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Manuscript Guidelines



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Introduction

Springer Nature is an Education and Research brand that publishes under the imprints of Springer, Palgrave Macmillan, Macmillan Education, and APress among others. Publishing a book is a joint effort between you and Springer Nature. We feel it is important that our authors concentrate on the content of the chapter or a book. When writing a book for Springer Nature, please do not be concerned with the final layout. That is Springer Nature's role.

To ensure that we always keep pace with all current online and print requirements, Springer Nature 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.

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Where not otherwise stated these guidelines apply to monographs and edited books alike.

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If you are using Microsoft Word to prepare your manuscript, you do not need to use any special tool for preparation. Please just ensure that the document is clearly structured visually, (e.g. using heading styles, lists, footnotes, etc.). We also provide a <u>Manuscript preparation tool for Word</u>.

For LaTeX users, Springer Nature provides a manuscript preparation tool that helps 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: This tool is not intended for the preparation of the final page layout. The final layout will be created by Springer Nature according to our layout specifications.

LaTeX2e macro packages for monographs and for contributed books

• Use of this tool 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.).

For Springer Conference Proceedings preparation guidelines click here.

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<u>material-in-your-publication/792482</u>	Springer.com

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Under current law, there is a risk that the author and the publisher will be held liable if a web page to which there is a link in the author's work contains content that infringes copyright (e.g. images or texts for which the rights were not clarified in a proper manner). In order to reduce this risk, the following measures should be taken if you include links in your work:

- Please only link to trustworthy websites (e.g. websites of renowned publishers, scientific societies, well-known companies and associations, Springer Nature websites).
- Please do not link to user-generated content and other "unprofessional" websites, for which it is unlikely that the content has undergone adequate rights checks.
- If possible, please link to specific subpages or items (images, charts, etc.) in order to reduce possible liability.

Manuscript Preparation

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic platforms, the manuscript needs to be structured as follows:

- Front Matter, in this order:
 - o Title page
 - o **Dedication**
 - o Foreword
 - o Preface
 - Acknowledgments
 - About the book/conference
 - Table of Contents
 - About the Author (for authored books)
 - About the Editor/List of Contributors (for edited books)
 - List of Abbreviations
 - List of Figures and/or Tables

The title page and table of contents MUST appear in the manuscript's front matter. All other sections listed above are optional. **The above order is not flexible**. We have defined this order as our house style and optimized our publication process to follow it strictly.

- **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 appendices, a glossary, a bibliography, and/or an index–all of which are optional.

Front Matter

The front matter content in the published book is freely downloadable on <u>SpringerLink</u> to provide potential readers with more information about your work. **Please note: An introduction should be treated as the first chapter in the text body.**

Title Page

- Please include all author/editor names, their affiliations, the book title and the 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 note: in the published book, affiliations are not included on the title page; they are included on the copyright page which immediately follows the title page.
- Once the manuscript has been delivered to Production, changes to title, subtitle, or authorship are no longer possible.

Foreword (optional)

- If you intend to include a foreword, please submit it with the manuscript.
- A foreword is usually written by an authority on the subject, and serves as a recommendation of the book.
- If it is a contributed foreword, the name of the foreword's contributor is always given at the end; affiliations and titles are generally not included, but the date and place of writing may be.

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. A preface concerns the book itself (e.g., why it is important, why it was written), while an introduction presents the subject matter of the book. The introduction does not belong in the front matter, but should appear as the **first chapter** of the book.

Acknowledgments (optional)

- 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.
- Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Acknowledgments related to the complete book should be included at the end or after the Preface. Acknowledgments related to individual chapters should be included at the end of the individual chapters before the Reference section.

About This Book/Conference (optional)

- For conference titles, this section describes the conference (aims, duration, participants, organization etc.).
- Describes the structure/content of the book (parts, main focus of certain chapters/groups of chapters).
- Describes any didactic elements-their importance, reasons for their use, methodology.

Table of Contents

- Front matter material is not listed in the 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. The introductory chapter must be listed as Chapter 1, if your chapters are numbered. Please do not use subchapters.
- In authored books we present two heading levels under the main chapter titles. In Edited books, we present the chapter titles and the chapter author names.
- If there are parts, use Roman numerals for parts (Part I, Part II, etc.). Parts consist of a short title and can contain a short introductory text (optional). Please do not use subparts.

About the Author (optional)

• A brief biography including institutional affiliations, other written works, and accomplishments.

