

# Manuscript Preparation

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic platforms, the manuscript needs to be structured as follows:

- **Front Matter**, in this order:
  - Title page
  - Dedication
  - Foreword
  - Preface
  - Acknowledgments
  - About the book/conference
  - Table of Contents
  - About the Author (for authored books)
  - About the Editor and List of Contributors (for edited books)
  - List of Abbreviations
  - List of Figures and/or Tables

The title page and table of contents **MUST** appear in the manuscript's front matter. We have defined this order as our house style and optimized our publication process to follow it strictly.

- **Text Body**: This comprises the chapters containing the content of the book, i.e. text, figures, tables, and references. Chapters can be grouped together in parts.
- **Back Matter**: After the last chapter, the back matter can contain an appendix, a glossary, and/or an index.

## Front Matter

### Title Page

- Please include all author/editor names, their affiliations, the book title, and the subtitle. Ensure that the sequence of the author names is correct and the title of your book is final when you submit your manuscript. Please note: in the published book, affiliations are not included on the title page; they are included on the copyright page which immediately follows the title page.
- Once the manuscript has been delivered to Production, changes to title, subtitle, or authorship are no longer possible.

### Foreword (optional)

- If you intend to include a foreword, please submit it with the manuscript.
- A foreword is usually written by an authority on the subject, and serves as a recommendation of the book.
- The name of the foreword's contributor is always given at the end; affiliations and titles are generally not included, but the date and place of writing may be.

### Preface

- A preface is about the book itself, e.g., why it is important, why it was written. It should stimulate interest in the book. The preface should not contain a reference list.
- The preface should not be an introduction to the subject matter of the book. The Introduction does not belong in the front matter, but should appear as the **first chapter**.

## Acknowledgments (optional)

- Acknowledgments of support or assistance in preparing the book can be included as the last paragraph(s) of the preface. If the acknowledgment is more than one page long, it should start on a separate page under the heading: Acknowledgments.
- Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Acknowledgments related to the complete book should be included at the end or after the preface. Acknowledgments related to individual chapters should be included at the end of the individual chapters before the Reference section.

## Table of Contents

- Front matter material is not listed in the table of contents.
- List all parts, chapters, and back matter material (e.g., an index) in their final sequence.
- If your chapters are numbered, use Arabic numerals and number the chapters consecutively throughout the book (Chapter 1, Chapter 2, etc.), i.e. do not start anew with each part. The introductory chapter must be listed as Chapter 1, if your chapters are numbered. Please do not use subchapters.
- In authored books we present two heading levels under the main chapter titles. In edited books, we present the chapter titles and the chapter author names.
- If there are parts, use Roman numerals for parts (Part I, Part II, etc.). Parts consist of a short title and can contain a short introductory text (optional). Please don't use subparts.

## About the Author

A brief biography (ca. 100–250 words) including institutional affiliations, other written works, and accomplishments, along with photograph if desired.

## List of Contributors (contributed volumes only)

- If your book has multiple authors, you can include a list of contributors section in which each contributor is listed (they can be listed alphabetically) with name (last name, first name in bold), affiliation and location. Please ensure that it is up to date and confirmed by each contributor. Please decide if given names should be written in full or abbreviated to initials. Please be consistent. The information will be published as provided. Please note that degrees/credentials are not included on the chapter opening pages.
- Alternatively, the typesetter will create a list of contributors with the names and affiliations as they are provided in the chapters without degrees/credentials.
- Short biographies of 50–100 words are accepted. The preferred way of including short biographies of chapter authors is, however, to add them at the end of the manuscript and not in the list of contributors.

## List of Abbreviations

A list of abbreviations and/or symbols may be very helpful if numerous abbreviations and special symbols are scattered throughout the text.

## List of Figures and/or Tables

- A list of figures can be generated if non-keyed material is provided with the manuscript handover. Non-keyed material may include items such as figures, illustrations, and maps.
- A separate list of tables can be generated if tables are provided.
- Individual items will be labelled according to chapter number and sequence (e.g., Fig. 1.1 will be the first figure in Chapter 1; Fig. 1.2 will be the second figure in Chapter 1, etc.).

## Abstracts

- Chapter abstracts are strongly encouraged because they have been proven to significantly increase a book's visibility. Good abstracts will mean that more people will read your book. These will appear online at SpringerLink and other sites and will be available with unrestricted access to facilitate online searching (using, e.g., Google) and allow unregistered users to read the abstract as a teaser for the complete chapter.
- Begin each chapter with an abstract that summarizes the content of the chapter in no more than 200 words.

