Guidelines for preparation of Camera Ready Paper

1. Language

• Either British or American English can be used, but be consistent within your paper.

• 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.

2. Paper Title and Authors

• For contributed publication, please include each Paper's authors' names (spelled out as they would be cited), affiliations and e-mail addresses and telephone numbers after the Paper title. (The telephone number will not be published but may be needed as contact information during the publishing process.)

3. Abstract

Key Style Points: Paper Title Page

• Begin each Paper with an abstract that summarizes the content of the Paper 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 Paper

• If no abstract is submitted, we will use the first paragraph of the Paper 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 Paper and without access to the reference list.

– For further tips on writing an effective abstract, see the website on Search Engine Optimization.

4. Keywords (if applicable)

– 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 Paper 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 Paper.

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

– In cross-references, for hyperlink purposes, refer to the Paper 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.

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

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

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

– 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.

Key Style Points: Formal Style, Text formatting

– 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 non-proportional 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 manuscript preparation tool. If you do not use the tool, use a consistent style for each of these elements and submit a list of the styles used together with your manuscript.

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.

9. Equations and Program Code

Key Style Points: Formal Style, Text formatting

• 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

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

10. 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 Paper 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

– 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.

11. Figures and Illustrations

11.1 Numbering

• Number the figures section-wise using the Paper number (e.g., Fig. 1.1 for the first figure in Section 1) and ensure that all figures are cited in the text in sequential order. Do not write "the following figure".

11.2 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 colour lines.

• If a figure is reproduced from a previous publication, include the source as the last item in the caption.

11.3 Figure and Illustration Files

Key Style Points: Figures and Illustrations

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.

11.4 References

11.4.1 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].

11.4.2 Reference List

• Include a reference list at the end of each Paper so that readers of single Papers of the eBook can make full use of the citations. References at the end of the book cannot be linked to citations in the Papers. Please do not include reference lists at the end of a Paper section, at the end of a book part, in a preface or an appendix.

• Include all works that are cited in the Paper 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 co-author, ordered alphabetically by co-author.

– Finally, all works by the author with several co-authors, 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.

11.4.3 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.

12. Back Matter

Springer Humanities EndNote Style

After the last Paper, 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 Papers. Instead, include reference lists at the end of each Paper. A list of further reading may be included in the back matter.

12.1 Appendix

• An appendix cannot include a reference list.

Tip

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

12.2 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 you 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.