Book Layout on the PC

Instructions for Authors and Editors

Springer

Dear Author,

We want your book to be published quickly and at a reasonable cost. As you know, the typesetting costs account for a considerable proportion of the production costs. By using your personal computer (PC), these costs can be reduced and the book can be sold at a reasonable retail price.

In the following instructions, we have summarized for you (and/or your colleagues) the most important rules for the layout of your book; they are designed to help you produce a well-designed copy for printing.

In addition, we are sending you a **document template for Word 95, 97, and 2000 and for Word for Macintosh**, which contains all the necessary formatting. Please use

- the template *SVcrmono-e.dot* for monographs,
- the template *SVcrproc-e.dot* for anthologies and proceedings.

In order to save both you and us unnecessary work at a later stage, please read these instructions carefully. The organization, layout, and typography shown here exactly corresponds to the specifications that are explained in these instructions and may therefore serve as a guide for producing your book.

If you have any questions, please do not hesitate to contact us to clarify problems at an early stage and to agree on any additions or changes that may be necessary.

You can reach us at the following number/address:

Name:

Tel.:

Fax:

e-mail:

Contents

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 steps.

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.

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.

Once you have completed two or three chapters, please send a representative sample chapter, including figures and tables, to the contact at Springer-Verlag indicated above. If necessary, we can then give you further tips on how to implement our instructions on layout.

Recommendation: Save each chapter in a separate file and give the files the chapter number (e.g., 01.doc, 02.doc).

2 Springer's Document Template

2.1 Getting Started

Step 1: Copying the Document Template to Your Hard Disk

- If you are working on a PC using Windows, copy the file *SVcrmono-e.dot* or *SVcrproc-e.dot* into the directory containing your Word document templates. (Start Word and choose *Tools – Options* "File Locations" to see where the document template should be saved.)
- If you are using a Macintosh, first open Word and choose *File Open* and the file type "Templates". Open the file *SVcrmono-e.dot* or *SVcrproc-e.dot*, choose *Save As*, and save the file under the name *SVcrmono-e* or *SVcrproc-e* (without the extension "dot") in your template folder. This will usually be *Programs\Word\Templates.*

Step 2: Attaching the Template to Your Document

Before you start work, open a new or an existing Word document and choose the menu point *Templates and Add-ins* in the *Tools* menu (Word 97 and 2000) or the menu point *Templates* in the *File* menu (Word 95). Click on "Attach" in the dialog box, choose *SVcrmono.dot* or *SVcrproc.dot*, and click on "Update Styles" and then OK.

Macrovirus Protection: If the macrovirus protection is activated on your PC, a warning will appear to tell you that the template contains macros. We have checked the template for viruses and assure you that it does not contain any viruses we are familiar with and that you can use the macros.

2.2 Toolbars

On the far right, a new menu point now appears: *Toolbars*. The *Toolbars* menu contains four items:

- You can use the first three items, *Title and Headings, Text*, and *Figures and Tables*, to display and hide the toolbars containing the buttons for the various formats.
- *Change Margins* is used to choose a range of preset options in Word automatically, such as margins, automatic hyphenation, and typesetting quotation marks.

> Use this tool as the first thing you do when you start work.

2.3 Formatting and Layout Using the Buttons

In order to format *existing* text, place the cursor in the appropriate section and then click on the button; the section will be formatted accordingly.

If you are writing *new* texts, click on 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 *Change Margins* function in our document template can be used to set up the type area automatically.

Always use the entire height and width of the type area. In exceptional cases, the type area may be shortened by a 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 so, please enter a manual page break (click on *Break* in the *Insert* menu).

The type area also has to be reduced if there is only space for one line after a heading; in this case, the paragraph should appear on the next page together with the heading.

3.2 Fonts

For running text, the **fonts** Times or Times New Roman, and for titles and headings the fonts Helvetica or Arial should be used.

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

3.3 Titles and Headings

The following levels of titles/headings may be used:

Title   1 Title   of   the   chapter/contribution
          The title should always appear at the top of a new page.

H1	1.1	First-level heading
H2	1.1.1	Second-level heading
H3		Third-level heading (no number)

Fourth-Level 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 on 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 Chap. 8).

3.4 Text

Use the following two buttons to format the paragraphs of text:

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

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

Petit

Examples and quotations of some length can (but do not have to be) set in a smaller font size.

Petit   Use the "Petit" button to do so.

