

GUIDELINES FOR AUTHORS

FRONTMATTER:

The first “chapter” in your book is the frontmatter. It contains:

- The **title page**, which lists the final title/subtitle, the names of the author(s) and full affiliations—all exactly as you wish this information to appear in the final product. (Note that Springer Publishing “announces” your book to the market very soon after manuscript submission, so accuracy of the title page is critical.)
- At the very top of the title page, enclosed in pointy brackets (< >), **include 6-10 keywords or brief phrases (no more than 3 words)**, that describe the book’s content as a whole. *See the Keywords section.*
- **Bio:** This should be a brief summary of your CV/professional accomplishments, not to exceed 350 words.
- **Dedication(s)** (this is optional).
- The **final table of contents** listing section numbers and titles, final chapter number, and final chapter title.
- **Preface**, which is probably the most important item of the frontmatter. The preface is written by you, the authors, and summarizes the purpose and scope of the book, its use in the intended market, its uniqueness among competitors, the unique pedagogical features and how to use them, and so forth. Springer uses the preface as the basis for our marketing materials, the information that appears on the back cover of the book, and, again, for advance promotion. The writing style should be engaging and informative.
- The **foreword (optional)** is written by a renowned member of the community involved in the subject matter of the book. The foreword is a huge selling feature; do work with your Springer Editor to select the appropriate foreword author.
- An **acknowledgments** section is also optional.

MANUSCRIPT PRESENTATION:

- Use Microsoft Word, double spaced, with 1-inch margins (the “normal” margin setting in MS Word), using 11-point Times Roman. Name each chapter with final chapter number, a brief chapter title, and a date.
- Do not justify or apply hyphenation, outlining, or any other formatting unless specified in the authoring template provided by Springer.
- Do not include instructions to typesetters or copyeditors within the text (always use the COMMENT feature) or add a cover sheet titled “Notes to Publisher.”
- Do add page numbers, starting each chapter with number 1. *And format the headings per the styles outlined in the Headings section of these Guidelines.*

- **Always use MS Word’s COMMENT feature** to share information or give instructions and be sure to remove these comments once addressed. And always work with Track Change turned on (Do not “accept all changes.”)
- **Remove “dialogues”** and comments between you and your co-authors once addressed. And always work with Track Change turned on (Do not “accept all changes.”)

CHAPTER LENGTH/ORGANIZATION:

- **If your book is divided into sections or parts, be sure every chapter is contained within a part and avoid having only one chapter in a part or section.** Each part should have a defining title.
- **Do not include part introductions, commentary, epigraphs, etc.** Discuss the contents of each part in the preface.
- **Ensure that each section or part title and each chapter title clearly communicates the contents of the chapter.** (Remember, Springer Publishing’s CONNECT offers purchase of individual chapters.) A simplistic example: In a book on multiple sclerosis, the title “Early Diagnosis,” works well in the context of the book but is not a good “stand-alone” chapter title. The title “Early Diagnosis of Multiple Sclerosis in Young Adults” better communicates the chapter contents and will provide a better search result.
- The goal is to have chapters that are fairly close in length — the usual target is 25 to 30 final typeset pages (or roughly 45 to 55 double-spaced manuscript pages, including references).

KEYWORDS:

- **Keywords are words or phrases that readers might enter into a search engine (e.g., Springer Publishing’s CONNECT platform) to locate a particular piece of content.** Think of keywords as important index terms that capture the topics covered in your manuscript.
- **Supply 6 to 10 keywords or brief (no more than 3 words) phrases for each chapter.** Make the keywords as specific as possible (avoid general terms or phrases) and include abbreviations or acronyms if familiar to the reader. The MeSH resource at the Library of Congress (<https://www.nlm.nih.gov/mesh/>) may help guide selection of appropriate keywords.
- **Type chapter keywords immediately after the chapter title enclosed within pointy brackets (< >).** Note that Springer may add to or edit these keywords; if so, we will include them with proofs for your review.

