

# Universal manuscript template for Optica Publishing Group journals

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**Abstract:** L<sup>A</sup>T<sub>E</sub>X manuscripts submitted to Optica Publishing Group journals may use these instructions and this universal template format. The template simplifies manuscript preparation and eases transfer between journals. *Applied Optics*, JOSA A, JOSA B, *Journal of Optical Communications and Networking*, *Optica Quantum*, and *Photonics Research* authors should use the length-check template if a precise length estimate is needed. *Optics Letters* authors and authors of short *Optica* articles are encouraged to use the length-check template. Authors using this universal template will still need to adhere to article-length restrictions based on the final, published format. Authors may also [submit articles](#) prepared using this template to the Optica Publishing Group preprint server, [Optica Open](#). However, doing so is optional. Please refer to the submission guidelines found there. Note that copyright and licensing information should no longer be added to your Journal or Optica Open manuscript.

## 1. Introduction

Adherence to the specifications listed in this template is essential for efficient review and publication of submissions. Proper reference format is especially important (see Section 8). For submissions to the Optica Open preprint server, many of the style and format guidelines described in this template are not applicable, although adhering to the instructions in this template will ease the process to convert a preprint to an Optica Publishing Group journal submission.

## 2. Corresponding author

We require manuscripts to identify a single corresponding author. The corresponding author typically is the person who submits the manuscript and handles correspondence throughout the peer review and publication process.

```
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\address{\authormark{1}Peer Review, Publications Department,  
Optica Publishing Group, 2010 Massachusetts Avenue NW,  
Washington, DC 20036, USA\\  
\authormark{2}Publications Department, Optica Publishing Group,  
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This format will generate the following appearance:

AUTHOR ONE<sup>1</sup> AND AUTHOR TWO<sup>2,\*</sup>

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44 Washington, DC 20036, USA  
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46 20036, USA  
47 \*xyz@optica.org

48 If other statements about author contribution and contact are needed, they can be added in  
49 addition to the corresponding author designation.

```
50 \author{Author One\authormark{1,$\dag$} and Author Two\authormark{2,$\dag$,*}}  
51  
52 \address{\authormark{1}Peer Review, Publications Department,  
53 Optica Publishing Group, 2010 Massachusetts Avenue NW,  
54 Washington, DC 20036, USA\\  
55 \authormark{2}Publications Department, Optica Publishing Group,  
56 2010 Massachusetts Avenue NW, Washington, DC 20036, USA\\  
57 \authormark{$\dag$}The authors contributed equally to this work.\\  
58 \authormark{*}xyz@optica.org}}
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59 This format will generate the following appearance:

60 **AUTHOR ONE<sup>1,†</sup> AND AUTHOR TWO<sup>2,†,\*</sup>**

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62 Washington, DC 20036, USA  
63 <sup>2</sup>Publications Department, Optica Publishing Group, 2010 Massachusetts Avenue NW, Washington, DC  
64 20036, USA  
65 <sup>†</sup>The authors contributed equally to this work.  
66 \*xyz@optica.org

### 67 3. Abstract

68 The abstract should be limited to approximately 100 words. If the work of another author is cited  
69 in the abstract, that citation should be written out without a number, (e.g., journal, volume, first  
70 page, and year in square brackets [Opt. Express **22**, 1234 (2014)]), and a separate citation should  
71 be included in the body of the text. The first reference cited in the main text must be [1]. Do  
72 not include numbers, bullets, or lists inside the abstract. Note that no licensing or copyright  
73 statement should appear on the manuscript itself. Such information will be added to the Accepted  
74 Manuscript, the published version, or the Optica Open preprint as part of production to ensure  
75 accuracy and consistency of appearance.

### 76 4. Assessing final manuscript length

77 The Universal Manuscript Template is based on the Express journal layout and will provide  
78 an accurate length estimate for *Optics Express*, *Biomedical Optics Express*, *Optical Materials*  
79 *Express*, *Optica Quantum*, and *Optics Continuum*. *Applied Optics*, *JOSAA*, *JOSAB*, *Optics*  
80 *Letters*, *Optica*, *Optica Quantum*, *Optics Continuum*, and *Photonics Research* publish articles  
81 in a two-column layout. To estimate the final page count in a two-column layout, multiply the  
82 manuscript page count (in increments of 1/4 page) by 60%. For example, 11.5 pages in the  
83 Universal Manuscript Template are roughly equivalent to 7 composed two-column pages. Note  
84 that the estimate is only an approximation, as treatment of figure sizing, equation display, and  
85 other aspects can vary greatly across manuscripts. Authors of Letters may use the legacy template  
86 for a more accurate length estimate.

