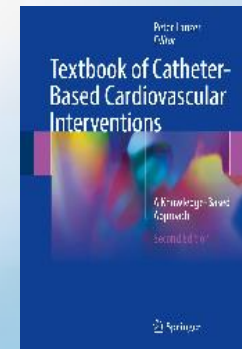
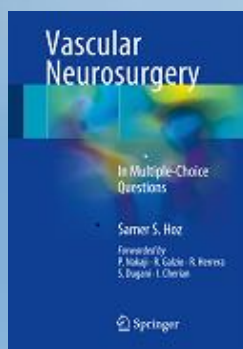
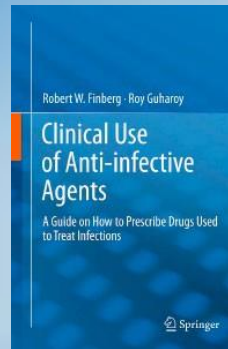
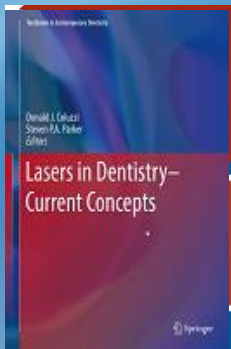


Manuscript Guidelines for English Textbooks



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Introduction

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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.

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

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

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- If possible, please link to specific subpages or items (images, charts, etc.) in order to reduce possible liability.

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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
 - About the book
 - 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 appendices, a glossary, a bibliography, and/or an index—all of which are optional.

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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, [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.

- If it is a contributed foreword, 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 should not contain a reference list.
- An introduction to the subject of the textbook should not be confused with a preface. A preface concerns the textbook itself (e.g., why it is important, why it was written), while an introduction presents the subject matter of the textbook. The introduction does not belong in the frontmatter, but should appear as the **first chapter** of the textbook.

Acknowledgments (optional)

- 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**.
- Authors should include information regarding sources of funding, potential competing interest (financial or non-financial), informed consent if they report research involving human participants, and/or a statement on welfare of animals if the research conducted involved animals. Acknowledgments related to the complete book should be included at the end or after the Preface. Acknowledgments related to individual chapters should be included at the end of the individual chapters before the Reference section.

About This Book (optional)

- Describes the structure/content of the book (parts, main focus of certain chapters/groups of chapters).
- Describes how the book can be used to build/teach a course. It may include any student prerequisites and list which chapters are compulsory for students’ understanding and which are supplementary.

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 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 anew with each part.
If an introduction to the subject of the textbook (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. 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 do not use subparts.

About the Author (optional)

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

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- 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 chapter 1; Fig. 1.2 will be the second figure in chapter 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 textbook. 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 three to six 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.

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- Manuscripts will be checked by a copy editor for formal style. Springer Nature follows certain layouts and standards with regard to 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.

Chapter Elements for textbooks

- For additional elements for text books such as examples, questions or exercises, summaries or key messages, 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.

Boxes

- Do not set entire pages as boxes, because this affects online readability.

Footnotes

- Always use footnotes instead of endnotes, and never use footnotes instead of a reference list.
- Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

Chapter Introduction

- This sets the chapter in context and connects it with the rest of the book. It should explain what students will learn in the chapter.
- This can take the format of key concepts or points that will be covered; learning objectives; or questions that the chapter will address.
- Use “Overview starts” before the text and “Overview ends” at the end of the text. The heading ‘Overview’ can be retitled as necessary or can be removed.

Highlight major results/formulae

- This draws attention to important results or formulae.
- Use “Important starts” before the text and “Important ends” at the end of the text. The heading ‘Important’ cannot be changed, but it can be removed.

Case studies

- This shows how to apply a theory or method using a real-world example.
- This is different to a worked example. Case studies are typically more detailed and longer than half a page.
- Case studies can contain numbered figures and tables.
- Use “Case Study starts” before the text and “Case Study ends” at the end of the text. The heading ‘Case Study’ cannot be changed.

Examples

- This shows how to apply a theory or method. They are typically shorter and less detailed than a case study and don’t have a solution (see Worked examples)
- Use “Example starts” before the text and “Example ends” at the end of the text. The heading ‘Example’ cannot be changed, but it can be removed.

Worked examples

- This demonstrates a solution to a technique. It can take the form of an exercise, but a solution is provided together with information on how that solution was found.
- Use “Question starts” before the text and “Question ends” at the end of the question (if it is a question). Use “Answers starts” before the answer and “Answers ends” at the end of the answer. The headings ‘Questions’ and ‘Answers’ cannot be changed, but it can be removed.

How-to-use guides for a method or tool

- This shows how to apply a tool or method.
- Use “Recipe starts” before the text and “Recipe ends” at the end of the text. The heading ‘Recipe’ cannot be changed, but it can be removed.

Exercises or Questions

- This tests student understanding of the materials covered in the preceding text. These are typically short questions which students should be able to answer quickly so the flow of the text is not disrupted.
- No solution is given. Solutions can be provided in an Appendix at the end of the book if necessary, but the student should be able to find the answer in the preceding text.
- Use “Questions starts” before the text and “Questions ends” at the end of the text. The heading ‘Questions’ cannot be changed, but it can be removed.

Program Code

- Use “Programcode starts” before the text and “Programcode ends” at the end of the text. The heading ‘Programcode’ cannot be changed, but it can be removed.

Equations

- 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.

Chapter conclusion

- This summarises the chapter, reviewing the key points/key concepts/learning objectives given in the chapter introduction. It should link back to the chapter introduction, confirming that all the points have been covered, and what the student should now under.
- Use “Overview starts” before the text and “Overview ends” at the end of the text.
- The heading ‘Overview’ can be retitled as necessary or can be removed.

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: Use American or British spelling and punctuation consistently within a chapter (for example, behavior/behaviour) except for quoted material.
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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 copyeditor’s purview.**
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- 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.
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- 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.

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- 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”.

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- 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.
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- If a figure is reproduced from a previous publication, include the source as the last item in the caption.

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- 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.
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- Ensure that all the figure lettering is clearly readable – optimum size 8-12 points.
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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.

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Video Files

An audio track is required, and video and audio streams must be in the correct order (video before audio). The maximum file size is 25 GB and 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 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 bibrate | 5.000 to 10.000 Kbit/s |
| Audio bibrate | 320 Kbit/s, stereo. 44,1 KHz |
| Sound | AAC |

Text and Presentations

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
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Spreadsheets

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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 funding, support, or assistance in preparing the chapter can be included as the last paragraph(s) of the chapter.

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.

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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).

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| | | | |
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