

Springer References

Lydia Mueller | 2015



What is a Major Reference Work?

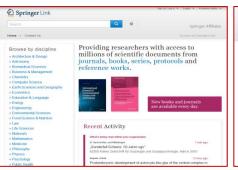
- Multi-volume encyclopedias, handbooks, and atlases on specific subjects written by the world's foremost experts
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Publication Print





Springer References get special support:

Reference Editorial Office: Team of specialists in publishing large reference works

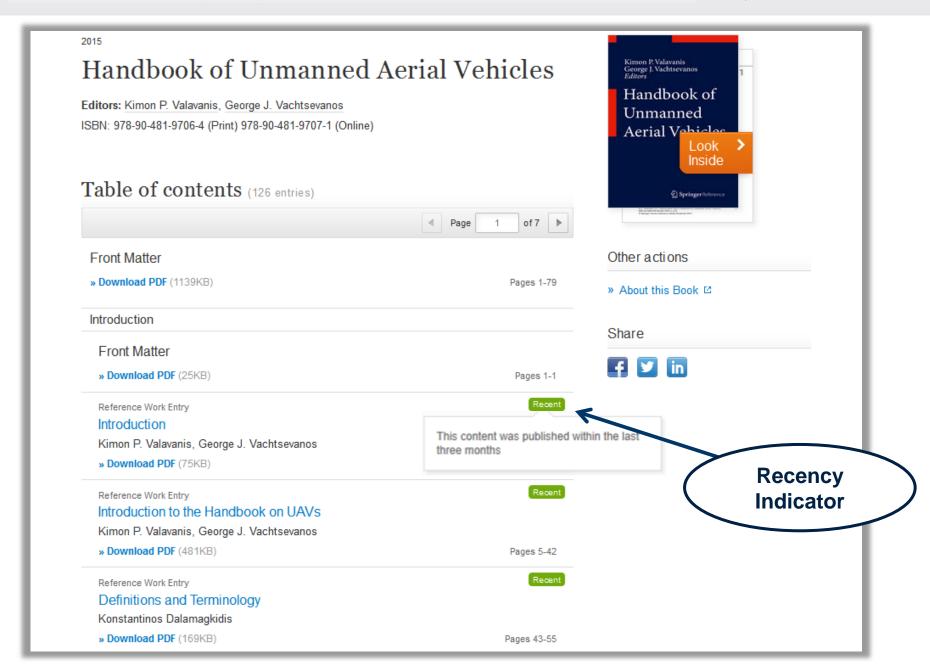
- Support with project planning, structuring of work, help setting up Table of Contents
- Guidance and support for Editorial Board and Authors through lifetime of project
- Take over most of the communication with Authors and Section Editors
- Electronic tools will be offered to all project participants for easier project management:
 - > Springer sends information packs to authors (with author guidelines, permission form, log-in details for manuscript submission website, sample chapters etc)
 - ➤ Manuscript collection, editing, updates, reminders, status reports, contact manager (all addresses and email addresses stored)
- Springer References get special attention from marketing and libraries

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- Print and updatable online version (= eReference on <u>www.SpringerLink.com</u> with PDFs and full text XML)
- eReference will also be part of a certain e-Book package

