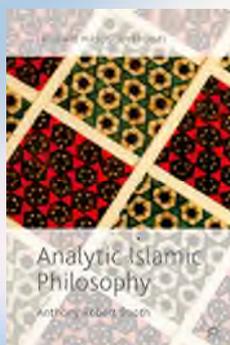
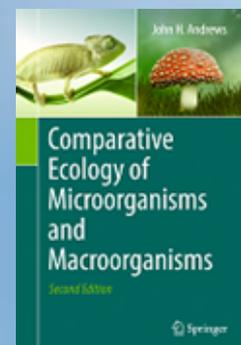
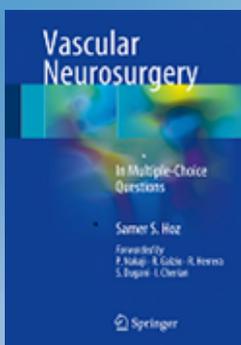
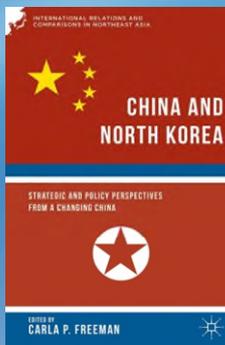
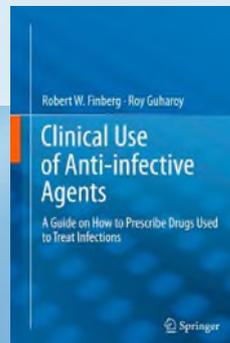
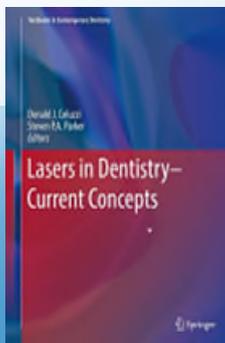


Manuscript Guidelines for English Textbooks



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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:
 - Title page
 - 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.
- **Back Matter:** After the last chapter, the back matter can contain appendices, a glossary, a bibliography, and/or an index—all of which are optional.

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The front matter content in the published book is freely downloadable on [SpringerLink](#) to provide potential readers with more information about your work.

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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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- If it is a contributed foreword, 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.

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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.

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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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If an introduction to the subject of the textbook (historical background, definitions, or methodology) is included, it should appear as the first chapter and thus be included in the chapter numbering. It can contain references, figures, and tables, just as any other chapter. 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.
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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 if your headings are numbered.
- Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

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- Technical terms and abbreviations should be defined the first time they appear in the text.
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- Numerals should follow the British/American method of decimal points to indicate decimals; commas should be used to separate thousands.

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- Do not set entire pages as boxes, because this affects online readability.

Footnotes

- 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.

Highlight major results/formulae

- This draws attention to important results or formulae.
- Use “Important starts” before the text and “Important ends” at the end of the text. The heading ‘Important’ cannot be changed, but it can be removed.

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.
- Use “Case Study starts” before the text and “Case Study ends” at the end of the text. The heading ‘Case Study’ cannot be changed.

Examples

- 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)
- Use “Example starts” before the text and “Example ends” at the end of the text. The heading ‘Example’ cannot be changed, but it can be removed.

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.
- Use “Question starts” before the text and “Question ends” at the end of the question (if it is a question). Use “Answers starts” before the answer and “Answers ends” at the end of the answer. The headings ‘Questions’ and ‘Answers’ cannot be changed, but it can be removed.

How-to-use guides for a method or tool

- This shows how to apply a tool or method.

- Use “Recipe starts” before the text and “Recipe ends” at the end of the text. The heading ‘Recipe’ cannot be changed, but it can be removed.

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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- Use “Programcode starts” before the text and “Programcode ends” at the end of the text. The heading ‘Programcode’ cannot be changed, but it can be removed.

Equations

- In Word, use the Math function, MathType, or Microsoft Equation Editor to create your equations. Please don’t include the equations as images.
- In LaTeX, use the Math environment to create your equations.

Chapter conclusion

- 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.
- The heading ‘Overview’ can be retitled as necessary or can be removed.

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- Edited books: Use American or British spelling and punctuation consistently within a chapter (for example, behavior/behaviour) except for quoted material.
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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 Chap. 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.
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- Save the tables in the same file as text, references, and figure captions.
- Do not manually insert table rules in the manuscript, because they cannot be retained.

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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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- 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.
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- Resolution: At least 480p
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- Audio bitrate: 320 Kbit/s, stereo, 44,1 KHz

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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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 - 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.
- Any pages, figures etc. referred to specifically should be given in the text with the citations, as in these examples:
 - (see p. 43 in [9]) or [9, p. 43].
 - (see Fig. 4 in Smith and Jones 1997) or (Smith and Jones 1997, Fig. 4) or Smith and Jones (1997, Fig. 4).

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- 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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<p>Vancouver Style</p> <p>Based on the NLM guidelines <i>Citing Medicine</i></p>	<p>Medicine, Biomedicine</p>	<p>Vancouver Style</p>	<p>Vancouver EndNote Style</p>
<p>MathPhys Style</p>	<p>Mathematics, Physics, Statistics</p>	<p>MathPhys Style</p>	<p>MathPhys EndNote Style</p>
<p>Physics Style</p> <p>Based on the reference list style of the <i>American Physical Society</i> (APS)</p>	<p>Physics</p>	<p>Physics Style</p>	
<p>Social Sciences/Psychology Style</p> <p>Adapted from the reference list style that was established by the <i>American Psychological Association</i> (APA)</p>	<p>Social Sciences, Psychology</p>	<p>SocPsych Style</p>	<p>SocPsych EndNote Style</p>

<p>Humanities Style</p> <p>Based on the reference list style as suggested by the <i>Chicago Manual of Style</i> (15th ed.)</p>	<p>Humanities, Linguistics, Philosophy</p>	<p>Humanities Style</p>	<p>Humanities EndNote Style</p>
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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.
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