

AUTHOR GUIDELINES FOR MANUSCRIPT PREPARATION

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Manuscript Submission Guidelines

- Note that Springer's preference is that manuscripts be prepared using the *Publication Manual of the American Psychological Association, 5th or 6th Edition*. If another reference style is more common to your academic discipline or is preferred, please discuss with your Springer editor in advance.
- Submit your manuscript electronically via the most convenient method: via email; via ftp; or via CD or flash drive.
- Create a separate folder for each chapter. Label this folder with the chapter number and brief chapter title, e.g.: "Chapter 1 Perspectives on Aging."
- All files (except figures) should be in Microsoft Word, double-spaced. Do not justify or apply hyphenation, outlining, or any other formatting. Include a section entitled Notes to the Publisher, which should include your travel schedule, any special information or instructions, etc.; be sure to include a list of any missing items to come, including open permissions.
- Place the following items in the chapter folder:
 - *Text manuscript*: Add page numbers, starting each chapter with number 1. Be sure the manuscript includes all of the following elements required for the chapter: references or bibliography, chapter appendices, footnotes, tables, exhibits/boxes/cases, figure captions. Place these at the end of the text portion of the chapter (no need to break these out separately).
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 - *Figures*: Identify each figure with a double number (chapter number and figure number, e.g., Figure 1.1) and figure title; an example: "Figure 3.2 Nursing Procedures." Complete the figure list provided. Place all figures and the figure list related to the chapter in the chapter folder. See below for more information regarding figure preparation and citation in text.

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- Supply one printed copy of the manuscript along with the electronic version. The electronic and printed versions must be the same; if there are discrepancies, Springer will work from the electronic version only. Provide hard copies of all figures, even those supplied electronically.

Front Matter

Along with the chapter files, supply the following material saved in a folder named “front matter.” Note that not all of the following are required.

- **Title Page** (*required*): This should include the names, degrees, and affiliations of the book authors or editors exactly as you would like them to appear on the cover and in all promotional material. (See below if yours is a multicontributed work.)
- **Table of Contents** (*required*): This should include full chapter titles (with corresponding author/contributor names if applicable) in final sequence, and all levels of headings appearing in each chapter. Be sure that the table of contents matches the titles and headings given in the chapters themselves.
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SPECIAL TEXT FORMATTING INSTRUCTIONS

Headings

Type your chapter headings in a consistent style to ensure correct interpretation by the copyeditor and typesetter. All headings should be on a separate line and not run into the text.

TYPE NUMBER 1 HEADS IN BOLD/ALL CAPS

Type Number 2 Heads in Bold, Italics/Title Case

Type number 3 heads in bold, italics/sentence style

Type number 4 heads in italics/sentence style

Italics and Boldface

New or special terms are often highlighted by italics, boldface, or boldface italics. Whichever you choose, please be consistent throughout your manuscript.

Units and Abbreviations

Always leave a space between a number and a unit, e.g., 5 mm. Use abbreviations that are accepted nomenclature and use them consistently. Define all abbreviations and acronyms at the first point of use, e.g., cyclic adenosine monophosphate (cAMP).

Quotations

- A direct quotation of not more than 4 or 5 lines should be enclosed in quotation marks and run into the text.
- Longer quotations, called extracts, should be indented at least 5 spaces from the rest of the text from the left margin, double spaced, and without quotation marks.
- Use ellipses (. . .) to indicate any point in a quote in which you have omitted *any* material. If the omission occurs at the end of a sentence, use 4 dots, the last being the period.
- If you add italics for emphasis to material within the quote, indicate it with a footnote: “Italics mine.”
- If you add material to a quotation, place your own words within brackets, not parentheses. Parentheses should appear only as used by the original author.
- Check each quotation to ensure that it is verbatim.
- Include the complete source of original publication in an endnote at the end of the chapter.

Cross-References

- Do not use page cross-references. Instead, refer to the chapter and the heading under which the material appears, e.g., “(see Chapter 5, Health Behavior).”
- If you refer to information found elsewhere in your chapter, parenthetically refer to the heading under which the material appears and note “above” or “below” as appropriate, e.g., “(see Clinical Implications below).”

