



## Springer Protocols Manuscript Instructions

---

*Jump to a page in this document:*

[Length](#)  
[Illustrations](#)  
[Book Covers](#)  
[Formatting](#)  
[Permissions](#)  
[References](#)  
[Submission](#)  
[Dos and Don'ts](#)  
[Video Protocols](#)  
[Contact Your Publishing Editor](#)  
[Sample Permission Request Letter – Chapter Authors](#)  
[Sample Permission Request Letter – Authored Books](#)  
[Consent to Publish Form](#)

### LENGTH

**For editors:** The length of your text is specified in your contract. This page count includes references, tables and figure legends. Please be sure to check your page count as you write as it is very important to keep within the specified limit, and distribute length information to your chapter authors.

**For authors:** Please consult with your editor for the appropriate length of your chapter, and number of figures. **Please submit your chapter to the volume editor and not directly to Humana Press.**

### ILLUSTRATIONS

**For authors and editors:**

If you can submit your illustrations in an electronic form, please submit the original graphic files. **Do not insert figures into your Word document.** Humana Press prefers that files be submitted in TIFF or EPS format, with at least 300 dpi resolution. PDF, JPG, Excel, and PowerPoint files may also be acceptable. Please check with your editor if you have questions regarding specific figures.

Humana Press prefers that art be submitted as electronic files rather than as hard copies; however, scanned images may not be of sufficient quality for reproduction, and authors/editors should expect to submit hard copies of scanned art along with their manuscript. Please scan art at 600 dpi.

Remember when considering figures that they will probably be reduced to fit onto a book page, so pay particular attention to making labels highly legible and not too small. You may want to photocopy your figures to the expected final size as a test to determine legibility. The usable page size of the book will usually be about 4.5 x 7.5 inches. Most figures (including their caption) will occupy half a page. Labels should be in a sans-serif font, preferably Helvetica. When at final reduction the size should be no smaller than 8 point.

Please ensure that your figures are clearly labeled. Number tables separately, and also by chapter.

The cost of reproducing color figures usually prohibits Humana Press from using them in its scientific books. Please do not expect artwork to be printed in color unless you have consulted with your editor or it is stated in your contract. Color artwork can be included without limit in the electronic version of the book; however, submitted artwork in this case must also be understandable in grayscale, as the same file will be used to produce the print and electronic versions. If you are still interested in printing your figures in color, please contact your publishing editor for prices.

## BOOK COVER

If there is an image appearing in the book that you would like to use for the cover, please note this when submitting the manuscript. While all of our book covers are designed by our Art Department, we like to use an image appearing in the book. Please make sure that the image selected does not require permissions and is acceptable to the chapter author who submitted the figure.

## FORMATTING

### *For authors and editors:*

We find it the most productive for authors to work with software tools with which they are most comfortable. However, we prefer that manuscripts are submitted in Microsoft Word.

Please ensure that all material, including figure and table captions, is double-spaced throughout. There should be a left and right hand margin of at least one inch on all pages.

### **Chapter Guidelines:**

The purpose of this series is to provide individual volumes that describe detailed practical procedures for a particular subject area. Although the research literature contains descriptions of practical procedures, extensive practical detail is not always presented, and, more particularly, an idea of the problems that can be encountered and how they are identified and overcome is rarely included. This series aims to address these deficiencies. Each chapter in a volume of this series should therefore be one specific method, written such that a competent scientist who is unfamiliar with the method can carry out the technique successfully at the first attempt by simply following the detailed practical procedures that you have described. The success of the series is, in large part, due to the usefulness of the "Notes" section. Chapters tend to average 10-15 double-spaced typed pages, but can be longer or shorter as necessary. Unless your editor has specifically requested that you write a review chapter, each contribution should conform to the following format as closely as possible. (**A Sample Chapter is included as a reference**).

Please arrange your chapter text file in the following order:

#### **i. Summary/Abstract**

In one or two paragraphs, please write an overview of the method described.

#### **ii. Key Words**

Please include 5-10 key words for referencing by electronic databases and search engines.

#### **1. Introduction**

This section should contain a summary of, and the outline of any theory to, the method that you're describing. It should also outline the major procedures involved in the protocol.

#### **2. Materials**

This section should list all buffers, reagents, solutions, etc., that are necessary for carrying out your technique. In particular, please stress any requirements relating to storage conditions and

stability of solutions (e.g., light sensitive, make fresh as required, store at 4°C, stable at 4°C for up to 2 months, etc.), purity of reagents, etc. Also indicate any reagents that are particularly toxic, any radiation hazards, or special protection that needs to be observed. Do not list standard laboratory apparatus (e.g., centrifuge). Please try to make any sub-headings to this section match the subheadings used in section 3.

