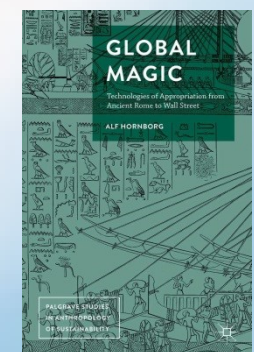
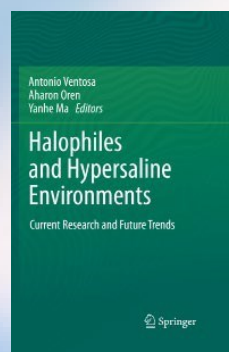
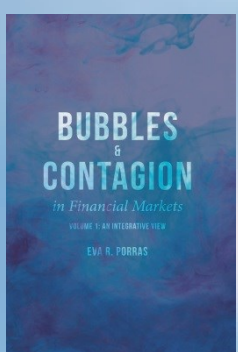
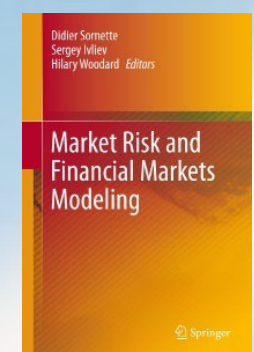
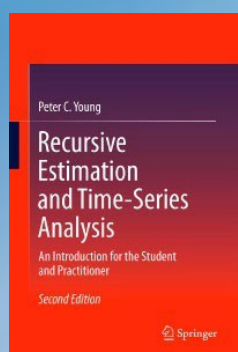
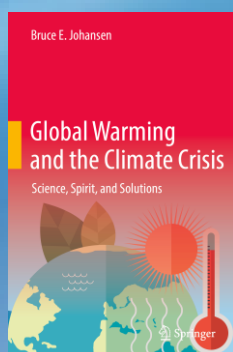
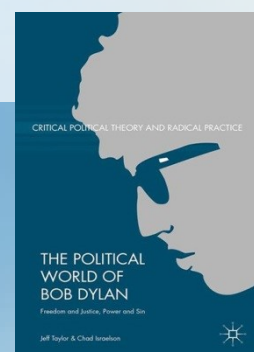
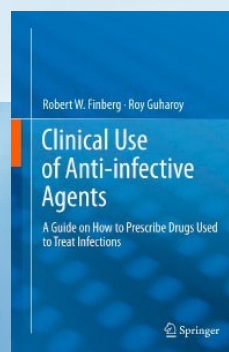
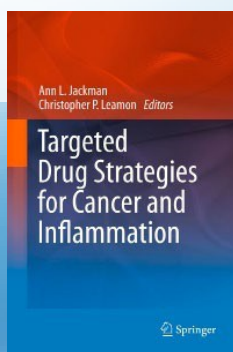


# Manuscript Guidelines



# Contents

Introduction .....	1
Manuscript Preparation Tools for Word and LaTeX.....	1
Permissions.....	1
Links to Web Pages.....	1
Springer Nature Code of Conduct and Book Publishing Policies for Book Authors .....	1
Manuscript Preparation .....	2
Front Matter .....	2
Title Page .....	2
Foreword (optional) .....	2
Preface (optional).....	3
Acknowledgments .....	3
Competing Interests .....	3
Ethics Approval.....	3
About This Book/Conference (optional).....	3
Table of Contents .....	3
About the Author (optional).....	4
List of Contributors (contributed volumes only; optional).....	4
List of Abbreviations (optional) .....	4
List of Figures and/or Tables (optional).....	4
Abstracts.....	4
Keywords (if applicable) .....	5
Headings and Heading Numbering.....	5
Terminology, Units, and Abbreviations .....	5
Formal Style and Text Formatting .....	5
Emphasis and Special Type.....	5
Boxes .....	6
Equations and Program Code .....	6
Spelling and Punctuation.....	6
Cross-References.....	6
Tables.....	6
Figures and Illustrations .....	7
Numbering .....	7
Figure Captions.....	7
Figure and Illustration Files .....	7
Accessibility .....	7
Electronic Supplementary Material.....	8
Submission .....	8
Videos.....	9
Video Files .....	9
Supplementary Texts and Presentations .....	9
Supplementary Spreadsheets .....	9
Specialized Formats.....	9
Collecting Multiple Files .....	9
Numbering .....	9
Processing of Supplementary Files .....	9
Accessibility .....	9
Acknowledgments .....	10

Competing Interests ..... 10  
Ethical Approval..... 10  
References ..... 10  
    Reference Lists ..... 11  
    Reference Styles ..... 11  
Back Matter ..... 12  
Appendix..... 12  
Glossary ..... 13  
Index ..... 13  
Final Check and Submission ..... 13  
Manuscript Submission Checklist..... 15

## Introduction

Springer Nature is an Education and Research brand that publishes under the imprints of Springer, Palgrave Macmillan, Macmillan Education, and APress among others. Publishing a book is a joint effort between you and Springer Nature. We feel it is important that our authors concentrate on the content of the chapter or a book. When writing a book for Springer Nature, please do not be concerned with the final layout. That is Springer Nature's role.

