

Size of the contribution

Each contribution is foreseen to be 7,000 – 8,000 words.

Abstract

At the beginning, please provide a short abstract of 100 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

After the abstract, please provide up to 5 keywords or short phrases in alphabetical order.

Spelling

Please follow the Collins English Dictionary or the Concise Oxford Dictionary for British English or Merriam-Webster's Collegiate Dictionary for American English, and ensure that there is consistency throughout the manuscript.

Technical Terms, Units and Abbreviations

Always leave a space between a number and a unit, e.g., 5 mm. Use abbreviations that are accepted nomenclature and use them consistently. Define all abbreviations and acronyms at the first point of use, e.g., cyclic adenosine monophosphate (cAMP).

- Ensure that the spelling of names, terms, and abbreviations is consistent, including within the tables and figures, as well as their captions.
- Abbreviations, except for very common ones, must be defined the first time they are used and in a list supplied with the manuscript.
- Please always use Système International (SI) signs and symbols for units. Use positive and negative exponents.
- Chemical compounds should be named according to the systematic rules of the IUPAC or Chemical Abstracts.

Numerals

- Numbers below ten should be spelt out.
- A zero should be inserted before the decimal point for all values less than one, except where the convention is to have none, e.g., 0.8%
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Symbols must be unambiguous, and subscripts and superscripts clearly positioned.

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Use single quotation marks if necessary. Double quotation marks should only be used for quotes within quotes. For all direct quotes, the exact spelling and punctuation of the original should be followed. Any interpolations in the quoted material should be enclosed in square brackets.

A direct quotation of not more than 4 or 5 lines should be enclosed in quotation marks. Longer quotations, called extracts, should be indented at least 5 spaces from

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References

- Author name/s and year of publication in parentheses:
 - one author: (Miller 1991)
 - two authors: (Miller and Smith 1994)
 - three authors or more: (Miller et al. 1995)

The reference list should be alphabetical. If there are several works by the same author, the following order should be used:

- all works by the author alone, ordered chronologically by year of publication
- all works by the author with a co-author, ordered alphabetically by co-author
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Notes

Notes may appear as Endnotes, immediately preceding the ‘References’ section. Notes should be indicated by consecutive superscript numbers in the text. A source reference note should be indicated by means of an asterisk after the title. This note should be placed at the bottom of the first page.

Tables

Presentation of tables should be as simple as possible. A table that is long but has few columns is easier to read (and to fit on a page) than a wide one with many columns. Construct tables that deal with similar material as nearly alike as possible so that comparisons can more easily be drawn and so the reader will not become confused. The overall findings in a table should be discussed to some extent in the text. Because a table is self-contained, it is likely to be ignored unless its significance is mentioned in the text with the table cited by number. Double-number all tables consecutively within each chapter, using the chapter number as a prefix. For example, the fourth table in chapter two would be “Table 2-4.” Type each table double-spaced on a separate sheet of paper, and place all of the tables at the end of the manuscript. Tables are difficult to construct, difficult to typeset, and tend to cause more typographical and proofreading problems than other manuscript components. Always double-check your tables for accuracy, recalculate any totals, and proofread them especially carefully when you receive page proof.

A caption must accompany and be placed above each table. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table.

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To format the table columns, use the table function in your word-processing programme. Do not use the space bar to separate columns, and do not use Excel to create tables. If a table cell is to be left empty, please type a hyphen (-) in it.

Please do not treat simple, one-column lists as tables, but instead set them as part of the running text.

Figure Captions and Numbering

- Number the figures consecutively using the chapter number as the first number (e.g., Fig. 1.1), and put the captions at the end of the chapter, after the Tables, in the main text file. The artwork for figures should be in separate files after the main text file.
- Ensure that all the figures are cited in the text in the correct order.
- The approximate position of figures should be indicated in the margin or on a separate line in the manuscript. On the reverse side of the hard-copy print-out of each figure, the name of the (first) author and the figure number should be written in pencil; the top of the figure should be clearly indicated. In the hard-copy, the figures should be placed at the end of each chapter.

Illustrations

Double-number illustrations consecutively within each chapter, using the chapter number as a prefix: Fig. 12-1, Fig. 12-2, Fig. 12-3, etc. On the back of each illustration, write lightly with a soft pencil the figure number, your name, the title of the book, and notations indicating the top of the figure if there could be doubt about its correct orientation. Indicate the approximate placement of each figure within the body of the text.

- All chapter illustrations should be placed at the end of the chapter. For specific instructions on how to prepare illustrations electronically, see Art Guidelines below.
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References

Springer specifies APA reference style. For edited volumes editors should be sure that all contributors use a consistent style throughout the manuscript. Manuscripts will be returned for correcting if the same style is not used throughout.

- Type all references double spaced, not just between entries.

General considerations: (1) a reference is a source that is actually cited in the text. If the source is not cited in the text, it should be placed in a section of Additional Readings or a Bibliography. Sources in these sections should be unnumbered and typed in alphabetical order by author; (2) if you are writing a book that might go into a subsequent edition, it is easier to revise references if they are organized alphabetically.

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Please type the references double spaced.

References may be cited in the text in two different ways:

- Author name/s and year of publication in parentheses:
 - one author: (Miller 1991)
 - two authors: (Miller and Smith 1994)
 - three authors or more: (Miller et al. 1995)
- Reference numbers in square brackets:
 - [3, 7, 12].

The reference list should be alphabetical (even if reference numbers are used). If there are several works by the same author, the following order should be used:

- all works by the author alone, ordered chronologically by year of publication
- all works by the author with a co-author, ordered alphabetically by co-author
- all works by the author with several co-authors, ordered chronologically by year of publication.

