Springer Briefs

Manuscript Preparation and Delivery Instructions
for Authors

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Springer Briefs are designed to get your ideas to market as fast as possible. With this aim in mind, we have outlined simple instructions for manuscript formatting, preparation, and delivery. After you have delivered your manuscript to editorial and it is transmitted to our production department, the manuscript will be assigned to one of our full-service production vendors (FSVs). The FSV is a one-stop shop, responsible for preparing the files for online and print editions. For a typical manuscript of 50–125 pages, without heavy art/graphics or other technical complications, we can expect to go from manuscript delivery to publication in 8–12 weeks. During this period, you will have an opportunity to review the page proof to mark any corrections to the manuscript (with the exception of changes to book title or authorship).

LaTeX Templates

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Go to the section entitled, “Manuscript Preparation in LaTeX,” and click on:
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Alternatively, you may use a blank Word document and apply the default settings and styles (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). Tables and figures (charts, line drawings, photos, illustrations) may be embedded in the text file, attached at the end of the document, or provided in separate files. Any language editing or other editorial work must be undertaken prior to final manuscript delivery.
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- Only use the return key at the end of a paragraph or after headings and bulleted lists.
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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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- Please make sure that all graphics are presented in correct order and numbered consecutively; ensure that they are cited in the text in the correct order; the FSV will then place them according to the citation in the text.
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**Front Matter**

- 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.
- Dedication, foreword, preface, and acknowledgments sections are optional; if you intend to include any of these elements, please do so with the manuscript submission.
- Contents: Please list the top two levels of headings in the table of contents.

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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.
- Include all sections (or chapters) in one file.
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**Figures and Graphics**

- *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
embedded. Scanned graphics and diagrams should be saved as TIFF with a minimum resolution of 1200 dpi.

- Photos should be saved as TIFF files with a minimum resolution of 300 dpi.
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- By default, graphics submitted in color will appear in color in electronic editions and black-and-white in print editions; please avoid references to color features in the text (e.g., “as the red line indicates…”) and for maximum clarity, use different fill patterns, such as cross hatches, rather than shades of gray, to differentiate elements in a figure or chart.
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- Please check that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends.
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- Reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list: [3, 7, 12].

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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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Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

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