To ensure that we always keep pace with all current online and print requirements, Springer Nature structures the content in XML as the basis for presentation in print or in digital formats for such devices as Amazon Kindle™, Apple iPad™/iPhone™, and Google Android™. We utilize standard layouts with style specifications suitable for multiple display formats.

What advantages do these provide for you in manuscript preparation? It means you can focus on the content and Springer Nature will professionally prepare your book with underlying XML structuring, in such a way that ensures your content becomes not only a professionally typeset printed work but is also available to readers in numerous formats for many years to come (e.g., online eBook).

Where not otherwise stated these guidelines apply to monographs and edited books alike.

## Manuscript Preparation Tools for Word and LaTeX

If you are using Microsoft Word to prepare your manuscript, you do not need to use any special tool for preparation. Please just ensure that the document is clearly structured visually, (e.g., using heading styles, lists, footnotes, etc.). We also provide a [Manuscript preparation tool for Word](#).

For LaTeX users, Springer Nature provides a manuscript preparation tool that helps structure the manuscript (e.g., define the heading hierarchy). Predefined style formats are available for all the necessary structures that are supposed to be part of the manuscript, and these formats can be quickly accessed via hotkeys or special toolbars.

Note: This tool is not intended for the preparation of the final page layout. The final layout will be created by Springer Nature according to our layout specifications.

LaTeX2e macro packages for [monographs](#) and for [contributed books](#).

Use of this tool is not mandatory. Alternatively, you may either use a blank Word document or the standard LaTeX book class (for monographs) or article class (for individual contributions) and apply the default settings and styles (e.g., for heading styles, lists, footnotes, etc.).

For Springer Conference Proceedings preparation guidelines click [here](#)

## Permissions

- If excerpts from copyrighted works (including websites), such as photos, illustrations, tables, animations, videos, or text quotations are included in the manuscript, it is the author’s responsibility to obtain permission from the copyright holder (and where required also from recognizable persons in photos) for both the print and online format, unless they can be used without permission under a copyright exception. We require “nonexclusive world rights in all languages for all media and all editions of your work, including advertising, publicity, and promotional materials for the book.”
- Please comply with the instructions stipulated in the permission(s) concerning acknowledgments or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript.
- Please be aware that some publishers do not always grant right of reproduction for free. Springer Nature will not be able to refund any costs that may have been incurred in receiving these permissions. As an alternative, material from other sources should be used.
- **Start the permissions process as soon as you can.** It is Springer Nature’s policy to accept manuscripts for Production only where permissions have been granted. If you have questions about what may or may not require permission, please speak to your editor. In order to give sufficient time for all clearances to be obtained, the permissions application process should be started at least 3 months in advance of the final manuscript delivery date.
- Upon submission in the [Manuscript Submission Portal](#) you will be asked to declare if your manuscript contains third-party content or content which is your own work but which you have previously published and if so the necessary permissions have been obtained and are available on request by the publisher. For detailed guidance please see the [Springer Nature Guide to Copyright and Permissions](#).

## Links to Web Pages

Under current law, there is a risk that the author and the publisher will be held liable if a web page to which there is a link in the author’s work contains content that infringes copyright (e.g., images or texts for which the rights were not clarified in a proper manner). In order to reduce this risk, the following measures should be taken if you include links in your work:

- Please only link to trustworthy websites (e.g., websites of renowned publishers, scientific societies, well-known companies and associations, Springer Nature websites).
- Please do not link to user-generated content and other “unprofessional” websites, for which it is unlikely that the content has undergone adequate rights checks.
- If possible, please link to specific subpages or items (images, charts, etc.) in order to reduce possible liability.

## Springer Nature Code of Conduct and Book Publishing Policies for Book Authors

Springer Nature is committed to upholding the integrity of the scientific record, and as a member follows the Committee on Publication Ethics (COPE) guidelines on how to deal with potential acts of misconduct. It is therefore important that the work you submit has been carried out in line with international standards for responsible research publication.

Authors should follow the minimum standards as set out in the Book Authors' Code of Conduct and our Book Publishing Policies to adhere to the publishing standards before submitting your manuscript.

