

Manuscript Preparation

Springer provides templates for **Word** and **LaTeX** users that help structure the manuscript, e.g., define the heading hierarchy.

If you cannot use **Word** template:

- – Open a blank Word document.
- – Use the default styles in Word to identify the heading levels.
- – Use the standard Word functions for displayed lists, type styles such as bold or italics, the indexing function, and the footnote function.
- – Use a single main font for the entire text. We recommend Times New Roman.
- – For special characters, please use Symbol and/or Arial Unicode.

General Guidelines

Authors name are displayed in the form and sequence as they are submitted. Degrees and positions of the authors are not included. Affiliations and e-mail addresses are included for the corresponding author and for as many authors as supplied.

In the contributed volumes the authors affiliations appear at the bottom of the chapter title page.

In monographs the author names and addresses are found on the title and copyright page of the book.

The **abstract** summarizes the content in approximately 150 to 250 words. Don't include reference citations or undefined abbreviations in the abstract, since abstracts are often read independently of the actual chapter and without access to the reference list.

Front Matter

Title Page

- include all author names (for contributed books, the editor names) and their affiliations.
- Please also supply all the email addresses and telephone numbers and in case of multiple authors or editors, clearly indicate the corresponding author or editor.

Table of Contents

- List all parts, chapters, and back matter material (e.g., an index) in the 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 a new with each part.
- If there are parts, use **Roman** numerals for parts (Part I, Part II, etc.).

Keywords (if applicable)

- Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

Chapters

Chapters contain the actual content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in **parts**; subparts are not possible.

Only one chapter (i.e., an introduction) may precede the first part and would be the first chapter.

- Decide the numbering style for the chapters and apply this style consistently to all chapters: consecutively numbered (monographs or textbooks) or unnumbered (contributed volumes).
- If an introduction to the subject of the book (historical background, definitions, or methodology) is included, it should appear as the first chapter and thus be included in the chapter numbering. It can contain references, figures, and tables, just as any other 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.

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 and commas to separate thousands.

Font and font size

The font authors should use is 'Times New Roman' and the font size is 16pt for the Title, 14pt and 12pt for Headings and 10pt for the main text.

Italics should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.

In addition, 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.

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

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 at the end of the text file, 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, usually in the form of a reference citation.

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.
- 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.

References

- **Reference Citations**

- Cite references in the text with author name/s and year of publication in parentheses (“Harvard system”):

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)

- If it is customary in your field, you can also cite with reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list:

[3, 7, 12].

- Entries in the list must be listed alphabetically 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

There are recommended styles depending on the **discipline**.

E.g. for Medicine, Biomedicine, Life Sciences, Chemistry, Geosciences, Computer Science, Engineering, Economics

References

Springer Basic Style

Paper presented at a conference

Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from *Streptomyces fradiae*. Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4–9 June 1978

Online publications

Online document

Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG. <http://www.rsc.org/dose/title> of subordinate document. Accessed 15 Jan 1999

Online database

Healthwise Knowledgebase (1998) US Pharmacopeia, Rockville. <http://www.healthwise.org>. Accessed 21 Sept 1998

Supplementary material/private homepage

Doe J (2000) Title of supplementary material. <http://www.privatehomepage.com>. Accessed 22 Feb 2000

University site

Doe J (1999) Title of preprint. <http://www.uni-heidelberg.de/mydata.html>. Accessed 25 Dec 1999

FTP site

Doe J (1999) Trivial HTTP, RFC2169. <ftp://ftp.isi.edu/in-notes/rfc2169.txt>. Accessed 12 Nov 1999

Organization site

ISSN International Centre (2006) The ISSN register. <http://www.issn.org>. Accessed 20 Feb 2007

Other

Patent. Name and date of patent are optional

Norman LO (1998) Lightning rods. US Patent 4,379,752, 9 Sept 1998

Dissertation

Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

Institutional author (book)

International Anatomical Nomenclature Committee (1966) *Nomina anatomica*. Excerpta Medica, Amsterdam

Non-English, Latin alphabet publication cited in an English publication

Wolf GH, Lehman P-F (1976) *Atlas der Anatomie*, vol 4/3, 4th edn. Fischer, Berlin

Non-Latin alphabet publication cited in an English publication. Title of the publication in the original alphabet and an English translation are optional

Marikhin VY, Myasnikova LP (1977) *Nadmolekulyarnaya struktura polimerov* (The supramolecular structure of polymers). Khimiya, Leningrad

In press

Major M et al (2007) Recent developments. In: Jones W (ed) *Surgery today*. Springer, Dordrecht (in press)