Guidelines for Volume Editors of Springer Computer Science Proceedings

1 Scope of This Document

You will find here Springer's guidelines for the preparation of proceedings volumes to be published in one of the following series:

- Lecture Notes in Computer Science (LNCS), incl. its subseries Lecture Notes in Artificial Intelligence (LNAI) and Lecture Notes in Bioinformatics (LNBI), and LNCS Transactions (contact: lncs@springer.com);
- Communications in Computer and Information Science (CCIS) (contact: ccis@springer.com);
- IFIP Advances in Information and Communication Technology (IFIP AICT), formerly known as the IFIP Series (ifip@springer.com);
- Lecture Notes of the Institute for Computer Sciences, Social Informatics and Telecommunications Engineering (LNICST) (lnicst@springer.com);
- Lecture Notes in Business Information Processing (LNBIP) (contact: lnbip@springer.com)

2 Sending your Proposal

Conferences applying for publication in one of our series must have an international Program Committee, a coherent set of topics of international relevance, and at least three reviewers per paper. We do not publish the proceedings of conferences with an extremely broad scope. If your conference fulfills the aforementioned criteria, kindly complete our proposal form and send it to the appropriate email address indicated above.

Unless Springer's OCS is used, evaluation of all contributions should be documented by the Volume Editors/conference organizers and should be made available to Springer if requested. We reserve the right to request information that confirms the integrity of the review process.

3 Using Springer's Online Conference Service (OCS)

The OCS is Springer's online manuscript submission and review system, which can be used for all Springer proceedings free of charge. This tool simplifies the task of organizing review committees, and facilitates the movement of manuscripts through submission, reading, discussion, acceptance/rejection, revision, and dispatch to Springer. If you are interested in using Springer's Online Conference Service, please visit the OCS Website at http://www.springer.com/ocs.

4 Papers for Publication

Springer proceedings should contain original research that has neither been published nor submitted for publication elsewhere, and that adheres to our ethical standards, as described in our Code of Conduct for Authors and in our book editors' Code of Conduct. PC chairs and PC members are responsible for checking that all papers accepted for publication adhere to our ethical standards and that neither plagiarism nor self-plagiarism has taken place. Please check that all authors listed on the papers are real individuals.

If you wish to make use of our plagiarism-checking tool, in order to check the papers submitted, please let us know.

4.1 Types of Papers and Page Counts

The most common types of papers accepted for publication are full papers (12−15+ pages) and short papers (6-8+ 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. At least two thirds of the papers published should be full papers.

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. Please do your utmost to avoid having papers of fewer than 4 pages. Abstracts of invited talks that are not accompanied by a full paper will be included in the front matter.

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.

We accept a mixture of Word papers and LaTeX papers. These papers will have a slightly different appearance in the final publication.

The approximate size of the proceedings should be discussed with the Springer editor during the evaluation stage. We can fit up to 800 pages in a single volume.

4.2 Figures

All figures are printed in black and white, unless special arrangement has been made for colored figures. Colored figures remain in color in the online version. Please make sure that any colored figures are equally comprehensible in black and white. Figures and Tables should be cross referred in the text. We do not support color in text, tables or in equations.

5   Workshop Proceedings

The proceedings of large workshops are published in the same way as conference proceedings, in stand-alone proceedings volumes. Smaller workshops associated with a particular conference can be grouped together in one volume, if they have too few pages to make up a single volume (fewer than 140 pages). In this case, we can insert "part front matters" separating the different workshop papers. Please refer to the Euro-Par 2018 Workshop Proceedings for a good example of this. Due to space restrictions, we usually just include the name(s) of the main workshop chair(s) on the front cover. However, the names of all of the workshop chairs can be included in the front matter and on SpringerLink, so all chairs can be recognized as volume editors. We would expect the number of volume editors to be relative to the number of papers included in the volume. When sending us the addresses of the workshop chairs, please make sure that we have the full addresses, including the postal codes, of all of the workshop chairs that are to be listed as volume editors on SpringerLink.

Amalgamating several workshops in a single volume can be complicated for those in charge. Our Online Conference Service (OCS) is able to manage several workshops separately and then join them in the final stage.