# Manuscript Preparation

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic platforms, the manuscript needs to be structured as follows:

- **Front Matter**, in this order:
  - Title page
  - Dedication
  - Foreword
  - Preface
  - Acknowledgments
  - Competing Interests
  - Ethics Approval
  - About the book/conference
  - Table of Contents
  - About the Author (for authored books)
  - About the Editor/List of Contributors (for edited books)
  - List of Abbreviations
  - List of Figures and/or Tables

The title page and table of contents MUST appear in the manuscript's front matter. All other sections listed above are optional. **The above order is not flexible.** We have defined this order as our house style and optimized our publication process to follow it strictly.

- **Text Body:** It comprises the chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts.
- **Back Matter:** After the last chapter, the back matter can contain an appendix, a glossary, and/or an index. Please find more information on page 12.

## Front Matter

The front matter content in the published book is freely downloadable on [SpringerLink](#) to provide potential readers with more information about your work. Please note: An introduction should be treated as the first chapter in the text body.

## Title Page

- Please include all author/editor names, their affiliations, e-mail addresses, [ORCID iD](#) (optional) the book title, and the subtitle. Ensure that the sequence of the author names is correct and the title of your book is final when you submit your manuscript. Please note: in the published book, affiliations are not included on the title page; they are included on the copyright page which immediately follows the title page.
- Once the manuscript has been delivered to Production, changes to title, subtitle, or authorship are no longer possible.

## Foreword (optional)

- If you intend to include a foreword, please submit it with the manuscript.
- A foreword is usually written by an authority on the subject and serves as a recommendation of the book.
- The name of the foreword's contributor is always given at the end; affiliations and titles are generally not included, but the date and place of writing may be.

## Preface (optional)

A Preface concerns the book itself e.g., why it is important, why it was written. It should stimulate interest in the book. The Preface should not contain a reference list.

The Preface should not be an introduction to the subject matter of the book. The Introduction does not belong in the front matter, it should appear as the **first chapter**.

## Acknowledgments

Acknowledgments of support or assistance in preparing the book can be included as the last paragraph(s) of the preface. If the acknowledgment is more than one page long, it should start on a separate page under the heading: Acknowledgments.

Researchers using large language model tools (LLM) should document this in the acknowledgment section.

## Competing Interests

In the interests of transparency and to help readers form their own judgements of potential bias, Springer Nature requires authors to declare any competing financial and/or non-financial interests in relation to the content of the book. The corresponding author is responsible for providing a competing interests' statement on behalf of all authors. Please see below for competing interests on chapter level in edited works. For more information, please see our [Book Publishing Policies](#)

## Ethics Approval

Authors must follow ethical standards for primary studies in a book/chapter manuscript with human participants, as per the [Declaration of Helsinki](#) or comparable standards. For human participants, authors are required to include a statement that informed consent (to participate and/or to publish) was obtained from individual participants. For animal studies, authors should follow legal guidelines and disclose ethical standards in the manuscript. Please see below for Ethics Approval on chapter level in edited works.

## About This Book/Conference (optional)

- For conference titles, this section describes the conference (aims, duration, participants, organization, etc.).
- Describes the structure/content of the book (parts, main focus of certain chapters/groups of chapters).
- Describes any didactic elements—their importance, reasons for their use, methodology.

## Table of Contents

- Front matter material is not listed in the table of contents.
- List all parts, chapters, and back matter material (e.g., an index) in their final sequence.
- If your chapters are numbered, use Arabic numerals and number the chapters consecutively throughout the book (Chapter 1, Chapter 2, etc.), i.e., do not start anew with each part. The introductory chapter must be listed as Chapter 1, if your chapters are numbered. Please do not use subchapters.

- In authored books we present two heading levels under the main chapter titles. In edited books, we present the chapter titles and the chapter author names.
- If there are parts, use Roman numerals for parts (Part I, Part II, etc.). Parts consist of a short title and can contain a short introductory text (optional). Please don't use subparts.

## About the Author (optional)

A brief biography (ca. 100–250 words) including institutional affiliations, other written works, and accomplishments.

## List of Contributors (contributed volumes only; optional)

- If your book shall have a List of Contributors, you can include a *List of Contributors* section in which each contributor is listed (can be listed alphabetically) with name, degree/credential (optional), affiliation, and location. Please ensure that it is up to date and confirmed by each contributor. Please decide if given names should be written in full or abbreviated to initials. Please be consistent.  
The information will be published as provided.  
Please note that degrees/credentials are not included on the chapter opening pages.
- Alternatively, the typesetter will create a List of Contributors with the names and affiliations as they are provided in the chapters without degrees/credentials.
- Short biographies of 50 to 100 words are accepted. The preferred way of including short biographies of chapter authors is however to add them at the end of each chapter in the manuscript and not in the List of Contributors.