Example

The caretaker of a fairly large residential complex was seriously ill. Despite all the relevant examinations being performed, a clear diagnosis could not be established. After a series of treatments had been attempted without success, a young resident physician discovered that the man had caught an infection from a woman living in the house who had returned from the Tropics; the woman herself has not developed any symptoms to this date.

The pathogen that causes this disease is unknown. This example shows that thorough anamnestic inquiries may sometimes be more important than routine diagnostic procedures.

Displayed Lists

Springer's document template offers you three different options for presenting displayed lists:

⁝≡	Displayed lists with bullets
≡	Displayed lists with dashes
1⁄2≡	Displayed lists with numbers
Line Space	Line spacing of 0.2 cm should be inserted before and after a displayed list. To do so, place the cursor a) in the first line of the displayed list and b) in the first line of the text following the displayed list and then click on the button.

Try to present simple, one-column displayed lists in the same way throughout the book. Do not refer to displayed lists such as these 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 given a frame.

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

Footnotes

In running text, the footnotes should be marked with superscript numbers[1].

Footnote   This button can be used to call up the footnote function; the 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. 5 a–f.
- In contrast, a space should be inserted as shown here – using the space-bar – 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.

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[1] Remember to put a period at the end of the footnote.

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 chose *Toolbars – Change Margins* 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 tables and figures legends.

3.7 Abbreviations and Units

Abbreviations

- Please 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).
  Note: The word "Table" should never be abbreviated.
- Please ensure that *standard abbreviations*, such as approx., i.e., etc., f., ff., e.g., are used consistently.

List of Abbreviations. 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 Chap. 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.

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

Units

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

3.8 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 Chap. 9.

4 Equations

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

$$(a+b)^2 = a^2 + 2ab + b^2 \tag{4.1}$$

Equation This button inserts two table cells. There is a box on the right for the equation number, and a box 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.

    []   Inserts the square brackets and places the cursor between the brackets so that all you have to do is type in the reference number.

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

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

Reference   Use this 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 coauthor:
  ordered alphabetically by coauthor,
- finally, all works by the author with several coauthors:
  ordered chronologically by year of publication.

Bibliographic Abbreviations

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

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 contact at Springer-Verlag.

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, Bokiy GB (1986) Factor-groups analysis and X-ray study of vermiculite and talc cristals (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. …

> Please do **not** put commas between names and initials, and do **not** put periods after initials or abbreviations.

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

> 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 makes it easier to create tables by using the following commands:

Table Title	The word "Table" and the table number are inserted automatically; all you need to do is to insert the chapter number and the heading.
⊞	Opens a dialog box allowing you to specify the number of rows and columns you need.
⊰⊱	Insert Rows: Adds a row above the cursor position. Delete Rows: Deletes the row in which the cursor is in.
⊓⊔	Insert Columns: Adds a column to the left of the cursor position. Delete Columns: Deletes the column in which the cursor is in.
Format Table	Formats the table as shown in the example printed below. Place the cursor anywhere in the table and click on the button.
Table Footnote	Place the cursor directly beneath the table, click on the button, and write the table note . If there is text following the note, insert a blank line.

Tables should be placed near the relevant citation in the text. However, if possible, tables should appear either at the beginning or the end of a page.

Table 6.1. Cardiovascular parameters

Patient no.	$p_{\text{syst art}} \cdot \text{HR}$	$p_{\text{syst art}}$ maximum [mm Hg]	HR [min^{-1}]	ECG	CHD
5[a]	25,038	214	214	ES	Yes
8[a]	14,220	237	60	ES	Yes
14[a]	11,350	165	111	ES	No (?)
23[b]	18,128	175	90	ES, ST	Yes
39[b]	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.
[a]Patients in Group 1.
[b]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.

Information in cells should be flush left, but numbers should be 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 flush left; the abbreviations to be explained should be set in *italic* type.

Footnotes in tables should be indicated by superscript lower-case letters. The footnotes themselves should appear beneath the table and should begin with a capital letter and end with a period.

The word "Table" is not generally abbreviated. It should appear in the table heading with the relevant number in **bold**. If a table does not fit on a page and has to be continued on the next page, you should not repeat the entire table heading, but only the following:

Table 6.1. (cont.)

7 Figures

7.1 Line Drawings

Please let us know which graphics program you have used. Adobe Illustrator, Macromedia Freehand, and Corel Draw are suitable programs to use.

