

## Manuscript Preparation with the Final Page Layout

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## 1 Preparation

It is usually sensible to work on the content of the book, i.e., writing the text, and on the layout in separate stages.

First write your text and give your headings the correct format using the relevant buttons in **Springer's document template**. Ask someone to read through the text after you have written it. If you wish to publish in English and English is not your native language, please ask a native speaker to help you or arrange for your text to be checked by one of our copy editors; please insert their final corrections into your data.

**Note** Write your text before you begin on the layout of the book.

Then format the text and tables in accordance with the principles explained below and add the figures.

### Templates

For authors working with Word 2000 or higher, (PC or Mac) XP or Word for Macintosh, a **Word template** (*svlayout-mono-e.dot* for monographs and *svlayout-contr-e.dot* for contributed volumes/multi-authors books) is provided. If you use an older Word-Version please refer to your Springer-Contact. All the necessary formats are preset in the templates. This means that keystrokes can be used to insert the formats in your manuscript. The templates can be downloaded from our Web site *springeronline.com*, for authors.

**Note** In both cases, the digits *10* or *11* form part of the document template file name and denote the font size, e.g., *sv-layout-mono-e10.dot* or *sv-layout-mono-e11.dot*.

### Printer Settings

Before you start writing your text, select either a **PostScript printer** or **Acrobat Distiller** as your standard printer (check this setting under *File* →

*Print ... Printer*; "Type", select a "PS" printer). Please inform your Springer contact if you do not have a PS printer. Remember to deactivate the option "Use printer metrics to layout document" under the menu options *Tools → Options → Compatibility*. Try to avoid making any changes to your PC or printer driver when preparing the layout. Following these instructions will ensure that the layout displayed on screen is identical to the desired final book layout.

**Note** The names/terms for Word functions as well as the organisation of the menu can vary from one Word version to another.

### **Saving Files**

Prepare your manuscript chapters wisely, saving each individual chapter in a separate file, named with the chapter number (01.doc, 02.doc, etc.).

Save these files in a directory on your PC, such as: E:\manuscript\Springerbook\01.doc rather than under "My Documents".

**Note** Do not use directory or file names containing blanks, e.g., "My documents".

### **Sample File**

Please send a representative sample chapter to your Springer-Verlag contact (PDF with embedded figures) together with the printout, **before** completing the entire manuscript. This will allow Springer to check the layout as well as the technical data requirements in advance. Such a sample chapter should be prepared using the Springer job options (see Sect. 13).

## **2 Springer's Document Template**

### **2.1 Getting Started**

- Open Word and from the *Tools* menu select the options *Macro → Security*. Click the "Medium" radio box and then *OK*. Exit Word.
- Copy the template *svlayout-mono-e.dot* (for monographs) or *svlayout-contrib-e.dot* (for contributed volumes/multi-authors books) into the directory where you want to save your manuscript.<sup>1</sup>

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<sup>1</sup> If you are already familiar with document templates, proceed as follows: Copy the template into the directory containing your Word templates. Open the file you would like to format and select *Tools → Templates and Add-Ins*. Click "Attach" in the dialog box, highlight either the *svlayout-mono-e.dot* or *svlayout-contrib-e.dot* template, then click *Open*. Select the "Automatically update docu-

- Open My Computer or Windows Explorer and double click on the template to create a new document. If a warning appears to tell you that the template contains macros, click on “Activate macros”.

**Note** Do *not* open the template out of Word via *File*→*Open*.

- Save the document and name it with the chapter number (e.g., 01.doc).
- To use the template with a document you have already created, copy the existing text into the new document.

## 2.2 Toolbars

Generally, after attaching the Springer templates, three additional toolbar items automatically appear. If this does not occur, select *View*→*Toolbars* and click “TitlePage”, “TextTools” and “ListsCaptions”.

**Note** First click the **Page Layout** button. A number of Word preferences will automatically be set, such as margins, automatic hyphenation, the use of double quotation marks etc.

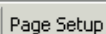
### Formatting

In order to format *existing* text, place the cursor in the appropriate section and then click the button; the section will be formatted accordingly. If you are writing *new* texts, click the button before you type in the text. There is also a keyboard shortcut for each function (see the list in the Appendix).

## 3 Text Layout

### 3.1 Page Layout

Your book project will appear in the format 15.5×23.5 cm (width × height). The printed area of each page, known as the type area, is 11.7×18.8 cm. The header (running headline) appears above the type area.

The image shows a small rectangular button with the text "Page Setup" inside, which is the standard icon for the Page Setup task pane in Microsoft Word.

The **Page Setup** button automatically installs the print area.

If you do not use Springer's Word template, or use a paper size other than A4, e.g., US letter format, the print area will need to be set up manually. If a different book format has been agreed upon, Springer will be pleased to accommodate these measurements.

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ment styles" check box; click OK. (**Caution:** Do *not* add the template via “Global templates and add-ins”.)

Always use the entire height and width of the print area. In exceptional cases, the print area may be shortened by one line to avoid having the first line of a new paragraph at the end of a page or the last line of a paragraph at the beginning of the next page. To do this, enter a manual page break (*Insert*→*Break*; select the break type "Page break"). The print area must also be reduced if there is only space for one line after a heading; in this case, the paragraph should appear on the next page along with the heading.

### 3.2 Fonts

Please use *Times* or *Times New Roman* fonts for running text, and *Helvetica* or *Arial* fonts for titles and headings.

In order to distinguish the literal text of computer programs from running text, we recommend using a font such as *Arial* or *Helvetica*. If you need a font for your programs where every character has the same width, use *Courier*.




The correct fonts and font sizes are preset in Springer's document template.

#### Special Characters





If possible, use the fonts *Symbol* (and/or *Wingdings*) (not *ZapfDingbats*) for special characters or icons. Occasionally, some characters are replaced by other fonts when creating PDF files, therefore check your PDF printout carefully, especially the figures, to ensure that all the characters have been printed correctly.

#### TrueType or PostScript

If installed on your computer, the PostScript fonts (  in the fonts list) should be used. When using the TrueType fonts, to ensure they are also embedded in the PDF file, choose the save option "Embed TrueType fonts" from the menu *Tools*→*Options*→*Save*.

