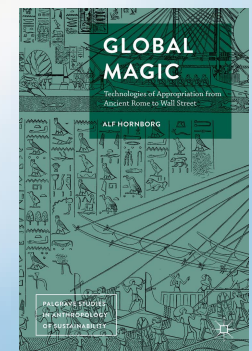
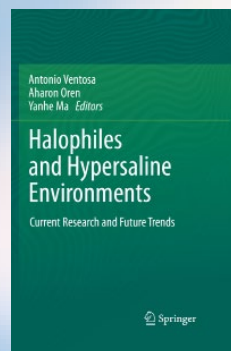
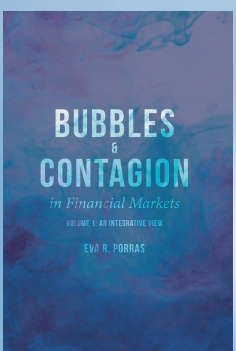
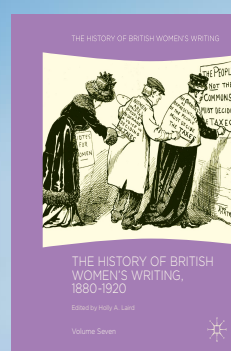
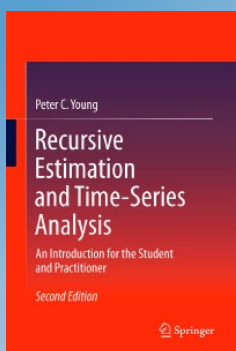
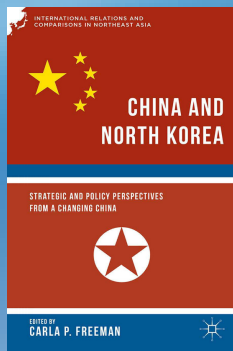
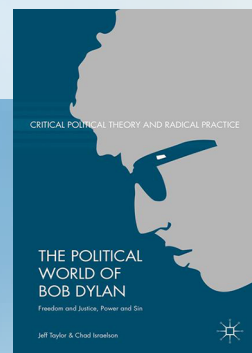
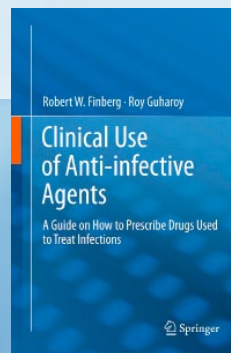
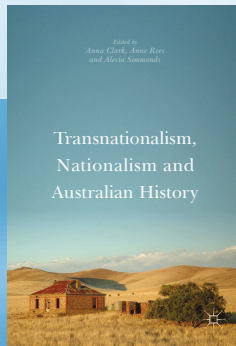
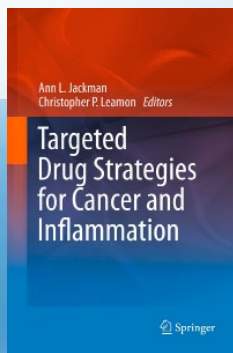


Manuscript Guidelines



Contents

Introduction.....	1
Manuscript Preparation Tools for Word and LaTeX.....	1
LaTeX2e macro packages for monograph and for contributed books.....	1
Permissions.....	1
Manuscript Preparation.....	3
Front Matter	3
Title Page	3
Foreword (optional)	4
Preface (optional).....	4
Acknowledgements (optional).....	4
About the Book/Conference (optional).....	4
Table of Contents	4
About the Author (optional).....	5
List of Abbreviations (optional).....	5
List of Contributors (contributed volumes only; optional).....	5
List of Figures and/or Tables (optional)	5
Abstracts.....	5
Keywords (if applicable).....	6
Headings and Heading Numbering.....	6
Terminology, Units, and Abbreviations.....	6
Formal Style and Text Formatting	6
Emphasis and Special Type	6
Boxes.....	7
Equations and Program Code.....	7
Spelling and Punctuation.....	7
Tables	7
Figures and Illustrations.....	7
Numbering.....	7
Figure Captions	8
Figure and Illustration Files	8
Video Files	8
References.....	8
Reference lists	9
Reference Styles	9
Back Matter	11
Appendix.....	11
Glossary.....	11
Index.....	11
Final Check and Submission.....	11
Manuscript Submission Checklist.....	13

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.

