

## ***Coral Reefs – Instructions to authors***

**Careful adherence to these instructions will avoid delays and extra work for authors. Poorly prepared submissions will be returned for correction and may well result in immediate rejection.**

### **1. Copyright declaration**

The authors guarantee that the manuscript will not be published elsewhere in any language without the consent of the copyright holders, that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation. Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

*Copyright for US Government Employees:* The work of US Government employees prepared as part of their official duties cannot be copyrighted and, therefore, copyright cannot be transferred. Authors should, however, complete the Springer Copyright Form and add the following wording: *"I (we) certify that the article named above was prepared as part of my (our) official duties. The article is thus in the public domain and cannot be copyrighted."* US Government authors are permitted to distribute or post their published papers elsewhere but normal subscription terms apply for access to the article via Springerlink.

### **2. Copyright Form**

When authors receive their proofs from the publisher they will be required to sign the copyright declaration.

### **3. Submission procedure**

Manuscripts must be submitted online at the journal website [www.editorial\\_manager.com/core/](http://www.editorial_manager.com/core/). Authors using the Editorial Manager site for *Coral Reefs* for the first time will need to complete a simple registration procedure to obtain an account. They will then be led through a series of menus which will help them submit their manuscript. Authors will be able to check the progress of the review by logging on to their account. They will also be notified by e-mail when the review is complete.

### **Peer review will involve the following steps:**

1. Author submits manuscript.
2. Editorial Office checks for completeness and formatting (manuscript may be returned for corrections at this stage).
3. Editor-in-Chief assigns a Topic Editor.
4. Manuscript is subject to Pre-Review (manuscript may be returned for corrections at this stage)
5. Topic Editor assigns Reviewers.
6. Reviewers submit reviews.
7. Topic Editor makes recommendation.
8. Editor-in-Chief makes final decision.

9. Author is informed of decision.

The manuscript and all accompanying tables, figures and supplementary information must conform to the style and formatting detailed in these instructions. Errors will be returned by the Editorial Office for correction before the manuscript is sent for review.

If any data in the manuscript were previously published or are used in another manuscript presently under consideration elsewhere, describe the extent of the overlap in the cover letter and include copies of the relevant papers. Similarly, include PDF copies of related manuscripts that are ‘in press’, submitted to another journal, or that reviewers are likely to have difficulty locating.

### **Pre-Review**

Manuscripts will be subject to a pre-review on the following criteria:

1. Does the paper fall within the scope of *Coral Reefs*?
2. Does the paper have the potential to make a substantial contribution to the field of research?
3. Is the subject area of potential interest to a wide readership?
4. Is the paper in the correct style and format for *Coral Reefs*?
5. Are the figures appropriate and well presented – is there unnecessary use of color?
6. Is the manuscript well written?
7. Authorship should be limited to those that significantly participated in the research and/or made a substantial intellectual contribution to the manuscript. In cases of a disproportionate number of authors, an explanation of coauthor specific contributions will be requested. An excessive number of authors is not acceptable.

Either the Editor-in-Chief or a Topic Editor undertakes the pre-review assessment. A manuscript may be returned to the authors for revision or rejected without further review at this stage.

### **4. Revisions and Resubmissions**

Requests for revision of a manuscript are common. *Coral Reefs* normally only allows one major revision of any submission. When submitting a revised manuscript authors must explain how they have responded to editor and reviewer comments in an accompanying cover letter. If the revision of a paper is still not acceptable the manuscript may be rejected. Rejection of a manuscript typically arises because of flaws in experimental design or methodology, or if the writing is unclear, the manuscript poorly organized, incomplete, or deviates significantly from the *Coral Reefs* style. In certain circumstances, the editor may invite an author to resubmit a paper for consideration as a new manuscript after further research or analyses have been undertaken. Resubmissions must represent a profound rewrite and not merely cosmetic changes.

### **5. Decisions**

The decision to accept or reject a manuscript is made by the Editor-in-Chief. The comments and recommendations by the Topic Editors and the reviewers are carefully assessed in each case. However, authors should be aware that other considerations such as publication space and the relative importance of the work are also factors that the Editor-in-Chief will take into account. The Editor-in-Chief may also seek additional reviews and defer decision until those reviews are

received. The decision by the Editor-in-Chief is final and appeals will only be considered in exceptional circumstances.

## **6. Manuscript Types**

**Reports** are full length papers that should not exceed 8000 words, including Abstract, References, Acknowledgements and Figure Legends (approximately 10-12 printed pages).