### 3.3 Titles and Headings

The following levels of titles/headings may be used:

	1 Title of the chapter/contribution The title should always appear at the top of a new page.
	1.1 First-level heading
	1.1.1 Second-level heading
	Third-level heading (without a number)



### Level Four Headings

If a further level of headings is necessary, you may set the heading directly at the beginning of the relevant paragraph ("run-in heading"). The paragraph should not be indented; in addition, click the **Line Space** button and set the run-in heading in bold.

The spacing that should be used before and after the headings is given in the Appendix.



The correct fonts and font sizes are preset in Springer's document template.

**Note** If two headings of different categories appear one after the other in the text, the spacing between them has to be reduced. To do so, select the second heading and choose *Format*→*Paragraph*. Set "Spacing Before" to 0.

Please insert a "blank space", without a period, after the heading numbers. Try to limit the text of the heading to one line; otherwise problems will arise when the headers are inserted automatically (see Sect. 9).

## 3.4 Text

### Paragraphs

Paragraphs are written as fully justified text. The template provides the following two paragraph buttons:



The first line of a paragraph is not indented after a heading. This format will appear automatically if you press "Return" at the end of a heading.



In all other text paragraphs, the first line is indented.

### Petit

The **Petit** button can be used for text passages that should be formatted in a smaller font size e.g., for longer examples or quotations.



Use the **Petit** button to format the text in a smaller font.

### Displayed Lists

Springer's document template provides three different options for presenting lists: bullets, dashes or numbers:



Displayed lists with bullets



Displayed lists with numbers



Displayed lists with dashes

**Line Space**

Line spacing of 0.2 cm should be inserted before and after a displayed list. To do so, place the cursor in the first line of the displayed list and click the **Line Space** button. Then move the cursor to the first line of the text following the list and click the **Line Space** button again to insert the correct spacing.

The design of displayed lists should be consistent throughout the book. Do not refer to displayed lists as "Tables".

**Emphasis in the Text**

Please set emphasized words, phrases, or sentences in "running text" in *italic* type. Only use boldface for emphasis if absolutely necessary, and even then use it sparingly, as it interrupts the flow of the text.

**Important!**

Important passages of text such as notes and warnings may also be enclosed in a frame.

**Caution** Too much emphasis may actually confuse readers instead of making it easier for them to find their way around the text. Therefore be economical in the use of emphasis.

**Footnotes**

In running text, the footnotes are marked with superscript numbers.

**Footnote**

The **Footnote** button can be used to activate the footnote function; footnotes are numbered automatically and added to the end of the page.

### 3.5 Particular Aspects of Inserting Text

**Hyphens, En Dashes, and Em Dashes**

These various types of hyphens and dashes are of different lengths and have different spacing on either side.

- **Hyphens** correspond to the normal hyphen on the keyboard.
  - *Hyphens to divide words* at the end of a line are automatically inserted by the hyphenation program.
  - *Normal hyphens* are used in compound words to connect words or to indicate that (part of) a word has been left out, e.g., cost-benefit analysis, pre- and perinatal medicine.
- **En and em dashes** are not identical to hyphens; they are about twice as long. To insert them, please press Ctrl and – on the numbers block (Ctrl + Num –).

- *En dashes* are set without any spaces in between, e.g., 8–16 years, Fig. 5a–f.
- *Em dashes*: a space should be inserted as shown here – using the spacebar – before and after em dashes.

### Soft Hyphens

Despite automatic hyphenation, it is sometimes necessary to insert a hyphen manually. On no account should you use a normal hyphen for this, as a normal hyphen still appears in the word even if changes are subsequently made to the text and the word thus no longer appears at the end of a line. Instead, use the key combination Ctrl + - to insert a "soft hyphen". If the text subsequently moves, this hyphen is automatically removed again.

### Quotation Marks

In order to use typesetting quotation marks ("curved quotes"), the corresponding function in Word has to be activated. This is done automatically if you choose the **Page Setup** button at the start.

### Hard Spaces

To ensure that parts of abbreviations that belong together and figures and units are not separated at the end of a line, a normal space (using the spacebar) should not be used. Instead, press Ctrl + Shift + Spacebar to insert a "hard space". (A small circle, similar to a degree sign, appears on screen; it will disappear if you click on ¶ to hide formatting characters.)

## 3.6 Spelling

Please ensure that the spelling of names, terms, and abbreviations is consistent, including in table and figure legends.

### Abbreviations and Units

If you use a large number of technical abbreviations, you should make a list of abbreviations; it should appear before the beginning of the text at the end of the front matter (see Sect. 10). You may also spell out abbreviations at first use in the text, e.g.,:

In epidemiologic terms, coronary heart disease (CHD) is the most important. Last year, 15% of hospital beds were occupied by CHD patients.

Please ensure that "standard abbreviations", such as approx., i.e., etc., f., ff., e.g., are used consistently.

**Note** Please do not use abbreviations at the beginning of a sentence; the words should be written out in full.

Use the following abbreviations for "cross-references" in your book:

p./pp. (page/s)  
 Chap./Chaps. (chapter/s)  
 Sect./Sects. (section/s)  
 Fig./Figs. (figure/s)  
 Eq.(Eqs. (equation/s)

**Note** The word "Table" should never be abbreviated.

### Units

Please ensure that you always use internationally accepted signs and symbols for so-called SI units (e.g., g for gram, m for meter, s for second, *p* for physical pressure).

### Chemical Compounds

Chemical compounds are named according to the systematic rules of the IUPAC or Chemical Abstracts.

L and D indicating optical activity should be formatted in SMALL CAPITALS (D- and L-dopa).

### Italics

Species and genus names, mathematical or physical variables, and prefixes in chemical compounds should be formatted in *italic* (*Arabidopsis*, *cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t*-Bu, *tert*-butyl).

**Note** et al., in vivo, in situ, etc. are formatted in normal type not italics.

## 3.7 Selecting Index Entries

You can select terms that are to be included in the index while entering the text. Please read the relevant instructions in Sect. 11.

## 4 Equations

Equations appear on separate lines and are numbered chapter-wise. The equation number is placed in parentheses to the right of the aligned text next to the equation (see Eq. 4.1).

$$(a+b)^2 = a^2 + 2ab + b^2 \quad (4.1)$$

Equation

The **Equation** button inserts two table cells. There is a box on the right for the equation number, and one on the left for the equation itself.

