

SPRINGER HANDBOOK OF AUDITORY RESEARCH

Style Sheet (5/3/2018)

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Please note that items in yellow are changes from previous instructions.

GENERAL INFORMATION

We have a website at: [SHAR Link](#)

This website has examples of citations, book pages, forms for permissions, and lots of other useful information.

To maintain consistency in each volume of the *Springer Handbook of Auditory Research* (SHAR) you must adhere to the following stylistic rules very carefully. This will not only ensure consistency between volumes, but also considerably speed up copy editing since our editor will have to fix any MS that do not follow these procedures.

THE SHAR CONCEPT AND PHILOSOPHY

The SHAR concept and “philosophy” is critical to the success of the volumes and the series. This is discussed in the following paragraphs and it is imperative that every chapter adhere to this so that each chapter and volume has a significant impact on the field.

The SHAR volumes, and the chapters in them, are to be synthetic and conceptual reviews of the literature aimed at advanced graduate students, new postdoctoral investigators, investigators already working on other aspects of the auditory system, clinicians and clinical investigators, and individuals with interests in hearing. The volumes help introduce new investigators to aspects of the science of hearing as well as allow established hearing investigators to understand fundamental ideas, theories, and data on sub-fields of hearing that the investigator may not normally follow closely.

Thus, the chapters should not present exhaustive data reviews, nor should they provide a means for authors to present new data that would be in peer-reviewed journals.

Instead, the chapters serve as overviews and guides to the literature. They do not review every piece of literature on a topic. Instead, they include the most relevant and important papers, and thus serve as a CONCEPTUAL guide to the literature rather than as a complete review.

Please keep in mind the audience for this chapter and volume when you write your contribution. The volume is *not* intended for scientists who are experts in the field, or for your research

colleagues. Instead, *the chapters are intended for an audience that has far less experience than yourself on your topic*. Our goal, then, is to have the volume as a real tutorial for people who have an inherent interest in acoustic communication and the auditory system, but who have limited expertise.

One way we like to think about all chapter and volumes in this series is that each author is writing for a new postdoc coming into his/her laboratory. This postdoc has some background in areas peripheral to the work in the author's lab, but knows little about specifics of the work and that of the specific field. The purpose of the chapter (and volume) is to provide the first grounding in the subject, and **introduce the new postdoc to the major concepts and the most critical literature**. The postdoc would then use the chapter as a place to enter the primary literature and be in the position where (s)he can understand and appreciate that literature.

SOME IMPORTANT POINTS

We ask that you review this style guide carefully and adhere to our procedures. The following summarizes some of the more critical global points about your chapter.

- **The first draft of your MS should be in MS WORD (only) and have continuous line numbers.** Do not include line numbers in the final MS. For the *first* draft submit figures as a separate single PDF of the combined figures. DO NOT submit figures in any other formats.
- *The length of the final MS should be between 12,000 and 15,000 words. This includes title page, text, references, figure legends, and tables. We do not allow more than 15,000 words!*
- The **final MS** should follow the style comments below. MS must be submitted in Microsoft Word, for either Macintosh or the PC. In particular, note the procedures for literature citations and text citations below and at the website. TeX, LaTeX, and WordPerfect are not acceptable.
- Wherever possible, ***cite other chapters in the volume***. These should be cited by the names of *all of the authors* and chapter number (e.g., Rosowski, Chap. 3; Smith, Dale, and Jones, Chap. 4). Those chapters should NOT be included in the reference section to the paper.
- Check carefully to ensure that references in the text are cited in the bibliography and vice versa.
- Check spelling of authors' names, initials (use all initials), and dates of publication. This must be consistent between the text and the reference section.
- Make sure that authors' names and foreign language titles have the correct accents.
- If you use a URL in the text and/or in the reference section please ensure that these links work. Also, keep in mind that SHAR volumes have long (>10 year) lives and so links that work today may not work 3 years from now, and very likely not 15 years from now. While you can still use the links, please try and only use those that are likely to be around for a long time – such as with a publisher or NIH. Preferably do not use links to lab web pages or things that are likely to change.
- If you use EndNote or some other bibliographic program, please be sure to remove all links before submitting the final MS. The presence of the links makes copy editing much more difficult.

CITATIONS IN TEXT

- If you are going to use EndNote, it is imperative that you look at the note at the end of these instructions.
- Write out a complete reference in the text if there are two or fewer authors. For three or more authors always use et al.