**Reviews** may be invited by the Editor-in-Chief or proposed by authors. Authors who wish to write a review must submit a proposal to the Editor-in-Chief for approval. Proposals should be limited to 1000 words, and should include the following:

- a provisional title
- a list of authors and roles, including all institutional affiliations
- an explanation of material to be covered and excluded
- a statement indicating why the review is both timely and needed
- an explanation of the approach to be taken
- an explanation of the overall novelty of the approach and its likely impact on practice or the field.

The proposal may be sent out to experts in the field for comment before the Editor allows submission.

The length of Reviews will normally be the same length as Reports and any deviation from those. Since a Review is intended to be an authoritative statement, a very high standard of presentation will be required both in language and style, and figures.

**Notes** are short papers up to 2900 words including Abstract, References, Acknowledgements and Figure Legends (2–4 printed pages). They should combine the results and discussion into a single section, and have an abstract of no more than 150 words.

**Perspectives** are short papers that present opinions or novel interpretation of existing ideas. They may be submitted in Note format, but will be as ‘Perspectives’. Headings may be chosen to suit the style of the Perspective.

**Comments and Responses** –*Coral Reefs* welcomes constructive comments and criticism of papers already published in the journal, where these are in the interests of science. Such manuscripts should be structured and styled in a manner similar to a full-length paper, modified to suit the circumstances. They will be subject to the normal review process. Comments and Responses concerning papers published elsewhere will not be considered, they should properly be sent to the publishing journal.

**Reef Sites** -Reef Sites are not small articles. The emphasis is on high quality photographic images that illustrate a topic of interest to the *Coral Reefs* readership. The topic must be scientifically interesting (e.g., an unusual event, observation or phenomenon).

Reef Sites include the image(s) and a short explanatory text (including no more than 3 references). The length of a Reef Site should not exceed 450 words, including title, references,

acknowledgements, and author details. Authors must supply a text file excluding the figures in Word.DOC (or Word.DOCX) format, and a proposed layout in Word or PDF format with the figures embedded. The purpose of the layout file is to demonstrate to the Editor that the Reef Site will fit on a single page. The figures must be provided as TIF or EPS files as appropriate (see the instructions on figure preparation below). Digital images are required as these can be uploaded to the website. Authors should contact the Editorial Office for advice where prints or transparencies are involved.

**7. Cover Letter** – Include a cover letter that identifies the important findings of your submission and the audience that you believe will find your submission most interesting. Any additional information, such as the presence of other relevant submissions and in press manuscripts, or other pertinent information should also be discussed in the cover letter. Material that you wish to be seen by the editors alone should be placed in “Enter Comments” field when submitting the manuscript. Cover letters for revisions or resubmissions should explain how you have addressed the editor’s and reviewers’ comments.

## **8. Manuscript preparation**

**General remarks** – Authors are strongly encouraged to use the template (DOT file) available from the Springer Authors FAQ section under “Does Springer provide templates and style files for preparing a journal article?”:

<http://www.springer.com/authors/journal+authors/faq+for+journal+authors?SGWID=0-1725015-0-0-0>

This will help to avoid their manuscript being returned for incorrect formatting. The template can be used with MSWord for Windows and Macintosh. All manuscripts are subject to final copy editing by the publisher, after acceptance.

**Language** -Manuscripts should be in English. If English is not your first language we suggest that the text is edited before submission, by an English speaker. Poorly drafted manuscripts will be returned immediately.

**Style** – Manuscripts may be written in either first person or third person.

**Spelling** – Coral Reefs accepts both English and American variants of spelling, but manuscripts must be consistent throughout.

### **Configuration and Layout -**

- **Format:** - Word.doc or Word.docx
- **Font:** - Times New Roman is preferred as this converts best to the PDF proof.
- **Line Spacing:** - double space the abstract, main text, and figure legends. Single space and use hanging indents in the reference list. Single space the body of Tables.
- **Running head and Headers and Footers should not be used in the manuscript.**
- **Line and Page Numbering – Use the Line and Page Numbering options.**
- **Headings:** If you do not use the template, your main headings should be in lowercase bold letters using a large font. Use bold normal sized font for sub-headings; and further subheadings may be used as long as their order is clear (e.g., use italics or bold italics). Headings should be kept short. Do not number headings and subheadings.
- **Cite each figure and table** at the appropriate point, numbered consecutively.
- **Species names:** must be in italics; the genus is written in full at the first mention in the Abstract and again in the main text and the figure and table legends, and abbreviated thereafter.
- **All Abbreviations and Acronyms:** Should be defined at first mention in the Abstract, and again in the main body of the text, and thereafter use only the abbreviation. Do not use a list of

abbreviations at the beginning of the manuscript. In exceptional cases abbreviations may be included as one of the Tables.