Simple equations of the type  $a^2+b^2=c^2$  can be written as normal text. For all other equations, please use MathType or the Microsoft Equation Editor, and insert the graphic into your text file as an object.

If the equation is part of a sentence, it should end with a punctuation mark (not after the equation number).

References to equations in the text are abbreviated as Eq. (equation) or Eqs. (equations).

## 5 References

### 5.1 Citations in the Text

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 or more authors: (Miller et al. 1995)

Two or more years after an author's name should be divided by a comma, while several authors with the relevant year of publication should be divided by a semicolon: (Miller 1991, 1993; Smith 1998).

#### Reference Numbers in Square Brackets

- [3, 7, 12].

The number system is particularly suitable for large numbers of references.



The **Ref Bracket** button inserts the square brackets and places the cursor between the brackets so that only the reference number needs to be entered.

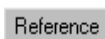
**Note** In most subject areas the reference list should be alphabetical, even if reference numbers are used. If subsequent changes are made, the references have to be renumbered accordingly. In some areas (e.g., chemistry) citations are numbered in order of their appearance in the text. Check with your Springer contact if you are unsure which order to use.

### 5.2 Reference List

All references cited in the text must also appear in the reference list.

**Heading**

If there is a joint reference list for all the chapters at the end of the book, the heading "References" should appear in the same size as a chapter title (**Title** button), but without a number. If each chapter has its own reference list at the end of the chapter, the heading "References" should appear as a first-level heading (**H1** button), also without a number.

**Style**

Use the **Reference** button to style the entries in the reference list.

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:

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

**Bibliographic Abbreviations** Use the following abbreviations:

Volume	vol	Page/s	p/pp
Editor/s	ed/eds	Edition	edn

**Caution** Please **do not** put commas between names and initials, and **do not** put full stops after initials or abbreviations.

**5.3 Examples**

The system used in the examples below is followed in most subject areas. If different rules need to be followed in your subject area, you will be given the necessary information by your Springer-Verlag contact.

**Monographs**

- Ball JC, Ross A (1991) The effectiveness of methadone maintenance treatment: patients, programs, services and outcomes. Springer, Berlin Heidelberg New York
- Jellinek EM (1960) The disease concept of alcoholism. Hillhouse, New Haven
- Snider T, Grand L (1982) Air pollution by nitrogen oxides. Elsevier, Amsterdam

**Anthologies and Proceedings**

- Noller C, Smith VR (1987) Ultraviolet selection pressure on earliest organisms. In: Kingston H, Fulling CP (eds) Natural environment background analysis. Oxford University Press, Oxford, pp 211–219
- Treasure J, Holland AJ (1989) Genetic vulnerability to eating disorders: evidence from twin and family studies. In: Remschmidt H, Schmidt MH (eds) Child and youth psychiatry: European perspectives. Hogrefe and Hubert, New York, pp 59–68
- Zippel J, Harding FW, Lagrange M (1992) The stress of playing God. In: Mildor E (ed) Explorations in geopolitics, 4th edn. Wiley, New York, pp 103–124

**Journal Articles**

- Arkhipenko DK, Bokiý GB (1986) Factor-groups analysis and X-ray study of vermiculite and talc crystals (in Russian). *J Struct Chem* 16:450–457
- Peters S, Jaffe HG (1991) Lactose synthesis and the pentose cycle. *J Biol Chem* 98:15–33
- Uno H, Tarara R, Else JG, Suleman MA, Sapolsky RM (1989) Hippocampal damage associated with prolonged and fatal stress in primates. *J Neurosci* 9:1705–1711

**Note** In medicine and associated disciplines, the names of journals should be abbreviated as indicated in *Index medicus*. In case of doubt, please give the full name.

**Special Cases (Theses, Reports)**

- Boshoff GA (1999) Development of integrated biological processing for the biodesalination of sulphate- and metal-rich wastewaters. Ph.D. thesis, Rhodes University
- Dyrynda PEJ (1996) An appraisal of the early impacts of the 'Sea Empress' oil spill on shore ecology within South-West Wales. (Final report by the University of Wales, Swansea for the Wildlife Trusts and WWF-UK)
- Saavedra C (1989) Manu – two decades later. WWF report June/July. WWF, Gland, pp 6–9

**Numbered Lists**

8. ....
9. Peters S, Jaffe HG (1991) Lactose synthesis and the pentose cycle. *J Biol Chem* 98:15–33
10. Snider T, Grand L (1982) Air pollution by nitrogen oxides. Elsevier, Amsterdam
11. Uno H, Tarara R, Else JG, Suleman MA, Sapolsky RM (1989) Hippocampal damage associated with prolonged and fatal stress in primates. *J Neurosci* 9:1705–1711
12. ...

## 6 Tables

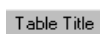
Tables should be used to present the results of investigations and large sets of figures clearly.

Tables are set in a smaller font size than the rest of the text. They always consist of the following elements:

- The table heading
- The actual table
- Table notes (where applicable)

**Note** Tables should have at least two rows and two columns. Simple, one-column lists should not be treated as tables, but instead should be incorporated in the running text.

Springer's document template facilitates creating tables by using the following buttons functions:



The **Table Title** button inserts the word "Table". Only the table number and the heading. need to be entered.



The **Insert Table** button opens a dialog box in which the number of rows and columns can be specified.



The **Insert Rows** button adds a row above the cursor position.

The **Delete Rows** button deletes the row in which the cursor is placed.



The **Insert Columns** button adds a column to the left of the cursor position.

The **Delete Columns** button deletes the column in which the cursor is placed.



The **Format Table** button formats the table as shown in the example below. Place the cursor anywhere in the table and click the button.



The **Table Footnote** button inserts the footnote. Place the cursor directly beneath the table, click the button, and write the table note. If there is text following the note, insert a blank line.

### Example

**Table 6.1.** Cardiovascular parameters

Patient no.	$p_{\text{syst art}}$	HR	$p_{\text{syst art}}$ maximum [mm Hg]	HR [min <sup>-1</sup> ]	ECG	CHD
5 <sup>a</sup>	25,038	214	214	ES	Yes	
8 <sup>a</sup>	14,220	237	60	ES	Yes	
14 <sup>a</sup>	11,350	165	111	ES	No (?)	
23 <sup>b</sup>	18,128	175	90	ES, ST	Yes	
39 <sup>b</sup>	22,785	218	68	ES	Yes	

$p$  physical pressure,  $HR$  heart rate,  $ECG$  electrocardiogram,  $CHD$  preoperatively diagnosed coronary heart disease,  $ES$  extrasystoles,  $ST$  sedimentation time.

