Instructions for the preparation of a manuscript for OSA express journals

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**Abstract:** Updated 14 June 2017. Explicit and detailed rules are given for preparing a manuscript for OSA express journals. After a general introduction and a summary of the basic requirements, specific guidelines are given for all major manuscript elements (such as abstract, headings, figures, tables, and references) to achieve optimal typographic quality. The use of complete and properly formatted references is particularly important. Adherence to these guidelines will significantly expedite the production of your paper.

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**OCIS codes:** (000.0000) General; (000.2700) General science.

References and links (see Section 4)

1. P. J. Harshman, T. K. Gustafson, and P. Kelley, “Title of paper,” J. Chem. Phys. **3**, (to be published).
2. K. Gallo and G. Assanto, “All-optical diode based on second-harmonic generation in an asymmetric waveguide,” J. Opt. Soc. Am. B **16**(2), 267–269 (1999).
3. B. R. Masters, “Three-dimensional microscopic tomographic imagings of the cataract in a human lens in vivo,” Opt. Express **3**(9), 332–338 (1998).
4. D. Yelin, D. Oron, S. Thiberge, E. Moses, and Y. Silberberg, “Multiphoton plasmon-resonance microscopy,” Opt. Express **11**(12), 1385–1391 (2003).
5. B. N. Behnken, G. Karunasiri, D. R. Chamberlin, P. R Robrish, and J. Faist,”Real-time imaging using a 2.8~THz quantum cascade laser and uncooled infrared microbolometer camera,”' Opt. Lett. **33**(5), 440–442 (2008).
6. Introduction

Adherence to the specifications listed in this style guide is essential for efficient review and publication of submissions.

OSA accepts Word and LaTeX submissions. OSA will not publish the same Word file that authors submit for their final revisions, so it is imperative that authors carefully check the final version of their paper before paying the publication fee. OSA uses a Word plug-in to normalize, format, tag, update citations, and parse the file into full-text XML.

Except for numbering and titling of sections, which may not be desirable for short articles, the express journal style and layout rules have been followed in this guide. There is a checklist available in Section 8 that summarizes the style specifications.

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 and bottom and 4.11-cm (1.625 in.) left and right.

To maintain a rapid publication cycle, the recommended page length for an express journal article is 6 pages. Higher publication fees apply to articles 7–15 pages in length. There is an additional per-page fee for manuscripts longer than 15 pages.

1. Typographical style

The title, author listing and all headers should be in Arial font. The rest of the text and body of the article should be Times New Roman. Please see the checklist in Section 8 that summarizes all of the style specifications.

3.1 Title

Left align the title. The title should be in 16-pt. bold Arial font. Kerning should be set to 16-pt. and spacing expanded by 0.5 in. 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

Left align author names in 12-pt. bold Arial font using small caps. Each express 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.

3.3 Author affiliations

All authors and affiliations should be styled in 9-pt. italic Times New Roman font. 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 be grouped together using 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,\*

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

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**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):**

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3.4 Abstract

Begin the section with the word “**Abstract**:” in bold print followed by a colon. Font size should be 10-pt. and alignment double (left and right) justified.

The abstract should be limited to approximately 100 words. It should be an explicit summary of the paper that states the problem, the methods used, and the major results and conclusions. It also should contain the relevant key words that would allow it to be found in a cursory computerized search. 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 be in 8-pt. type.

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Please be sure to update this line with the appropriate publication year if needed. Insert a 4-pt. space above and below the copyright line.

3.6 OCIS subject classification

Optics Classification and Indexing Scheme (OCIS) subject classifications should be included at the end of the abstract. OCIS codes should be provided to help with indexing. List the OCIS code in parenthesis, followed by the term spelled out; separate OCIS terms with semicolons. Each paper must contain two to six OCIS codes. Use 8-pt. type for this line. Please avoid using OCIS codes (000.0000) General or (000.2700) General science, and instead customize these codes to best represent the topics of your manuscript.

[OCIS codes](http://www.osapublishing.org/submit/ocis/) can be selected during upload. Follow the link for a complete listing.

**OCIS codes**: (260.1440) Birefringence; (050.1950) Diffraction gratings.

3.7 Main text

The first line of the first paragraph of a section or subsection should start flush left. The first line of subsequent paragraphs within the section or subsection should be indented 0.62 cm (0.2 in.). All main text should be alignment double (left and right) justified.

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. Always start headings flush left. Do not include references to the literature, illustrations, or tables in headings. Insert a 6-pt. space above and below each section heading as shown in this paper.

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. Subsection headings should be in italics, with an initial capital letter followed by lowercase, except for proper names, abbreviations, etc. Start subsection headings flush left. Do not include references to the literature, illustrations, or tables in headings. Create a 6-pt. space above and below each subsection heading 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.

3.8 Equations

The express 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.

