, changes to title or authorship are no longer possible.

4.1.2 Foreword (optional)

- If you intend to include a foreword, please submit it with the manuscript.

> **Tip**
> – A foreword is usually written by an authority on the subject, and serves as a recommendation of the book.
> – The name of the foreword's contributor is always given at the end of the foreword; affiliations and titles are generally not included, but the date and place of writing may be.

4.1.3 Preface (optional)

- A preface should not contain a reference list.
- An introduction to the **subject** of the book should not be confused with a preface. The introduction does not belong in the front matter, but should appear as the first chapter of the book.

> **Tip**
> – The preface should be about the book: why it was written, who it is for, its organization, or the selection of contributors.
> – Acknowledgments of support or assistance in preparing the book can be included as the last paragraph(s) of the preface. If the acknowledgment is more than one page long, it should start on a separate page under the heading **Acknowledgments**.

4.1.4 Table of Contents

- List all parts, chapters, and back matter material (e.g., an index) in the final sequence.
- If your chapters are numbered, use **Arabic** numerals and number the chapters consecutively throughout the book (Chapter 1, Chapter 2, etc.), i.e., do not start anew with each part.
- If there are parts, use **Roman** numerals for parts (Part I, Part II, etc.).

Key Style Points: Table of Contents

4.1.5 List of Abbreviations (optional)

> **Tip**
> – A **list of abbreviations** and/or symbols is optional but it may be very helpful if numerous abbreviations and special symbols are scattered throughout the text.

4.2 Chapters

Chapters contain the actual content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in **parts**; subparts are not possible. Only one chapter (i.e., an introduction) may precede the first part and would be the first chapter.

- Decide the numbering style for the chapters and apply this style consistently to all chapters: consecutively numbered (monographs or textbooks) or unnumbered (contributed volumes).
- If an introduction to the subject of the book (historical background, definitions, or methodology) is included, it should appear as the first chapter and thus be included in the chapter numbering. It can contain references, figures, and tables, just as any other chapter.

4.2.1 Language

- Either **British** or **American** English can be used, but be consistent within your chapter or book. In contributed books chapter-wise consistency is accepted.
- Check for consistent **spelling** of names, terms, and abbreviations, including in tables and figure captions.

Tip
- For American spelling please consult *Merriam–Webster's Collegiate Dictionary*; for British spelling you should refer to *Collins English Dictionary*.
- If English is not your native language, please ask a native speaker to help you or arrange for your text to be checked by a professional editing service. Please insert their final corrections into your data before submitting the manuscript.

▶ More about language editing

4.2.2 Chapter Title and Authors

- For contributed volumes, please include each chapter's authors' names (spelled out as they would be cited), affiliations and e-mail addresses and telephone numbers after the chapter title.

Key Style Points: Chapter Title Page

4.2.3 Abstract

- **Begin each chapter with an abstract** that summarizes the content of the chapter in 150 to 250 words. The abstract will appear **online** at SpringerLink and be available with unrestricted access to facilitate online searching, using, e.g., Google, and allow unregistered users to read the abstract as a teaser for the complete chapter
- If no abstract is submitted, we will use the first paragraph of the chapter instead.
- Abstracts appear only in the **printed edition** of contributed volumes unless stipulated otherwise.

Tip
- Don't include reference citations or undefined abbreviations in the abstract, since abstracts are often read independently of the actual chapter and without access to the reference list.

4.2.4 Keywords (if applicable)

- Some books also publish keywords. Please check with the editor of your book or with the publishing editor to see if keywords are required.

Tip
- Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.
- When selecting the keywords, think of them as terms that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms (e.g., 'Case study' by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter.

4.2.5 Headings and Heading Numbering

- Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered.
- Use the **decimal system** of numbering if your headings are numbered.

- Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

Key Style Points: Headings

Tip
- In **cross-references**, for hyperlink purposes, refer to the chapter or section number (e.g., see Chap. 3 or see Sect. 3.5.1).
- In addition to numbered headings, two more (lower) heading levels are possible. Their hierarchical level should be identified with the help of Springer's templates or the standard Word or LaTeX heading styles.
- Another option for lower level headings is a run-in heading, i.e., headings that are set immediately at the beginning of the paragraph. Such headings should be formatted in bold or italics.

4.2.6 Terminology, Units and Abbreviations

- Technical terms and **abbreviations** should be defined the first time they appear in the text.
- Please always use internationally accepted signs and symbols for units, so-called **SI units**.
- **Numerals** should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.

Key Style Points: Abbreviations, Numbers, Units and Equations

Tip
- If the manuscript contains a large number of terms and abbreviations, a list of abbreviations or a **glossary** is advised.

4.2.7 Formal Style and Text Formatting

- Manuscripts will be checked by a copy editor for formal style. Springer follows certain standards with regard to the presentation of the content, and the copy editors make sure that the manuscript conforms to these styles

Key Style Points: Formal Style, Text formatting

Tip
- Remember not to make changes that involve only matters of style when you check your proofs. We have generally introduced forms that follow Springer's house style.