<sup>a</sup>Patients in Group 1.

<sup>b</sup>Patients in Group 2.

### Notes

- Tables are structured using horizontal lines above and below the column headings and a line beneath the columns. If necessary for didactic reasons, further lines, both horizontal and vertical, may be inserted. Alternatively, you can insert a small line space: Mark the line where the space should be added, choose: *Format* → *Paragraph* → *Spacing* → “Adjust on” 3pt
- Information in cells is aligned flush left, but numbers are arranged “decimally”, i.e., all the units, tens, hundreds etc., underneath one another.
- Metric/physical units in the column headings should be set in square brackets.
- Notes on abbreviations should be given below the final row of the table and should be aligned flush left; the abbreviations requiring explanation should be formatted in *italic* type.
- Footnotes in tables are indicated by superscript lowercase letters. The footnotes themselves appear beneath the table and begin with a capital letter and end with a full stop.
- The word “Table” is generally not abbreviated. It appears in the table heading with the relevant number in **bold**. Where a table does not fit on a page and has to be continued on the next, it is unnecessary to repeat the entire table heading, but rather e.g., “**Table 6.1.** (cont.)”.
- If in exceptional cases a table is too large and needs to be given a **landscape** format, the header must nevertheless be placed at the top of the

page as well as on all other pages. As this is not possible in Word, save your table as a graphic eps file<sup>2</sup>, open a graphic program to turn the table by 90° and insert it into the text from the menu options *Insert*→*Picture*→*From File*.

- Number the tables consecutively and ensure that all the tables in the text are cited in the correct order (e.g., Table (1.)1, Table (1.)2, ...). Tables are normally placed near the relevant citation in the text. However, where possible, tables should appear either at the beginning or the end of a page.

## 7 Figures

When preparing the figures, it is very important that the technical requirements are taken into consideration in order to obtain a high quality print output. We recommend that each figure is prepared individually. Please feel free to contact Springer if you experience problems in following the requirements or have any questions regarding the preparation of electronic figures. Please send us some figure samples in advance so that we can check and clarify the technical details.

Colour illustrations (drawings or photographs) are expensive in comparison to black and white. Please clarify with your Springer contact whether they can be accepted.

### 7.1 Scanning and Resolution

- Scan all the illustrations in the same size as they should appear in print (print area for each page is 11.7 x 18.8 cm; the book format, i.e., entire page size is 15.5 x 23.5 cm).
- If possible, do not scan printed material as this produces a lower contrast quality.
- The minimum resolution for scanned line drawings is 800 dpi, for fine details (small lettering) 1200 dpi (in the final size).
- For scanned photos (grey scale figures), a minimum of 300 dpi is required; for photos with lettering 600 dpi is recommended.
- If the figure has to be enlarged, the resolution is calculated as follows:

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<sup>2</sup> Create a separate table file, select *File*→*Print*; click "Print in File", then OK. This file has the ending \*.prn. In Windows Explorer, highlight the file name and change the file type from \*.prn to \*.eps.

$$\frac{\text{final resolution (dpi)} \times \text{printing width (mm)}}{\text{original figure width (mm)}} = \text{resolution}$$

$$\text{Example: } \frac{300 \text{ dpi} \times 120 \text{ mm}}{36 \text{ mm}} = 1000 \text{ dpi}$$

**Note** Illustrations directly taken from the Internet produce a low quality print output because the resolution is only 72–96 dpi.

## 7.2 Image Processing

- Adobe Photoshop or Corel Photopaint are suitable programs for processing scanned photos.
- Use illustration programs such as Adobe Illustrator, Corel Draw, Macromedia Freehand for graphics.
- Programs such as MS Excel, MS Powerpoint, Designer, Visio, MS Word Graph, MS Graph or Harvard Graphics are **only** suitable if the figures can be saved in eps file format.
- The lowest line weight is 0.6 pt in the final size (approx. 0.2 mm). Finer lines (hairlines) produce broken lines after typesetting even if the print-out looks fine.
- Where illustrations should appear in black and white, do not produce them in colour. This could lead to a loss of quality.
- Instead of colour, use screened areas with grey shades of 10%, 25%, and 50%. For backgrounds use a grey shade of 10–15%; any lettering on such areas must be clearly legible.
- If possible, all colour figures should be produced in the same colour modus (CMYK or RGB).

## 7.3 Lettering

- Please do **not** insert any figure legends or figure headings in your illustration file.
- Lettering should not be added to photos until **after** scanning, i.e., to the graphics file.
- To add lettering to illustrations, a sans serif font such as *Arial* or *Helvetica* is recommended. The font size should be approx. 2–3 mm (8–10 pt).
- Lettering must be uniform in size (in the final figure format) and type. Ensure this is also the case after a figure has been reduced in size.

- Avoid effects such as shading, outline letters or frames or honours (italics, semi-bold) that reduce legibility.

## 7.4 Saving and Inserting into the Text File

- Save each individual illustration in the size that it should later appear in print.
- Save figures in a suitable standard format such as EPS (include any fonts used and save in the preview modus!), TIFF, JPG, or BMP; ensure they have a sufficiently high resolution.

**Note** PDF Files that have been generated from Word files use the RGB colour modus, whilst the CMYK modus is required for book printing. Therefore, colours may differ slightly from the original after the printer has transformed them into CMYK. Only embedded EPS files retain the CMYK colour.

### Inserting a figure in the Word file

Place the figures near to the citation in the text, at the beginning or the end of a page so that the text flow is interrupted as little as possible.

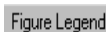
- Enter a blank line between the text and figure
- Place the cursor in the next line
- Choose the **Insert Graphic** button or select the menu options *Insert*→*Picture*→*From File* to insert graphic files.



The **Insert Graphic** button opens the "Insert Picture" dialog box.

