

SPIE Chapter Proceedings Author Guide

Manuscript specifications and style

All authors of oral, poster, and invited papers must furnish manuscripts that are:

- 8- to 12-pages long (15 pages for invited papers); see the Publication Charges form to pay for excess pages.
- Written in English

Not acceptable: short summaries, viewgraphs, or abstracts

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An abbreviated sample manuscript on page 3 shows format details and other specifications. Download manuscript templates in MS Word or LaTeX at spie.org/publications/proceedings/manuscripts from the list at the left of the page. (Please note that SPIE is not able to provide technical support for MS Word or LaTeX.)

Do not include page numbers or other headers or footers in the page format.

Format your manuscript using Times Roman or equivalent for the text and headings, and fonts such as Helvetica, Symbol, or Times for other text. Do not use double-byte-type CID fonts.

For the first occurrence of an acronym (other than for commonly used acronyms such as IR, CCD, MTF, etc.), spell out each word followed by the acronym in parentheses, e.g., liquid phase epitaxy (LPE) or Extreme Ultraviolet Explorer (EUVE).

Type all equations. If your printer does not have the necessary mathematical symbols, thus requiring handwritten symbols, letter neatly in black ink. Punctuate as a sentence. Type display equation numbers in Arabic numerals in parentheses flush with the right margin. Number display equations consecutively.

Denote reference citations within the text as superscripts. List references at the end of the paper in numerical order. Include the following information (as applicable).

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Place author information such as e-mail addresses and web site location on the first page of the manuscript only in a footnote entirely within the manuscript image area.

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Figures and tables should be clear and legible but sized to make economical use of space, and must fit entirely within the manuscript image area. Similar or related figures should be of uniform size with uniform lettering. All figures should be called out in the text as well as properly labeled and captioned. Number figures sequentially using Arabic numerals, and place a numbered caption near each figure or table. Begin each caption with the figure or table number. Figures may be positioned within the text or at the end of the manuscript.

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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

Use Times Roman or an equivalent font¹ throughout your manuscript, in the appropriate size and style for each section (Fig. 1). All text and figures, including footnotes, must fit inside an image area of 6.75×8.75 in. or 17.15×22.23 cm (Fig. 2). Leave additional space between paragraphs. Indentation is optional.

Article title	16 pt. bold
Author names, affiliations	12 pt. regular
SECTION HEADING	11 pt. BOLD CAPS
Subsection heading	10 pt. bold
Body text	10 pt. regular
Figure captions	9 pt. regular
Footnote text	9 pt. regular

Fig. 1. Text styles for manuscript elements.

Page type	A4	U.S. standard/8.5×11 in.
Top margin	2.54 cm	1.0 in. (2.54 cm)
Bottom margin	4.94 cm	1.25 in. (3.17 cm)
Left margin	1.925 cm	.875 in. (2.22 cm)
Right margin	1.925 cm	.875 in. (2.22 cm)
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Fig. 2. Margin and image area settings.

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 headings and attributes

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

REFERENCES

1. A. Eisenberg, *Guide to Technical Editing*, Oxford University, New York, 1992.

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