

Manuscript submission guidelines

The below information and specific requirements are necessary to submit your manuscript to this series. Please read through this carefully.

Proposal/manuscript submission

The volumes of the book series can be solicited by the series editors and/or proposed by prospective authors/editors by using the Book proposal form available on the website of this series. Each book proposal and manuscript submission is subjected to peer review to assess the quality and originality of the proposed material. More detailed information on our Peer review policy can be found on the website of this series.

Ethical requirements

Authors need to disclose any conflict of interest they might have as well as sources of funding. In addition, if the volume presents empirical research that was done by the author(s) themselves and involved human or non-human animal subjects, the author(s) must confirm that this empirical research was conducted by respecting the corresponding ethical guidelines and that informed consent was obtained in case humans were involved. Authors should include these statements in a separate section entitled “Compliance with ethical standards” after the acknowledgments and before the references section as outlined in the Book ethics policy on this website of the series. Authors have to follow the Book ethics policy. Manuscripts may be checked for plagiarism. More detailed information on this topic can be found on the website of this series.

Copy- or language editing

Springer provides technical editing during typesetting. Extensive copy- or language editing such as correct translation, grammar, or general polishing of the text is not included in this service. Should a manuscript need more attention regarding copy- or language editing, it will be the full responsibility of the volume editor (or author in case of a monograph) to arrange this before submitting the revised/final manuscript.

Consent to Publish form & permission

For edited volumes, we require a Consent to publish form to be completed and signed by (one of) the author(s) for each chapter. This form will be provided by Springer. It is not necessary to obtain an original signature by postal mail. Authors are allowed to scan, e-mail or fax the completed and signed form.

It is the responsibility of the chapter author to obtain written permission from the copyright holder for a quotation from already published material. Please read our guidelines for Rights, Permissions, and Licensing (<https://www.springer.com/gp/authors-editors/book-authors-editors/resources-guidelines/rights-permissions-licensing>).

Abstracts & keywords per chapter

Each chapter should be preceded by an abstract (10–15 lines long) that summarizes the content. As you might be aware, all Springer publications are published simultaneously in print as well as electronic version. The latter being immediately part of our eBook collection which is primarily purchased by university libraries and larger institutions. The electronic version requires an abstract of approximately

150-200 words as well as 6-10 keywords (similar as with journal articles) and a reference list for every chapter. The abstracts and keywords will not be published in the printed version but all 3 items are merely to optimize the search functionalities on our online platform SpringerLink (<https://link.springer.com>). We prefer to have all the items delivered per chapter. The references will be included at the end of each chapter.

Contributors' address & affiliation

Please ensure that the title pages of the individual chapters contain the contributors' complete affiliations, i.e. University, City, State (if applicable), and Country.

Manuscript preparation guidelines

Please follow our standard **Manuscript guidelines for English books** and the **Key style points**. These documents can be downloaded from the Springer book author homepage: (<https://www.springer.com/gp/authors-editors/book-authors-editors/resources-guidelines/book-manuscript-guidelines/manuscript-preparation/5636>). Besides our manuscript guidelines, the book author homepage includes detailed information on among others obtaining permission, copyright & piracy, and open access for books and much more.

Using previously published material

Please note that if it is your intention to include any previously published material in the proposed work, you and/or your contributors would need to clear the rights with the previous publisher. Any payment of the rights clearance costs involved are the contributors' responsibility. (Please note that publication of one's PhD thesis by his/her university and the posting thereof on your institutions web repository does not count as prior publication). Springer provides a permission form that you can use for such requests when contacting other publishers and that you can provide to your contributors beforehand. Please note that previously published material may not account for more than 25% of the overall content of the proposed work. Kindly provide a list of all previously published material, including the title of the original work, the title of the book or journal in which it was published, the name of the publisher and in the case of non-Springer material a copy of the original publisher's permission.

To re-use previously published content from Springer you will need to formally request permission for the rights in the same way as you would for an external rightsholder, and credit accordingly. You will need to go through RightsLink as follows: <https://www.springer.com/gp/rights-permissions/obtaining-permissions/882>. Alternatively you can contact the permissions department of the relevant imprint to clear the rights (Springer: permissions.springer@spi-global.com). Kindly provide a list of all previously published material, including the title of the original work, the title of the book or journal in which it was published, the name of the publisher and in the case of non-Springer material a copy of original publisher's permission.