## Keywords

- Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.
- Five to eight keywords per chapter.
- When selecting the keywords, think of them as terms that will help someone locate your chapter 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 chapter.

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

**This is a run-in heading.** This type of heading has the same type size as the body text, it is formatted in bold or in italics and is followed by text on the same line.

## Terminology, Units, and 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—so-called SI units.
- Numerals should follow the British/American method of decimal points to indicate decimals; commas should be used to separate thousands.

## Formal Style and Text Formatting

Manuscripts will be checked by a copy editor for formal style. River Publishers follows certain layouts and standards with regard to the presentation of the content, and the copy editors make sure that the manuscript conforms to these styles. When you receive the page proofs during the production of your book, please do not make changes that involve only matters of style.

## Emphasis and Special Type

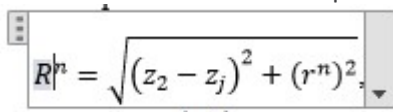
- *Italics* should be used to emphasize words or phrases in the running text, but do not format entire paragraphs in italics.
- Use italics for species and genus names, mathematical/physical variables, and prefixes in chemical compounds.
- **Bold** formatting should only be used for run-in headings and 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 the running text.

## Boxes

- Do not set entire pages as boxes, because this affects online readability.
- For additional didactic elements such as examples, questions, exercises, summaries, or key messages in textbooks and in professional books, please use a consistent style for each of these elements and submit a list of the styles used together with your manuscript. For LaTeX users please use the macro package to highlight these elements.

## Equations and Program Code

- In Word, use the Math function, MathType, or Microsoft Equation editor to create your equations. Do not include the equations as images.



$$R^n = \sqrt{(z_2 - z_j)^2 + (r^n)^2}$$

- In LaTeX, use the Math environment to create your equations.

## Spelling and Punctuation

- Authored books: either American or British spelling and punctuation are acceptable but chose one and use it consistently throughout the whole book, except for quoted material which should be left as it is in the original.
- Edited books: either American or British spelling and punctuation are acceptable but chose one and use it consistently within a chapter (i.e., different chapters within the book may use different spelling), except for quoted material which should be left as it is in the original.
- Italicize foreign words and phrases—for example, *barranca* (steep bank)—unless they are proper nouns or words that are familiar in the American lexicon—for example, Moscow (Moskva). **It is up to you to verify that the spelling of foreign words is correct; this is beyond the copy editor's purview.**
- Centuries should be written out in full (e.g., eighteenth century). Decades may be written out or written as numerals (e.g., the seventies or the 1970s), but be consistent with the style that you choose.

## Tables

- Give each table a caption. Add a reference citation to the table source at the end of the caption, if necessary.
- Number tables consecutively using the chapter number (e.g., Table 1.1 for the first table in Chapter 1) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”.

- Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats.
- Please put the statistically significant mark \*\*\* directly after the figure in the same column.
- Please use black single lines only for the distinction of lines and columns. Transparent lines, double lines and other types of lines will be converted into black single lines during typesetting.
- Tables are published in black and white. Coloured cells will be changed to white and coloured fonts will be changed to black. If the colour must be retained, the table will have to be treated as an image.

## Figures and Illustrations

### Numbering

Number the figures chapter-wise using the chapter number (e.g., Fig. 1.1 for the first figure in Chapter 1) and ensure that all figures are cited in the text in sequential order. Do not write “the following figure”.

### Figure Captions

- Give each figure a concise caption, describing accurately what the figure depicts. Include the captions in the text file, usually close to the citation, 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 coloured lines.
- If a figure is reproduced from a previous publication, include the source as the last item in the caption.

### Figure and Illustration Files

- 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 a figure.
- Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format should be editable (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.
- Ensure that all the figure lettering is clearly readable—optimum size 8–12 points.
- A combination of halftone and line art (e.g., photos containing line drawings or extensive lettering, colour diagrams, etc.) should be saved as EPS with a minimum resolution of 600 dpi.
- **Figures should be submitted separately in a folder.** Ensure consistency by using similar sizing and lettering for similar figures. Ideally, you should size figures to fit in the page or column width. For books in River Publishers standard format, the figures should be no more than 118 mm wide and no higher than 155 mm.
- If figures are taken from published material, ensure the figures are in editable format.

## Acknowledgments

Acknowledgment of funding, support, or assistance in preparing the chapter can be included as the last paragraph(s) of the chapter.