List of Contributors (contributed volumes only; optional)

- Editors should include a "List of Contributors" section in which each contributor is listed (can be listed alphabetically) with each contributor's affiliation and/or profession.
- Please ensure that the List of Contributors is up to date and confirmed by each contributor.
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- Except for certain subject areas, contributors' short biographies can appear at the end of each corresponding chapter. Please consult your editor for further details.
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List of Abbreviations (optional)

• A list of abbreviations and/or symbols may be very helpful if numerous abbreviations and special symbols are scattered throughout the text.

List of Figures and/or Tables (optional)

- A List of Figures can be generated if non-keyed material is provided with the manuscript handover. Non-keyed material may include items such as figures, illustrations, and maps.
- A separate List of Tables can be generated if tables are provided.
- Individual items will be labeled according to chapter number and sequence (e.g., Fig. 1.1 will be the first figure in chapter 1; Fig. 1.2 will be the second figure in chapter 1, etc.).

Abstracts

- Chapter abstracts are strongly encouraged. These will appear online at SpringerLink and other sites and will 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.
- Begin each chapter with an abstract that summarizes the content of the chapter in no more than 200 words.
- If no abstract is submitted the first paragraph of the chapter will be used instead.
- Please note that abstracts will not always appear in the print version of the book. For further details, please consult your editor.

Keywords (if applicable)

- Please consult your Editor for keyword usage.
- Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.
- When required we allow three to six keywords.
- 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.

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.

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; commas should be used to separate thousands.

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- 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.

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- Do not set entire pages as boxes, because this affects online readability.
- For additional text elements for professional and text books such as examples, questions or exercises, summaries or key messages, please use a consistent style for each of these elements and submit a list of the styles used together with your manuscript. For LaTeX users please use the Springer Nature macro package to highlight these elements.

Equations and Program Code

- In Word, use the Math function, MathType, or Microsoft Equation Editor to create your equations. Please don't include the equations as images.
- In LaTeX, use the Math environment to create your equations.

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- Edited books: Use American or British spelling and punctuation consistently within a chapter (for example, behavior/behaviour) except for quoted material.
- In works dealing with foreign languages, especially those with alphabets different from English, it is wise to decide on the spelling or transliteration style of names and words at the outset and to include your preferences in your list of stylistic decisions.
- Italicize foreign words and phrases—for example, *barranca* (steep bank)—unless they are proper nouns or words that are familiar in the American lexicon—for example, Moscow (Moskva). It is up to you to verify that the spelling of foreign words is correct; this is beyond the copyeditor's purview.
- Centuries should be written out in full (e.g., eighteenth century). Decades may be written out or written as numerals (e.g., the seventies or the 1970s), but be consistent with the style that you choose.

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.

Figures and Illustrations

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".

Figure Captions

- Give each figure a concise caption, describing accurately what the figure depicts. Include the captions in the text file, usually close to the citation, 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.

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.
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- Maximum file size: 25 GB
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- Video codec:H.264, profile: "High" or at least "Extended"
- 1280 x 720 (HDready, 720p)
- Resolution: At least 480p
- If no HD is available: 1024 x 576 (PAL 16:9) or 768 x 576 (PAL 4:3)
- Video bitrate: 5.000 to 8.000 Kbit/s
- Audio bitrate: 320 Kbit/s, stereo, 44,1 KHz

Please provide a still, illustrative image with each video and include it as one of the numbered figures, placing it in the text at the appropriate position (NB: if the video is not streamable, it will be moved out of the text body to an appendix at the end of the chapter and provided as a download). The image should be detail-rich and not blurred. Please include a short description about what is shown in the video in the figure caption.

Text and Presentations

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

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- If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xlsx files (MS Excel).

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Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

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Numbering

• Name the files consecutively, e.g. "ESM_3.mpg", "ESM_4.pdf".

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In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

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- video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).

Acknowledgments

• Acknowledgment of funding, support, or assistance in preparing the chapter can be included as the last paragraph(s) of the chapter.

References

As a rule, all the references given in the list of references should be cited in the body of a text (i.e., in the text proper, any appendix, any footnotes to either of these, figure legends, or tables). Of course, any reference may be cited more than once. Citation may take one of two forms:

- By name of cited author and year of publication:
 - 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).
- By number, whether sequential by order of citation or according to the sequence in an alphabetized list:
 - Single citation: [9].
 - Multiple citation: [4–6, 9]. The citations should be in numerical order.
 - Sequential citation by order of citation: reference 7 cannot be cited before reference 5, for example.
- Any pages, figures etc. referred to specifically should be given in the text with the citations, as in these examples:
 - o (see p. 43 in [9]) or [9, p. 43].
 - (see Fig. 4 in Smith and Jones 1997) or (Smith and Jones 1997, Fig. 4) or Smith and Jones (1997, Fig. 4).

