**How to Write a Research Paper in Springer Format**

**1. Page Setup & Margins**

**Setting Up the Page in Microsoft Word**

1. Open **Microsoft Word**.
2. Click on **Layout** (or **Page Layout**) from the toolbar.
3. Select **Margins** → Click **Custom Margins**.
4. Set the margins as follows:
	* **Top:** 5,2 cm
	* **Bottom:** 5,2 cm
	* **Left:** 4,4 cm
	* **Right:** 4,4 cm
5. Click **OK** to apply the settings.

**Page Size & Line Spacing**

* **Line Spacing:** Single (1.0)
* **Alignment:** Justified

**2. Title & Author Information**

* **Title:**
	+ **Centered**
	+ **Bold**
	+ **14 pt font size**
* **Author Names & Affiliations:**
	+ Format:
	+ Author's names (Times New Roman, 10 pt)
	+ Information about universities (Times New Roman, 9 pt)
	+ Email (Courier, 9 pt)

First Author 1[0000-1111-2222-3333] and Second Author 2[1111-2222-3333-4444]

1 University Name, City, Country

2 Institution Name, City, Country

 author@example.com

* + If multiple authors, use superscripts (¹,²) to indicate affiliations.

**3. Abstract & Keywords**

* **Abstract:**
	+ A short summary (between **150–250 words**).
	+ No indent at the beginning.
* **Keywords:**
	+ 3 to 5 keywords separated by commas.
	+ Example:

**Keywords:** Machine Learning, Deep Learning, Neural Networks

**4. Headings & Formatting**

**Heading Levels & Formatting**

|  |  |  |
| --- | --- | --- |
| **Heading Level** | **Example** | **Font Size & Style** |
| **Title** (Centered) | Lecture Notes | 14 pt, **Bold** |
| **1st-Level Heading** | 1. Introduction | 12 pt, **Bold** |
| **2nd-Level Heading** | 2.1 Study Design | 10 pt, **Bold** |
| **3rd-Level Heading** | Run-in Heading in Bold. Text follows. | 10 pt, **Bold** |
| **4th-Level Heading** | Lowest Level Heading. Text follows. | 10 pt, *Italic* |

* Only the **first and second levels** are numbered.
* Lower levels (third and fourth) **should not be numbered**.

**Paragraph Formatting**

* **First paragraph** of a section/subsection is **not indented**.
* **Subsequent paragraphs** are **indented**.
* **Font:** Times New Roman, **10 pt**.

**5. Figures & Tables**

**5.1 Figures**

* Use **vector graphics** (avoid pixelated images).
* Captions should be **below** the figure.
* Example:

Fig. 1. Description of the figure.

* **Short captions:** Centered
* **Long captions:** Justified

**5.2 Tables**

* **Caption above** the table.
* Tables should be referenced in the text as **Table 1, Table 2, etc.**
* Example:

Table 1. Sample Data.

**6. Equations**

* Equations should be **centered** and numbered.
* Example:

x + y = z (1)

* Equation number **aligned to the right**.

**7. Citations & References**

* Use **square brackets** [ ] for citations.
* Example:

According to recent studies [1], machine learning has improved significantly.

* **Reference List Example:**
* [1] Author, F.: Article title. Journal 2(5), 99–110 (2016)

[2] Author, F., Author, S.: Book Title. 2nd edn. Publisher, Location (1999)

**8. Acknowledgments & Disclosure of Interests**

**8.1 Acknowledgments**

* If funding sources or help received, add a short paragraph at the end.
* Example:

Acknowledgments. This study was funded by XYZ Foundation (Grant No. 12345).

**8.2 Disclosure of Interests**

* If applicable, disclose any conflicts of interest.
* Example:

The authors declare no competing interests.

**Final Checklist Before Submission**

✅ **Correct page margins & layout**
✅ **Title & authors formatted properly**
✅ **Abstract & keywords included**
✅ **Headings follow Springer format**
✅ **Figures & tables are clear**
✅ **Equations are centered**
✅ **Citations & references formatted correctly**