

Sample manuscript showing specifications and style

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ABSTRACT

Begin the abstract two lines below author names and addresses. The abstract should concisely summarize key findings of the paper, and should consist of a single paragraph containing no more than 200 words. The abstract does not have a section number. A list of up to 10 keywords to use in online content search should immediately follow. Text paragraphs are single-spaced.

Keywords: Times Roman, image area, acronyms, references

1. INTRODUCTION

All text and figures, including footnotes, must fit inside an image area of 6.75×8.75 in. for letter size or 17.15×22.23 cm for A4 (Table 1). Use Times Roman or another common font for your manuscript in a size and style shown in Table 2. The manuscript should not have headers nor footers. References are sometimes footnoted in the text. Automatic formatting is included with this word template and explained in Section 3.

Table 1. Page setup specifications.

PAPER MARGINS	
<u>A4</u>	
Top margin	2.54 cm (1in.)
Bottom margin	4.94 cm (1.95 in.)
Left, right margin	1.925 cm (.76 in.)
<u>Letter</u>	
Top margin	1.0 in. (2.54 cm)
Bottom margin	1.25 in. (3.17 cm)
Left, right margin	.875 in. (2.22 cm)
<u>Image area:</u> 6.75×8.75 in. (17.15×22.23 cm)	

1.1 Title and author information

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. Avoid starting with articles or prepositions, e.g., “The study of ...,” “On the ...” Spell out acronyms unless they are widely known. The list of authors immediately follows the title, in 12-pt. regular, with each line centered. Omit titles or degrees such as Dr., Prof., Ph.D., etc. The list of affiliations follows, with clear notation for each author's affiliation.

1.2 Section and sub-section headings and attributes

Type each section heading on a separate line in 11-pt. bold capitals, centered. Number sections sequentially, except for the Acknowledgements and References. Typical headings are 1. Introduction, 2. Methodology, 3. Data, 4. Results, and 5. Conclusions. Only the first word, acronyms, and proper nouns in a subsection heading are capitalized.

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The subsection heading is left-justified and formatted in 10-pt. bold. Number sections following this example: Sec. 3.1 is the first subsection of Sec. 3; Sec. 3.2.1 is the first subsection of Sec. 3.2 .

1.3 Paragraphs

Add a paragraph return (the "enter" key) above and below section headings and between paragraphs. Avoid headings or one-line paragraphs ("orphans") at the top or bottom of a page by using page breaks. Add additional space between paragraphs. Indentation is optional.

With SPIE *styles* paragraph spacing is automatically done for you. Section and subsection heading *styles* automatically add spaces, and orphans will always be kept together with the first paragraph under the heading. In this manner you should rarely have to force a page break to avoid an orphan.

1.4 Text

Text is typically 10 point and justified. Section 1.6 below illustrates an alternative text alignment with a figure.

The **SPIE body text** paragraph *style* automatically places a space between paragraphs for you. So, you only need to press the enter key once. Each sentence should also end with a period and just a single space should be added before beginning the next sentence.

1.5 Example Figure

This section shows figure placement. Captions are below figures.



Fig. 1. Figure captions usually should be adjusted to be left-aligned, but fit centered under the image they pertain to, using a hanging indent to emphasize the figure number, and smaller width than the body text. In this case, the hanging indent is .5" and the left and right margins have been increased by .25" each. In addition, the figure numbering is accomplished by **inserting a field code** called **Seq figure**. This automates the process of numbering all of your figures for you.

1.6 Table format

Table captions appear above the table. They follow the same guidelines as placing figures in the text. See Table 1 above or Table 2 below.

2. MATHEMATICAL EQUATIONS

An illustration of a math reference in a paragraph sentence would be $\alpha v \frac{\rho}{s}$ and is not usually numbered. The steps of a mathematical argument can be numbered using a right-aligned tab for clarity, for example

$$\alpha = \frac{-b \pm \sqrt{b^2 - 2ac}}{2o} \quad (1)$$

and

$$\rho = \sum (x - x')^2. \quad (2)$$

3. USING THIS TEMPLATE AND ITS AUTOMATIC FORMATTING

This document template is available to download at

<http://www.spie.org/app/Publications/index.cfm?fuseaction=authinfo&type=templates>

or by emailing author_help@spie.org

3.1 View the pre-formatted styles menu

To see the formats available in this manuscript, open the MS Word "formatting" toolbar in the View menu. At the far left of this toolbar is an "AA" button. Click this and the Styles and Formatting menu appears on the right side of the document. To view which style is being used in any part of this document, place your cursor on the line and look in the Styles and Formatting display.

Table 2. Word font size and formatting that you can use for your manuscript. These are also the names of the automatic *styles* included with this template.

Formatting for manuscript sections	
These <i>styles</i> are included with this document	
<i>Formatting style name:</i>	<i>Brief description:</i>
SPIE paper title	16 pt. bold
SPIE authors-affils	12 pt.
Keywords: *Keywords*	10 pt.
SPIE ABSTRACT TITLE	11 PT. BOLD
SPIE abstract body text	10 pt.
SPIE SECTION HEADING	11 pt. BOLD
1.1 Heading 2, SPIE subsection heading	10 pt. bold
SPIE body text	10 pt.
SPIE figure caption	9 pt.
SPIE table caption	9 pt.
SPIE footnote text	9 pt.
SPIEREFERENCES	11 pt. BOLD

3.2 Using SPIE styles

To use this template in Microsoft Word: open this file and save it to a new file name. Typeover the existing text with your paper. Alternately, you can delete all text, and select the SPIE style for each paragraph from the Styles and Formatting menu.

3.3 Notes on SPIE styles

The styles listed in Table 2 automatically add extra spacing before and/or after paragraphs: SPIE title, SPIE authors-affiliations, SPIE section heading, SPIE subsection heading, and SPIE body text. The 1.1 Heading 2 style automatically goes into the body text style after one carriage return.

REFERENCES

1. A. Eisenberg, *Guide to Technical Editing*, Oxford University, New York, 1992.
2. N. Bluzer and A. S. Jensen, "Current readout of infrared detectors," *Opt. Eng.* 26(3), 241-248 (1987).
3. C. Jones (private communication).
4. J. Rivers, <http://awebsiteref.com>