

Below are additional information and specific requirements that are necessary to submit your manuscript to our program. Please read through this carefully.

### Copy- or Language Editing

Copy editing is the responsibility of the Editor/Author of the volume. Springer only provides technical editing during typesetting.

Extensive copy- or language editing such as correct translation, grammar, or general polishing of the text is not included in this service. Should a manuscript need more attention regarding copy- or language editing, it will be the full responsibility of the volume Editor (or Author in case of a monograph) 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 read our guidelines for [Rights, Permissions, and Licensing](#).

### Abstracts & Keywords per Chapter

Each chapter should be preceded by an abstract (10–15 lines long) that summarizes the content. As you might be aware, all Springer publications are published simultaneously in print as well as electronic version. The latter being immediately part of our eBook collection which is primarily purchased by university libraries and larger institutions. The electronic version requires an abstract of approximately 150-200 words as well as 6-10 keywords (similar as with journal articles) and a reference list for every chapter. The abstracts and keywords will not be published in the printed version (unless you specifically ask for this) but all 3 items are merely to optimize the search functionalities on our online platform SpringerLink.com. We prefer to have all the items delivered per chapter and, the references will be included at the end of each chapter.

### 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

Indexing is not obligatory, and is the responsibility of the Author/Editor to prepare. The preferred way of preparing the Index is by highlighting all keywords in the manuscript before it is sent for production. You may ask this to your contributors as early as possible. 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.

### Using Previously Published Material

Please note that if it is your intention to include any previously published material in the proposed work, you and/or your contributors would need to clear the rights with the previous publisher and pay any of the rights clearance costs involved. (Please note that publication of one's PhD thesis by his/her university and the posting thereof on your institutions web repository does not count as prior publication). Attached is a permission form that you can use for such requests when contacting other publishers and that you can provide to your contributors beforehand. In the case of material previously published by Springer there is no need to clear the rights, but the chapter concerned should correctly cite the original Springer publication. **Please note that previously published material may not account for more than 30% of the overall content of the proposed work.** Kindly provide a list of all previously published material, including the title of the original work, the title of the book or journal in which it was published, the name of the publisher and in the case of non-Springer material a copy of original publisher's agreement.

To re-use previously published content from Springer you will need to formally request permission for the rights in the same way as you would for an external rightsholder, and credit accordingly. You will need to go through RightsLink as follows:

<https://www.springer.com/gp/rights-permissions/obtaining-permissions/882>

Or you can contact the permissions department of the relevant imprint to clear the rights.

Springer: [permissions.springer@spi-global.com](mailto:permissions.springer@spi-global.com)

Kindly provide a list of all previously published material, including the title of the original work, the title of the book or journal in which it was published, the name of the publisher and in the case of non-Springer material a copy of original publisher's agreement.

### **Restriction from other publishers:**

Some publishers, especially in respect of journal articles, allow authors to retain certain rights in their work, these retained rights may include enabling an author to re-publish their work elsewhere. Such retained rights may come with a number of restrictions or caveats and these must be checked carefully. Most publishers list their retained rights policies on their website, so these should be easy to find but note they are subject to change over time.

These restrictions have been particularly problematic for content reuse in books. Restrictions may apply regardless of whether the material is being adapted for the new publication or not. Most restrictions apply to re-use of the content in digital forms. Common restrictions to look out for include, no or limited electronic re-use, no sales of the content as a stand-alone chapter, etc. Any of these restrictions would be unacceptable for us.

### **What are the options in the event that the author does not have or cannot obtain sufficient rights?**

Where your author/contributor does not have sufficient rights and/or cannot obtain them, you should discuss with your authors the following options:

- Dropping the piece and replacing with an alternative.
- Asking the contributor/author to re-write the piece (the same ideas can be expressed in a different form, thus creating a new copyright work. It is possible to still credit the original work, for example: 'based on ideas originally published in my article xx published in yy').
- Seeing if the contributor/author can get their rights in the original piece reverted to them (this is fairly unlikely, especially if the original publisher is still making sales of the original, but it is worth asking the question, and it may encourage the original publisher to come up with an acceptable compromise regarding re-use permission).
- We cannot accept any individual chapter sale restrictions. Not selling the e-book would be the only option if the chapter was to be included.

### **Translations:**

In the event that your proposed work is a translation from a work originally published in another language into English, you would need to have obtained the necessary rights and approval from the previous publisher for English language translation for both print and electronic publication worldwide. In addition, Springer does not provide any form of translation service and it is up to the author or editor of a volume to arrange this. It is also our experience that authors are best-placed to find a native English speaker who is familiar with the subject matter or field to do this, and that when undertaken by translators who lack this knowledge the end result is less than satisfactory

### 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
- highlighted terms for Name/Subject Index
- section called "About the Editor(s)"
- section called "About the Contributors" (for edited volume)

### Additional Information for Contributed/Edited Volumes

#### Consent to Publish Form (CTP) for Edited Volumes

We require a *Consent to Publish form* to be completed and signed by (one of) the author(s) for each chapter, including yours, in an edited volume. Once your project is contracted, you will receive this form. You would need to collect all forms from your contributors and send these to Springer together with the final manuscript. Please note that it 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.

#### ROLE of the VOLUME EDITOR

The editor (or editors) of an edited volume is the key figure in conceiving and producing the book. He or she is responsible for determining the book's purpose, structure and style (as laid out in a book proposal) and for selecting the individual contributors who will write the chapters (and possibly the foreword). The editor is also responsible for keeping the writing process on schedule and serves as the liaison between the publisher and the contributors. The editing process can involve correction, condensation, organization, and many other modifications performed with an intention of producing a correct, consistent, accurate and complete work.

The editor may also be a contributor to the volume, by writing some chapters and especially by preparing a preface, an introduction or an afterword summarizing the main points. The editor also carries out the linguistic and substantive editing of the chapters before submitting the book manuscript to Springer, and coordinates authors' review and correction of the proofs (preprints).



<http://www.springer.com/series/8879>

Studies of Jews in Society

Series Ed.: Kadushin, C.

ISSN: 2524-4302