

Springer Proceedings in Earth and Environmental Sciences

Manuscript Submission Checklist

Title page: Title (and subtitle) final

Authors/Editors

- All author/editor names included
- E-mail address of corresponding author included

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 | | |

Table of contents

- Monographs: first 2 levels of headings appearing in chapters are included
- Contributed books: chapter titles and author names included
- Headings correspond to those in the text

Book structure

- Number of parts: _____ Number of chapters: _____
- All chapters numbered sequentially throughout the book
- Chapter sequence and numbering final

Abstract: Included for each chapter

Text

- Heading levels and special text elements consistently styled
- No heading levels skipped

References

- Reference lists included at the end of each chapter
- Citations in text agree with reference list
- Reference list style according to Springer's guidelines

Figures

- All figures mentioned in text enclosed, complete, and as separate files
- Consecutively numbered within chapter
- Consecutively cited in text
- Figure captions included in the text file
- Full page images/maps indicated as Full page
- Images with a resolution of at least 300 ppp and sharp
- Fonts within figures must be readable at the desired size (on paper)
- Large maps, unreadable at a page size, will be Supplementary Material

Tables

- Prepared with the table function
- Consecutively numbered within chapter
- Consecutively cited in text

Electronic manuscript

- File folder/zip archive labeled with book title and author name
- Each chapter saved as a separate file in the original file format
- Graphics saved as separate files in tif, eps, xls, xlsx, ppt, pptx format
- PDF file with all fonts embedded

Contributed books

- E-mail addresses and affiliation included for each chapter
- Permissions Obtained for all material from other works