Dear Stergios and Zhaohui,

I am writing to let you know that very shortly you should receive your contract document for signing. The contract will be sent to you via email by DocuSign. If you have not received the message within the next 3 working days please let me know.

You will see in the contract that it mentions 1st September, 2016 as the delivery date of the manuscript; this is the delivery date for the final manuscript for production. You should plan to send in your full manuscript for reviewing purposes at least 6 months before this date to allow enough time for the review process and for making the necessary revisions.

In case you are not familiar with signing documents via DocuSign please see below. Once all parties have signed the contract a copy of the fully signed document will be sent to you for your records.

1. Start by clicking on 'Review Documents' in the email that was sent to you

2. Review the document by clicking on review (please do NOT choose the sign on paper option):

https://mailhost.cs.rhul.ac.uk/?_task=mail&_action=print&_uid=197&_mbox=paperE...
3. After reviewing click on 'Start'. You will then automatically be guided to the place where you have to sign:

To signify their agreement to the terms of contract.

Authors

Sign Here

When clicking on , for first time users of DocuSign the following screen appears:

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name

Marianne van den Hurk

Initials

MVDH

Select Style

Draw

Signature Style

By clicking Adopt, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

Adopt and Sign

Cancel

You can now confirm your name, initials, and change the style of your signature. You can choose for a style that looks most like your own handwriting.
Alternatively, you can draw your own signature: Click on 'Draw', and draw your signature:

Then click on adopt and sign.
The document is now signed. All you have to do now is to confirm signing.

And: DONE!

Attached to this message I send you a consent to publish form. One consent to publish form is required for each contribution before we can start the production of your book. Please ask the corresponding author for each chapter to print out a copy of the consent to publish form and sign it in ink and then return it to me by mail. My address is: Helen van der Stelt, Education and Linguistics dept., Springer, P.O. Box 17, 3300AA Dordrecht, The Netherlands. I am sorry that I cannot accept faxed or scanned copies of the form as these are not seen as legal documents in the Swiss courts. (A short foreword/preface and acknowledgements are covered by the contract for the volume; however, if you add an introductory chapter, you will be required to sign a form for that.) Upon publication one complimentary copy of the volume will be sent to each corresponding author as proof of publication.

Please let me know if you have any questions.

I look forward to working with you on this project!

Kind regards,

Helen

Mrs Helen van der Stelt – Senior Assistant to

Mrs Jolanda Voogd – Senior Editor

Springer

Language Education and Linguistics
Floor/Wing: 8C
Van Godewijckstraat 30 | 3311 GX Dordrecht | The Netherlands
Tel: +31 (0) 78 657 6150 Fax: +31 (0) 78 657 6500
Email address: helen.vanderstelt@springer.com - www.springer.com

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I am in the office on the following days: Monday - all day / Tuesday - morning / Wednesday - morning / Thursday - all day.

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