

Manuscript Submission Checklist

Title page	Title (and subtitle) final	0
Authors/Editors	All author/editor names included	0
	e-mail address of corresponding author included	0
Front matter	Complete with the following elements: <input type="checkbox"/> Dedication <input type="checkbox"/> Foreword <input type="checkbox"/> Preface <input type="checkbox"/> Acknowledgments <input type="checkbox"/> Table of contents (required) <input type="checkbox"/> List of contributors <input type="checkbox"/> List of abbreviations	0
Table of contents	Monographs: first 2 levels of headings appearing in chapters are included	0
	Contributed books: chapter titles and author names included	0
	Headings correspond to those in the text	0
Book structure	Number of parts: Number of chapters:	0
	All chapters numbered sequentially throughout the book (or not numbered at all)	0
	Chapter sequence and numbering final	0
Abstract	Included for each chapter	0
Text	Heading levels and special text elements consistently styled	0
	No heading levels skipped	0
References	Reference list included at the end of each chapter	0
	Citations in text agree with reference list	0
	Reference list style according to Springer's guidelines	0
Figures	All figures mentioned in text enclosed, complete, and as separate files	0
	Consecutively numbered within chapter	0
	Consecutively cited in text	0
	Figure captions included at the end of the text file	0
Tables	Prepared with the table function	0
	Consecutively numbered within chapter	0
	Consecutively cited in text	0
Electronic manuscript	File folder/zip archive labeled with book title and author/editor name	0
	Each chapter saved as a separate file in the original file format	0
	Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format	0
	PDF file with all fonts embedded	0
Contributed books	e-mail addresses and affiliation included for at least the corresponding author of each chapter	0
	Consent to publish for each chapter	0
Permissions	Obtained for all material from other works	0
Index	If you wish to include an index in the book, please provide index terms; Springer team shall set it according to Springer style.	0