Instructions for Authors

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Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Online Submission

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

Title page

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.

- LaTeX macro package (zip, 182 kB)

Headings

Please use the decimal system of headings with no more than three levels.
Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

Please note:

• The use of footnotes is not encouraged
• Manuscripts with mathematical content can also be submitted in LaTeX. The submission should include the original source (including all style files and figures) and a PDF version of the compiled output.
• All submitted manuscripts have to be written in English.
• Manuscripts should be submitted in upright format.
• Manuscripts should be paginated!

Structure

Manuscripts should be structured into following main sections:
• Abstract (should not contain any undefined abbreviations)
• Introduction (at the end describing objective of the study, ideally hypotheses)
• Materials and methods
• Results and discussion
• Conclusion
Scientific style

Please always use internationally accepted signs and symbols for units (SI units). Please use the standard mathematical notation for formulae, symbols etc.:
- Italic for single letters that denote mathematical constants, variables, and unknown quantities
- Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative)
- Bold for vectors, tensors, and matrices.

References

Citation

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last names of the first author of each work.

- Journal article
  Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:
- Article by DOI
- Book
- Book chapter
- Online document

- Dissertation
  Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations, see

- ISSN.org LTWA

If you are unsure, please use the full journal title.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

- EndNote style (zip, 2 kB)

Please provide each reference with an English translation of title (if not written in English). DOI number is only required if the reference is not yet published in print.

You may also use the standard abbreviation of a journal’s name according to the ISI Journal Title Abbreviations, see

- ISI Journal Title Abbreviations

### Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

### Artwork and Illustrations Guidelines

#### Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.
Line Art

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and 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.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

Halftone Art

- Definition: 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

Definition: 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, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. 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.
• If the figures will be printed in black and white, do not refer to color in the captions.
• 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).
• Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
• Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
• Avoid effects such as shading, outline letters, etc.
• Do not include titles or captions within your illustrations.
Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- When preparing your figures, size figures to fit in the column width.
- For most journals the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.
- For books and book-sized journals, the figures should be 80 mm or 122 mm wide and not higher than 198 mm.

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Accessibility

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

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware)
• Patterns are used instead of or in addition to colors for conveying information (colorblind users would then be able to distinguish the visual elements)
• Any figure lettering has a contrast ratio of at least 4.5:1

Colour Art

• The costs for colour print have to be borne by the authors themselves and amount to 950.00 Euro plus VAT. If you are not prepared to pay for the costs you would need to change your Figures such that they are legible when printed in black and white.
• Please note: only one version of your manuscript can be submitted, i.e. if your manuscript contains colour figures and you are not willing to pay the above mentioned fee, the Figures will appear online in colour and printed in black and white.

Electronic Supplementary Material

Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Submission

• Supply all supplementary material in standard file formats.
• Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
• To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations

• Resolution: 16:9 or 4:3
• Maximum file size: 25 GB
• Minimum video duration: 1 sec
• Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

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.

Spreadsheets

• Spreadsheets should be converted to PDF if no interaction with the data is intended.
• If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls files (MS Excel).
Specialized Formats

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

Collecting Multiple Files

- It is possible to collect multiple files in a .zip or .gz file.

Numbering

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- Refer to the supplementary files as “Online Resource”, e.g., "... as shown in the animation (Online Resource 3)", “... additional data are given in Online Resource 4”.
- Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

Captions

- For each supplementary material, please supply a concise caption describing the content of the file.

Processing of supplementary files

- Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

Accessibility

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

- The manuscript contains a descriptive caption for each supplementary material
- 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)

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- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g. “salami-publishing”).
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• Requesting to add or delete authors at revision stage, proof stage, or after publication is a serious matter and may be considered when justifiably warranted. Justification for changes in authorship must be compelling and may be considered only after receipt of written approval from all authors and a convincing, detailed explanation about the role/deletion of the new/deleted author. In case of changes at revision stage, a letter must accompany the revised manuscript. In case of changes after acceptance or publication, the request and documentation must be sent via the Publisher to the Editor-in-Chief. In all cases, further documentation may be required to support your request. The decision on accepting the change rests with the Editor-in-Chief of the journal and may be turned down. Therefore authors are strongly advised to ensure the correct author group, corresponding author, and order of authors at submission.

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• The author’s institution may be informed.
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Authors should include the following statements (if applicable) in a separate section entitled “Compliance with Ethical Standards” before the References when submitting a paper:

- Disclosure of potential conflicts of interest
- Research involving Human Participants and/or Animals
- Informed consent

Please note that standards could vary slightly per journal dependent on their peer review policies (i.e. double blind peer review) as well as per journal subject discipline. Before submitting your article check the Instructions for Authors carefully.

The corresponding author should be prepared to collect documentation of compliance with ethical standards and send if requested during peer review or after publication.

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- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
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- **here:**

The corresponding author will include a summary statement in the text of the manuscript in a separate section before the reference list, that reflects what is recorded in the potential conflict of interest disclosure form(s).

See below examples of disclosures:

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