

# Manuscript Preparation with the Final Page Layout



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## 1 Introduction

We are pleased to welcome you as a Springer-Verlag author. You will have already discussed the parameters concerning content, length and submission date with your Springer contact and agreed to prepare your manuscript ready for printing. This means that **you will also prepare the final page layout** (author-formatted book). (Separate instructions for manuscripts without page layout are available.) You will submit PDF files suitable for printing (offset print), which have been prepared using Acrobat Distiller, with all figures embedded. We provide a job-options-file with the required settings for the Distiller (see Sect. 14 Manuscript Submission).

*Please note:* If you do not have access to Acrobat Distiller, please contact us *before* you start preparing your manuscript. The program PDF Writer is unsuitable for creating PDF printing files. It is also not possible to print from Word Files.

In exceptional cases, the printout can be used as a print master, i.e. reproduced directly from the paper version (camera ready). This is only possible if the manuscript does not contain any photos or grey scale figures. Furthermore, the paper version must then be submitted with the final layout, printed using a 600-dpi-laser printer.

### 1.1 Preparation

We recommend that the text, tables and figures are prepared initially. Start working on the layout only after the final text version has been proofread or, as agreed, checked by one of our copy editors, and when all figures are in their final format (see Sect. 7 Figures).

**Word template.** For authors working with Word 7, 97, 2000, XP or Word for Macintosh, a Word template (*sv-layout-mono-e.dot* for monographs and *sv-layout-contr-e.dot* for contributed/ multi-authors books) is provided. All the necessary formats are preset in the templates. This means that keystrokes can be used to insert the formats in your manuscript.

The templates can be downloaded from our Web site *springeronline.com*, for authors, in your particular discipline. They are packed in a ZIP archive together with the instructions for downloading and using the template and the job options file. Download the ZIP file onto your PC, unzip it and follow the instructions for using the template. (When using the job options please refer to Sect. 14 Manuscript Submission).

**Printer properties.** Before you start writing your text, select either a PostScript printer or Acrobat Distiller as your standard printer (you can check under *File > Print ... Printer*; under "Type", select a "PS" printer). Please inform your Springer contact if you do not have a PS printer. Remember to deactivate the option "Use printer metrics to layout document" under the menu options *Tools > Options > Compatibility*<sup>1</sup>. Try to avoid making any changes to your PC or printer driver when preparing the layout. Following these instructions will ensure that the layout displayed on screen is identical to the desired final book layout.

**Data storage.** Prepare your manuscript chapter-wise, saving each individual chapter in a separate file, named with the chapter number (01.doc, 02.doc, etc.). Save these files in a directory on your PC, such as E:\manuscript\Springerbook\01.doc (do not use directory or file names containing blanks, e.g. "My documents", see Sect. 12 Contents).

**Sample file.** Please send us a representative sample chapter (PDF with embedded figures) together with the printout, *before* completing the entire manuscript. This will allow us to check the layout as well as the technical data requirements in advance. Such a sample chapter should be prepared using the Springer job options (see Sect. 14 Manuscript Submission).

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<sup>1</sup> The names for Word functions as well as the organisation of the menu can vary from one Word version to another.

## 1.2 Tips and Hints

Further information on the preparation of manuscripts or the use of the templates can be found on our Web site. We would be pleased to give you further links where you can find suitable sample pages.

## 2 Page Layout

Your book will be printed in the 15.5 × 23.5 cm format (width × height of book pages). The printed area of a page (called the type or print area) is 11.7×18.8 cm. The header (running head) appears above the print area.

The *Change Margins* function in our document template can be used to automatically install the print area. If you do not use Springer's Word template, or if you intend to use a paper size other than A4, e.g. US letter format, the print area will need to be set up manually. If a different book format has been agreed upon, we will be pleased to accommodate these measurements.

Always use the entire height and width of the print area. In exceptional cases, the print area may be shortened by one line to avoid having the first line of a new paragraph at the end of a page or the last line of a paragraph at the beginning of the next page. To do this, enter a manual page break (*Insert > Break*; select the break type "Page break").

