Springer Proceedings in Business   
and Economics: Instructions for Authors

**First name(s) and last name[[1]](#footnote-1)**

**Abstract** The abstract should summarize the contents of the paper and should contain at least 150 and at most 250 words. It should be set in 9-point font size. It will always appear online (and in some series also in the printed book) and will be available with unrestricted access to facilitate online searching.

1 Introduction

This instruction file for Word users may be used as a template. Kindly send the final and checked Word and PDF files of your paper to the Contact Volume Editor. This is usually one of the organizers of the conference. You should make sure that the Word and the PDF files are identical and correct and that only one version of your paper is sent. It is not possible to update files at a later stage. Please note that we do not need the printed paper.

We would like to draw your attention to the fact that it is not possible to modify a paper in any way, once it has been published. This applies to both the printed book and the online version of the publication. Every detail, including the order of the names of the authors, should be checked before the paper is sent to the Volume Editors.

2 Paper Preparation

The printing area is 122 mm × 193 mm. The text should be justified to occupy the full line width, so that the right margin is not ragged, with words hyphenated as appropriate. Please fill pages so that the length of the text is no less than 180 mm, if possible.

Use 10-point type for the name(s) of the author(s) and 9-point type for the address(es) and the abstract. For the main text, please use 10-point type and single-line spacing. We recommend the use of Computer Modern Roman or Times. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.

Papers not complying with the **Key Style Points 1.0** style will be reformatted. This can lead to an increase in the overall number of pages. We would therefore urge you not to squash your paper.

Headings Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should be aligned to the left. Words joined by a hyphen are subject to a special rule. If the first word can stand alone, the second word should be capitalized. Headings (including run-in headings) have no end punctuation or period after the heading number.

Up to five heading levels are possible within a chapter. The first two or three heading levels within the chapter are numbered. In addition to numbered headings, two more (lower) unnumbered heading levels are possible (run-in headings). They are formatted in bold or italics. Run-in headings can be used at any hierarchical level. The font sizes are given in Table 1.

Here are some examples of headings: "Criteria to Disprove Context-Freeness of Collage Languages", "On Correcting the Intrusion of Tracing Non-deterministic Programs by Software", "A User-Friendly and Extendable Data Distribution System", "Multi-flip Networks: Parallelizing GenSAT", "Self-determinations of Man".

**Table 1** Font sizes of headings

|  |  |  |
| --- | --- | --- |
| Heading level | Example | Font size and style |
| Title | **Lecture Notes …** | 14 point, bold |
| 1st-level heading | **1 Introduction** | 12 point, bold |
| 2nd-level heading | **2.1 Printing Area** | 10 point, bold |
| 3rd-level heading | **Headings** Text follows … | 10 point, bold |
| 4th-level heading | *Remark* Text follows … | 10 point, italic |

Abbreviations and Numbers Abbreviations are spelled out the first time used with the abbreviation in parentheses. Digits are used for all numbers larger than ten. Commas are used to separate thousands and the decimal point to separate decimals.

Text Formatting Emphasized words or phrases in running text are set in italics. Italics are used for species and genus names, mathematical/physical variables, prefixes in chemical compounds, and foreign words (if not yet in general use). Foreign words being in general use (e.g., ad hoc, laissez-faire, a priori, in vivo, et al., etc.) are formatted upright. Bold formatting is used for run-in headings. Small print is used for displayed quotations. Lists can have one or two levels:

1. Main items (indicated by a bullet point or a number).

* Subitems (indicated by a dash).

2.1 Tables

Give each table a caption. Table captions should always be positioned *above* the tables. Table captions begin with the term Table in bold type, followed by the table number, also in bold type. Previously published material is identified by a reference to the original source at the end of the caption. Table captions have no end punctuation and no period after the table number. Table footnotes appear in the following sequence:

1. Comments of a general nature
2. Explanations of abbreviations in a run-in list
3. Footnotes, arranged first by asterisk (p values), then by lowercase letter.

2.2 Figures

Give each figure a concise caption, describing accurately what the figure depicts. Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type. If a figure is reproduced from a previous publication, include the source at the end of the caption. Figure captions have no end punctuation and no period after the figure number. Figure captions should always be positioned *under* the figures, in contrast to the caption belonging to a table, which should always appear *above* the table. Please set the captions in 9-point type (Fig. 1 shows an example). Elements of the figure described in the caption should be set in italics, in parentheses, as shown in the sample caption of Fig. 1. The distance between text and figure should be about 8 mm, the distance between figure and caption about 6 mm. The figures should not be wider than 119 mm.

To add lettering, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (6–10 pt). Variance of type size within an illustration should be minimal.

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If screenshots are necessary, please make sure that you are happy with the print quality before you send the files.



**Fig. 1** One kernel at *xs* (*dotted kernel*) or two kernels at *xi* and *xj* (*left and right*) lead to the same summed estimate at *xs*

2.3 Equations

Displayed equations or formulas are centered and set on a separate line (with an extra line or halfline space above and below). Displayed expressions should be numbered for reference. The numbers should be consecutive within each section or within the contribution, with numbers enclosed in parentheses and set on the right margin. Text references to equations take the forms “Eq. 6” or “Eqs. 6 – 8”. Within equations, numbers, punctuation, parentheses, common function names, units, or mathematical signs are set upright; variables are set in italics, and vectors are set in bold.

|  |  |
| --- | --- |
| . | (**1**) |

Equations should be punctuated in the same way as ordinary text but with a small space before the end punctuation mark.

2.4 Footnotes

The superscript numeral used to refer to a footnote appears in the text either directly after the word to be discussed or – in relation to a phrase or a sentence – following the punctuation mark (comma, semicolon, or period). Footnotes should appear at the bottom of the normal text area, with a line of about 5cm set immediately above them[[2]](#footnote-2).

2.5 Reference Citations

For citations in the text please use 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)

2.6 Page Numbering and Running Heads

There is no need to include page numbers. If your paper title is too long to serve as a running head, it will be shortened. Your suggestion as to how to shorten it would be most welcome.

3 The References Section (see Key Style Points 1.0, pp 9 – 10)

In order to permit cross referencing within Springer-Online, and eventually between different publishers and their online databases, Springer will, from now on, be standardizing the format of the references. This new feature will increase the visibility of publications and facilitate academic research considerably. Please base your references on the examples below and file **Key Style Points 1.0**. References that don’t adhere to this style will be reformatted by Springer. You should therefore check your references thoroughly when you receive the final pdf of your paper. The reference section must be complete. You may not omit references. Instructions as to where to find a fuller version of the references are not permissible.

We only accept references written using the latin alphabet. If the title of the book you are referring to is in Russian or Chinese, then please write (in Russian) or (in Chinese) at the end of the transcript or translation of the title.

The following section shows a sample reference list with journals and articles [1 – 7], books and chapters [8 - 14], proceedings and conference papers [15 - 18], online publications [19 - 24], other [25 - 30].

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1. Name of author (for each author)

   Full name of the organization

   E-mail address at least for corresponding author [↑](#footnote-ref-1)
2. The footnote numeral is set flush left and the text follows with the usual word spacing. [↑](#footnote-ref-2)