Please follow the APA Reference Style

1. Journal article:

Barlow, D. H. & Lehman, C. L. (1996). Advances in the psychosocial treatment of anxiety disorders. *Archives of General Psychiatry*, 53, 727-735.

2. Book chapter:

Cutrona, C. E. & Russell, D. (1990). Type of social support and specific stress: Towards a theory of optimum matching. In I.G. Sarason, B. R. Sarason, & G. Pierce (Eds.), *Social support: An interactional view* (pp. 341-366). New York: Wiley.

3. Book, authored:

Capland, G. (1964). *Principles of preventive psychiatry*. New York: Basic Books.

4. Book, edited:

Felner, R. D., Jason, L. A., Moritsugu, J. N. & Farber, S. S. (Eds.) (1983). *Preventive psychology: Theory, research and practice*. New York: Pergamon Press.

5. Paper presented at a conference:

Phelan, J. C., Link, B. G., Stueve, A. & Pescosolido, B. A. (1996, November). *Have public conceptions of mental health changed in the past half century? Does it matter?* (Paper presented at the 124th Annual Meeting of the American Public Health Association, New York).

6. Patent:

Name and date of patent are optional

Norman, L. O. (1998) Lightning rods. US Patent 4,379,752, 9 Sept 1998.

7. Dissertation:

Trent, J.W. (1975) Experimental acute renal failure. Dissertation, University of California.

8. Published and In press articles with or without DOI:

8.1 Book in press

Wilson, M., et al. (2007). *Style manual*. Dordrecht: Springer (in press).

8.2. Article by DOI (before issue publication, page numbers not known)

Slifka, M. K. & Whitton, J. L. (2000), Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine (in press)*. DOI 10.1007/s001090000086.

8.3. Article by DOI (with page numbers)

Slifka, M. K. & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine* 78,74–80. DOI 10.1007/s001090000086.

8.4. Article in electronic journal by DOI (no paginated version)

Slifka, M. K. & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*. DOI 10.1007/s801090000086.

9. Internet publication/Online document:

9.1. Internet articles based on a print source

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>.

9.2. Article in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.

9.3. Article in an Internet-only newsletter

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy -- Project update. *Telehealth News*, 2(2). Retrieved from <http://www.telehealth.net/subscribe/newsletr4a.html1>.

9.4. Stand-alone document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from

<http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>.

9.5. Document available on university program or department Web site

Chou, L., McClintock, R., Moretti, F. & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site:

<http://www.ilt.columbia.edu/publications/papers/newwine1.html>Other Electronic Sources.

9.6. Electronic copy of a journal article, three to five authors, retrieved from database

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D. & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

Additional Guidelines:

Optional Author Guidelines for Manuscript Preparation adapted from
<http://www.springerjournals.com/default.aspx?pid=28>

A carefully prepared manuscript is easier to read, easier to edit, and easier to lay out in type. It can therefore save you and us time and effort at the most important stages of production. It is well worth your careful attention. These instructions detail the mechanics of preparing all parts of your manuscript and illustrations. Anyone responsible for preparing and submitting your manuscript should become thoroughly familiar with them. If you have questions after reading this material, please contact your Springer editor.

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This should include the names, degrees, and addresses of all authors. Your name should appear as you would like it to appear on the title page, on the book's cover, and in advertising and promotional material (full name versus nickname, middle name versus middle initial, etc.).

The entire manuscript, including text, tables, references, back matter, and figure legends, should be typed double spaced on 8.5 x 11 inch paper. Margins should be 1 inch at the top and left side and 1.5 inches at the bottom and right side to allow space for editing marks and queries to you from the editor. Number the manuscript pages consecutively.

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Type your chapter headings in a consistent style to ensure that the editor and the reader understand the pattern of subordination they represent and to ensure that the designer displays them correctly typographically. The toolbar in Word software will enable you to boldface and italicize as needed. The following is a suggested pattern. More levels of heads may be needed, but the use of too many levels of heads may easily obscure your organization rather than clarify it.

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Italics and Boldface

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Because specific page cross-references require extensive resetting at a crucial stage in the production schedule, we prefer to avoid them whenever possible. If you refer to information found in a different chapter in your book, parenthetically refer to the chapter and the heading under which the material appears, e.g., “(see Chapter 5, Health Behavior)”. If you refer to information found elsewhere in your chapter, parenthetically refer to the heading under which the material appears and note “above” or “below” as appropriate, e.g., “(see Clinical Implications below).”

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ART GUIDELINES

General Instructions

Number figures in sequence for each chapter (Figure 3-1 would be the first figure in Chapter 3) and cite them in that order in your text. All figures must be cited, in the text. Affix labels or tags with this numbering to the back of the photos, tape them to radiographs, and write them on the bottom of slide mounts and all hard copies.

Provide all art originals in a form suitable for reproduction. Figures that include type or drawings that are bitmapped are not acceptable. Keep your illustrations as simple

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We can accept color photos to be shot in black and white, but elements of the photo may be lost in the process. For this reason, we prefer that authors do the conversion to black and white themselves to ensure that all necessary information will show when printed.

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The art on the disk needs to be numbered to match the numbering used in your manuscript. For example, Figure 1-1 (referring to Chapter 1, Figure 1) in the manuscript needs to be labeled as Figure 1-1 on your disk.

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If you are preparing charts or bar graphs, please be careful when using gray tones. Charts or bar graphs that are less than 10% black are likely to break up. Charts or bar graphs that are more than 70% black will look solidly black when printed. It's best to use some form of cross-hatching and gray scale.

DEADLINES:

August 30: paper submission deadline (we strongly encourage early submissions)

September 6: all papers posted to the web

Sept. 24-26: conference dates

October 1: deadline for having full papers considered for inclusion in edited book

October 31: authors are informed about the acceptance or rejection of their paper