

GENERAL INFORMATION

The guidelines for the ISH 2015 Proceedings are adapted from those used in the *Springer Handbook of Auditory Research* (SHAR) series. You can check the [SHAR website](#) for examples of citations, book pages, forms for permissions, and lots of other useful information.

Here are some general instructions for the preparation of your manuscript (MS):

- **The final MS (deadline June 15) will be used to compose the Proceedings and will be processed by Springer.** Do not include line numbers in the final MS and submit figure files separately.
- The **Length** of the final version of your chapter must be a maximum of 3600 words equivalent, including text, figures and references. For each figure that you include, the corresponding amount of text must be deducted. For example, for a “small” figure (1/3 of a page) deduct 150 words. For an “average” figure deduct 225 words. For an elaborate full-page figure, deduct 450 words. The Editors will make sure that all chapters conform at least approximately to this rule.
- The **final MS** should follow the style comments below. MS must be submitted in Microsoft Word, for either Macintosh or PC. In particular, note the procedures for literature citations and text citations below and at the web site. If equations are included, the DOCX format is preferred. TeX and WordPerfect are not acceptable.
- Check carefully to ensure that references in the text are cited in the bibliography and vice versa.
- Check spelling of authors names, initials (use all initials), dates of publication. This must be consistent between the text and the reference section.
- Make sure that authors' names and foreign language titles have the correct accents.

CITATIONS IN TEXT

- SHAR uses a modified version of APA style, which can be found here. Please note the reference styles and instructions below and **follow the instruction in this document if they contradict the APA style:** <http://www.library.cornell.edu/resrch/citmanage/apa>. If you are going to use EndNote, it is imperative that you look at the note at the end of these instructions.
- Write out a complete reference in the text if there are two or fewer authors. For three or more authors **always** use et al.
- Use a comma after the author name, but *not* if the name is followed by et al. (e.g., Groucho, 1945; Harpo & Chico, 1956; Chico et al., 1922).
- Use a period and comma after et al (e.g., Groucho et al., 1978).
- In the case of two papers with multiple authors from the same first author in the same year, use “a” and “b” to distinguish: (Groucho et al., 1978a), (Groucho et al., 1978b).
- When you have multiple citations together in the text, put them into **chronological order**. If two references appeared in the same year, they are put into alphabetical order. If you have two or more papers by the same author in different years, put them together with the earliest date. (e.g., Hammerstein, 1901; Gershwin, 1955, 1958; Mendelson, 1955; McCartney, 1985, 1994; Comden & Green, 1990; Bernstein, 1999).
- Use "&" and not "and" in references (Simon & Garfunkle, 1987).

REFERENCES AND REFERENCE LIST

- SHAR uses a modified version of APA style, which can be found here. Please note the reference styles and instructions below AND FOLLOW THE INSTRUCTIONS IN THIS DOCUMENT IF THEY CONTRADICT THE APA STYLE:

<http://www.library.cornell.edu/resrch/citmanage/apa>. We are providing a Zotero style (in the CSL format) on the ISH website. If you wish to use EndNote, please see the note at the end of these instructions.

- Please write out all journal titles **in full**. Please list all author names and avoid using et al.
- Special note: Initials of first and middle names do not run together in the reference section (e.g., Johnson J. B. and not Johnson JB).
- Do not number your references.
- Reference list entries should be alphabetized by the last names of the first author of each work. For alphabetizing references in the bibliography please use the following sequence:
One author paper do chronologically followed by Two authors, chronologically followed by Three or more authors, chronologically.

Thus:

Davis, M. (1978)
Davis, M. (1980)
Davis, M., & Parker, C. (1964)
Davis, M., & Gillespie, D. (1986)
Davis, M., Neville, A., & Gillespie, D. (1979)
Davis, M., Gillespie, D., & Neville, A. (1981)
Davis, M., Adam, Q. C., & George, A. B. (1983)

- The only references that go into the bibliography are material that has been published or is in press. Submitted MS, MS in preparation, personal observations, etc. are only mentioned as in preparation or personal observations in the text. They do not go into the bibliography. It is preferred that you not cite abstracts.