### **3. Methods**

This is the main section and should explain in detail the individual steps necessary to carry out the technique. Where possible, please simply list the steps in numerical order. For techniques that comprise a number of separate major procedures, please indicate these separate procedures in the introduction, and then subdivide section 3 into subheadings to cover each procedure. The steps in each subsection should then be numbered individually, renumbering 2 from number one. Do take great care to try to indicate any little "tricks" or nuances that help improve your method by referring to relevant "notes" in section 4 (see below). This sort of information rarely gets into the scientific literature. You may also find it useful to relate to some aspects of the theory in this section indicating the purpose of some of the major steps by crossreferencing to an appropriate "note". Do not be tempted to get involved in the description of variations/alternatives to your technique in this section: this can be done in the "Notes" section. Stick to the basic procedure detailed in this section.

This section must be comprehensive. Do not send the reader away to find information for a particular step in another reference. All relevant practical detail must be given in this section.

### **4. Notes**

As we all know, even the simplest techniques go wrong from time to time. Would you therefore indicate any major problems or faults that can occur with your technique? Try to indicate the major sources of problems and how they can be identified and overcome. With reference to related techniques, any variations of the technique that you have described should also be made in this section, as well as--where relevant--an indication of the sensitivity of the method, timescale for the singled technique, etc. This "Notes" section is a hallmark of this series and has been singled out for praise by a number of reviewers. Please try and make this section as extensive as possible by putting on paper all of your various experiences with the technique. Each 'Note' should be cross-referenced with the 'Materials' and 'Methods' sections, e.g. (see **Note 1**).

### **5. References**

Arabic numbers should be used for text citations (set within parentheses at point of citation), and they should be listed in numerical order in text, as well as in the reference section. Please be as comprehensive as possible with the references.

Figure Captions

Table Captions

Tables

**\*Figures should be submitted as separate files**

- **Please include a cover page that includes the names, affiliations, and e-mail address of the corresponding author on the first page of your chapter.**
- **In addition, please provide us with a "Running Head" (a "Running Head" is an amended/shortened version of your chapter title that appears at the top of each page in the final version of the book).**
- Please make sure all figures are referenced in the text. If you would like a figure to appear at a particular point in the book, write "[Fig X near here]" in the body of the text. Otherwise, all figures will be placed on the page on which they are referenced.
- Please do not use fancy formatting in the manuscript unless for a good reason. Use one font type only (preferably Times New Roman, or Palatino) bold, roman and italic only. Complex

formatting can confuse electronic typesetting processes, and we will be producing the book to our own book designs.

- Please ensure all mathematical variables are in italics.

For details of nomenclature and details of chemical standards and so on please refer to a standard guide such the *Chicago Manual of Style* (Chicago University Press), or *Scientific Style and Format: The CBE Manual for authors, editors, and publishers* (Cambridge University Press). The important thing is to be consistent.

Humana Press will copyedit and typeset your book simultaneously, and return the files to you for approval of changes, answering of queries, and making of any final revisions to the book. After checking the copyediting, you return changes to us. Springer will enter the changes onto the file.

## PERMISSIONS

**For authors and editors:** Please remember that if you intend to use any figure, table, or lengthy text passage which has been previously published, you will need to formally request permission to use the material from the original publisher. This also applies to material previously published by Humana Press and Springer, and previously published material that is your own work. Please keep in mind that it can sometimes take a while for requests to process, and you should start this process as soon as possible. Grant letters for any necessary permissions should be submitted to your book's editor with your final chapter manuscript. If the figures have been redrawn so as to be "significantly different" from the original, then no permission is needed.

All reproduced figures should be cited in the text by either using the wording supplied by the original publisher, or by using a standard format such as "Reproduced from [Name Year] with permission from [Publisher]." The full citation should be included in your References.

A sample permission letter is included on the last page for you to use as a model. Please make sure that you label each letter granting permission with the correct figure number and your name before submitting it to your book's editor.

Some publishers may ask for a fee (for example AAAS the publishers of *Science* always ask about \$25). According to your contract you are responsible for all permissions fees. If this becomes a problem, please speak to your editor.

Please make sure that we know to which figure each permission letter refers, by writing the figure number on the letter, or by preparing a figure log such as:

Figure No	Copyright holder	Copyright holder's required wording
5.1	Oxford University Press, New York	reproduced by permission of Oxford University Press ©1988 <i>etc.</i>

**For editors:** Please ensure that all permissions have been granted before submitting the finished manuscript to Humana Press. **Humana Press cannot start the production process until all permissions have been granted.**

## REFERENCES AND BIBLIOGRAPHY

**For authors and editors:** Please ensure that the references in your book follow the Springer house style as shown below:

### Journal article

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med 342:325–329

#### **Journal article only by DOI**

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med. doi:10.1007/s001090000086

#### **Book**

South J, Blass B (2001) The future of modern genomics. Blackwell, London

#### **Book chapter**

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York

#### **Online document (no DOI available)**

Marshall TG, Marshall FE (2003) New treatments emerge as sarcoidosis yields up its secrets. ClinMed NetPrints. <http://clinmed.netprints.org/cgi/content/full/2003010001v1>. Accessed 24 June 2004

#### **Please do not put commas between names and initials, and do not put periods after initials or abbreviations.**

Always use the standard **abbreviation** of a journal's name according to the ISSN *List*

1. of *Title Word Abbreviations*, see <http://www.issn.org/2-22661-LTWA-online.php>.

