1. Manuscript Submission

**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.

**Permissions**
Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

**Online Submission**
Please click the hyperlink “Submit Online” on the right column of the journal homepage at [www.springer.com/41019](http://www.springer.com/41019) to log in the journal submission system – Editorial Manager (For new author, please register for an account first), or directly go to the website [www.editorialmanager.com/dsej](http://www.editorialmanager.com/dsej) and upload all of your manuscript files following the instructions given on the screen.

2. Manuscript Preparation

**Text Formatting**
Manuscripts can be submitted in either Word or LaTeX.

- If manuscript is submitted in Word, please:
  - 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).

- If manuscript is submitted in LaTeX, please refer to the following template.
  - [LaTeX macro package (zip, 182 kB)]

**Manuscript structure and instruction**
The overall length of the manuscript should be around 28 pages (Page size: A4; Front size: 10pt; Line spacing: Single; Column: One).

Please follow this instruction to type the manuscript: title page, abstract, keywords, main text (including tables, figures, and figure captions), acknowledgements, references, authors’ introduction (including photos), and appendix (if necessary).

**Title page.** The title page should include: 1) The name(s) of the author(s); 2) A concise and informative title; 3) The affiliation[s] and address(es) of the author(s); 4) 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 unspecifed references.

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

**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.

Figures. All digital arts, including micrographs, line arts, and grayscale images, included in the manuscript should be supplied in a separate electronic file in TIFF, EPS, or JPEG format with a preferred resolution of 600dpi relative to the final figure size. All figures should be numbered using Arabic numerals (figure parts should be denoted by lowercase letters) and supplied with a figure caption. Please make sure that all elements found in the figure are identified in the caption. Figures should always be cited in text, such as Fig. 1, Fig. 2, in consecutive numerical order. Color figures will remain in color in both the printed version and the online version of the journal, at no cost. The authors are encouraged to use color figures in the submitted manuscript.

Tables. 1) All tables are to be numbered using Arabic numerals; 2) Tables should always be cited in text in consecutive numerical order; 3) For each table, please supply a table caption (title) explaining the components of the table; 4) 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.

Citation. Reference citations in the text should be identified by numbers in square brackets. Some examples:
- Negotiation research spans many disciplines [3]
- This effect has been widely studied [1-3, 7]

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. The entries in the list should be numbered consecutively.
- 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

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)

Acknowledgments. Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

3. After Acceptance

Upon acceptance of your article you will receive a link to Springer’s MyPublication web page where you can confirm the publication of your article with open access under the Creative Commons Attribution License and indicate whether you wish to order offprints. Once the Author Query Application has been completed, your article will be processed and you will receive the proofs.

Copyright
Articles in SpringerOpen journals do not require transfer of copyright as the copyright remains with the author. In confirming the publication of your article with open access you agree to the Creative Commons Attribution License.

- Creative Commons Attribution License

Proof reading
The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

Online First
The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI.

After release of the printed version, the paper can also be cited by issue and page numbers.

Offprints
Offprints can be ordered by the corresponding author.

4. Ethical Responsibilities of Authors
This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which include:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”)).
- 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”).
- No data have been fabricated or manipulated (including images) to support your conclusions
- No data, text, or theories by others are presented as if they were the author’s own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.

Important note: the journal may use software to screen for plagiarism.

- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out, before the work is submitted.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.
- Authors are strongly advised to ensure the correct author group, corresponding author, and order of authors at submission. Changes of authorship or in the order of authors are not accepted after acceptance of a manuscript.
- Adding and/or deleting authors at revision stage may be justifiably warranted. A letter must accompany the revised manuscript to explain the role of the added and/or deleted author(s). Further documentation may be required to support your request.
- Requests for addition or removal of authors as a result of authorship disputes after acceptance are honored after formal notification by the institute or independent body and/or when there is agreement between all authors.
- Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc. Sensitive information in the form of confidential proprietary data is excluded.

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to
address the issue. If misconduct has been established beyond reasonable doubt, this may result in the Editor-in-Chief's implementation of the following measures, including, but not limited to:

- 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. Please note that retraction means that the paper is ***maintained on the platform***, watermarked "retracted" and explanation for the retraction is provided in a note linked to the watermarked article.
- The author’s institution may be informed.