Examples:

- **Journal article**
Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., & Cruz, P. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44(3), 213–245.
- **Article by DOI**
Slifka, M. K., & Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086
- **Book**
Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
- **Book chapter**
O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.
- **Online document**
Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, & M., Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association.
http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

OTHER ITEMS

- Add appropriate accents to all names and non-English words.
- In the final MS, **double space everything**, including references, figure legends, tables, etc.
- In the final MS, write out "Figure" in text but use Fig. in parentheses. For example: Figure 1 shows that the sky is blue. The sky on Mars, however, is red (Fig. 2).
- When you refer to different species of animals, please put in the scientific name (italicized) the first time you mention the species – for example: "These studies on the zebrafish (*Danio rerio*)...". This should be for all but the most common species used in auditory research (e.g., human, domestic cat, rat, mouse [you might include strain if appropriate], rabbit, ferret, chinchilla, gerbil, etc.) In all cases

but the aforementioned, *you may use the common or scientific name throughout the text, but please be consistent and use common or scientific names and do not alternate.*

- If you have any questions about the formats for scientific words please use a U.S. medical dictionary. For example, use brain stem rather than brainstem, swim bladder rather than swimbladder, end organ rather than endorgan.
- Use "human" rather than "man". Be sensitive to other gender issues.
- Spelling can be American English or British English but must remain consistent throughout the chapter.
- Please be consistent in specific terms – end organ (two words), swim bladder (two words), hair cell (no hyphen), utricle, sacculle (not utriculus, sacculus).
- Footnotes are strongly discouraged. If you have to use them, limit to no more than 1 or 2 in your whole MS.
- If you are using names of genes, you should use those that are approved by the human (<http://www.genenames.org/hgnc-searches>) and mouse (<http://www.informatics.jax.org/>) nomenclature committees.

TEXT PREPARATION

- Headings to sections of the MS:
 1. You should break up the MS with section headings.
 2. The major words in each heading should start with cap. (e.g., The Hounds of the Baskervilles.)
 3. The Introduction should be section 1. The introduction is the very first text of the MS.
 4. Number sections 1, 1.1, 1.2.1, 1.2.2, 1.3, 2, 2.1 etc.
 5. Note 1, 2, etc. does not have trailing .0.
 6. Do not use all caps in headings.
 7. Do not use bold font or italics.
 8. No punctuation after headings.
 9. Put headings always on a separate line.
- In the final MS only, put full address, phone number, and email on title sheet of the MS *for all authors*, and indicate the corresponding author with an asterisk.
- Nothing should be in bold anywhere in the MS. If you want to emphasize something please use italics.
- In the final MS, indicate the places in the MS where figures might be placed. Do so by indicating "PLACE FIGURE X NEAR HERE."
- In order to enable readers to better find your chapter, we provide chapter abstracts for online use. Please provide us with an Abstract of 150-250 words along with your chapter text. Note that this will not be used within the print or eBook PDF, but is for online reference only. In addition to this, all readers will have browsing access to the first 10% of each chapter both on Google Book Search and on the Springer website.
- Place keywords at the beginning of each chapter, in place of a full-book index. These keywords indexed in Scholar and elsewhere, along with the words in the chapter title, improve retrieval. Please include a list of 10-15 keywords for your chapter, on the first page of text. Please note the following:
 - Use words NOT in the title (those get indexed automatically)
 - 10-15 words or short phrases are acceptable
 - You can use two word phrases (hair cell; inner ear; etc.)
 - Use meaningful phrases or words, and not words that are so broad they won't help find your chapter. Thus, "Elephant" might work if your chapter includes them, but "big animals" would not since that could retrieve almost anything. Another example is to not use "clinical trial" since that would retrieve thousands of papers. Do use words or phrases that are meaningful for your chapter. Potentially, these could be key words in some of your section headings.

FIGURES

- The figures should be 80 mm or 122 mm wide and not higher than 198 mm
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- If you are using abbreviations in many figure legends, you may make a list of abbreviations which appears somewhere in the text rather than repeating the abbreviations in each legend.
- If you label the same structure in multiple figures, be sure that the abbreviations are consistent for each structure between figures (e.g., use L for lagena in all figures rather than L in one figure and La in another) and between the figures and the text.
- If a figure has more than one part, the parts should be labeled with capital letters (A, B) and the size of the label should not be excessively large.
- Color is encouraged, but figures must remain readable in black and white, and might be converted during copy editing if appropriate.

Preparation of Electronic Figures for Publication

- **See instructions at:** Springer.com
- Please note that illustrations should *not* be incorporated into the final version word processing files of your manuscript. You may insert the figures in the first draft, however.

Previously Published Figures

You must obtain permission from the copyright holder (usually the publisher of the book or journal where the figure was published) to reproduce a figure or table.

Permissions must be submitted with the completed MS. Unless these are submitted on time, production of the book will be held up. Thus, we recommend getting permissions as soon as you decide to use material from another source.

Please note that there is an agreement between many major STM publishers to reuse figures/material without charge, and so you may not need to pay to reuse figures in your chapter. Please see further information here: <http://www.stm-assoc.org/permissions-guidelines/>

Most major publishers now use an automated third-party system or website, such as RightsLink, to manage their permissions. Please visit the publisher's website to determine their preferred method for handling permission requests. If using a publisher's RightsLink interface, please try to choose "STM Signatory" or "Publisher", "Springer" as the requestor type in order to receive the benefits of this agreement. If you feel that you have been charged in error, please contact the publisher or RightsLink and note the waiver agreement.

