



## GUIDELINES FOR THE SUBMISSION OF PROPOSALS

### Admissible editorial products

- ✓ *Monographs* – Single authored or multi authored; high-quality, specialized; long-term validity
- ✓ *Contributed volumes* – One or more editors, chapters written by more than one author; long-term validity
- ✓ *Proceedings* – The results of a scientific congress or conference; short-term validity
- ✓ *Textbooks* – One or more authors, written for undergraduates or postgraduates; high utilization rate
- ✓ *Encyclopedias, Handbooks, Atlases or other Reference Works* – Detailed and complete, tertiary literature; often arranged alphabetically;
- ✓ *Other e.g. SpringerBriefs* – SpringerBriefs are concise summaries of cutting-edge research and practical applications across a broad spectrum of fields, featuring compact volumes of 50 to 125 pages; arranged per area, active only in certain areas (i.e., not in Clinical Medicine): <http://www.springer.com/gp/authors-editors/book-authors-editors/springerbriefs>
- ✓ *Journals* (not individual journal articles)

### Submission

For the purpose of evaluating the proposals, the authors must send a complete and detailed form with the relevant information:

<http://portale.unipa.it/strutture/springer/.content/documenti/Book-Proposal-Form-UNIPA-Springer-Series.pdf>.

The form must be sent to: [unipaspringer@unipa.it](mailto:unipaspringer@unipa.it) with the following attachments:

1. a draft of one chapter or several paragraphs
2. a table of contents
3. a note in which the product's commercial target is specified
4. a short curriculum vitae, including a list of publications in the relevant disciplinary area

(For contributed volumes only, if draft papers from individual authors are not yet available, at least the preface and the editor's CV should be sent).

**We recommend that all the documentation submitted should be in English.**

Submission of manuscripts must be edited according to:

<http://www.springer.com/gp/authors-editors/book-authors-editors/book-manuscript-guidelines>.

The editing features of SpringerBriefs can be found here:

[http://static.springer.com/sgw/documents/1010537/application/pdf/Briefs\\_Manuscript\\_Guidelines.pdf](http://static.springer.com/sgw/documents/1010537/application/pdf/Briefs_Manuscript_Guidelines.pdf).

As far as SpringerBriefs are concerned, authors maintain the copyright.

It is also possible to publish PhD results. **In this case, the manuscript must include original and new content as compared to the PhD thesis**, in order to be published as either a monograph or a SpringerBrief.



### **Timing**

There are four deadlines each year: March 31<sup>st</sup>; June 30<sup>th</sup>; September 30<sup>th</sup> and December 15<sup>th</sup>. Following submission of the proposal form, the Editorial Board members chosen for the relevant area (Editors-in-charge) will proceed, autonomously or with the support of other field experts from Universities/Research Centres, to evaluate the proposal. The result of this first evaluation will be examined by the Editor-in-chief approximately one month after the date on which the proposal was received.

If the proposal is accepted, the author will be contacted to agree on a date for the final manuscript delivery and for some suggestions about the final organization of the text. If the author agrees to proceed, he / she must send the final manuscript by the agreed-upon date. The Editor-in-Charge appointed by Springer will then send the manuscript to two or more external referees for peer-review. Within three months, the referees will send their comments to the Editor-in-Charge; the authors will then be invited to modify the manuscript accordingly. The corrected manuscript will be further reviewed, and a final evaluation concerning its acceptance will be carried out. From that time on, the author will be guided by Springer through the final publishing process.

The editorial products are all in English. As such, the publisher invites those authors who are not native English speakers to use a linguistic editing service; Springer suggests, for example, EDANZ, <http://www.edanzediting.com/>. This is however an independent service provider and there is therefore no connection or obligation concerning the choice of editing services; anyway, Springer authors using EDANZ will receive discounts on Springer products.

For further information, please visit the series homepage:

<http://www.springer.com/series/13175>.

The dedicated UNIPA webpage is here:

<http://portale.unipa.it/ateneo/unipa-springer-series/>