- Compile the figures in the same size as they are to appear in print: max. 11.7 cm wide and 18 cm high.
- Please use the fonts Arial or Helvetica (if possible as PostScript fonts) for lettering. Lettering should be at least 7 pt.
- Avoid decorative effects such as shading, gradient fills and strokes, outline letters, and frames.
- Instead of fill color, use dot patterns with gray tones of 15%, 25%, and 40% and ensure that there is clear contrast; any text in such areas should be clearly legible.
- The lowest line weight is 0.4 pt.
- If figures are to be printed in black and white, please do not use color.
- Line drawings should be saved as *.eps. Please ensure that all the fonts are included.

7.2 Scanning

- The minimum resolution for scanned line drawings is 600 dpi; for photos (grayscale pictures), 300 dpi is sufficient. These values refer to the final size of the figures. If the figures have to be enlarged or reduced in size, the correct scanning resolution can be calculated as followed:

  > 600 (or 300) dpi multiplied by the enlargement or reduction factor.

- Photos (grayscale pictures) should be saved as *.tif; figures with a large amount of lettering should preferably be saved as *.eps (include fonts).
- Screenshots should also be saved with a resolution of 300 dpi.

7.3 Inserting the Figures into the Word File

Place the figures at the beginning or the end of a page so as to interrupt the flow of the text as little as possible.

- Insert a blank line between the text and the figure.
- Place the cursor in the following line.
- Choose the "Insert Graphic" button or *Insert – Picture* in the menu bar to select your graphics file.

    Insert Graphic   This button opens the "Insert Picture" dialog box.

Note. In the "Insert Picture" dialog box, you have a choice between "Link to File" or "Save Picture in Document".

If you choose "Link to File", the original place where the picture is saved remains the same; the picture is merely shown in the document and can be printed out. This method is recommended for large graphics files, as it avoids making the text document unnecessarily large. Please remember to submit the *original graphics files*.

If you choose the option "Save Picture in Document", the graphics data are included directly in the text file. Here, too, it is a good idea to submit the original graphics files as well.

Enlarging, Reducing and Selecting Areas
(only for Word 97 and 2000)

- Click on the picture; eight selection handles will appear. At the same time, the *Picture* menu bar appears.
- By clicking on and holding down the left mouse button, you can drag the selection handles and, hence, change the size of the pictures. (If you click on a corner and drag the handle, the width and height will be changed proportionally.)
- The "Crop From" button in the picture toolbar can be used to select areas.
- If a crosshair appears at the tip of the arrow, the entire picture can be moved.

Figure Legends

The figure legend should always appear *beneath* the figure and should contain the title of the figure and any explanations necessary for the reader to be able to understand it.

    Figure Legend   "Fig." and the figure number are inserted automatically; all

you need to do is to add the chapter number and the legend itself.

The abbreviation "Fig." and the figure number should appear in **bold**, as should any figure parts (a, b, c etc.). Lettering in the figure that is explained in the legend should be set in italic type in the legend. Legends should not generally end with a period. Please insert a blank line after the legend.

Example
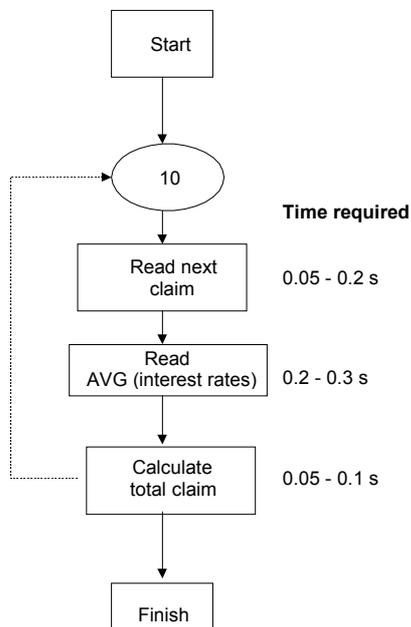
Fig. 7.1. Simplified performance model of a critical access module

8 Headers and Page Numbers

The page numbering should begin on the first page of the first chapter of the book, 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 monographs, the chapter title appears on the left-hand page and the first heading on the right-hand page; in anthologies and proceedings, the author name(s) appear(s) on the left-hand page and the title of the contribution on the right-hand page.

8.1 Headers

Headers and page numbers appear in a smaller font size (9 pt) and are separated from the text by a line. For aesthetic reasons, the first page has no header, but is included in the automatic page numbering.

The headers will be inserted automatically if you write *new* text using the document template.

If you format *existing* text, click on the first page and then on Run Head .

