Meteor and Reference Works
A Complete Guide for Authors

Thank you very much for writing chapter(s) for one of our Major Reference Works! Please use our online submission system "**Meteor**" to upload your chapter(s).

What is Meteor?

Encyclopedias and Handbooks are book projects with large editorial boards and sometimes hundreds of authors and chapters. It is a challenge to keep track of all submissions, reminders, the reviewing and publication of all chapters. "Meteor" is an editorial management system designed to solve this problem.
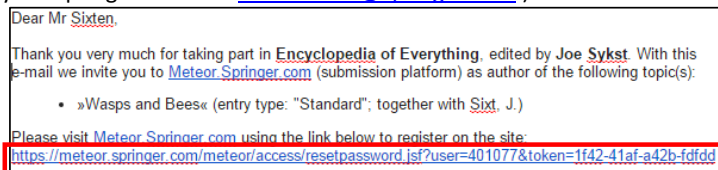
What is a Live Reference?

Your chapter will be published "online first" in a dynamic e-book on SpringerLink: the "Live Referenc". Your chapter can be updated any time if e.g. you want to add new results. Once enough chapters have been published into a Live Reference the Editors and Springer will normally compile a print edition.

How do I write and submit my chapter?

1   Log into Meteor

- Open the email "Invitation to Project:…." in your email inbox. (If there is no such an email contact your Springer editor or meteor.info@springer.com.) In the email click on the registration link
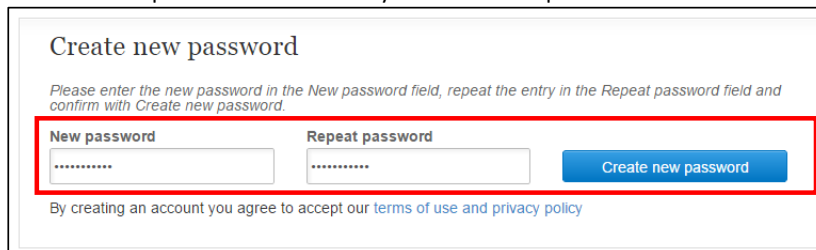

- The browser opens and Meteor asks you to choose a password

- Now log in with your email and password

2   Sign the Terms and Conditions

- [If you are involved in several book projects on Meteor you will see a list of book projects. Click on the project you want to work on.]

- In most cases you will see our "Terms and Conditions":

> ℹ **You need to review and accept the following Terms & Conditions in order to use this platform.**
>
> **SpringerReference**
> Project: Encyclopedia of Everything
> Version: 2
>
> Meteor
>
> General Information to Contributors
>
> of the Work "**Encyclopedia of Everything**" (Live Reference ISBN **8888888888**)
> edited by **Joe Sykst**
>
> This Work is owned and published by **Springer (India) Pvt. Ltd.** (hereinafter called Springer). The Terms and Conditions of the Work hereinafter apply to all contributions and any updates to any part made to this Work. Three

- Read the contract and press the Accept-Button at the bottom: **Accept & Proceed**

3   Check Personal Details

- Meteor needs your correct affiliation and email address to send proof, contact you, add correct affiliations to the published chapter, etc.

- Click on your name in the top right corner and choose the menu item "Profile"

> Meteor   Jörg Sixt ▼   🐎 Springer
>
> Projects · Users · Domains · Migration   Profile
>   Change Password
>   Change Username

- Check your affiliation and e-mail address. Correct them by clicking on the pen icons.