Emphasis and special type

Key Style Points: Formal Style, Text formatting

Tip
- **Italics** should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.
- In addition, use italics for species and genus names, mathematical/physical variables, and prefixes in chemical compounds.
- **Bold** formatting should only be used for run-in headings and **small capitals** for indicating optical activity (d- and l-dopa).
- **Sans serif** (e.g., Arial) and **nonproportional font** (e.g., Courier) can be used to distinguish the literal text of computer programs from running text.

Boxes

- Do not set entire pages as boxes, because this affects online readability.

> **Tip**
> – Additional text elements for **professional and text books** such as examples, questions or exercises, summaries or key messages can be highlighted with Springer's template styles. If you do not use the template, use a consistent style for each of these elements and submit a list of the styles used together with your manuscript.

4.2.8 Footnotes

- Always use footnotes instead of endnotes and never use footnotes instead of a reference list.
- Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

Key Style Points: Formal Style, Text formatting

4.2.9 Equations and Program Code

- In **Word**, use the Math function of Word 2007 or 2010, MathType, or Microsoft Equation Editor with Word 2003 to create your equations, and insert the graphic into your text file as an object.
- In **LaTeX**, use the Math environment to create your equations.

Key Style Points: Abbreviations, Numbers, Units and Equations

> **Tip**
> – Prepare the whole equation in this way and not just part of it.

4.3 Tables

- Give each table a .caption. Add a reference citation to the table source at the end of the caption, if necessary.
- Number tables consecutively using the chapter number (e.g. Table 1.1 for the first table in Chap. 1) and ensure that all tables are cited in the text in sequential order. Do not write "the following table".
- Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats

Key Style Points: Tables and Lists

> **Tip**
> – Simple, one-column lists should not be treated as tables. Use the displayed list function instead.
> – Save the tables in the same file as text, references, and figure captions.
> – Do not manually insert table rules in the manuscript, because they cannot be retained.

4.4 Figures and Illustrations

4.4.1 Numbering

- Number the figures chapter-wise using the chapter number (e.g., Fig. 1.1 for the first figure in Chap. 1) and ensure that all figures are cited in the text in sequential order. Do not write “the following figure”.

4.4.2 Figure Captions

- Give each figure a concise caption, describing accurately what the figure depicts. Include the captions at the end of the text file, not in the figure file.
- Identify all elements found in the figure in the figure caption and use boxes, circles, etc. as coordinate points in graphs instead of color lines.
- If a figure is reproduced from a previous publication, include the source as the last item in the caption, usually in the form of a reference citation.

Key Style Points: Figures and Illustrations

4.4.3 Figure and Illustration Files

A figure is an object that is drawn or photographed. It does not consist solely of characters and thus cannot be keyed.

- Do not submit tabular material as figures.
- **Graphics and diagrams** should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi.
- **Photos** or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi.
- A **combination** of halftone and line art (e.g., photos containing line drawings or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi.

Tip

- **Color figures** will appear in color in the eBook but may be printed in black and white. In that case, do not refer to color in the captions and make sure that the main information will still be visible if converted to black and white. A simple way to check this is to make a black and white printout to see if the necessary distinctions between the different colors are still apparent. Color illustrations should be submitted as RGB (8 bits per channel).
- Ensure consistency by using similar **sizing** and lettering for similar figures. Ideally, you should size figures to fit in the page or column width. For books in Springer’s standard format, the figures should be 78 mm or 117 mm (3 or 4 1/2 inches) wide and not higher than 198 mm (7 3/4 inches).
- To add **lettering**, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt). Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

4.5 References

4.5.1 Reference Citations

- Cite references in the text with author name/s and year of publication in parentheses ("Harvard system"):

– One author: (Miller 1991) or Miller (1991)
– Two authors: (Miller and Smith 1994) or Miller and Smith (1994)
– Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

- If it is customary in your field, you can also cite with reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list:

– [3, 7, 12].

4.5.2 Reference List

- Include a **reference list at the end of each chapter** so that readers of single chapters of the eBook can make full use of the citations. References at the end of the book cannot be linked to citations in the chapters. Please do not include reference lists at the end of a chapter section, at the end of a book part, in a preface or an appendix.
- Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.
- Entries in the list must be listed alphabetically except in the numbered system of sequential citation. The rules for alphabetization are:

– First, all works by the author alone, ordered chronologically by year of publication.
– Next, all works by the author with a coauthor, ordered alphabetically by coauthor.
– Finally, all works by the author with several coauthors, ordered chronologically by year of publication.

Tip

– For authors using EndNote software to create the reference list, Springer provides output styles that support the formatting of in-text citations and reference list.

► EndNote software: Springer reference styles

– For authors using BiBTeX, the style files are included in Springer's LaTex package.

4.5.3 Reference Styles

Springer follows certain standards with regard to the presentation of the reference list. They are based on reference styles that were established for various disciplines in the past and have been adjusted to facilitate automated processing and citation linking. This allows us, for example, to easily cross link the cited references with the original publication.