Some conferences attract a large number of satellite events, from which the best papers may be selected for publication in a proceedings volume. Please refer to LNCS 11155 for an example of this. As described in the preface, the authors improved and extended their papers based on the reviewers' feedback and the discussions held during the event.

6   Tasks of the Volume Editors

Once you have received the formal (email) confirmation from Springer that your proceedings have been accepted or conditionally accepted for publication, please feel free to start announcing this in the relevant places and media, in particular on your conference website and in the call for papers, but also on social media platforms, in newsletters, etc.

6.1   Fixing the Timeline

We need all of your files 9 weeks before the start of the meeting. This should be taken into account when fixing your own dates, in particular the deadline for receiving the final files from the authors. Within 9 weeks, we are able to produce printed proceedings and deliver these to the conference on time, as well as the online version in pdf and ePub format with full-text XML. When you send the files, please give us a rough estimate of your order.

If you ONLY need the online version to be ready in time for the event (and no printed proceedings or Springer-created USBs), then we require your files no later than 6 weeks before the start of the event. If you send the files later than this, we cannot guarantee that the publication will be online in time for the event.

6.2   Instructing Authors about Templates and Consent-to-Publish Forms

Authors should be directed to our "Information for Authors of Computers Science Proceedings" page, where they can download the correct templates for the preparation of their papers. Our LaTeX templates are available in Overleaf and you may like to draw the authors' attention to this service via the conference website. We aim to publish all proceedings papers in full-text XML. Our templates for LaTeX are based on CMR, and our xml templates for Word are based on Times. Authors should select the font in accordance with the template used for their papers. Papers using other fonts will be converted by our typesetters.

Authors must be made aware of the fact that they have to submit a signed Consent-to-Publish form. 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 Consent-to-Publish form is made available on the conference website. The conference name and the names of the volume editors (usually the PC chairs) can be entered in advance.

Authors employed by US Government contractors or US Government departments may have to sign an alternative form. It is imperative that such authors contact their legal departments and also get in touch with us as soon as their paper has been accepted. Any copyright issues must be resolved before the final files are sent to Springer, otherwise this can delay the publication process.

The Consent-to-Publish forms should be collected by the Volume Editors/organizers. Each form should be saved in the individual folder containing all of the files pertaining to a particular paper. The corresponding author, who must match the corresponding author marked on the paper, must have the full right, power, and authority to sign the agreement on behalf of all of the authors of a particular paper, and accepts responsibility for releasing this material on their behalf. Please also stress to paper authors that they should obtain permissions from the previous publisher for any material they want to reuse. Refer to the Springer Nature Guide to Copyright and Permissions or RightsLink for further information. Once a paper has been delivered to Springer, changes relating to the authorship of the paper cannot be made. Authors' names cannot be added or deleted, their order cannot be changed, and the corresponding author cannot be altered.

We do not accept digital signatures on the consent-to-publish right forms at present. If you have any queries regarding copyright, please contact Springer well in advance of publication.

6.3   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 and to structure the volume in comprehensible parts. The preface should give a good introduction to the volume and present the conference or workshop. Clear information regarding the peer review process (single or double blind / number of reviews per paper) and the numbers and types of papers submitted and accepted should be given.

The preface is usually one or two pages long and is followed by the organization pages. When listing the Program Committee members, whose names should be ordered alphabetically by surname (as should those of the reviewers), kindly just include their universities and countries and not their departments or labs. At the end of the organization pages, the sponsors may be listed and their respective logos displayed. The Steering Committee members are usually listed above the Program Committee members. We encourage you to make use of the front-matter templates (in LaTeX and Word) that are available from the volume editors' website at http://bit.ly/2HaWmko.

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 will be 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 in which they are to appear in the volume and should include meaningful topical section headings, which give structure to the volume and help the reader to navigate. 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 are/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.

6.4   Sources and PDF Files

We need all source files (LaTeX files with all the associated style files, special fonts and eps files, or Word or rtf files) and the final pdfs of all of the papers. For papers prepared using LaTeX, authors should supply the underlying bib file for the references. Our typesetters will use this to create the bbl file. Please note that we cannot include hyperlinks in references.

A mixture of LaTeX and Word files is fine. Please do not send any older versions of papers. There should be one set of source files and one pdf file per paper. Our type-setters require the author-created pdfs in order to check the proper representation of symbols, figures, etc.

