

Council on Technology and Engineering Teacher Education

Preparation Manual for CTETE Yearbooks

2024



Table of Contents

Table of Contents	2
CTETE Yearbook Overview & Structure.....	3
Section 1: Developing a Yearbook Proposal	4
<i>Introduction</i>	4
<i>Types of Proposals</i>	4
The Concept Proposal.....	4
The Comprehensive Proposal.....	5
Proposal Next Steps.....	5
Section 2: Chapter Writing and Peer Review	6
<i>Editor Responsibilities</i>	6
<i>Yearbook Committee Responsibilities</i>	7
<i>Author Responsibilities</i>	7
Section 3: Preparing the Yearbook for Publishing	8
<i>Front and Back Matter</i>	8
<i>Finalizing the Publication</i>	8
Section 4: Appendices.....	9
Appendix A: Springer Nature Book information and Proposal Form	10
Privacy information.....	10
Declaration against dual submission	10
Additional information	10
Search Engine Optimisation tips.....	10
Questions? Contact us.....	10
Manuscript Guidelines	10
Your Book Will Be Available In All Formats	10
Open Access	11
Springer Book Series.....	11
Reviewers/Experts.....	12
Appendix B: Sample Expression of Interest (EoI) Form	17
Appendix C: Author Agreement Form	18

CTETE Yearbook Overview & Structure

This manual describes the procedures for proposing and producing a yearbook through the Council on Technology and Engineering Teacher Education (CTETE) yearbook series. The first yearbook, titled *Inventory Analysis of Industrial Arts Teacher Education Facilities, Personnel and Programs*, was published in 1952. Yearbooks were published annually until 2011, with publication of Yearbook #60. Since that year, an additional three yearbooks have been published, approximately every three years. A listing of past yearbooks and editors, along with digital copies of yearbooks, can be accessed from [the CTETE website](#).

According to the [CTETE Constitution and Bylaws](#) (2024), the yearbook series is overseen by the Immediate Past President and by the series' managing editor(s). The Bylaws state:

The CTETE Executive Committee will appoint up to three Managing Editors for the yearbook series. Whenever possible, these individuals will be selected from among previous yearbook editors. The term of service for this position will be five years and can be renewed upon approval of the Executive Committee. The duties of the Managing Editors will include facilitating selection of yearbook themes, recruitment of guest editors and authors, managing the editorial review process, mentoring authors through the revision process, final proofreading and formatting, and overseeing publication and distribution of the yearbook. (p. 11)

The managing editor(s) will work with one or more guest editors on production of each yearbook. The yearbook series is also guided by members of the CTETE Yearbook Committee. According to the Constitution and Bylaws (2024), the primary function of the Yearbook Committee "is to help plan, organize, and publish the Council yearbook series" (p. 11). The thematic focus for yearbooks may be approved for as many as, but not more than, three yearbooks in advance of publication. The Immediate Past President serves as chairperson of the committee, which is typically made up of ten members appointed by the Executive Committee for three-year, renewable terms of service.

Yearbooks should address current issues and topics of interest to the discipline of technology and engineering education and/or to the broader context of STEM education and are intended to serve an international audience of educators.

The CTETE has established an agreement with Springer Nature through which Council yearbooks will be published as part of its *Contemporary Issues in Technology Education (CITE)* Series. Through this agreement, current Council members will have digital access to all yearbooks as well as other books in the CITE series through a password-protected CTETE webpage. This relationship also promotes access to a broader international audience.

This manual is organized into four sections:

- Section 1: Developing a CTETE yearbook proposal
- Section 2: Information for editors for generating a yearbook
- Section 3: Guidelines for publishing a yearbook
- Section 4: Appendices

Section 1: Developing a Yearbook Proposal

Introduction

The yearbook series is intended as a vehicle for communicating educational subject matter in a structured format that does not duplicate commercial textbook publishing activities. With the goal of contributing to the knowledge base and advancing the discipline of technology and engineering education, the Council invites yearbook concept proposals from its members and from individuals in allied STEM education roles.

The Council will send out requests for proposals (RFPs) at least once per year. The RFP will be distributed to CTETE members, members of the ITEEA and its other affiliate councils, and members of allied organizations that focus on STEM teacher education. Members of the Yearbook Committee may also solicit proposals directly from individuals who they believe have the expertise and ability to successfully lead the process of developing a yearbook.

Proposers who are not current members of CTETE will be expected to join the Council as part of the proposal development process. Proposals from joint editor teams are welcomed. Proposals carry the expectation that, if accepted, the proposer(s) will serve as guest editor(s) of that yearbook, working in tandem with the yearbook series' managing editors.

Yearbook topics should:

- Make a direct contribution to the understanding and improvement of technology and engineering teacher education,
- Add to the accumulated body of knowledge of the field,
- Not duplicate publishing activities of other professional groups,
- Provide a balanced view of the selected theme and not promote a single individual's or institution's philosophy or practices,
- Emphasize content that is broad enough to serve an international audience, and
- Actively seek to upgrade and modernize professional practice in technology and engineering teacher education.

Yearbook themes should also be structured to:

- Promote discussion among practitioners;
- Critique points of view and strategies that have gained a degree of acceptance by the profession; and
- Evaluate trends and practices impacting the field of technology education in particular, and STEM education more broadly.

Types of Proposals

The Concept Proposal

A concept proposal is presented when a prospective guest editor wishes to obtain feedback from the Yearbook Committee on a possible yearbook topic. The proposal should contain sufficient information to illustrate the intended audience for the yearbook, its organizational structure, and a rationale depicting the need for the yearbook.

The concept proposal should:

- Identify and describe the theme of the yearbook
- State the rationale for the theme
- Outline the major topics and subtopics related to the idea
- Identify the potential audience or audiences
- Provide a rationale depicting the need for the yearbook
- Suggest a list of potential authors

Concept proposals should be submitted to the Managing Editors of the yearbook series who will take the proposal forward to be reviewed and discussed by CTETE Yearbook Committee members. A series of iterative discussions may take place between the committee and the proposer until the committee is satisfied that the proposal is of sufficient quality and importance. At this point, the proposer will be invited to work with the managing editors to create a detailed outline of the yearbook, known as the comprehensive proposal.