- **Appendices:** If there is more than one appendix, they should be numbered consecutively.
- **Footnotes:** Essential footnotes to the text should be numbered consecutively and placed at the bottom of the page to which they refer. In general, avoid the use of footnotes.
- **Units:** Use standard SI units. Relations or concentrations (e.g. mg per l) must be given as 'mg l<sup>-1</sup>' (not 'mg/l'). This applies to text, tables and graphs. Units of time should be expressed as s, min, h, d, yr; do not abbreviate 'week' or 'month'. Use hhmm for time of day. Do not use 'am' or 'pm', e.g., use 0900 hrs, 2300 hrs, not 9:00 AM and 11:00 PM.
- **Means and Standard deviations / standard errors:** If you present results as means with either the standard deviation or standard error make it clear which you are reporting. E.g., 300 ± 20.5 cm (mean ± SD). Similarly if you are reporting a range or a confidence interval say so.
- **Date Format:** Use English date formats, i.e., 3rd March 2005; 1–3 March 2003, between 1 and 3 March 1980, 1 March to 1 April (not 1 March–1 April), March 1980 to August 1981, March–April 1991.

## 9. Order of Manuscript/ Section Formats

The Word file must contain all of the following sections. (Information such as Author details, Abstract and Keywords, that you provide on the manuscript submission site is used as 'metadata' and should be repeated, as directed below in the manuscript file.)

**Title Page** – The first page should contain the following information:

- A concise and informative title. (Titles should accurately reflect the content of the paper. *Coral Reefs* is a scientific publication, and 'eye catching' titles are generally inappropriate.)
- Names of the authors
- Affiliations and addresses of authors
- E-mail address, telephone and fax numbers of communicating author
- Keywords - 4 to 6 key words are required for indexing purposes.

**Abstract** - Reports and Reviews must be preceded by a single paragraph abstract presenting the most important results and conclusions in **no more than 300 words**. **Notes should have a short abstract of up to 150 words**. Abstracts should state what was explicitly found in the study. Abstracts must not contain literature cited, or excessive data. Omit 'introductory' statements that summarize previous work and avoid statements that do not identify actual findings. Summarize, rather than advertise both the important findings and their significance.

**Introduction** - The Introduction should state the purpose of the investigation in the context of earlier studies. A short review of the pertinent literature is generally appropriate, not a dissertation. The Introduction should conclude with a statement of the scientific hypothesis to be tested / purpose of the study. Do not report the findings of the study in the Introduction.

**Materials and methods** - This section should give sufficient information for the methodology to be critically evaluated. Descriptions of the study site should appear in this section.

**Results** - The Results should describe the outcome of the study.

**Discussion** -The Discussion should explain and interpret the results in the context of other published research and may be used to present concepts or theories based upon the findings.

**Do not use a ‘Conclusion’ or ‘Summary’ section.**

**Acknowledgements** - These should be brief. Any grant that requires acknowledgement may be mentioned. The names of funding organizations should be written in full. Authors are responsible for ensuring that all persons named in the Acknowledgments section know and agree to being identified there (since it may be interpreted as endorsement of the data or conclusions).

**Reference List** - see below for further details

**Figure Legends** – see below for further details

## **10. References**

**Text Citations** -In the manuscript text, references should be cited by the author and year e.g., (Hammer et al. 1993; Hammer 1994; Hammer and Sjöquist 1995; Jones 1995 a, 1995b; Brown 2000, 2004) and listed in year order first, followed alphabetically for references with the same year. Please note the correct punctuation; use ‘and’ where there are two authors and ‘et al.’ for multiple authors. Do not use italics. References should be separated by semicolons, multiple references by the same author are separated by a comma. Where a cite needs to be differentiated in the text, use ‘a’ or ‘b’: e.g., Smith et al.1999a, 1999b, and include the ‘a’ or ‘b’ in the Reference List.

**Reference List** -The list of References should only include works that are cited in the text and that have been published or accepted for publication. It should be in alphabetical order. Where there are multiple papers by the same first author, the correct order is; single author papers, followed by two author papers, three author papers, etc., and by year within each group. Always show all the names of the authors in the Reference List – do not abbreviate to ‘et al.’