## List of Abbreviations (optional)

A list of abbreviations and/or symbols may be very helpful if numerous abbreviations and special symbols are scattered throughout the text.

## List of Figures and/or Tables (optional)

- A List of Figures can be generated if non-keyed material is provided with the manuscript handover. Non-keyed material may include items such as figures, illustrations, and maps.
- A separate List of Tables can be generated if tables are provided.
- Individual items will be labeled according to chapter number and sequence (e.g., Fig. 1.1 will be the first figure in chap. 1; Fig. 1.2 will be the second figure in chap. 1, etc.).

## Abstracts

- Chapter abstracts are strongly encouraged because they have been proven to significantly increase a book's visibility. Good abstracts will mean that more people read your book. These will appear online at SpringerLink and other sites and will be available with unrestricted access to facilitate online searching (using, e.g., Google) and allow unregistered users to read the abstract as a teaser for the complete chapter.
- Begin each chapter with an abstract that summarizes the content of the chapter in no more than 200 words.
- If no abstract is submitted the first paragraph of the chapter will be used instead.



- Please note that abstracts will not always appear in the print version of the book. For further details, please consult your editor.

## Keywords (if applicable)

- Please consult your editor for keyword usage.
- Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.
- When required we allow 5–10 keywords per chapter.
- When selecting the keywords, think of them as terms that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms, (e.g., “Case study” by itself) should be avoided as these will result in thousands of search results but will not result in finding your chapter.

## Headings and Heading Numbering

- Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered.
- Use the decimal system of numbering if your headings are numbered.
- Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

**This is a Run-in Heading** This type of heading has the same type size as the body text, it is formatted in bold or in italics and is followed by text on the same line.

## Terminology, Units, and Abbreviations

- Technical terms and abbreviations should be defined the first time they appear in the text.
- Please always use internationally accepted signs and symbols for units—so-called SI units.
- Numerals should follow the British/American method of decimal points to indicate decimals; commas should be used to separate thousands.

## Formal Style and Text Formatting

Manuscripts will be checked by a copy editor for formal style. Springer Nature follows certain layouts and standards regarding the presentation of the content, and the copy editors make sure that the manuscript conforms to these styles. When you receive the page proofs during the production of your book, please do not make changes that involve only matters of style.

## Emphasis and Special Type

- *Italics* should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.
- Use italics for species and genus names, mathematical/physical variables, and prefixes in chemical compounds.
- **Bold** formatting should only be used for run-in headings and small capitals for indicating optical activity (D- and L-dopa).
- Sans serif (e.g., Arial) and nonproportional font (e.g., Courier) can be used to distinguish the literal text of computer programs from running text.

## Boxes

- Do not set entire pages as boxes, because this affects online readability.
- For additional didactic elements such as examples, questions, exercises, summaries, or key messages in textbooks and in professional books, please use a consistent style for each of these elements and submit a list of the styles used together with your manuscript. For LaTeX users please use the Springer Nature macro package to highlight these elements.

## Equations and Program Code

- In Word, use the Math function, MathType, or Microsoft Equation editor to create your equations. Please don't include the equations as images.
- In LaTeX, use the Math environment to create your equations.

## Spelling and Punctuation

- Authored books: Either American or British spelling and punctuation are acceptable but chose one and use it consistently throughout the whole book, except for quoted material which should be left as it is in the original.
- Edited books: Either American or British spelling and punctuation are acceptable but chose one and use it consistently within a chapter (i.e., different chapters within the book may use different spelling) except for quoted material which should be left as it is in the original.
- In works dealing with foreign languages, especially those with alphabets different from English, it is wise to decide on the spelling or transliteration style of names and words at the outset and to include your preferences in your list of stylistic decisions.
- Italicize foreign words and phrases—for example, *barranca* (steep bank)—unless they are proper nouns or words that are familiar in the American lexicon—for example, Moscow (Moskva). **It is up to you to verify that the spelling of foreign words is correct; this is beyond the copy editor's purview.**
- Centuries should be written out in full (e.g., eighteenth century). Decades may be written out or written as numerals (e.g., the seventies or the 1970s), but be consistent with the style that you choose.
- German books: The new spelling rules will be applied for your book in formal editing.

## Cross-References

Please quote the titles or numbers of chapters, sections, or subsection in cross-references instead of the page numbers, because it is not possible to include links to page numbers in the online version. Links to chapters, sections, or subsections will be included in the ebook.

