Manuscript Preparation and Delivery Instructions for Authors

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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.

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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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- Dedication, foreword, preface, and acknowledgments sections are optional; if you intend to include any of these elements, please do so with the manuscript submission.
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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.
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- *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
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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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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,
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Dissertation
Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

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