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 whose expertise must match the focus of the event, a coherent set of topics of international relevance, and at least three reviewers per paper. We need evidence that a conference is taking place. Papers must be presented to the participants and the opportunity for discussion of the papers must be given following the presentation. In addition, we do not publish the proceedings of conferences with an extremely broad scope. If your conference fulfills the aforementioned criteria, kindly complete the proposal form available from the website and send it to the appropriate email address indicated above.

Evaluation of all contributions should be documented by the Volume Editors/PC Chairs 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 Springer Nature Code of Conduct and Book Publishing Policies

Springer Nature is committed to upholding the integrity of the scientific record, and, as a member, follows the Committee on Publication Ethics (COPE) guidelines on how to deal with potential acts of misconduct. It is therefore important that the work submitted

has been carried out in line with international standards for responsible research publication. Authors should follow the minimum standards as set out in the Book Authors' Code of Conduct and our Book Publishing Policies.

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

The papers selected for publication in the proceedings must be within the scope of the conference as defined in the Call for Papers. Springer reserves the right to reject proceedings following the delivery of the files, if papers that are outside the scope of the conference have been accepted, or if our requirements have not been fulfilled in any way.

In a proceedings volume, papers written by PC chairs or PC members should be limited to at most two papers co-authored by any one PC member or PC chair/co-chair or volume editor. The usual rules of anonymous peer review must be respected. In addition, we ask you to check that all authors listed on the papers are real, individual people. An attribution of authorship carries with it accountability for the work.

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. Particular care should be taken with data or images of vulnerable people (e.g., minors, patients, refugees) or the use of images in sensitive contexts. In many cases, authors will need to secure written consent before including images, so please check this when accepting papers for publication.

If a conference exhibits unethical behavior, or if a conference does not take place in the sense that papers are presented and discussed in real time by the participants, then Springer reserves the right to reject the proceedings following the delivery of the files.

3.1 Use of AI in Peer Review

Peer reviewers play a vital role in scientific publishing. Their expert evaluations and recommendations guide editors in their decisions and ensure that published research is valid, rigorous, and credible. Editors select peer reviewers primarily because of their in-depth knowledge of the subject matter or methods of the work they are asked to evaluate. This expertise is invaluable and irreplaceable. Peer reviewers are accountable for the accuracy and views expressed in their reports, and the peer review process operates on a principle of mutual trust between authors, reviewers and editors. Despite rapid progress, generative AI tools have considerable limitations: they can lack up-to-date knowledge and may produce nonsensical, biased or false information. Manuscripts may also include sensitive or proprietary information that should not be shared outside the peer review process. For these reasons we ask that, while Springer Nature explores providing our peer reviewers with access to safe AI tools, peer reviewers do not upload manuscripts into generative AI tools.

If any part of the evaluation of the claims made in the manuscript was in any way supported by an AI tool, we ask peer reviewers to declare the use of such tools transparently in the peer review report.

3.2 Use of AI Tools for Paper Generation

We ask reviewers to be vigilant towards the use of non-standard phrases and fabricated references within submissions. Examples of non-standard phrases are: “profound learning” instead of “deep learning”, “laptop vision” instead of “computer vision”, “irregular timberland” instead of “random forest”. Such phrases clearly indicate that an AI tool has been used with the purpose of hiding plagiarism, for example. Fabricated references are equally an indication that AI has been used to write the paper.

3.3 Alternative Text (Alt Text)

In accordance with the EU Accessibility Act and our commitment to Accessibility at Springer Nature, proceedings contributions will henceforth need to be accessible to all readers and adhere to the Web Content Accessibility Guidelines (WCAG). According to these guidelines, textual substitutes are required for non-text content, such as figures, illustrations and tables in image formats.

The corresponding volume editor will be contacted by our typesetters and given guidelines as to how to request Alt Text from the authors of the contributions. If it is not possible to obtain the Alt Text from the authors of the papers, our typesetters will generate and insert this text. In such cases, the corresponding authors will have an opportunity to check the Alt Text during the proofing stage.

3.4 Types of Papers and Page Counts

The most common types of papers accepted for publication are full papers (of at least 12 pages) and short papers (of at least 6 pages). We can accommodate papers with more than 12 pages. Please check with the Springer Editor if you have papers of 30 pages or more. 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. Any papers with fewer than 4 pages will be moved to the back matter, will not be made available for indexing, and will not be visible as individual papers on Springer Nature Link. Please do your utmost to avoid having any 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 and not in the main part of the proceedings. We ask you to inform the authors of such abstracts to avoid any misunderstandings.