> Affiliations   Add affiliation
>
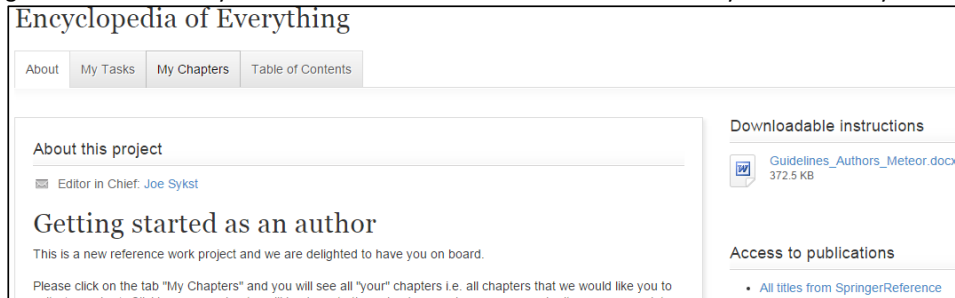>   Organization   ≔
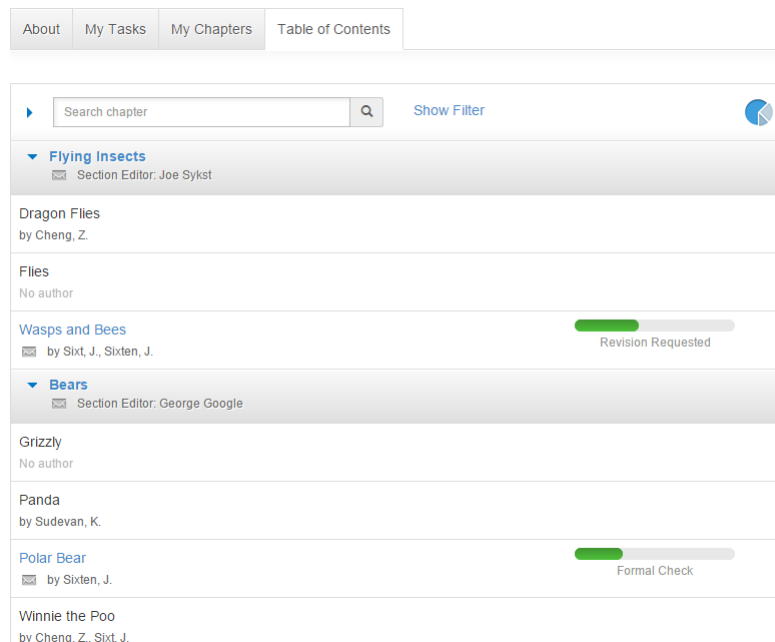>   Division

4   Read "About this project"

- Meteor will greet you with information on the book project as well as with author guidelines. These guidelines will tell you more about how the Editors would like you to write your chapter

5   Look at the "Table of Contents"

- In order to write your chapter you might want to understand the whole context of the book.

- Click on the "Table of Contents" tab to see all the chapters and sections

- In the example you see the Sections "Bears" and "Flying Insects" and the section editors and underneath the chapters in those sections.

- **Tip:** Click on the **envelope icon** to send an email e.g. to Section Editors (or Editors-in-Chief) if you have questions about the content or scope of your chapter or to the Springer project manager if you have questions about Meteor, workflows or the publishing side.

- Submitting and reviewing a manuscripts is a confidential process: you can only see the details of your own chapters (unless you are also an Editor).

6 "My Tasks"

- The "My Tasks" tab is a personalized "to do"-list for anyone using the Meteor-system.

- Click on the "My Tasks" tab. You will see the kind of submissions (or revisions) that the editors would like you to submit
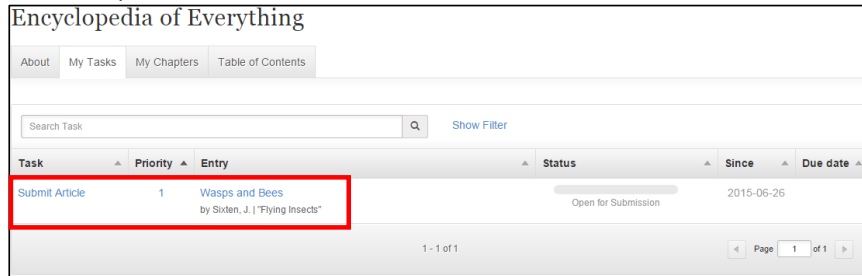
- The list shows the date of invitation ("Since"), the deadline ("Due date") and Meteor's <u>suggestion</u> of priority. [If you are also an Editor for this project you may also see other tasks e.g. reviewing chapters]

7 Write the Chapter

- The most difficult part: actually writing the chapter!
- Please only use MS Word or LaTeX to write your chapter.
- Please also collect all your images, style files, etc. because they also need to be uploaded on Meteor. Please also compile one PDF with your manuscript.
- If you use third-party material e.g. images from published articles or books (even if you created them) please ask for permission to use them in this book. If in doubt contact the project manager.