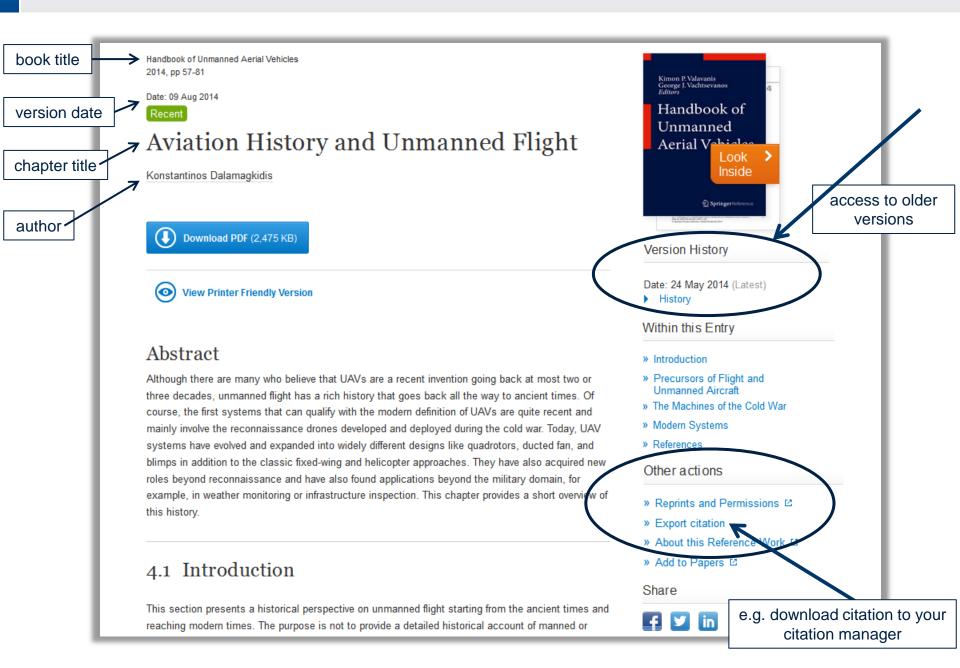
Publication on SpringerLink





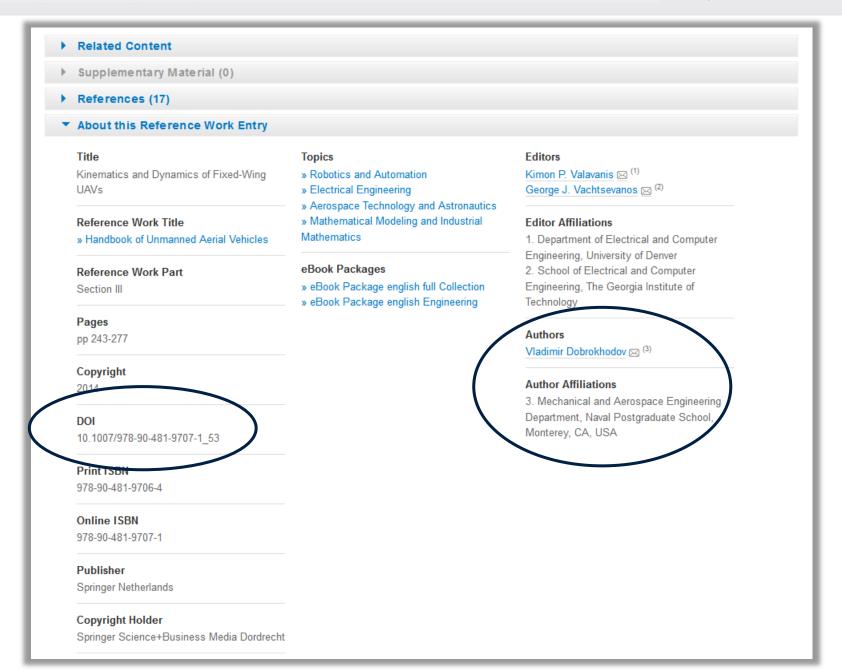
SpringerLink | Chapter view





SpringerLink | Chapter information







Workflow: Overview

- Project information website to be set up (Springer + Editors-in-Chief)
- Divide the project into main topics/parts (Editors-in-Chief)
- Choose section editors for each main topic (Editors-in-Chief)
- Set up table of contents (Editors-in-Chief or Section Editors)
- Define chapter structure (Editors-in-Chief or Section Editors)
- Acquisition of authors: Informal invitation (Section Editors)
- Dispatch of information pack to all authors: Formal invitation (Springer)
 - Invitation letter
 - Terms&conditions
 - Guidelines for authors
 - Sample chapter ?
- Submission of manuscripts online (Authors)
- Reviewing of manuscripts online (Section Editors)
- Pre-publication online (Authors + Section Editors)
- Production (Springer)
- Editor-proof for print version (Editors-in-Chief)
- Publication: Print and online (Springer)
- Updating (ALL)



Table of Contents: parts and chapters

Good Example 1	Good Example 2	Bad Example
 Chapter (author 1) Chapter (author 2) Chapter (author 3) Chapter (author 4) 	Part A 1. Chapter (author 1) 2. Chapter (author 2) 3. Chapter (author 3) 4. Chapter (author 4) Part B 5. Chapter (author 5) 6. Chapter (author 6) 7. Chapter (author 7) 8. Chapter (author 8)	Part A 1. heading



Structure of each Chapter (to be determined)

- Chapter Title
- Author Affiliation
- Abstract [= visible to all searchers via Google or other search engines, attracts searchers]
- Introduction [?]
- Main Text [headings to be chosen by author]
- Conclusion(s) [?]
- References

Predefined headings in the Main Text useful? e.g.:

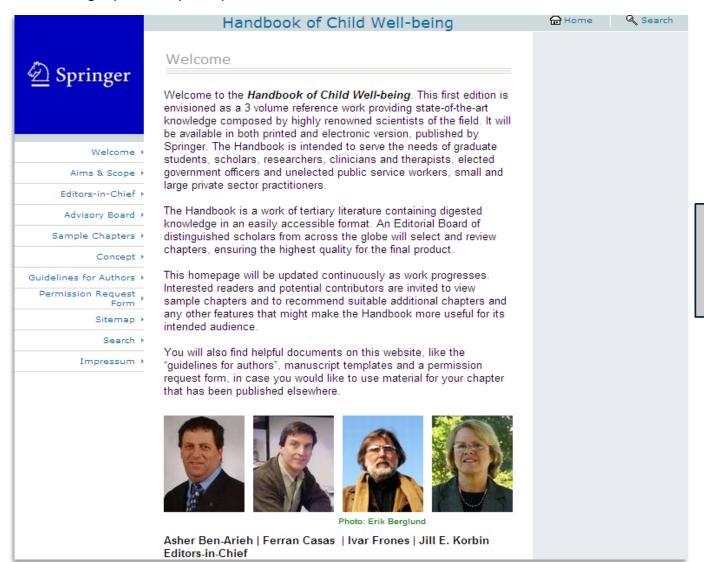
- Theory and Application [if appropriate]
 - OR/AND:
- Basic Methodology [if appropriate]
 - OR/AND:
- Your Text and Headers
 - [Elaboration of key principles, concepts and examples under one or more headings]
 - OR/AND:
- Key Research Findings [if appropriate]
 - **OR/AND:**
- Future Directions [if appropriate]
 - [A discussion including potential impacts on the development of certain areas of science]

BEFORE project starts:

Project Information Website: http://refworks.springer.com



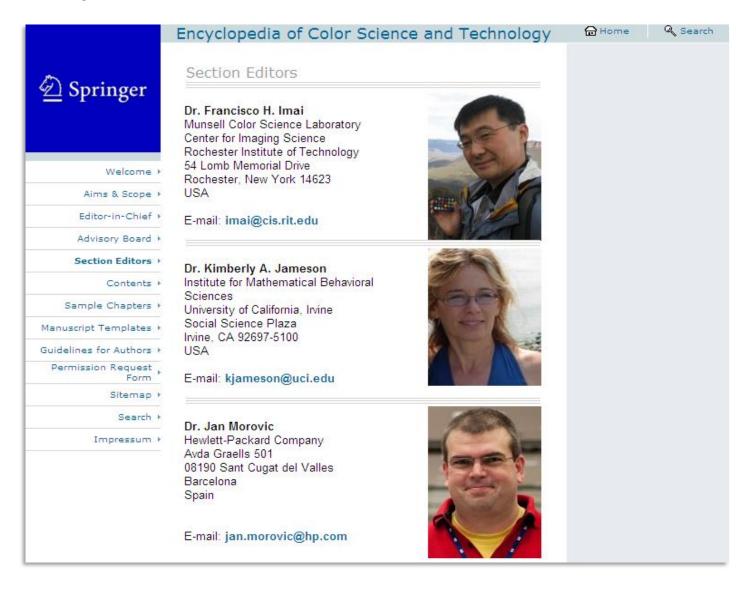
- Not password protected, accessible to the public
- Giving information about this project (aims&scope, lists participants)
- To get potential participants interested



