

11 Checklist

Here is a checklist of everything we require from the volume editor. Do not send the zip file to Springer until it is correct and complete. Late changes are not possible.

- ☐ Preface and organization pages: source and pdf file.
- ☐ Table of contents (incl. topical headings): any type of electronic version. If the proceedings of more than one event are included in the volume, the Table of contents should make it clear which papers stem from which event.
- ☐ Papers: sources (incl. bib/bbl files and images) and pdf files of each contribution, as well as one licence-to-publish form per paper, grouped in a directory, labeled using the volume number and the starting page of the paper. (In exceptional cases, a paper may require more than one licence-to-publish form.)
- ☐ A completed “Production” file, which is sent to you with your volume number. Please make sure that this contains the full names (including any middle initials), as they are to appear on the cover of the volume, and the addresses of all of the volume editors, including the postal codes, in the correct order and form, as well as the ORCIDs, if these are to be included.
- ☐ 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.
- ☐ Excel file listing any papers that should be published as “open choice” papers, including the full invoicing addresses. The special licence-to-publish forms should be included in the folders with the files.
- ☐ Estimate of the number and the format (online access, print) of proceedings copies required for distribution at the event.
- ☐ A separate zip containing just the PDFs of the papers.
- ☐ Anything else you would particularly like to draw our attention to (specifics of delivery, billing procedure, etc.).

Acknowledgments. A third level heading in 9-point font size at the end of the paper is used for general acknowledgments, for example: This study was funded by X (grant number X).

Disclosure of Interests. Authors should insert a disclosure-of-interests statement with a third level heading in 9-point font size beneath the (optional) acknowledgments, for example: The authors have no competing interests to declare that are relevant to the content of this article. Or: Author A has received research grants from Company W,

Author B has received a speaker honorarium from Company X and owns stock in Company Y, Author C is a member of committee Z.

12 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 appendix, it is given the section heading “Appendix”; if there are more than one, they are designated “Appendix 1,” “Appendix 2,” etc.

13 Example of Correctly-Labelled Folders

Each paper should have its own folder containing all of its files and each folder should be labelled using the volume number and the starting page of the paper.

The following shows the labelling of LNCS 12707 (see below):

- 127070001
- 127070015
- 127070030
- 127070044
- 127070059
- 127070074
- 127070089
- 127070104
- 127070119
- 127070134
- 127070149
- 127070164
- 127070179
- 127070194
- 127070209
- 127070224
- 127070239
- 127070253
- 127070268
- 127070283
- 127070297
- 127070311
- 127070326
- 127070341
- 127070355
- 127070369
- 127070384
- 127070399
- 127070413
- 127070427
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