Instructions for Authors

Types of Papers

Editorial Procedure
Double-blind peer review
This journal follows a double-blind reviewing procedure. Please submit a blinded manuscript without any author names and affiliations in the text or on a title page that will be sent out for review. Avoid self-identifying citations and references in the article.

Manuscript Selection
The Editor and Editorial Board members control manuscript review and selection. Manuscripts are reviewed by the Editor, the Editorial board and perhaps by invited reviewers with special competence in the area represented by the manuscript. The Editor determines whether the manuscript will be sent for review. The Editor’s decision depends on the relative importance, scientific rigor, and appropriateness of submissions to the journal readership. The Editor retains the discretion to integrate solicited reviews with his own opinions and recommendations into a determinative response.

Title Page
The title page is uploaded separately from the main article. It 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 approximately 200 words or less. The abstract should avoid abbreviations and references.

Keywords
Please provide 4 to 6 keywords which can be used for indexing purposes.

Author Affiliation and Research Interests
Authors must upload a separate file that contains author affiliations and research interests. These statements become short biographies published within articles. Please follow a format similar to this: Jane Author is an Assistant Professor at the University of Illinois. Her major research interests include ________________.
Manuscript Subscription

Manuscript Submission
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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.

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 no more than three levels of displayed headings.

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

Footnotes
Footnotes should be avoided. If used, please use sparingly to provide needed 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.

Quantitative Review articles must have the following major sections
Introduction
Current Study (provide hypotheses or research questions; remind readers of rationales and actually make testable predictions or explain why you cannot predict)
Method (include demographic information about participants, such as race, ethnicity, and sex; have a subheading for each key variable, followed by appropriate text describing the variable and its effectiveness)
Results
Discussion
Conclusion
References
Appendices (if appropriate)

Narrative Review and Qualitative Review articles must have at least the following major sections
Introduction
Literature Review (although not labeled as such; use a version of the topic’s name)
Discussion (unless the review itself is a discussion)
Conclusion
References
Appendices (if appropriate)

Manuscript Length
Manuscripts should not exceed 25-30 pages of text (excluding references, tables, appendices and figures). The Editor grants exceptions if the authors provide adequate justifications when they submit their manuscripts. The review process typically results in additional 5 to 10 pages of text.

Terminology
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.
Nonsexist Language
Authors must use nonsexist language. Make correct use of the terms "gender" and "sex." The term "gender" refers to culture and should be used when referring to men and women as social groups. The term "sex" refers to biology and should be used to emphasize biological distinctions.

Tenses
Carefully use tenses. The past tense refers to a past study. Specific results are written in the past tense, given that the study already has been completed. Use the present tense to refer to results (i.e., "the results indicate. . .") when your narrative refers to hypotheses that are being discussed in the present.

Active Voice
Use an active voice. Consult The Elements of Style (W. Strunk, Jr. & E.B. White) and Style: Writing with Clarity and Grace (J. M. Williams).

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
- Article by DOI
- Book
- Book chapter
Online document

Journal names and book titles should be italicized.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.
- EndNote style (zip, 3 kB)

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**

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• 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.

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• Do not include titles or captions within your illustrations.

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- Always use MPEG-1 (.mpg) format.

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- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
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- 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).

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- Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.
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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.
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- Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

Captions

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We suggest the following kind of format (please use initials to refer to each author's contribution): AB conceived of the study, participated in its design and coordination and drafted the manuscript; JY participated in the design and interpretation of the data; MT participated in the design and coordination of the study and performed the measurement; ES participated in the design of the study and performed the statistical analysis; FG conceived of the study, and participated in its design and coordination and helped to draft the manuscript. All authors read and approved the final manuscript.

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- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.
- The author’s institution may be informed.

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To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

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.

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Research involving human participants and/or animals
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When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee
and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

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