The print area must also be reduced if there is only space for one line after a heading; in this case, the paragraph should appear on the next page along with the heading.

## 3 Fonts

Please use *Times* or *Times New Roman* fonts for plain text, and *Helvetica* or *Arial* fonts for titles and headings.

To ensure that the TrueType fonts you have used are also embedded in the PDF file, choose the save option "Embed TrueType fonts" (menu *Tools > Options > save*).

In order to distinguish the literal text of computer programs from running text, we recommend using a font such as *Arial* or *Helvetica*. If you need a font for your programs where every character has the same width, use *Courier*.

**Special characters.** If possible, use the fonts *Symbol* (and/or *Wingdings*) (not ZapfDingbats) for special characters or icons. Occasionally, some characters are replaced by other fonts when creating PDF files, therefore check your PDF printout carefully, especially the figures, to ensure that all the characters have been printed correctly.

**Font sizes.** The fonts are preset in Springer's document template. The fonts, font sizes and formats used are summarized in Table 1.

**Table 1.** Font sizes and spacing

Text element	Font size	Spacing, indentation
Title	Helvetica 14 pt, bold	spacing after: 84 pt
H1	Helvetica 12 pt, bold	spacing before: 26 pt, spacing after: 14 pt
H2	Helvetica 10 pt, bold	spacing before: 22 pt, spacing after: 11 pt
H3	Helvetica 10 pt, bold, italics	spacing before: 16 pt, spacing after: 8 pt
Text	Times 11 pt	single line spacing, indent 0.4 cm
Displayed lists	Times 11 pt	single line spacing, hanging indent 0.4 cm

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Spacing		6 pt
Petit	Times 10 pt	single line spacing, indent 0.4 cm
Important!	Times 10 pt	single line spacing, indent 0.5 cm left and right, spacing before and after: 6 pt, frame with 2 pt spacing
References	Times 10 pt	single line spacing, hanging indent 0.6 cm
Footnote	Times 10 pt	single line spacing, hanging indent 0.3 cm
Table caption	Times 10 pt	single line spacing, spacing before: 12 pt, spacing after 6 pt
Table, table notes	Times 10 pt	single line spacing, flush left
Figure legend	Times 10 pt	single line spacing, spacing before: 6 pt, spacing after: 12 pt
Headers	Times 10 pt	line spacing 11 pt, spacing after: 6 pt, line below with 0.5 pt spacing
Contents	Times 11 pt	
Index	Times 10 pt	

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## 4 Titles and Headings

A well structured text and meaningful headings make it easier for the reader to gain a general overview of the text. Please use the decimal system of headings with no more than three levels.

1	Chapter title	(Title) (appears at the top of a new page)
1.1	First level heading	(H1)
1.1.1	Second level heading	(H2)
	Third level heading	(H3) (without number)

If an additional heading level is required, place it at the beginning of the relevant paragraph ("run-in-heading"), which should not be indented. Additionally, click the "Line Space" button and format the run-in heading in bold.

The heading font size and the spacing required before and after headings is given in Sect. 3 Fonts. The correct fonts and font sizes are preset in the document template.

*Note:* If two headings of different categories appear one after the other in the text, the spacing between them has to be reduced. To do this, select the second heading and choose *Format > Paragraph*. Set "Spacing Before" to 0.

Please insert a blank space, without a period, after the heading numbers and align all headings flush left. Try to limit the heading text to one line; otherwise problems will arise when the headers are inserted automatically (see Sect. 10 Headers and Page Numbers). Use capital and lowercase letters for headings. In cross-references, insert the chapter or section number (e.g., see Chap. 5; see Sect. 3.5.1).

**Contribution Headers (applies only to multi-authored books).** The title of the contribution is followed by the name/s of the author/s ("Author" button). Where there are several co-authors, the names are separated by commas. The address of the institute or place of work is entered on the next line ("Address" button). If different addresses are required for different authors, each address must begin on a new line, and superscript numbers used to indicate which author is affiliated to which institute etc.