Tip

– Always select one of the reference list styles that are supported by **Springer** and suits your publication best or follow the instructions received from your book editor. There are, however, recommended styles depending on the **discipline**.
– The copy editor will check the references against the reference style applicable for the book and correct the format if necessary.

Springer Style	Disciplines	Key Style Points: Reference styles	EndNote software: Springer reference styles
Springer Basic Style Based on *Harvard style* and recommendations of the *Council of Biology Editors* (CBE)	Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics	Springer Basic Style	Springer Basic EndNote Style
Springer Vancouver Style Based on the NLM guidelines *Citing Medicine*	Medicine, Biomedicine	Springer Vancouver Style	Springer Vancouver EndNote Style
Springer MathPhys Style	Mathematics, Physics, Statistics	Springer MathPhys Style	Springer MathPhys EndNote Style
Springer Physics Style Based on the reference list style of the *American Physical Society* (APS)	Physics	Springer Physics Style	Springer Physics EndNote Style
Springer SocPsych Style Based on the reference list style that was established by the *American Psychological Association* (APA)	Social Sciences, Psychology	Springer SocPsych Style	Springer SocPsych EndNote Style
Springer Humanities Style Based on the reference list style as suggested by the *Chicago Manual of Style* (15th edn.)	Humanities, Linguistics, Philosophy	Springer Humanities Style	Springer Humanities EndNote Style

4.6 Back Matter

After the last chapter, the back matter of the book can contain an **appendix**, a **glossary**, and/or an **index**.

- Do not include a reference list containing the cited literature in the back matter, as references are then not linked to citations in the chapters. Instead, include reference lists at the end of each chapter. A list of further reading may be included in the back matter.

4.6.1 Appendix

- An appendix cannot include a reference list.

Tip

– Include important original content within a chapter or a chapter appendix, not in the book appendix, as any appendix in the backmatter of a book will appear with unrestricted access in the eBook on SpringerLink.

4.6.2 Index (if applicable)

- If an index is desired, please submit the index entries with the manuscript.

Tip

– Use the indexing function in Word or the index command in LaTeX to identify the index term as your write your text and indicate, on average, one or two index entry terms per manuscript page to be included in the index.

- Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms.
- If you provide a list with index terms, the index, with page numbers, will be generated by our production partner.

5 Final Check and Submission

- Check the table of contents for the correct sequence of part, chapter and heading numbering and update the chapter titles and subheadings if necessary.
- Save each chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file in the original source file format and give each file your name and the chapter number (e.g., Myers-Chap1). Save the original figure files separately and name them with your name, the chapter, and figure number (e.g., Myers-Fig1.1).
- Ensure the text and figures of your manuscript are complete and final and that you have kept to the agreed-upon length.
- Submit your manuscript to your Springer Publishing Editor. Please include:

- Original source files (Word, LaTeX) and figure files.
- A PDF file of your manuscript and figure files, ideally with all fonts embedded, that can be used as a reference. This is especially important if text or figures contain special characters or unusual fonts. **Please check the PDF to ensure that text appears as it should**.

- Ensure all third-party permissions have been obtained and are enclosed in a separate folder.
- For contributed volumes, ensure that all signed Consent to Publish forms are enclosed in a separate folder.
- Submission is possible via FTP (please contact your Springer Publishing Editor for access details).
- Before you submit your final manuscript, use the following Manuscript Submission Checklist to make sure you have covered everything.

Manuscript Submission Checklist

Title page	Title (and subtitle) final	o
Authors/Editors	All author/editor names included	o
	e-mail address of corresponding author included	o
Front matter	Complete with the following elements: o Dedication o Foreword o Preface o Acknowledgments o **Table of contents** (required) o List of contributors o List of abbreviations	o
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	o
	Contributed books: chapter titles and author names included	o
	Headings correspond to those in the text	o
Book structure	Number of parts: Number of chapters:	o
	All chapters numbered sequentially throughout the book (or not numbered at all)	o
	Chapter sequence and numbering final	o
Abstract	Included for each chapter	o
Text	Heading levels and special text elements consistently styled	o
	No heading levels skipped	o
References	Reference list included at the end of each chapter	o
	Citations in text agree with reference list	o
	Reference list style according to Springer's guidelines	o
Figures	All figures mentioned in text enclosed, complete, and as separate files	o
	Consecutively numbered within chapter	o
	Consecutively cited in text	o
	Figure captions included .at the end of the text file	o
Tables	Prepared with the table function	o
	Consecutively numbered within chapter	o
	Consecutively cited in text	o
Electronic manuscript	File folder/zip archive labeled with book title and author/editor name	o
	Each chapter saved as a separate file in the original file format	o
	Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format	o
	PDF file with all fonts embedded	o
Contributed books	Email addresses and affiliation included for at least the corresponding author of each chapter	o
	Consent to publish for each chapter	o
Permissions	Included for all material from other works	o