

MANUSCRIPT SUBMISSION GUIDELINES

Information on how to prepare your manuscript according to Springer style can be found at:

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

To download the PDF containing the main manuscript guidelines please click:

[Springer Manuscript Guidelines](#) and [Key Style Points](#)

Below are additional information and specific requirements that are necessary to submit your manuscript for **Philosophy & Religious Studies** program. Please read through this carefully.

Required matters

Please ensure that the submitted (draft) manuscript contains the following matters:

- Table of Contents
- Preface or Foreword
- Introduction or Introductory chapter
- section called “About the Editor(s)”
- section called “About the Contributors” (for edited volume)
- highlighted terms for Name/Subject Index

Copy- or Language Editing

Springer provides technical editing during typesetting stage, but no real copy- or language editing. If a manuscript needs more attention regarding copy- or language editing, it is the responsibility of the Author/Editor to arrange this before submitting the revised manuscript.

Consent to Publish Form & Permission

For Edited Volumes, we also require a *Consent to Publish Form* to be completed and signed by (one of) the author(s) for each chapter, including yours. This form will be provided by Springer.

Is not necessary to obtain an original signature by postal mail. Authors are allowed to scan and e-mail you the completed and signed form. Faxing is, of course, also an option.

It is the responsibility of the chapter author to obtain written permission from the copyright holder for a quotation from already published material. Please click [Permission](#) for guidelines.

Abstracts & Keywords per Chapter

The electronic version requires an **abstract** of approximately 100-150 words as well as 5-10 **keywords** (similar as with journal articles) for every chapter. The abstracts and keywords will not be published in the printed version but are merely to optimize the search functionalities on our online platform SpringerLink.com.

IMPORTANT: Unless otherwise specified, the abstract will only be published online

Contributors' address & affiliation

Please ensure that the title pages of the individual chapters contain the contributors' complete affiliations, i.e. University, City, State (if applicable), Country.

Each contributor is entitled to receive a complimentary copy of the volume. Springer will provide you with an excel sheet which you need to fill out completely for this purpose.

References

Reference Citation. In text reference citation can be done in two ways: (name, year) or numbered.

Reference List. Please provide a reference list at the end of each chapter, also for monographs.

Reference Style. You may select from two different Springer reference styles:

- **Springer SocPsych Style**, which is based on APA style
- **Springer Humanities Style**, which is based on Chicago style

More information on References can be found in the [Key Style Points](#).

Abbreviation Section. For volumes published in certain series, not all references can be cited in (name, year) format. For such references, please create a separate Abbreviation section. Only one Abbreviation section is necessary per volume.

Book Organization

A book consists of 3 parts:

- Front Matter, i.e. Bibliography, Title Page, Table of Content, Introduction (**without references**)
- Inner-work, i.e. Introduction (**containing references**), Part, Chapter
- Back Matter, i.e. "About the Authors", Index

The individual page in PDF/the printed book may only belong to one of these components.

At this moment Springer can only support two levels of inner-work, i.e. Parts and Chapters. If your book contains more levels (e.g. Parts, Subparts, chapters), please contact your Assistant Editor.

NOTE: if your Introduction contains references, it needs to be part of the Inner-work, and therefore should be numbered accordingly. Please refer to the [Springer Manuscript Guidelines point 4.2](#) on numbering style.

Footnotes

Always use footnotes instead of endnotes. It is important that footnotes do not consist of any reference citation or the bibliographic detail of a reference. These should be placed in the Reference List instead.

Name/Subject Index

Index terms should be marked/highlighted in your Word document. During typesetting, our typesetter will generate the Index. Alternatively a list of keywords containing index terms can be used, however this is a less accurate method to generate the Index as our typesetter uses search engine and do not go through the result manually.

Search Engine Optimization

Tips on making your work easy to find online can be found in the [SEO Tips for Book Author](#) PDF.

Final Manuscript Submission

Once your manuscript has been fully revised and prepared for production, please make sure to submit the following files to the Assistant Editor:

- Revised & accepted Manuscript, in 2 formats:
 - Word document: separate chapter files
 - PDF as a replacement of a print out
- Abstracts & keywords per chapter
- Complete and signed Consent to Publish Form (for edited volumes)
- Permission forms (if applicable)
- Contributors' email and postal address



<http://www.springer.com/series/6409>

Phaenomenologica

Series Founded by H. L. Van Breda and Published

Under the Auspices of the Husserl-Archives

Series Editors: Jansen, J.; Micali, S.

ISSN: 0079-1350