

## Book Preparation Guidelines

**Dear Author(s),**

We suggest the authors to structure their manuscripts based on the following instructions. This would help in the effective and smooth transformation of your manuscript into the final publication version.

### **Contents to be included in the Manuscript**

<b>Title page</b>	Title (and subtitle) final
<b>Authors/Editors</b>	All author/editor names included e-mail address of corresponding author included
<b>Front matter</b>	Complete with the following elements: <ul style="list-style-type: none"> <li>• Dedication</li> <li>• Foreword</li> <li>• Preface and Acknowledgments</li> <li>• Table of contents</li> <li>• List of contributors</li> <li>• List of abbreviations</li> </ul>
<b>Table of contents</b>	<ul style="list-style-type: none"> <li>• Monographs: first 2 levels of headings appearing in chapters are included</li> <li>• Contributed books: chapter titles and author names included</li> <li>• Headings correspond to those in the text</li> </ul>
<b>Book structure</b>	Number of parts Number of chapters All chapters numbered sequentially throughout the book (or not numbered at all) Chapter sequence and numbering final
<b>Abstract</b>	Included for each chapter
<b>Text</b>	Heading levels and special text elements consistently styled No heading levels skipped
<b>References</b>	Reference list included at the end of each chapter Citations in text agree with reference list Reference list style according to Springer's guidelines
<b>Figures</b>	All figures mentioned in text enclosed, complete, and as separate files Consecutively numbered within chapter Consecutively cited in text

<b>Tables</b>	Prepared with the table function Consecutively numbered within chapter Consecutively cited in text
<b>Electronic manuscript</b>	File folder/zip archive labeled with book title and author/editor name Each chapter saved as a separate file in the original file format
<b>Contributed books</b>	<ul style="list-style-type: none"> <li>Email addresses and affiliation included for at least the corresponding author of each chapter</li> <li>Consent to publish for each chapter</li> </ul>
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## Manuscript Preparation Guidelines

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