Springer

Instructions to Authors

July 2005

We are very pleased to welcome you as an author at Springer-Verlag. These instructions are designed to speed up the production of your manuscript, to save you time on proofreading, and to avoid the unnecessary costs that are incurred by misunderstandings and typesetting errors.

Information is given below concerning

If you have any questions on how to prepare your manuscript, please do not hesitate to call us to clarify problems at an early stage and to agree on any additions or changes that may be necessary

If you require further information or wish to create a manuscript ready for printing, please refer t to the respective instructions and Word templates on our homepage.

Author Tools

To help you do your work, a document template has been prepared by Springer-Verlag for use with **Word 2000 or higher.** This means that you can use a keystroke to insert all the necessary formatting in your manuscript. For further information please read the Readme file provided with the template. If you use an older Word-Version please refer to your Springer contact.

Disks and Printouts

Please send us your manuscript as a **printout** and as a **text file**.

- The text elements should appear in the following **order**:
  − Title page with author name/s, current address, phone, fax, and e-mail
  − Table of contents
  − Text
  − Reference list
  − Figure legends
  − Tables
- Please use 3.5" disks or a CD-ROM.
- Alternatively, you can use our FTP server. To do so, save your manuscript data in a zip archive and send it to ftp.springer.de (log-in: "anonymous", password: your e-mail address). Please send us an e-mail to let us know that you have put your data on the FTP server.
- Save each **chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file** in both your program format and in RTF (rich text format). Give each individual file your own name (or an abbreviation), the chapter number, and the format suffix.
  Example: Miller3.doc or Miller3.rtf
- Save the figures separately; on no account should they be embedded in the text file.
- Label each disk with the names of the files saved on it and the operating system and program versions that have been used.
- Enclose the final printout (1½ line spacing) and a list of all the files with your disk. If there are any discrepancies, we will assume that the electronic version is the correct one.
- Keep personal copies of the files and the printout.

Length

Please keep to the manuscript length agreed on with the publisher

Writing Your Text

- Please use our **template** for Word, 2000 or higher to prepare your text. All the necessary formatting is already preset in the template.
- You can basically use all the functions in **Word**, particularly displayed lists, type styles such as **bold** or *italics*, and the indexing function.
- Only use the return key at the end of a paragraph or after headings, displayed lists, and the like. Do not insert manual hyphenation and do not use formats such as framing, centering, or shading.
- **Please avoid using footnotes**. If a footnote cannot be avoided, use the footnote function in Word.

Type

- Use a single **main font** for the entire text. We recommend *Times Roman*.
- For **special characters**, please use *Symbol* and/or *ZapfDingbats*.

Emphasis

- In running text, please set emphasized words or phrases in *italic* type.
- You can use **Springer's document template** to mark sentences or passages to be given **special emphasis** and quotations or case reports that are to be set in **small type**.

Headings and Table of Contents

- A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text.
- Please use the decimal system of headings with no more than four levels.
  - 1   Chapter
  - 1.1   Section
  - 1.1.1   Subsection
  - 1.1.1.1 Sub-Subsection
- Additional levels of unnumbered headings can be marked using **Springer's document template**.
- Please list only the top three levels of headings in the **table of contents**.
- In **cross-references**, please give the chapter or section number (e.g., see Sect. 3.5.1).

Technical Terms, Abbreviations

- Ensure that the **spelling** of names, terms, and abbreviations is **consistent**, including in tables and figure legends.
- A**bbreviations,** except for very commonly ones, must be defined the first time they are used and a list supplied with the manuscript.
- Please always use internationally accepted signs and symbols for **units**, so-called SI units. Use positive and negative exponents, e.g., g L^{-1} instead of g/l.
- **Chemical compounds** should be named according to the systematic rules of the IUPAC or Chemical Abstracts.

Please also note the following:

- Species and genus names, mathematical/physical variables, and prefixes in chemical compounds should be set in *italic* type (*cis/trans, d/l, E/Z, o/m/p, R/S, t*-Bu, *tert*-butyl).
- L and D indicating optical activity should be set in SMALL CAPITALS (D- and L-dopa).

Tables

- Number the tables consecutively using the chapter number (e.g., Table 1.1) and ensure that all the tables are cited in the text in the correct order.
- Give each table a **heading**.
- To format the table columns, use the **table function** in your word-processing program or the relevant function in **Springer's document template**.
- Do **not** use the space bar to separate columns, and do **not** use Excel to create tables.
- If a table cell is to be left empty, please type a hyphen (-) in it.
- Please do not treat simple, **one-column lists** as tables, but instead set them as part of the running text. Use the displayed list function in your word-processing program or in **Springer's document template**.
- Save the tables in the same file as the text, references, and figure legends.

Equations

- 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. Prepare the whole equation in this way and not just part of it.
- Please ensure the different styles are defined in the program itself:

Style	Font	Bold	Italic
Text	Times		
Function	Times		
Variable	Times		x
L.C.Greek	Symbol		x
U.C.Greek	Symbol		
Symbol	Symbol		
Vector-Matrix	Times	x	
Number	Times		

- When entering your equation, select the appropriate style for each character from the menu. Do not change the style settings in *Style/Define*. "Math" in the Style Menu covers the entries Function, Variable and Number in the above table; the program will automatically style the character according to one of these styles.
- Do not insert the equation number from the equations editor.
- Please do not insert symbols or special characters that are not part of equations as graphics or using the formula editor if they are available in the *Symbol* or *ZapfDingbats* fonts.
- Formulas/equations should appear on separate lines. Formulas are numbered chapterwise. The formula number is given in parentheses as right aligned text next to the formula

$$(a+b)^2 = a^2+2ab+b^2 \hspace{4cm} (3.1)$$

- If the equation is part of a sentence, the equation itself should end with a punctuation mark (not after the equation number).