The Comprehensive Proposal

The comprehensive proposal provides a detailed description of the proposed yearbook and will address the information requested in the Springer Nature book proposal form (see Appendix A). The managing editors will work with the guest editor(s) to complete the proposal form. General information requested in the comprehensive proposal includes:

- A working title for the yearbook
- Information about the guest editor affiliation(s) and qualifications
- The proposed table of contents for the yearbook
- A detailed outline of the yearbook that provides:
 - a) A brief description of the content or purpose of each chapter,
 - b) Identification of prospective chapter author(s),
 - c) An estimated number of pages for each yearbook chapter,
 - d) An estimated number of pages for the entire yearbook, and

Once completed, the proposer will be invited to present the comprehensive proposal to the Yearbook Committee. Committee members may offer suggestions or changes and ask for further clarification about the intent and rationale for the proposed yearbook. The committee will also work to assess the marketability of the yearbook and the proposed guest editor's/editors' commitment to successful completion of the yearbook. A prospective timeline will be discussed. Proposers will be notified within one month about the disposition of their proposal.

Proposal Next Steps

A yearbook proposal may meet with one of three possible outcomes:

1. The proposal may be approved.
2. The proposer(s) may be encouraged to refine and resubmit the proposal.
3. The proposal may be determined to have limited applicability to the field.

When a proposal is approved by the Yearbook Committee, the Yearbook Series managing editors will work with the proposer(s) to finalize the Springer Nature book Information and Proposal form (see Appendix A). The proposal will be forwarded to Springer, who will consult with the *Contemporary Issues in Technology Education* series editors, and more broadly if necessary. This second stage of formal approval is required to finalize the publishing agreement. Once approved, Springer will forward a contract and timeline to the managing editors and the yearbook proposers/guest editors for signatures.

Section 2: Chapter Writing and Peer Review

Editor Responsibilities

The editors are ultimately responsible for the format, content, narrative style, and final approved copy of each chapter and of the completed yearbook. The editors:

1. help define the expected outcomes for each chapter,
2. establish deadlines for drafts of each chapter,
3. manage the peer review process for chapter drafts,
4. review completed drafts and provide feedback to the authors,
5. make the final decision about the disposition of each chapter,
6. edit all of the chapters so they conform to one narrative style, and
7. keep chapter authors and Springer Nature informed about progress on the yearbook.

The yearbook must conform to the length requirements established by CTETE and the publisher. Recently published yearbooks have been approximately 250-350 pages in length and have included from 10-20 chapters, depending on the topic and the length of each chapter. Traditionally, the editor(s) have written one of the chapters, usually the first, introductory chapter, but this may vary depending on the yearbook.

Effective with the 2023 publication, CTETE yearbooks undergo a peer review process that is overseen by the editors and the Yearbook Committee. The basic stages included in the development of each chapter are as follows:

1. **Expression of Interest:** The managing and guest editors distribute the comprehensive proposal to various technology and engineering education networks to solicit “expressions of interest” (EoI) from prospective chapter authors (see Appendix B). This may include individuals who have been nominated as potential authors.
2. **Initial Peer Review:** The compiled set of EoI forms are sent to the Yearbook Committee for peer review. Committee members will assess the prospective author’s/authors’ qualifications and will provide feedback on the chapter EoI. EoIs from joint author teams are encouraged.
3. **Detailed Chapter Outlines:** The editors notify authors of accepted EoI proposals and invite submission of a 2-page detailed outline of the chapter. The editors review and provide feedback to authors on the 2-page chapter outline.

4. **Chapter First Drafts/Second Peer Review:** Following the established yearbook timeline, the editors request first drafts of all chapters. These will be distributed for peer review by Yearbook Committee members, with at least two reviewers assigned to each chapter.
5. **Authors Review Workshop:** Ideally, authors will be given the opportunity to “workshop” their chapters at a review meeting of authors, either in person at the annual ITEEA conference or remotely.
6. **Chapter Second Drafts/Editor Review:** The second, revised drafts of all chapters will undergo full editorial review, and the editors will send final feedback to the authors.
7. **Submission of Final Drafts:** Authors send their final, corrected chapters to the editors. Editors complete a final check and submit all material, including the Front Matter, to Springer Nature.

Yearbook Committee Responsibilities

Members of the CTETE Yearbook Committee have two primary responsibilities. First, they help to shape the yearbook approval process, including identifying potential yearbook themes, updating this Manual as needed, promoting the yearbook series and the RFP process, and nominating prospective guest editors and authors.

Second, Yearbook Committee members serve as peer reviewers during two key points in the proposal process: (a) as reviewers of the author expressions of interest, and (b) as reviewers of the first full drafts of yearbook chapters. Committee members may be called upon as reviewers at other points in the chapter development process.

Author Responsibilities

Authors are selected based on their understanding of the theme, their expertise relative to the particular chapter topic, and their documented writing ability. In some cases, the editors may pair novice authors with more experienced mentors in an effort to foster their academic publishing skills. All authors will be required to sign an author agreement (see Appendix C).

Authors will be informed of the yearbook timeline and dates by which successive drafts of their chapter are due. Adherence to this timeline is expected and essential for keeping the yearbook production schedule on track and complying with the Springer contract. Authors will be provided with at least four rounds of feedback and are expected to make changes to their chapter based upon the feedback received from the peer reviewers and editors.

In rare cases, authors can expect the editors to make substantial changes to their work if the author(s) do not follow the outline for the chapter, achieve expected outcomes, and/or follow pre-established guidelines. These instances will be handled on a case-by-case basis.

The style manual used by the CTETE Yearbook Series is the *APA Publication Manual* (7th edition). Authors must take care to follow established standards for academic publishing,

including appropriate attribution of sources, accurate citations and references, and careful proofreading prior to submission of their work. Authors are responsible for acquiring permission to incorporate *any* previously published work (e.g., figures, tables, other content) in their chapter.

Below is a sample timeline from the 2023 yearbook:

August 12, 2021	Distribute EoI through various T&E networks
September 13, 2021	Authors submit chapter abstract (EoI form)
October 8, 2021	Compiled EoIs sent to Yearbook Committee for peer review
December 15, 2021	Feedback on chapter abstracts to chapter authors
January 24, 2022	Submission of 2-page outline (section headings and subheadings with 1-2 sentence overview of each section and a preliminary reference list)
February 15, 2022	Feedback from editors on the 2-page outlines
May 31, 2022	1 st draft of chapters due
June 8, 2022	Allocation of chapters to peer reviewers
August 1, 2022	Collated peer review feedback returned to chapter authors
September 20, 2022	Review workshop for all authors
November 12, 2022	2 nd draft of chapters due
December 20, 2022	Editor review of 2 nd draft chapters completed and chapters returned to authors for final corrections
January 31, 2023	Editorial work completed and book submitted to Springer
April 12, 2023	ITEEA conference book launch

Section 3: Preparing the Yearbook for Publishing

Front and Back Matter

CTETE yearbooks represent one of the primary benefits of membership and reflect the commitment of the organization to disciplinary scholarship. Typically, the front matter includes a table of contents, information about the organization and its current executive committee, and the list of members of the Yearbook Committee. The current President of the CTETE will usually provide a foreword.