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. Before sending the files to Springer, please check that there are no docm files. These are not compatible with our systems.

The approximate size of the proceedings should be discussed with the Springer editor during the evaluation stage.

3.5 Figures and Tables

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 clear 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. Please make sure that tables and equations are editable, and not pasted in as figures, in case the paper needs to be reformatted or corrections made.

4 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 120 pages). In this case, a preface and organization pages are required for each individual workshop.

Please send us a single PDF (and source file) of the prefaces and organization pages grouped together. LNCS 14393 provides an example of multi-workshop front-matter pages. The pages preceding the first preface are prepared by Springer.

Due to space restrictions, we usually just include the name(s) of the main workshop program chair(s) on the front cover. However, the names of all of the workshop program chairs can be included in the front matter and on Springer Nature Link, so all program 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 program chairs, please make sure that we have the full addresses, including the postal codes, of all of those who are to be listed as volume editors on Springer Nature Link.

5 Tasks of the PC Chairs

The Volume Editors, whose names appear on the cover and inside-cover pages, should be restricted to those ultimately responsible for the contents of the proceedings, i.e., the PC Chairs.

5.1 Fixing the Timeline

As soon as you have received the formal (email) confirmation from Springer that your proceedings have been 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.

We need all of your files 10 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 10 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.

5.2 Instructing Authors about Templates and Licence-to-Publish Forms

Authors should be directed to our "Information for authors and editors" 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 License-to-Publish form. Please make sure that the corresponding authors sign the form sent with the official acceptance email.

It is easier for the authors if a partially completed License-to-Publish form is made available on the conference website. The conference name and the names of the volume editors (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. If only a fraction of the authors of a paper require an alternative form, then two forms will be needed for that paper. Any copyright issues must be resolved before the final files are sent to Springer, otherwise this can delay the publication process.

The Licence-to-Publish agreements 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 should 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 Third-Party 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 licence-to-publish agreements at present. If you have any queries regarding copyright, please contact Springer well in advance of publication.

5.3 Preface, Organization Pages, Table of Contents, and Author Index

It is the task of the volume editors to prepare the organization pages and the preface and to structure the volume in comprehensible parts. The preface should present the scope and purpose of the event. 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 also be given.

Acknowledgments of support or assistance in preparing the book can be included as the last paragraph(s) of the preface. If the acknowledgment is more than one page long, it should start on a separate page under the heading: Acknowledgments.

The PC chairs are responsible for the contents of the volume and as such, their names should appear on the cover as volume editors. If anyone other than the PC chairs is responsible for the final selection of the papers, please give details of their precise function in the preface.

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. Do not omit the countries. At the end of the organization pages, any sponsors should 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 template (in LaTeX and Word) that are available from the "Information for authors and editors" page.

Please refrain from including biographies or photographs in the front matter. Only for Festschrifts do we ask you to include a photograph of the honoree. The front-matter pages generally consist of the preface and the organization pages. In some cases, an additional foreword may be included, and the abstracts of any invited talks may be inserted in front of the Table of Contents. At the end of the organization pages, any sponsors may be listed and their logos displayed. If you wish to insert an obituary, this should appear after the organization pages. Anything that does not fall under one of the above-mentioned categories should not be included. Failure to adhere to our requirements for the front matter may result in a delay in the publication of the proceedings.

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. Any information regarding the organization of the event that has already been mentioned in the preface, or is mentioned in the organization pages, should not be repeated elsewhere. 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. We provide you with an Excel template for the Table of Contents both in the formal acceptance email and on the website.

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.

5.4 Sources and PDF Files

We need all source files (LaTeX files with all the associated style files, special fonts and eps files, or Word files) and the final pdfs of all of the papers. For papers prepared using LaTeX, authors should supply the bib/bbl files. Please make the authors aware that they should give their files short names. Files with long names can be difficult to open further down the line.

A mixture of LaTeX and Word files is fine. Authors who have used our docm template should have saved this in the docx format, i.e., without macros. On no account should docm files be sent. They are not compatible with Springer's systems.

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

5.5 Corresponding Authors

When submitting their paper, the authors should select 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, e.g., by a tiny envelope or by an asterisk. He or she is also the one who signs the licence-to-publish form on behalf of all of the authors. Please note that

the corresponding author cannot be changed once the paper and the licence-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 the corresponding authors. This can be combined with the Table of Contents in an Excel file listing the part titles, the starting page of the paper or the sequence number, the paper title, the authors' names, the name of the corresponding author, and the email address of the corresponding author. A template is available for this.