- Do not use a comma after the author name or et al. that precedes the date or after et al, (e.g., Groucho 1945; Harpo and Chico 1956; Chico et al. 1922).
- Use a period after et al. (e.g., Groucho et al. 1978)
- In the case of two papers with multiple authors in which the first author and the year are the same, use “a” and “b” to distinguish: (Groucho et al. 1978a), (Groucho et al. 1978b). If both papers are cited in the same group of citations use (Groucho et al. 1978a, b). Do NOT use multiple authors followed by et al., in the text.
- When you have multiple citations together in the text, put them into **chronological order**. If you have two or more papers by the same author in different years, put them together with the earliest date first (e.g., Hammerstein 1901; Gershwin 1955, 1958; Mendelson 1955; McCartney 1985, 1994; Comden and Green 1990; Bernstein 1999).
- Use “and” and not “&” in references (Simon and Garfunkel 1987).
- Only rarely should you use more than two citations for any point, *and never more than three*. Again, recall that SHAR has *conceptual reviews*, and as such, we strongly discourage including every reference on every topic. The references you cite should be those that are either the best, the most recent, or perhaps historic. Readers wanting to get the complete literature should be able to use the citations you provide to get to the rest of the publications, but the complete literature should not be in your chapter.

REFERENCES and REFERENCE LIST

As a general point, it should be noted that SHAR chapters are not comprehensive reviews of the literature (see Sect. on concept and philosophy of SHAR, page 1). Accordingly, it is important that the reference list is not as extensive as a full review, but instead focuses on the most important few references on any point mentioned in the text. Put another way, references given should be, at the discretion of the author, historic, a really great review, a recent paper, etc.). We ask that, generally, only two references be cited for any particular point, and in rare instances, three.

- SHAR uses the standard Springer reference formatting. If you wish to use EndNote, please use the Springer basic style modified for SHAR, which can be downloaded at: <http://www.springer.com/series/2506>.
- If you used EndNote to compile your references, please REMOVE the links in the final MS. To do this, go to the EndNote tab in Widows. Within that tab there is “convert to plain text.” This will get you a new version just like the old, but with links gone and you are not constrained by the EndNote formatting. You can then go and fix referencing quirks that may show up. You might also want to keep the copy of the MS with the links intact in case you want to fix things in the future.
- Do not number references.
- The only references that go into the bibliography are material that has been published or is in press. Submitted MS, MS in preparation, personal observations, etc. are only mentioned as in preparation or personal observations in the text. They do not go into the bibliography. It is preferred that you not cite abstracts.

TEXT PREPARATION

- **Abbreviations:** Abbreviations are spelled out the first time they are used with the abbreviation itself in parentheses; e.g., central nervous system (CNS). From then on in the MS only use the abbreviation. However, abbreviations should not be used in headings. If you use more than 10 abbreviations in your MS please have a table for abbreviations so that readers can find these easily. Continue to define in the text at first

use, but also have the table. The table should be #1 and referenced at the first time you use an abbreviation.

- **Abstract:** To enable readers to better find your chapter, we provide chapter abstracts. Please provide us with an Abstract of 150–250 words just before the first section of your chapter text. Note that this will be in the book and also used on line for indexing purposes online. In addition to this, all readers will have browsing access to the first 10% of each chapter both on Google Book Search and on our website.
- **Accents:** Add appropriate accents to all names and non-English words.
- **Author affiliation:** Put full address, phone number, and email on title sheet of the MS *for all authors*, and indicate the corresponding author.
- **Chapter summary:** A summary section should be numbered as the last section of the MS before the acknowledgements. All papers should have a summary. We ask that this summary provide not only an overview of the chapter, but, more importantly, provide your views as to the most important and interesting research questions in the future on the topic of the paper. This is your chance to “editorialize” and we encourage you to do this a bit.
- **Figure reference:** Use Fig. in all uses of the word except when it is at the start of a sentence,
- **Figure location:** Indicate the places in the MS where figures might be placed. Do so by indicating “PLACE FIGURE X NEAR HERE” at the end of the paragraph where the citation appears.
- **Footnotes:** Footnotes are strongly discouraged. If you have to use them, limit to no more than one or two in your whole MS.
- **Gender:** Use “human” rather than “man”! Be sensitive to other gender issues.
- **Gene names:** If you are using names of genes, you should use those that are approved by the human (<http://www.genenames.org/hgnc-searches>) and mouse (<http://www.informatics.jax.org/>) nomenclature committees. Please make sure to use font conventions which include italics for genes and regular roman for proteins encoded by the genes.
- **Headings:** Headings to sections of the MS:
 - You should break up the MS with section headings.
 - Section headings should be the same sized font as the rest of the MS and there should be no use of bold or italics (except for scientific names or genes) in the headings.
 - The major words in each heading should start with cap (e.g., The Hounds of the Baskervilles).
 - Do not use abbreviations in headings, even if defined earlier in the MS.
 - The Introduction should be Section 1. The introduction is the very first text of the MS. NOTE, no period after the number
 - Number sections 1, 1.1, 1.2.1, 1.2.2, 1.3, 2, 2.1 etc.
 - Do not use all caps in headings.
 - No punctuation after headings.
 - Always put headings on a separate line.
- **i.e., and e.g.:** Please use these only in parenthetical statements.
- **Keywords:** Place keywords at the beginning of each chapter, in place of a full-book index. These keywords, indexed in Scholar and elsewhere, along with the words in the chapter title, improve retrieval. Please include a list of 10–15 keywords for your chapter, on the first page of text. Please note the following:
 - Use words NOT in the title (those get indexed automatically).
 - 10–15 words or short phrases are acceptable.
 - You can use two-word phrases (hair cell; inner ear; etc.). Use meaningful phrases or words, and not words that are so broad they won’t help find your chapter. Thus,

