AUTHOR/EDITOR GUIDELINES FOR MANUSCRIPT PREPARATION

Introductory Notes

- Springer’s preference is that manuscripts be prepared using the *Publication Manual of the American Psychological Association, 6th Edition*. If another reference style is more common to your academic discipline or is preferred, please discuss with your Springer editor in advance.
- **All files** (except figures) should be in Microsoft Word, double spaced. Do not justify or apply hyphenation, outlining, or any other formatting.
- **Text manuscript**: Add page numbers, starting each chapter with number 1. Be sure the manuscript includes all of the following elements required for the chapter: references or bibliography, chapter appendices, footnotes, tables, exhibits/boxes/cases, figure captions.
- **For multicontributed works**: Include the following for each chapter author on the first page of the manuscript: chapter author name, degrees, full affiliation(s) including city and state, preferred mailing address, email, phone, and fax. Identify the contact author with an asterisk. Include as well the signed Contributor Release Form – one for each author of the chapter.
- **Figures/Tables/Boxes/etc.**: Identify each of these items with a double number (chapter number and item number, e.g., Figure 1.1, Table 1.1, Box 1.1) and title; an example: “Figure 3.2 Nursing Procedures.” Be sure to complete the Manuscript Features Log (enclosed with your author/editor forms). Place all figures related to the chapter in the chapter folder. See below for more information regarding figure preparation and citation in text.
- Please contact your Springer editorial contact with any questions or concerns while preparing your manuscript.
FRONT MATTER

Along with the chapter files, supply the following material saved in a folder named “front matter.”

- Title Page (required): This should include the names, degrees, and affiliations of the book authors or editors exactly as you would like them to appear on the cover and in all promotional material. (See below if yours is a multicontributed work.)

- Table of Contents (required): This should include full and final chapter titles (with corresponding author/contributor names if applicable) in final sequence, and all levels of headings appearing in each chapter. Be sure that the table of contents matches the titles and headings given in the chapters themselves.

- Preface (required): The preface should not only describe but also sell your book. Address such questions as: For whom is the book written? Why is the book important? What does your book provide that is different or unique in the marketplace?

- Foreword (optional): The foreword is authored by a prominent individual in your field and not an author or a contributor to the book. In advance of completing your manuscript, solicit the interest of a foreword writer. Send your manuscript for his/her use in authoring the foreword. If you are expecting a foreword but it has not yet arrived, indicate FOREWORD TO COME (with a due date) within the front matter manuscript.

- Dedication (optional)

- Acknowledgments (optional)

- About the Author (required): A brief (2-3 paragraph) biography of each author/editor.

- Contributors List (required for multicontributed works): A list containing each contributor’s full name, degrees, and affiliations (title, department, institution, city and state).

SPECIAL TEXT FORMATTING INSTRUCTIONS

Headings

Type your chapter headings in a consistent style to ensure correct interpretation by the copyeditor and typesetter. All headings should be on a separate line and not run into the text.

**TYPE NUMBER 1 HEADS IN BOLD/ALL CAPS**

*Type Number 2 Heads in Bold /Title Case*

*Type number 3 heads in bold, italics/sentence style*

*Type number 4 heads in italics/sentence style*

**Italics and Boldface**

New or special terms are often highlighted by italics, boldface, or boldface italics. Whichever you choose, please be consistent throughout your manuscript.
Units and Abbreviations

Always leave a space between a number and a unit, e.g., 5 mm. Use abbreviations that are accepted nomenclature and use them consistently. Define all abbreviations and acronyms at the first point of use in each chapter, e.g., cyclic adenosine monophosphate (cAMP).

Quotations

- A direct quotation of not more than 4 or 5 lines should be enclosed in quotation marks and run into the text.
- Longer quotations, called extracts, should be indented at least 5 spaces from the rest of the text from the left margin, double spaced, and without quotation marks.
- Use ellipses ( . . . ) to indicate any point in a quote in which you have omitted any material. If the omission occurs at the end of a sentence, use 4 dots, the last being the period.
- If you add italics for emphasis to material within the quote, indicate it with a footnote: “Italics mine.”
- If you add material to a quotation, place your own words within brackets, not parentheses. Parentheses should appear only as used by the original author.
- Check each quotation to ensure that it is verbatim.
- Include a reference citation (author name, year, and page number[s]) and be sure to include the complete source of original publication in the references for that chapter.

