Springer Briefs Manuscript Preparation and Delivery Instructions for Authors

October 2013

Springer Briefs are designed to get your ideas to market as fast as possible. With this aim in mind, we have outlined simple instructions for manuscript formatting, preparation, and delivery. After you have delivered your manuscript to editorial and it is transmitted to our production department, the manuscript will be assigned to one of our full-service production vendors (FSVs). The FSV is a one-stop shop, responsible for copyediting, typesetting and preparing the files for online and print editions. For a typical manuscript of 50-125 typeset pages (approximately 25,000 to 65,000 words), and without heavy art/graphics or other technical complications, we can expect to go from manuscript delivery to publication in 8-12 weeks. During this period, you will have an opportunity to review the page proof to mark any corrections to the manuscript (with the exception of changes to book title or authorship).

Formatting Guidelines

General guidelines, instructions, templates, and resources for preparing your manuscript in LaTeX or Word are available at the Springer website at http://www.springer.com/authors/book+authors/helpdesk?SGWID=0-1723113-12-971304-0

Please note the following specifications for SpringerBriefs:

- **Manuscript length**: 50-125 typeset pages or 25,000-65,000 words, inclusive of notes, references, and exhibits
- Manuscripts must be comprised of separate chapters; references should be provided at the end of each chapter, per standard Springer style
- **Index**: optional; the default is not to include an index; if you are providing an index, by agreement with your publishing editor, please follow the Springer guidelines for LaTeX indexing or provide a list of index terms for manuscripts delivered in Word
- **Abstracts and keywords**: to facilitate online searchability, we recommend that you include an abstract of approximately 150-200 words and list of 6-10 keywords for each chapter; the abstracts and keywords will appear in print and online versions; if you do not supply these elements, default chapter abstracts will be prepared by the FSV to appear online

Please don’t hesitate to contact your publishing editor with any questions.