

Springer Guidelines for Volume Editors of Proceedings

1 Scope of This Document

You will find here Springer's guidelines for the preparation of proceedings volumes. These may be stand-alone proceedings or part of a series.

2 Sending your Proposal

A complete proposal for the proceedings volume should be sent by email. This should include the URL of the conference website or a preliminary Call for Papers together with the names of the Program Committee members and/or Volume Editors. Kindly give a description of the review process employed and the number of reviews per paper, as well as details of your schedule and deadlines. If a list of expected papers (author names and paper titles) with their tentative lengths, or abstracts of papers submitted, or if a list of selected papers for your volume is available, please send these along, too.

Unless Springer's OCS is used (see Sect. 4.9), evaluation of all contributions should be documented by the Volume Editors and should be made available to Springer if requested.

3 Papers for Publication

Springer proceedings should contain original research that has neither been published nor submitted for publication elsewhere. It is the task of the Volume Editors and Program Committee to check that neither plagiarism nor self-plagiarism has taken place. Support from Springer is available, if needed.

It is possible that your manuscript will be run through our plagiarism-checking tool, following the arrival of the files at Springer.

Kindly refer the authors to our ethics website and stress the importance of this. The website can be found at: <https://www.springer.com/gp/authors-editors/journal-author/journal-author-helpdesk/before-you-start/before-you-start/1330#c14214>. Although this page addresses authors of journals, it also applies to authors of proceedings papers.

3.1 Types of Papers and Page Counts

The most common types of papers accepted for publication are full papers (10–20+ pages) and short papers (6+ pages). Within the application-oriented fields, demo papers may also be an option. Poster papers may be included, but these should not be shorter than 4 pages, where a page contains roughly 300–400 words. Details regarding paper types and lengths should be discussed with the pertinent editor at Springer.

Please note that we do not publish very short papers, as their scientific content is not significant. Such papers will be moved to the back matter, will not be made available for indexing, and will not be visible as individual papers on SpringerLink. They will, however, be visible in the Table of Contents. Abstracts of invited talks that are not accompanied by a full paper may be included in the front matter.

Generally speaking, we discourage volume editors from setting rigid maximum-paper-length restrictions (recommendations regarding the number of words would be preferable). Authors tend to “squeeze” their work when faced with such limits. They remove vertical space or use different font sizes or do not adhere to the correct format for the references. In such cases, our typesetters reformat the papers, which can lead to an unexpected increase in the overall number of pages.

We accept a mixture of Word papers and LaTeX papers. These papers will have a slightly different appearance in the final publication.

3.2 Figures

Figures are usually printed in black and white, unless special arrangement has been made for colored figures (e.g., for the PROMS series). Colored figures remain in color in the online version. Please make sure that any colored figures are equally comprehensible in black and white. Figures and Tables should be cross referred in the text.

4 Tasks of the Volume Editors

Once you have received the formal (email) confirmation from Springer that your proceedings have been accepted or conditionally accepted for publication, please feel free to start announcing this in the relevant places and media, in particular on your conference website and in the call for papers, but also on social media platforms, in newsletters, etc.

4.1 Fixing the Timeline (Not Applicable to Post-Conference Proceedings)

If you plan to publish your proceedings in time for a conference, we need the files 9-12 weeks before the start of the event, depending on the publication. Please arrange this with your editorial contact at Springer.

Within 9-12 weeks, we are able to produce all types of media on offer, including the ePub book with full-text XML. If you only require the online version in time for your conference, we can achieve this in just 6-8 weeks, again depending on the publication.

4.2 Instructing Authors about Templates and Copyright Forms

Please make our style files and templates available to the authors by including a link on the conference website to the following page: <https://www.springer.com/de/authors-editors/conference-proceedings/conference-proceedings-guidelines>

Authors must be made aware of the fact that they have to submit a signed Consent to Publish form, through which the copyright of their paper is transferred to Springer. Please make sure that the authors sign the form sent out when the proposal is officially accepted and no other form.

It is easier for the authors if a partially completed copyright form is made available on the conference website. The conference name and the names of the volume editors can be entered in advance.