What advantages do these provide for you in manuscript preparation? It means you can focus on the content and Springer Nature will professionally prepare your book with underlying XML structuring, in such a way that ensures your content becomes not only a professionally typeset printed work but is also available to readers in numerous formats for many years to come (e.g. online eBook).

Manuscript Preparation Tools for Word and LaTeX

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 [Manuscript preparation tool for Word](#).

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](#).

Permissions

- If excerpts from copyrighted works (including websites), such as photos, illustrations, tables, animations, videos, or text quotations are included in the manuscript, it is the author's responsibility to obtain permission from the copyright holder (and where required also from recognizable persons in photos) for both the print and online format, unless they can be used without permission under a copyright exception. We require "nonexclusive world rights in all

languages for all media and all editions of your work, including advertising, publicity, and promotional materials for the book.”

- Please comply with the instructions stipulated in the permission(s) concerning acknowledgements or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript.
- Please be aware that some publishers do not always grant right of reproduction for free. Springer Nature will not be able to refund any costs that may have been incurred in receiving these permissions. As an alternative, material from other sources should be used.
- **Start the permissions process as soon as you can.** It is Springer Nature policy to accept manuscripts for Production only where permissions have been granted. If you have questions about what may or may not require permission, please speak to your Editor. In order to give sufficient time for all clearances to be obtained, the permissions application process should be started at least 3 months in advance of the final manuscript delivery date.

Palgrave Macmillan authors	Other authors
To access guidelines for using third-party materials, please visit http://www.palgrave.com/gp/using-third-party-material-in-your-publication/792482	Visit Rights Link for more information on copyright permission procedure, or go to the Rights and Permissions section on Springer.com

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:
 - Title page
 - Dedication
 - Foreword
 - 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 [SpringerLink](#) 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 or, subtitle, 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.

Acknowledgements (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.

About the 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, parts).
- 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.
- 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 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 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.**
- Please decide if given names should be written in full or abbreviated to initials. Please be consistent.
- Except for certain subject areas, contributors’ short biographies will appear at the end of each corresponding chapter. Please consult your editor for further details.
- If contributor bios are desired, they can be included either in the front matter or distributed by chapter.

List of Figures and/or Tables (optional)

- A List of Figures will 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 will 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.

Formal Style and Text Formatting

- Manuscripts will be checked by a copy editor for formal style. Springer Nature follows certain layouts and standards with regard to the presentation of the content, and the copy editors make sure that the manuscript conforms to these styles. When you receive the page proofs during the production of your book, please do not make changes that involve only matters of style.

Emphasis and Special Type

- Italics should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.
- 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.

Boxes

- 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, and insert the graphic into your text file as an object.
- In LaTeX, use the Math environment to create your equations.

Spelling and Punctuation

- Use American or British spelling and punctuation consistently (for example, characterized, not characterised) 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 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 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.
- Photos or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi and should measure 3 by 5 inches.
- Ensure that all the figure lettering is clearly readable – optimum size 8-12 points.
- 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.

Video Files

Please check with your editor if videos are suitable for your publication.

- Video Format: H.264 preferred. Theora, MP4, MPG, MOV also accepted.
- Audio Format: MP3, AAC, Ogg Vorbis preferred.
- Aspect Ratio: Native aspect ratio without letterboxing (examples: 4:3, 16:9).
- Resolution: 1280 x 720 (HDready, 720p) or – if no HD available -: 1024 x 576 (PAL 16:9) or 768 x 576 (PAL 4:3).
- Frames per second: 30 or 24 preferred.
- Maximum length: 10 minutes rough maximum. We recommend 2-3 minutes as a typical length.
- Maximum file size: 1GB.
- Please note that most smart (mobile) phones (iPhone and Android) and cameras create H.264 videos by default. Most common video editing programs (such as Apple's iMovie software) will produce standard H.264 format video as well.
- Please mention the video at the appropriate place in the text, as you would for a figure. Otherwise the video will be included in the “Supplementary Material” tab at the end of the chapter. Links to videos work only in the HTML version of the chapter. A standard text will appear on the opening page of the chapter, explaining that electronic supplementary material is available online.

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:
 - (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).

Only one form of citation is permitted within a publication.