## 5 Text

### 5.1 Paragraphs, Emphasis, Small Type, Footnotes

**Paragraphs.** The first line of a paragraph is not indented after a heading. In all other text paragraphs, the first line is indented. Paragraphs are written as fully justified text.

The template provides two buttons for paragraphs, the standard paragraph (first line indented) as well as the none indented paragraph, which appears automatically after a heading. Where the template has not been used, these two paragraph formats should be defined before writing commences.

**Emphasis in the text.** In standard text, please set emphasized words or phrases either in boldface or italic. *Note:* Too much emphasis may actually confuse readers, therefore it should be used economically.

**Small type.** The "Petit" button can be used for text passages that should be formatted in a smaller font size e.g. for longer examples or quotations.

**Footnotes.** In standard text, the footnotes are marked with superscript numbers. The "Footnote" button can be used to call up the footnote function; the footnotes are numbered automatically and added to the end of the page.

### 5.2 Technical Terms, Abbreviations, Units

- Ensure that the spelling of names, terms, and abbreviations is consistent, also when included in tables, figures and figure legends.
- Abbreviations, except for very common ones, must either be defined the first time they are mentioned or a list of abbreviations should be included in the front matter.
- Please use the following abbreviations for cross-references: p./pp. (page/s); Chap./Chaps. (chapter/s); Sect./Sects. (section/s); Fig./Figs. (figure/s); Eq./Eqs. (equation/s). However at the start of a sentence, the word must always be written out in full. *Note:* the word "Table" is never be abbreviated.
- Always use internationally accepted signs and symbols for units, so-called SI units.
- Chemical compounds are named according to the systematic rules of the IUPAC or Chemical Abstracts.
- Species and genus names, mathematical or physical variables, and prefixes in chemical compounds should be formatted in *italic* (*Arabidopsis*, *cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t-Bu*, *tert-butyl*). *Note:* et al., in vivo, in situ, etc. are formatted in normal type not italics.
- L and D indicating optical activity should be formatted in SMALL CAPITALS (D- and L-dopa).

### 5.3 Displayed Lists

The design of displayed lists should be consistent throughout the book. Do not refer to displayed lists as tables. Springer's document template provides three different options for presenting lists: bullets, dashes or numbers.

Line spacing of 0.2 cm should be inserted before and after a displayed list. To do so, place the cursor in the first line of the displayed list and click the "Line Space" button. Then move the cursor to the first line of the text following the list and click the "Line Space" button again to insert the correct spacing.

## 5.4 Equations

Equations appear on separate lines and are numbered chapter-wise. The equation number is placed in parentheses to the right of the aligned text next to the equation (see Eq. 5.1).

$$(a+b)^2 = a^2 + 2ab + b^2 \quad (5.1)$$

By using the "Equation" button, two table cells are inserted. There is a box on the right for the equation number, and one on the left for the equation itself.

If the equation is part of a sentence, it should end with a punctuation mark (not after the equation number).

Simple equations such as  $a^2 + b^2 = c^2$  can be written as normal text. For all other equations, use MathType or the Microsoft Equation Editor, and insert the graphic into the text file as an object. Prepare the whole equation in this way and not just part of it. Symbols or special characters that are not part of an equation should not be prepared as graphics or with the equations editor, if they are available in a font (see Sect. 3 Fonts).

## 6 Tables

Tables consist of the following elements: the table caption, the actual table with the table head and table footnotes, where applicable. Tables are set in a smaller font size than the rest of the text (see Sect. 3 Fonts). Tables should have at least two rows and two columns. Simple, one-column lists should not be treated as tables, but rather incorporated in the running text.

Springer's document template facilitates creating tables with the following commands:

Table Title	The word "Table" and the table number are inserted automatically; only the chapter number and the caption need to be inserted.
Insert table	Opens a dialog box in which the number of rows and columns can be specified.
Insert Rows	Adds a row above the cursor position.
Delete Rows	Deletes the row in which the cursor is located.
Insert Columns	Adds a column to the left of the cursor position.
Delete Columns	Deletes the column in which the cursor is located.
Format Table	Formats the table according to Springer style. Place the cursor anywhere in the table and click the button.
Table Footnote	Place the cursor directly beneath the table, click the button, and write the table note . If there is text following the note, insert a blank line.