Equations should be centered, unless they are so long that less than 1 cm will be left between the end of the equation and the equation number, in which case they may run on to the next line. Equations should have a 6-pt. space above and below the text. Equation numbers should appear at the right-hand margin, in parenthesis. For long equations, the equation number may appear on the next line. For very long equations, the right side of the equation should be broken into approximately equal parts and aligned to the right of the equal sign. The equation number should appear only at the right hand margin of the last line of the equation:

 . (1)

All equations should be numbered in the order in which they appear and should be referenced from within the main text as Eq. (1).

In-line math of simple fractions should use parentheses when necessary to avoid ambiguity; for example, to distinguish between 1/(n − 1) and 1/n − 1. Exceptions to this are the proper fractions such as ½, which are better left in this form. Summations and integrals that appear within text such as  should have limits placed to the right of the symbol to reduce white space. Use MathType or Unicode character sets for in-text and display notation wherever possible.

1. References and links

References should appear at the top of the article, below the abstract, in the order in which they are referenced in the body of the paper (see below). The font should be 8-pt. aligned left. Lines should be single-spaced. The words “**References** **and links**” should head the section (no number) in bold print followed by one blank line, directly above the first reference. Insert a 6-pt. space above the “**References and links**” line. All references should be indented 0.5 cm (0.2 in), with succeeding lines indented sufficiently to preserve alignment. The references section should be delimited by horizontal rules above and below the section, separated by at least 6-pts. of white space from the text.

OSA express 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].

The express journals follow the following citation style:

**Journal paper**

For journal articles, authors are listed first, followed by the article’s full title in quotes, the journal’s title abbreviation, the volume number in bold, the issue number in Roman and parenthesis, inclusive page numbers, and the year in parentheses. Journal titles are required. Do not include DOIs in published journal citations—these will be added post-publication.

1. C. van Trigt, “Visual system-response functions and estimating reflectance,” J. Opt. Soc. Am. A **14**(4), 741–755 (1997).
2. S. Yerolatsitis, I. Gris-Sánches, and T. A. Birks, “Adiabatically-tapered fiber mode multiplexers,” Opt. Express **22**(1), 608–617 (2014).

**Journal paper identified by paper number**

Do not provide the number of pages; the paper number is sufficient.

1. L. Rippe, B. Julsgaard, A. Walther, Y. Ying, and S. Kröll, “Experimental quantum-state tomography of a solid-state qubit,” Phys. Rev. A **77**, 022307 (2008).

**Book**

For citation of a book as a whole or book chapter, authors or editors are listed first, followed by title in italics, and publisher and year in parenthesis. Chapter number may be added if applicable.

1. T. Masters, *Practical Neural Network Recipes in C++* (Academic, 1993).
2. F. Ladouceur and J. D. Love, *Silica-Based Buried Channel Waveguides and Devices* (Chapman & Hall, 1995), Chap. 8.

**Article in a book**

For monographs in books, authors are listed first, followed by article’s full title in quotes, the word “in,” followed by the book title in italics, the editors of the book, and the publisher and publication year in parenthesis.

1. D. F. Edwards, “Silicon (Si),” in *Handbook of Optical Constants of Solids*, E. D. Palik, ed. (Academic, 1985).

**Paper in published conference proceedings**

1. R. E. Kalman, “Algebraic aspects of the generalized inverse of a rectangular matrix,” in *Proceedings of Advanced Seminar on Generalized Inverse and Applications*, M. Z. Nashed, ed. (Academic, 1976), pp. 111–124.

**Paper published in OSA conference proceedings**

1. R. Craig and B. Gignac, “High-power 980-nm pump lasers,” in *Optical Fiber Communication Conference*, Vol. 2 of 1996 OSA Technical Digest Series (Optical Society of America, 1996), paper ThG1.

**Paper in unpublished conference proceedings**

1. D. Steup and J. Weinzierl, “Resonant THz-meshes,” presented at the Fourth International Workshop on THz Electronics, Erlangen-Tennenlohe, Germany, 5–6 Sept. 1996.

**SPIE proceedings**

For later SPIE proceedings with a paper number, cite just the paper number and not any page information.

1. S. K. Griebel, M. Richardson, K. E. Devenport, and H. S. Hinton, “Experimental performance of an ATM-based buffered hyperplane CMOS-SEED smart pixel array,” Proc. SPIE **3005**, 254–256 (1997).
2. S. Gu, F. Shao, G. Jiang, F. Li, and M. Yu, “An objective visibility threshold measurement method for asymmetric stereoscopic images,” Proc. SPIE **8205**, 820505 (2011).

**IEEE proceedings**

1. T. Darrel and K. Wohn, “Pyramid based depth from focus,” in *Proceedings of IEEE Conference on Computer Vision and Pattern Recognition* (IEEE, 1988), pp. 504–509.

**Paper accepted for publication**

1. D. Piao, “Cancelation of coherent artifacts in optical coherence tomography imaging,” Appl. Opt. (to be published).
2. D. W. Diehl and T. D. Visser, “Phase singularities of the longitudinal field components in the focal region of a high-aperture optical system,” J. Opt. Soc. Am. A, doc. ID 56789 (posted 11 November 2005, in press).

