Instructions for Authors

EDITORIAL PROCEDURE
Submission of Manuscripts
The following information must be given when submitting your paper:
1. full title of the submitted paper
2. full first and last names of all co-authors of the submitted paper
3. current and valid institutional e-mail addresses and affiliations of all co-authors of the submitted paper
4. designate the corresponding author
5. include the abstract of the paper in text form, (or LaTeX if it contains math symbols)
6. MSC numbers and keywords

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.
How to Submit

Manuscripts should preferably be submitted in the original file format. Please follow the hyperlink “Submit online” on the right to open an e-mail to the editor and attach the files.

If this is not possible, one printout of the manuscript must be submitted to the editor.

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, and telephone number(s) of the corresponding author
- If available, the 16-digit ORCID of the author(s)

Abstract

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

Keywords

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

TEXT

Text Formatting

Manuscripts should be submitted in LaTeX. Please use Springer’s LaTeX macro package. The submission should include the original source (including all style files and figures) and a PDF version of the compiled output. Word files are also accepted.

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 on the title page. The names of funding organizations should be written in full.

REFERENCES

Citation
Reference citations in the text should be identified by numbers in square brackets. Some examples:
1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
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

- Article by DOI

- Book

- Book chapter

- Online document

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.
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**
Figures should be submitted separately from the text, if possible. 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.
Permissions
If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

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

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.

Before submitting research datasets as electronic supplementary material, authors should read the journal’s Research data policy. We encourage research data to be archived in data repositories wherever possible.

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
Aspect ratio: 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 submitted as .csv or .xls files (MS Excel).
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).

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.
AFTER ACCEPTANCE

Upon acceptance of your article you will receive a link to the special Author Query Application at Springer’s web page where you can sign the Copyright Transfer Statement online and indicate whether you wish to order OpenChoice, offprints, or printing of figures in color. Once the Author Query Application has been completed, your article will be processed and you will receive the proofs.

Copyright transfer

Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

Creative Commons Attribution-NonCommercial 4.0 International License

Offprints

Offprints can be ordered by the corresponding author.

Color illustrations

Online publication of color illustrations is free of charge. For color in the print version, authors will be expected to make a contribution towards the extra costs.

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.

OPEN CHOICE

In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription-based article, but in addition is made available publicly through Springer’s online platform SpringerLink.

Open Choice

Copyright and license term – CC BY

Open Choice articles do not require transfer of copyright as the copyright remains with the author. In opting for open access, the author(s) agree to publish the article under the Creative Commons Attribution License.

Find more about the license agreement
ENGLISH LANGUAGE EDITING

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

- Asking a colleague who is a native English speaker to review your manuscript for clarity.
- Visiting the English language tutorial which covers the common mistakes when writing in English.
- Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review.

Two such services are provided by our affiliates Nature Research Editing Service and American Journal Experts.

   - English language tutorial
   - Nature Research Editing Service
   - American Journal Experts

Please note that the use of a language editing service is not a requirement for publication in this journal and does not imply or guarantee that the article will be selected for peer review or accepted.

If your manuscript is accepted it will be checked by our copyeditors for spelling and formal style before publication.

CLASSIFICATION CODE

MSC

An appropriate number of MSC codes should be provided. The Mathematics Subject Classification (MSC) is used to categorize items covered by the two reviewing databases, Mathematical Reviews and Zentralblatt MATH, see

   - www.ams.org/msc