Guidelines for Volume Editors of Springer Computer Science Proceedings

Alfred Hofmann[1], Ralf Gerstner[1], Anna Kramer[1], and Frank Holzwarth[2]

[1] Springer-Verlag, Computer Science Editorial, Heidelberg, Germany
{alfred.hofmann,ralf.gerstner,anna.kramer}@springer.com
[2] Springer-Verlag, Technical Support, Heidelberg, Germany
frank.holzwarth@springer.com

Abstract. These guidelines give a description of the tasks to be performed by the volume editor(s) to ensure a timely and smooth publication process. They give some insight into how the production and the dispatch of the volume will be handled at Springer.
Each and every paper should have an abstract.

Keywords: Proceedings Preparation · Conference Bulks

1 Scope of This Document

You will find here Springer's guidelines for the preparation of proceedings volumes that have been accepted for publication in one of the following series, in printed and electronic form:

- Lecture Notes in Computer Science (LNCS), incl. its subseries Lecture Notes in Artificial Intelligence (LNAI) and Lecture Notes in Bioinformatics (LNBI), and LNCS Transactions;
- Lecture Notes in Business Information Processing (LNBIP);
- Communications in Computer and Information Science (CCIS);
- Lecture Notes of the Institute for Computer Sciences, Social Informatics and Telecommunications Engineering (LNICST);
- IFIP Advances in Information and Communication Technology (IFIP AICT), formerly known as the IFIP Series;
- Proceedings in Information and Communications Technology (PICT).

2 Getting Set Up

We distinguish between two types of proceedings volumes: the proceedings that are published in time for a conference, workshop, or symposium, and the post-event proceedings that usually contain a collection of revised selected papers originally accepted (and presented) at a scientific event. We also accept volumes that consist of both conference papers and invited contributions.

In this document, we will use the term 'proceedings' to refer to both the conference proceedings and the post-conference proceedings. The term 'conference' is used for any type of scientific event (congress, symposium, workshop, etc.) whose papers have been accepted by Springer for publication as a conference proceedings volume.

2.1   Selecting Papers for Publication

Springer proceedings should solely consist of original research papers that have neither been published nor submitted for publication elsewhere. It is the task of the Program Committee to check that neither plagiarism nor self-plagiarism has taken place. Support from Springer is available at a fee, if need be.

2.2   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. A limited number of poster papers may be included, but these should not be shorter than 4 pages. If you have poster papers, please do not include them without first discussing this with an editor from Springer.

Please note that we do not wish to 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. Abstracts of invited talks that are not accompanied by a full paper may be included in the front matter. If you send a mixture of full invited papers and abstracts, then we shall include the abstracts of all of the invited talks in the front matter but only include the full papers in the main part of the proceedings.

Generally speaking, we discourage volume editors from setting rigid maximum-paper-length restrictions. 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.

2.3   Figures

All figures are printed in black and white, unless special arrangement has been made for colored figures (a price list can be obtained from the Editorial). Please check the quality of the authors' figures before sending the files to Springer.

2.4   Announcing Publication with Springer

Once you have received the formal (email) confirmation from Springer that your proceedings have been accepted for publication in one of our series, please feel free to start announcing this in the relevant places and media, in particular on your confer-

ence website and in the call for papers, but also on social media platforms, in newsletters, etc.

We will include the link to your conference website on our 'Forthcoming Proceedings' web pages, to help promote your event. If your event is not included there, please do not hesitate to contact us.

2.5 Fixing the Timeline

If you plan to publish your proceedings in time for a conference, then the files need to be sent to us 9 weeks before the start of the event, if this is to be held in Europe. If the conference venue is outside Europe, then our lead-time is 10 weeks. Please take this into account when fixing your own dates, in particular the deadline for receiving the final files from the authors. Please allow a couple of days for checking, labeling, and uploading the files to our server.

2.6 Instructing Authors about Templates and Copyright Forms

One of the primary responsibilities of the volume editor is to ensure that our style files and templates for the preparation of proceedings papers are made available to the authors. We have collected all the information and tools on the series' web pages and would ask you to link from the conference website or from the submission system to our guidelines and instructions. Please also familiarize yourself with the author 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.

2.7 Organizing the Volume

The maximum number of pages that we can accommodate in one volume is 900, including all front- and back-matter pages. Please bear this in mind when organizing your proceedings. If the papers cover more than 900 pages, you will need two volumes and hence two volume numbers (or three, if there are more than 1800 pages in total, etc.). The approximate size of the proceedings should be discussed with the Springer editor during the evaluation stage.

You will need to decide on the order of the papers in the volume. Please group them according to topics and add topical headings to the table of contents. This is a much appreciated service to the reader.

3   Cooperation with Springer

3.1   Obtaining a Volume Number

Once you have assembled the files, please send an email to the address indicated in the acceptance email, giving the acronym and dates of the conference and the country in which it is to be held, as well as the approximate number of pages, and requesting a volume number. Together with the volume number, we will send you the address of our ftp server, including login name and password, and will instruct you on how the files should be uploaded.

3.2   Structuring and Labeling the Files

The authors' files should be placed in separate directories and each directory should be labeled using the volume number and the starting page of the respective paper, e.g., the directory containing the files of the paper starting on page 15 would be labeled XXXX0015, where XXXX is the volume number. The authors' files themselves should not be renamed. 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 and sent to our ftp server. For this you will need an ftp client program. Do not send the files to our ftp server until they are fully assembled. If you are using the OCS, please just follow the instructions given. We shall send you an email to confirm that the files have been picked up successfully. If you do not receive this email, kindly contact us.