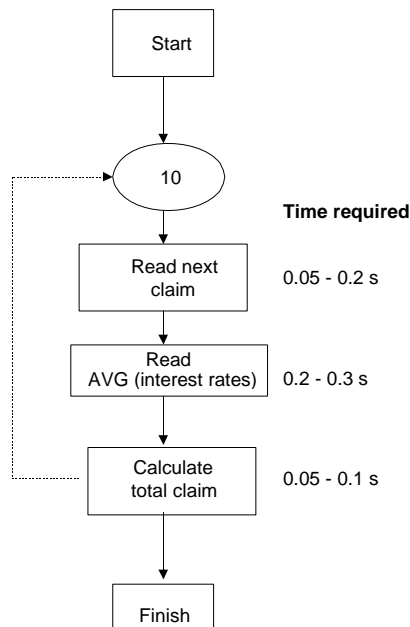
## 7.5 Figure Legends

The figure legend must always appear beneath the figure and contain the title of the figure and any necessary explanation. Number the figures consecutively or chapter-wise (e.g., Fig. 1.1, Fig. 1.2) and ensure that all the figures in the text are cited in the correct order.



The **Figure Legend** button inserts **Fig.** Only the figure number and the legend need to be entered.

The abbreviation "Fig." and the figure number together with any figure parts (a, b, c etc.) should appear in **bold**. In the legend, format the lettering in the figure, which is explained in the legend, in italic type. Legends do not end with a full stop. Please insert a line space after the legend.

**Example****Fig. 1.** Simplified performance model of a critical access module**8 Sources / Copyright**


If you copy figures, tables, or extended text passages, it is essential to obtain permission from the copyright holder (usually the publisher and/or the original author). Permission forms for this purpose are available on our Web site. Please include a copy of the permission with your manuscript. The source of any such reproduction must always be acknowledged, preferably in the figure legend or the table heading.



**9 Headers and Page Numbers**

Page numbering with Arabic letters begins on the first page of the first chapter of the book (or should the book be divided into parts, with the page containing the heading of Part I), which is always a right-hand (odd-numbered) page. The page number appears in the so-called running headline (header), which also contains the title of the current chapter. In mono-

graphs, the chapter title appears on the left-hand page and the first heading on the right-hand page; in contributed (multi-authored) works, the author name(s) appear(s) on the left-hand page and the title of the contribution on the right-hand page. Headers and page numbers appear in a smaller font size (10 pts) and are separated from the text by a line. The page numbers are placed on the edge.

## 9.1 Creating the Headers

Headers are inserted automatically when new text is entered using the document template. If this functionality fails to work, the header can be inserted by clicking the  button. Proceed as follows:

- Click the  button so that the text, amongst other things, is left and right aligned.
- Choose *View*→*Header and Footer* and delete any existing headers and footers as well as page numbers.
- Remove any existing section breaks (manual page breaks are acceptable).
- Click the  button.

**Note** For aesthetic reasons, the first page has no header and no page number, but it is included in the automatic page numbering. The same holds for every empty page.


Each chapter should begin on a right-hand (odd-numbered) page. Therefore, you have to insert an empty page after each chapter or manuscript part, that ends on a right-hand (odd-numbered) page. To execute this, place the cursor at the end of the chapter and from the menu bar, select *Insert*→*Break*, section break type: "Next page".

## 9.2 Preparing Headers and Page Numbers

### Preparing Headers

- If some headings need to be shortened or changed, click directly in the header, delete the entire text, which has been inserted automatically, and enter the correct text manually.
- In chapters without subchapters, only the page number appears on the right, as no first-level heading is used. Click in the right header and insert the chapter heading manually (it appears in the left and right header).

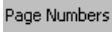
**Note** Manual changes appear in the header on both odd- and even-numbered pages throughout the chapter. If this is not required, for example a heading is too long for the right-hand header, proceed as follows:

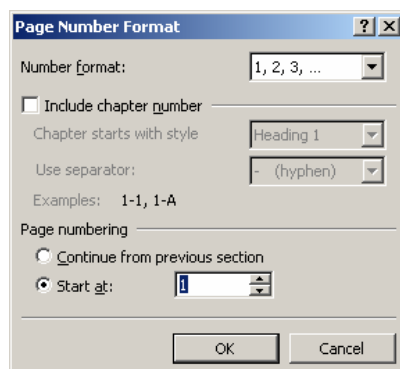
- In the text, insert in front of the extended first-level heading a section break type “Continuous” via the *Insert*→*Break* menu. Repeat this in front of the next level 1 heading.
- From *View*→*Header and Footer*, activate the header. Go to the header on the odd-numbered page with the extended heading. Separate the header from the previous one by clicking the  button. Repeat this for the next level 1 heading.
- Return to the extended heading, delete the text (not the page number) and insert the text changes manually.

### Preparing Page Numbers

It is best not to insert the final page numbers until the entire manuscript has been completed, since the text and the page numbering might change when corrections are made. You should proceed as follows:

Deactivate the formatting marks by clicking the ¶ button in the "Standard" toolbar, then work through the chapters consecutively:

- Make a note of the number of the last page of Chap. 1.
- Open Chap. 2 (02.doc).
- Click the  button and insert the (odd-numbered) page that Chap. 2 should begin with in the dialog box under "Page Number Format, Page numbering, Start at".



- Make a note of the number of the last page of Chap. 2.
- Open Chap. 3 (03.doc).
- etc.

**Note** If the text and page numbers change due to subsequent alterations, you will need to correct the page numbers in the chapters that follow.

## 10 Front Matter and Contents

### 10.1 Sequence

The parts of a book that appear before the actual text are referred to as the front matter and include the following:

- Foreword, (if any)
- Dedication, (where applicable)
- Preface
- Table of contents
- List of contributing authors (with complete addresses), (where applicable)
- List of abbreviations, (where applicable).

The first four pages of the front matter (including the Title page and the Imprint page are designed by Springer. Please provide a draft for the title page. Please number the remaining front matter in Roman numerals, beginning with p. V.

All main sections (foreword, preface, table of contents etc.) start on a right-hand (odd-numbered) page. If necessary, you will have to insert empty pages (see Sect. 9.1). The headings of the main sections are treated as chapter titles.

### 10.2 Contents


All the headings up to level three are usually included in the table of contents.



Using the **Chap.-Title**, **H1**, **H2** and **H3** buttons to format the headings, allows the table of contents to be automatically generated thereafter.