Citations of **Abstracts**, or ‘**In preparation**’, ‘**submitted**’ or ‘**in review**’ manuscripts are not acceptable; all are ‘unpublished’. Do not include unpublished citations in the Reference List.

**Unpublished data** – the citation of unpublished material or data is generally not acceptable and will be removed by the Editorial Office during the initial checks. Do not use your manuscript to include previous unpublished data of your own unless you are willing to subject it to full peer review. If necessary this can be done by means of ESM (see below), where the same standards of reporting and review apply. If an author considers that there are sound reasons that the manuscript should be allowed to contain unpublished material then a case must be made in the covering letter. The Editor will consider this during the pre-review.

**Commercial Software** - do not list normal commercial software in the Reference List; however, include unusual or specialist software that is otherwise difficult to locate.

**Personal communications** - should only be mentioned in the text, together with the initials and name of the correspondent. Keep personal communications to a minimum. They are the exception rather than the rule.

**Reports, Newsletters, Magazines** - Do not cite articles from magazines, newsletters (e.g., Reef Encounter, Eos) or newspapers). Reports of Government and International Organizations, learned bodies, Non-Governmental Organizations are normally acceptable, but these should be readily accessible.

**Theses** – Ph.D. theses may be cited, but the inclusion of unpublished data from these sources will be carefully reviewed, and may not be acceptable. M.Sc. theses may only be cited if they have been subject to external examination and are readily available either on the internet on a permanent website or through Inter Library Loan. Undergraduate theses are not acceptable. Authors must give full details of the availability of any thesis in the covering letter.

## **11. Reference List Formats**

Correct punctuation is required in References – e.g., no spacing between authors' initials, comma between multiple authors, no stops after journal abbreviated names.

**ENDNOTE bibliography users** – an output style is available for download. Please use this. Authors should still check the format of both the in text cites and the Reference List because the EndNote styles cannot be made comprehensive. **Please remove EndNote file codes before submission. Manuscripts with EndNote field codes will be returned to authors for correction.**

**Journals** -Coral Reefs uses abbreviated journal titles according to the **BIOSIS** abbreviations. Standard abbreviation of a journal's name is usually derived from the ISSN "List of Title Word Abbreviations" ([www.issn.org/2-22661-LTWA-online.php](http://www.issn.org/2-22661-LTWA-online.php)). Where a journal is not listed the name is given in full. Do not include issue numbers in the citations unless each issue is paginated separately from the volume.

Risk MJ, Sammarco PW, Edinger EN (1995) Bioerosion in *Acropora* across the continental shelf of the Great Barrier Reef. *Coral Reefs* 14:79–86

Conley DJ, Schelske CL, Stoermer EF (1993) Modification of the biogeochemical cycle of silica with eutrophication. *Mar Ecol Prog Ser* 101:179-192

Goreau TJ (1977) Coral skeletal chemistry: physiological and environmental regulation of stable isotopes and trace metals in *Montastrea annularis*. *Proc R Soc Lond B Biol Sci* 196:291-315

**Articles with a Digital Object Identifier (DOI) but not yet published in print or where there are no page numbers**

Gooseff MN, McKnight DM, Lyons HJ, Blum RJ (2002) Weathering reactions and hyporheic exchange controls on stream water chemistry in a glacial meltwater stream in the McMurdo Dry Valleys. *Water Resour Bull* 38 [doi: 10.1029/2001WR000834]

## **Books and Technical Reports**

Sorokin YI (1993) Coral reef ecology. Springer, Heidelberg

Food and Agriculture Organization (FAO).2001. Global forest resource assessment 2000: Main report. FAO Forestry paper 240, FAO, Rome

Do not capitalize book titles: i.e., “Coral reef ecology” NOT “Coral Reef Ecology”. Capitals should only be used for proper names or where convention requires. You should aim to provide sufficient detail to enable a reader to locate the book/report. Each publication will have been produced in a different way so there can be no hard and fast rule.

