Instructions to Authors

Springer

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Document Template

To help you do your work, a document template has been prepared by Springer for use with **Word 2000 or 2003.** 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.

If you wish to create the final page layout in LaTeX, please refer to the respective instructions and macro packages on our homepage.

Manuscript Submission to Springer

- To submit your files, please use a **CD-ROM**.
- Alternatively, you can use our **FTP** server (if you wish to do so, please contact Springer for further information).
- Save each chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file in two formats: **doc** and **rtf**; do not submit docx files. The manuscript should additionally be submitted as **pdf** file with all the fonts embedded, especially if text or figures contain special characters or unusual fonts.
- Give each individual file your own name (or an abbreviation), the chapter number, and the format suffix, e.g., Miller3.doc or Miller3.rtf
- Save the figures separately.
- Please enclose a list of all the files with your submission.
- Keep personal copies of the files.

Writing Your Text

- Please use our **Word template** to prepare your text. All the necessary formatting is already preset in the template.
- You can basically use all the functions in **Word**, particularly displayed lists, type styles such as **bold** or *italics*, the indexing function, and the footnote function.
- Only use the return key at the end of a paragraph or after headings, displayed lists, and the like. Do not insert manual hyphenation and do not use formats such as framing, centering, or shading.

Type
- Use a single **main font** for the entire text. We recommend *Times Roman*.
- For **special characters**, please use *Symbol* or *Arial Unicode*.

Emphasis
- In running text, please set emphasized words or phrases in *italic* type.
- You can use **Springer's document template** to mark sentences or passages to be given **special emphasis** and quotations or case reports that are to be set in **small type**.

Length
- Please keep to the manuscript length agreed on with the publisher.

Headings and Table of Contents

- A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text.
- Please use the decimal system of headings with no more than four levels.
    - 1   Chapter
    - 1.1   Section
    - 1.1.1   Subsection
    - 1.1.1.1   Sub-Subsection
- Additional levels of unnumbered headings can be marked using **Springer's document template**.
- Please list only the top three levels of headings in the **table of contents**.
- In **cross-references**, please give the chapter or section number (e.g., see Sect. 3.5.1).

Abstract

Each chapter should be preceded by an abstract (10–15 lines long) that summarizes the content. The abstract will appear online at SpringerLink and be available with unrestricted access. This allows unregistered users to read the abstract as a teaser for the complete chapter. It will only appear in the printed edition if this is the style of the particular book.

Technical Terms, Abbreviations

- Ensure that the **spelling** of names, terms, and abbreviations is **consistent**, including in tables and figure legends.
- **Abbreviations,** except for very commonly ones, must be defined the first time they are used and a list supplied with the manuscript.
- Please always use internationally accepted signs and symbols for **units**, so-called SI units.
- **Chemical compounds** should be named according to the systematic rules of the IUPAC or Chemical Abstracts.

Please also note the following:
- Species and genus names, mathematical/physical variables, and prefixes in chemical compounds should be set in *italic* type (*cis/trans, d/l, E/Z, o/m/p, R/S, t*-Bu, *tert*-butyl).
- L and D indicating optical activity should be set in SMALL CAPITALS (D- and L-dopa).

Tables

- Number the tables consecutively using the chapter number (e.g., Table 1.1) and ensure that all the tables are cited in the text in the correct order.
- Give each table a **heading**.
- To format the table columns, use the **table function**.
- Do **not** use the space bar to separate columns, and do **not** use Excel to create tables.
- If a table cell is to be left empty, please type a hyphen (-) in it.
- Please do not treat simple, **one-column lists** as tables, but instead set them as part of the running text. Use the displayed list function instead.
- Save the tables in the same file as the text, references, and figure legends.