6.5 Corresponding Authors

When submitting their paper, the authors should allot a corresponding author, who must be available to carry out a proof check of the paper. He or she is given a 72-hour time-slot to do so. The corresponding author should be clearly marked as such in the header of the paper. He or she is also the one who signs the consent-to-publish form on behalf of all of the authors. Please note that the corresponding author cannot be changed once the paper and the consent-to-publish form have been sent to Springer.

We encourage the inclusion of all of the authors' email addresses and ORCIDs in the header, but at the very least, the email address of the corresponding author should be present.

Please compile a list of the email addresses of all of the corresponding authors. 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 (preferably one, but no more than two).

Approximately one month after publication, the volume editors and all authors whose email addresses are included on their papers will receive an email from Springer linking them, via a password, to their personal MySpringer page, from which they will be able to access a pdf of the entire volume.

6.6 Labeling and Sending the Files to Springer

For LNCS, CCIS, LNBIP, LNICST, and IFIP AICT publications, a volume number is required in order to label the directories correctly. To receive your volume number, as well as the address of our ftp server, please send an email to the address indicated in the acceptance email.

We work on the papers separately and ask you to give each paper a separate folder, containing all of the files pertaining to that paper, and labelled using the volume number and the starting page of that particular paper. A folder containing all of the files pertaining to a paper starting on page 15 of volume 13456 would therefore be labelled 134560015. There should be an additional folder for the front matter. The folders can then be zipped together and the zip file labelled with the volume number, before being sent to our ftp server.

If your proceedings volume contains papers presented at more than one conference, it should be made quite clear (e.g., in the Table of Contents), which papers were presented at which event. This information is made available to Google Scholar as soon as the proceedings have been published on SpringerLink.

6.7 Information Required for Publication

When informing you of your volume number, we shall send you a Word file requesting details concerning the volume editors and the conference itself. The conference information is made available on SpringerLink. For an example, please see LNCS 11429. Click on "Check for updates" on the left-hand side and then open "More Information".

6.8 Proofs

The contact author of each paper is contacted by email by our typesetting partner and asked to check the final pdf file of their paper. 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 papers yourselves, without the involvement of the authors, then kindly inform us of this when you send the files.

6.9 Ordering Proceedings

We ask you to send an estimate of your order when you send the files. Kindly refer to the terms sent out by the Springer editor for the options and prices on offer and inform us if you wish to opt for free online access during the conference.

If hard copies are to be delivered, we require both the shipping address and the billing address, including the name, email address, and telephone number of a local contact. 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 proforma invoice sent with the delivery (often from our printing office, Printforce) is not the final invoice and is not to be paid.

If manuscript files are submitted to us no later than the agreed deadline, then we schedule your proceedings copies to be delivered to the 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. Superfluous books cannot be returned to Springer.

We manage to arrange for door-to-door deliveries in most cases. In some countries (e.g., Brazil or India), it is often necessary that recipients of our consignments help with customs clearance, etc. We have noticed that additional customs charges are necessary for Turkey and that books are sometimes returned to the printing office and not delivered.

Due to the considerable problems associated with deliveries of books or USBs to China, we would encourage you not to order hardcopies but rather to opt for the 4-week free online access via the conference website. We cannot guarantee that books will arrive and if they do not arrive, we cannot replace them or refund you for their loss.

However, if deliveries to China cannot be avoided, a so-called Customs Registration code is required. This is a 10-digit number that any company with an import-license in China will have. If the recipient does not have such a number, then a custom clearance agency should be used. The Volume Editors/conference organizers are responsible for contacting the clearance agency well in advance of the expected delivery date. Springer will not cover the costs for additional customs charges.

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.

7 Availability of SpringerLink Online Versions

Generally speaking, online versions of our proceedings (eBooks) are made available in SpringerLink around a week before the start of the conference.

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 us 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 ORCID Identifier

Springer is the first publisher to implement the ORCID identifier for proceedings, ultimately providing authors with a digital identifier that distinguishes them from every other researcher. ORCID (Open Researcher and Contributor ID) hosts a registry of unique researcher identifiers and a transparent method of linking research activities to these identifiers. This is achieved through embedding ORCID identifiers in key workflows, such as research profile maintenance, manuscript submissions, grant applications and patent applications. Please refer to our webpage for more details.