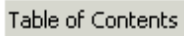
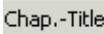
#### Creating the Table of Contents

- Open a new file and attach the document template.
- Write the word "Contents" (without final format) and place the cursor on the next line.
- Ensure that formatting marks such as paragraph marks etc. are shown on screen. If not, click the ¶ button to display the formatting marks.

- Click the  button. The following entry appears: { RD c:\\}
- Now enter the file name of the first chapter and the path as follows:  
{ RD drive:\\directory\\subdirectory (where applicable)\\file name.file name extension}.

*Example:* { RD e:\\manuscript\\Springerbook\\01.doc}.

**Note** Avoid using file or folder names with blanks, e.g., "My documents", since a break induces a stop in reading. Therefore, always write something such as Springer\_book or Springerbook.

- Go to the next line, click  again, and enter the path for the next chapter etc.:  
{ RD e:\\manuscript\\Springerbook\\01.doc}  
{ RD e:\\manuscript\\Springerbook\\02.doc}  
{ RD e:\\manuscript\\Springerbook\\03.doc}
- Click the  button; a table of contents with headings down to level three is automatically created.
- Format the heading "Contents" as 

**Note** Do not use this function until all the chapters have been completed and you have checked that each chapter begins with the correct page number. If you make subsequent modifications to individual chapters causing changes to the text and page numbering, you will need to alter the table of contents accordingly. To do so, select the entire table of contents and press F9.

## 11 Index

An alphabetically ordered index of significant words is an important aid for the efficient use of a scientific book.

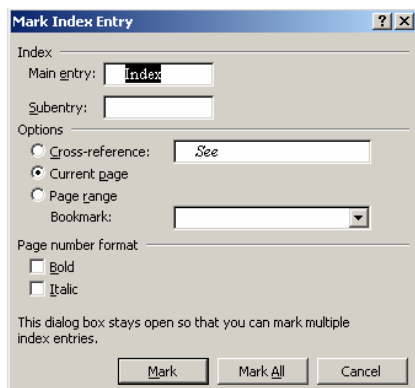
**Note** Only include those terms on which you, as a reader, would look for more detailed information

### 11.1 Selecting the Entries



In order to indicate which terms should be included, select the relevant word and then click the **Keywords** button.

The term now appears as a main entry in the "Mark Index Entry" dialog box. Generally, Index entries should appear in the singular; correct where necessary. Click "Mark" to save the term as an index entry.




If the term you have selected is a subentry, you will need to copy it into the "Subentry" box and type in the main term under "Main Entry". Then click "Mark".


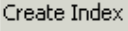
**Note** Never click on "Mark All"; otherwise all incidences of the word that has been selected will be included in the index.

## 11.2 Creating the Index

The index appears at the end of the book as a separate chapter with the title "Index" (without a chapter number), beginning on a right-hand page. Our document template can be used to create the index automatically. The index is created in the same way as the table of contents, starting on the right-hand page.

- Open a new file and attach the document template.
- Ensure that the formatting marks such as paragraph marks etc. are shown on screen. If not, click the ¶ button to display the formatting marks.
- Write the word "Index" (without final format) and place the cursor on the next line.
- Click the  button. The following entry appears: { RD c:\\}
- Enter the file name of the first chapter and the path as follows: { RD drive:\\directory\\subdirectory (if applicable)\\file name.file name extension}.

**Example:** { RD e:\\manuscript\\Springerbook\\01.doc}.

- Go to the next line, click  again, and enter the path for the next chapter etc.
  - { RD e:\\manuscript\\Springerbook\\01.doc }
  - { RD e:\\manuscript\\Springerbook\\02.doc }
  - { RD e:\\manuscript\\Springerbook\\03.doc }
- Now click the  button, the complete, two-column index is automatically created.

**Note** Do not use this function until all the chapters have been completed and you have checked that each chapter begins with the correct page number. If you make subsequent modifications to individual chapters causing changes to the text and page numbering, you will need to alter the index accordingly. To do so, select the entire index and press F9.

## 12 Additional Comments on Anthologies and Proceedings

The instructions compiled in this document also apply to authors of anthologies and proceedings, with the exceptions given below.



Please use the *sv-layout-contrib-e.dot* document template to produce the individual contributions.

### 12.1 Instructions to Contributors

#### 12.1.1 Contribution Headers

The title of the contribution is followed by the name(s) of the author(s). Where there are several co-authors, the names should be separated by commas.



Click the **Author** button to format the author line.

The address of the institute or place of work is given in the next line. If different addresses are required for different authors, each address should begin on a new line, and superscript numbers should be used to indicate which author is affiliated to which institute etc.



Click the **Address** button to style the author address(es).

Please send your correct postal address on a separate sheet to the editor for the overall list of contributors.

### 12.1.2 Headers and Page Numbering

Each contribution should begin on a right-hand (odd-numbered) page. The page number should appear in the so-called running headline (header), which also contains the author name(s) on the left-hand page and the title of the contribution on the right-hand page. To insert the header, click the **Run Head** button.

As you do not initially know which pages of the overall work your contribution will be appearing on, you should number your contribution starting at p. 1. The final numbering will be inserted by the editor or by Springer-Verlag.

### 12.1.3 Marking Index Entries

Please only mark index entries in the text if the editor has asked you to do so.

## 12.2 Instructions to Editors

The functionalities of the *sv-layout-contrib-e.dot* document template can be used to compile the contributions, to number the pages consecutively throughout, and to create the table of contents and the index. First save the contributions on your hard disk and, if necessary, attach the document template (see Sect. 2).

### 12.2.1 Page Numbering

Deactivate the formatting marks by clicking the ¶ button in the "Standard" toolbar. Work through the individual contributions consecutively as follows:

- Make a note of the page number on the final page of Chap. 1.
- Open Chap. 2.
- Choose the menu point *Insert*→*Page Numbers*. Click on "Format" and enter the (odd-numbered) page number that the 2nd contribution should begin with at the bottom left of the dialog box under "Page Numbering – Start At".

### 12.2.2 Index

Please follow the instructions given in Sect. 9 to create the index.

### 12.2.3 Table of Contents

Please follow the instructions given in Sect. 10.2 to create the table of contents.