“Elephant” might work if your chapter includes them, but “big animals” would not because that could retrieve most anything. Another example is to not use “clinical trial” because that would retrieve thousands of papers. Do use words or phrases that are meaningful for your chapter. Potentially, these could be key words in some of your section headings.

- **Punctuation:** All punctuation and other grammatical issues should be American usage (e.g., use serial commas, double quotes rather than single except for quotes within quotes, and periods and commas inside of quote marks).
- **Referencing other parts of chapter:** If you refer to other parts of the chapter do so by section number and do not say “as stated above” or “a will be discussed below.” Rather say, as shown in Sect X.X or previously or later in this section if the discussion is in the same section.
- **For “Section,” “Chapter,” and “Figure” use the abbreviations Sect., Chap., and Fig.** except when the words appear at the start of a sentence. In those cases, spell out the words.
- **Scientific words:** If you have any questions about the formats for scientific words please use a U.S. medical dictionary. For example, use brainstem rather than brain stem (though both acceptable), swim bladder rather than swimbladder, end organ rather than endorgan.
- **Spacing:** Double space everything, *including references*, figure legends, tables, etc.
- **Species names:** When you refer to different species of animals, please put in the scientific name (italicized) the first time you mention the species – for example: “These studies on the zebrafish (*Danio rerio*)...”. This should be for all but the most common species used in auditory research (e.g., man, domestic cat, rat, mouse [you might include strain if appropriate], rabbit, ferret, chinchilla, gerbil, etc.) In all cases but the aforementioned, *you may use either the common or scientific name throughout the text, but please be consistent and use common or scientific names and do not alternate.*
- **Spelling:** All spelling should be American English.
- **Table Captions:** Table captions begin with the term Table in bold type, followed by the table number, also in bold type. Previously published material is identified by a reference to the original source at the end of the caption. Table captions have no end punctuation and no period after the table number.
- **Table Format:** Do not use shading anywhere in a table. These will be removed during typesetting.
- **Tense:** Do not use first person anywhere in text. Thus, do not use “I” “we,” or “our.” *The whole MS must be in the third person.*
- **Terminology:** Please be consistent in specific terms – end organ (two words), swim bladder (two words), hair cell (no hyphen), utricle, sacculi (not utriculus, sacculus).

COMPLIANCE WITH ETHICS REQUIREMENTS

In order for SHAR to be indexed in PubMed, each chapter in a volume must include a simple conflict of interest statement that is placed immediately before the reference section. Each author of a chapter must have a sentence in this section. The section must be called: “Compliance with Ethics Requirements” that appears just before the reference list. These statements will look like this:

John Smith declares that he has no conflict of interest.

Paula Taylor has received research grants from Drug Company A.

Mike Schultz has received a speaker honorarium from Drug Company B and owns stock in Drug Company C.

FIGURES

- All illustrations may be in full color.
- If you are using abbreviations in many figure legends, you may make a list of abbreviations that appears somewhere in the text rather than repeating the abbreviations in each legend. If you use such a listing in the text, be sure to mention that the abbreviations can be found in the list within each figure legend.
- If you label the same structure in multiple figures, be sure that the abbreviations are consistent for each structure between figures (e.g., use L for lagena in all figures rather than L in one figure and La in another) and between the figures and the text.
- If a figure has more than one part, the parts should be labeled and the size of the label should not be excessively large. The same font (cap or lowercase) used as labels in the figure should be used in the legend.
- Figure captions begin with the term **Fig.** in bold type, followed by the figure number, also in bold type. Figure parts are identified by letters in bold. Letters or words identifying specific positions or items in a figure are italicized. Previously published material is identified by a reference to the original source at the end of the caption. Figure captions have no end punctuation and no period after the figure number.