Equations

- Equations of the type $a^2+b^2=c^2$ can be written as normal text.
- For all other equations, please use MathType or the Microsoft equation editor, and insert the graphic into your text file as an object. Prepare the whole equation in this way and not just part of it.
  Note: If you use Word 2007, do not create the equations with the default equation editor. Use MathType or the previous equation editor instead which can be accessed via *Insert Objec*t from the *Insert* ribbon.
- Please ensure the different styles are defined in the program itself:

Style	Font	Bold	Italic
Text	Times		
Function	Times		
Variable	Times		x
L.C.Greek	Symbol		x
U.C.Greek	Symbol		
Symbol	Symbol		
Vector-Matrix	Times	x	
Number	Times		

- When entering your equation, select the appropriate style for each character from the menu. Do not change the style settings in *Style/Define*. "Math" in the Style Menu covers the entries "Function", "Variable" and "Number"; the program will automatically style the character according to one of these styles.
- Do not insert the equation number from the equations editor.
- Please do not insert symbols or special characters that are not part of equations as graphics or using the formula editor if they are available as *Symbol* or *Unicode* fonts.
- Formulas/equations are numbered chapterwise. The formula number is given in parentheses as right aligned text next to the formula

$$(a+b)^2 = a^2+2ab+b^2 \qquad\qquad (3.1)$$

- If the equation is part of a sentence, the equation itself should end with a punctuation mark (not after the equation number).

Literal Text

In order to distinguish the literal text of computer programs from running text, we recommend using a font such as *Arial* or *Helvetica*.

If you need a font for your programs in which every character has the same width, please use *Courier*.

References

References may be cited in the text in two different ways:

- Author name/s and year of publication in parentheses:
  one author: (Miller 1991),
  two authors: (Miller and Smith 1994),
  three authors or more: (Miller et al. 1995);
- Reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list:
  [3, 7, 12].

Each chapter should contain a **reference list** of its own. 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.

The **reference list style** depends on the subject of your book. Please refer to the information below and ask your Springer contact if you are not sure which style should be used.

Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics

Journal article

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med 965:325–329

Journal article only by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med. doi:10.1007/s001090000086

Book

South J, Blass B (2001) The future of modern genomics. Blackwell, London

Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York

Online document (no DOI available)

Marshall TG, Marshall FE (2003) New treatments emerge as sarcoidosis yields up its secrets. ClinMed NetPrints. http://clinmed.netprints.org/cgi/content/full/2003010001v1. Accessed 24 June 2004

Please do **not** put commas between names and initials, and do **not** put periods after initials or abbreviations.

Always use the standard **abbreviation** of a journal's name according to the ISSN *List of Title Word Abbreviations*, see http://www.issn.org/en/node/344.

Mathematics, Physics, Statistics

Journal article

Hamburger, C.: Quasimonotonicity, regularity and duality for nonlinear systems of partial differential equations. Ann. Mat. Pura. Appl**. 169**, 321–354 (1995)

Journal article only by DOI

Sajti, C.L., Georgio, S., Khodorkovsky, V., Marine, W.: New nanohybrid materials for biophotonics. Appl. Phys. A (2007). doi: 10.1007/s00339-007-4137-z

Book

Geddes, K.O., Czapor, S.R., Labahn, G.: Algorithms for Computer Algebra. Kluwer, Boston (1992)

Book chapter

Broy, M.: Software engineering — from auxiliary to key technologies. In: Broy, M., Denert, E. (eds.) Software Pioneers, pp. 10–13. Springer, Heidelberg (2002)

Online document (no DOI available)

Cartwright, J.: Big stars have weather too. IOP Publishing PhysicsWeb. http://physicsweb.org/articles/news/11/6/16/1 (2007). Accessed 26 June 2007

Always use the standard **abbreviation** of a journal's name according to the ISSN *List of Title Word Abbreviations*, see http://www.issn.org/en/node/344

Social Sciences, Psychology

Journal article
Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.
Journal article only by DOI
Kreger, M., Brindis, C.D., Manuel, D.M., Sassoubre, L. (2007). Lessons learned in systems change initiatives: benchmarks and indicators. *American Journal of Community Psychology*. doi: 10.1007/s10464-007-9108-14.
Book
Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.
Book chapter
O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.
Online document (no DOI available)
Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