Apply and encourage all contributing authors to also apply for an individual ORCID at www.orcid.org and include them with your address information. The authors should include their ORCIDs in the headers of their papers. The ORCID in number form will be replaced by the ORCID icon, which will link from the eBook to the actual ID in the ORCID database. As a result, only the ORCID icon will appear in the printed book.

9 Embedded Videos in Proceedings and Electronic Supplementary Material

Springer now offers authors the option of including embedded videos in their papers and we would encourage you to make authors aware of this by referring them to

http://bit.ly/2xgOtCA, where they will find the technical requirements. Please click here for an example of an animated figure.

Authors must not violate privacy and confidentiality rules and, as always, permission must be sought for use of third-party content. All types of Electronic Supplementary Material (ESM), including videos, should be sent with the authors' files. If videos are to be embedded, unequivocal instructions as to their positioning must be included. If no indication is given, the video will be stored at the end of the paper.

Slides that complement a paper may be included as ESM. We do not publish slides as an alternative to full scientific papers.

10   Open Access and Open Choice

At Springer, we offer the option of open access publishing for entire proceedings volumes or for individual proceedings papers. The latter is referred to as "open choice". If you or any of your authors are interested in these options, kindly contact the editorial at Springer well in advance of publication for details on pricing and conditions. You may also like to take a look at our open access webpage.

It is the task of the volume editors to liaise between the authors and Springer and to provide Springer with a final list of papers affected, together with their respective invoicing addresses and the CC-BY Consent-to-Publish forms.

11   Indexing

If you wish to check whether your proceedings have been indexed in Scopus; Ei Compendex; or the Conference Proceedings Citation Index (CPCI), part of Clarivate Analytics' Web of Science, please refer to our SN SciGraph Indexing tool. You can expect your proceedings to be indexed in Scopus / Ei Compendex roughly 3-8 weeks after publication. For the WoS, this can take many months.

12   MySpringer – A Service for Springer Authors and Editors

Approximately four weeks after the publication of your volume, you will receive an email from Springer linking you, via a password, to your personal "MySpringer page". From here, you will be able to download the pdf of the entire volume.

This service is available to all Volume Editors and Authors who have supplied us with their email addresses. If the same email address is supplied for all of the publications by a particular author or editor, then these can be grouped on one single page.

Springer authors and volume editors are entitled to a discount on the list price of any Springer publication. Details on how to make use of this privilege are given on your "MySpringer" page.

13   Data Publishing

Springer encourages authors to validate the results presented in their papers by means of data and, in addition to ESM, we can accommodate links to data or code within the papers published in our proceedings. If you, as editors, wish to make use of Springer Nature's figshare repository, we can set up a branded area for your particular conference. Here are the branded areas for Euro-Par, TACAS, ISWC, and ECML PKDD, for example.

Permanent DOIs are assigned to the data and code stored in Springer Nature's figshare repository and links are set up between the paper on SpringerLink and the data or code. Authors of such papers should include a data citation in their references section and a data availability statement in their paper. We offer two possible services. If Springer Nature is to take care of the curation of the data and code, then the service is offered at a fee. If the volume editors are willing to take care of the curation and the communication with the authors, the service is offered free of charge. The upload of the data to figshare is usually requested approximately one week before the final submission date for the papers.

If you are interested in data publishing, as well as other new developments in proceedings publishing, please refer to our Computer Science Proceedings News page.

14   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 (incl. bib files and images) and pdf files of each contribution, as well as one consent-to-publish form per paper, grouped in a directory, labeled using the volume number and the starting page of the paper.

- ☐ A completed "Production" file, which is sent to you with your volume number. Please make sure that this contains the full addresses of all of the volume editors, including the postal codes, in the correct order and form.

- ☐ A list of the authors' names that are not straight forward (Given Name; Family Name).

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

- ☐ Excel-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 (online access, USBs, print, etc.) of proceedings copies required for distribution at the event.

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

15   Appendix

If a paper includes an Appendix, it should be placed in front of the references. If it has been placed elsewhere, it will be moved by our typesetters. If there is only one, it is designated "Appendix"; if there are more than one, they are designated "Appendix 1," "Appendix 2," etc.

29 January 2021