### Notes to Tables:

- Tables are structured using horizontal lines above and below the column headings and a line beneath the columns. If necessary for didactic reasons, additional lines, both horizontal and vertical, can be inserted.
- Information in cells is aligned flush left, but numbers are arranged "decimally", i.e. all the units, tens, hundreds etc. underneath one another.
- Metric/physical units in the column headings are placed in square brackets.
- Notes on abbreviations are inserted below the final row of the table and are aligned flush left; abbreviations needing explanation are formatted in italic type.
- Footnotes in tables are indicated by superscript lowercase letters. The footnotes themselves appear beneath the table and begin with a capital letter and end with a period.

- The word "Table" is generally not abbreviated. It appears in the table caption with the relevant number in bold. Where a table does not fit on a page and has to be continued on the next, it is unnecessary to repeat the entire table caption, but rather e.g. "Table 6.1. (cont.)".
- If in exceptional cases, a table is too large and needs to be placed up end, the header must nevertheless be placed at the top of the page as well as on all other pages. As this is not possible in Word, save your table as a graphic eps-file<sup>2</sup>, open a graphic program to rotate the table by 90° and insert it into the Word text from the menu options *Insert > Picture > From File*.

Number the tables consecutively and ensure that all the tables in the text are cited in the correct order (e.g., Table (1.)1, Table (1.)2, ...). Tables are normally placed near the relevant citation in the text and, where possible, should appear either at the top or the bottom of a page.

## 7 Figures

When preparing the figures, it is very important that the technical requirements are taken into consideration in order to obtain a high quality print output. We recommend that each figure is prepared individually. Please feel free to contact Springer if you experience problems in following the requirements or have any questions regarding the preparation of electronic figures. Please send us some figure samples in advance so that we can check and clarify the technical details.

Colour illustrations (drawings or photographs) are expensive in comparison to black and white, and thus, can only be accepted if the extra printing costs are met by the author. (Clarify this point with your Springer contact.)

### 7.1 Scanning and Resolution

- Scan all the illustrations in the same size as they should appear in print (print area of each page is 11.7 x 18.8 cm).
- If possible, do not scan printed material as this produces a lower contrast.
- The minimum resolution for scanned line drawings is 800 dpi, for fine details (small lettering) 1200 dpi (in the final size).
- For scanned photos (grey scale figures), a minimum of 300 dpi is required; for photos with lettering 600 dpi is recommended.
- If the figure has to be enlarged, the resolution is calculated as follows: required final resolution (e.g. 300 dpi) x printing width (120 mm) divided by the original figure width (e.g. 36 mm); this illustration must be scanned at 1000 dpi.
- *Note:* Illustrations directly taken from the Internet produce a low quality print output. For figures displayed on screen, a resolution of only 72–96 dpi is sufficient.

### 7.2 Image Processing

- Adobe Photoshop or Corel Photopaint are suitable programs for processing scanned photos.
- Use illustration programs such as Adobe Illustrator, Corel Draw, Macromedia Freehand for graphics.

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<sup>2</sup> To this end, prepare your table in a separate file, mark the table and select under the menu option *File > Print* the page range "Selection"; then click on "*Print to file*" and *OK*. The file will be stored as a printer file (.prn). Mark the file in the Windows explorer or on your desk top and change "prn" into "eps".

- Programs such as MS Excel, MS Powerpoint, Designer, Visio, MS Word-Graph, MS Graph or Harvard Graphics are only suitable if the figures can be saved as eps files.
- The lowest line weight is 0.6 pt in the final size (approx. 0.2 mm). Finer lines (hairlines) produce broken lines after high resolution typesetting even if the printout looks fine.
- Where illustrations should appear in black and white, do not produce them in colour. This could lead to a loss of quality.
- Instead of colour, use screened areas with grey shades of 10%, 25%, and 50%. For backgrounds use a grey shade of 10-15%; any lettering on such areas must be clearly legible.
- If possible, all colour figures should be in the same colour modus (CMYK or RGB).