Preparation of Electronic Figures for Publication

- See instructions at: [Springer.com](http://www.springer.com)
- Please note that illustrations should *not* be incorporated into the final version word processing files of your manuscript. You may insert the figures in the first draft, however.

Previously Published Figures

You must obtain permission from the copyright holder (usually the publisher of the book or journal where the figure was published) to reproduce a figure or table.

Permissions must be submitted with the completed MS. Unless these are submitted on time, production of the book will be held up. Thus, we recommend getting permissions as soon as you decide to use material from another source.

**Please note that there is an agreement between many major STM publishers to reuse figures/material without charge, and so you may not need to pay to reuse figures in your chapter. Please see further information here: <http://www.stm-assoc.org/permissions-guidelines/>

Most major publishers now use an automated third-party system or website, such as RightsLink, to manage their permissions. Please visit the publisher's website to determine their preferred method for handling permission requests. If using a publisher's RightsLink interface, please try to choose "STM Signatory" or "Publisher," "Springer" as the requestor type to receive the benefits of this agreement. If you feel that you have been charged in error, please contact the publisher or RightsLink and note the waiver agreement.

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SUBMITTING YOUR DRAFT CHAPTER

1. You must submit your draft chapter (in MS WORD format only) directly to [Dr. Arthur Popper](#) in electronic format – a hard copy is not acceptable.
2. Submit a copy to the senior editor(s) of your volume as well.
3. Please format the first draft fully following the instructions in these guidelines.
4. The *first draft* should have continuous line numbers.
5. Figures should be at the end of the text or in a single accompanying PDF file. Do not send individual figures with the first draft.

You will receive comments on the scientific content of your chapter from the senior editor and on the style, format, level, etc. from /Arthur Popper and/or Richard Fay. When your editors return your draft chapter with suggestions, please revise your chapter in accordance with the schedule developed for this book. **Do not include line numbers in the final draft.**

SUBMITTING THE REVISED FINAL MANUSCRIPT

Submit the FINAL chapter to Arthur Popper (apopper@umd.edu). *Your final submission should all be sent as one or more zip files (no more than about 10 megs/file) via email (preferable) or using Dropbox or some other similar system. The final submission ZIP file(s) must include:*

- An electronic copy of original MS (MS Word format only), without figures in the file. The manuscript should include (in this order):
 - Title (first letter of all major words capitalized)
 - Author names
 - Affiliations and email addresses for all authors¹
 - A list of key words
 - Abstract
 - Text
 - Acknowledgements`
 - Compliance with Ethics Statement
 - References
 - Tables
 - Figure and table legends
- All figures should be in electronic graphic format (e.g., JPEG, TIF, EPS), NOT embedded in the text. (Note, PDF figures are acceptable, but only if other formats are not available at all – PDF is harder for production people to work with.)
- Permissions for all figures that are from other sources in PDF format.
- Signed Copyright Release Transfer (available on right side of the page at our website <http://www.springer.com/series/2506>).

In addition, you should send an electronic copy of the MS to each of the other editors of the volume.

Please note, before submission it is imperative that you make sure your MS follows all of the styles for a SHAR volume. This saves time and money in the editing process, and will enable us to publish the book more quickly. The major *problems* we encounter are:

1. Incorrectly formatted references – not following the details for the format.
2. Incorrectly formatting citations in the text.

¹ If authors have any relationship with any company or brand mentioned in the MS please make this known either in a footnote at the beginning of the MS or in the Acknowledgments.

3. Not having all cited references in the reference section, or having references in the reference section not cited in the text.
4. Use of bold or large sized fonts for section headings or emphasis.

Be sure to include the signed Contributor's Authorization to Publish Form and any needed Permissions for illustrations (see "useful forms" at our website).

If you used EndNote to compile your references, please REMOVE the links in the final MS. To do this, go to the EndNote tab in Word. Within that tab there is "convert to plain text." This will get you a new version just like the old, but with links gone and you are not constrained by the EndNote formatting. You can then go and fix referencing quirks that may show up. You might also want to keep the copy of the MS with the links intact in case you want to fix things in the future.

