Springer Briefs

Manuscript Preparation and Delivery Instructions
for Authors

January 2011

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).

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Go to the section entitled, “Manuscript Preparation in LaTeX,” and click on:
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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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delivery. The FSV will be responsible for a light copyedit (i.e., automatic spell check and formal style) and typesetting to Springer specifications.

**Some tips on Word manuscript formatting:**

- Only use the return key at the end of a paragraph or after headings and bulleted lists.
- Use tabs, not spaces, to indent.
- Set automatic hyphenation off.
- 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.

**Tables and Figures in Word**

- 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.
- Please use the Table function in Word to format tables (columns and rows of text and/or numbers).

**General Guidelines for all Manuscripts (LaTeX and Word)**

**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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- Please check that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends.
- Unless commonly used, technical terms and abbreviations should be defined the first time they appear; if your manuscript contains a large number of terms and abbreviations, a list or glossary is advised.
- Use internationally accepted signs and symbols for units.
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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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