Manuscript Guidelines



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Introduction

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- Please only link to trustworthy websites (e.g., websites of renowned publishers, scientific societies, well-known companies and associations, Springer Nature websites).
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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
 - o Dedication
 - Foreword
 - Preface
 - Acknowledgments
 - Competing Interests
 - Ethics Approval
 - About the book/conference
 - Table of Contents
 - About the Author (for authored books)
 - About the Editor/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. All other sections listed above are optional. **The above order is not flexible**. We have defined this order as our house style and optimized our publication process to follow it strictly.

- **Text Body**: It 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. Please find more information on page 12.

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The front matter content in the published book is freely downloadable on <u>SpringerLink</u> to provide potential readers with more information about your work. Please note: An introduction should be treated as the first chapter in the text body.

Title Page

- Please include all author/editor names, their affiliations, e-mail addresses, <u>ORCID iD</u> (optional) 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.
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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.
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A Preface concerns 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, it should appear as the **first chapter**.

Acknowledgments

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.

Researchers using large language model tools (LLM) should document this is the acknowledgment section.

Competing Interests

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Ethics Approval

Authors must follow ethical standards for primary studies in a book/chapter manuscript with human participants, as per the <u>Declaration of Helsinki</u> or comparable standards. For human participants, authors are required to include a statement that informed consent (to participate and/or to publish) was obtained from individual participants. For animal studies, authors should follow legal guidelines and disclose ethical standards in the manuscript. Please see below for Ethics Approval on chapter level in edited works.

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- Describes any didactic elements-their importance, reasons for their use, methodology.

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

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- 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.

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

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- If a figure is reproduced from a previous publication, include the source as the last item in the caption.

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- Ensure that all the figure lettering is clearly readable–optimum size 8–12 points.
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- For more tips on how to write good alt text, please visit the Poet Tool

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How to Include Alternative Texts in the Manuscript Alternative texts should not be included in the body text to avoid any possibility of confusion with the captions or with the main text. Please include a separate table per chapter in which you make the assignment of figures and the alternative texts clear, like in this example.

Chapter name	Graphic Label/Name	Caption (if available)	Alternative Text
Chapter_1.docx	Figure 1.1	Transliteracy model: the three information cultures (Source: Frau-Meigs, 2013)	A transliteracy model represents the main components covered under info media, info data, and info docs. These are influenced by social and pedagogical uses within and outside school.
Chapter_1.docx	Unfig1.eps		An error-grouped bar graph plots the mean total correct versus pre and post-test and represents 4 languages, namely, Spanish, French, Romanian, and Swedish.

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Settings	Requirements
Video codec	H.264, profile: "High" or at least "Extended" 1920 x 1080 (1080p)
Resolution	At least 480p ¹
	If no HD is available 1024 x 576 (PAL 16:9) respectively 768 x 576 (PAL 4:3)
Aspect ratio	Standard 16:9 or acceptable 4:3
Video bibrate	5.000 to 10.000 Kbit/s
Audio bibrate	320 Kbit/s, stereo. 44,1 KHz
Sound	AAC

¹ For higher resolution files, please consider the maximum size of the whole manuscript including figures and videos must not exceed 50 GB; cf. p. 14

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- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

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- If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xlsx files (MS Excel).

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Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

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Numbering

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Acknowledgments

Acknowledgment of support, or assistance in preparing individual chapters can be included under Acknowledgments. Researchers using large language model tools (LLM) should document this is the acknowledgment section.

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Edited works: Please include a declaration with the heading "Competing Interests" at the end of each chapter before the Reference section. Examples 1-4:

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(2) [Author first name and last name] has a received research grant from [Company X].

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When including primary studies in a chapter manuscript with human participants, authors must adhere to the ethical standards as laid down in the <u>1964 Declaration of Helsinki</u> and its later amendments or comparable ethical standards. Please include a section with the heading Ethics Approval. Sample text: This study was performed in line with the principles of the Declaration of Helsinki. Approval was granted by the Ethics Committee of University B (Date.../No. ...).

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If animals are studied, authors should make sure that the legal requirements or guidelines in the country and/or state or province for the care and use of animals have been followed or specify that no ethics approval was required.

References

As a rule, 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).
 - \circ $\;$ Two authors: (Miller and Smith 1994) or Miller and Smith (1994).
 - \circ $\;$ 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.
- Any pages, figures, etc. referred to specifically should be given in the text with the citations, as in these examples:
 - o (see p. 43 in [9]) or [9, p. 43].
 - o (see Fig. 4 in Smith and Jones 1997) or (Smith and Jones 1997, Fig. 4) or Smith and Jones (1997, Fig. 4).

Only one form of citation is permitted within a publication.

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- 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 coauthor, ordered alphabetically by coauthor.
 - Finally, all works by the author with several coauthors, ordered chronologically by year of publication.

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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).

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Based on <i>Harvard style</i> and recommendations of the <i>Council of Biology Editors</i> (CBE)	Computer Science, Engineering, Economics	document under Basic Style	
Vancouver Style	Medicine, Biomedicine	See the samples in the Key Style Points	
Based on the NLM guidelines Citing Medicine		document under Vancouver Style	
MathPhys Style	Mathematics, Physics, Statistics	See the samples in the <i>Key Style Points</i> document under MathPhys Style	
Physics Style	Physics	See the samples in the Key Style Points	
Based on the reference list style of		document under	
the <i>American Physical Society</i> (APS)		Physics Style	
APA Style	Social Sciences, Psychology	See the samples in the Key Style Points	
Adapted from the reference list		document under	
style that was established by the		APA Style	
American Psychological			
Association (APA)			
Humanities Style	Humanities, Linguistics,	See the samples in the Key Style Points	
Based on the reference list style as suggested by the Chicago Manual of Style (15th ed.)	Philosophy	document under Humanities Style	

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- Do not include a reference list containing the cited literature in the back matter, as 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 on SpringerLink.

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 written out forms without any further explanation.

Index

- Please check with your editor if an index is desired. If an index is required, please be sure to provide index terms in the final manuscript.
- If yes, it is highly recommended to use the indexing function in Word to identify index terms (or the index command if you use LaTeX).
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