Editors are responsible for providing accurate and complete front and back matter, and for soliciting a foreword from the CTETE President. Estimate at least 16 printed pages for front matter and 14 pages for an index (if required). A list of participating authors and short biographies will also be included.

Finalizing the Publication

The managing and guest editors must remain in close communication with the production staff at Springer Nature publishers, providing all necessary materials and information. In addition, they are responsible for communicating with the CTETE Past President, who chairs the Yearbook Committee, to keep them abreast of the publication schedule.

After production, Springer will market the book and support ITEEA, CTETE, and editors and authors in promoting the book. Digital copies of the book will be made available to all current CTETE members through a secure login on the CTETE website. Members may purchase hard copies of the book at a discounted rate. All chapter authors will receive a complimentary hard copy of the book, and editors will receive three hard copies.

Section 4: Appendices

Appendix A: Springer Nature Book Information and Proposal Form

Appendix B: Sample Expression of Interest (EoI) Form

Appendix C: Author Agreement Form

Appendix A: Springer Nature Book information and Proposal Form

Privacy information

This book proposal form will be used to evaluate your project. By completing and returning it to us, you agree that the pages marked **Book Proposal** in the header may be sent out to series editors and external reviewers for the purpose of project evaluation. The pages marked **Book Information** are confidential to Springer and will only be used in our project tracking system, for contracting, and other book related purposes.

Declaration against dual submission

By submitting your proposal to Springer, you agree that you have not submitted your proposal to another publisher. Should you decide to withdraw your proposal from consideration, you should notify your publishing editor immediately.

Additional information

Please use Word to fill the form and return it to us in a **Word format**. The other attachments may be in PDF format if that is what you prefer.

In addition to the completed book proposal form, please include:

- Your **Curriculum Vitae** + those of your co-authors/editors (not needed for contributors). You can attach a PDF or send us the URL of the page where we can find the CV.
- For **monographs**: an annotated table of contents in which you give an outline of the proposed contents of that chapter and a sample chapter or a copy of a recent article
- For **edited volumes**: the table of contents with the names and affiliations of each author, and abstracts for each chapter, or a list of topics and a wishlist of authors you plan to invite (indicate if they agreed to contribute)

Please note that if any of these materials is not available or incomplete, this may affect the quality and quantity of the feedback that we can offer you.

Search Engine Optimisation tips

Contribute to your book's success, long before it's published. By following a few tips when thinking about your book's title, its back cover description and unique selling points, you can make sure that potential readers are able to find your finished book. More information can be found [HERE](#).

Questions? Contact us

After completion, please send your proposal form and additional materials to Grace Ma, Editor. Should you have any questions, please let me know. I look forward to hearing from you.

E-mail: grace.ma@springernature.com

Manuscript Guidelines

You can find manuscript guidelines, the Author Academy, and information on many other topics that are of interest to authors on <https://www.springer.com/authors>

Your Book Will Be Available In All Formats

All Springer books appear simultaneously in print and e-book formats. Associated with our annual e-book collection is the MyCopy paperback, which allows patrons of eligible libraries to order a printed paperback for EUR/USD 24.99 (including shipping).

Short book information:

Title:

Subtitle:

Type of book: monograph/ edited volume/ other:

Contact person:

Contact email address:

AUTHOR/EDITOR INFORMATION

Author (s) / Editor (s) of the work:

Title	
Name in full	
Academic/professional affiliation(s)	
Address	
Telephone number	
Email	
ORCID ID (leave blank if you don't have one or get one from https://orcid.org)	
<p>Short bio (max. 4000 characters). Please provide details of your area of work, honors, etc. which underline the usefulness of your work to the reader. This information will be used in marketing materials.</p>	

Note: Please repeat the above information for all authors/editors of the work – for edited collections, contributor’s details are not required

Are the authors/editors active on Twitter or similar platforms in a professional capacity? If so, what are your usernames/handles?

Open Access

Springer supports **Open Access** publication. All our Open Access materials are available for free, immediate, download under a CC-license.

Are you interested in publishing this book with Open Access? Yes / No

Do you have funding available, or do you plan to request funding? Yes / No

For an edited volume only: we can make individual chapters available with Open Access. Please inform your contributors of this possibility and let us know if some would like to make use of this option.

You can find more about Open Access and funding [HERE](#).

Springer Book Series

If you have been in contact with a series editor or prefer that we offer your project to a specific series first, please let us know the name of the series editor, and/or the title of the book series.

Series title:

Series editor:

Note: A SpringerBrief will be published as part of an existing SpringerBrief series. It will not be published as a stand-alone publication. More information about SpringerBriefs in Education can be found [here](#). A complete list of Springer’s book series in Education can be found here.

Reviewers/Experts

Please suggest four or more experts from different countries/regions who you think would be capable of evaluating the proposal. Please provide their name, affiliation and email address. Please note – these should not be colleagues within the same University as the authors/editors of the proposed book, and should not have a close personal relationship to the authors/editors. These names are suggestions only – we do not guarantee that your suggestions will provide the final reviews.

	Name	Affiliation	Email address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

If there is anyone who you would prefer us to NOT contact, please let us know:

	Name	Affiliation	Email address
1.			
2.			
3.			

BOOK PROPOSAL

Volume Authors/Editors (name and affiliation, URL for CV is optional)

- 1.
- 2.
- 3.

Proposed title of the work:

Note: Your title should be a clear reflection of the content of your book. It should contain keywords that potential readers will search for when researching the subjects covered. Avoid long titles, as they may not fit onto the cover or may look overwhelming.

Subtitle (if any):

Type of work: Select a format from the list

Expected manuscript completion date: Click here to select date from calendar.

Have substantial sections of the work been published previously? Select one

If so, where?

Estimated number of:

Words:	
Pages (approximately 400 words per page):	
Line drawings/figures:	
Photographs (black/white):	
Photographs (color):	
Tables:	
Other:	
Must the work be printed in color?	Choose an item.

