Springer Briefs

Manuscript Preparation and Delivery Instructions
for Authors

January 2011

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LaTeX files are to be provided as “fully formatted.” Please use default settings in the LaTeX templates (e.g., for margins, page set-up, font, line spacing, heading styles etc.). However, it is most important that manuscripts be complete (all text and graphic elements). If text and graphic elements are not presented according to Springer layout specifications, the FSV will make the necessary adjustments. Any language editing or other editorial work must be undertaken prior to final manuscript delivery.

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- General rule of thumb: for a book of 50–125 pages, the 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.

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- 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.
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- You may present your manuscript in a single chapter, with section and subsection heads, or in separate chapters, by agreement with your publishing editor.
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- *Graphics and diagrams* that were created with MSOffice programs (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). If you did use a professional graphics program, please save the graphics as EPS file with the fonts
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- **Photos** should be saved as TIFF files with a minimum resolution of 300 dpi.

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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:

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