The Consent to Publish forms should be collected by the volume editors and sent to the ftp server with the other files. One author may sign on behalf of all of the authors of a particular paper, provided that permission to do so has been accorded by the other authors in advance. We do not accept digital signatures. If you have any queries regarding copyright, please contact Springer well in advance of publication.

4.3 Organizing the Volume

The approximate size of the proceedings should be discussed with the Springer editor during the evaluation stage, as this varies from series to series. We can fit up to a maximum of 900 pages in a single volume. If you have more than 900 pages, please contact your Springer editor regarding the splitting of the contents into two volumes.

4.4 Preface, Organization Pages, Table of Contents, and Author Index

It is the task of the volume editor to prepare the organization pages and the preface and to structure the volume in comprehensible parts. The preface should give a good introduction to the volume and present the conference or workshop. We encourage you to explain in your preface how the reviewing process was organized in the case of your conference, how many (qualified) submissions were received, and how many papers were accepted.

The preface is usually one or two pages long and is followed by the organization pages. When listing the Program Committee members, kindly include their universities/affiliations and countries. At the end of the organization pages, the sponsors may be listed and their respective logos displayed. The Steering Committee members are usually listed above the Program Committee members.

We prefer the use of American English in the preface and we ask you to write the preface in the past tense, because it is mainly read after the event. The preface and the organization pages may, for some proceedings, be copy-edited at our end, and any corrections submitted to the corresponding volume editor for approval. Equally, for some proceedings, light technical copyediting of the papers may also be performed.

The final Table of Contents is created by Springer from the title information in the papers. However, we ask you to provide us with a preliminary Table of Contents when you send the files. This should contain the titles of the papers and the names of the authors in the order in which they are to appear in the volume and should include topical section headings. The names in your preliminary Table of Contents must match the names in the papers. The papers should be grouped according to the topics they address and not according to the sessions of the conference. Any session numbering will be deleted by our typesetters. Please include all papers pertaining to one topic under one single topical heading, even if there are/were two or three such sessions at the conference. If the titles given in your preliminary Table of Contents differ from those in the papers, then we take the paper titles to be the correct ones and create the final Contents accordingly.

The Author Index is also generated at Springer, but you can help us present the authors' names in the correct way by submitting a list of authors who have complex family names, particles, or suffixes, or do not use the Western name order (i.e., given name(s); family name). It should be made quite clear, which part of the name is the given name and which is the family name.

Please check that the names of the authors are written consistently throughout the proceedings volume. If one author has contributed to more than one paper, his or her name should be spelt and structured in an identical manner in all papers as well as in the Table of Contents and the Author Index.

Please note that pages I–IV (in front of the preface) are prepared by Springer.

4.5 Sources and PDF Files

We need all source files (LaTeX files with all the associated style files, special fonts and eps files, or Word or rtf files) and the final pdfs of all of the papers. References are to be supplied as Bbl files to avoid omission of data while conversion from Bib to

Bbl. Details regarding the preferred reference style are given in the Author Guidelines. A mixture of LaTeX and Word files is fine. Please do not send any older versions of papers. There should be one set of source files and one pdf file per paper. Our typesetters require the author-created pdfs in order to check the proper representation of symbols, figures, etc.

4.6 Email Addresses of Authors

When submitting their paper, the authors should allot a corresponding author, who must be available to carry out a proof check of the paper. The corresponding author is given 72 hours to check the paper. It is helpful if authors place an envelope icon (or any other pointer) next to the name of the corresponding author, whose email address is mandatory, in the header of the paper.

Please compile a list of the email addresses of all of the corresponding authors. The list should include either the starting page numbers or the titles of the papers, so that it is clear which email address belongs to which paper. It is possible to have two corresponding authors per paper (preferably one, but no more than two).

We strongly recommend that all authors include their email address in their paper. These will be used by Springer to provide authors with a personal MySpringer account where they can download a free copy of the eBook. In addition, all authors will be offered a 40% discount on any eBook or print book order from our web shop. Both the free eBook and the author discount will be activated on MySpringer.

