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## From Your Computer to the Global Audience



Publishing a book with Springer is more than typesetting, proofing, and printing. At the end of the production process you will not only hold the physical book in your hands but your book will be available in all feasible formats, be it as an eBook, a printed copy, a Kindle edition or a low-priced printed MyCopy for eBook licensees.

Springer’s innovative publishing approach – to make your work available in as many parallel formats as possible – of course reflects the preparation of your manuscript.

## Document Template

To help you do your work, a document template has been prepared by Springer. The template supports **Word 2003** but can also be used with Word 2007. 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.

If you wish to create the final page layout in LaTeX, please refer to the respective instructions and macro packages on our homepage.

## Manuscript Submission

- Save each chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file in \*.doc format. The manuscript should additionally be submitted as pdf file with all the fonts embedded, especially if text or figures contain special characters or unusual fonts.
- Give each individual file your own name (or an abbreviation), the chapter number, and the format suffix, e.g., Miller3.doc.
- Save the figures separately.
- Please enclose a list of all the files with your submission.
- Keep personal copies of the files.
- For edited works: please make sure to give the entire affiliation (Institute, Department, Street address, e-mail address) of all contributing authors on the chapter opening page. Please also indicate who is the corresponding author (who will receive the proofs). If you put the information in a footnote, please make sure not to number this footnote, just use an asterisk.

## Writing Your Text

- Please use our **Word template** 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*, the indexing function, and the footnote 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.

### Type

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

### 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**.

### Length

- Please keep to the manuscript length agreed on with the publisher.

## Book Structure and Headings

A well-structured book and meaningful headings make it easier for the reader to get a general idea of the content. In addition, seamless transformation to various formats such as the eBook requires a certain structure of the book.

### Basic Rules

- A **book** consists of chapters, front matter, and back matter (optional).

- The **front matter** contains the title page, the table of contents, and the preface. Optional items in the front matter are, e.g., a foreword or a list of abbreviations. **An introduction does not belong in the front matter, but should appear as the first chapter of the book.**
- **Chapters** contain the actual content of the book, i.e., text, figures, and tables. They should always include a reference list; this is vital so that readers of single chapters of the eBook can make full use of the citations.
- Chapters can be organized in **parts**. If a book is divided into parts, all chapters should be within a part, with the exception of an introductory chapter at the beginning of the book. Each part must contain at least one chapter.
- The **backmatter** can contain an appendix, a glossary, or an index. Wherever possible, a reference list should not be included in the back matter, as references are then not linked to citations in the chapters.

### Headings and Heading Numbering

- We recommend to 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
- Number the chapters continuously throughout the book (do not re-start with each part).
- Parts should be numbered with Roman numerals (Part I, Part II...).
- 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). As an alternative heading system, outline designator can be used. Compared to the decimal system, outline designator looks as follows:

Heading	Number in decimal headings	Outline designator
Mechanisms of Hyperlipidemia	5	Title
Introduction	5.1	A.
Normal Levels of Plasma Triglycerides and Cholesterol	5.2	B.
The Plasma Lipoprotein Spectrum	5.3	C.
Techniques of Analysis	5.3.1	I.
Separation on the Basis of Density	5.3.1.1	1.
The Analytical Ultracentrifuge	5.3.1.1.1	a)
The Preparative Ultracentrifuge	5.3.1.1.2	b)
Separation on the Basis of Charge by	5.3.1.2	2.

Heading	Number in decimal headings	Outline designator
Zonal Electrophoresis		
Gel Filtration Chromatography	5.3.1.3	3.
Precipitation with Polyanion-Metal Complexes	5.3.1.4	4.
Structure and Chemical Composition of Plasma Lipoproteins	5.3.2	II.

### Abstract

Each chapter should be preceded by an abstract (10–15 lines long) that summarizes the content. The abstract will appear online at SpringerLink and be available with unrestricted access. This allows unregistered users to read the abstract as a teaser for the complete chapter. It will only appear in the printed edition if this is the style of the particular book.

### Technical Terms, Abbreviations

- Ensure that the **spelling** of names, terms, and abbreviations is **consistent**, including in tables and figure legends.
- **Abbreviations**, except for very common 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.

### 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**.
- 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 instead.
- Save the tables in the same file as the text, references, and figure legends.

## 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

### Reference Citations/Footnotes

References may be cited in the text or in footnotes.

Citations of books, book chapters, or journal articles in footnotes should be given in a shortened form: author name(s), year and page number or paragraph (margin number).

Some examples:

- One author: Miller 1991, p. 17 or Miller 1991, para 30
- Two authors: Miller and Smith 1991, p. 17 or Miller and Smith 1991, para 30
- Three authors or more: Miller et al. 1991, p.17 or Miller et al. 1991, para 30
- Commentaries: Smit 2005, Article 5, para 7

The entire bibliographical information of the citation should be given in the Reference list at the end of each chapter.

