**Guidelines for Manuscript Preparation – Springer Book Chapter Submission**

Authors contributing to the book ***Proceedings of the 4th Process Systems Engineering and Safety Symposium 2025:*** *ProSES 2025; 03 September; Kuantan, Malaysia*,to be published by Springer Nature, are requested to prepare their chapters in strict adherence to the following formatting and submission requirements.

**1. General Formatting**

* **Paper Size:** A4 (portrait orientation).
* **Margins:** Top – 5.4 cm; Inside – 4.6 cm; Outside – 4.7 cm; Bottom – 5.7 cm.
* **Length:** Proceeding paper must be between **8 to 15 pages**, formatted in **single space**, **single column**.
* **Font Style:** Use **Times New Roman** throughout the manuscript.
  + **Title:** Font size 16, bold.
  + **Author names:** Uppercase, font size 10.
  + **Affiliations and email addresses:** Font size 8.5.
  + **Abstract:** Font size 10.
  + **Body text:**
    - **Section headings:** Font size 12.
    - **Subsections:** Font size 11.
  + **Tables (title and content):** Font size 8.5.
* Use the **provided MS Word template** strictly for manuscript preparation. We have provided an example of a final formatted chapter for your reference. The final formatted chapter will be done by Springer Nature.

**2. Manuscript Content**

* The chapter must be **original and directly aligned** with the scope and thematic focus of the book.
* The manuscript **must not** be a revised version of any paper previously published in the ProSES or any other conference/workshop proceedings.

**3. Referencing Guidelines**

1. References should be cited in the text using Vancouver Style- **square brackets with consecutive numbers**, e.g., [1], [2–4].
2. Alternatively, **author/year** or **label-style** citation formats are acceptable but not preferred.
3. The reference list at the end of the chapter should be **numbered consecutively** and formatted according to the following examples:

[1] Author(s). Title of article. Journal Name, volume(issue), pages (year).

[2] Author(s). Title of chapter. In: Editor(s) (eds.), Book Title, pp. xx–xx. Springer, City (year).

[3] Author(s). Book Title. Publisher, City (year).

[4] Author(s). Title of paper. In: Proceedings Title, pages (year).

[5] Organization or Author(s). Title of web document. URL (accessed date).

1. Authors are **strongly encouraged to use reference management software**, with **EndNote** being the recommended tool, to ensure proper formatting and citation integrity.

**4. Copyright and Consent**

* Authors **must complete** and **sign** the **“Consent to Publish”** form provided by Springer.
* This is a legal requirement based on copyright law, which protects both the author’s rights and the publisher’s ability to disseminate the work.
* The completed and signed form must be submitted during the submission through online or via email to: [mshossainbge@gmail.com](mailto:mshossainbge@gmail.com)

For any queries or assistance regarding the manuscript template or submission process, please do not hesitate to contact the editorial team.