CHAPTER TITLE:

- **Ensure that the chapter title clearly communicates the contents of the chapter.** (Remember, Springer Publishing’s CONNECT platform offers purchase of individual chapters.) A simplistic example: In a book on multiple sclerosis, the title “Early Diagnosis,” works well in the context of the book but is not a good “stand-alone” chapter title. The title “Early Diagnosis of Multiple Sclerosis in Young Adults” better communicates the chapter contents and will provide a better search result.

INTRODUCTION or ABSTRACT:

- **Always include the heading “Introduction”** as a Number 1 heading and a one or two paragraph summary (maximum of 150 words) of the chapter contents and objectives; you may pattern this similar to an unstructured journal abstract. We will use the Introduction on Springer Publishing CONNECT to facilitate searches and selections.

HEADINGS:

- Type chapter headings in a consistent style to guide the copyeditor and typesetter. All headings should be typed on a separate line. Preferred typing styles follow:

TYPE NUMBER 1 HEADS IN BOLD/ALL CAPITAL LETTERS/UNDERLINE

TYPE NUMBER 2 HEADS IN BOLD /ALL CAPITAL LETTERS/NO UNDERLINE

Type Number 3 Heads in Bold / Title Case

Type Number 4 Heads in Italics/Bold/Title Case

Type Number 5 Heads in Title Case/Italics/No Bold

Type Number 6 Heads in Title Case

EPIGRAPHS:

- Epigraphs are 2- or 3-line quotes at the start of the chapter or strategically placed throughout the chapter to set the tone for the subsequent text.
- Use italics when typing epigraphs and be sure to include the complete source information in parentheses after the epigraph.
- **Note that many epigraphs or definitions require permission and often incur a fee, so use judiciously and be sure to request permission.**

QUOTES/EXTRACTS/EXCERPTS:

- If 40 words or less, enclose in quotation marks and “run-in” to the surrounding text. If more than 40 words, set off from the rest of the text (i.e., start a new line and indent the entire quote).
- Include a parenthetical source citation (include the **actual page number from the source**) at the end of all quotes and, of course, be sure **the full source information is included in the reference section.**
- **Quotes and extracts very often need permission (the definition of fair use varies from rightsholder to rightsholder); refer to the Permissions section for more details.**

ITALICS VERSUS BOLDFACE:

- New or special terms or uncommon foreign words or phrases should be in italics.
- Do not italicize et al., a priori, etc., in vivo, in vitro, ad hoc, and other commonly used terms.
- **Use italics for emphasis;** boldface is used only for the first-mention of glossary terms in textbooks.

ACRONYMS:

- **Use only generally accepted acronyms;** spell out parenthetically at first mention in each chapter.
- Once an acronym is spelled out, use consistently throughout the chapter and be sure to include in your keywords.

- In some books, acronyms are the preferred usage and, rather than following the above, acronyms-only usage is desired. If so, please alert your Springer Editor.
- Provide a **list of acronyms at the end of your chapter** with the spelled-out term—this will be used by the copyeditors to ensure consistency of use among chapters.

CROSS-REFERENCES:

- To refer to information found elsewhere in your page chapter, parenthetically refer to the heading: “(see the section Clinical Implications).”
- Do not cross-reference other chapters in the book—this obviously will not work on Springer Publishing’s CONNECT platform, which offers per-chapter access and sale. Repeat important information.

TABLES:

- A table is a matrix or grid. Numbered or bulleted lists, text, etc., should instead be titled Exhibits.
- The presentation of your table should be as simple as possible to ensure it can be read easily on a phone or other device. A table that is long with few columns (a maximum of five columns) is preferred to wide, dense tables as wide tables will not render well in ebooks and other digital presentations. Often a change in orientation can ensure compliance.
- Be sure every table has a descriptive title that clearly communicates the contents; this is important as Springer Publishing plans to offer key information such as tables for purchase on the CONNECT platform.
- Use extra space between rows and/or horizontal and vertical rules within the table to clarify alignment for our copyeditors and typesetters.
- Do not use bullets etc. within a table.
- Do not present table manuscripts in turned/or landscaped format—as mentioned these tables will not display well on mobile devices.
- Number tables sequentially using the double-number system (chapter and table number; e.g., “Table 12.1”; note the use of the period to separate chapter number and table number) and be sure to **mention/cite all tables within the text**. Include a locator/placement instruction (e.g., <INSERT Table 12.1 ABOUT HERE>).
- *If the table requires permission (i.e., if reproduced from another source):* Include **full source information** as a footnote—whether an exact “lift” or an adaptation using two or more sources. The source footnote should be presented as a reference citation, listing author, title, work, publisher, year, **and table number and page number of the original source**.
- *If the table is original to your chapter:* Indicate this as a footnote enclosed in pointy brackets (< >) that reads “<**original to the author**>” to guide our copyeditors and permissions team. This, of course, will not appear in the finished book.
- Be sure to **define all abbreviations used in the table as a footnote**. Do not use define abbreviations or acronyms within the table itself.
- The table “body” itself can be followed by several footnote types, in the following sequence: **Notes:** these are cited *footnotes* (use superscript letters), **Abbreviations:** (list all acronyms and their expansions in alpha order; e.g., d, day; mo, month; y, year.); and **Source:** As mentioned, this is a complete reference citation following AMA or APA style, listing author, title, work, publisher, year, **and table number and page number of the original source**. Source lines are needed for adaptations as well; for adaptations (i.e., a table compiled from two or more source, list the full reference for each source separated by a semicolon.

EXHIBITS/ALGORITHMS/BOXES/CASE STUDIES:

- Follow the double-numbering, citation, source, naming, and locator/placement instructions given for tables.
- **Be sure every exhibit/box/case/etc. has a descriptive title that clearly communicates the contents. A simplistic example: “Case Study 12.1: John L.” is not communicative of the content when taken out of context of the chapter; preferred is “Case Study 12.1: An Adult Male With Uncontrolled Diabetes Mellitus Type 2.”**
- Be sure to left indent exhibit/box/etc., content and indicate <start exhibit> and <end exhibit>. This will help our copyeditors and typesetters distinguish these important features from the surrounding text.
- Again, Exhibits or Boxes comprise numbered lists, bulleted lists, etc.; tables are matrices.
- *If the exhibit etc. requires permission (i.e., if reproduced from another source):* **Include full source information as a footnote—whether an exact “lift” or an adaptation using two or more sources. The source footnote should be presented as a full reference citation, listing author, title, work, publisher, year, and item number and page number of the original source.**
- *If original to your chapter:* **Indicate this as a footnote enclosed in pointy brackets (< >) that reads “<original to the author>” to guide our copyeditors and permissions team. This, of course, will not appear in the finished book.**

FIGURES:

- Submit art in color if available—we will use the color version in ebooks and on Springer Publishing CONNECT. Discuss with your Editor if figures and illustrations should print in color.
- Submit **line art (drawings, charts, graphs) at 600 to 1200 dots per inch (dpi) and halftones (photos) at 300 dpi as TIF files at a size no smaller than 4 x 5 inches. Label in 8-point sans serif type.** Submit color images as **CMYK**. If other file formats are being considered, please send samples to your Editor in advance of manuscript submission.
- **Number figures sequentially using the double-number system** (chapter and figure number; e.g., “Figure 12.1”; note the use of the period to separate chapter number and figure number) and be sure to **mention/cite all tables within the text.**
- **Be sure every figure has a descriptive title that clearly communicates the contents** (this is separate from the figure caption, which goes into more detail about the content of the figure). This is important as Springer plans to offer key information such as figures for purchase on Springer Publishing CONNECT platform. An example: “Figure 2.1 Pneumonia” is not a good figure title. Better is “Figure 2.1 Chest x-ray showing advanced pneumonia in an elderly patient.”
- *If the figure requires permission (i.e., if reproduced from another source):* Include **full source information** as a footnote—whether an exact “lift” or an adaptation using two or more sources. The source footnote should be presented as a reference citation, listing author, title, work, publisher, year, **and figure number and page number of the original source.**
- *If the figure is original to your chapter:* Indicate this as a footnote enclosed in pointy brackets (< >) that reads “<original to the author>” to guide our copyeditors and permissions team. This, of course, will not appear in the finished book.
- Be sure to **define all abbreviations** used in the figure as a footnote to the figure or within the caption. Do not define abbreviations or acronyms within the figure itself.
- Sequence of figure information is Figure Number, Figure Title, Figure Caption. Abbreviations, Source information.