### 7.3 Lettering

- Please do *not* insert any figure legends or figure captions in your illustration file.
- Lettering should not be added to photos until *after* scanning, i.e. to the graphics file.
- To add lettering to illustrations, a sans serif font such as *Arial* or *Helvetica* is recommended. The font size should be approx. 2-3 mm (8-10 pt).
- Lettering must be uniform in size (in the final figure format) and type.
- Avoid effects such as shading, outline letters or frames which reduce legibility.

### 7.4 Saving and Inserting into the Text File

- Save each individual illustration in the size that it should be in print.
- Save figures in a suitable standard format such as EPS (include any fonts used and save in the preview modus!), TIFF, JPG, or BMP; ensure they have a sufficiently high resolution.
- *Note:* PDF Files that have been generated from Word files use the RGB colour modus, whilst the CMYK modus is required for book printing. Therefore, colours may differ slightly from the original after the printer has transformed them into CMYK. Only embedded EPS files retain the CMYK colour.
- Place the figures near to the citation in the text, at the beginning or the end of a page so that the text flow is interrupted as little as possible.
- Choose the "Insert Graphic" button or select the menu options *Insert > Picture > From File* to insert graphic files.
- Enter a blank line between the text and figure.

### 7.5 Figure Legends

The figure legend must always appear beneath the figure and contain the caption of the figure and any necessary explanation. Number the figures consecutively or chapter-wise (e.g., Fig. 1.1, Fig. 1.2) and ensure that all the figures in the text are cited in the correct order. The "Figure Legend" button inserts "Fig." and the figure number automatically; just add the chapter number and the legend.

The abbreviation "Fig." and the figure number together with any figure parts (a, b, c etc.) should appear in bold. In the legend, format the lettering in the figure, which is explained in the legend, in italic type. Legends do not end with a period. For the type size, refer to the table in Sect. 3 Fonts. Please enter a blank line after the legend.



## 8 References

**Citations in the text.** References are cited in the text by author name/s and the year of publication in parentheses.

one author: (Miller 2001), ... as described by Miller (2001)  
two authors: (Miller and Smith 1999)  
three authors or more: (Miller et al. 2002)

**Reference list.** All publications cited in the text must be included in the reference list, which is listed alphabetically by authors. If there are several works by the same author, the following order must be used:

- 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.

### Examples

- Journals:  
Gygi SP, Corthals GL, Zhang Y, Aebersold R (2000) Evaluation of two-dimensional gel electrophoresis based proteome analysis technology. Proc Natl Acad Sci USA 97:9390-9395
- Books:  
Ingegnoli V (2002) Landscape ecology: a widening foundation. Springer, Berlin Heidelberg New York
- Contributions to a book:  
Grant WD, Jones BE (2000) Alkaline environments. In: Lederberg J (ed) Encyclopaedia of microbiology, vol 1. Academic Press, San Diego, pp 126-133

Use the following abbreviations: vol (volume), edn (edition), ed/eds (editor/s), p/pp (page/s). Do not put commas between names and initials, and periods after initials or abbreviations.

If there is a joint reference list for all the chapters at the end of the book, the heading "References" should appear as a chapter title ("Title" button), but without a number. If each chapter has its own reference list at the end of the chapter, the heading "References" should appear as a level one heading ("H1" button), also without a number.

Use the "Reference" button to style the entries in the reference list, or follow the instructions in Sect. 3 Fonts.

**References with numbers.** Alternatively, references may be cited by number in square brackets in the text [3, 7.12]. A button which inserts the square brackets and places the cursor between the brackets is available. You just have to type in the reference number.

*Note:* In most subject areas the reference list should be alphabetical, even if reference numbers are used. If subsequent changes are made, the references must be renumbered accordingly. Thus, citation by author/s name/s and publication year is preferred.