**Theses and dissertations (use the term thesis)**

Coppard SE (2002) Morphological and ecological differences between species of the echinoid genera. Ph.D.thesis, University of London, p 82

**Chapters**

Bosence DWJ (1991) Coralline algae: mineralization, taxonomy, and palaeoecology. In: Riding R, Jones FR(eds) Calcareous algae and stromatolites. Springer, New York, pp 98–113

**International Coral Reef Symposia** -The International Coral Reef Symposia are treated as a special case by the journal and are shown as follows:

Steven ADL, Broadbent AD (1997) Growth and metabolic responses of *Acropora paliferato* long-term nutrient enrichment. Proc 8th Int Coral Reef Symp 1:867–872

**Other Conference Proceedings** -For conference proceedings other than the Coral Reef Symposia, please give the title of the proceedings in full, e.g.,

Lough JM (2001) Perspectives on global climate change and coral bleaching: 1997-1998 sea surface temperatures at local to global scales. Proceedings JAMSTEC International Coral Reef Symposium: Coral Reef Biodiversity and Health as Indicators of Environmental Change. Science and Technology Agency, Japan Marine Science & Technology Center, Tokyo, pp 215-229

You should aim to provide sufficient detail to enable a reader to locate the proceedings. Each conference will have been published in a different way so there can be no hard and fast rule.

**Websites** -The citing of websites should be avoided because of their temporal nature. The Editorial Office will verify that websites are sufficiently permanent as part of the reference check carried out after submission.

Stewart SR (2005) Tropical cyclone report: Hurricane Ivan. National Hurricane Center. <http://www.nhc.noaa.gov/2004ivan.shtml>

**Articles In Press** -If a reference does not yet have page numbers, the DOI may be added in lieu of volume and page numbers (see above), or the paper should be cited as ‘in press’ as follows:



Authors will be expected to provide the publication details when they receive the proofs for correction from the publisher.)

Simberloff D (2006) Flagships, umbrellas, and keystones: is single-species management passé in the landscape era? *BiolConserv* 'in press'

When the year is not known)

Simberloff D (in press) Flagships, umbrellas, and keystones: is single-species management passé in the landscape era? *BiolConserv*

## 12. Reporting Statistical Results

- **Significance and threshold values** - A result is *significant* if the P value is less than a preset threshold value  $\alpha$ . In Coral Reefs  $\alpha$  should normally be set at 0.05 or lower. If a result is *significant*, the P value can be reported in the text or a table, together with the F-stat, e.g.,  $F_{1,24}=5.6$ ,  $p=0.001$ . It is equally acceptable to use  $p<0.05$ , or  $<0.01$  etc.
- **Terminology** - do not use terms such as *highly* and *extremely significant* where  $p<0.01$  or  $0.001$  respectively, it will be for the reader to assess the relative importance of the result. Also do not use *almost significant* or *just not significant* where  $p>0.05$ .
- **Non significant P values** – authors should consider whether a non significant result may have been the result of a lack of statistical power and whether this might affect the interpretation of their results. In these circumstances it is acceptable to report a p value greater than 0.05, at the same time you must report the power and explain the context of the result. In all other cases, simply report “X was not significantly different from Y”.
- **Beyond significance** - think beyond ‘significance’, by asking the question: “My results are statistically significant but are they scientifically important or even interesting?” For example statistics will detect extremely small differences where large Ns have been used, e.g., in flow cytometry, but do these very small differences have any meaning?

## 13. Figures

General Remarks – Please consult the Springer Artwork page for a more detailed guide to figure formats and general information about Artwork submission:

<http://www.springer.com/authors/manuscript+guidelines?SGWID=0-40162-12-331200-0>.

### **Do not embed your figures in the manuscript.**

Please prepare your figures very carefully; poor figures are a principal source of delay and additional work in the review and production process. Each figure will be checked by the Editorial Office before the manuscript enters the review process. Obvious errors or poor quality will be returned to the author at this stage. Manuscripts will only be accepted into review when the Editorial Office is satisfied that they are publication quality, this avoids unnecessary work for Editors and Reviewers and unnecessary delays for authors.

**Figures must be presented, each in its own file, correctly formatted (see below).**

**Figure Legends** should be typed **at the end of the manuscript**, and must be brief, self-sufficient explanations of the illustration. Always give any species name or acronyms in full where they first appear in each legend. Do not include 'results' in the legend.