Cross-References

- Do not use page cross-references. Instead, refer to the chapter and the heading under which the material appears, e.g., “(see Chapter 5, Health Behavior).”
- If you refer to information found elsewhere in your chapter, parenthetically refer to the heading under which the material appears and note “above” or “below” as appropriate, e.g., “(see Clinical Implications below).”

Tables

- Use tables when content can be more effectively presented in a column format, especially when comparisons are intended.
- Presentation of tables should be as simple as possible. A table that is long but has few columns is preferred to a wider table with many columns.
- Use horizontal and vertical rules to clarify alignment for our copyeditors and type-setters. (These rules will not necessarily appear in the printed book.)
- A summary of the findings in a table should be discussed in the text. Always cite tables formally in text using the double-number system (chapter and table number; e.g., see Table 12.1) and not “see table below.” Double-number tables consecutively within each chapter (e.g., the fourth table in chapter two would be numbered “Table 2.4”).
- Always double-check your tables for accuracy, recalculate any totals, and proofread them carefully. Include all/any source information as a footnote to the table.
- Group all tables together at the end of the chapter manuscript.
Exhibits/Boxes/Cases/etc.

- Supplementary content can be text that you wish to highlight, additional information, or materials separate from the running text of the chapter.
- Like tables, these should be numbered consecutively within each chapter using the double-number format (chapter number/exhibit number). For example, the fourth exhibit in chapter two would be numbered “Exhibit 2.4.”
- Cite the exhibit in text (as with figures and tables) either parenthetically or in text.

Figures and Illustrations

- Keep your illustrations as simple as possible. Avoid large black areas and/or very dense patterns.
- Make sure all figures and illustrations serve an academic or pedagogical purpose. Illustrations that are purely decorative or unnecessary should not be used.
- All figures and illustrations will be converted to and printed in black and white. If color illustrations are required, discuss this in advance with your editor.
- Like tables and exhibits, figures should be numbered consecutively (in order of appearance) within each chapter using the double-number format (chapter number/figure number). For example, the fourth figure in chapter two would be numbered “Figure 2.4.” All figures must be cited, either parenthetically or in the text.

Include any/all source information as part of the figure caption.

- Limit use of gray tones in charts or graphs. An acceptable selection of gray tones is 20%, 50%, 80%.
- Line art should be submitted or scanned at 600 to 1200 dots per inch (dpi).
- Halftones (photos) should be submitted at 300 dpi and must be saved as TIF files.

**Note:** An easy way to check resolution of line and halftone figures is to use Microsoft Office Picture Manager. (Open the file in MS Picture Manager; right click on the image itself, select PROPERTIES, then MORE under Picture Properties. The dpi will display.)

Manuscript Features Log

A completed Manuscript Features Log (an Excel template is enclosed with your author/editor forms) must be completed and submitted with your final manuscript.

The Log serves two purposes:

1. As a quick reference for Springer’s Editorial and Production teams
2. As a final check point for you to evaluate your artwork/tables/exhibits/etc. for permissions issues while making sure that all features are named correctly and numbered in sequential order.

**Note:** Your manuscript will not be accepted without a completed Manuscript Features Log.
References

Again, Springer uses the *Publication Manual of the American Psychological Association*, 6th Edition as our standard. If another reference style is more common to your academic discipline or is preferred, please discuss with your Springer editor in advance.

A reference is a source that is actually cited in the text. If the source is not cited in the text, it should be placed in a section of Additional Reading or a Bibliography. Sources in these sections should be unnumbered and typed in alphabetical order by author.

**NOTE:** Do not use the automatic reference feature in Word or reference tools like EndNotes®; these are not compatible with our typesetting systems.

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- Be sure to include the appropriate source line as a table footnote or as part of the figure caption. Follow any specific wording requirements itemized by the original publisher.

The book editor(s)/author(s) are responsible for payment of all permissions fees. If a contract stipulates an advance against royalties, this should help the editor/author pay permissions fees.
A print copy of your manuscript is not required. Manuscripts should be submitted electronically via the most convenient method: email, ftp, or Dropbox. (Dropbox [www.dropbox.com] is a free, easy-to-use service that provides a secure way to transmit large files over the Internet.) A CD or flash drive can be mailed as a last resort.

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- A front matter folder containing all required components
- All manuscript files, by chapter, with all necessary, correctly labeled, components (art, tables, etc.)
- A completed Manuscript Features Log. (Note: Your manuscript will not be accepted without this.)
- A permissions folder containing your permissions documentation.
- For multicontributed books, a contributor release form, completed and signed by each contributor.

If you have any outstanding permissions, forewords, etc., be sure to communicate this to your Springer editor upon submission.
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