8 Upload the Chapter

- Click on a chapter in "My Task" or "My Chapters" to get to the chapter's upload page.
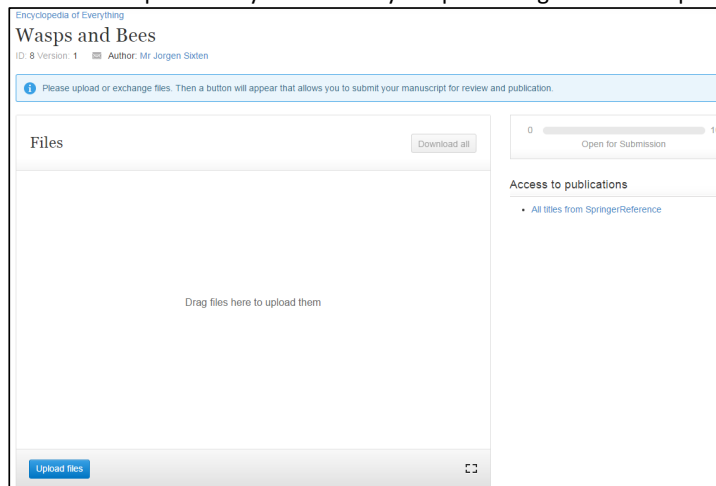
- Upload all source files, images and, ideally, a PDF of your manuscript.

- If the authors or the title of your chapter differ from the one shown in the upload page then please contact the Springer project manager e.g. by clicking on the envelope icon.

Encyclopedia of Everything

Wasps and Bees

ID: 8 Version: 1 ✉ Author: Mr Jorgen Sixten
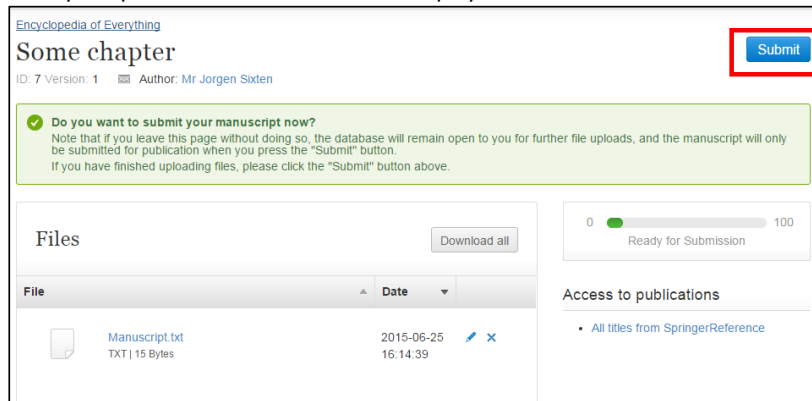
- After you uploaded all files Meteor will display a "Submit" button.

Encyclopedia of Everything

Some chapter

ID: 7 Version: 1 ✉ Author: Mr Jorgen Sixten

Submit

✓ **Do you want to submit your manuscript now?**
Note that if you leave this page without doing so, the database will remain open to you for further file uploads, and the manuscript will only be submitted for publication when you press the "Submit" button.
If you have finished uploading files, please click the "Submit" button above.

Files   Download all

File	Date ▲ ▼
Manuscript.txt TXT | 15 Bytes	2015-06-25 16:14:39 ✎ ✕

0 ————— 100
Ready for Submission

Access to publications

- All titles from SpringerReference

- Once you press "Submit" you will no longer be able to change the manuscript. It will now be passed on to the Springer project manager and the editors for checks and reviewing
- **Tip:** Clicking the browser back button or the title of the book will get you back to the project overview.

## What happens after submission?

1   Where are my chapters now?

- Go to the "My Chapters" tab: here is a list of all chapters that you were asked to write [or in some other way involved with e.g. the chapters in the section of a section editor.]