Humanities, Linguistics, Philosophy

Journal article
Alber, John, Daniel C. O'Connell, and Sabine Kowal. 2002. Personal perspective in TV interviews. *Pragmatics* 12: 257–271.
Journal article only by DOI
Suleiman, Camelia, D. C. O'Connell, and Sabine Kowal. 2002. 'If you and I, if we, in this later day, lose that sacred fire...': Perspective in political interviews. *Journal of Psycholinguistic Research.* doi: 10.1023/A:1015592129296.
Book
Cameron, Deborah. 1985. *Feminism and linguistic theory.* New York: St. Martin's Press.
Book chapter
Cameron, D. 1997. Theoretical debates in feminist linguistics: Questions of sex and gender. In *Gender and discourse*, ed. Ruth Wodak, 99-119. London: Sage Publications.
Online document (no DOI available)
Frisch, Mathias. 2007. Does a low-entropy constraint prevent us from influencing the past? PhilSci archive. http://philsci-archive.pitt.edu/archive/00003390/. Accessed 26 June 2007.

Sources

If you copy text passages, figures, or tables from other works, you must obtain **permission** from the copyright holder (usually the original publisher). Please enclose the signed permission with the manuscript.

The source must be acknowledged in the legend or table heading. If the source is in a foreign language, please provide a **translation**.

Index

Please use the **indexing function** in Word. Indicate, on average, one or two keywords 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.
- Use no more than two levels – main entry and subentry.
- A main entry should always be a noun (or compound noun) and begin with a capital letter.
- Subentries begin with lowercase letters unless the term is a proper noun.
- Index entries are formatted as in the text (e.g., italics for genus and species names).
- Abbreviations at the beginning of a term must be written out. For example, *A. fumigatus* should be *Aspergillus fumigatus.*

Figures and Illustration Data

Digital Illustrations

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. The published work will directly reflect the quality of the artwork provided.

Electronic Figure Submission
- Name your figure files with your name, "Fig", and the figure number, e.g., Miller-Fig1.eps.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.

Line Art   Black and white graphic with no shading.
- Check that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide.
- Line drawings should have a minimum resolution of **1200 dpi**.
- Vector graphics containing fonts must have the fonts embedded in the files.

Halftone Art   Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of **300 dpi**.

Combination Art   A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of **600 dpi**.

Color Art Color art is free of charge for online publication.

- If black and white will be shown in the print version, do not refer to color in the captions and make sure that the main information will still be visible. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- Color illustrations should be submitted as **RGB** (8 bits per channel).

Figure Lettering

- 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).
- Do not include titles or captions into your illustrations.

Figure Captions and Numbering

- Each figure should have a concise caption describing accurately what the figure depicts.
- Number the figures consecutively using the chapter number (e.g., Fig. 1.1). Figure parts should be denoted by lowercase letters (a, b, c, etc.).

Figure Size

- When preparing your figures, size figures to fit in the page width.
- For most books, the figures should be 78 mm or 117 mm wide and not higher than 198 mm.

Print Masters

If you do not compile your illustrations on a PC, please send us good-contrast black and white prints or transparencies or the original drawings.

Checklist

Title page	Title	☐
	Name(s) of author(s)	☐
	Mailing address(es)	☐
	e-mail address(es)	☐
Table of contents	Decimal numbers	☐
	Headings the same as in text	☐
Abstract	Abstract for each chapter included	☐
Text	Text in *Times*, special characters in *Symbol* or *Unicode*	☐
References	Citations in text agree with the reference list	☐
	All entries in the reference list mentioned in the text	☐
	References follow the guidelines	☐
	Journals abbreviated according to *ISSN*	
Abbreviations	List of abbreviations included	☐
Figures	All figures mentioned in text enclosed, complete and as separate files	☐
	Consecutively numbered within a chapter	☐
	Consecutively cited in text	☐
	Legends included in the text	☐
Tables	Prepared with the table function	☐
	Consecutively numbered within a chapter	☐
	Consecutively cited in text	☐
Electronic manuscript	Title of the book and author's name noted on label	☐
	Text files saved in original format and as RTF	☐
	Each chapter saved as separate file	
	Graphics saved as separate files in original format and in EPS or TIFF format	☐
	PDF file with all the fonts embedded	☐