Note: E-books will be in full color (if colored photographs/images/diagrams etc. are added to the manuscript). Printed books will only be published in black and white. Thus, please ensure that you use different types of lines (dotted, dashed etc.) instead of colored lines if you are making reference to the diagrams/line drawings etc. in your manuscript.

Book information (minimum 500 words):

- Please provide a succinct description of the project. Citations or other information that demonstrate where the proposed book sits in the field are appreciated. Incorporate answers to the following questions in your write-up.
 - What is the subject of your work?
 - What is the major contribution the book will make to your field?
 - What methods, results, or topics will be of particular interest to the readers, and why?
 - Are there any special features such as illustrations, tables, a new form of presentation, or didactic approach?
 - What main benefit will the reader derive from the work?

Elements contained in Manuscript, in addition to main text (check all relevant boxes):

- Foreword
- Preface
- Introduction
- Translator's note
- Glossary of terms
- Bibliography
- Index
- Other items

Concise table of contents (chapter-level headings only):

Note: In addition to the below concise table of contents, please submit an annotated table of contents as a separate document together with this proposal. The annotated table of contents is an essential part of the proposal.

Brief Bibliography

Note: This bibliography that demonstrates the book's position with the field.

CONTENT AND MARKET INFORMATION

Primary audience for the work (check all relevant options)

- Researchers
- Postgraduate students
- Undergraduate students
- Practitioners
- Government
- Institute/Society
- General public

Note: Springer is a scholarly publisher. Your book will not be sold in retail bookstores for the general public. However, your book can be purchased online by anyone from Springer's website or at Amazon.com.

Which disciplines, in order of importance, are addressed by your book?

- Choose an item.
- Choose an item.
- Choose an item.

Unique Selling Points (USPs):

Please write 3 to 5 clear short phrases that explain why and how your book is different from other published books. (Examples below)

- Includes case studies to illustrate concepts introduced throughout the book.
- Includes essential information about Indigenous mental health in rural and remote contexts written by leading Indigenous academics.
- Contains numerous step-by-step tutorials to help the reader to learn quickly
- Includes special chapter on immersive and participatory installations by contemporary artist Olafur Eliasson.

Keywords search engine optimisation:

Please list 10-20 strings of keywords that, when typed into a search engine, will ensure that your book appears as the top search result. Please do not provide single words; if your research refers to a specific place, indicate the place as well. For example, "Sustainable development initiatives in Australia".

Additional use for your work:

Is there additional use for your work as a course book? Select yes or no
(Note: potential use as a course book is not a requirement of publication)

If so, please list possible course title/type, level, possible enrolments, main text, supplementary reading and possible contacts giving the course.

Competitive literature:

Please provide a list of other works that have been published on this subject. (Include details of author, title, publisher, year of publication.)

Related Springer titles:

Has Springer published titles that are similar to your work? If so, please list.

Avenue (s) to reach the target audience of your work:

Conference (place, date):

Journals:

Professional societies/associations:

Others:

Which of the above will be interested in ordering multiple copies of your work?

Date of book proposal submission: [Click here to select date from calendar.](#)

If you have any queries about completing this proposal, please contact your publishing editor at grace.ma@springernature.com

Appendix B: Sample Expression of Interest (EoI) Form

2023 CTETE Yearbook Proposal Chapter Expression of Interest (EoI) Template

Yearbook Working Title: *Standards-Based Program Planning & Implementation in Technology and Engineering Education*

Author Name

Academic/Professional Affiliation

e-Mail

Physical Address

Telephone Number

Short Bio (~200 words)

Targeted Chapter (Title) OR Proposed New Chapter Working Title

Chapter Abstract: Provide a ~300-word description of your proposed chapter that is sufficient for reviewers to gain an understanding of the content and structure of the proposed chapter. Include 3-5 bullet points identifying key points to be covered in the chapter.

Appendix C: Author Agreement Form

This Publishing Agreement (this “**Agreement**”) has been approved by and entered into between:

(the “**Author**”)

whereas, in the event that the Author is more than one person, _____ serves as corresponding author
(the “**Corresponding Author**”)

on the one part and

Springer Nature Singapore Pte Ltd.

152 Beach Road, #21-01/04 Gateway East, Singapore 189721, Singapore

(the “**Publisher**”)

on the other part;

together hereinafter referred to as the “**Parties**”.

The Publisher intends to publish the Author’s contribution in a collected work provisionally entitled:

(the “**Work**”)

edited by:

(the “**Editor**”)

The Publisher intends to publish the Work under the imprint Springer.

The Work may be published in the book series **Contemporary Issues in Technology Education**.

1. Contracting Authors

When the Author is more than one person then, unless otherwise indicated in this Agreement or agreed in writing by the Publisher:

(a) the expression “**Author**” as used in this Agreement will apply collectively for all such persons (each a “**co-author**”);

(b) the Corresponding Author hereby warrants and represents that all co-authors of the contribution have expressly agreed that the Corresponding Author has full right, power and authority to sign this Agreement on their behalf, that the Corresponding Author is entitled to act on their behalf, and that they shall be bound by the Corresponding Author, with respect to all matters, responsibilities, notices and communications related to this Agreement; the Corresponding Author shall obtain authorisations and make them available to the Publisher on request; and

(c) each co-author is jointly and severally responsible for the Author’s obligations under this Agreement which apply to each co-author individually and to the co-authors collectively and the Publisher shall not be bound by any separate agreement or legal relationship as between the co-authors.

2. Subject of the Agreement

- 2.1 The Author will prepare a contribution provisionally entitled:
Chapter 1, Introduction
The expression "**Contribution**" as used in this Agreement means the contribution as identified above, and includes without limitation all related material delivered to the Publisher by or on behalf of the Author whatever its media and form (including text, graphical elements, tables, videos and/or links) in all versions and editions in whole or in part.
- 2.2 The Contribution may contain links (e.g. frames or in-line links) to media enhancements (e.g. additional documents, tables, diagrams, charts, graphics, illustrations, animations, pictures, videos and/or software) or to social or functional enhancements, complementing the Contribution, which are provided on the Author's own website or on a third party website or repository (e.g. maintained by an institution) subject always to the Author providing to the Editor, at the latest at the delivery date of the manuscript for the Contribution, an accurate description of each media enhancement and its respective website or repository, including its/their owner, nature and the URL. The Publisher is entitled to reject the inclusion of, or suspend, or delete links to all or any individual media enhancements.
- 2.3 In the event that an index is deemed necessary, the Author shall assist the Editor in its preparation (e.g. by suggesting index terms), if requested by the Editor.