Tables

- Use tables when content can be more effectively presented in this format, especially when comparisons are intended.
- Presentation of tables should be as simple as possible. A table that is long but has few columns is preferred to a wider table with many columns.
- Feel free to use horizontal and vertical rules to clarify alignment for our copyeditors and typesetters. (These rules will not necessarily appear in the printed book.)
- A summary of the findings in a table should be discussed in the text. **Always cite tables formally in text using the double-number system** (chapter and table number; e.g., see Table

12.1) and not “see table below.” Double-number tables consecutively within each chapter (e.g., the fourth table in chapter two would be numbered “Table 2.4”).

- Always double-check your tables for accuracy, recalculate any totals, and proofread them carefully.
- Group all tables together at the end of the chapter manuscript.

Exhibits/Boxes/Cases/etc.

- Supplementary content can be text that you wish to highlight, additional information, or materials separate from the running text of the chapter.
- Like tables, these should be numbered consecutively within each chapter using the double-number format (chapter number/exhibit number). For example, the fourth exhibit in chapter two would be numbered “Exhibit 2.4”.
- Cite the exhibit in text (as with figures and tables) either parenthetically or in text.
- Group all such supplementary materials together at the end of the chapter manuscript.

Figures and Illustrations

- Keep your illustrations as simple as possible. Avoid large black areas and/or very dense patterns; they will not reproduce well.
- Make sure all figures and illustrations serve an academic or pedagogical purpose. Illustrations that are purely decorative or unnecessary should not be used.
- All figures and illustrations will be converted to and printed in black and white. If color illustrations are required, discuss this in advance with your editor.
- Like Tables and Exhibits, Figures should be numbered consecutively (in order of appearance) within each chapter using the double-number format (chapter number/figure number). For example, the fourth figure in chapter two would be numbered “Figure 2.4.” All figures must be cited, either parenthetically or in the text.
- Limit use of gray tones in charts or graphs. An acceptable selection of gray tones is 20%, 50%, 80%.

Figures Submitted Electronically

- Line art should be submitted or scanned at 600 to 1200 dots per inch (dpi).
- Halftones (photos) should be submitted at 300 dpi and must be saved as **TIF** files.

Note: An easy way to check resolution of line and halftone figures is to use Microsoft Office Picture Manager. (Open the file in MS Picture Manager; right click on the image itself, select PROPERTIES, then MORE under Picture Properties. The dpi will display.)

Figures Submitted as Hard Copy

- If you cannot supply electronic versions of your figures, supply good-quality hard copies (printed at 1200 dpi on laser paper).
- Below each figure, outside the area of the figure itself, write the figure number, your name, the title of the book, and any notations (indicate the top of the figure if there could be doubt about its correct orientation).
- If you wish to have figures returned to you, please alert your editor.

References

- Again, Springer uses the *Publication Manual of the American Psychological Association*, 5th or 6th Edition as our default. If another reference style is more common to your academic discipline or is preferred, please discuss with your Springer editor in advance.

- A reference is a source that is actually cited in the text. If the source is not cited in the text, it should be placed in a section of Additional Readings or a Bibliography. Sources in these sections should be unnumbered and typed in alphabetical order by author.
- NOTE: Do not use the automatic reference feature in Word or reference tools like EndNotes®; these are not compatible with our typesetting systems.

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Do a final check of the manuscript before submission to the publisher for completeness and accuracy.

___ One printed copy of the complete original manuscript (including all text, references, tables, figure captions with source lines, figures, etc.), double spaced.

___ An electronic version (Ms Word) of the manuscript – all text, references, tables, figure captions with source lines, figures, etc. – organized by individual chapter folders clearly labeled with chapter number and title.

___ Front matter for the book, including the (1) Title page: title of book (with subtitle if any), author/editor names, credentials and affiliations, (2) complete Table of Contents (listing chapter titles, chapter authors, and all headings). **Be sure to indicate one author who will receive and review page proofs** (the “corresponding author”).

___ Complete data for each author, editor, and chapter contributor: full name, credentials, title, and affiliation; full mailing address including street address, city, state, zip code; email address; and phone and fax numbers.

___ Springer’s Contributor Release Form for each contributed chapter, signed by the Chapter Contributor (if not already sent to Springer).

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