

# Guidelines for Authors

## Submission

Authors are invited to submit their contribution at the online environment <https://meteor.springer.com>. Credentials for login are given in the invitation Email you received from Springer. After Login you will be directed to the page “My chapters”.

**If you want to write your contribution together with another author, please inform Springer before submission. Also let us know who will be corresponding author for your chapter. If not specified by you, Springer will automatically treat the first author as corresponding.**

## Key points

- **Structure : length of text: 5.000-15.000 words**
  - ➔ Chapter Title
  - ➔ Affiliation
    - Author's (and co-author's) name(s) and email addresses
    - Institutions
    - City, State
    - Affiliations and e-mail addresses are included for the corresponding author and for as many authors as supplied. The contributors' affiliations appear at the bottom of the article title page.
  - ➔ Abstract (250 words)
  - ➔ Introduction
  - ➔ Main Text (heading and subheading names to be chosen by author)
  - ➔ Summary
  - ➔ Cross References (to other chapters of this project; a current table of contents can be downloaded from [Meteor](#))
  - ➔ References (should be restricted to the minimum number of essential references compatible with good scientific practice, pointing the reader towards key literature only)

**Please do not modify this structure in order to ensure a user-friendly, coherent and comprehensive appearance, and to guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic formats (e.g., HTML for online publication, ePUB for e-book readers). You are free, though, to add subheadings within the headings provided.**

Please bear in mind these additional points while preparing your contribution.

- ➔ Contributions **should not** be written as a research paper. Content should be tertiary in nature.
- ➔ Contributions **should not** contain first-person language such as “we have,” “our graph shows,” “I found,” or “you have.”

- ➔ Define all acronyms and abbreviations used in your entry at first mention.
- ➔ Please keep endnotes to a minimum.
- ➔ Contributions should not contain any form of brand promotion or advertising.
- ➔ Please use American-English spelling.
- ➔ **The final formatting and layout will be performed by Springer.**
- **Headings:** numbered; not more than 3 heading levels
  - ➔ Heading levels should be clearly identified and each level should be uniquely and consistently formatted.
  - ➔ Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.
  - ➔ Use the **decimal system** of numbering if your headings are numbered.
- **Reference Citations:** 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)
  - Multiple citations are separated by semicolons and listed first alphabetically, then chronologically: (Vallejo 1990; Vallejo and Smith 1995)
  - When two or more works by the same author have the same publication date, distinguish them in the order in which they appear in the text, with letters following the date: (Kruger 1997a, 1997b, 1996)
- **Reference-style:** SpringerBasic

**Tip**

For authors using EndNote software to create the reference list, Springer provides output styles that support the formatting of in-text citations and reference list.

► EndNote software: Springer reference styles

For authors using BiBTeX, the style files are included in Springer's LaTex package.

- **Reference List**
  - 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.
  - Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.
  - Include references that support the material in your entry AND key literature that the interested reader could use to further his or her research
  - Entries in the list must be listed alphabetically.
  - 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.

**Examples:**

**Journal article:** Smith J, Jones M Jr, Houghton L (1999) Future of health insurance. *N Engl J Med* 965:325–329

**Journal article with DOI:** Slifka MK, Whitton JL (2000) Clinical implications of deregulated cytokine production. *J Mol Med* 78:74–80. doi:10.1007/s001090000086

**Book:** Smith J, Brown B (eds) (2001) The demise of modern genomics. Blackwell, London

**Book chapter:** Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York, p 234–295

**E-book:** Marius, A, Jonas, B (2012) Ionotropic glutamate receptors. Retrieved from <http://...> Sarah, A, Julia, B (2010). Neuromuscular junctions. doi: xx-xxxxxx

**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

- **Index**

- Please mark in your chapter approx. 3-5 index terms per page. All marked terms will be compiled for the subject index.
- Please use one of the following options to provide index terms:
  - ➔ Terms can be included in the electronic file by using the indexing function in word or the index command in LaTex
  - ➔ supplying a separate list of index terms when submitting the manuscript to Springer. In this case please note this with submission
  - ➔ highlighting index terms in **GREEN** within the text

**Tip**

- Use the indexing function in Word or the index command in LaTeX to identify the index term as you write your text and indicate, on average, one or two index entry terms per manuscript page to be included in the index.

