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Introduction

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Under current law, there is a risk that the author and the publisher will be held liable if a web page to which there is a link in the author’s work contains content that infringes copyright (e.g. images or texts for which the rights were not clarified in a proper manner). In order to reduce this risk, the following measures should be taken if you include links in your work:

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• If possible, please link to specific subpages or items (images, charts, etc.) in order to reduce possible liability.
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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:
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  - Dedication
  - Foreword
  - Preface
  - Acknowledgments
  - About the book
  - 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.
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- 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.
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• A preface should not contain a reference list.
• An introduction to the subject of the textbook should not be confused with a preface. A preface concerns the textbook itself (e.g., why it is important, why it was written), while an introduction presents the subject matter of the textbook. The introduction does not belong in the front matter, but should appear as the first chapter of the textbook.

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• 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.

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• Describes the structure/content of the book (parts, main focus of certain chapters/groups of chapters).
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Table of Contents

• Front matter material is not listed in the table of contents.
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- Technical terms and abbreviations should be defined the first time they appear in the text.
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- Always use footnotes instead of endnotes, and never use footnotes instead of a reference list.
- Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

Chapter Introduction

- This sets the chapter in context and connects it with the rest of the book. It should explain what students will learn in the chapter.
- This can take the format of key concepts or points that will be covered; learning objectives; or questions that the chapter will address.
- Use “Overview starts” before the text and “Overview ends” at the end of the text. The heading ‘Overview’ can be retitled as necessary or can be removed.

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- This draws attention to important results or formulae.
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Case studies

- This shows how to apply a theory or method using a real-world example.
- This is different to a worked example. Case studies are typically more detailed and longer than half a page.
- Case studies can contain numbered figures and tables.
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- This shows how to apply a theory or method. They are typically shorter and less detailed than a case study and don’t have a solution (see Worked examples)
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Worked examples

- This demonstrates a solution to a technique. It can take the form of an exercise, but a solution is provided together with information on how that solution was found.
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How-to-use guides for a method or tool

- This shows how to apply a tool or method.
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**Exercises or Questions**

• This tests student understanding of the materials covered in the preceding text. These are typically short questions which students should be able to answer quickly so the flow of the text is not disrupted.
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• This summarises the chapter, reviewing the key points/key concepts/learning objectives given in the chapter introduction. It should link back to the chapter introduction, confirming that all the points have been covered, and what the student should now under.
• Use “Overview starts” before the text and “Overview ends” at the end of the text.
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Acknowledgments

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

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:

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- By number, whether sequential by order of citation or according to the sequence in an alphabetized list:
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Humanities Style

Based on the reference list style as suggested by the Chicago Manual of Style (15th ed.)

Further reading/Additional resources

- This lists books to read or websites to visit for further information on the topic. These are not cited in the text like References are.
- If the chapter has a Reference list, the Further Reading will appear as a section within the Reference list. If the chapter does not have a Reference list, Further Reading is the main heading of the reference list.

Back Matter

- After the last chapter, the back matter of the textbook can contain an appendix, a glossary, and/or an index.
- 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 (e.g. solutions to exercises) within a chapter, not in the textbook appendix, as any appendix in the back matter of a textbook 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 yes, it is highly recommended to use the indexing function in Word to identify index terms (or the index command if you use LaTeX).
- 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 your name and the chapter number (e.g., Myers-Chap 1).
- Save the original figure files separately and name them with your name, the chapter, and figure number (e.g., Myers-Fig 1.1).
- Ensure all third-party permissions have been obtained.
- For contributed volumes, ensure that all signed Consent to Publish forms are enclosed in a separate folder. A Consent to Publish form is also required for the foreword of both authored and edited works. Details of the chapter authors (sequence, names, affiliations and name and affiliation of the corresponding author) given in the manuscript should be complete, final and correspond to the details given in the Consent to Publish forms. In principle we don't accept changes during production or in the proof stage.
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