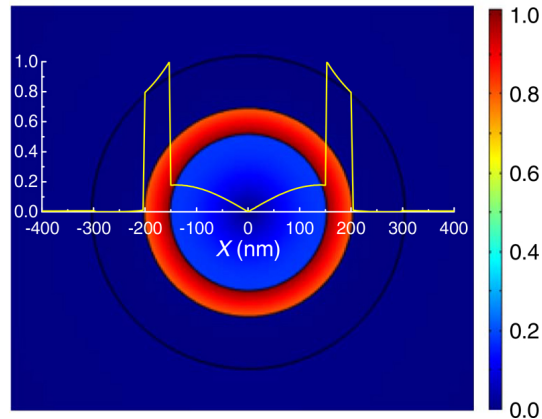


Fig. 1. Sample caption (Fig. 2, [1]).

## 87 5. Figures, tables, and supplementary materials

### 88 5.1. Figures and tables

89 Figures and tables should be placed in the body of the manuscript. Standard  $\LaTeX$  environments  
90 should be used to place tables and figures:

```
91 \begin{figure} [htbp]
92 \centering\includegraphics[width=7cm]{opticafig1}
93 \caption{Sample caption (Fig. 2, \cite{Yelin:03}).}
94 \end{figure}
```

### 95 5.2. Supplementary materials in Optica Publishing Group journals

96 Our journals allow authors to include supplementary materials as integral parts of a manuscript.  
97 Such materials are subject to peer-review procedures along with the rest of the paper and should  
98 be uploaded and described using our Prism manuscript system. Please refer to the [Author  
99 Guidelines for Supplementary Materials in Optica Publishing Group Journals](#) for more detailed  
100 instructions on labeling supplementary materials and your manuscript. For preprints submitted  
101 to Optica Open a link to supplemental material should be included in the submission, but do not  
102 upload the material.

103 **Authors may also include Supplemental Documents** (PDF documents with expanded  
104 descriptions or methods) with the primary manuscript. At this time, supplemental PDF files are  
105 not accepted for partner titles, JOCN and *Photonics Research*. To reference the supplementary  
106 document, the statement “See Supplement 1 for supporting content.” should appear at the bottom  
107 of the manuscript (above the References heading). Supplemental documents are not accepted for  
108 Optica Open preprints.

### 109 5.3. Sample Dataset Citation

110 1. M. Partridge, "Spectra evolution during coating," figshare (2014), <http://dx.doi.org/10.6084/m9.figshare.1004612>.

### 111 5.4. Sample Code Citation

112 2. C. Rivers, "EpiPy: Python tools for epidemiology," figshare (2014) [retrieved 13 May 2015],  
113 <http://dx.doi.org/10.6084/m9.figshare.1005064>.

## 114 **6. Mathematical and scientific notation**

### 115 *6.1. Displayed equations*

116 Displayed equations should be centered. Equation numbers should appear at the right-hand  
117 margin, in parentheses:

$$J(\rho) = \frac{\gamma^2}{2} \sum_{k(\text{even})=-\infty}^{\infty} \frac{(1+k\tau)}{[(1+k\tau)^2 + (\gamma\rho)^2]^{3/2}}. \quad (1)$$

118 All equations should be numbered in the order in which they appear and should be referenced  
119 from within the main text as Eq. (1), Eq. (2), and so on [or as inequality (1), etc., as appropriate].

## 120 **7. Backmatter**

121 Backmatter sections should be listed in the order Funding/Acknowledgment/Disclosures/Data  
122 Availability Statement/Supplemental Document section. An example of backmatter with each of  
123 these sections included is shown below.