## References

All the references given in the list of references should be cited in the body of a text (i.e. in the text proper, any appendix, any footnotes to either of these, figure legends, or tables). Of course, any reference may be cited more than once. Citation may take one of two forms:

- By name of cited author and year of publication:
  - 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).
- By number, whether sequential by order of citation or according to the sequence in an alphabetized list:
  - Single citation: [9].
  - Multiple citation: [4–6, 9]. The citations should be in numerical order.
  - Sequential citation by order of citation: reference 7 cannot be cited before reference 5, for example.

## Reference Lists

- **Include a reference list at the end of each chapter** so that readers of single chapters of the eBook can make full use of the citations. References at the end of the book cannot be linked to citations in the chapters. Please do not include reference lists at the end of a chapter section, at the end of a book part, in a preface, or in an appendix.
- Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Please add the access date in references to web pages. Personal communications and unpublished works should be mentioned in the text only.
- Entries in the list must be in alphabetical order 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 co-author, ordered alphabetically by co-author.
  - Finally, all works by the author with several co-authors, ordered chronologically by year of publication.

## Reference Styles

Choose the appropriate style for your subject from the list below. Please note that the adapted and standardized forms are based on, but differ slightly from, certain recommended styles (e.g., APA, Chicago).

### Journal

Almeida, V.R., Panepucci, R.R., and Lipson, M. (2003) Nanotaper for compact mode conversion. *Opt. Lett.* 28, 1302–1304. DOI: 10.1364/OL.28.001302.

### Book

Rabus, D.G. (2007) *Integrated Ring Resonators, Ring Resonators: Theory and Modeling*. Berlin: Springer, 3-40, DOI: 10.1007/978-3-540-68788-7.

### E-book

DeFelipe, J., Markram, H. and Rockland, K.S., eds. (2012) *The Neocortical Column*. Lausanne: Frontiers Media. DOI: 10.3389/978-2-88919-042-3.

## Edited Book

Stanfield, B. B. and Cowan, W. M. (1988) "The development of the hippocampal region," in *Cerebral Cortex, Vol. 7, Development and Maturation of the Cerebral Cortex*, ed. A. Peters, New York, NY: Plenum Press, 91–131.

## Proceedings

### *Without publisher*

Cohen, P. R., Morrison, C. T. and Cannon, E. (2005) "Maps for verbs: the relation between interaction dynamics and verb use," in *Proceedings of the Nineteenth International Conference on Artificial Intelligence*, Washington, DC.

### *Without editors/ with publisher*

Gast, J., Bannat, A., Rehr, T., Wallhoff, F., Rigoll, G., Wendt, C., Schmidt, S., Popp, M. and Farber, B. (2009) "Real-time framework for multimodal human–robot interaction" in *Proceedings of the 2nd Conference on Human System Interactions 2009, HSI '09*, Oxford: IEEE Computer Society, 276–283.

### *With editors and publishers*

Bicho, E., Louro, L., Hipolito, N. and Erlhagen, W. (2008) "A dynamic neural field architecture for flexible and fluent human–robot interaction" in *Proceedings of the 2008 International Conference on Cognitive Systems*, eds K.S. Mix and L.B. Smith, Heidelberg: University of Karlsruhe, 179–185.

## Thesis

Derthick, M. (1990) *Mundane Reasoning by Parallel Constraint Satisfaction*. PhD thesis, Department of Computer Science, Carnegie-Mellon University, Pittsburgh.

## URL

Clinical and Translational Science Awards: Home. (n.d.). Available at: <http://www.ctsaweb.org/> [accessed May 2, 2011].

## Back Matter

- After the last chapter, the back matter of the book can contain an appendix, a glossary, and an index.
- You can include a reference list containing the cited literature in the back matter, but references are then not linked to citations in the chapters. Instead, include reference lists at the end of each chapter. A list of further reading may be included in the back matter.

## Appendix

- An appendix cannot include a reference list.
- Include important original content within a chapter, not in the book appendix, as any appendix in the back matter of a book will appear with unrestricted access in the eBook.

## Glossary

- A glossary may be included. Terms in the glossary are arranged alphabetically, each on a separate line and followed by its definition.
- A glossary always consists of terms and their explanation, whereas a list of abbreviations only contains the abbreviations and their full forms without any further explanation.

## Index

- Please be sure to provide index terms in the final manuscript.
- It is highly recommended that you use the indexing function in Word to identify index terms (or the index command if you use LaTeX).<sup>2</sup>
- On average this should be about one or two index entry terms per manuscript page.
- Alternatively, please highlight all instances of the word you would like to see indexed in the source files.
- Please note that only one source file should be sent per book. Do not send a separate version marked up with the index terms.

