

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).

LaTeX Templates

For authors formatting manuscripts in LaTeX, Springer has prepared templates, which are available at the Springer website, at

<http://www.springer.com/authors/book+authors?SGWID=0-154102-12-417900-0>

Go to the section entitled, “Manuscript Preparation in LaTeX,” and click on:

> For monographs, textbooks, and similar.

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.

Word Files

For authors formatting manuscripts in Word, Springer has prepared a template, which is available at the Springer website, at

<http://www.springer.com/authors/book+authors?SGWID=0-154102-12-417900-0>

Go to the section entitled, “Manuscript Preparation in Word,” and click on:

> Word template for preparing book manuscripts.

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. 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.

Sections/Chapters

- 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.
- Section (or chapter) heads may be numbered (e.g., 1 – 1.1 – 1.1.1, 1.1.2 – 1.2, etc.) or unnumbered; please be sure to use a consistent style throughout the manuscript, i.e., number either *all* chapter headings (with the exception of the preface or foreword) or leave *all* chapter headings unnumbered.

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.
- More information about figure preparation can be found in the Artwork Instructions at <http://www.springer.com/authors/book+authors?SGWID=0-154102-12-417900-0>
- 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.
- By agreement with your publishing editor, manuscripts may include up to 25% of pages with color elements.

Technical Terms, Equations, and Abbreviations

- 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.
- For Word documents, equations of the type $a^2+b^2=c^2$ can be written as normal text; for all other equations, please use MathType or the Microsoft equation editor, and insert the graphic into your text file as an object.

Permissions

If you reproduce lengthy text passages or graphics from other works (including web sites), you must obtain permission from the copyright holder (usually the original publisher or the author). Please enclose written confirmation of the permission(s) and any instructions concerning acknowledgments or credit lines with the manuscript.

Abstract and Keywords

To facilitate online searching and linking an abstract and keywords are required. Please provide an abstract of approximately 150–200 words and a list of 6–10 keywords for each chapter. The abstract and keywords will appear in print and online versions.

Index

As a default, an index is *not* included. It is, however, optional, by agreement with your publishing editor. If an index is desired, it must be delivered with the manuscript. For LaTeX documents, please follow instructions for index preparation. For Word documents, please use the indexing function in Word or highlight the words and terms to be indexed in the PDF version of your manuscript, and the FSV will add page numbers after the manuscript has been typeset.

References

Please follow the conventions for your field as outlined in the examples below.

For authors using *EndNote*, Springer provides output styles that support the formatting of in-text citations and reference list. Please refer to the Springer website to download the files:

<http://www.springer.com/authors/book+authors?SGWID=0-154102-12-417900-0>

For authors using BiBTeX, the style files are included in Springer's LaTeX package.

Reference Citations

References may be cited in the text in two different ways:

- Author name/s and year of publication in parentheses:
 - one author: (Miller 1991),
 - two authors: (Miller and Smith 1994),
 - three authors or more: (Miller et al. 1995);
- Reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list: [3, 7, 12].

Reference List

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:

- first, all works by the author alone, ordered chronologically by year of publication,
- next, all works by the author with a coauthor, ordered alphabetically by coauthor,
- finally, all works by the author with several coauthors, ordered chronologically by year of publication.

The *reference list style* depends on the subject of your book. Please refer to the information below and ask your Springer contact if you are not sure which style should be used.

Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics

Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731–738. doi:10.1007/s00421-008-0955-8

Journal article only by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. doi:10.1007/s001090000086

Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York

Online document (no DOI available)

Marshall TG, Marshall FE (2003) New treatments emerge as sarcoidosis yields up its secrets. *ClinMed NetPrints*. <http://clinmed.netprints.org/cgi/content/full/2003010001v1>. Accessed 24 June 2004

Dissertation

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

Please do **not** put commas between names and initials, and do **not** put periods after initials or abbreviations. Always use the standard **abbreviation** of a journal's name according to the ISSN *List of Title Word Abbreviations*, see <http://www.issn.org/2-22661-LTWA-online.php>.

EndNote output styles: *SpringerBasicNumber* (citation with number) or *SpringerBasicAuthorDate* (citation with name and year); BiBTeX: *spbasic*

Mathematics, Physics, Statistics**Journal article**

Hamburger, C.: Quasimonotonicity, regularity and duality for nonlinear systems of partial differential equations. *Ann. Mat. Pura Appl.* **169**, 321–354 (1995)

Journal article only by DOI

Sajti, C.L., Georgio, S., Khodorkovsky, V., Marine, W.: New nanohybrid materials for biophotonics. *Appl. Phys. A* (2007). doi:10.1007/s00339-007-4137-z

Book

Geddes, K.O., Czapor, S.R., Labahn, G.: *Algorithms for Computer Algebra*. Kluwer, Boston (1992)

Book chapter

Broy, M.: Software engineering—from auxiliary to key technologies. In: Broy, M., Denert, E. (eds.) *Software Pioneers*, pp. 10–13. Springer, Heidelberg (2002)

Online document (no DOI available)

Cartwright, J.: Big stars have weather too. IOP Publishing PhysicsWeb.

<http://physicsweb.org/articles/news/11/6/16/1> (2007). Accessed 26 June 2007

Always use the standard **abbreviation** of a journal's name according to the ISSN *List of Title Word Abbreviations*, see <http://www.issn.org/2-22661-LTWA-online.php>

EndNote output styles: *SpringerMathPhysNumber* (citation with number) or *SpringerMathPhysAuthorDate* (citation with name and year); BiBTeX: *spmpsci*

Humanities, Linguistics, Philosophy**Journal article**

Alber, John, Daniel C. O'Connell, and Sabine Kowal. 2002. Personal perspective in TV interviews. *Pragmatics* 12:257–271.

Journal article only by DOI

Suleiman, Camelia, D. C. O'Connell, and Sabine Kowal. 2002. 'If you and I, if we, in this later day, lose that sacred fire...': Perspective in political interviews. *Journal of Psycholinguistic Research*. doi:10.1023/A:1015592129296.

Book

Cameron, Deborah. 1985. *Feminism and linguistic theory*. New York: St. Martin's Press.

Book chapter

Cameron, D. 1997. Theoretical debates in feminist linguistics: Questions of sex and gender. In *Gender and discourse*, ed. Ruth Wodak, 99–119. London: Sage Publications.

Online document (no DOI available)

Frisch, Mathias. 2007. Does a low-entropy constraint prevent us from influencing the past? PhilSci archive. <http://philsci-archive.pitt.edu/archive/00003390/>. Accessed 26 June 2007.

Please note that both initials or full given names can be used.

EndNote output style: *SpringerHumanitiesAuthorDate*.

Notes

Briefs may include footnotes with additional sources and/or explanatory text. They should, however, not consist solely of a reference citation or include the bibliographic details of a reference. They should also not contain any figures or tables. Please use superscript designations, numbered consecutively (or numbered consecutively by chapter).



<http://www.springer.com/series/11577>

Advances in Child and Family Policy and Practice

Series Ed.: Gennetian, L.A.

ISSN: 2625-2546