3. Rights Granted

- 3.1 The Author hereby grants to the Publisher the perpetual, sole and exclusive, worldwide, transferable, sub-licensable and unlimited right to publish, produce, copy, distribute, communicate, display publicly, sell, rent and/or otherwise make available the Contribution in any language, in any versions or editions in any and all forms and/or media of expression (including without limitation in connection with any and all end-user devices), whether now known or developed in the future, in each case with the right to grant further time-limited or permanent rights. The above rights are granted in relation to the Contribution as a whole or any part and with or in relation to any other works.
Without limitation, the above grant includes: (a) the right to edit, alter, adapt, adjust and prepare derivative works; (b) all advertising and marketing rights including without limitation in relation to social media; (c) rights for any training, educational and/or instructional purposes; and (d) the right to add and/or remove links or combinations with other media/works.
The Author hereby grants to the Publisher the right to create, use and/or license and/or sub-license content data or metadata of any kind in relation to the Contribution or parts thereof (including abstracts and summaries) without restriction.
The Publisher also has the right to commission completion of the Contribution in accordance with the Clause "**Author's Responsibilities – Delivery and Acceptance of the Manuscript**" and of an updated version of the Contribution for new editions of the Work in accordance with the Clause "**New Editions**".
- 3.2 The copyright in the Contribution shall be vested in the name of the **Author**. The Author has asserted their right(s) to be identified as the originator of the Contribution in all editions and versions, published in all forms and media. The Author agrees that all editing, alterations or amendments to the Contribution made by or on behalf of the Publisher or its licensees for the purpose of fulfilling this Agreement or as otherwise allowed by the above rights shall not require the approval of the Author and will not infringe the Author's "moral rights" (or any equivalent rights). This includes changes made in the course of dealing with retractions or other legal issues.

4. Self-Archiving and Reuse

- 4.1 **Self-Archiving:** The Publisher permits the Rights Holder to archive the Contribution in accordance with the Publisher's guidelines, the current version of which is set out in the **Appendix "Author's Self-Archiving Guidelines"**.
- 4.2 **Reuse:** The Publisher permits the Author to copy, distribute or otherwise reuse the Contribution, without the requirement to seek specific prior written permission from the Publisher, in accordance with the Publisher's guidelines, the current version of which is set out in the **Appendix "Author's Reuse Rights"**.

5. The Publisher's Responsibilities

- 5.1 Subject always to the other provisions of this Clause below, the Publisher will undertake the production, publication and distribution of the Contribution and the Work in print and/or electronic form at its own

expense and risk within a reasonable time after acceptance of the Work unless the Publisher is prevented from or delayed in doing so due to any circumstances beyond its reasonable control. The Publisher shall have the entire control of such production, publication and distribution determined in its sole discretion in relation to any and all editions and versions of the Contribution and the Work, including in respect of all the following matters:

- (a) distribution channels, including determination of markets;
- (b) determination of the range and functions of electronic formats and/or the number of print copies produced;
- (c) publication and distribution of the Contribution, the Work, or parts thereof as individual content elements, in accordance with market demand or other factors;
- (d) determination of layout and style as well as the standards for production;
- (e) setting or altering the list price, and allowing for deviations from the list price (if permitted under applicable jurisdiction);
- (f) promotion and marketing as the Publisher considers most appropriate.

- 5.2 All rights, title and interest, including all intellectual property or related rights in the typography, design and/or look-and-feel of the Contribution shall remain the exclusive property of and are reserved to the Publisher. All illustrations and any other material or tangible or intangible property prepared at the expense of the Publisher including any marketing materials remain, as between the Parties, the exclusive property of the Publisher. The provisions of this subclause shall continue to apply notwithstanding any termination of, and/or any reversion of rights in the Contribution to the Author, under this Agreement.
- 5.3 Without prejudice to the Publisher's termination and other rights hereunder including under the Clause "**The Author's Responsibilities**", it is agreed and acknowledged by the Parties that nothing in this Agreement shall constitute an undertaking on the part of the Publisher to publish the Contribution unless and until: (i) any and all issues in relation to the Work (including all necessary revisions, consents and permissions) raised by the Publisher have been resolved to the Publisher's satisfaction, and (ii) the Publisher has given written notice of acceptance in writing of the final manuscript of the entire Work to the Editor. If following (i) and (ii) above the Publisher has not published the Contribution in any form within a reasonable period and the Author has given written notice to the Publisher requiring it to publish within a further reasonable period and the Publisher has failed to publish in any form, then the Author may terminate this Agreement by one month's written notice to the Publisher and all rights granted by the Author to the Publisher under this Agreement shall revert to the Author (subject to the provisions regarding any third party rights under any subsisting licence or sub-licence in accordance with the Clause "**Termination**").
- The Author may also give such written notice requiring publication on the same terms as above if the Publisher has published the Contribution but subsequently ceases publishing the Contribution in all forms so that it is no longer available.
- This shall be the Author's sole right and remedy in relation to such non-publication and is subject always to the Author's continuing obligations hereunder including the Clause "**Warranty**".

6. The Author's Responsibilities

6.1 Delivery and Acceptance of the Manuscript

- 6.1.1 The Author shall deliver the Contribution to the Editor (or, if requested by the Publisher, to the Publisher) on or before Delivery Date (the "**Delivery Date**") electronically in the Publisher's standard requested format or in such other form as may be agreed in writing with the Publisher. The Author shall retain a duplicate copy of the Contribution. The Contribution shall be in a form acceptable to the Publisher (acting reasonably) and in line with the instructions contained in the Publisher's guidelines as provided to the Author by the Publisher. The Author shall provide at the same time, or earlier if the Publisher reasonably requests, any editorial, publicity or other information (and in such form or format) reasonably required by the Publisher. The Publisher may exercise such additional quality control of the manuscript as it may decide at its sole discretion including through the use of plagiarism checking systems and/or peer review by internal or external reviewers of its choice. If the Publisher decides at its sole discretion that the final manuscript does not conform in quality, content, structure, level or form to the stated requirements of the Publisher, the Publisher shall be entitled to terminate this Agreement in

accordance with the provisions of this Clause.