## Tables

- Give each table a caption. Add a reference citation to the table source at the end of the caption, if necessary.
- Number tables consecutively using the chapter number (e.g., Table 1.1 for the first table in Chap. 1) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”.

- Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats.
- Please put the statistically significant mark \*\*\* directly after the figure in the same column.
- Please use black single lines only for the distinction of lines and columns. Transparent lines, double lines and other types of lines will be converted into black single lines during typesetting.

Tables are published in black and white. Colored cells will be changed to white and colored fonts will be changed to black. If the color must be retained, the table will have to be treated as an image.

## Figures and Illustrations

### Numbering

Number the figures chapter-wise using the chapter number (e.g., Fig. 1.1 for the first figure in Chap.1) and ensure that all figures are cited in the text in sequential order. Do not write “the following figure”.

### Figure Captions

- Give each figure a concise caption, describing accurately what the figure depicts. Include the captions in the text file, usually close to the citation, not in the figure file.
- Identify all elements found in the figure in the figure caption and use boxes, circles, etc., as coordinate points in graphs instead of color lines.
- If a figure is reproduced from a previous publication, include the source as the last item in the caption.

### Figure and Illustration Files

- A figure is an object that is drawn or photographed. It does not consist solely of characters and thus cannot be keyed.
- Do not submit tabular material as figures.
- Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls,xlsx, ppt, pptx). Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi.
- Photos or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi.
- Ensure that all the figure lettering is clearly readable—optimum size 8–12 points.
- A combination of halftone and line art (e.g., photos containing line drawings or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi.

## Accessibility

At Springer Nature, we are committed to [Accessibility](#) and we want to help you make your research accessible too. Many factors regarding accessibility are handled by Springer Nature, but we request you to take some actions as well to help make your research accessible.

**Alternative Text** When preparing your manuscript, it is recommended that you write alternative texts (also known as alt texts) for all figures, illustrations and for tables, which you include in an image format.

- Alternative text is a brief and objective description of the content of an image and/or of the purpose it serves in a digital format. Alt text is crucial for individuals using screen reader technology, as well as for those trying to comprehend the content of an image in case it doesn't load.
- Alt text is not the same as a caption, which typically provides information that is not already in the visual element itself.
- For more tips on how to write good alt text, please visit the [Poet Tool](#)

**Requirements for Figures** When differentiating elements in charts and graphs, do not just change the color, also change shapes and patterns, or provide other visual differentiation like direct segment labels.

**How to Include Alternative Texts in the Manuscript** Alternative texts should not be included in the body text to avoid any possibility of confusion with the captions or with the main text. Please include a separate table per chapter in which you make the assignment of figures and the alternative texts clear, like in this example.

Chapter name	Graphic Label/Name	Caption (if available)	Alternative Text
Chapter_1.docx	Figure 1.1	Transliteracy model: the three information cultures (Source: Frau-Meigs, 2013)	A transliteracy model represents the main components covered under info media, info data, and info docs. These are influenced by social and pedagogical uses within and outside school.
Chapter_1.docx	Unfig1.eps	--	An error-grouped bar graph plots the mean total correct versus pre and post-test and represents 4 languages, namely, Spanish, French, Romanian, and Swedish.

## Electronic Supplementary Material

Electronic Supplementary Material (ESM) is electronic material that is published online on SpringerLink. Videos will be included as streamed videos, accessible by a link in the figure caption. Users of the printed book can watch them with the help of the SN More Media app. Other electronic files apart from videos will be provided as downloads. Please check with your editor if ESM is suitable for your publication.

### Submission

- Supply all supplementary material in standard file formats.
- Please include the following information in each file: chapter title, book title, author/editor names; affiliation and e-mail address of the corresponding author.
- To ensure that your readers can access the material easily, please keep in mind that large files may require very long download times.

**Videos**

Please provide a still, illustrative image with each video and include it as one of the numbered figures, placing it in the text at the appropriate position. Please include a short description about what is shown in the video in the figure caption. Please use distinctive file names to make assignment of figure(s) and the related video(s) clear.

**Video Files**

An audio track is required, and video and audio streams must be in the correct order (video before audio). The minimum video duration is 1 sec. Furthermore, the following requirements must be fulfilled to ensure streamed video playout in HD in an acceptable quality. Videos which don't fulfill the criteria will be moved out of the text body to an appendix at the end of the chapter and provided as a download.

