Instructions to Authors

Springer

May 2010

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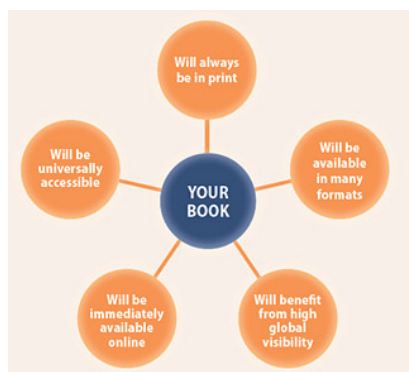
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Document Template

To help you do your work, a document template has been prepared by Springer. The template supports **Word 2003** but can also be used with Word 2007. 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 *.**doc** format. 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.
- 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.

Book Structure and Headings

A well-structured book and meaningful headings make it easier for the reader to get a general idea of the content. In addition, seamless transformation to various formats such as the eBook requires a certain structure of the book.

Basic Rules
- A **book** consists of chapters, front matter, and back matter (optional).
- The **front matter** contains the title page, the table of contents, and the preface. Optional items in the front matter are, e.g., a foreword or a list of abbreviations. An

introduction does not belong in the front matter, but should appear as the first chapter of the book.

- **Chapters** contain the actual content of the book, i.e., text, figures, and tables. They should always include a reference list; this is vital so that readers of single chapters of the eBook can make full use of the citations.
- Chapters can be organized in **parts**. If a book is divided into parts, all chapters should be within a part, with the exception of an introductory chapter at the beginning of the book. Each part must contain at least one chapter.
- The **backmatter** can contain an appendix, a glossary, or an index. Wherever possible, a reference list should not be included in the back matter, as references are then not linked to citations in the chapters.

Headings and Heading Numbering

- 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
- Number the chapters continuously throughout the book (do not re-start with each part).
- Parts should be numbered with Roman numerals (Part I, Part II...).
- 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 common 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 Microsoft 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 equation 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

Reference Citations
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].

Reference List
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

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. Eur J Appl Physiol 105:731-738. doi:10.1007/s00421-008-0955-8

Ideally, the names of all authors should be provided, but the usage of "et al" in long author lists will also be accepted:

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

Dissertation

Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

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/2-22661-LTWA-online.php.

For authors using *EndNote*, Springer provides an output style that supports the formatting of in-text citations and reference list. Please use *SpringerBasicNumber* for numbered citations or *SpringerBasicAuthorDate* for citations with name and year.

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/2-22661-LTWA-online.php

For authors using *EndNote*, Springer provides an output style that supports the formatting of in-text citations and reference list. Please use *SpringerMathPhysNumber* for numbered citations or *SpringerMathPhysAuthorDate* for citations with name and year.

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.

For authors using *EndNote*, Springer provides an output style that supports the formatting of in-text citations and reference list (*SpringerSocPsychAuthorDate)*.

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.

Please note that both initials or full given names can be used.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list (*SpringerHumanitiesAuthorDate)*.

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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 photocopy 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).
- 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.
- Do not include titles or captions in your illustrations.

Figure Captions and Numbering
- 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.).
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

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	☐
	Chapters continuously numbered throughout the book	☐
Abstract	Abstract for each chapter included	☐
Text	Text in *Times*, special characters in *Symbol* or *Unicode*	☐
References	Reference lists included at the end of each chapter	☐
	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* (if applicable)	☐
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	☐
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