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- Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Please add the access date in references to web pages. Personal communications and unpublished works should be mentioned in the text only.
- Entries in the list must be in alphabetical order 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.

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Choose the appropriate style for your subject from the list below. Please note that the adapted and standardized forms are based on, but differ slightly from, certain recommended styles (e.g., APA, Chicago).

Springer Nature Style	Discipline Examples	Key Style Points: Reference styles	EndNote software: Springer Nature reference styles
Basic Style Based on <i>Harvard style</i> and recommendations of the <i>Council of Biology</i> <i>Editors</i> (CBE)	Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics	<u>Basic Style</u>	<u>Basic EndNote Style</u>
Vancouver Style Based on the NLM guidelines <i>Citing</i> <i>Medicine</i>	Medicine, Biomedicine	Vancouver Style	<u>Vancouver EndNote</u> <u>Style</u>
MathPhys Style	Mathematics, Physics, Statistics	MathPhys Style	MathPhys EndNote Style
Physics Style Based on the reference list style of the <i>American Physical</i> <i>Society</i> (APS)	Physics	<u>Physics Style</u>	
Social Sciences/Psychology Style	Social Sciences, Psychology	<u>SocPsych Style</u>	SocPsych EndNote Style
Adapted from the reference list style that was established by the American Psychological Association (APA)			

Humanities Style Based on the reference list style as suggested by	Humanities, Linguistics, Philosophy	<u>Humanities Style</u>	<u>Humanities EndNote</u> <u>Style</u>
the <i>Chicago Manual of Style</i> (15 th ed.)			

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.

Appendix

- An appendix cannot include a reference list.
- Include important original content within a chapter, 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.

Glossary

- A glossary may be included. Terms in the glossary are arranged alphabetically, each on a separate line and followed by its definition.
- A glossary always consists of terms and their explanation whereas a list of abbreviations only contains the abbreviations and their written out forms without any further explanation.

Index

- Please check with your editor if an index is desired.
- If yes, it is highly recommended to use the indexing function in Word to identify index terms (or the index command if you use LaTeX).
- On average this should be about one or two index entry terms per manuscript page.
- Alternatively please highlight all instances of the word you would like to see indexed in the source files.
- Please note that only one source file should be sent per book. Do not send a separate version marked up with the index terms.

Final Check and Submission

- Ensure that the files are complete (no missing information or chapters still to come) and that the agreed-upon length is accurate.
- 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-Chap 1).
- Save the original figure files separately and name them with your name, the chapter, and figure number (e.g., Myers-Fig 1.1).
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- Submit the source files of your manuscript together with a PDF file of the final version, 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 and figures appear correctly.
- All content is final upon submission.

Manuscript Submission Checklist

Title page	Title (and subtitle) final	
Authors/Editors	All author/editor names included	
	E-mail address of corresponding author included. The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published. <i>If you do not wish</i> <i>this</i> , please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published.	
Front matter	Complete with the following elements: Dedication D Foreword Preface D Acknowledgments Table of contents (required) D List of contributors List of abbreviations	
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	
	Contributed books: chapter titles and author names included	
	Headings correspond to those in the text	
Book structure	Number of parts: Number of chapters:	
	All chapters numbered sequentially throughout the book (or not numbered at all)	
	Chapter sequence and numbering final	
Abstract	Included for each chapter	
Keywords (if applicable)	Included for each chapter	
Text	Heading levels and special text elements consistently styled	
	No heading levels skipped	
References	Reference lists included at the end of each chapter	
	Citations in text agree with reference list	
Figures	All figures are included in the source file (Word or LaTeX) and appear correctly in the pdf. In addition all figures are available as separate files.	
	Consecutively numbered within chapter	
	Consecutively cited in text	
	Figure captions included in the text file	
Tables	Prepared with the table function	
	Consecutively numbered within chapter	
	Consecutively cited in text	
Index (if applicable)	Included index terms if index is desired	
Electronic manuscript	File folder/zip archive labeled with book title and author name	
	Each chapter saved as a separate file in the original file format	
	Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format	
	PDF file with all fonts embedded	
Electronic Supplementary Material	Videos or other electronic files which should be attached to a chapter are named clearly and are relatable to the corresponding chapter.	
Contributed books	E-mail address and affiliation of the corresponding author of each chapter and e-mail addresses of all co-authors for free access to the e-book after publication. The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published. If you do not wish this, please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published.	
	Consent to publish form obtained for each chapter, also for the Foreword	
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Funding Information	Information about funding (if applicable) has been inserted in an Acknowledgment section at the end or after the Preface (for the book) or at the end of the related chapter.	