SPIE proceedings manuscript sample (Letter size)

S. Gregory Jones*[a], Titania A. R. Schmidt[b], Kenneth M. Suzuki[a]

[a]Nation's Research Laboratory, 345 Photon Drive, Los Angeles, CA, USA 95555-0345; [b]Dept. of Optics, Central Univ./City Branch, 9876 Light Ave., Philadelphia, PA USA 00555-9642

ABSTRACT

Begin the abstract two lines below author names and addresses. The abstract summarizes key findings in the paper. It is a paragraph of 250 words or less. The abstract section should be self-contained (i.e., no numerical references) and substantive in nature, presenting concisely the objectives, methodology used, results obtained, and their significance. Avoid use of equations and complex fractions.

For the **keywords**, select up to 8 key terms for a search on your manuscript's subject.

Keywords: Times Roman, image area, acronyms, references

1. INTRODUCTION

Begin the Introduction two lines below the Keywords. The manuscript should not have headers, footers, or page numbers. It should be in a one-column format. References should be listed at the end of the manuscript and numbered consecutively in the order of their citation in the text. In-text citations can use superscript or bracketed reference numbers.

Margins

If the paper does not have the margins shown in Table 1, it will not upload properly.

Table 1. Margins and print area specifications.

PAPER MARGINS					
A4			**Letter**		
Top margin	2.54 cm	*(1in.)*	Top margin	1.0 in.	*(2.54 cm)*
Bottom margin	4.94 cm	*(1.95 in.)*	Bottom margin	1.25 in.	*(3.17 cm)*
Left, right margin	1.93 cm	*(.76 in.)*	Left, right margin	.88 in.	*(2.22 cm)*

Fonts

Table 2 shows the font sizes and highlighting in a typical manuscript. These font "styles" are contained with this sample manuscript. Use Times Roman or another standard and embedded font to avoid font errors.

*s.greg.jones@narelab.com; phone 1 222 555-1234; fax 1 222 555-876; narelab.com

Table 2. Manuscript font sizes and formatting. The Microsoft Word template includes a pre-saved Style Set, which includes formatting styles below. This Style Set can be found under the Design menu as the first selected Style Set.

Preformatted SPIE Template Styles	
Manuscript component	*Description*
SPIE paper title	**16 pt. bold, center**
SPIE authors/affiliations	12 pt., center
Keywords: *Keywords*	10 pt., left justify
SPIE ABSTRACT TITLE	**11 PT. BOLD, center**
SPIE abstract body text	10 pt., justify
SPIE SECTION HEADING	**11 pt. BOLD, center, whole numbers**
1.1 Heading 2, SPIE subsection heading	**10 pt. bold, left justify, subsection numbers**
SPIE body text	10 pt., justify
SPIE figure caption	9 pt., justify below figure
SPIE table caption	9 pt., justify above figure
SPIE footnote text	9 pt., justify, numbered
REFERENCE HEADING	**11 pt. BOLD, center**
1. SPIE reference listing	10 pt., justify, numbered consecutively

2. FORMATTING OF MANUSCRIPT COMPONENTS

Title

Center the paper title at the top of the page in 16-pt. bold. Only the first word, proper nouns, and acronyms are capitalized. Keep titles brief and descriptive. Spell out acronyms unless they are widely known. Avoid starting with articles or prepositions, e.g., "The study of … ," or, "On the …."

Author affiliations

The author list is in 12-pt. regular, centered. Omit titles and degrees such as Dr., Prof., Ph.D., etc. The list of affiliations follows. Each author's affiliation should be clearly noted. Use superscript numerals or letters to denote connection between authors and affiliations.

Section headings

Section headings are 11-pt. bold capitals, centered. Sections numbers have whole numbers, e.g., 1, 2, 3… Don't number the "Acknowledgements" and "References." Headings often used are: 1. Introduction, 2. Methodology, 3. Data, 4. Results, and 5. Conclusions.

Subsection heading

Subsection headings are left-justified, 10-pt. bold. Capitalize the first word, acronyms, and proper nouns.