Works nicely as acquisition tool for Section Editors + Authors

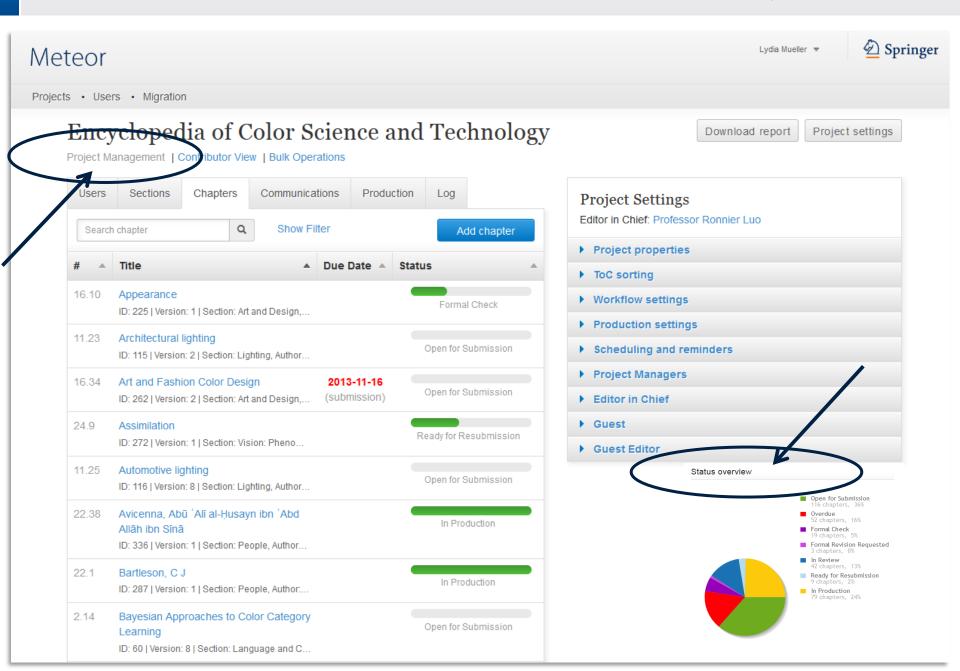


Project Information Website: Section Editors



Manuscript Submission Website | Meteor



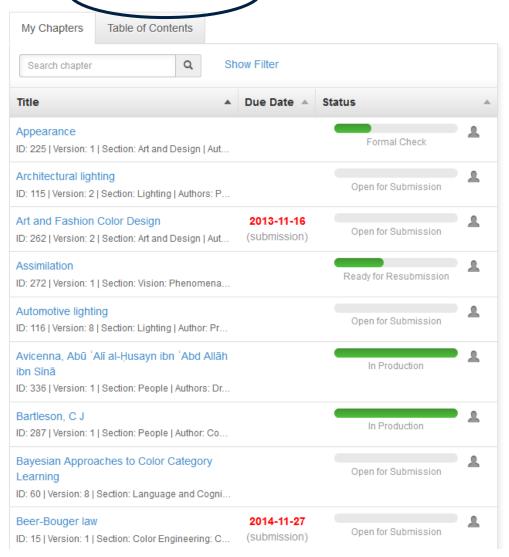




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About this project

1

Getting started

This reference work is a new project. Please click on your article(s) in the list below or under 'My Articles' on the left hand side to submit your manuscript(s). You'll be given the choice between file upload and online editing. Online editing is a much faster way to publication as your article will be published as an Online First article, for other scientists immediately visible and citable via DOI. You may easily update it at any point in time and as often as you wish or deem necessary.

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Section Editors

Requirements:

- International distribution
- Specialists in their field, to make initial contact to authors in the field

Tasks:

- Optimize list of chapters
- Assign authors for the chapters in their section
- Quality assurance:
 Responsible for reviewing chapters of their section

Benefits:

- Free online access to the handbook + all other Reference works (450+)
- Complimentary print copy
- 33% discount on Springer books
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Authors

Requirements:

- International distribution
- Specialists in their field. No students or graduate students.
- 1-3 authors per chapter

Tasks:

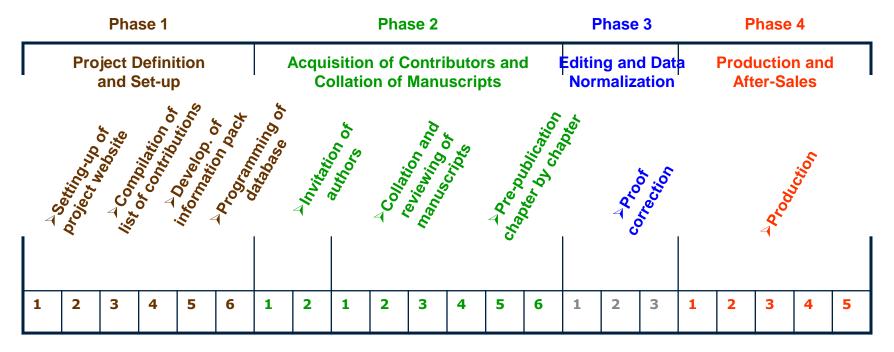
- Submission via online system within manuscript deadline
- Tertiary literature, digested knowledge: (The level of entries should be such that a graduate student can benefit from an entry which is not from his or her area of expertise.)

Benefits:

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- 33% discount on Springer books
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General time schedule for a Springer Reference



Required months per working phase (approx.)*



Total time required: about 22 months (approx.)*

^{*}This is an ideal timeline, which can differ depending on the scope of the project



Please don't hesitate to contact me:

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Major Reference Works

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