We strongly prefer the use of author/date or numbered citations in the text with chapter-end reference list, since this offers more advantages for the reader of the electronic forms of publication. The Notes and Bibliography system is possible if strongly desired in certain subjects. In this case, put the citation information in footnotes within the chapters and provide a book-end bibliography. The reference information appears as text only, without any linking to the book-end bibliography or structured to capture and register citations with reference-linking organizations.

Reference lists

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

Reference Styles

Springer Nature 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. References will be revised in production in accordance with these house styles.

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 Editors</i> (CBE)	Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics	Basic Style	Basic EndNote Style
Vancouver Style Based on the NLM guidelines <i>Citing Medicine</i>	Medicine, Biomedicine	Vancouver Style	Vancouver EndNote Style
MathPhys Style	Mathematics, Physics, Statistics	MathPhys Style	MathPhys EndNote Style
Physics Style Based on the reference list style of the <i>American Physical Society</i> (APS)	Physics	Physics Style	MathPhys EndNote Style
Social Sciences/Psychology Style Adapted from the reference list style that was established by the <i>American Psychological Association</i> (APA)	Social Sciences, Psychology	SocPsych Style	SocPsych EndNote Style

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

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 or a chapter 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.

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.
- It is highly recommended to use the indexing function in Word or the index command in LaTeX to identify index terms.
- As you write your text indicate, on average, one or two index entry terms per manuscript page to be included in the index.

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).
- Ensure all third-party permissions have been obtained.
- For contributed volumes, ensure that all signed Consent to Publish forms are enclosed in a separate folder. A Consent to Publish form is also required for the foreword of both authored and edited works if the author is not one of the originators of the book.
- Submit a PDF file of your manuscript and figure files, 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 appears as it should.
- **All content is final upon submission.**

Manuscript Submission Checklist

Title page	Title (and subtitle) final	<input type="checkbox"/>
Authors/Editors	All author/editor names included	<input type="checkbox"/>
	E-mail address of corresponding author included. Please indicate clearly, if the e-mail address(es) may not be published in the book	<input type="checkbox"/>
Front matter	Complete with the following elements: <input type="checkbox"/> Dedication <input type="checkbox"/> Foreword <input type="checkbox"/> Preface <input type="checkbox"/> Acknowledgments <input type="checkbox"/> Table of contents (required) <input type="checkbox"/> List of contributors <input type="checkbox"/> List of abbreviations	<input type="checkbox"/>
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	<input type="checkbox"/>
	Contributed books: chapter titles and author names included	<input type="checkbox"/>
	Headings correspond to those in the text	<input type="checkbox"/>
Book structure	Number of parts: Number of chapters:	<input type="checkbox"/>
	All chapters numbered sequentially throughout the book (or not numbered at all)	<input type="checkbox"/>
	Chapter sequence and numbering final	<input type="checkbox"/>
Abstract	Included for each chapter	<input type="checkbox"/>
Keywords (if applicable)	Included for each chapter	<input type="checkbox"/>
Text	Heading levels and special text elements consistently styled	<input type="checkbox"/>
	No heading levels skipped	<input type="checkbox"/>
References	Reference lists included at the end of each chapter	<input type="checkbox"/>
	Citations in text agree with reference list	<input type="checkbox"/>
Figures	All figures mentioned in text enclosed, complete, and as separate files	<input type="checkbox"/>
	Consecutively numbered within chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
	Figure captions included in the text file	<input type="checkbox"/>
Tables	Prepared with the table function	<input type="checkbox"/>
	Consecutively numbered within chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
Index (if applicable)	Included index terms if index is desired	<input type="checkbox"/>
Electronic manuscript	File folder/zip archive labeled with book title and author name	<input type="checkbox"/>
	Each chapter saved as a separate file in the original file format	<input type="checkbox"/>
	Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format	<input type="checkbox"/>
	PDF file with all fonts embedded	<input type="checkbox"/>
Contributed books	E-mail address and affiliation of the corresponding author of each chapter and e-mail addresses of all co-authors for the information on free access to the e-book after publication. Please indicate clearly, if the e-mail address(es) may not be published in the book	<input type="checkbox"/>
	Consent to publish form obtained for each chapter, also for the Foreword if not written by one of the originators of the book	<input type="checkbox"/>
Permissions	Obtained for all material from other works. Unless they can be used without permission under a copyright exception	<input type="checkbox"/>