### **Graphs and Line Drawings**

Prepare as VECTOR format line graphics and store in EPS format (with TIF preview). Adobe Illustrator is the preferred program to create EPS files. Please do not draw with hairlines; the minimum line width is 0.2 mm (i.e., 0.567pt) relative to the final size. Use Open Type fonts or convert fonts to paths or outlines. If a line drawing cannot be computer generated it may be captured by scanning and inserted as a bitmap into an EPS file. The scan should be composed at 800dpi or greater relative to final size, before inserting in the EPS file. Please bear in mind that any bitmap images embedded in an EPS file cannot be edited by the journal office, or the printer. Any alterations required, however minor, will have to be returned to the author. Where possible any text, etc., should be added in vector EPS format. Programs such as Adobe Illustrator and Corel Draw can also be used to vector trace and vector paint embedded bitmaps, but the end result will depend on the initial bitmap quality. Graphs should be prepared using a good scientific graphing program which can save/export the graph directly to an EPS file. We cannot accept scanned graphs other than in exceptional circumstances with prior approval from the Editorial Office. Figures composed of part photograph and extensive line art (whether color or black and white) should be submitted in EPS format where the photograph will be in bitmap format (at 300dpi) and the line art/text in vector. If the figure only contains a very small amount of line art, e.g., scale bars and labels, it may be prepared as a photograph (see below). In EPS figures, the edges of lines and text should be crisp when viewed at high magnification 'onscreen'. Pixelly or fuzzy edged line art will not be suitable.

### **Maps**

These should be prepared as for Line Drawings. They should include a scale and a compass orientation. Latitude and Longitude should be expressed in degrees, minutes, and where necessary, seconds together with N/S and E/W. They must include some text mark up to identify important features.

### **Photographs**

Black and White, and Color photographs should be saved in TIF format (Color as RGB 8 bits per channel, B&W as greyscale). Scan/save the image at 300dpi. Use scale bars and embedded text and annotations as required. Several figures or figure parts should be grouped in a plate on one page. Where there is extensive annotation it is better to use an EPS format (see above) adding the mark up in VECTOR text. TIF figures are preferred at the size of one or two column widths (either 8.6 or 17.6 cm). The maximum printed page height is 23.6 cm. Authors should prepare any TIF figures at the intended final size, and view and run a test print prior to submission. If all parts of the figure can be clearly seen in the printed version this will be a good indication that the figures will be acceptable.

### **Composite Figures**

Where a figure contains several parts, these must always be presented as a single composite. Lowercase letters (a, b etc.) must be used to identify figure parts in the figure, in the manuscript text, and in the figure legend. If the composite involves both halftones (e.g., photographs) and

line art (graphs or line drawings) the correct format is an EPS file with the halftone as an embedded raster (bitmap) image and the remaining line art and text mark up in VECTOR format. Vector drawing programs such as Adobe Illustrator and Corel Draw should be used to do this. Composites containing halftones with limited additions of text and markers, such as labels, arrows, and scale bars, can be prepared in image processing software (e.g., Photoshop) and submitted as TIF files.

### **Color Figure Printing Costs**

Coral Reefs does not charge for color figures in either the online or printed version of the journal. However, the Editors will assess in each case whether the use of color is justified.

### **14. Tables**

Tables must be submitted separately from the text in a single Word.DOC file containing all of the tables.

**Table legends must be included in the table file, each legend next to each table to which it refers.** Legends should be brief and include any species names or acronyms in full together with an explanation of any abbreviation or symbol (e.g., asterisks for significance value) used in that table. Footnotes to tables should be indicated by superscript lower-case letters. Double line space the legends and single space the table content. Care should be taken to produce well designed layouts.

### **15. Electronic Supplementary Material**

Electronic supplementary material (ESM) for an article printed in this journal will be published and be permanently available to subscribers on Springer's website. Prepare any ESM in a similar format to the main manuscript. In the printed article, reference should be given to the ESM and vice versa. ESM may consist of:

- Original data that relate to the paper, e.g., tables, additional illustrations (color and black/white), etc.
- Information that is more convenient in electronic form.
- Information that cannot be printed: e.g., animations, video clips, or sound recordings.
- There is no charge for color in ESM.

### **16. Proofreading**

Authors will be notified by e-mail once the printer's proofs are available online. Full instructions are provided at the time. The author is entitled to formal corrections only. Substantial changes in content, e.g., new results, corrected values, title and authorship are not allowed without approval. In such circumstances please contact the Editor-in-Chief before returning the proofs to the publisher. After online publication, further changes can only be made in the form of an Erratum. An Erratum will only be allowed to correct substantive errors in the content of a published manuscript.

### **17. Offprints, Free copy**

50 offprints of each contribution are supplied free of charge to the corresponding author. Additional offprints may be purchased. An order form is sent to authors with the proofs and contains full details. The order form is also available at <http://www.springer.com/journal/338>.

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