

## **Author Guidelines**

### **1. Length of papers**

Research Articles are generally a minimum of 6,000 words and generally not longer than 8,000.

### **2. Title Page**

Please make sure your title page contains the following information.

#### **2.1 Title**

The title should be concise and informative.

#### **2.2 Author information**

- The name(s) of the author(s)
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)

If address information is provided with the affiliation(s) it will also be published.

For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

#### **2.3 Abstract**

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

#### **2.4 Keywords**

Please provide 3 to 5 keywords which can be used for indexing purposes.

### **3. Author Biography**

When submitting your manuscript, please provide a short author bio (approx 50-70 words) to be uploaded as a separate document.

### **4. Tables**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

### **5. Figures**

### **5.1 Figure Numbering**

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).

### **5.2 Figure Captions**

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

### **5.3 Figure Placement and Size**

- When preparing your figures, size figures to fit in the column width.
- For large-sized journals, the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

### **5.4 Permissions**

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

## **6. Text**

Manuscripts should be submitted in Word.

### **6.1 Text Formatting**

- Use a normal, plain font (e.g., 10-point Times New Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

### **6.2 Headings**

Please use no more than three levels of displayed headings.

### **6.3 Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

### **6.4 Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

### **6.5 Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.