### 12.2.4 List of Contributors

In the list of contributors, the authors are listed in alphabetical order. The addresses should be written as follows:

- Line 1: surname, first name, title
- Line 2: institute, clinic, university
- Line 3: street and house number, postal code and town
- Line 4: country (where applicable).

#### Example

Smith, E., M.D.

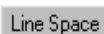
Department of Psychiatry, Sloan Kettering Memorial Hospital  
1275 York Avenue, New York, NY 10021  
USA



Use the p1a format button to format the first line.



Use the standard format button to format the remaining lines.



Insert a line space to separate the addresses.

## 13 Manuscript Submission to Springer

Please arrange with Springer-Verlag the form in which you are to submit your manuscript. Generally, this is in PDF format.

### 13.1 Creating the PDF

After you have embedded all the tables and figures into the chapters, styled the pages, inserted the headers and created the table of contents, the index and any further parts of the front matter, the files can be converted to PDF. **Acrobat Distiller** must be used to create a PDF file from the Word document. It is not possible to use Word files for printing. Furthermore, PDF files produced with the PDF Writer are also unsuitable.

**Settings**

The job options for Acrobat Distiller with the settings required for producing suitable PDF files can be downloaded from our Web site. Save the file *SpringerPrint[date].joboptions* to the folder "Settings", which you will find under *Program\Adobe\Acrobat\Distiller* on your PC. Activate the Acrobat Distiller and select under "Settings" *SpringerPrint[date].joboptions*. Alternatively, you can open the first chapter and from *File→Printer* select Acrobat Distiller as the default printer. Then under *Preferences→Adobe PDF Settings→Conversion Settings* select *SpringerPrint[date].joboptions*. With these settings, all your chapters or text parts can be printed and PDF files produced ready for printing.

**Note** Never change the settings in the job options. Should it be necessary (in exceptional cases only), save the changed settings under a new name and inform your Springer contact about the changes. This information needs to be forwarded to the printer.

**Distiller**

We recommend that you convert your manuscript chapter-wise and name the PDF files with the page numbers, Roman and Arabic pages separately, e.g., 001-024.pdf, V-XII.pdf. If a chapter is very large, you can, of course, divide a chapter. Please ensure that the blank pages, e.g., the left pages at the end of a chapter, are included in the PDF (see Sect. 9.1, or convert an empty Word page into "empty.pdf" and add this via *Document→Insert Page* to the PDF document).

Please check your final PDF document carefully and ensure that all fonts and special characters appear in the same style as originally intended. If corrections are necessary, make these in the Word file and convert again.

**13.2 Data Submission and Printout**

Your manuscript files can be submitted on a CD, disk/s, zip disk or alternatively you can use Springer's FTP server (if you wish to do so, please contact Springer for further information). Please do not send completed manuscripts or large files via e-mail.

In addition to the PDF files, Springer requires a printout for control purposes of the final PDF document, not the Word files. When printing the paper version, ensure that the options "Reduce small pages to page size" and "Enlarge small pages to page size" are deactivated. The PDF files and printout must be identical. If colour figures appear in the manuscript, a colour printout of each page where these colour figures occur must be pro-

vided. If this is not possible, please send a list of all figures that should be printed in colour. Finally, enclose all copies of the permissions received for reproducing already published material (where applicable).

### **Printout as Master**

If you are unable to create a PDF, your paper printout can be used as the print master if it does not contain any greyscale figures. In order to be used, it must be printed out on a 600-dpi laser printer.

**Note** Always keep the data and a copy of the printout.

## **14 FAQs**

### **The toolbar buttons do not function**

- This occurs when the template and document have not been correctly attached. Choose the menu point *Templates and Add-ins* from the *Tools* menu. Click "Attach" in the dialog box, navigate to and select the required template, click "Open". Ensure the box 'automatically update document style' has been checked on, then click *OK*.
- This problem can also occur if the document template is added to the global templates. In such cases, select *Templates and add-ins* and delete the document template from the *Global templates and add-ins* window.

### **The document template macros are not activated**

If the document template macros have not been activated, proceed as follows:

- From the *Tools* menu choose *Macro*→*Security* and click in the 'middle level entry' box.
- If a warning appears indicating that the file contains macros, click "Activate macros".

### **When saving, the program asks if changes to the document template should be saved**

This occurs when:

1. individual template formatting has been modified. In this case, under no circumstances should the changes be saved to the document template.
2. working with XP or higher. The document template macros are converted from Word 2000 into the new format. In this case, save the modifications to the document template. Thereafter however, the previous Word version cannot be used. If the changes are not saved, then

Word will re-convert the macros next time the document template is accessed.

### **The headers are not automatically generated**

Generally, this problem occurs when entries (e.g., page numbers) have already been inserted in the header and footer.

- From the *View* menu select the *Header and Footer* option.
- Delete all the header and footer entries from the document.

### **The index and the table of contents are not automatically generated**

If the file or folder name contains a space, then the macros required to automatically generate the index and table of contents will not function.

- Save the book chapter(s) in a separate directory on your hard disc. The path should read similar to the following example:  
{ RD e:\\manuscript\\Springerbook\\01.doc }

**Note** Do **not** save your book chapters in the “My Documents” directory.

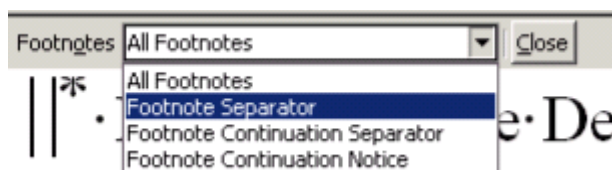
### **If the table of contents still cannot be created**

- Choose: *Insert*→*References*→*Index and Tables...*→*Table of Contents*→*Options*.
- Check the box “Style Template”.
- Delete all entries in the list.
- Then match title and heading levels as follows: title→level 1, heading1→level 2, heading2→level3.
- Click OK.

### **The footnote separator line is indented**

In normal view:

- *View* → *Footnotes*. A window with the footnote(s) will be opened.
- In the dropdown list select “Footnote Separator”.



- Then highlight the separator line.
- Choose *Format*→*Paragraph*→*Indentation*→*Special*→*none*.
- Click on “Close”.

