

Guidelines for Authors

Introduction

These guidelines for authors have been compiled to help you write your contribution. Please take the time to read these guidelines carefully, they will make it easy to get started and ultimately save you a lot of time because it will reduce reworking and we will take care of much of the formatting anyway.

1. General Notes

- **Contributions.** Our aim is to publish an updatable overview over the specific topic/field in a Book Chapter style with an easily accessible format. The level of contributions should be such that a graduate student can benefit from a contribution which is not too specific from his or her area of expertise. **Each contribution should stand on its own** without an assumption that a reader will be seeing any other portion of the work, but references to other chapters of the book should be given (see “cross references” below).
- **Language.** American English should be used consistently. Please use complete sentences when writing your text. Avoid colloquial language as well as unnecessary foreign terms. Names, terms, abbreviations, etc. should be spelled consistently throughout the whole text (including figures and tables). Explain all the acronyms and abbreviations you use in your contribution. We suggest that authors whose native tongue is not English ask an English-speaking co-worker for assistance.
- **Manuscript.** You can either send us LaTeX or Microsoft Word files. In case you submit LaTeX please also include a pdf document along with your LaTeX files.
- The **length** of the contribution should be about **20-30 printed pages per chapter**). For the purpose of converting printed to manuscript pages, a printed page contains about 3600 characters (with spaces) or 550 words of text not including illustrations.

2. Structure of the Manuscripts

The manuscripts should follow a specific internal structure:

- **Title**
- **Author(s)** name(s), postal address(es), email address(es)
- **Abstract** [consisting of 10-15 lines summarizing the content]
- **Introduction**
- **Main Part** [choose headings freely]
- **Conclusions**
- **Acknowledgments** [optional]
- **References**

Please use this structure to compose your contribution since it will ensure homogeneity throughout the project. You are free to add further subheadings within the main headers provided but the hierarchical category of subheadings should not go further than two levels.

The handbook will also be available online via SpringerLink. That offers the possibility to include **cross references (links)** into your chapter. Within the online version of the book, important terms can be linked to the corresponding chapters. In order to provide the electronic linking please highlight these words in your chapter **in yellow color**. It's only possible to create a link if the words are identical with the referred chapter. If they are not, you may simply add the cross reference in parentheses and mark this one with some color.

3. Preparation of the Manuscripts

- **Text.** Do not worry about the final layout, this will be performed by Springer. Please use the following fonts only: **Arial, Times New Roman or Times, size 12.**

In order to *accentuate* special parts of the text please use *italic type*. You may use standard characters to indicate a numbered or unnumbered list but please do not use any other layout elements such as indentations, auto-formatted bullet points, additional spaces, tab stops, Clipart, etc.

- **Figures.** Figures should always be saved in a separate file. Please do not insert the figures in the Word document, as we can then no longer use them! All figures should be numbered as follows: „contribution title, fig1.TIF“, etc. Please insert the file name of the figure as well as an explanatory legend underneath the paragraph which refers to the figure (but do not insert the legend into the figure).

You may submit the figures in the following formats:

- EPS, TIFF, JPEG-files.
- Photographs should have a resolution of 300 dpi, drawings 1200 dpi.

Please do not use figures from the internet (usually their resolution is not high enough), nor photocopies.

You are welcome to submit figures in **full color**.

- **Tables.** If you are writing in Word please use only the table function for creation of tables. You will find this function in the tool bar under Table → Insert → Table. Tables are integrated into the text underneath the paragraph in which they are referred to. All tables should be numbered for each contribution (1, 2, 3 ...). Please provide a title and explanatory legend for each table.
- **Videos.** Videos or other electronic supplementary material can be added to a chapter of the online version.
 - 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 modern 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
- **Abbreviations.** Abbreviations, other than those very commonly used, must be defined at first use. Also, please use the following abbreviations: Fig./Figs. for Figure/Figures, and Eq./Eqs. for Equation/Equations; the word 'table' is not abbreviated.
- **Special characters.** Do not use graphics or your equation editor to insert single characters in running text. Take characters from your standard fonts such as Symbol. Furthermore, try to use the same characters as symbols in graphics and in the text or legend.
- **Equations.** If you are writing in Word please use the Equation Editor for equations. Please use numbers for equations, e.g. (Eq. 13).
- **Permission request.** Authors must obtain permission to reproduce published figures, tables, or extended quotations from the copyright holder (usually the publisher). Please use the permission form which you can find at the end of this document or as an attachment in your invitation e-mail, or which you can also download from the project website, and send it to the publishing house concerned. When you have permission you will need to indicate the source in the figure legend.

4. Citations

Citations within the text should use the author-date system as follows:

- One author: (Dubois 1999).
- Two authors: (Miller and Smith 2001).
- More than two authors: (Miller et al. 1999).
- Multiple citations are separated by semicolons and listed chronologically: (Vallejo 1990; Smith 1995).

When two or more works by the same author have the same publication date then please distinguish them, in the order in which they appear in the text, with letters following the date: (Kruger 1997a, b).

5. Reference List

Format the references as follows:

Monographs:

Snider T, Grand L (2002) Air pollution by nitrogen oxides. Elsevier, Amsterdam

Collections:

Zippel J, Harding FW, Lagrange M (1992) The stress of playing God. In: Mildor E (ed) Explorations in geopolitics, 4th edn. Wiley, New York, pp 103–124

Journal Articles:

Kirch W, Shapiro F, Fölsch UR (2004) Health care quality: Misdiagnosis at an University hospital in 5 medical eras. J Public Health 12:154–161

In preparing the reference listing, be sure to include complete bibliographic information. Please do not use numbered references or footnotes!

6. Index Terms

Please provide index terms for the subject index at the end of the book. In general, an average of 2-3 index terms per manuscript page is appropriate. These can consist of main and sub-entries:

Main entries should consist only of a noun or compound noun, while sub-entries may be adjectives. Generally it is better to include more main than sub-entries.

Please mark the index terms directly in the doc-file by highlighting the appropriate words in **green color**. For tex-files please mark the index terms with the command: `\index {.....}`

7. Submitting Manuscripts

Please upload your manuscript via our online platform Meteor. You will receive the URL and access data in a separate e-mail.

You can upload or Microsoft Word files. Please upload a zip-file containing all your single text and graphic files as well as a pdf-file of your contribution for reviewing purposes.

Please upload only your final files. There is no possibility to change your file and upload it again. You will get an allowance for uploading a revised manuscript by Springer.

After login to the online platform Meteor you will be prompted to upload your files. After clicking the button “Finalize Submission” the database is closed for further submissions and your contribution moves through for review (the reviewing will be done offline). If the editors have questions about your contribution or if revision is necessary they will contact you. When your contribution has been accepted for publication it will be converted for online publication and becomes open again for updates.

The content of the project may be harvested at regular intervals to create a static edition for publication in print.

For all questions relating to the formal needs such as the structure of your contribution or submission procedure, please contact me (your Development Editor for the project):

Dr. Sylvia Blago

Springer

Editor Major Reference Works

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