Instructions to Authors

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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.
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 Section
  1.1 Subsection
  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.
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 Object** from the **Insert** ribbon.
- Please ensure the different styles are defined in the program itself:

<table>
<thead>
<tr>
<th>Style</th>
<th>Font</th>
<th>Bold</th>
<th>Italic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Times</td>
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<td>x</td>
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<td>Number</td>
<td>Times</td>
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<td></td>
</tr>
</tbody>
</table>
• 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
\[(a+b)^2 = a^2 + 2ab + b^2\] (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**

**Journal article only by DOI**

**Book**

**Book chapter**

**Online document (no DOI available)**

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](http://www.issn.org/2-22661-LTWA-online.php).

**Mathematics, Physics, Statistics**

**Journal article**

**Journal article only by DOI**

**Book**

**Book chapter**

**Online document (no DOI available)**

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](http://www.issn.org/2-22661-LTWA-online.php).
Social Sciences, Psychology

Journal article

Journal article only by DOI

Book

Book chapter

Online document (no DOI available)

Humanities, Linguistics, Philosophy

Journal article

Journal article only by DOI

Book

Book chapter

Online document (no DOI available)

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not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

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

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.

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.