**Further Information**

Detailed information about how to use METEOR are provided in the file "[METEOR Userguidelines](#)".

Word or Latex documents are preferred. The article will be reviewed by the Editor and by the Section Editor.

Once your contribution has been revised in response to Editor suggestions, and accepted for publication it will be typeset like any other publication and there will be proofs sent to the first author which we will like you to check. The chapter **will then be published online first** on our publication platform "SpringerLink". At that stage the article is DOI citable.

**Please keep in mind: the faster you send in your manuscript, the sooner it will be published.**

At one point in time (to be decided by the Editor-in-chief and Springer) your contribution will be published in the respective volume of a printed edition.

**Online Update of Chapters**

One copy of the published version of your chapter is re-ingested to METEOR for further updates. The chapter opens up for updates again in METEOR and the status of your chapter changes to 'Open for Submission'. At this time you can up-load fresh or updated files, if you wish. The updated and approved chapter will be published as new version in the living reference version of this project.

**Editors and authors can submit updates to articles at the pace of science advancement.**

### ***Scientific Level of Your Contribution***

**Each contribution should stand on its own** without an assumption that a reader will be seeing any other portion of the work.

Our aim is to provide an accessible and exciting handbook for specialists, academicians, advanced students, and readers who are familiar with the field as well as those from other related disciplines. **Springer Reference** handbooks are organized in a well-defined and simple structure that the *Handbook of Labor, Human Resources and Population Economics* will follow.

### ***Figures and Tables***

You are welcome to submit **color figures**. All figures and illustrations will appear in color online. However, there may be restrictions for color use in the print version; therefore, we advise that you create art that can be readily understood in both settings, such as using different line types (broken dashes and solid lines) as well as different colors to plot lines. In addition, please refrain from making specific reference to color elements in the text and check for clarity by printing out your figures in black-and-white.

All figures should be named and numbered as follows: "Benign Diseases\_fig1.TIF" (chapter title\_figure number)

Please indicate in your entry 1) the placement of image files, and include 2) an explanatory legend.

Please do not use figures from the Internet (usually their resolution is not high enough) or photocopies. Instead, **submit figures in their original program format** (i.e., if the figure has been created in Powerpoint, send a ".ppt file"). Alternatively, you may submit EPS or TIF files (minimum resolution: **300 dpi for photographs, 1,200 dpi for drawings**).

### ***Abstract***

The abstract (approximately 150 to 250 words) summarizes the content of the chapter. It will always appear online at SpringerLink and be available with unrestricted access to facilitate online searching, e.g., when using Google™. Unregistered users can read the abstract as a teaser for the complete chapter. The abstract is also included in the PDF version.

- If no abstract is submitted, we will use the first paragraph of the chapter instead.
- Abstracts appear only in the **online edition** of contributed volumes unless stipulated otherwise.

### ***Tip***

- 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.
- For further tips on writing an effective abstract, see the website on [Search Engine Optimization](#).

### Permissions

- If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.
- Some publishers such as Springer have entrusted the Copyright Clearance Center in the US to manage the copyright permission procedure on their behalf. Please contact RightsLink for further information. Alternatively, Springer can provide you with a template to use when requesting permissions.
- Please comply with the instructions stipulated in the permission(s) concerning acknowledgements or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript.
- Please be aware that some publishers do not always grant right of reproduction for free due to different reasons. **Springer will not be able to refund any costs that may have been incurred in receiving these permissions.** As an alternative, material from other sources should be used.
- For more information, please see the [Rights and Permissions](#) section on [springer.com](#)

### Open Access

- Please note that Open Access is not possible for this project.

## Contacts

Please consult via e-mail your Section Editor **for queries regarding the content of your contributions.**

For all questions relating to the formal needs such as the structure of your contribution or submission procedure, please contact me (your Development Editor for the project) at:

**Andrew Spencer**

Senior Editor

Major Reference Works

**SpringerNature**

Tiergartenstrasse 17, 69121 Heidelberg, Germany

[andrew.spencer@springer.com](mailto:andrew.spencer@springer.com)

[www.springernature.com](http://www.springernature.com)