**Manuscript in preparation**

1. J. Q. Smith, Laboratory for Laser Energetics, University of Rochester, 250 East River Road, Rochester, N.Y. 14623, and K. Marshall are preparing a manuscript to be called “Optical effects in liquid crystals.”

**Personal communication**

1. T. Miller, Publications Department, Optical Society of America, 2010 Massachusetts Avenue, NW, Washington, DC 20036 (personal communication, 2010).

**Electronic citations**

Internet links should list the author, title (or substitute file name, if needed), and the full URL. Include the date of access, if relevant.

1. Extreme Networks white paper, “Virtual metropolitan area networks,” (Extreme Networks, 2001), <http://www.extremenetworks.com/technology/whitepapers/vMAN.asp>.
2. A. G. Ramm, “Invisible obstacles,” http://www.arxiv.org/abs/math-ph/0608034.
3. Figures, supplementary materials, and tables

5.1 Figures

Figures should be included directly in the document. All photographs must be in digital form and placed appropriately in the electronic 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.

All figure captions should be centered beneath the figure. Longer figure captions should be centered beneath the figure and alignment double (left and right) justified, but are not to exceed the left and right edge of the figure by more than 0.5 in. The abbreviation “Fig.” for figure should appear first followed by the figure number and a period. Captions should be in 8- pt. font. At least one line of space should be left before the figure and after the caption.



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

5.2 Supplementary materials in OSA express journals

Most OSA journals allow authors to include supplementary materials as integral parts of a manuscript. Such materials are subject to the same editorial standards and peer review procedures along with the rest of the paper and should be uploaded and described using OSA’s Prism manuscript system.

Authors can submit appropriate visualizations or small data files (see details below) for OSA to host. Large datasets and code or simulation files can be included but must be placed in an appropriate archival repository and cited as described here.

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.

Video visualizations are the most commonly submitted type of supplementary materials for the express journals. They typically illustrate a synopsis of research results. They are integral and as such should be included only when they convey essential information beyond what can be presented within the article's PDF representation. Video visualizations should be uploaded upon submission and peer-reviewed along with the manuscript. Video files must use open compression standards for display on broadly available applications such as VLC or Windows Media Player. MOV, AVI, MPG, and MP4 video containers are accepted. The following video guidelines will help with the submission process:

1. 15 MB is the recommended maximum video file size.
2. 720 x 480 pixels (width by height) is the recommended screen size.
3. If appropriate, insert a representative frame from the video in the manuscript as a figure.
4. Minimize file size by using an acceptable codec such as x264 or XviD. [HandBrake](https://handbrake.fr/) is an open source tool for converting video to common codecs.
5. Videos must be playable on all platforms using VLC.
6. Animations must be formatted into a standard video container.

Visualizations must be associated with a figure, table, or equation OR be referenced in the results section of the manuscript. Use the label "Visualization" and the item number to identify the visualization.



Fig. 5. Three traps create three rings of magnetic nanoparticles. The rings interact with one another (see Visualization 3). [From Masajada *et al.*, Opt. Lett. **38**, 3910 (2013)].

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

5.3 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. Article thumbnail upload

Authors have the option to upload a thumbnail image that will appear next to the published article on the Issue in Progress, Current Issue, and Abstract pages. Please note that if authors do not choose a file, OSA Production Staff will choose an image from the submission. For precise representation of an article, we recommend that authors choose and upload the thumbnail image.

Authors must submit a .JPG file. The image will be resized automatically to 100 x 100 pixels. For best results, authors should upload an image this size or an image with square dimensions.



Fig. 3. Preview of thumbnail image display on the author submission page.

1. Funding, acknowledgments, and disclosures

7.1 Funding

Funding information should be listed in a separate block preceding any acknowledgments. The section title should read “**Funding**” in 10-pt. bold Arial font. 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).

OSA participates in [Crossref’s Funding Data](http://www.crossref.org/fundingdata/), a service that provides a standard way to report funding sources for published scholarly research. To ensure consistency, please enter any funding agencies and contract numbers from the Funding section in Prism during submission. Update any changes to your funding information in Prism during any revision stages.

7.2 Acknowledgments

Acknowledgments should be included at the end of the document. The section title should read “**Acknowledgments**” in 10-pt. bold Arial font. The section title should not follow the numbering scheme of the body of the paper. Please do not include any funding sources in the Acknowledgment section.

7.3 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 policy page](http://www.osapublishing.org/submit/review/conflicts-interest-policy.cfm), 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. 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 capsUse 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 |  |
| OCIS Codes | Times New Roman | 8 | Left | Bold “**OCIS codes:**” header |
| Main TextFirst paragraphSubsequent 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. |
| References and links | Times New Roman | 8 | Left | Bold “References and links”. Delimit with horizontal rules. |
| Funding | Times New Roman |  | 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 |
| 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. |