- Include a locator/placement instruction (e.g., <INSERT FIGURE 6.1 ABOUT HERE>).
- Place figures in a separate file named with chapter number, first author 's last name, and word FIGURES, or place figures within the Word document where mentioned—with the corresponding caption—near its text mention (we can extract the figures).

SPECIAL FEATURES:

- Follow your Springer Editor's instructions regarding use of an authoring template and inclusion of special features such as Clinical Pearls, Case Studies, Learning Objectives, Glossary Terms, Key Points, Questions for Reflection, and so on. Place these consistently within each chapter.

REFERENCES AND BIBLIOGRAPHIES:

Accurate and complete reference information is critical. Springer's copyeditors will assist in ensuring that references are styled to APA or AMA requirements, but we rely on our authors for reference accuracy, currency, and completeness.

- A reference is a source that is cited in the text. Be sure all entries within the references list are cited within the text and vice versa. If the source is not cited in the text, remove it or place it in a section called Additional Reading or Bibliography; style these entries as you would a reference entry.
- References, bibliographies/additional reading, resources should appear at the end of the chapter.
- Unless they are classic references, all references should be dated within the last 5 years of writing; updating of references requires particular attention when preparing a chapter for a revised/new edition.
- Indicate with an asterisk no more than 5 to 10 key references.
- Be sure reference and bibliography information is complete and presented per APA criteria (for nursing, behavioral health, and health sciences manuscripts) or AMA criteria (for medical or PA manuscripts).
- Include the DOI for journal articles in the references and additional reading/bibliography sections.
- Take special care with urls—it's better to copy and paste than rekey.

REVISED EDITIONS:

- All of these guidelines apply to both new and revision manuscripts.
- **If you are working on a revised edition: NEVER use files from your personal archive; always request files from Springer.** Springer will convert files from the previous edition's printed book to MS Word and will ensure that all copyediting, formatting, and reprint corrections are incorporated or retained.
- If we are to reuse figures or tables from the previous edition, include this information in your table/figure placement "locator"; e.g., <PLACE FIGURE 2.1 (OLD FIGURE 3.2) HERE>.
- Be sure to inspect reused figures and tables and the previous edition's reference lists for possible updates.
- Indicate with an asterisk 5 to 10 key references.
- **Always use—and retain—Track Changes** feature in MS Word when working on your revised edition (do not "Accept all Changes").

PERMISSIONS:

- **It is the authors' responsibility to ensure that appropriate permission is received for all copyrighted, previously published, gray literature, excerpted, or adapted material used in the book.** Springer Publishing can support your efforts (see the following) and answer questions and give guidance, but securing appropriate permission paperwork and payment of fees is the author's responsibility unless stated otherwise in your contract. The permission process can take upward of 6 weeks; therefore, it's important to address this early in the writing process. If you have questions about permissions, contact your Editor. **Publication delays and author/editor fees result when these permissions guidelines are not followed.**
- **Emails granting permission will not be accepted.** Always use the Copyright Clearance Center (see the following) or the Springer Publishing Permission Request form or have the rightsholder submit a signed document on letterhead. The communication should list all granted rights and/or restrictions.
- **Required rights are *World Rights in English, All Editions, and All Formats, current and future, including Supplementary and Derivative Works*. Again, these rights and any restrictions must be detailed in the permissions paperwork.**
- Permissions are required for epigraphs and dictionary definitions; quotations of 30 words or more; excerpts from posters, theses, brochures/handouts, grey literature; content, images, or data from websites; copyrighted formulae, models, algorithms; figures, tables, and photographs that come from another source or are not wholly of your own creation; other copyrighted or trademarked materials such as product photos; and identifiable persons/patients in photos. (Contact your Editor for Springer's model release form.) **Be cautious—always ask for permission if there is any doubt.**
- **Never use song lyrics, screenplay excerpts, and poetry.**
- Be sure to include the appropriate source line in your manuscript as a table footnote or as part of the figure caption or attribution to a quote. **Include the figure/table number and the page number from the original source.** Include specific wording required by the original publisher. When using a modified or adapted version of a figure/table/etc., always ask for permission and give full credit for the material (e.g., Modified from ..., Adapted from...) as a table or figure source note.
- Avoid using "costly" materials: figures or tables from associations and societies (e.g., AJCC, American Medical Association, American Psychiatric Association, American Nurses Association); major journals (e.g., *NEJM, Lancet, AJN, Circulation*); and publishers not participating in the STM Consortium.
- We understand that occasionally rightsholders do not respond to a permission request by the time your chapter is due. If that's the case, include **the completed permission request forms with a photocopy of the source material with your manuscript.** Springer Publishing will then be able to complete the permission process on your behalf.
- **If you are preparing a revision, you must reapply for all permissions.**
- Note that the chapters author(s) are responsible for payment of all permissions fees unless stipulated otherwise in your contract. If any questions, contact your Editor.
- Be sure to include copies of all permissions paperwork when submitting your manuscript. Be sure to identify with chapter number and figure/table number or manuscript page number in the case of abstracts or definitions.
- **PLEASE NOTE: Upon receipt of your manuscript, a full survey will be done to ensure that all questionable items and all permission-able items have been addressed. It is therefore critical to include the annotation "<original to author>" and, if taken from another source, full source information, including table/figure number and page number from the original work. Questions and concerns as a result of this permission survey will be presented to you at the start of the production process directly from our permissions team; suggestions to rewrite/rephrase or to allow Springer to redraw**

will be presented. Occasionally a fee is involved or the rightsholder requests updating the material to the most current data—we will notify you at page proof stage

About Copyright Clearance Center

- Many publishers (including Springer Publishing Company) use Copyright Clearance Center (CCC) to manage permissions. Access CCC at <http://www.copyright.com/get-permissions/>.
- Data to be entered in CCC to request permission include required rights (again, *World Rights in English, All Editions, and All Formats, current and future, including Supplementary and Derivative Works*) and book-specific information (i.e., selling price, ISBN, number of copies to be printed, publication date), which can be supplied by your Editor.
- Often, the CCC requires the figure/table number or book page number from the original source, so it's important to retain these details—including keeping a photocopy of the source material—as you work on your book or chapter.
- **Springer Publishing Company is part of the STM consortium.** This will come up as a query when you enter information in CCC. **Be sure to select this from the menu, as our participation in the STM consortium usually results in no or a greatly reduced permission fee if using three or fewer items from the same work. More than three items from the same work can result in a hefty fee.**
- Be sure to print the results from CCC and record your manuscript's figure/table/ exhibit/etc. number on the paperwork; for excerpts/quotations, record the manuscript page number. Springer's permission team must be able to match up the permissions paperwork against the manuscript.
- Occasionally you will find that CCC does not handle permission for the materials you want to use (you'll get a "Contact the rights holder" message). If that's the case, go to the website of the copyright holder/publisher—often the publisher's website will have a permission request tool/form similar to the CCC's. If that is not the case, then you must send Springer's Permission Request Form to the rights holder for signature and return. Be sure this form is completed fully (both the figure/table number and page number from the source and the figure/table number and, for quotes, the manuscript page number from your manuscript; again, Springer must be able to match up the permissions paperwork against the manuscript). The form must be approved by an authorized representative of the rights holder (not the author of the work). We cannot accept the form if not signed and dated within the boxed portion at the bottom of the form.

ANCILLARIES or SUPPLEMENTARY MATERIALS:

- **Supplementary materials—audio/video, data banks, Instructor's Manuals, Test Banks, Syllabi, Cases, and PowerPoints—are separate and in addition to content appearing in the printed work to aid instructors in teaching the course or to enrich the reading/ learning experience for students and readers. Please discuss with your Editor and do request our ancillary guidelines and templates if you are required to submit ancillaries or supplementary materials.**

Thank you for your attention to these Guidelines. If you have any questions, please contact your Springer Editor.