## 9 Sources/Copyright

If you copy figures, tables, or extended text passages, it is essential to obtain permission from the copyright holder (usually the publisher and/or the original author). Permission

forms for this purpose are available on our Web site. Please include a copy of the permission with your manuscript. The source of any such reproduction must always be acknowledged, preferably in the figure legend or the table caption.

## 10 Headers and Page Numbers

Page numbering with Arabic letters begins on the first page of the first chapter of the book (or should the book be divided into parts, with the page containing the heading of Part I), which is always a right-hand (odd-numbered) page.

The page number appears in the so-called running headline (header), which also contains the title of the current chapter. In *monographs*, the chapter title appears on the left-hand page and the first heading on the right-hand page; in *contributed* (multi-authored) books, the author name/s appear/s on the left-hand page and the title of the contribution on the right-hand page. The page numbers are placed on the edge. Headers and page numbers appear in a smaller font size (see Sect. 3 Fonts) and are separated from the text by a line.

### 10.1 Creating the Headers

Headers are inserted automatically when new text is entered using the document template. If you format existing text, click on the first page and then the "Run Head" button.

*Note:* For aesthetic reasons, the first page has no header and no page number, but it is included in the automatic page numbering. The same holds for every empty page.

Each chapter should begin on a right-hand page with an odd page number. Therefore, you have to insert an empty page after each chapter or manuscript part, that ends on a right-hand (odd-numbered) page. To do so, place the cursor at the end of the chapter and from the menu bar, select *Insert > Break*, Section break types "Next page".

### 10.2 Preparing the Page Numbers

It is best not to insert the final page numbers until the entire manuscript has been completed, since the text and the page numbering might change when corrections are made.

You should proceed as follows:

- Make a note of the number of the last page of Chap. 1.
- Open Chap. 2 (02.doc).
- Click the "Page Numbers" button and insert the (odd) page number that Chap. 2 should begin with in the dialog box under "Page Number Format, Page numbering, Start at".
- Make a note of the number of the last page of Chap. 2.
- Open Chap. 3 (03.doc).
- etc.

*Note:* If the text and page numbers change due to subsequent alterations, you will have to correct the page numbers in the chapters that follow.

### 10.3 Tips for Creating the Headers and Page Numbers

- The "Change Margin" function in the document template must be activated before you create headers as it defines the right and left pages (see the instructions for downloading and using the templates).
- Before inserting the headers, all headers and footers must be empty. Any existing page numbers must be deleted.
- Ensure that there are no manual section breaks, but only manual page breaks. Manual section breaks should only be used for creating empty pages without headers.

- Headers should not be longer than one line.
- If some headers need to be shortened or changed, click directly in the header, delete the entire text which has been inserted automatically and enter the correct text manually.

## 11 Front Matter

The parts of a book that precede the first page of the actual text are referred to as the front matter and include the following (in this order):

- Foreword, if any
- Dedication, if applicable
- Preface
- Contents
- List of contributors (with complete affiliations), if applicable
- List of abbreviations, if applicable.


The front matter is numbered in Roman numerals, beginning with p. V. Springer will typeset the first four pages of the front matter, including the Title page (p. III) and the copy-right page (p. IV).

All main sections (foreword, preface, contents etc.) start on right-hand (odd-numbered) pages. If necessary, you will have to insert empty pages (see Sect. 10.1 Inserting the head-ers). The headings of the main sections are treated as chapter titles (see Sect. 3 Fonts).


## 12 Contents

All the headings up to level three are usually included in the contents. If you have formatted the headings with the "Title", "H1", "H2" and "H3" buttons, you can create the contents automatically. The contents is part of the front matter (see Sect. 11 Front Matter).

### Creating the Contents:

- Open a new file and attach the document template.
  - Ensure that the formatting marks such as paragraph marks etc. are shown on screen. If not, click the ¶ button to display the formatting marks.
  - Write the word "Contents" (without final format) and place the cursor on the next line.
  - Click the  button. The following box appears: { RD c:\\}
  - Now enter the file name of the first chapter and the path as follows:  
{ RD drive:\\directory\\subdirectory (if applicable)\\file name.file name extension}.
- It might look like this: { RD e:\\manuscript\\Springerbook\\01.doc}.