Now all footnote separators in this file are not indented

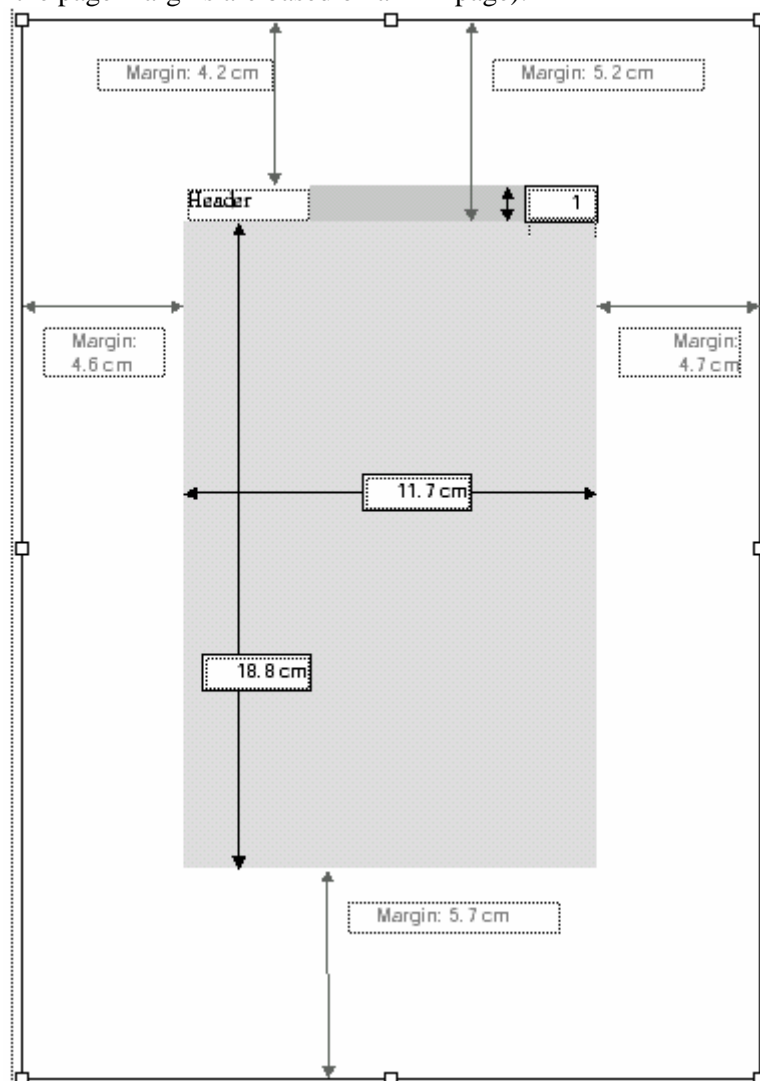
**Special characters are not properly displayed**

Reformatting of running text, in which special characters such as Greek letters have been entered into via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from the menu point *Insert*→*Symbol*. In the Symbol dialog box select the required font.

## Appendix

### Type Area

If you do not use Word or if you use a paper size other than A4 for the printout, e.g., US letter format, you will need to set up the type area yourself. Please use the following measurements to do so (the measurements for the page margins are based on an A4 page):



## Font Sizes

The fonts are preset in Springer's document template. The following fonts/font sizes are used:

Title	Helvetica 14 pt, bold, spacing after: 84 pt
H1	Helvetica 12 pt, bold, spacing before: 26 pt, spacing after: 14 pt
H2	Helvetica 11 pt (10 pt), bold, spacing before: 22 pt, spacing after: 11 pt
H3	Helvetica 10 pt, bold, italics, spacing before: 16 pt, spacing after: 8 pt
Text	Times 11 pt (10 pt), single line spacing, indent 0.4 cm
Displayed lists	Times 11 pt (10 pt), single line spacing, hanging indent 0.4 cm
Spacing	6 pt
Petit	Times 10 pt (9 pt), single line spacing, indent 0.4 cm
Important!	Times 11 pt (10 pt), single line spacing, indent 0.5 cm left and right, spacing before and after: 6 pt, frame with 2 pt spacing
References	Times 10 pt (9 pt) single line spacing, hanging indent 0.6 cm
Footnote	Times 10 pt (9 pt), single line spacing, hanging indent 0.4 cm
Table heading	Times 10 pt (9 pt), single line spacing, spacing before: 12 pt, spacing after 6 pt
Table, table notes	Times 10 pt, single line spacing, flush left
Figure legend	Times 10 pt (9 pt), single line spacing, spacing before: 6 pt, spacing after: 12 pt
Headers	Times 10 pt (9 pt), line spacing 11 pt, spacing after: 6 pt, line below with 0.5 pt spacing
Table of contents	Times 11 pt (10 pt)
Index	Times 10 pt (9 pt)

**Note** In certain subject fields, smaller font sizes (indicated in parentheses) are the preferred.

## Shortcuts

To allow you to format your text quickly and easily, most of the functions in Springer's document template can be activated not only using the buttons in the toolbars, but also using keyboard shortcuts.

### Springer's document template

Author	Ctrl+Shift+A
Displayed list with bullets	Ctrl+Shift+O
Displayed list with dashes	Ctrl+Shift+S
Displayed list with numbers	Ctrl+Shift+M
Figure legend	Ctrl+Shift+J
Important!	Ctrl+Shift+W
Insert equation	Ctrl+Shift+Q
Line space	Ctrl+Shift+X
Paragraph, indented	Ctrl+Shift+V
Paragraph, non-indented	Ctrl+Shift+C
Petit	Ctrl+Shift+I
References	Ctrl+Shift+R
Table header	Ctrl+Shift+L
Title	Ctrl+Shift+T
Heading 1	Ctrl+Shift+1
Heading 2	Ctrl+Shift+2
Heading 3	Ctrl+Shift+3

### General Word shortcuts

Bold	Ctrl+F
Italics	Ctrl+K
Cut	Ctrl+X
Insert	Ctrl+V
Copy	Ctrl+C
Undo	Ctrl+Z
Save	Ctrl+S
Find and replace	Ctrl+H
Go to...	
the next paragraph	Ctrl+↓
the end of the document	Ctrl+End
the beginning of the document	Ctrl+Home
the previous cursor insertion point	Shift+F5
Select All	Ctrl+A
Update fields	F9

