

Practical Instructions

Submission of manuscripts

Manuscripts should be submitted (preferably in electronic form) either to one of the series editors or to Springer, Heidelberg (addresses are given in the Editorial Policy). In general, manuscripts will be sent out to 2 external referees for evaluation. If a decision cannot yet be reached on the basis of the first 2 reports, further referees may be contacted: The author/volume editor will be informed of this. A final decision to publish can be made only on the basis of the complete manuscript, however a refereeing process leading to a preliminary decision can be based on a pre-final or incomplete manuscript. The strict minimum amount of material that will be considered should include a detailed outline describing the planned contents of each chapter, a bibliography and several sample chapters.

Authors/volume editors should be aware that incomplete or insufficiently close to final manuscripts almost always result in longer refereeing times and nevertheless unclear referees' recommendations, making further refereeing of a final draft necessary.

Authors/volume editors should also be aware that parallel submission of their manuscript to another publisher while under consideration for LNM will in general lead to immediate rejection.

Manuscripts should in general be submitted in English. Final manuscripts should contain at least 100 pages of mathematical text and should include

- a table of contents;
- an informative introduction, with adequate motivation and perhaps some historical remarks:
it should be accessible to a reader not intimately familiar with the topic treated;
- a subject index: as a rule this is genuinely helpful for the reader.

Preparation of Manuscripts

For evaluation purposes, manuscripts may be submitted in print or electronic form (print form is still preferred by most referees), in the latter case preferably as pdf- or zipped ps-files. Lecture Notes volumes are, as a rule, printed digitally from the authors' files. To ensure best results, authors are asked to use the LaTeX2e style files available from Springer's web-pages at

<http://www.springer.com>

[on this page, click on <Authors> then click on <Author Guidelines> and look for the packages in the section <Manuscript Preparation in LaTeX>]. Careful preparation of the manuscripts will help keep production time short besides ensuring satisfactory appearance of the finished book in print and online. After acceptance of the manuscript authors will be asked to prepare the final LaTeX source files (and also the corresponding dvi-, pdf- or zipped ps-file). The LaTeX source files are essential for producing the full-text online version of the book (see <http://www.springerlink.com/openurl.asp?genre=journal&issn=0075-8434> for the existing online volumes of LNM).

Note that the first 4 Roman pages (I to IV) are reserved for the title pages. Therefore we would ask you to begin the pagination of the title pages with V, i.e. for the Preface, Acknowledgement etc. The pages for the table of contents are the last pages with roman numbers. The introduction which belongs to the text proper should be numbered with the arabic number 1.

The text area should have the page length and the width (12,2 x 19,3 cm if you use a 10 point font size). This length refers ONLY to the text itself and does not include running heads and page numbers yet. With running heads and page numbers, the text length should be 20,3 cm.

For matters pertaining the style, usage etc., we warmly recommend the "Handbook of Writing for the mathematical Sciences" by N.J. Higham (SIAM)

The editorial staff at Springer will assist you if there are any problems

Puplication Time

The actual production of a Lecture Notes volume takes approximately 12 weeks (after acceptance of the manuscript).



<http://www.springer.com/series/304>

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