8.2 Page Numbers

It is best not to insert the final page numbers until all chapter have been completed. You should proceed as follows:

- Open Chap. 1 (file 01.doc).
- Make a note of the number of the last page of Chap. 1.
- Open Chap. 2 (02.doc).
- Click on the header and then on Page Numbers . Insert the (odd) page number that Chap. 2 should begin with at the bottom left of the dialog box under "Page Numbering – Start At".
- Make a note of the number of the last page of Chap. 2.
- Open Chap. 3 (03.doc).
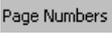
- etc.

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.

9 Index

The alphabetical index is an important guide to help readers find what they are looking for in an academic or scientific book. You can decide which terms should be included in the index as keywords while you are working on the text.

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

A sample index is printed at the end of these instructions.

9.1 Selecting the Keywords

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

The term now appears as a main entry in the "Mark Index Entry" dialog box. Click on "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 on "Mark".

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

9.2 Creating an 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.

- Ensure that the formatting characters and marked index entries are shown on screen. If they are not, click on the ¶ button.
- Place the cursor under the title "Index".
- Click on the button 🗗
  The following box appears: { RD c:\\}
- Now enter the file name of the first chapter and the path as follows: { RD drive:\\directory\\subdirectory (if applicable)\\file name.file name extension}.
  It might look like this: { RD c:\\My Documents\\book\\01.doc}.

- Now go to the next line, click on 🗗 again, and enter the path for the next chapter etc.
  { RD c:\\book\\01.doc}
  { RD c:\\book\\02.doc}
  { RD c:\\book\\03.doc}
  { RD c:\\book\\04.doc}
  { RD c:\\book\\05.doc}

  Create Index   If you click on this button, the complete, two-column index will be created automatically.

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.

10 Front Matter and Table of Contents

10.1 Order

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

- Half-title page (an empty page with the publisher's mark, pp. I–II)
- Title page (p. III)
- Imprint page (p. IV)
- Foreword, if any
- Dedication, if any
- Preface
- Table of contents
- List of contributing authors (with complete addresses), if applicable
- List of abbreviations, if any

The first 4 pages of the front matter are designed by the publisher, but please submit a draft of the title page. The other pages should be numbered using Roman numerals, beginning with p. V.

The titles of all the main sections (Foreword, Preface, Contents etc.) each appear on a right-hand (odd-numbered) page and are treated as chapter titles.

10.2 Table of Contents

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

 Our document template can be used to create the table of contents automatically.

The table of contents is created in the same way as the index (see Chap. 9):

- Ensure that the formatting characters and selected titles and headings are shown on screen. If they are not, click on the ¶ button.
- Place the cursor under the title "Contents".
- Click on the button ⬚
  The following box appears: { RD c:\\}
- Now enter the file name of the first chapter and the path as follows: { RD drive:\\directory\\subdirectory (if applicable)\\file name.file name extension}.
- It might look like this: { RD c:\\My Documents\\book\\01.doc}.

- Now go to the next line, click on ⬚ again, and enter the path for the next chapter etc.
  { RD c:\\book\\01.doc}
  { RD c:\\book\\02.doc}
  { RD c:\\book\\03.doc}
  { RD c:\\book\\04.doc}
  { RD c:\\book\\05.doc}

  Table of Contents If you click on this button, the table of contents with headings down to the third level will be created automatically.

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 Submitting the Manuscript to Springer-Verlag

Please arrange with Springer-Verlag the form in which you are to submit your manuscript.

11.1 Printout

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

Always keep the data and a copy of the printout.

11.2 Data

11.2.1 Postscript or PDF Files

Ideally, the book should be printed directly from the data. In order to do so, we require PostScript or PDF files, and PostScript fonts must be used. The correct settings for saving the PDF data using Acrobat Distiller are shown in the Appendix.

Please also send us a printout as a guide even if you are sending the electronic data. If there are any discrepancies between the electronic version and the printout, we will assume that the electronic version is the correct one.

11.2.2 Text and Graphics Files

If, after your sample chapters have been examined (see Chap. 1), it is clear that the manuscript will need to be worked on by Springer-Verlag, you will be asked to submit your manuscript as a Word file.

In this case, save each chapter, including the accompanying references, figures (see also Chap. 7), and tables, in a separate file in both doc format and RTF (rich text format). Give each individual file the chapter number and the extension for the format (e.g., 01.doc, 02.doc, 01.rtf etc.). Submit the figures as separate files in tif or eps format (see Chap. 7).

Here, too, we also require a definitive printout as a guide.

