# Encyclopedia of Complexity and System Science

Robert A. Meyers (Ed)



## **Guidelines for Authors**

Dear Author,

These guidelines for authors have been compiled to help you to write and submit your contribution. They are designed to make your job simpler and faster, to reduce possible corrections and misunderstandings and thus save you time. Please take the time to read them careful, they will also make it easy to get started.

Because of the critical success of our 2010 Encyclopedia both in print and online, the articles are being updated for the "living book" edition on the Springerlink platform. This new project is a multiyear effort to expand and update our nearly 600 detailed and peer reviewed articles, and publish immediately online and then in print in 2017.

Our aim is to publish a work of **tertiary literature**. As such it contains **digested knowledge** in an easily accessible format. Please don't use this article as an opportunity to publish (exclusively) your own scientific work (primary literature). Rather, the current state of literature should be summarized including also possible review articles. As in any other scientific article, proper references are needed to the original articles or review articles.

Content therefore consists of established information in the particular field. The level of contributions should be such that a graduate student can benefit from a contribution which is not from his or her area of expertise. **Each contribution should stand on its own** without an assumption that a reader will be seeing any other portion of the work.

Authors are invited to submit their contribution at the online environment <a href="https://meteor.springer.com">https://meteor.springer.com</a>. Credentials for login are given in the invitation Email you received from Springer. After Login you will be directed to the page "My chapters".

Detailed information about how to use METEOR are provided in the file "METEOR Userquidelines".

#### **Authors**

With regard to the literature Springer prefers to have a small number of authors for each contribution. If you want to include a co-author, please inform Springer before submission.

Please include each chapter's authors' names (spelled out as they would be cited), affiliations and e-mail addresses after the chapter title.

## Length of text

Each chapter should consist of about 9,000–12,000 words (plus figures and references) depending on the topical scope, which translates to around 10–12 manuscript pages and

# **Encyclopedia of Complexity and System Science**

Robert A. Meyers (Ed)



should follow the internal structure indicated below. Please feel free to add tables and figures.

### Structure

In order 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 article structures and do clearly define and organize the elements of your contribution:

- Chapter title
- Full author information (names and sequence of authors cannot be altered after submission)
- **Glossary** (definitions of keywords)
- **Introduction** (to include history, an important example and/or an article roadmap)
- Main Text (headings to be chosen by authors)
- **Future Directions** (a discussion including potential impacts on the development of certain areas of science)
- **References** (an extensive bibliography (up to 100 references) in two parts: A) Primary Literature (cited in the article). B) Books and Reviews (uncited in the article but of interest for further information). For the reference style to use see below

Please do not modify this structure. You are free, though, to add subheadings within the headings provided.

## **Headings and heading levels**

The headings in the Handbook are **unnumbered**.

Please don't use more than 3 heading levels

Heading levels should be clearly identified and each level should be uniquely and consistently formatted.

 Never skip a heading level. The only exceptions are run-in headings which can be used at any hierarchical level.

#### **Reference Citations**

- Cite references in the text with author name/s and year of publication in parentheses ("Harvard system"):
- One author: (Miller 1991) or Miller (1991)
- Two authors: (Miller and Smith 1994) or Miller and Smith (1994)
- Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

# Encyclopedia of Complexity and System Science

Robert A. Meyers (Ed)



#### **Reference List**

- Include a **reference list at the end of each chapter** so that readers of single chapters of the eBook can make full use of the citations.
- Include all works that are cited in the chapter and that have been published (including
  on the Internet) or accepted for publication. Personal communications and
  unpublished works should only be mentioned in the text. Do not use footnotes as a
  substitute for a reference list.
- Entries in the list must be listed alphabetically.

The rules for alphabetization are:

- First, all works by the author alone, ordered chronologically by year of publication.
- Next, all works by the author with a coauthor, ordered alphabetically by coauthor.
- Finally, all works by the author with several coauthors, ordered chronologically by year of publication.

### Tip

- For authors using EndNote software to create the reference list, Springer provides output styles that support the formatting of in-text citations and reference list.
- ► EndNote software: Springer reference styles
- For authors using BiBTeX, the style files are included in Springer's LaTex package.

## Reference style

Please use Springer basic style in your reference list.

Please see for examples the Springer Key Style Points

#### **Index**

Please mark in your chapter approx. 45 index terms. All marked terms will be compiled for the subject index.

Please use one of the following options to provide index terms:

- Terms can be included in the electronic file by using the indexing function in word or the index command in LaTex
- supplying a separate list of index terms when submitting the manuscript to Springer. In this case please note this with submission
- highlighting index terms in GREEN within the text

### Tip

– Use the indexing function in Word or the index command in LaTeX to identify the index term as you write your text and indicate, on average, one or two index entry terms per manuscript page to be included in the index.

## **Permissions**

# Encyclopedia of Complexity and System Science

Robert A. Meyers (Ed)



- If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.
- Some publishers such as Springer have entrusted the <u>Copyright Clearance Center</u> in the US to manage the copyright permission procedure on their behalf. Please contact RightsLink for further information. Alternatively, Springer can provide you with a template to use when requesting permissions.
- Please comply with the instructions stipulated in the permission(s) concerning acknowledgements or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript.
- Please be aware that some publishers do not always grant right of reproduction for free due to different reasons. Springer will not be able to refund any costs that may have been incurred in receiving these permissions. As an alternative, material from other sources should be used.
- For more information, please see the <u>Rights and Permissions</u> section on springer.com

### Further information

Detailed instructions on Springer's formal standards are available in the <u>Guidelines for Contributions to Major Reference Works</u>

## Contact at Springer

Responsible Editor:
Andrew Spencer
Springer-Verlag
Tiergartenstr. 17
69121 Heidelberg
Germany
Tel. +49 6221 487 8753
andrew.spencer@springernature.com

Managing Editorial Assistant:
Meghna Singh
meghna.singh.consultant@springer.com