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 providing them with a coded personal access link, which will enable them to download the PDF of their paper directly from Springer Nature Link.

5.6 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.

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 16456 would therefore be labelled 164560015. There should be an additional folder for the front matter. Please refer to the very end of these guidelines for an example. The folders can then be zipped together (please do not use .tar) and the zip file labelled with the volume number, before being sent to us. The final zip file should not be sent to Springer until everything is correct and complete. Late changes are not possible.

In addition to the above-mentioned zipped file, we ask you to upload a second directory containing only the PDFs of the paper. This second directory should not be zipped.

If our nomenclature causes considerable problems for you, please just make sure that the order of the papers in the volume is immediately obvious from the nomenclature of the folders containing the files.

If your proceedings volume contains papers presented at more than one event, e.g., one proceedings volume contains the papers of two related workshops, 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 Springer Nature Link.

5.7 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 Springer Nature Link. For an example, please see LNCS

11429. Click on “Check for updates” on the left-hand side and then open “More Information”.

5.8 Title and Subtitle

The title of the proceedings represents the focus of the conference. It should not include terms like “Proceedings of …” or “Advances in …”. The subtitle takes our standard form, which usually includes the number of the event, the acronym, and the place and dates of the event.

5.9 Proofs

The contact Volume Editor receives the proofs of the cover, the front-matter pages, and the author index. These should be checked carefully and a response returned to our typesetters within 24 hours.

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.

5.10 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 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 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-licence 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.

6 Availability of Springer Nature Online Versions

Generally speaking, online versions of our proceedings (eBooks) are made available in Springer Nature Link a few days 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.

7 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.

Apply and encourage all contributing authors to also apply for an individual ORCID at www.orcid.org and include them with your address information in the Word file. 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.

8 Embedded Videos in Proceedings and Electronic Supplementary Material

Springer offers authors the option of including embedded videos in their papers. Please click here for an example of an animated figure.

Authors must not violate privacy and confidentiality 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 and should have been approved by the PC Chairs. Springer will not compile or work on these files in any way. If authors intend to make a PDF available, they should send a PDF. 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.

9 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 office at Springer well in advance of publication for details on pricing and conditions.

Authors of open choice papers need to sign a special licence-to-publish form, which has to be created individually. To achieve this, lncs@springer.com should be contacted well in advance of the delivery of the files.

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 Licence-to-Publish forms. The authors will have to agree to the payment terms and conditions. Please make authors aware of the fact that proceedings are not currently covered by any transformative agreements or other similar arrangements that Springer may have with institutes or countries.

10 Access to the Paper on Springer Nature Link

Roughly one month after publication, all authors who have included their email addresses in the headers of their papers will receive an email containing a coded personal access link, which will enable them to download the PDF of their paper directly from Springer Nature Link.

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), alt-text Excel files, 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. This list can be amalgamated with the Table of Contents as described in Sect. 5.5.
- 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 unzipped folder 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

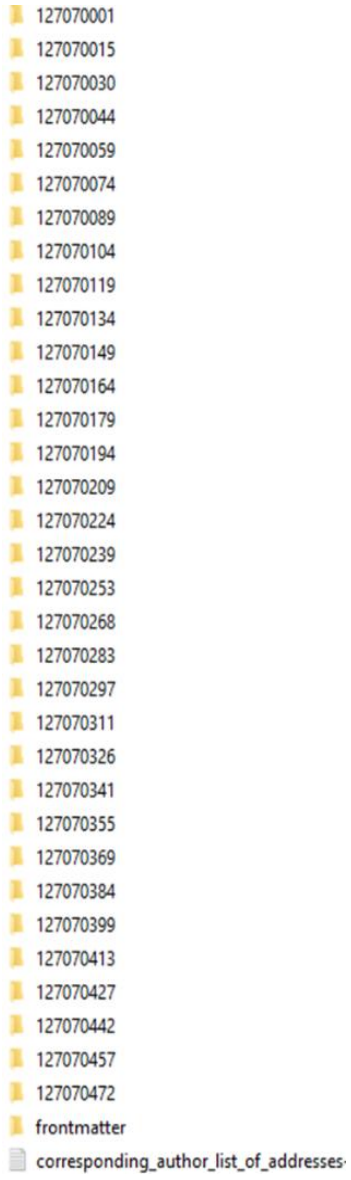
If a paper includes an Appendix, it should be placed in front of the references. If it has been placed elsewhere, it will be moved by our typesetters. If there is only one appendix, it is given the section heading “Appendix”; if there are more than one, they are designated “Appendix 1,” “Appendix 2,” 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):

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6 October 2026