Text

Text is 10 point and justified. Each sentence ends with a period and a single space before the next sentence.

Figures and captions

Captions go below figures. Indent 5 spaces from left margin and justify.

Figure 1. Figure captions are indented 5 spaces and justified. If you are familiar with Word styles, you can insert a field code called Seq figure which automatically numbers your figures.
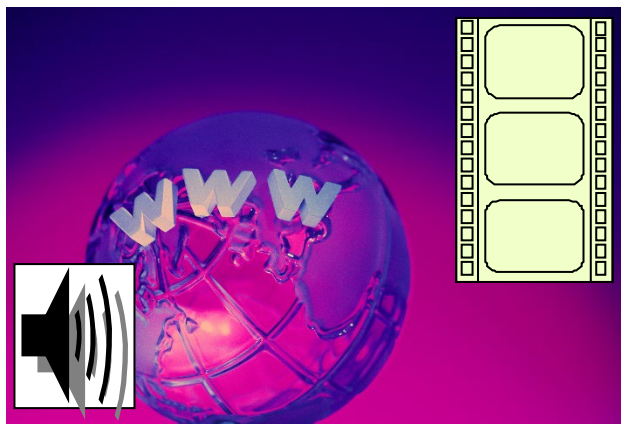
Tables and captions

Tables are centered. The caption goes above the table. The caption text should indent 5 spaces from left margin and justify. Table examples are on page 1 and 2 and below.

3. MULTIMEDIA FIGURES – VIDEO AND AUDIO FILES

Video and audio files can be included for publication. Table 3 lists the specifications for the mulitimedia files. Use a screenshot or another illustration for placement in the text. Use the file name to begin the caption. The text of the caption must end with the text http://dx.doi.org/doi.number.goes.here which tells the SPIE editor where to insert the hyperlink in the digital version of the manuscript.

Here is a sample illustration and caption for a multimedia file:

Video 1. A label of "Video/Audio 1, 2, …" should appear at the beginning of the caption to indicate to which multimedia file it is linked . Include this text at the end of the caption: http://dx.doi.org/doi.number.goes.here

Table 3. Information on video and audio files that can accompany a manuscript submission.

Item	Video	Audio
File name	Video1, video2, …	Audio1, audio2, …
Number of files	0-10	0-10
Size of each file	max. 5 mb	max. 5mb
File types accepted	.mpeg, .mp4, .mov (Quicktime), .wmv (Windows Media Player)	.wav, .mp4, .mp3

4. MATHEMATICAL EQUATIONS

Use common fonts like Times Roman in your math equations. A math reference in a paragraph sentence such as $\alpha\vartheta\dfrac{\rho}{s}$ is not numbered. The steps of a mathematical argument can be numbered using a right-aligned tab for clarity, for example

$$\alpha = \frac{-b \pm \sqrt{b - 2ac}}{2o} \tag{1}$$

and

$$\rho = \sum (x - x')^2 . \tag{2}$$

5. USING THIS TEMPLATE AND ITS AUTOMATIC FORMATTING

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5.1 Using SPIE styles

To use this template in Microsoft Word: open this file and save it to a new file name. Type over the existing text with your paper. Alternatively, you can delete all text and select the SPIE style for each manuscript element (i.e., title, heading, subheading, text body) by highlighting the text you wish to format, right click, select "Styles" and at the bottom of the Styles menu, select "Apply Styles." You will then be able to select your desired style from the drop-down menu.
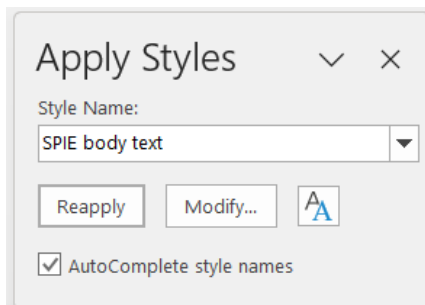

Figure 2. Highlight the text you wish to format, right click, select "Styles" and at the bottom of the Styles menu, select "Apply Styles", and select desired style from pictured drop-down menu.

ACKNOWLEDGEMENTS

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