- 6.1.2 The Author must inform the Publisher at the latest on the Delivery Date if the sequence of the naming of any co-authors entering into this Agreement shall be changed. If there are any changes in the authorship (e.g. a co-author joining or leaving), then the Publisher must be notified by the Author in writing immediately and the Parties will amend this Agreement accordingly. The Publisher shall have no obligation to consider publication under this Agreement in the absence of such agreed amendment.
- 6.1.3 If the Author fails to deliver the Contribution in accordance with the provisions of this Clause above by the Delivery Date (or within any extension period given by the Publisher at its sole discretion) or if the Author (or any co-author) dies or becomes incapacitated or otherwise incapable of performing the Author's obligations under this Agreement, the Publisher shall be entitled to either:
- (a) elect to continue to perform this Agreement in accordance with its terms and the Publisher may commission an appropriate and competent person (who, in the case of co-authors having entered into this Agreement, may be a co-author) to complete the Contribution; or
 - (b) terminate this Agreement with immediate effect by written notice to the Author or the Author's successors, in which case all rights granted by the Author to the Publisher under this Agreement shall revert to the Author/Author's successors (subject to the provisions of the Clause "**Termination**").
- 6.1.4 The Author agrees, at the request of the Publisher, to execute all documents and do all things reasonably required by the Publisher in order to confer to the Publisher all rights intended to be granted under this Agreement.
- 6.1.5 The Author warrants that the Contribution is original except for any excerpts from other works including pre-published illustrations, tables, animations, text quotations, photographs, diagrams, graphs or maps, and whether reproduced from print or electronic or other sources ("**Third Party Material**") and that any such Third Party Material is in the public domain (or otherwise unprotected by copyright/other rights) or has been included with written permission from or on behalf of the rights holder (and if requested in a form prescribed or approved by the Publisher) at the Author's expense unless otherwise agreed in writing, or is otherwise used in accordance with applicable law. On request from the Publisher, the Author shall in writing indicate the precise sources of these excerpts and their location in the manuscript. The Author shall also retain the written permissions and make them available to the Publisher on request.

6.2 **Approval for Publishing**

- 6.2.1 The Author shall proofread the page proofs for the Contribution provided by or on behalf of the Publisher, including checking the illustrations as well as any media, social or functional enhancements and give approval for publishing, if and when requested by the Publisher. The Author's approval for publishing is deemed to have been given if the Author does not respond within a reasonable period of time (as determined by the Publisher) after receiving the proofs nor contacts the Publisher within three days after receipt of the last of three reminders sent by the Publisher via email. The Publisher shall not be required to send a second set of corrected proofs unless specifically requested by the Author in writing but in any event no further amendments may be made or requested by the Author.
- In the event of co-authors having entered into this Agreement the Publisher shall send the page proofs to the Corresponding Author only and all persons entering into this Agreement as Author agree that the Corresponding Author shall correct and approve the page proofs on their behalf.
- 6.2.2 If the Author makes changes other than correcting typographical errors, the Author shall bear all the Publisher's costs of such alterations to proofs including without limitation to alterations to pictorial illustrations. The Publisher shall have the right to charge and invoice these costs plus value added or similar taxes (if applicable) through its affiliated company Springer Nature Customer Service Center GmbH or Springer Nature Customer Service Center LLC, respectively, to the Author, payable within 14 days of receipt of the invoice.

6.3 **Cooperation**

Without prejudice to the warranties and representations given by the Author in this Agreement, the Author shall cooperate fully with the Editor and the Publisher in relation to any legal action that might arise from the publication or intended publication of the Contribution and the Author shall give the Publisher access at reasonable times to any relevant accounts, documents and records within the power or control of the Author.

7. Warranty

7.1 The Author warrants and represents that:

- (a) the Author has full right, power and authority to enter into and perform its obligations under this Agreement; and
- (b) the Author is the sole legal owner of (and/or has been fully authorised by any additional rights owner to grant) the rights licensed in the Clause "**Rights Granted**" and use of the Contribution shall in no way whatever infringe or violate any intellectual property or related rights (including any copyright, database right, moral right or trademark right) or any other right or interest of any third party subject only to the provisions in the Clause "**The Author's Responsibilities**" regarding Third Party Material (as defined above); and
- (c) the Contribution shall not contain anything that may cause religious or racial hatred or encourage terrorism or unlawful acts or be defamatory (or contain malicious falsehoods), or be otherwise actionable, including, but not limited to, any action related to any injury resulting from the use of any practice or formula disclosed in the Contribution and all of the purported facts contained in the Contribution are according to the current body of research and understanding true and accurate; and
- (d) there is no obligation of confidentiality owed in respect of any contents of the Contribution to any third party and the Contribution shall not contain anything which infringes or violates any trade secret, right of privacy or publicity or any other personal or human right or the processing or publication of which could breach applicable data protection law and that informed consent to publish has been obtained for all research or other featured participants; and
- (e) the Contribution has not been previously licensed, published or exploited and use of the Contribution shall not infringe or violate any contract, express or implied, to which the Author, or any co-author, who had entered into this Agreement, is a party and any academic institution, employer or other body in which work recorded in the Contribution was created or carried out has authorised and approved such work and its publication.

7.2 The Author warrants and represents that the Author, and each co-author who has entered into this Agreement, shall at all times comply in full with:

- (a) all applicable anti-bribery and corruption laws; and
- (b) all applicable data protection and electronic privacy and marketing laws and regulations; and
- (c) the Publisher's ethic rules (available at <https://www.springernature.com/gp/authors/book-authors-code-of-conduct>), as may be updated by the Publisher at any time in its sole discretion. The Publisher shall notify the Author in the event of material changes by email or other written means (the "**Applicable Laws**").

If the Author is in material breach of any of the Applicable Laws or otherwise in material breach of accepted ethical standards in research and scholarship, or becomes the subject of any comprehensive or selective sanctions issued in any applicable jurisdiction (e.g. being subject to the OFAC sanctions list) or if, in the opinion of the Publisher, at any time any act, allegation or conduct of or about the Author prejudices the production or successful exploitation of the Contribution and the Work or brings the name and/or reputation of the Publisher or the Work into disrepute, or is likely to do so, then the Publisher may terminate this Agreement in accordance with the Clause "**Termination**".

7.3 The Publisher reserves the right to amend and/or require the Author to amend the Contribution at any time to remove any actual or potential breach of the above warranties and representations or otherwise unlawful part(s) which the Publisher or its internal or external legal advisers identify at any time. Any such amendment or removal shall not affect the warranties and representations given by the Author in this Agreement.

