

Requirements for full papers preparing

Please, use Springer's requirements list to prepare your full paper. You can find the authors guidelines below and attached files or on the Springer publishers website (section **layout&templates** and **chapters**):

<https://www.springer.com/de/authors-editors/book-authors-editors/resources-guidelines/rights-permissions-licensing/manuscript-preparation/5636>

Layout & templates

If you are comfortable using templates, we offer **Word template** for full papers. If you prefer not to use a template, please follow the alternate instructions given under the appropriate template below.

Springer provides templates for Word users that help structure the manuscript, e.g., define the heading hierarchy. Predefined style formats are available for all the necessary structures that are supposed to be part of the manuscript, and these formats can be quickly accessed via hotkeys or special toolbars.

Word template

The usage of these templates is not mandatory. Alternatively, you may either use a blank Word document and apply the default settings and styles (e.g., for heading styles, lists, footnotes, etc.).

If you cannot use this Word template:

- Open a blank Word document.
- Use the default styles in Word to identify the heading levels.
- Use the standard Word functions for displayed lists, type styles such as bold or italics, the indexing function, and the footnote function.
- Use a single main font for the entire text. We recommend Times New Roman, 12 pt.
- For special characters, please use Symbol and/or Arial Unicode.

Main guidelines

Language

Either British or American English can be used, but be consistent within your paper. Check for consistent spelling of names, terms and abbreviations, including in tables and figure legends.

For American spelling please consult Merriam–Webster's Collegiate Dictionary; for British spelling you should refer to Collins English Dictionary.

If English is not your native language, please ask a native speaker to help you or arrange for your text to be checked by a professional editing service.

Paper title & authors

For contributed papers, please include each paper authors' names (spelled out as they would be cited), affiliations and e-mail addresses and telephone numbers after the paper title. Ensure that the sequence of the author names is correct and the title of your paper is final when you submit your manuscript.

Abstract

Begin your paper with an abstract that summarizes the content of the paper in no more than 250 words (approximately 150-250 words).

If no abstract is submitted, we will use the first paragraph of the paper instead.

Don't include reference citations or undefined abbreviations in the abstract, since abstracts are often read independently of the actual paper and without access to the reference list.

Keywords

Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

When selecting the keywords, think of them as terms that will help someone locate your paper at the top of the search engine list using, for example, Google. Very broad terms (e.g. 'Case study' by itself) should be avoided as these will result in thousands of search results but will not result in finding your paper.

Headings & heading numbering

Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered.

Use the decimal system of numbering if your headings are numbered.

Never skip a heading level. The only exception are run-in headings which can be used at any hierarchical level.

In addition to numbered headings, two more (lower) heading levels are possible. Their hierarchical level should be identified with the help of Springer's templates or the standard Word heading styles.

Another option for lower level headings are run-in headings, i.e., headings which are set immediately at the beginning of the paragraph. Such headings should be formatted in bold or italics.

Terminology, units & abbreviations

Technical terms and abbreviations should be defined the first time they appear in the text.

Please always use internationally accepted signs and symbols for units (also called SI units).

Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands

If the manuscript contains a large number of terms and abbreviations, a list of abbreviations or a glossary is advised.

Formal style & text formatting

Manuscripts will be checked for formal style. Springer follows certain standards with regard to the presentation of the content, and the copy editors make sure that the manuscript conforms to these styles.

Remember not to make changes that involve only matters of style when you check your proofs. We have generally introduced forms that follow Springer's house style.

Emphasis & special type

Italics should be used for emphasized words or phrases in running text. Do not format entire paragraphs in italics. Use italics for species and genus names, mathematical/physical variables, and prefixes in chemical compounds.

Bold formatting should only be used for run-in headings and small capitals for indicating optical activity (D- and L-dopa).

Sans serif (e.g., Arial) and non-proportional fonts (e.g., Courier) can be used to distinguish the literal text of computer programs from running text.

Footnotes

Always use footnotes instead of endnotes.

Never use footnotes or endnotes instead of a reference list.

Footnotes should not consist of a reference citation.

Footnotes should not contain figures, tables and the bibliographic details of a reference.

Figures and illustrations

Number the figures from the beginning of the paper (e.g. Fig. 1. for the first figure) and ensure that all figures are cited in the text in sequential order. Do not write "the following figure".

Give each figure a concise caption, describing accurately what the figure depicts. Include the captions at the end of the text file, not in the figure file.

Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs instead of color lines.

A figure is an object that is drawn or photographed; it does not consist solely of characters and thus cannot be keyed.

Do not submit tabular material as figures.

Graphics and diagrams should be saved as EPS file with the fonts embedded. MS Office files (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi.

Photos or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi.

A combination of halftone and line art (e.g., photos containing line drawing or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi.

References

Cite references in the text with author name/s and year of publication in parentheses (“Harvard system”)

- One author: (Miller 1991) or Miller (1991)
- Two authors: (Miller and Smith 1994) or Miller and Smith (1994)
- Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

If it is customary in your field, you can also cite with reference numbers in square brackets either sequential by citation or according to the sequence in an alphabetized list: [3, 7, 12].

Include a reference list at the end of the paper. Please do not include reference lists at the end of a paper section or an appendix.

Include all works that are cited in the paper and that have been published (including on the internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.

Entries in the list must be listed alphabetically except in the numbered system of sequential citation. The rules for alphabetization are:

- 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

For authors using EndNote software to create the reference list, Springer provides output styles that support the formatting of in-text citations and reference lists.

Use Springer MathPhys Style for references list.