

Springer Briefs Manuscript Preparation and Delivery Instructions for Authors

Springer Briefs are designed to get your ideas to market as fast as possible. With this aim in mind, we have outlined simple instructions for manuscript formatting, preparation, and delivery. After you have delivered your manuscript to editorial and it is transmitted to our production department, the manuscript will be assigned to one of our full-service production vendors (FSVs). The FSV is a one-stop shop, responsible for preparing the files for online and print editions. For documents delivered in Word, the FSV is also responsible for light copyediting and typesetting. For a typical manuscript of 50-125 pages, without heavy art/graphics or other technical complications, we can expect to go from manuscript delivery to publication in 8-12 weeks. During this period, you will have an opportunity to review the page proof to mark any corrections to the manuscript (with the exception of changes to book title or authorship).

LaTeX Templates

For authors formatting manuscripts in LaTeX, Springer has prepared templates, which are available at the Springer website, at

<http://www.springer.com/authors/book+authors?SGWID=0-154102-12-417900-0>

Go to the section entitled, “Manuscript Preparation in LaTeX,” and click on:

> For monographs, textbooks, and similar

LaTeX files are to be provided as “fully formatted.” Authors are responsible for ensuring that all text and graphic elements are presented according to Springer layout specifications. Any copyediting or other editorial work must be undertaken prior to final manuscript delivery.

Word Files

For authors formatting manuscripts in Word, the FSV will be responsible for a light copyedit (to ensure consistency and accuracy of grammar, punctuation, spelling, and style) and typesetting to Springer layout specifications. We encourage you to use default settings in Word (e.g., for margins, page set-up, font, line spacing, paragraph indentation, line justification, pagination, etc.). However, it is most important that manuscripts be complete (all text and graphic elements). Tables and figures (charts, line drawings, photos, illustrations) may be embedded in the text file, attached at the end of the document, or provided in separate files.

Some tips on Word manuscript formatting:

- Only use the return key at the end of a paragraph or after headings and bulleted lists
- Use tabs, not spaces, to indent
- Set automatic hyphenation *off*
- General rule of thumb: for a book of 50-125 pages, manuscript will be approximately 80-180 pages double-spaced or 40-90 pages single-spaced (on letter-sized pages, using standard margins) or approximately 20,000-45,000 words.

Tables and Figures in Word

- Please make sure that all graphics are presented in correct order and numbered consecutively; if they are separated from the text, please indicate approximately where they should be inserted (e.g., “Insert Figure 1 about here”); the FSV will ensure that all tables and figures are numbered and placed correctly
- Please use the Table function in Word to format tables (columns and rows of text and/or numbers)
- For graphics (charts, figures, slides in Word, Excel, PowerPoint, or other programs), save as EPS file, with minimum resolution of 1200 dpi
- For photos and drawings, save as TIFF files, with a minimum resolution of 300 dpi
- By default, graphics submitted in color will appear in color in electronic editions and black-and-white in print editions; please avoid references to color features in the text (e.g., “as the red line indicates...”) and for maximum clarity, use different fill patterns, such as cross hatches, rather than shades of gray, to differentiate elements in a figure or chart
- By agreement with your publishing editor, manuscripts may include up to 25% of pages with color elements

General Guidelines for all Manuscripts (LaTeX and Word)

Front Matter

- Include all author names and affiliations, book title and subtitle, exactly as they should appear in print and online (including middle initials, Jr., etc.); once the manuscript has been delivered to production, we cannot make any changes to title or authorship
- Dedication, foreword, preface, and acknowledgments sections are optional; if you intend to include any of these elements, please do so with the manuscript submission
- Contents: Depending on whether your manuscript is organized into sections or separate chapters (see below) please list section heads or chapter titles plus one level of sub-head

Sections/Chapters

- You may present your manuscript in a *single chapter*, with section and sub-section heads, or in separate chapters, by agreement with your publishing editor
- Include all sections (or chapters) in one file
- If the manuscript includes a separate Introduction, please indicate as Chapter 1 and number subsequent chapters accordingly
- Section heads may be numbered (e.g., 1.1 (1.1.1, 1.1.2), 1.2, etc.) or unnumbered; please be sure to use a consistent style throughout the manuscript
- As noted above, figures should be delivered as EPS files, with a minimum resolution of 1200 dpi; photos and drawings should be delivered as TIFF files, with a minimum resolution of 300 dpi; graphics will appear in color online and black-and-white in print (unless by agreement with your publishing editor to include up to 25% of pages with color elements)

Technical Terms, Equations, and Abbreviations

- Please check that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends

- Unless commonly used, technical terms and abbreviations should be defined the first time they appear; if your manuscript contains a large number of terms and abbreviations, a list or glossary is advised
- Use internationally accepted signs and symbols for units
- For Word documents, 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

Permissions

If you reproduce lengthy text passages or graphics from other works (including web sites), you must obtain permission from the copyright holder (usually the original publisher or the author). Please enclose written confirmation of the permission(s) and any instructions concerning acknowledgments or credit lines with the manuscript.

Abstract and Keywords

To facilitate online searching and linking an abstract and keywords are required. Please provide an abstract of approximately 150-200 words and a list of 6-10 keywords for each chapter. The abstract and keywords will appear in print and online versions.

Index

Index is optional, by agreement with your publishing editor. If an index is desired, it must be delivered with the manuscript. For LaTeX documents, please follow instructions for index preparation. For Word documents, please provide a list of the words and terms to be indexed, and the FSV will add page numbers after the manuscript has been typeset.

Notes and References

Please follow the conventions for notes and references for your field. Examples are outlined below.

References

In-text 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].

If the manuscript is comprised of separate chapters, each chapter should contain a reference list of its own; otherwise, a single reference list will suffice. 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 editor 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>

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.

Notes

Briefs may include footnotes and/or endnotes (a consistent style should be used throughout the manuscript) with additional sources and/or explanatory text. Please use superscript designations, numbered consecutively (or numbered consecutively by chapter).