Settings	Requirements
Video codec	H.264, profile: "High" or at least "Extended" 1920 x 1080 (1080p)
Resolution	At least 480p <sup>1</sup> If no HD is available 1024 x 576 (PAL 16:9) respectively 768 x 576 (PAL 4:3)
Aspect ratio	Standard 16:9 or acceptable 4:3
Video bitrate	5.000 to 10.000 Kbit/s
Audio bitrate	320 Kbit/s, stereo. 44,1 KHz
Sound	AAC

<sup>1</sup> For higher resolution files, please consider the maximum size of the whole manuscript including figures and videos must not exceed 50 GB; cf. p. 14

**Supplementary Texts and Presentations**

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

**Supplementary Spreadsheets**

- Spreadsheets should be converted to PDF if no interaction with the data is intended.
- If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xlsx files (MS Excel).

**Specialized Formats**

Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

**Collecting Multiple Files**

It is possible to collect multiple files in a .zip or .gz file.

**Numbering**

Name the files consecutively, e.g., "ESM\_3.mpg", "ESM\_4.pdf".

**Processing of Supplementary Files**

Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

**Accessibility**

In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure, that

- the manuscript contains a descriptive caption for each supplementary material
- video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).

## Acknowledgments

Acknowledgment of support, or assistance in preparing individual chapters can be included under Acknowledgments. Researchers using large language model tools (LLM) should document this in the acknowledgment section.

## Competing Interests

Edited works: Please include a declaration with the heading “Competing Interests” at the end of each chapter before the Reference section. Examples 1–4:

- (1) *This study was funded by [X] [grant number X].*
- (2) *[Author first name and last name] has received research grant from [Company X].*
- (3) *[Author first name and last name] has received speaker and consultant honoraria from [Company X] and [Company Y].*

If the authors have no conflict of interests, please write a sentence like:

- (4) *The authors have no conflicts of interest to declare that are relevant to the content of this chapter.*

## Ethical Approval

When including primary studies in a chapter manuscript with human participants, authors must adhere to the ethical standards as laid down in the [1964 Declaration of Helsinki](#) and its later amendments or comparable ethical standards. Please include a section with the heading Ethics Approval. Sample text: This study was performed in line with the principles of the Declaration of Helsinki. Approval was granted by the Ethics Committee of University B (Date.../No...).

In addition, for human participants, authors are required to include a statement that informed consent (to participate and/or to publish) was obtained from individual participants or parents/guardians if the participant is minor or incapable.

If animals are studied, authors should make sure that the legal requirements or guidelines in the country and/or state or province for the care and use of animals have been followed or specify that no ethics approval was required.

## References

As a rule, all the references given in the list of references should be cited in the body of a text (i.e., in the text proper, any appendix, any footnotes to either of these, figure legends, or tables). Of course, any reference may be cited more than once. Citation may take one of two forms:

- By name of cited author and year of publication:
  - One author: (Miller 1991) or Miller (1991).
  - Two authors: (Miller and Smith 1994) or Miller and Smith (1994).
  - Three authors or more: (Miller et al. 1995) or Miller et al. (1995).
- By number, whether sequential by order of citation or according to the sequence in an alphabetized list:

- Single citation: [9].
- Multiple citation: [4–6, 9]. The citations should be in numerical order.
- Sequential citation by order of citation: reference 7 cannot be cited before reference 5, for example.
- Any pages, figures, etc. referred to specifically should be given in the text with the citations, as in these examples:
  - (see p. 43 in [9]) or [9, p. 43].
  - (see Fig. 4 in Smith and Jones 1997) or (Smith and Jones 1997, Fig. 4) or Smith and Jones (1997, Fig. 4).

Only one form of citation is permitted within a publication.

We strongly prefer the use of author/date or numbered citations in the text with a chapter-end reference list, since this offers more advantages for the reader of the electronic forms of publication. The Notes and Bibliography system is possible if strongly desired in certain subjects. In this case, put the citation information in footnotes within the chapters and provide a book-end bibliography. The reference information appears as text only, without any linking to the book-end bibliography or structured to capture and register citations with reference-linking organizations.

### Reference Lists

- **Include a reference list at the end of each chapter** so that readers of single chapters of the eBook can make full use of the citations. References at the end of the book cannot be linked to citations in the chapters. Please do not include reference lists at the end of a chapter section, at the end of a book part, in a preface, or in an appendix.
- Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Please add the access date in references to web pages. Personal communications and unpublished works should be mentioned in the text only.
- Entries in the list must be in alphabetical order 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.

### Reference Styles

Springer Nature follows certain standards with regard to the presentation of the reference list. They are based on reference styles that were established for various disciplines in the past and have been adjusted to facilitate automated processing and citation linking. This allows us, for example, to easily cross link the cited references with the original publication. References will be revised in production in accordance with these house styles.