11.2.3 Submission of Data

Depending on the amount of data, you can submit your data on 3.5" disks, zip disks, or on CD-ROM. If you wish to submit your data by e-mail or FTP, please arrange this with your contact at Springer-Verlag.

12 Additional Comments on Anthologies and Proceedings

First name Surname

Institute of XY, University of Somewhere

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

Please use the document template *SVcrproc.dot* 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). If there are several coauthors, the names should be separated by commas.

Author   This button can be used 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.

Address   This button can be used 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.

Tip: The top of this chapter can be used as an example for your contribution header.

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.

Use the two buttons "Right Header" and "Left Header" to insert the headers.

- Click on the first page and then on Run Head Right. Note: For aesthetic reasons, the first page has no header, but is included in the automatic page numbering.
- Click on the second page and then on Run Head Left.

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

You can also use the functions in the *SVcrproc.dot* document template 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 Chap. 2).

12.2.1 Page Numbering

Open the individual contributions one after the other, click on the header, and choose the menu point *Insert – Page Numbers*. Click on "Format" and enter the (odd) page number that the contribution is to begin with at the bottom left of the dialog box under "Page Numbering – Start At".

If any of the authors have not inserted headers, proceed as described in Chap. 8.

12.2.2 Index

Please follow the instructions given in Chap. 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 this button to format the first line.

Use this button to format the other lines.

¶   Insert a blank space to separate the addresses.

13 Legal Comments

13.1 Trade Names

If your book or contribution contains proprietary trade names or trade-marks, it is advisable to point out that these names are protected by the firm or institution concerned. This can be done in the preface or acknowl-edgments or on the imprint page.

Example

T_EX is a trademark of the American Mathematical Society.

13.2 Product Liability

Under the law on product liability, all those involved in the production, re-production, and processing of manuscripts have a greater duty of care. This applies particularly to the authors of academic and scientific works and reference books. In your own interest, too, we would therefore ask you to be conscientious when writing your work or contribution and during the subsequent proofreading and to ensure that that the information given in your manuscript is accurate and does not contain any errors.

This task can be made easier by asking competent colleagues to check your information. That is the safest way to reduce your risk of liability and to avoid any claims for damages or rights of recourse.

13.3 Copyright

If you wish to copy figures, tables, or more than short text passages from other works, you must obtain permission from the copyright holder (the author or the publisher of the book concerned). Please ask your contact at Springer-Verlag for the relevant release forms.

The source must be acknowledged in the figure legend or table heading or in the text.

14 FAQs

The toolbar buttons do not work

- Choose the menu point *Templates and Add-ins* in the *Tools* menu (Word 97 and 2000) or the menu point *Templates* in the *File* menu (Word 95). Click on "Attach" in the dialog box, choose *SVcrmono.dot* or *SVcrproc.dot*, and **click on "Update Styles" and then OK.**
- If a warning appears that the template contains macros, **click on "Activate macros".** In Word 2000 choose *Tools – Macro – Security* and **click on the middle level entry**. If the warning appears,click on "Activate macros".

The headers are not inserted automatically

- Double click on the *.dot file to create a new document. Then copy the existing text into the new document. The headers will be inserted automatically.

The macros for creating an index and the table of contents do not work

- Save the chapters of your book in a separate directory on your hard disc, but **not** in the directory "My Documents".

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):