- For each chapter the authors, section, due date and the "status" is listed

Encyclopedia of Everything

| About | My Tasks | My Chapters | Table of Contents |

Search chapter 🔍   Show Filter

Title	Due Date ▲	Status ▲
Some chapter ✉ by Sixten, J. | "Flying Insects"		▬▬ Formal Check
Wasps and Bees ✉ by Sixt, J., Sixten, J. | "Flying Insects"		▬▬ Revision Requested

1 - 2 of 2   ◀ Page 1 of 1 ▶

- The status tells you what is currently happening with your chapter:
    - **Open for Submission:** Meteor waits for your submission
    - **Ready for Submission:** A manuscript has been uploaded but you haven't pressed the "Submit" button yet.
    - **Formal Check:** The Springer project manager is checking your manuscript.
    - **In Review:** The editors of the book will evaluate your manuscript. They will either accept it for publication or they will ask you for revision.
    - **Revision Requested:** You are asked to submit a revised version (see below).
    - **Final Check:** Another final check by the Springer project manager to make sure the manuscript is ready for production
    - **Ready for Production:** Meteor is forwarding your chapter to our typesetters.
    - **In Production:** Your chapter is typeset (see below)
    - **Published and Open for Update:** The chapter is published and you can update the chapter again if you want to.
    - These workflow statuses may also carry the prefix **"Update:".** This means you have already published a chapter but you are working on an update.

2   Revisions

- Editors or project managers might ask you for a revision of your chapter. In this case you will receive an email from Meteor (similar to the original invitation) with instructions.

- Log into Meteor again and go to the "My Task" tab. There you will see a "Submit Revision" task:
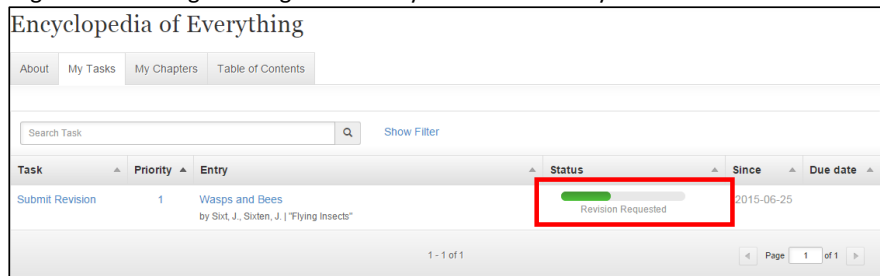
- Submitting a revision works exactly like submitting the original manuscript. Click on the chapter:
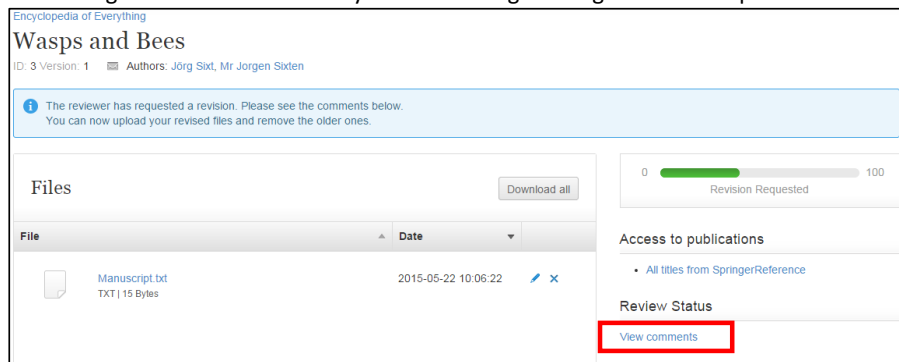
- Click on "View Comments" to read the revision instructions again. (There are the ones from the email)

- You can now delete old files and submit new ones. Again a "Submit" button will appear. Click "Submit" to send the updated manuscript for "Formal Check" or "Review".

## 3   Production and Proofing

- Once your manuscript has been accepted Meteor will pass it on to our typesetters. (At Springer we call them "Production" or our "Vendors".)
- Proofing and Production happen outside of Meteor.
- The typesetters will take 1-3 weeks to send proofs to the first author of the manuscript only.
- The process is the same as for submitting articles or chapters or books to Springer.
- Please check the proofs carefully and communicate all changes to the typesetters.
- The typesetters will incorporate your changes and the chapter will be published on SpringerLink

FAQ

1   Accessing published material

As an author you have access to all Springer Reference Works on SpringerLink:

- Go to the "About" tab. There will be a link to all Springer Reference works (or parts of the German MRW programme). If any chapter of the book project has already been published the title of the book will appear as well:
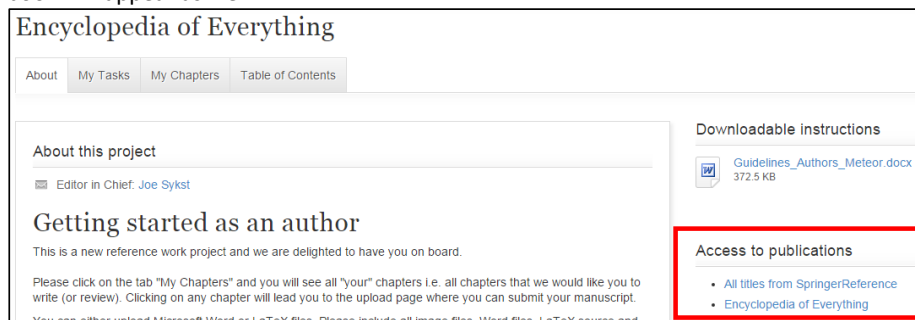
- You can also find those links on the manuscript upload page including a link to the last published chapter version. (If the project was based on an earlier edition this feature may not be supported.)

- The links will lead you to the list of all reference works available to you on SpringerLink. You may have access to other books or journals if you or your institution have access to them.

- If you lose access to the reference works simply repeat the above steps

2   Cannot login or forgot my password

- Go to https://meteor.springer.com/meteor/login.jsf

- Click on "Forgot password"

Welcome to Meteor

This platform for authors and editors is used to submit, update and review content for Springer's reference and professional products.

Please log in to access your project.

Username / Email	Password	
Enter username or email	Enter password	Login

Forgot password

- Type in your email address (with which you registered or which received emails from Meteor or the Editors or Springer project managers):

Forgot password

In case you forgot your password, please enter your username or your primary email address and you will receive a link to set a new password on your primary email address.

Username or primary email

myemail@gmail.com	Forgot Password

- Check your email and find the email "Meteor – Reset password" and click on the link in the email:

You have requested to set a new password for your account on Meteor.

Please go to the following page to create a new password:
https://meteor-beta.springer.com/meteor/access/resetpassword.jsf?user=401036&token=9c8c-22c4-f0dd-a0ec

If it was not you who requested a password reset, you can just ignore this email. Your old password is still active until you set a new one.

- Type in a new password and log in with this new password

Create new password

Please enter the new password in the New password field, repeat the entry in the Repeat password field and confirm with Create new password.

New password	Repeat password	
		Create new password

- **Why is this so complicated?** We are following standard procedures for web applications (emails, Amazon, etc.) to keep you and your password safe. Ideally, you will choose different passwords for online shopping, banking, email, Meteor, etc. but even then there is a security risk if any of these passwords are leaked. Therefore no-one at Springer can read your passwords and we would like you to reset your passwords yourself.

3 Where is my contract with Springer?

Your terms & conditions including the copyright transfer of your chapter to Springer is at the bottom right on the "About" tab.

4 Where can I find the guidelines for authors?

Log into Meteor and go to the "About" tab. They should also be in your original invitation email.

5 What is the reviewing process of my contribution?

All submissions will be checked by Springer project managers for "formal correctness" e.g. are files missing, does the language, structure and length of the manuscript conform to the author guidelines, do we have all permissions for any images, etc. This is done in the workflow status "Formal Check" and "Final Check".
The Section Editors and/or Editors-in-Chiefs will review the content of each contribution. The precise procedure depends on the project. Once a manuscript has been approved it will be sent to the typesetters. If revisions are required we will contact you (see above).

6   What do I need to remember with regard to formatting, reference style and layout?

You only need to follow these Guidelines and the instructions given in the invitation email. Springer's production team will take care of formatting, reference style, layout, etc., once your chapter contributions have been transferred to production. They will also contact authors directly with the page proofs.

7   What is the format for including acknowledgements in my chapter?

Since this is a work belonging to tertiary literature we do not include acknowledgements for individual chapters. Please remove them.

8   How can I obtain copyright permissions for copyrighted material in my chapter?

See here.

9   What is the process for getting permissions for material published by Springer?

All requests for permission should be directed to the Rights and Permissions website http://www.springer.com/de/rights-permissions/obtaining-permissions/882.