Universal manuscript template for OSA’s journals

Author One,1 Author Two,2,\* and Author Three2,3

1Peer Review, Publications Department, The Optical Society, 2010 Massachusetts Avenue NW, Washington, DC 20036, USA

2Publications Department, The Optical Society, 2010 Massachusetts Avenue NW, Washington, DC 20036, USA

3Currently with the Department of Electronic Journals, The Optical Society, 2010 Massachusetts Avenue NW, Washington, DC 20036, USA

\*xyz@osa.org

**Abstract:** Word manuscripts submitted to OSA journals as of 30 May 2018 may use these instructions and this new, universal template format. The new template is intended to simplify manuscript preparation and ease transfer between journals. Note that the final published format of OSA journals is not changing at this time. *Applied Optics*, JOSA A, JOSA B, *Optics Letters*, and *Optica* authors may also use the previous, legacy templates, particularly if a precise length estimate is needed. Authors will still need to adhere to article-length restrictions based on the final, published format.

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1. Introduction

Adherence to the specifications listed in this style guide is essential for efficient review and publication of submissions. Please note the references should appear at the end of the article after the Funding, Acknowledgements, and Disclosure sections.

1. Page layout and length

Paper size should be U.S. Letter, 21.505 cm x 27.83 cm (8.5 in. x 11 in.). The printing area should be set to 13.28 cm x 21.54 cm (5.25 in. x 8.5 in.); margins should be set for a 3.3-cm (1.3 in.) top/bottom and 4.11-cm (1.625 in.) left/right.

Authors should refer to the [Publication Charge](https://www.osapublishing.org/submit/review/pub_charge.cfm) page for journal specific information about article processing charges (APCs), open access options, and overlength fees.

1. Typographical style

Please see the checklist in Section 8 that summarizes all of the style specifications.

3.1 Title

Use initial cap for first word in title or for proper nouns. Use lowercase following colon. Title should not begin with an article or contain the words "first," "new" or "novel."

3.2 Author names

Each OSA journal has its own color for the author names. Author names should appear as used for conventional publication, with first and middle names or initials followed by surname. Every effort should be made to keep author names consistent from one paper to the next as they appear within OSA publications.

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If all authors share one affiliation, superscript numbers are not needed. The corresponding author will have an asterisk correlating to an email address. All authors must have superscripts to callout each affiliation. Hard returns (Enter key) must be used to separate each individual affiliation. Abbreviations should not be used. Please include the country at the end of the affiliation.

Author One1 and Author Two2,\*

1Peer Review, Publications Department, Optical Society of America, Washington, DC 20036, USA

2Publications Department, Optical Society of America, Washington, DC 20036, USA

\*opex@osa.org

**Option 1 for affiliation line with two email addresses (only one for the corresponding author):**

Author One1,3 and Author Two2,\*

1Peer Review, Publications Department, Optical Society of America, Washington, DC 20036, USA

2Publications Department, Optical Society of America, Washington, DC 20036, USA

3xyz@osa.org

\*opex@osa.org

**Option 2 for affiliation line with two email addresses (no asterisk used to denote corresponding authorship, implying that the two email addresses share corresponding authorship equally):**

Author One1,3 and Author Two2,4

1Peer Review, Publications Department, Optical Society of America, Washington, DC 20036, USA

2Publications Department, Optical Society of America, Washington, DC 20036, USA

3xyz@osa.org

4opex@osa.org

3.4 Abstract

The abstract should be limited to approximately 100 words. If the work of another author is cited in the abstract, that citation should be written out without a number, (e.g., journal, volume, first page, and year in square brackets [Opt. Express **22**, 1234 (2014)]), and a separate citation should be included in the body of the text. The first reference cited in the main text must be [1]. Do not include numbers, bullets, or lists inside the abstract.

3.5 Copyright

The line immediately following the abstract should include the copyright statement:

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Authors for *Photonics Research* should use the following copyright statement:

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Please be sure to update this line with the appropriate publication year if needed.

3.6 Main text

Section headings may be numbered consecutively and consistently throughout the paper in Arabic numbers and typed in bold. Use an initial capital letter followed by lowercase, except for proper names, abbreviations, etc. Do not include references to the literature, illustrations, or tables in headings.

Subsection headings may be numbered consecutively in Arabic numbers to the right of the decimal point, with the section number to the left of the decimal point as shown in this paper.

Numbering of section headings and subsection headings is optional but must be used consistently throughout papers in which it is applied. *Optics Letters* papers should not have section headers.