8. Author's Discount and Electronic Access

8.1 The Author, or each co-author, is entitled to purchase for their personal use the Work and other books published by the Publisher at a discount of 40% off the list price, for as long as there is a contractual arrangement between the Author and the Publisher and subject to any applicable book price law or

regulation. The copies must be ordered from the affiliated entity of the Publisher (Springer Nature Customer Service Center GmbH or Springer Nature Customer Service Center LLC, respectively). Resale of such copies is not permitted.

- 8.2 The Publisher shall provide the electronic final published version of the Work to the Author, provided that the Author has included their e-mail address in the manuscript of the Contribution.

9. Consideration

- 9.1 The Parties agree that the Publisher's agreement to its contractual obligations in this Agreement in respect of its efforts in considering publishing and promoting the Contribution and the Work is good and valuable consideration for the rights granted and obligations undertaken by the Author under this Agreement, the receipt, validity and sufficiency of which is hereby acknowledged by the Author. The Parties expressly agree that no royalty, remuneration, licence fee, costs or other moneys whatsoever shall be payable to the Author.
- 9.2 The Publisher and the Author each have the right to authorise collective management organisations ("CMOs") of their choice to manage some of their rights. Reprographic and other collectively managed rights in the Contribution ("**Collective Rights**") have been or may be licensed on a non-exclusive basis by each of the Publisher and the Author to their respective CMOs to administer the Collective Rights under their reprographic and other collective licensing schemes ("**Collective Licences**"). Notwithstanding the other provisions of this Clause, the Publisher and the Author shall each receive and retain their share of revenue from use of the Contribution under Collective Licences from, and in accordance with, the distribution terms of their respective CMOs. To the fullest extent permitted by law, any such revenue is the sole property of the Publisher and the Author respectively and, if applicable, the registration and taxation of that revenue is the sole responsibility of the respective recipient party. The Publisher and the Author shall cooperate as necessary in the event of any change to the licensing arrangements set out in this Clause.

10. New Editions

- 10.1 The Publisher has the sole right to determine whether to publish any subsequent edition of the Work containing an updated version of the Contribution, but only after reasonable consultation with the Author. Once notified by the Publisher that an update of the Contribution is deemed necessary, the Author agrees to deliver an updated manuscript in accordance with the terms of the Clause "**The Author's Responsibilities**" and the other relevant provisions of this Agreement, together with the material for any new illustrations and any other supporting content including media enhancements, within a reasonable period of time (as determined by the Publisher) after such notification. Substantial changes in the nature or size of the Contribution require the written approval of the Publisher at its sole discretion. The terms of this Agreement shall apply to any new edition of the Work that is published under this "**New Editions**" Clause.
- 10.2 If the Author, for whatever reason, is unwilling, unable or fails (including as a result of death or incapacity) to submit an updated manuscript that meets the terms of this Agreement within the above stated period, then the Publisher is entitled to revise, update and publish the content of the existing edition or to designate one or more individuals (which, where co-authors have entered into this Agreement, may be one or more of the co-authors) to prepare this and any future editions provided that the new editions shall not contain anything that is a derogatory use of the Author's work that demonstrably damages the Author's academic reputation. In such case, the Author shall not participate in preparing any subsequent editions. The Author agrees that the Publisher shall be entitled but not obliged to continue to use the name of the Author on any new editions of the Work together with the names of the person or persons who contributed to the new editions. Should the Author or the Author's successors object to such continuing use then they must notify the Publisher in writing when first contacted by the Publisher in connection with any new edition.

11. Termination

- 11.1 In addition to the specific rights of termination set out in the Clause "**The Publisher's Responsibilities**" and the Clause "**The Author's Responsibilities**", either Party shall be entitled to terminate this Agreement forthwith by notice in writing to the other Party if the other Party commits a material breach of the terms of the Agreement which cannot be remedied or, if such breach can be remedied,

fails to remedy such breach within 45 days of being given written notice to do so.

- 11.2 Termination of this Agreement, howsoever caused, shall not affect:
- (a) any subsisting rights of any third party under any licence or sub-licence validly granted by the Publisher prior to termination and the Publisher shall be entitled to retain its share of any sum payable by any third party under any such licence or sub-licence;
 - (b) except where stated otherwise in this Agreement, any claim which either Party may have against the other for damages or otherwise in respect of any rights or liabilities arising prior to the date of termination;
 - (c) the Publisher's right to continue to sell any copies of the Work which are in its power, possession or control as at the date of expiry or termination of this Agreement for a period of six months on a non-exclusive basis.

12. General Provisions

- 12.1 This Agreement, and the documents referred to within it, constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede any previous agreements, warranties, representations, undertakings or understandings. Each Party acknowledges that it is not relying on, and shall have no remedies in respect of, any undertakings, representations, warranties, promises or assurances that are not set forth in this Agreement. Nothing in this Agreement shall exclude any liability for or remedy in respect of fraud, including fraudulent misrepresentation. This Agreement may be modified or amended only by agreement of the Parties in writing. For the purposes of modifying or amending this Agreement, "in writing" requires either a written document signed by both the Parties or an electronic confirmation by both the Parties with DocuSign or a similar e-signature solution. Any notice of termination and/or reversion and, where applicable, any preceding notices (including any requesting remediable action under the Clause "**Termination**") must be provided in writing and delivered by post, courier or personal delivery addressed to the physical address of the relevant Party as set out at the beginning of this Agreement or any replacement address notified to the other Party for this purpose. All such notices shall become effective upon receipt by the other Party. Receipt is deemed to have taken place five working days after the respective notice was sent by post or left at the address by courier or personal delivery. If the Publisher is the terminating Party the notice need only be provided to the address of the Corresponding Author. If the Author is the terminating Party a copy of the notice must also be sent to the Publisher's Legal Department located at Heidelberger Platz 3, 14197 Berlin, Germany.
- 12.2 Nothing contained in this Agreement shall constitute or shall be construed as constituting a partnership, joint venture or contract of employment between the Publisher and the Author. No Party may assign this Agreement to third parties but the Publisher may assign this Agreement or the rights received hereunder to its affiliated companies. In this Agreement, any words following the terms "include", "including", "in particular", "for example", "e.g." or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
- 12.3 If any difference shall arise between the Author and the Publisher concerning the meaning of this Agreement or the rights and liabilities of the Parties, the Parties shall engage in good faith discussions to attempt to seek a mutually satisfactory resolution of the dispute. This Agreement shall be governed by, and shall be construed in accordance with, the laws of the Republic of Singapore. The courts of Singapore, Singapore shall have the exclusive jurisdiction.
- 12.4 A person who is not a party to this Agreement (other than an affiliate of the Publisher) has no right to enforce any terms or conditions of this Agreement. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Publisher. If one or more provisions of this Agreement are held to be unenforceable (in whole or in part) under applicable law, each such provision shall be deemed excluded from this Agreement and the balance of the Agreement shall remain valid and enforceable but shall be interpreted as if that provision were so excluded. If one or more provisions are so excluded under this Clause then the Parties shall negotiate in good faith to agree an enforceable replacement provision that, to the greatest extent possible under applicable law, achieves the Parties' original commercial intention.