Choose the appropriate style for your subject from the list below. Please note that the adapted and standardized forms are based on, but differ slightly from, certain recommended styles (e.g., APA, Chicago).

Springer Nature Style	Discipline Examples	<a href="#">Key Style Points</a>
<p><b>Basic Style</b></p> <p>Based on <i>Harvard style</i> and recommendations of the <i>Council of Biology Editors</i> (CBE)</p>	<p>Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics</p>	<p>See the samples in the <i>Key Style Points</i> document under Basic Style</p>
<p><b>Vancouver Style</b></p> <p>Based on the NLM guidelines <i>Citing Medicine</i></p>	<p>Medicine, Biomedicine</p>	<p>See the samples in the <i>Key Style Points</i> document under Vancouver Style</p>
<p><b>MathPhys Style</b></p>	<p>Mathematics, Physics, Statistics</p>	<p>See the samples in the <i>Key Style Points</i> document under MathPhys Style</p>
<p><b>Physics Style</b></p> <p>Based on the reference list style of the <i>American Physical Society</i> (APS)</p>	<p>Physics</p>	<p>See the samples in the <i>Key Style Points</i> document under Physics Style</p>
<p><b>APA Style</b></p> <p>Adapted from the reference list style that was established by the American Psychological Association (APA)</p>	<p>Social Sciences, Psychology</p>	<p>See the samples in the <i>Key Style Points</i> document under APA Style</p>
<p><b>Humanities Style</b></p> <p>Based on the reference list style as suggested by the <i>Chicago Manual of Style</i> (15th ed.)</p>	<p>Humanities, Linguistics, Philosophy</p>	<p>See the samples in the <i>Key Style Points</i> document under Humanities Style</p>

## Back Matter

- After the last chapter, the back matter of the book can contain an appendix, a glossary, and/or an index. Please note that the back matter content in the published book is freely available on [SpringerLink](#).
- Do not include a reference list containing the cited literature in the back matter, as references are then not linked to citations in the chapters. Instead, include reference lists at the end of each chapter. A list of further reading may be included in the back matter.

## Appendix

- An appendix cannot include a reference list.
- Include important original content within a chapter, not in the book appendix, as any appendix in the back matter of a book will appear with unrestricted access in the eBook on SpringerLink.



## Glossary

- A glossary may be included. Terms in the glossary are arranged alphabetically, each on a separate line and followed by its definition.
- A glossary always consists of terms and their explanation, whereas a list of abbreviations only contains the abbreviations and their written out forms without any further explanation.

## Index

- Please check with your editor if an index is desired. If an index is required, please be sure to provide index terms in the final manuscript.
- If yes, it is highly recommended to use the indexing function in Word to identify index terms (or the index command if you use LaTeX).
- On average this should be about one or two index entry terms per manuscript page.
- Alternatively, please highlight all instances of the word you would like to see indexed in the source files.
- Please note that only one source file should be sent per book. Do not send a separate version marked up with the index terms.

## Final Check and Submission

- **All content is final upon submission.** Once your manuscript has been submitted, you should not send any further files without prior discussion and approval from your Editorial or Production contact. Sending unsolicited files (i. e. files that have not been requested by us) lead to delays in your book being published. Any unsolicited files sent after the initial submission may not be accepted for publication.
- Ensure that the files are complete (no missing information or chapters still to come) and that the agreed-upon length is accurate.
- Check the table of contents for the correct sequence of part, chapter, and heading numbering, and update the chapter titles and subheadings if necessary.
- Save each chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file in the original source file format, and give each file the author's name and the chapter number (e.g., Myers-Chap 1).
- Save the original figure files separately, and name them with the author's surname, the chapter, and figure number (e.g., Myers-Fig 1.1).
- Ensure all that permissions have been obtained for any material in the manuscript, which is not your original work, or (in most cases) is your own work but which you have previously published.
- For contributed volumes, ensure that all signed Licence to Publish forms are enclosed in a separate folder. A special Licence to Publish form for Commissioned Content for all chapters is also required for the foreword of both authored and edited works.
- The following details are considered as final in the submitted files. In principle we don't accept changes during production or in the proof stage.
  - Authorship and order of authorship (chapter level)
  - corresponding author
  - consistency of spelling of names in the book. It should be the same all throughout including in the front matter (listing/bios if available) and at the chapter level.
- Submit one folder/zip archive containing all source files of the final version of the manuscript (Word or LaTeX files with all the associated style files.) Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls,xlsx, ppt, pptx).