#### **In the text:**

Number all references in order of use throughout the chapter, and indicate the reference by placing the number of the reference in bold, italicized parenthesis, like this **(6)**. All references are to be indicated like that **(7)** and should appear in numerical order throughout the text **(8)**.

If using the citation program, **Endnotes**, please use the **Biochemistry** bibliography format. All you need to do is bold the numbers in the text and the volume numbers in the reference list to make this conform to Humana's format perfectly.

## **DOS AND DON'TS**

#### **For authors and editors:**

##### **Do:**

- Be consistent with style.
- Place figure captions at the end of the file or in a separate file. Do not place figures or captions "in place" on the manuscript page. Do not leave space for the figure in your electronic manuscript.
- Double-space the manuscript using your word processor's line-spacing function. Do not use hard returns or enters to double-space.
- Use two hyphens for a dash, with no space before or after them.

##### **Don't:**

- Don't try to make your document look like a typeset page.
- Don't type the letter "el" (l) when you mean the number "one" (1) or vice versa. Even if the number cannot be distinguished from the letter in your printout or on your screen, it will appear differently in typeset output.
- Don't interchange "zero" (0) and capital "oh" (O).
- Don't justify your text.
- Don't indent paragraphs.

- If your book contains a lot of math, please consult with your editor to discuss submitting author-formatted files.
- Don't number the Preface, which is an brief introduction to the book by the Editor(s), as a chapter. The Preface is a part of what is called "front matter," and it is not numbered in the Table of Contents.

## SUBMISSION

### *For authors:*

All key chapter authors must sign a *Contributor's Agreement* (provided by your volume editor).

**Please submit this signed form with your final manuscript to your volume editor.**

### *For editors:*

Please include a Table of Contents, a Preface, and/or Forward, as well as an alphabetical List of Contributors (complete with affiliations) and a corresponding author list organized by chapter (complete with addresses) for your book. Please also note if there is an image or figure in the text that you would like to use for the book's cover (all covers are designed by our Art Department). **In addition, please provide us with**

Please submit your book either on disk or via ftp (please contact your editor if you'd like Springer to set up an ftp site). **A hard copy is no longer necessary.**

## VIDEO PROTOCOLS

Humana Press has recently entered into a partnership with JoVE (Journal of Visualized Experiments) to produce supplementary video protocols for some chapters in the *Methods in Molecular Biology* series. If you feel your protocol is one that would benefit from being produced in a professionally shot and edited video to be shown on our website (SpringerProtocols.com), or if you have any questions about the procedure, please contact Patrick Marton, Managing Editor Springer Protocols for more information – [Patrick.marton@springer.com](mailto:Patrick.marton@springer.com)

## CONTACT YOUR PUBLISHING EDITOR

Please consult with your publishing editor if you have any questions not answered here.

## Sample Permission Request Letter –Chapter Authors

To: Copyright Permission Department

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

### Copyright Permission Request

In my chapter tentatively entitled: \_\_\_\_\_

that is to appear in the book: \_\_\_\_\_

edited by: \_\_\_\_\_

to be first published by Humana Press, part of Springer Science+Business Media, I would greatly appreciate your permission to incorporate the material set forth below with world rights in all languages, in this and any future editions, revisions, adaptations or translations, and in any other form including, without limitation, mechanical & electronic storage on any carrier:

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Year of publication: \_\_\_\_\_

Material for which permission is requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide preferred line for copyright notice/credit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two copies of this request are enclosed. Please return one and retain one for your records.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*SPRINGER IS A SIGNATORY OF THE STM GUIDELINES AGREEMENT\*\***

.....  
We hereby grant permission for use of the material as specified above.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Sample Permission Request Letter – Authored Books**

**To: Copyright Permission Department**

---

---

---

---

**Date:** \_\_\_\_\_

**Copyright Permission Request**

I am preparing a manuscript for a Work tentatively entitled:

\_\_\_\_\_

to be first published by Humana Press, part of Springer Science+Business Media. I would greatly appreciate your permission to incorporate the material set forth below with world rights in all languages, in this and any future editions, revisions, adaptations or translations, and in any other form including, without limitation, mechanical & electronic storage on any carrier:

**Title:** \_\_\_\_\_

**Author(s):** \_\_\_\_\_

**Year of publication:** \_\_\_\_\_

**Material for which permission is requested:**

---

---

---

---

**Please provide preferred line for copyright notice/credit:**

---

---

---

---

Two copies of this request are enclosed. Please return one and retain one for your records.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:**

---

---

---

---

**\*\*SPRINGER IS A SIGNATORY OF THE STM GUIDELINES AGREEMENT\*\***

.....  
**We hereby grant permission for use of the material as specified above.**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_