## Final Check and Submission

- Ensure that the files are complete (no missing information or chapters still to come) and that the agreed-upon length is accurate.
- Check the table of contents for the correct sequence of part, chapter, and heading numbering, and update the chapter titles and subheadings if necessary.
- Save each chapter or contribution, including the accompanying references, figure legends, and tables in a separate file in the original source file format, and give each file the author name and the chapter number (e.g., Myers-Chap 1).
- Save the original figure files separately, and name them with the author's surname, the chapter, and figure number (e.g., Myers-Fig 1.1).
- Ensure that all permissions have been obtained for any material within the manuscript which is not your original work, or (in most cases) is your own work but which you have previously published.
- For contributed volumes, ensure that all signed Licence to Publish forms are enclosed in a separate folder. A special Licence to Publish form for Commissioned Content for all chapters is also required for the foreword of both authored and edited works.
- Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls,xlsx, ppt, pptx).
- **All content is final upon submission.**



## Manuscript Submission Checklist

|                                   |  |                          |
|-----------------------------------|--|--------------------------|
| Title page                        | Title (and subtitle) final   | <input type="checkbox"/> |
| Authors/Editors                   | All author/editor names included   | <input type="checkbox"/> |
|                                   | E-mail address of corresponding author included.<br>The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published. <i>If you do not wish this</i> , please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published.  | <input type="checkbox"/> |
| Front matter                      | Complete with the following elements:<br><input type="checkbox"/> Dedication<br><input type="checkbox"/> Foreword<br><input type="checkbox"/> Preface<br><input type="checkbox"/> Acknowledgments<br><input type="checkbox"/> Table of contents (required)<br><input type="checkbox"/> List of contributors<br><input type="checkbox"/> List of abbreviations  | <input type="checkbox"/> |
| Table of contents                 | Monographs: first 2 levels of headings appearing in chapters are included  | <input type="checkbox"/> |
|                                   | Contributed books: chapter titles and author names with affiliation included   | <input type="checkbox"/> |
|                                   | Headings correspond to those in the text   | <input type="checkbox"/> |
| Book structure                    | Number of parts:      Number of chapters:  | <input type="checkbox"/> |
|                                   | All chapters numbered sequentially throughout the book (or not numbered at all)  | <input type="checkbox"/> |
|                                   | Chapter sequence and numbering final   | <input type="checkbox"/> |
| Abstract                          | Included for each chapter  | <input type="checkbox"/> |
| Chapter Keywords                  | Included for each chapter  | <input type="checkbox"/> |
| Text                              | Heading levels and special text elements consistently styled   | <input type="checkbox"/> |
|                                   | No heading levels skipped  | <input type="checkbox"/> |
| References                        | Reference lists included at the end of each chapter  | <input type="checkbox"/> |
|                                   | Citations in text agree with reference list  | <input type="checkbox"/> |
| Figures                           | All figures are included in the source file (Word or LaTeX) and appear correctly in the pdf. In addition, all figures are available as separate files.   | <input type="checkbox"/> |
|                                   | Consecutively numbered within chapter  | <input type="checkbox"/> |
|                                   | Consecutively cited in text  | <input type="checkbox"/> |
|                                   | Figure captions included in the text file  | <input type="checkbox"/> |
| Tables                            | Prepared with the table function   | <input type="checkbox"/> |
|                                   | Consecutively numbered within chapter  | <input type="checkbox"/> |
|                                   | Consecutively cited in text  | <input type="checkbox"/> |
| Permissions                       | Obtained for all material which is your own work but which you have previously published and for all material which is not your original work, unless they can be used without permission under a copyright exception.   | <input type="checkbox"/> |
| Funding Information               | Information about funding (if applicable) has been inserted in an Acknowledgment section at the end or after the Preface (for the book) or at the end of the related chapter.  | <input type="checkbox"/> |
| Index                             | Included index terms   | <input type="checkbox"/> |
| Electronic manuscript             | One file folder/zip archive labelled with book title and author name<br>- Each chapter saved as a separate file in the Word or LaTeX format<br>- Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format   | <input type="checkbox"/> |
| Electronic Supplementary Material | Videos or other electronic files which should be attached to a chapter are named clearly and are relatable to the corresponding chapter.   | <input type="checkbox"/> |
| Contributed books                 | E-mail address and affiliation of the corresponding author of each chapter and e-mail addresses of all co-authors for free access to the e-book after publication.<br>The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published.<br><i>If you do not wish this</i> , please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published. | <input type="checkbox"/> |
|                                   | Licence to publish form obtained for each chapter, also for the Foreword   | <input type="checkbox"/> |