

# 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.**
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  - ➔ 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

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- **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
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    - ➔ First, all works by the author alone, ordered chronologically by year of publication.
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**Examples:**

**Journal article:** Smith J, Jones M Jr, Houghton L (1999) Future of health insurance. *N Engl J Med* 341:325–329

**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-xxxxxxx

**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**

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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.

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

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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**

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

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## 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:

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