3.3   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. In addition, references not adhering to the style required for CrossRef are reformatted. We accept a mixture of Word papers and LaTeX papers. These papers will have a slightly different appearance in the final publication.

3.4   Proofs

Approximately one to two weeks after the arrival of the files at Springer, the authors are given the opportunity to check the final pdf files of their papers. They are contacted by email from our typesetting partner SPS in India. 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 pa-

pers yourselves, without the involvement of the authors, then kindly inform us of this when you send the files.

3.5 Ordering Proceedings

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 note that superfluous books cannot be returned to Springer.

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.

An estimate of the delivery costs may be obtained in advance by sending an email to lncs@springer.com.

4 What the Editor Needs to Prepare

4.1 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, which should give a good introduction to the volume and present the conference or workshop. There is agreement within the scientific community that submission figures and acceptance rates are indicative of the quality of the papers published in a conference proceedings volume. We strongly 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. Of course, you may feel free to add more details, e.g., with regards to the international spread of the authors, etc.

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.

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 are copy-edited at our end, and any corrections are submitted to the corresponding volume editor for approval. 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 they are to appear in the volume and should include topical section headings. 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 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.

5   What the Editor Submits to Springer

5.1   Copyright Forms

It is your task as Volume Editor to collect the copyright forms from the authors (one author may sign on behalf of all of the authors of a particular paper) and to send them to us, scanned and grouped in a directory, together with the files of the papers. We do not accept digital signatures, so please make sure that all forms have been signed in ink.

All copyright forms must be present and correct. The copyright form to be signed by the authors is the one sent by email when the proposal is officially accepted. If there are any copyright problems, it is imperative that these be clarified well before the files are sent to Springer.

If your volume is an IFIP-LNCS volume or an IFIP AICT volume, then the authors should sign the IFIP-Springer copyright form available from: http://www.springer.com/series/6102. The signed forms should be sent to us with the files. We shall pass them on to IFIP.

5.2   Sources and PDF Files

We need the source files (LaTeX files with all the associated style files, special fonts and eps or bib files, or Word or rtf files) and the final pdfs of all of the papers. Please do not send any older versions of papers. There should be one set of source files and one pdf file per paper. The organization and labeling of these files is described in Sect. 3.2.

5.3   Email Addresses of Corresponding Authors

When submitting their paper, the authors should allot a corresponding author, who must be available to check the final pdf of the paper before it is sent to the printing office. They should mark the corresponding author on the paper, preferably with an envelope. (This is how they will be marked by our typesetting team.)

Please compile a list of the email addresses of all of the corresponding authors (one per paper). The list should include the starting page numbers 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 (but no more than two).

5.4   Volume Editors' Details

Kindly provide the names, affiliation-addresses, and email-addresses of all of the volume editors and indicate the order in which their names are to appear on the cover. Please make special mention of the contact volume editor as well as someone able to act on his/her behalf.

Table 1. Address details are required for each and every volume editor

	Editor 1	Editor 2	Editor …
Last Name			
First Name			
Email Address			
Full Address of Academic Affiliation (including postal code and state, where appropriate)			

5.5   Estimate of Order

We ask you to send an estimate of your order, including the free copies, when you send the files. Please make absolutely sure that you notify us when you send the files if you wish to order CD or USB proceedings. As the production of these electronic proceedings affects our workflow and timeline, we need to know about this as soon as we start processing your files. Please refer to the terms sent out by the Springer editor for the options and prices on offer. Kindly also inform us, if you wish to opt for free online access during the conference.

5.6   Suggestion for the Title

For long-standing proceedings, the title is usually the same as in previous years. The subtitle is just adapted to include the venue and dates of the conference in question. For new conference proceedings, we would appreciate it, if you could suggest a concise and relevant title. The subtitle will take our standard form. Titles and subtitles of colored-cover publications require careful consideration and discussion between the Volume Editors and Springer.

6   Logistics

6.1   Dispatch and Delivery to Conferences

We need from you both the shipping address and the billing address. In addition to the street address, we need the name of a local contact as well as a phone number and an email address. 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.

The books that are published as part of one of the computer science series mentioned in Sect. 1 are printed in The Netherlands or Germany (only exception: PICT volumes) and shipped from there to the conference venue. There is no option of having books printed in the Americas or in Asia. CDs or USBs are produced in and shipped from Germany or The Netherlands.

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.

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

7   Availability of SpringerLink Online Versions

Generally speaking, online versions of our proceedings are made available in SpringerLink around a week before the start of the conference, or roughly eight weeks after submission of the files to Springer.

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.

8 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 and pdf files of each contribution grouped in a directory, labeled using the volume number and the starting page of the paper.

- ☐ Copyright forms: one for each paper, signed by the corresponding author.

- ☐ A list of the authors' names that are not straight forward.

- ☐ Title: suggestion for the main title and for the subtitle (where applicable).

- ☐ Conference logo: for inclusion on the cover (where applicable).

- ☐ Volume editors details: names, addresses, and email addresses; order in which the names are to appear on the cover; indication of the contact volume editor(s). (A Word file requesting this and other information is sent to the Contact Editor.)

- ☐ List of email addresses of corresponding authors: one per paper. The list should include the starting page number of the paper, so that it is clear which email address belongs to which paper.

- ☐ Estimate of the number and the format (book, CD, USB, etc.) of proceedings copies required for distribution at the event, among contributing authors, etc., including the free copies.

- ☐ Anything else you would particularly like to draw our attention to (specifics of delivery, billing procedure, etc.).

A Appendix

The appendix should be placed in front of the references. If it has been placed elsewhere, it will be moved by our typesetters.

April 21, 2015