In the case of illustrations of your own that have been previously published, please also obtain permission from the copyright holder. Whenever possible, please use the appropriate web form found on the original publisher's website, or email the appropriate permissions department. If no web form is available, a permission form for this purpose is available [here](#). Please send permission requests to the appropriate publisher as early as possible so that the processing of your chapter is not delayed waiting for their return. Accumulate completed permission forms and submit them together with the final draft of your chapter. Identify each table or figure with your chapter's title and the figure number. PLEASE NOTE that neither the publisher nor the editors have resources to pay for getting permissions for use of figures from other sources. In case of further questions, please contact Gregory Baer [<gregory.baer@springer.com>](mailto:gregory.baer@springer.com).

SUBMITTING THE REVISED FINAL MANUSCRIPT

Submit the FINAL chapter also to [<submission@ish2015.nl>](mailto:submission@ish2015.nl). *Your final submission should all be sent as one or more zip files (no more than about 5 MB) via email (preferable).* If the file exceeds 5 MB, please use a large file transfer system like [WeTransfer](#). The final submission ZIP file(s) must include:

1. An electronic copy of original MS (MS Word format only), without figures in the file.
The manuscript should include (in this order):
 - Title (first letter of all major words capitalized)
 - Author names

- Affiliations and email addresses for all authors
 - A list of key words
 - Text
 - References
 - Tables
 - Figure and table legends
2. All figures should be in electronic graphic format (e.g. TIF, EPS), NOT embedded in the text.
 3. Permissions for all figures that are from other sources in PDF format.
 4. Signed Copyright Release Form (provided by the editors).
 5. An Abstract of 150-250 words as a separate file. This will only be used online and not appear in the print or eBook PDF and enables readers to better find your chapter.

Please note, before submission it is imperative that you make sure your MS follows all of the styles for a SHAR volume. This saves time and money in the editing process, and will enable us to publish the book more quickly. The major problems generally encountered are:

1. Incorrectly formatted references – not following the details for the format.
2. Incorrectly formatting citations in the text.
3. Not having all cited references in the reference section, or having references in the reference section not cited in the text.
4. Use of bold or large sized fonts for section headings or emphasis.

Be sure to include the signed Contributor's Authorization to Publish Form and any needed Permissions for illustrations.

NOTES ON USE OF ENDNOTE

If you wish to use EndNote, please use APA 6th style modified for SHAR, which can be downloaded here: <http://www.box.net/shared/ll5klig2vz>. Please see additional notes below.

Editing Endnote APA6th to conform to SHAR format: There are two parts to this: editing the style and making sure the journal list contains full titles.

1. To force EndNote to write out full journal titles:

See instructions at <http://www.endnote.com/support/faqs/Styles/index.asp>, paying special attention to the "Styles 5" question. Follow these instructions carefully.

Please note: some journal titles may not get written out fully, even after going through these steps. This is because that journal in the Journal Term List is imported in abbreviated form. You should fix this manually in the manuscript.

Alternatively, in Endnote, go to Tools → Open Terms List → Journals Term Lists, and click the Terms tab. Find the journal of interest, highlight it, and click Edit Term. You will see your abbreviated title in the Full Journal box. Copy it and paste it into the Abbreviation 1 box (adding periods after each word) and Abbreviation 2 box (no periods). Then, back in the Full Journal box, complete the abbreviations with full names. Click OK and exit Terms Lists. "Update Citations" in Word and you are now set. This corrected list will apply only to the particular library you have generated.

2. If you cannot use the SHAR-modified style file:

Please download the regular APA 6th style (<http://www.endnote.com/support/enapa6thstyle.asp>). There are known inconsistencies between this style file and our accepted format, which can be dealt with as suggested below. Please also make sure to write out full journal titles as noted above.

To edit the style:

1. Make sure APA6th is loaded up in Endnote, and Word knows you are using this style.
2. In Endnote: Edit → Output Style → Edit APA6th
3. Make sure of the following conditions:

- a) Journal Names: click Use full journal name.
- 4. Citations → Ambiguous Citations: Only the following are ticked: “Add more authors until the citation is unique” and “Add a letter after the year”.
- b) Citations → Author lists: Abbreviated Author lists, use “If 3 or more authors, list the first 1 authors”. Same for subsequent appearances. Make sure there is no comma before ‘et al.’
- c) Citations → Author Name: Tick ‘Omit repeated authors’ and ‘Separate these with “,” ‘. ‘Use initials only for primary authors with same name’ should be unticked.
- d) Citations → Sort Order: Year and Author
- 5. Bibliography → Author Lists: On separators, make sure there is a comma before &. Tick “List all author names.” And “Print the author list as defined above”.
- e) Bibliography → Sort Order: First author + # of Authors + Year. Exit and save changes to the style. Then Update Citations in Word.