*Note:* Avoid using file or folder names with blanks, e.g. "My documents", since a break in-duces a stop in reading. Therefore, always write something such as Springer\_book or Springerbook.

- Go to the next line, click  again, and enter the path for the next chapter etc.:
- { RD e:\\manuscript\\Springerbook\\01.doc}
- { RD e:\\manuscript\\Springerbook\\02.doc}
- { RD e:\\manuscript\\Springerbook\\03.doc}
- Click off the formatting marks.
- Now click the "Table of Contents" button, a contents with headings down to level three is automatically created.

*Note:* Do not use this function until all the chapters have been completed and you have checked that each chapter begins with the correct page number. If you make subsequent modifications to individual chapters causing changes to the text and page numbering, you will need to alter the contents accordingly. To do so, select the entire contents and press F9.

## 13 Index

An alphabetically ordered index of significant words is an important aid for the efficient use of a scientific book. Only include those words that you, as a reader, would refer to for more detailed information.



### 13.1 Selecting the Entries

- In order to indicate which terms should be included, select the relevant word and then click the "Keywords" button.
- The term now appears as a main entry in the "Mark Index Entry" dialog box. Click "Mark" to save the term as an index entry.
- If the term you have selected is a subentry, you will need to copy it into the "Subentry" box and type in the main term under "Main Entry". Then click "Mark".

*Note:* Never click "Mark All"; otherwise all occurrences of the word selected will be included in the index.

### 13.2 Creating the Index

The index appears at the end of the book as a separate chapter with the title "Index" (without a chapter number), beginning on a right-hand page. Our document template can be used to create the index automatically. The index is created in the same way as the contents.

- Open a new file and attach the document template.
- Ensure that the formatting marks such as paragraph marks etc. are shown on screen. If not, click on the ¶ button to display the formatting marks.
- Write the word "Index" (without final format) and place the cursor on the next line.
- Click the  button. The following box appears: { RD c:\\}
- Now enter the file name of the first chapter and the path as follows:  
{ RD drive:\\directory\\subdirectory (if applicable)\\file name.file name extension}.  
It might look like this: { RD e:\\manuscript\\Springerbook\\01.doc}.
- Go to the next line, click  again, and enter the path for the next chapter etc.:  
{ RD e:\\manuscript\\Springerbook\\01.doc}  
{ RD e:\\manuscript\\Springerbook\\02.doc}  
{ RD e:\\manuscript\\Springerbook\\03.doc}
- Click off the formatting marks.
- Now click the "Create Index" button, the complete, two-column index is automatically created.

*Note:* Do not use this function until all the chapters have been completed and you have checked that each chapter begins with the correct page number. If you make subsequent modifications to individual chapters causing changes to the text and page numbering, you will need to alter the index accordingly. To do so, select the entire index and press F9.

## 14 Manuscript Submission to Springer

After you have embedded all the tables and figures into the chapters, styled the pages, inserted the headers and created the table of contents, the index and any further parts of the front matter, the file can be converted to PDF.

### 14.1 Creating PDF Files

In order to create PDF files, Acrobat Distiller must be used. *Please note:* It is not possible to use Word files for printing. Furthermore, PDF files produced with the PDF Writer are also unsuitable.

**Settings.** The job options for Acrobat Distiller with the settings required for producing suitable PDF files can be downloaded from our Web site. They are packed in a ZIP archive together with the template and the instructions for downloading and using the template (see Sect. 1.1 Preparation). Download the ZIP file on your PC, unzip it and copy the file "SpringerPrint[date].joboptions" to the folder "Settings", which you will find under *Program > Adobe > Acrobat > Distiller* on your PC. Activate the Acrobat Distiller and select under "Settings" "SpringerPrint[date]". Alternatively, you can open the first chapter and choose Acrobat Distiller as the printer. You can then "print" all your chapters or book parts with these settings and thus produce PDF files ready for printing.

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### 14.2 Submitting the Files and Printout

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