Restriction from other publishers:

Some publishers, especially in respect of journal articles, allow authors to retain certain rights in their work, these retained rights may include enabling an author to re-publish their work elsewhere. Such retained rights may come with a number of restrictions or caveats and these must be checked carefully. Most publishers list their retained rights policies on their website, so these should be easy to find but note they are subject to change over time. These restrictions have been particularly problematic for

content reuse in books. Restrictions may apply regardless of whether the material is being adapted for the new publication or not. Most restrictions apply to re-use of the content in digital forms.

Common restrictions to look out for include, no or limited electronic re-use, no sales of the content as a stand-alone chapter, etc. Any of these restrictions would be unacceptable for us.

What are the options in the event that the author does not have or cannot obtain sufficient rights? Where your author/contributor does not have sufficient rights and/or cannot obtain them, you should discuss with your authors the following options:

- Dropping the piece and replacing with an alternative.
- Asking the contributor/author to re-write the piece (the same ideas can be expressed in a different form, thus creating a new copyright work. The original work should be credited through for example: 'based on ideas originally published in my article xx published in yy').
- Seeing if the contributor/author can get their rights in the original piece reverted to them (this is fairly unlikely, especially if the original publisher is still making sales of the original, but it is worth asking the question, and it may encourage the original publisher to come up with an acceptable compromise regarding re-use permission).
- We cannot accept any individual chapter sale restrictions as not selling the e-book would be the only option if the chapter was to be included.

Including photographs

In order to be able to publish photographs in a book, we need permission from the photographer as well as the permission from the person(s) (Models) which are identifiable in the picture. The permission request form is available upon request.

Translations

In the event that your proposed work is a translation from a work originally published in another language into English, you would need to have obtained the necessary rights and approval from the previous publisher for English language translation for both print and electronic publication worldwide. In addition, Springer does not provide any form of translation service and it is up to the author or editor of a volume to arrange this. It is also our experience that authors are best-placed to find a native English speaker who is familiar with the subject matter or field to do this to ensure the best possible translation.

Final manuscript submission

Once your manuscript has been peer reviewed, revised (if applicable) and prepared for production, please make sure to submit the following files:

- Revised, accepted and final manuscript, in 2 formats:
 - Word document: separate chapter files + PDF of the full manuscript
- Abstracts, keywords and references per chapter
- Complete and signed Consent to Publish Form (for edited volumes)
- Permission forms (if applicable)
- Contributors' email and postal address
- Highlighted terms for name/subject index, in case you prefer your book to have an index

Additional information for contributed/edited volumes

Consent to Publish form (CTP) for edited volumes

We require a Consent to Publish form to be completed and signed by the corresponding contributors of each chapter, in an edited volume. Once your project is contracted, you will receive this form for sending to the (corresponding) contributors. You would need to collect all forms from your contributors and send these to Springer together with the final manuscript. Please note that it is not necessary to obtain an original signature by postal mail. Authors are allowed to scan and e-mail/fax you the completed and signed form.

Role of the volume/book editor

The editor(s) of an edited volume is the key figure in conceiving and producing the book. The editor is responsible for determining the book's purpose, structure and style (as laid out in a book proposal) and for selecting the individual contributors who will write the chapters (and possibly the foreword). The editor is also responsible for keeping the writing process on schedule and serves as the liaison between Springer and the contributors. The editing process can involve correction, condensation, organization, and many other modifications performed with an intention of producing a correct, consistent, accurate and complete work.

The editor may also be a contributor to the volume, by writing some chapters and especially by preparing a preface, an introduction or an afterword summarizing the main points. The editor also carries out the linguistic and substantive editing of the chapters before submitting the book manuscript to Springer, and coordinates authors' review and correction of the proofs (preprints).



<https://www.springer.com/series/13502>

IMISCOE Research Series

Chairperson Editorial Committee: A. Triandafyllidou

ISSN: 2364-4087



<http://www.springer.com/series/13502>

IMISCOE Research Series

ISSN: 2364-4087