4.7 ORCID Identifier

Springer is the first publisher to implement the ORCID identifier for proceedings, ultimately providing authors with a digital identifier that distinguishes them from every other researcher. ORCID (Open Researcher and Contributor ID) hosts a registry of unique researcher identifiers and a transparent method of linking research activities to these identifiers. This is achieved through embedding ORCID identifiers in key workflows, such as research profile maintenance, manuscript submissions, grant applications and patent applications. Please see <https://www.springer.com/gp/authors-editors/orcid> for more details.

Apply and encourage all contributing authors to also apply for an individual ORCID at www.orcid.org and include them with your address information. The authors should include them in the headers of their papers. Your ORCID will be replaced by the ORCID icon, which will link from the eBook to the actual ID in the ORCID database. As a result, only the ORCID icon will appear in the printed book.

4.8 Sending the Files to Springer

Once your files are ready, please upload the complete file package to our ftp server. All the directories, including those containing the front matter, the copyright forms, and the additional information, should be compressed with zip, tar, or tar.gz. Do not send the files to our ftp server until they are fully assembled.

To ensure smooth handling of the files at Springer, we would ask you to place the authors' files in separate directories (one directory should contain all of the files pertaining to a particular paper).

If your volume is part of an unnumbered series or constitutes a stand-alone proceedings publication, or if it is part of the PROMS series, please label the zip file using the acronym of the conference and the year, i.e., ABCD2016, where ABCD is the acronym of the conference. If the publication consists of more than one volume, please add I, II, III, etc. to distinguish between the volumes. The directories within the zip file should be labeled in the same way, except that the starting page number of the particular paper should be added. So all the files pertaining to the paper starting on page 15 would be in a directory labeled as follows: ABCD20160015. If using the page number proves difficult, please label the directories in accordance with the order of the papers in the volume, e.g., ABCD201601, ABCD201602, ABCD201603, etc.

For LNCS, CCIS, LNBIP, LNICST, IFIP AICT and all other series with volume numbers (except PROMS), the volume number is required in order to label the directories correctly. The zip file should be labeled using the abbreviation of the series and the volume number, e.g., Incs9797, and the directories should be labeled by adding the starting page of the paper, so the directory containing all of the files pertaining to the paper starting on page 15 would be labeled Incs97970015.

4.9 Using Springer's Online Conference Service (OCS)

The OCS is Springer's online manuscript submission and review system, which can be used for all Springer proceedings free of charge. This tool simplifies the task of organizing review committees, and facilitates the movement of manuscripts through submission, reading, discussion, acceptance/rejection, revision, and dispatch to Springer. If you are interested in using Springer's Online Conference Service, please visit the OCS Website at: www.springer.com/ocs.

4.10 Open Access

At Springer, we offer the option of open access publishing for entire proceedings volumes or for individual proceedings papers. The latter is referred to as "open choice". If you or any of your authors are interested in these options, kindly contact the editorial at Springer well in advance of publication for details on pricing and conditions. It is the task of the volume editors to liaise between the authors and Springer and to provide Springer with a final list of papers affected, together with their respective invoicing addresses, when the files are sent.

4.11 Springer's Linked Open Data (LOD) Portal

Data about conference proceedings published by Springer is now being made available as LOD, for an ever increasing number of conferences. A detailed description is available at <http://lod.springer.com/wiki/bin/view/Linked+Open+Data/About>.

4.12 Ordering Proceedings

Springer offers free online access to all participants of conferences publishing their proceedings with us, for a period of four weeks. This can be arranged in time for the conference, or following the event for “post-proceedings”.

Navigable e-licenses or Springer-produced USBs can also be ordered and your publishing editor will provide you with the prices and other options on offer.

If the proceedings are to be distributed to conference participants, then we require your final order 5–6 weeks before the start of the event, depending on the location (5 weeks for conferences within Europe, 6 weeks for conferences outside Europe). Please provide both the shipping address and the billing address, including the name, email address, and telephone number of a local contact. If the recipient (and the billing party) has a VAT number that exempts them from paying VAT, then please submit this information along with the billing party’s address so that we can make the necessary provisions for the invoice.

If manuscript files are submitted to us no later than the agreed deadline, then we schedule your proceedings copies to be delivered to your conference venue around a week before the event starts. If you have any special requirements in terms of delivery dates and conditions, then we need to be notified about this as early as possible. Please note that superfluous books cannot be returned to Springer.