Literal Text

In order to distinguish the literal text of computer programs from running text, we recommend using a font such as *Arial* or *Helvetica*.

If you need a font for your programs in which every character has the same width, please use *Courier*.

References

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:
    [3, 7, 12].

The **reference list** should be alphabetical (even if reference numbers are used). If there are several works by the same author, the following order should be used:
  − 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.

Examples:

Monographs:
Snider T, Grand L (1982) Air pollution by nitrogen oxides. Elsevier, Amsterdam

Anthologies and proceedings:
Noller C, Smith VR (1987) Ultraviolet selection pressure on earliest organisms. In: Kingston H, Fulling CP (eds) Natural environment background analysis. Oxford University Press, Oxford, pp 211-219

Journals:
Meltzoff AN, Moore MK (1977) Imitation of facial and manual gestures by human neonates. Science 198:75-78

Please use the following abbreviations:
    vol (volume)
    edn (edition)
    ed/eds (editor/s)
    p/pp (page/s)

Please do **not** put commas between names and initials, and do **not** put periods after initials or abbreviations.

Sources

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The source must be acknowledged in the legend or table heading. If the source is in a foreign language, please provide a **translation**.

Index

Please indicate one or two keywords per manuscript page to be included in the index. Mark the relevant terms on the printout or use the **indexing function** in Word.

Figures and Illustration Data

Digital Illustrations

If you can supply illustration material (photos and drawings) in digital form, this will simplify production, providing that you follow a few basic rules.

Scanning

- Please scan all the illustrations in the same size that they are to appear in print
- The resolution for scanned **line figures** is 1200 dpi.
- For scanned **photos**, 300 dpi is sufficient.

Image Processing

- Please use illustration programs such as *Adobe Illustrator, Macromedia Freehand*, or *Corel Draw* to produce **graphics**.
- *Adobe Photoshop* or *Corel Photopaint* are suitable for processing and retouching scanned **photos**.
- Programs such as MS Excel, Designer, Harvard Graphics, Visio, MS Word-Graph, or MS Graph are **not** suitable.
- For **chemical structural formulas** and reaction diagrams, it is best to use *ChemDraw* (http://www.camsoft.com) or in some cases *ISIS/draw* (http://www.mdli.com). Save the files (e.g., *.cdx for ChemDraw) in the format of the program and in **EPS** format.
- If illustrations are to appear in black and white, do not produce them in color. Instead of color, use dot patterns with a maximum of three gray tones of 12%, 25%, and 40% (ensure that there is a clear contrast to the text).
- The lowest line weight is 0.4 pt in the final size (approx. 0.15 mm).

Lettering

- To add **lettering**, it is best to use Helvetica or Arial. The font size should be approx. 2-3 mm (8-12 pt) relating to the final size.
- Avoid effects such as shading, outline letters etc.
- Lettering should not be added until **after** scanning, i.e. to the graphics file.
- Please do not insert any **figure legends** or figure headings in your illustration file.

Saving and Printout

On no account should graphic data be saved as part of the text file; instead, each illustration should be submitted **as a separate file**:

- Save each illustration individually, in the same size as it is to appear in print.
- Check that all the details, including any lettering, are clearly visible, and enclose a printout. (If there are any discrepancies, we will assume that the electronic version is the correct one.)
- To **name the graphics file**, please use the chapter and figure number (e.g., Fig6_10.eps)
- Suitable **data formats** are TIFF and EPS (remember to include any fonts used). Data for color illustrations should, if possible, be in RGB mode.
- In addition to your name and the title of the work, please label the **disk** with the file name and the operating system and program versions (including the compression program) that have been used.

Print Masters

If you do not compile your illustrations on a PC, please send us good-contrast black and white prints or transparencies or the original drawings.

Laser printouts of graphics produced using *Excel, Powerpoint*, or *Harvard Graphics* are also suitable for reproduction, whereas the files often cannot be used for printing.

Figure Legends and Numbering

- Number the figures consecutively using the chapter number (e.g., Fig. 1.1), and put the **legends** at the end of the chapter in the text file.
- Ensure that all the figures are cited **in the text** in the correct order, and use **Springer's document template** to indicate where they should be inserted in the text.

Checklist

Title page	Title	☐
	Name(s) of author(s)	☐
	Mailing address(es)	☐
	e-mail address(es)	☐
Table of contents	Decimal numbers	☐
	Headings the same as in text	☐
Text	Only left justification, no hyphenation at the end of lines	
	Text in *Times New Roman*, special characters in *Symbol* oder *ZapfDingbats*	☐
References	Citations in text agree with the reference list	☐
	All entries in the reference list mentioned in the text	☐
	References follow the guidelines	☐
	Journals abbreviated according to *Index Medicus*	
Abbreviations	List of abbreviations on paper and disk	☐
Figures	All figures mentioned in text enclosed, complete and on separate sheets and as separate files	☐
	Consecutively numbered within a chapter	☐
	Consecutively cited in text	☐
	Legends separate, after the references	☐
Tables	Prepared with the table function	☐
	Placed at the end of the text after the reference list and figure and scheme captions	
	Consecutively numbered within a chapter	☐
	Consecutively cited in text	☐
Printout	All pages printed on one side only	☐
Electronic manuscript	Hard copy and disk version identical	☐
	Title of the book and author's name noted on disk label	☐
	Text files saved on disk in original format and as RTF	☐
	Each chapter saved als separate file	
	Graphics saved as separate files on disk in original format and in EPS or TIFF format	☐