- Please submit a second folder/zip archive containing the PDF file(s) of the final version with all fonts embedded that can be used as a reference. For edited works please submit a PDF file for each chapter. Please check the PDF to ensure that text and figures appear correctly before uploading the file. This is especially important if text or figures contain special characters or fonts.
- Please include both folders in one zip archive. The accepted maximum size of your zipped manuscript including all files is **50 GB**.
- Submit your manuscript directly using our online book **Manuscript Submission Portal**, see [Book Publication Journey](#). Please contact your publishing editor for your access details.

## SPRINGER NATURE


Welcome to the manuscript submission portal

Thank you for your interest in publishing with us.

Before you submit, please read through the [Manuscript Submission Checklist](#) to make sure you include all required documents when uploading.

Need Help - Please get in touch with your editor via email: [email\\_address\\_RESP](mailto:email_address_RESP)

[Proceed with your submission](#)





[Contact Us](#)

[Privacy Policy](#)

[Terms & Conditions](#)

[Springer Nature](#)

**SPRINGER NATURE**  
© 2020 Springer Nature

Manuscript Submission Checklist

Title page	Title (and subtitle) final	<input type="checkbox"/>
Authors/Editors	All author/editor names included	<input type="checkbox"/>
	E-mail address of corresponding author included. The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published. <i>If you do not wish this, please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published.</i>	<input type="checkbox"/>
Front matter	Complete with the following elements: <input type="checkbox"/> Dedication <input type="checkbox"/> Foreword <input type="checkbox"/> Preface <input type="checkbox"/> Acknowledgments <input type="checkbox"/> (Declaration of) Competing Interests <input type="checkbox"/> Ethics Approval (if applicable) <input type="checkbox"/> Table of contents (required) <input type="checkbox"/> List of contributors <input type="checkbox"/> List of abbreviations	<input type="checkbox"/>
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	<input type="checkbox"/>
	Contributed books: chapter titles and author names included	<input type="checkbox"/>
	Headings correspond to those in the text	<input type="checkbox"/>
Book structure	Number of parts: Number of chapters:	<input type="checkbox"/>
	All chapters numbered sequentially throughout the book (or not numbered at all)	<input type="checkbox"/>
	Chapter sequence and numbering final	<input type="checkbox"/>
Abstract	Included for each chapter	<input type="checkbox"/>
Chapter Keywords (if applicable)	Included for each chapter	<input type="checkbox"/>
Text	Heading levels and special text elements consistently styled	<input type="checkbox"/>
	No heading levels skipped	<input type="checkbox"/>
References	Reference lists included at the end of each chapter	<input type="checkbox"/>
	Citations in text agree with reference list	<input type="checkbox"/>
Figures	All figures are included in the source file (Word or LaTeX) and appear correctly in the pdf, additionally all figures are available as separate files.	<input type="checkbox"/>
	Consecutively numbered within chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
	Figure captions included in the text file	<input type="checkbox"/>
Tables	Prepared with the table function	<input type="checkbox"/>
	Consecutively numbered within chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
Permissions	Obtained for all material which is your own work but which you have previously published and for all material which is not your original work, unless they can be used without permission under a copyright exception.	<input type="checkbox"/>
Competing Interests	Information regarding sources of funding and potential competing interest (financial or non-financial) has been inserted in a Competing Interests section after the Preface (for the book in an authored work) or at the end of each chapter (in an edited work).	<input type="checkbox"/>
Ethics Approval (if applicable)	Information confirming informed consent if reporting research involving human participants or and a statement on welfare of animals if the research conducted involved animals has been inserted in an Ethics Approval section after the Preface (for the book in an authored work) or at the end of the related chapter (in an edited work).	<input type="checkbox"/>
Index (if applicable)	Included index terms if index is desired	<input type="checkbox"/>

<p><b>Electronic manuscript</b></p>	<p>One file folder/zip archive labeled with book title and author name          - Each chapter saved as a separate file in the Word or Tex format          - Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format</p>	<p><input type="checkbox"/></p>
	<p>A second folder/zip archive containing the PDF file(s) with all fonts embedded</p>	<p><input type="checkbox"/></p>
<p><b>Electronic Supplementary Material</b></p>	<p>Videos or other electronic files which should be attached to a chapter are named clearly and are relatable to the corresponding chapter.</p>	<p><input type="checkbox"/></p>
<p><b>Contributed books</b></p>	<p>E-mail address and affiliation of the corresponding author of each chapter and e-mail addresses of all co-authors for free access to the e-book after publication.          The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published.  <i>If you do not wish this</i>, please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published.</p>	<p><input type="checkbox"/></p>
<p><b>Licence to publish</b></p>	<p>Licence to publish form obtained for each chapter, also for the Foreword</p>	<p><input type="checkbox"/></p>