We manage to arrange for door-to-door deliveries in most cases. In some countries (e.g., Brazil, China, or India), it is often necessary that recipients of our consignments help with customs clearance, etc.

For deliveries to China, we require a so-called Customs Registration code (CR code). This is a 10-digit number that any company with an import-license in China will have. If the recipient does not have such a number, then a custom clearance agency should be used. The Volume Editors are responsible for contacting the clearance agency well in advance of the expected delivery date.

Books that are not tied to a tight delivery schedule can be sent from our warehouse. They can either all be sent to one single address or to individual recipients. In both cases, we require one single invoicing address. We supply an Excel sheet for the recipients’ addresses, if the books are to be sent to individuals.

5 Typesetting

Our typesetting team enters into the authors’ source files to insert running heads, final page numbers, and a reference line at the bottom of the first page of each paper, and also to smooth out any capitalization and formatting inconsistencies. If need be, type 3 fonts are replaced by type 1 fonts and light copyediting may be carried out. References not adhering to the style required for CrossRef (<http://www.crossref.org/>) are reformatted and, if available, DOIs (Digital Object Identifiers) are added. The DOI is a unique code allotted by the publisher to each online paper or journal article. It provides a stable way of finding published papers and their metadata. The insertion of DOIs increases the overall length of the references section. We encourage the authors to include DOIs in their references when writing their papers.

5.1 Proofs

The contact author of each paper is contacted by email by our typesetting partner and asked to check the final pdf file of his or her paper. The purpose of this procedure is to ensure that no errors have crept in during typesetting. We do not accept any updates to the papers themselves at this stage, as this would slow down the publication process considerably. If you, the volume editors, would prefer to check all of the papers yourselves, without the involvement of the authors, then kindly inform us of this when you send the files. The proofs of the cover, the inside cover pages, the front-matter pages, and the author index are sent to you, the volume editors.

6 Availability of SpringerLink Online Versions

With the exception of proceedings published after the event, online versions of our proceedings (eBook) are made available in SpringerLink around a week before the start of the conference.

If you are handling a conference with authors who have patent applications under way in connection with their papers, then please be aware that the online availability date might be a crucial issue for them. To avoid any inconvenience, please let Springer know if we need to delay the publication of the online versions until the first day of the conference, or even later, and please inform the authors accordingly.

7 Book Metrics

The book metrics for Springer publications are now available on Springer.com and SpringerLink. These give details on the number of citations, downloads, and readers at paper level and at book level. Please see [Springer.com/bookmetrix](https://www.springer.com/bookmetrix) for more details.

8 MySpringer – A Service for Springer Authors and Editors

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9 Checklist

Here is a checklist of everything we require from the volume editor:

- ☐ Preface and organization pages: source and pdf file.
- ☐ Table of contents (incl. topical headings): any type of electronic version.
- ☐ Papers: sources (incl. Bbl files and images) and pdf files of each contribution grouped in a directory and correctly labeled.
- ☐ Copyright forms: one for each paper, signed by the corresponding author.
- ☐ A list of the authors' names that are not straight forward (Given Name; Family Name).
- ☐ Title: suggestion for the main title and for the subtitle, where applicable. (These may be changed.)
- ☐ Conference logo: for inclusion on the cover (where applicable).
- ☐ List of email addresses of corresponding authors: one per paper. The list should include either the starting page number or the title of the paper, so that it is clear which email address belongs to which paper.
- ☐ Estimate of the number and the format (online access, USBs, print, etc.) of proceedings copies required for distribution at the event.
- ☐ Anything else you would particularly like to draw our attention to (specifics of delivery, billing procedure, etc.).
- ☐ NB: All authors providing their email addresses in their headers will be able to download the pdf of the book from their MySpringer account (see Sect. 8).

Appendix

If a paper includes an Appendix, it should be placed in front of the references. If it has been placed elsewhere, it will be moved by our typesetters. If there is only one, it is designated "Appendix"; if there are more than one, they are designated "Appendix 1," "Appendix 2," etc.