Margin: 4.2 cm

Margin: 5.2 cm

Header   1

Margin:
4.6 cm

Margin:
4.7 cm

11.7 cm

18.8 cm

Margin: 5.7 cm
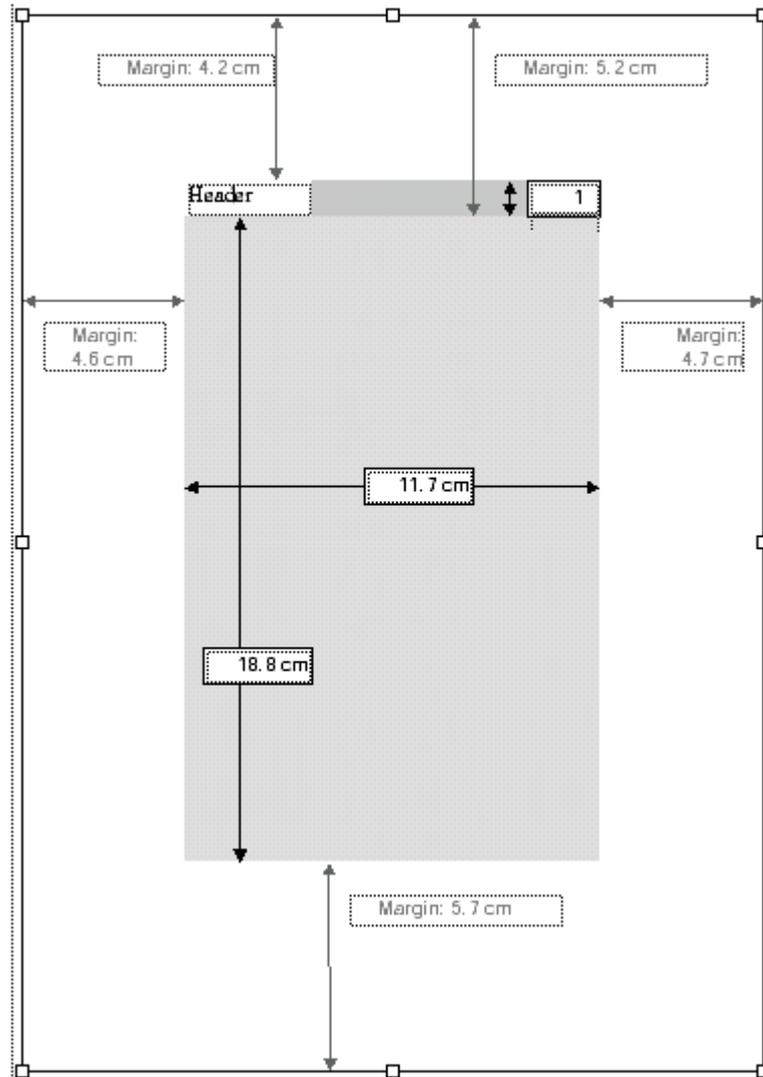
Font Sizes

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 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, single line spacing, indent 0.4 cm
Displayed lists	Times 11 pt, single line spacing, hanging indent 0.4 cm
Spacing	6 pt
Petit	Times 10 pt, single line spacing, indent 0.4 cm
Important!	Times 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, single line spacing, hanging indent 0.6 cm
Footnote	Times 10 pt, single line spacing, hanging indent 0.3 cm
Table heading	Times 10 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, single line spacing, spacing before: 6 pt, spacing after: 12 pt
Headers	Times 10 pt, line spacing 11 pt,

	spacing after: 6 pt, line below with 0.5 pt spacing
Table of contents	Times 11 pt
Index	Times 10 pt

Shortcuts

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

Springer's document template

Figure legend	Ctrl+Shift+J
Non-indented paragraph	Ctrl+Shift+C
Indented paragraph	Ctrl+Shift+V
Spacing	Ctrl+Shift+X
Address	Ctrl+Shift+D
Displayed list with bullets	Ctrl+Shift+O
Displayed list with dashes	Ctrl+Shift+S
Displayed list with numbers	Ctrl+Shift+M
Author	Ctrl+Shift+A
Square brackets	Ctrl+Shift+G
Insert equation	Ctrl+Shift+Q
Mark index entry	Alt+Shift+X
Left header	Ctrl+Shift+8
Right header	Ctrl+Shift+9
References	Ctrl+Shift+R
Petit	Ctrl+Shift+I
Table heading	Ctrl+Shift+L
Table note	Ctrl+Shift+N
Title	Ctrl+Shift+T
Heading 1	Ctrl+Shift+1
Heading 2	Ctrl+Shift+2

| Heading 3 | Ctrl+Shift+3 |
| Important! | Ctrl+Shift+W |

General Word shortcuts

Bold	Ctrl+F
Italics	Ctrl+K
Cut	Ctrl+X
Insert	Ctrl+V
Copy	Ctrl+C
Save	Ctrl+S
Find and replace	Ctrl+H

Go to...
to the next paragraph	Ctrl+$\downarrow$
to the end of the document	Ctrl+End
to the beginning of the document	Ctrl+Home
to the previous cursor insertion point	Shift+F5

| Select All | Ctrl+A |
| Update boxes | F9 |

PostScript and PDF Files

In order to be able to print directly from the data, we need PostScript or PDF files. Please do not create these files, however, until your manuscript has been sent to the publisher and approved and any necessary corrections have been made in the WORD file.

PostScript File

To create a PostScript file from your Word document, open the Print menu. Select a PostScript printer (or the Distiller) from the list. Click on the box "Print to file" and then click OK.

Please note:
- Only use PostScript Type 1 fonts (not True Type fonts).
- All fonts which are used must be embedded.
- The correct resolution must have been used for figures (see Chap. 7).

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