The Corresponding Author signs this Agreement on behalf of any and all co-authors.

Signature of Corresponding Author:

.....

Signed:

Date:

For internal use only:

Order Number:

GPU/PD/PS:

ER_Book_Contributor_CAL_ST_EN - Contract Express V.0.5

Appendix “Author’s Self-Archiving Rights”

The Publisher acknowledges that the Author retains rights to archive the Contribution but only subject to and in accordance with the following provisions:

1. **Preprint:**

A “Preprint” is defined as the Author’s version of the Contribution submitted to the Publisher but before any peer review or any other editorial work by or on behalf of the Publisher has taken place. The Author may make available the Preprint of the Contribution for personal and private reading purposes only on any of:

(a) the Author's own personal, self-maintained website over which the Author has sole operational control; and/or

(b) a legally compliant, non-commercial preprint server, such as but not limited to arXiv, bioRxiv and RePEc; provided always that once the “Version of Record” (as defined below) of the Contribution has been published by or on behalf of the Publisher, the Author shall immediately ensure that any Preprint made available above shall contain a link to the Version of Record and the following acknowledgement: *“This is a preprint of the following chapter: [author of the chapter], [chapter title], published in [book title], edited by [editor of the book], [year of publication], [publisher (as it appears on the cover of the book)] reproduced with permission of [publisher (as it appears on the copyright page of the book)]. The final authenticated version is available online at: [http://dx.doi.org/\[insert DOI\]](http://dx.doi.org/[insert DOI])”.*

2. **Author’s Accepted Manuscript:**

The “Author’s Accepted Manuscript” (“AAM”) is defined as the version of the Contribution following any peer review and acceptance, but prior to copy-editing and typesetting, by or on behalf of the Publisher.

The Author may make available the AAM of the Contribution on any of:

(a) the Author's own, personal, self-maintained website over which the Author has sole operational control; and/or

(b) the Author's employer’s internal website or their academic institution or funder’s repository; provided that in each case the respective part of the AAM is not made publicly available until after the Embargo Period.

The “**Embargo Period**” is a period ending twenty-four (24) months from the first publication of the “Version of Record” (as defined below) of the Contribution by or on behalf of the Publisher.

The Author must ensure that any part of the AAM made available contains the following:

“Users may only view, print, copy, download and text- and data-mine the content, for the purposes of academic research. The content may not be (re-)published verbatim in whole or in part or used for commercial purposes. Users must ensure that the author’s moral rights as well as any third parties’ rights to the content or parts of the content are not compromised.”

These terms shall also be applicable to the Author.

Once the Version of Record (as defined below) of the Contribution has been published by or on behalf of the Publisher the Author shall immediately ensure that any part of the AAM made available shall contain a link to the Version of Record and the following acknowledgement:

“This is an Author Accepted Manuscript version of the following chapter: [author of the chapter], [chapter title], published in [book title], edited by [editor of the book], [year of publication], [publisher (as it appears on the cover of the book)] reproduced with permission of [publisher (as it appears on the copyright page of the book)]. The final authenticated version is available online at: [http://dx.doi.org/\[insert DOI\]](http://dx.doi.org/[insert DOI])”.

3. **Version of Record:**

The “**Version of Record**” is defined as the final version of the Contribution as originally published, and as may be subsequently amended following publication in a contractually compliant manner, by or on behalf of the Publisher.

4. Any linking, collection or aggregation of self-archived Contributions from the same Work is strictly prohibited.

Appendix "Author's Reuse Rights"

1. The Publisher acknowledges that the Author retains the ability to copy, distribute or otherwise reuse the Contribution, without the requirement to seek specific prior written permission from the Publisher, ("**Reuse**") subject to and in accordance with the following provisions:
 - (a) Reuse of the Contribution or any part of it is permitted in a new edition of the Work or in a new monograph or new textbook written by the same Author provided that in each case the new work is published by the Publisher under a publishing agreement with the Publisher; and
 - (b) Reuse of the Version of Record (as defined below) of the Contribution or any part of it is permitted in a thesis written by the same Author, and the Author is entitled to make a copy of the thesis containing content of the Contribution available in a repository of the Author's awarding academic institution, or other repository required by the awarding institution; an acknowledgement should be included in the citation: "Reproduced with permission from Springer Nature"; and
 - (c) any other Reuse of the Contribution in a new book, book chapter, proceedings or journal article, whether published by the Publisher or by any third party, is limited to three figures (including tables) or a single text extract of less than 400 words; and
 - (d) any further Reuse of the Contribution is permitted only to the extent and in so far as is reasonably necessary: (i) to share the Contribution as a whole to no more than 10 research colleagues engaged by the same institution or employer as the Author for each colleague's personal and private use only; (ii) for classroom teaching use by the Author in their respective academic institution provided that the Contribution or any part of it is not included in course packs for sale or wider distribution to any students, institutions or other persons nor any other form of commercial or systematic exploitation; or (iii) for the Author to use all or parts of the Contribution in the further development of the Author's scientific and/or academic career, for private use and research or within a strictly limited circulation which does not allow the Contribution to become publicly accessible nor prejudice sales of, or the exploitation of the Publisher's rights in, the Contribution (e.g. attaching a copy of the Contribution to a job or grant application).
2. Any Reuse must be based on the Version of Record only, and the original source of publication must be cited according to current citation standards. The "**Version of Record**" is defined as the final version of the Contribution as originally published, and as may be subsequently amended following publication in a contractually compliant manner, by or on behalf of the Publisher.
3. In each case where the Author has Reuse rights or the Publisher grants specific use rights to the Author according to the above provisions, this shall be subject always to the Author obtaining at the Author's sole responsibility, cost and expense the prior consent of any co-author(s) and/or any relevant third party.
4. Any linking, collection or aggregation of reused Contributions from the same Work is strictly prohibited.