3.7 Equations

OSA journals do not accept equations built using the Word 2007 or 2010 Equation Builder. All display equations should be created in MathType ([Microsoft Equation Editor 3.0](http://www.wiris.com/equation_editor/microsoft) users are encouraged to use MathType now that Microsoft no longer supports the Equation Editor). Inline equations can be created with these tools or by using keyboard and Unicode characters where needed for the best quality line spacing. We strongly encourage authors to use MathType 6.9. Note that LaTeX users can type LaTeX code directly into MathType for rendering in Word.

Please refer to the [online style guide](https://www.osapublishing.org/submit/style/osa-styleguide.cfm) for detailed instructions for including equations in your paper.

1. Figures, supplementary materials, and tables

4.1 Figures

Figures should be included directly in the document. All illustrations must be numbered consecutively (i.e., not by section) with Arabic numbers. The size of a figure should be commensurate with the amount and value of the information conveyed by the figure.

Authors must use one image file per figure. Figures must be inserted as objects that are fixed and move with the text, not as floating objects. Figures should never be placed in a table environment, embedded inside the text, or included within a list. All the figures should be centered. No part of a figure should go beyond the typing area. Place figures as closely as possible to where they are mentioned in the text. Figures should be numbered consecutively in the order of appearance and citation in the text. Be sure to cite every figure.

The abbreviation “Fig.” for figure should appear first followed by the figure number and a period.

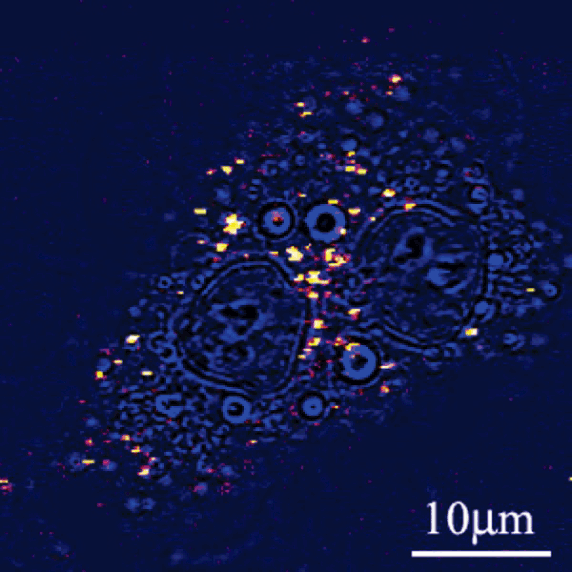


Fig. 1. Sample caption (Ref. [4], Fig. 2).

4.2 Supplementary materials

Supplementary materials uploaded through Prism will be hosted in the [OSA figshare portal](https://osapublishing.figshare.com/). The material in figshare will not be publically accessible during peer review. Datasets and code may be uploaded to the OSA figshare portal or be placed in an appropriate external repository. See guidelines below.

Table 1. Supplementary Materials Supported in OSA Journals*a*

|  |  |
| --- | --- |
| Visualization | 2D image, 3D image, video |
| Data File | Small data file such as data underlying a plot in a figure |
| Dataset | Dataset stored in an appropriate external repository |
| Code | Code or simulation files stored in an appropriate external repository |

*aOptica* allows authors to include a supplemental document that can contain additional text, equations, citations, etc. (see [Supplementary Materials in *Optica*](https://www.osapublishing.org/submit/style/supplementary-materials-optica.cfm) for details). For all other OSA journals, supplemental text must be included as appendices within the primary manuscript.

Please refer to the [Author Guidelines for Supplementary Materials](https://www.osapublishing.org/submit/style/multimedia.cfm) for more detailed instructions and other acceptable supplementary material types.

4.3 Tables

Tables should be centered and numbered consecutively. Authors must use Word’s Table editor to insert tables. Authors must not import tables from Excel. All content for each table should be in a single Word table (do not split content for a single table across multiple Word tables). Tables should use horizontal lines to delimit the top and bottom of the table and column headings. Detailed explanations or table footnotes should be typed directly beneath the table, but not in a table cell. Table footnote labels should be alphabetical; numbers or special characters are not permitted. Position tables as closely as possible to where they are mentioned in the main text.

Table 2. Optical Constants of Thin Films of Materials*a*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 83.4 nm | |  | 121.6 nm | |
| Material | n | K |  | n | k |
| Ir | 1.182 | 0.865 |  | 1.450 | 1.040 |
| MgF2 | 1.584 | 0.487 |  | 1.682 | 0.0627 |
| Al | 0.09874 | 0.1915 |  | 0.0424 | 1.137 |
| Mo | 0.98 | 1.08 |  | 0.78 | 1.03 |
| C | 1.16 | 1.29 |  | 1.85 | 1.10 |

*a*From Appl. Opt. **40**, 1128 (2001).