### Reference List

Each chapter should contain a reference list of its own. Entries in the list must be listed alphabetically. 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.

The **reference list style** is called “Basic”. Please refer to the following examples:

- Journal article  
Schwarze J (2000) Der Staat als Adressat des europäischen Wettbewerbsrechts. *EuZW* 11: 613–618
- Article by DOI  
Cheng, ECM, Courtenay SM (2006) Board composition, regulatory regime and voluntary disclosure. *Int J Account* 41:262-289. [doi:10.1016/j.intacc.2006.07.001](https://doi.org/10.1016/j.intacc.2006.07.001)
- Book  
Enchelmaier S (1997) Europäische Wettbewerbspolitik im Oligopol. Nomos, Baden-Baden

- Book chapter  
Hulle K van, Tas L van der (2001) European Union-individual accounts. In: Ordelheide D, KPMG (eds), *Transnational accounting*, 2nd edn. Palgrave, Basingstoke, pp 772–826
- Online document  
Deutscher Bundestag (2009) Plenarprotokoll 16/222. [http://www.bundestag.de/bic/plenarprotokolle/pp\\_pdf/16222.pdf](http://www.bundestag.de/bic/plenarprotokolle/pp_pdf/16222.pdf). Accessed 18 May 2009

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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 use the **indexing function** in Word. Indicate, on average, one or two keywords per manuscript page to be included in the index.

- Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms.
- Use no more than two levels – main entry and subentry.
- A main entry should always be a noun (or compound noun) and begin with a capital letter.
- Subentries begin with lowercase letters unless the term is a proper noun.
- Index entries are formatted as in the text (e.g., italics for genus and species names).
- Abbreviations at the beginning of a term must be written out. For example, *A. fumigatus* should be *Aspergillus fumigatus*.

## Figures and Illustration Data

### **Digital Illustrations**

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. The published work will directly reflect the quality of the artwork provided.

**Electronic Figure Submission**

- Name your figure files with your name, "Fig", and the figure number, e.g., Miller-Fig1.eps.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.

**Line Art** Black and white graphic with no shading.

- Check that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide.
- Line drawings should have a minimum resolution of **1200 dpi**.
- Vector graphics containing fonts must have the fonts embedded in the files.

**Halftone Art** Photographs, drawings, or paintings with fine shading, etc.

- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of **300 dpi**.

**Combination Art** A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

- Combination artwork should have a minimum resolution of **600 dpi**.

**Color Art** Color art is free of charge for online publication.

- If black and white will be shown in the print version, do not refer to color in the captions and make sure that the main information will still be visible. A simple way to check this is to make a photocopy to see if the necessary distinctions between the different colors are still apparent.
- Color illustrations should be submitted as **RGB** (8 bits per channel).

**Figure Lettering**

- To add lettering, it is best to use *Helvetica* or *Arial* (sans serif fonts) and avoid effects such as shading, outline letters, etc.
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Do not include titles or captions in your illustrations.

**Figure Captions and Numbering**

- Number the figures consecutively using the chapter number (e.g., Fig. 1.1). Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

**Figure Size**

- When preparing your figures, size figures to fit in the page width.
- For most books, the figures should be 78 mm or 117 mm wide and not higher than 198 mm.

***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.



**Checklist**

Title page	Title	<input type="checkbox"/>
	Name(s) of author(s)	<input type="checkbox"/>
	Mailing address(es)	<input type="checkbox"/>
	e-mail address(es)	<input type="checkbox"/>
Table of contents	Decimal numbers/outline designator	<input type="checkbox"/>
	Headings the same as in text	<input type="checkbox"/>
	Chapters continuously numbered throughout the book	<input type="checkbox"/>
Abstract	Abstract for each chapter included	<input type="checkbox"/>
Text	Text in <i>Times</i> , special characters in <i>Symbol</i> or <i>Unicode</i>	<input type="checkbox"/>
References	Reference lists included at the end of each chapter	<input type="checkbox"/>
	Citations in text/footnotes agree with the reference list	<input type="checkbox"/>
	All entries in the reference list mentioned in the text	<input type="checkbox"/>
	References follow the guidelines	<input type="checkbox"/>
	Journals abbreviated according to <i>ISSN</i> (if applicable)	<input type="checkbox"/>
Abbreviations	List of abbreviations included	<input type="checkbox"/>
Figures	All figures mentioned in text enclosed, complete and as separate files	<input type="checkbox"/>
	Consecutively numbered within a chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
	Legends included in the text	<input type="checkbox"/>
Tables	Prepared with the table function	<input type="checkbox"/>
	Consecutively numbered within a chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
Electronic manuscript	Title of the book and author's name noted on label	<input type="checkbox"/>
	Text files saved in original format	<input type="checkbox"/>
	Each chapter saved as separate file	
	Graphics saved as separate files in original format and in EPS or TIFF format	<input type="checkbox"/>
	PDF file with all the fonts embedded	<input type="checkbox"/>