

Dear Author,

Thank you for contributing to the **Encyclopedia of Gerontology and Population Aging**. These short guidelines have been organized to simplify the process of preparing and submitting your manuscript(s).

This encyclopedia will bring together more than 400 cross-disciplinary contributors to provide a comprehensive, in-depth, and multi-volume collection of work that highlights established research and emerging science in population health, aging, and gerontology. With more than 1,300 entries, the encyclopedia will delve deep into key areas of gerontology and population aging—such as biodeomography, psychogerontology, financial gerontology, longevity, long-term care, sociogerontology, demographic transitions, and much more. It will be an essential reference for researchers, teachers, students, librarians, academics, and others in the field. This resource will also be of broad interest to policy makers, public health practitioners, medical doctors, business marketing planners, and those working in or interested in the field of gerontology and population aging.

During the course of the project, you may consult the section editor or [editors-in-chief](#) for queries regarding the content of your article. For aspects relating to format and structure and general queries, please contact me: Audrey Wong, development editor, audrey.wong-hillmann@springernature.com

For **up-to-date information** including contacts, organization, and the aims and scope of the project, go to <https://meteor.springer.com/egpa>. For **help on navigating Meteor**, download and read the [Meteor Quick Guide for Authors](#).

Please keep the following in mind while preparing your contributions.

1. Scientific Level of Your Contribution

Reference content is easily accessible, synthesized and established knowledge. Therefore, your contribution to this work of tertiary literature should be clear and concise and be a comprehensive and up-to-date overview of your topic. That is, each contribution should stand on its own without assuming that the reader will be seeing any other portion of the work. Also, define and explain all specialized terminology and avoid technical jargon whenever possible, as this work is aimed at undergraduate and postgraduates in the academics and professionals from the various disciplines and industries who are interested in applying knowledge of this work in their respective fields.

2. Length of Contribution: This encyclopedia has three types of articles. The recommended word count includes references.

- Large (4,000-5,000 words)
- Medium (2,000–3,000 words)
- Small (500–1,000 words)

3. Structure of Your Contribution:

To ensure a user-friendly, coherent, and comprehensive appearance, and to guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic formats (e.g., HTML for online publication, ePub for e-book readers), please adhere to the following structure (see next page) and clearly define and organize the elements of your article:

[Note: for medium or large entries, it would be better to strictly follow the structure; for small entries, some sections are optional]

- Contribution title
- Author info (including co-authors: name, complete affiliation, city, country, e-mail address)
- Synonyms (if any)
- Definition (of entry term)
- Overview
- Key Research Findings
- Examples of Application
- Future Directions of Research
- Summary
- Cross-references (*see Section 6, below*)
- References (up to 40; *see section 5 below*)

The main text should include the latest advancement in the field. For many entries, the main text also should apply empirical data if available.

AVOID

Brand/Product Endorsement: Exclude any form of brand promotion or advertising from your contribution. For a detailed explanation and list of examples, download the file “Brand Endorsements_Examples, Dos & Don’ts” from the project website:

<https://meteor.springer.com/egpa>

Footnotes & Endnotes (including Acknowledgments): Exclude these print-page formatting conventions which pose a formatting problem (i.e., footnotes are not easily accessible in digital version of this publication). Incorporate footnotes into the text if these are important information or cut them if not. Do not use footnotes as substitutes for a reference list.

First-Person Usage: Exclude such first-person pronouns as “I,” “We,” “ours,” “us” to maintain the tertiary nature of this publication and a neutral voice in your article.

Words of “Elders” or “Elderly”: Avoid using term(s) “the elderly” or “elders.” Instead, use “older adults,” “older persons,” or “older people.”

PAY ATTENTION TO

Contribution Title: Follow the contribution title in your invitation e-mail. It has been finalized in consultation with the editors. To change it, first seek approval from Springer. For your contribution to be found online (i.e., on search engines), use the right keywords that best describe it. An effective title should be neither too long nor too short. For tips on improving contribution titles for search engine optimization, download the file “SEO Tips for Your Springer Reference Article” from the project website: <https://meteor.springer.com/egpa>

Name & Affiliation: This metadata for all authors in your contribution should appear at the beginning and will be captured separately. Avoid adding your name and other parts of your affiliation into the running text. **Co-authors:** You may invite colleagues, preferably up to two, to act as co-authors. **Indicate clearly the corresponding author (who will receive the proof to check) and the author order.** Please include the name of all article authors in the correct order with their affiliations in the manuscript. We are not able to accept a change of authorship after a contribution has been submitted.

4. Headings and Heading Levels

The headings in this encyclopedia are **unnumbered**. Heading levels should be clearly identified and each level should be uniquely and consistently formatted. Do not use more than 3 heading levels in your article and do not skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

5. Citations and References

In-text citations should follow the **author-year** system, e.g., Johnson 2017.

- One author: Miller (1998) or (Miller 1998)
- Two authors: Miller and Smith (2001) or (Miller and Smith 2001)
- More than two authors: Miller et al. (1999) or (Miller et al. 1999)
- Use letters to distinguish references whose citations would otherwise be identical (e.g., Miller 1998a, b).
- Do not repeat the names of authors of multiple citations (e.g., Miller 1998a, 2001; Miller and Smith 2001).

References: Please follow **Basic Springer style** while preparing your list of references. For formatting examples, see the Springer [Key Style Points](#). Ensure to include all works that are cited in the article.

6. Cross-References

Please login to the project website on Meteor to view the current table of contents. Include a list of related articles that may be of further interest to your readers.

7. Figures and Tables

- Color figures can be submitted. All figures and illustrations will appear in color online and in print.
- Figures should always be submitted as separate image files in any one of these five standard formats: **JPG/JPEG, GIF, PNG, EPS, or TIFF**. The minimum resolution should be 300 dpi for photographs, 1,200 dpi for drawings. Please do not use figures downloaded from the Internet as the resolution would not be high enough.
- Indicate clearly the placement of figures/tables in your article text.
- Number your figures/tables consecutively in the order these appear in the article (e.g., Fig. 1, Fig. 2 or Table 1, Table 2).
- Insert an explanatory legend of all figures/tables at the end of the article.

8. Copyright & Permissions

All figures and graphics should be original. However, authors who wish to use figures/tables or any other material from other sources **are responsible for sourcing figures, obtaining the necessary permission to use them, and any associated fees**. For permission, contact the copyright holder (usually the publishing house or author) or visit the [Copyright Clearance Center](#). To obtain permission to re-use Springer content, visit our [Rights and Permissions page](#).

9. Submission Platform & Due Date

In ensure timely publication, please submit your final manuscript by the **deadline indicated** in your **invitation e-mail**. Submit your article via [Meteor](#), Springer Nature's Web-based manuscript submission and management platform for major reference works. Use the token link given in your e-mail invitation to generate your password to log into the system. All submitted articles will be reviewed for content and structure.

On behalf of the [editors-in-chief](#) of the Encyclopedia of Gerontology and Population Aging, and Springer, we thank you for your contribution!