1. Funding, acknowledgments, and disclosures

5.1 Funding

Funding information should be listed in a separate block preceding any acknowledgments. The section title should not follow the numbering scheme of the body of the paper. List just the funding agencies and any associated grants or project numbers, as shown in the example below:

National Science Foundation (NSF) (1253236, 0868895, 1222301); Program 973 (2014AA014402); Natural National Science Foundation of China (NSFC) (123456).

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5.2 Acknowledgments

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5.3 Disclosures

For *Biomedical Optics Express* submissions only, disclosures should be listed in a separate section at the end of the manuscript. The section title should read “**Disclosures**” in 10-pt. bold Arial font. The section title should not follow the numbering scheme of the body of the paper. List the Disclosures codes identified on OSA’s [Conflict of Interest](https://www.osapublishing.org/submit/review/conflicts-interest-policy.cfm) policy page, as shown in the examples below:

ABC: 123 Corporation (I,E,P), DEF: 456 Corporation (R,S). GHI: 789 Corporation (C).

If there are no disclosures, then list “The authors declare that there are no conflicts of interest related to this article.”

1. References

References should appear at the end of the article after the Funding, Acknowledgements, and Disclosure sections.

OSA journals use numerical notation in brackets for bibliographic citations. At the point of citation within the main text, designate the reference by typing the number in after the last corresponding word [1]. Reference numbers should precede a comma or period [2]. Two references [3,4], should be included together, separated by a comma, while three or more consecutive references should be indicated by the bounding numbers and an en dash   
[1–4].

Please refer to the [online style guide](https://www.osapublishing.org/submit/style/osa-styleguide.cfm) for detailed instructions on how to format citations for OSA journals.

1. Article thumbnail upload

OSA authors are strongly encouraged to upload a thumbnail image to be used next to their article in the Table of Contents and abstract pages of the journal. Authors must submit a .JPG file. The image will be resized to **100** x **100** pixels. For best results, authors should upload an image this size or an image with **square dimensions**. *No author photos are to be submitted; exceptions must be cleared by the Managing Editor.*

The 100 x 100 pixel image will be displayed on the article abstract page, and a 50 x 50 pixel image will be displayed on the Table of Contents page.

Although a replica of the image does not need to appear in the manuscript itself, it must have a strong connection to the research contained within the paper and must be the property of the author(s) of the current paper. This means that even if the article does not contain figures, a thumbnail can still be submitted as long as it relates strongly to the research and is original. Images containing institution or corporate logos should not be submitted.

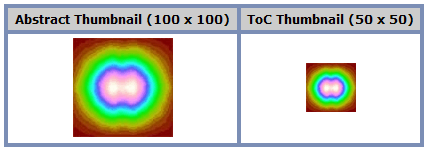


Fig. 2. Preview of thumbnail image display on the author submission page.

1. Summary

Conforming to the specifications listed above is of critical importance to the speedy publication of a manuscript. Authors should use the following style guide checklist before submitting an article.

Table 3. Style Guide Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard Page Text Area: 5.25 x 8.5 in.; Margins: 1.3 in. top and bottom, 1.625 in. left and right | | | | |
| **Type of Text** | **Font** | **Font Size (Points)** | **Alignment** | **Notes** |
| Title | Arial | 16 | Left | **Bold**  Spacing expanded by 0.5 pts.  Kerning 16 pts |
| Author Name | Arial | 12 | Left | **Bold**  Use Small caps  Use journal color |
| Affiliation & Email | Times New Roman | 9 | Left | *Italic* |
| Abstract | Times New Roman | 10 | Justified | Bold “**Abstract:**” header |
| Copyright | Times New Roman | 8 | Left |  |
| Main Text  First paragraph  Subsequent paragraphs | Times New Roman | 10 | Justified | The first paragraph of a section or subsection is not indented. The first line of subsequent paragraphs is indented 0.2 in. |
| Section & Subsection Headings | Arial | 10 | Left | Insert 6-pt. space above and below each heading.  Section headers: **Bold**  Subsection headers: *Italic* |
| Equations |  | 10 | Center | Eq. Number: right tab to end of last line of Eq., in parentheses. |
| Figures |  |  | Center |  |
| Figure Captions | Times New Roman | 8 | Justified | Long captions: indent 0.5 in. left/right. |
| Tables | Times New Roman | 8 | Center | **Table 1. Bold table captions** |
| Table Heads | Times New Roman | 8 | Center | Long heads follow table margins. |
| Funding | Times New Roman | 10 | Justified | Bold “**Funding**” section header |
| Acknowledgments | Times New Roman | 10 | Justified | Bold “**Acknowledgments**” section header |
| Disclosures | Times New Roman | 10 | Justified | Bold “**Disclosures**” section header |
| References | Times New Roman | 8 | Left | Bold “**References**” section header |

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