

Author Guidelines for the Preparation of Book Manuscripts

Preparing your Manuscript for Publication

These instructions are designed to speed up the publication process of your manuscript, to save you time on preparation and to avoid unnecessary costs that might be incurred by misunderstandings and typesetting errors.

The final type-setting will be done by Springer so please read these guidelines carefully. If you need further advice during the preparation of your manuscript, please do not hesitate to contact the editor (see below for contact information).

Submitting your Final Manuscript

Please send us your complete manuscript, (text, tables, figures, etc.) electronically to thomas.noll@uni-bielefeld.de.

Additionally please send your completely filled AND signed authorization to publish (can be downloaded from the conference home page) by regular mail or by fax to:

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Preparation of the Text

Stylistic Points

Good manuscripts are concise, unambiguous, easy to read and properly punctuated. If English is not your first language, please ask a colleague to check over your text. Please use Times New Roman font.

Manuscript Order

Title

Please use the same title as you did for your presentation (lecture or poster).

Authors

Please list all authors in the same order as you did in your presentation at the conference including their affiliations. Use consecutive superscript numbers for different affiliations.

Abstract

Please provide a short abstract of 100 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

After the abstract, please provide up to 5 keywords or short phrases in alphabetical order.

Stylistic points to consider

Spelling

Please follow the Collins English Dictionary or the Concise Oxford Dictionary for British English or Merriam-Webster's Collegiate Dictionary for American English, and ensure that there is consistency throughout the manuscript.

Italics

Use italics for:

- titles of publications mentioned in the text and the reference list.
- mathematical variables.
- genera and species (following international nomenclature as appropriate).
- specific chemical prefixes (following IUPAC conventions).

Technical Terms, Units and Abbreviations

- Ensure that the spelling of names, terms, and abbreviations is consistent, including within the tables and figures, as well as their captions.
- Abbreviations, except for very common ones, must be defined the first time they are used either in brackets or in a list supplied with the manuscript.
- Please always use Système International (SI) signs and symbols for units. Use positive and negative exponents.
- Chemical compounds should be named according to the systematic rules of the IUPAC or Chemical Abstracts.

Numerals

- Numbers below ten should be spelt out.
- A zero should be inserted before the decimal point for all values less than one, except where the convention is to have none, e.g., 0.8%
- Commas should be used to separate thousands.

Equations and formulae

Symbols must be unambiguous, and subscripts and superscripts clearly positioned.

Quotes

Use single quotation marks if necessary. Double quotation marks should only be used for quotes within quotes. For all direct quotes, the exact spelling and punctuation of the original should be followed. Any interpolations in the quoted material should be enclosed in square brackets.

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:

- all works by the author alone, ordered chronologically by year of publication
- all works by the author with a co-author, ordered alphabetically by co-author
- all works by the author with several co-authors, ordered chronologically by year of publication.

The reference style should be consistent throughout the manuscript. References in a monograph should be at the end of the manuscript. References in a contributed volume should be at the end of each chapter. Please contact your Springer Publisher for acceptable reference styles.

Notes

If necessary, notes may appear at the bottom of the page or gathered together as Endnotes, immediately preceding the 'References' section. Notes should be indicated by consecutive superscript numbers in the text. A source reference note should be indicated by means of an asterisk after the title. This note should be placed at the bottom of the first page.

Tables

Do not embed tables throughout the text, but do save them in the same file as the text, after the main body. The approximate position of tables should be indicated in margins or on a separate line in the manuscript.

Number the tables consecutively and ensure that all the tables are cited in the text in the correct order.

A caption must accompany and be placed above each table. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table.

To format the table columns, use the table function in your word-processing programme. 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.

Figures

In addition to hard-copy printouts of figures, authors are requested to supply the electronic versions of figures as TIFF, Encapsulated PostScript (EPS), JPEG, PS or PDF formats.

- All figures will be reproduced in black-and-white.
- Figures should be saved in separate files without their captions. The captions should be included in a list at the end of the text, after the Tables.

- For vector graphics, EPS is the preferred format. Lines should not be thinner than 0.25 pts and in-fill patterns and screens should have a density of at least 10%. Make sure that the fonts are embedded in the figure files.
- Font-related problems can be avoided by using standard fonts such as Times New Roman or Helvetica.
- For bitmapped graphics, TIFF is the preferred format.

The following resolutions are required:

- black-and-white line figures: 600 –1200 dpi (single bit);
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- photographs: 300 dpi (greyscale 1x8 bits, RGB 3x8 bits);
- Screen dumps – leave as is.

Saving and Printout

On no account should figures be embedded into the text file; instead, each figure should be submitted as a separate file:

- Save each figure individually, in the same size as you wish it to appear in print.
- To name the graphics file, please use the first author's last name and figure number (e.g., Noll_Fig1.eps).
- Suitable/preferred data formats are TIFF and EPS (remember to include any fonts used). Data for colour figures should, if possible, be in RGB mode. (The preferred colour profile (ICC) is sRGB.) Data for greyscale figures should, if possible, be in the greyscale mode. (The preferred profile (ICC) is Dot Gain15%.)
- In order to make the TIFF files smaller use LZW compression.
- If you supply a JPEG file, make sure that the "Image Options" is set at 10 or higher and "Format Options" is Baseline Optimized.

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- Ensure that all the figures are cited in the text in the correct order.
- The approximate position of figures should be indicated in margins or on a separate line in the manuscript.

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Checklist

Title page	Title	
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	e-mail address(es)	
Abstract	Up to 250 words	
Text	Only left justification, no hyphenation at the end of lines	
	Text in Times New Roman	
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 cd-rom/dvd	
Figures	All figures mentioned in text enclosed as separate files	
	Graphics saved as separate files, preferably in EPS or TIFF format	
	Consecutively numbered	
	Consecutively cited in text	
	Captions separate, after the references	
Tables	Prepared with the table function	
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