REFERENCE FORMATTING

See Next Page

Key Style Points: References

Springer Basic Style *

Journals and articles

Journal article

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 341:325–329

Journal article with inclusion of issue number (optional)

Saunders DS (1976) The biological clock of insects. *Sci Am* 234(2):114–121

Journal article with DOI (and with page numbers)

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* 78:74–80. doi:10.1007/s001090000086

Journal article by DOI (before issue publication with page numbers)

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

Article in electronic journal by DOI (no paginated version)

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *Dig J Mol Med*. doi:10.1007/s801090000086

Journal issue with issue editor

Smith J (ed) (1998) Rodent genes. *Mod Genomics J* 14(6):126–233

Journal issue with no issue editor

Mod Genomics J (1998) Rodent genes. *Mod Genomics J* 14(6):126–233

Books and chapters

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, p 234–295

Book, authored

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

Book, edited

Smith J, Brown B (eds) (2001) *The demise of modern genomics*. Blackwell, London

Book, also showing a translated edition [Either edition may be listed first.]

Adorno TW (1966) *Negative Dialektik*. Suhrkamp, Frankfurt. English edition: Adorno TW (1973) *Negative Dialectics* (trans: Ashton EB). Routledge, London

Chapter in a book in a series without volume titles

Schmidt H (1989) Testing results. In: Hutzinger O (ed) *Handbook of environmental chemistry*, vol 2E. Springer, Heidelberg, p 111

Chapter in a book in a series with volume titles

Smith SE (1976) Neuromuscular blocking drugs in man. In: Zaimis E (ed) *Neuromuscular junction*. *Handbook of experimental pharmacology*, vol 42. Springer, Heidelberg, pp 593–660

OnlineFirst chapter in a series (without a volume designation but with a DOI)

Saito Y, Hyuga H (2007) Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. *Top Curr Chem*. doi:10.1007/128_2006_108

Proceedings and conference papers

Proceedings as a book (in a series and subseries)

Zowghi D et al (1996) A framework for reasoning about requirements in evolution. In: Foo N, Goebel R (eds) *PRICAI'96: topics in artificial intelligence*. 4th Pacific Rim conference on artificial intelligence, Cairns, August 1996. *Lecture notes in computer science (Lecture notes in artificial intelligence)*, vol 1114. Springer, Heidelberg, p 157

Proceedings with an editor (without a publisher)

Aaron M (1999) The future of genomics. In: Williams H (ed) *Proceedings of the genomic researchers*, Boston, 1999

Proceedings without an editor (without a publisher)

Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from *Streptomyces fradiae*. In: *Abstracts of the 3rd international symposium on the genetics of industrial microorganisms*, University of Wisconsin, Madison, 4–9 June 1978

Key Style Points:**References****Springer Basic Style**

Paper presented at a conference

Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from *Streptomyces fradiae*. Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4–9 June 1978

Online publications

Online document

Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG. http://www.rsc.org/dose/title_of_subordinate_document. Accessed 15 Jan 1999

Online database

Healthwise Knowledgebase (1998) US Pharmacopeia, Rockville. <http://www.healthwise.org>. Accessed 21 Sept 1998

Supplementary material/private homepage

Doe J (2000) Title of supplementary material. <http://www.privatehomepage.com>. Accessed 22 Feb 2000

University site

Doe J (1999) Title of preprint. <http://www.uni-heidelberg.de/mydata.html>. Accessed 25 Dec 1999

FTP site

Doe J (1999) Trivial HTTP, RFC2169. <ftp://ftp.isi.edu/in-notes/rfc2169.txt>. Accessed 12 Nov 1999

Organization site

ISSN International Centre (2006) The ISSN register. <http://www.issn.org>. Accessed 20 Feb 2007

Other

Patent. Name and date of patent are optional

Norman LO (1998) Lightning rods. US Patent 4,379,752, 9 Sept 1998

Dissertation

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

Institutional author (book)

International Anatomical Nomenclature Committee (1966) *Nomina anatomica. Excerpta Medica*, Amsterdam

Non-English, Latin alphabet publication cited in an English publication

Wolf GH, Lehman P-F (1976) *Atlas der Anatomie*, vol 4/3, 4th edn. Fischer, Berlin

Non-Latin alphabet publication cited in an English publication. Title of the publication in the original alphabet and an English translation are optional

Marikhin VY, Myasnikova LP (1977) *Nadmolekulyarnaya struktura polimerov* (The supramolecular structure of polymers). Khimiya, Leningrad

In press

Major M et al (2007) Recent developments. In: Jones W (ed) *Surgery today*. Springer, Dordrecht (in press)



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