124 **Funding.** Content in the funding section will be generated entirely from details submitted to Prism.  
125 Authors may add placeholder text in the manuscript to assess length, but any text added to this section  
126 in the manuscript will be replaced during production and will display official funder names along with  
127 any grant numbers provided. If additional details about a funder are required, they may be added to the  
128 Acknowledgments, even if this duplicates information in the funding section. See the example below in  
129 Acknowledgements. For preprint submissions, please include funder names and grant numbers in the  
130 manuscript.

131 **Acknowledgments.** The section title should not follow the numbering scheme of the body of the paper.  
132 Additional information crediting individuals who contributed to the work being reported, clarifying who  
133 received funding from a particular source, or other information that does not fit the criteria for the funding  
134 block may also be included; for example, “K. Flockhart thanks the National Science Foundation for help  
135 identifying collaborators for this work.”

136 **Disclosures.** Disclosures should be listed in a separate nonnumbered section at the end of the manuscript.  
137 List the Disclosures codes identified on the [Conflict of Interest policy page](#), as shown in the examples below:

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

139 If there are no disclosures, then list “The authors declare no conflicts of interest.”

140 **Data Availability Statement.** A Data Availability Statement (DAS) will be required for all submissions  
141 beginning 1 March 2021. The DAS should be an unnumbered separate section titled “Data Availability”  
142 that immediately follows the Disclosures section. See the [Data Availability Statement policy page](#) for more  
143 information.

144 Optica has identified four common (sometimes overlapping) situations that authors should use as guidance.  
145 These are provided as minimal models, and authors should feel free to include any additional details that  
146 may be relevant.

147 1. When datasets are included as integral supplementary material in the paper, they must be declared  
148 (e.g., as “Dataset 1” following our current supplementary materials policy) and cited in the DAS, and  
149 should appear in the references.

150 **Data availability.** Data underlying the results presented in this paper are available in Dataset 1,  
151 Ref. [3].

152 2. When datasets are cited but not submitted as integral supplementary material, they must be cited in  
153 the DAS and should appear in the references.

154 **Data availability.** Data underlying the results presented in this paper are available in Ref. [3].

155 3. If the data generated or analyzed as part of the research are not publicly available, that should be  
156 stated. Authors are encouraged to explain why (e.g. the data may be restricted for privacy reasons),  
157 and how the data might be obtained or accessed in the future.

158 **Data availability.** Data underlying the results presented in this paper are not publicly available at  
159 this time but may be obtained from the authors upon reasonable request.

160 4. If no data were generated or analyzed in the presented research, that should be stated.

161 **Data availability.** No data were generated or analyzed in the presented research.

162 Data availability statements are not required for preprint submissions.

163 **Supplemental document.** See Supplement 1 for supporting content.

## 164 8. References

165 Proper formatting of references is extremely important, not only for consistent appearance but  
166 also for accurate electronic tagging. Please follow the guidelines provided below on formatting,  
167 callouts, and use of Bib<sub>T</sub>E<sub>X</sub>.

### 168 8.1. Formatting reference items

169 Each source must have its own reference number. Footnotes (notes at the bottom of text pages) are  
170 not used in our journals. References require all author names, full titles, and inclusive pagination.  
171 Examples of common reference types can be found in the [style guide](#).

172 The commands `\begin{thebibliography}{} and \end{thebibliography}` for-  
173 mat the section according to standard style, showing the title **References**. Use the `\bibitem{label}`  
174 command to start each reference.

### 175 8.2. Formatting reference citations

176 References should be numbered consecutively in the order in which they are referenced in the  
177 body of the paper. Set reference callouts with standard `\cite{}` command or set manually  
178 inside square brackets [1].

179 To reference multiple articles at once, simply use a comma to separate the reference labels, e.g.  
180 `\cite{Yelin:03,Masajada:13,Zhang:14}`, produces [1–3].

### 181 8.3. Bib<sub>T</sub>E<sub>X</sub>

182 Bib<sub>T</sub>E<sub>X</sub> may be used to create a file containing the references, whose contents (i.e., contents of  
183 `.bbl` file) can then be pasted into the bibliography section of the `.tex` file. A Bib<sub>T</sub>E<sub>X</sub> style file,  
184 `optica.jnl.bst`, is provided.

185 If your manuscript already contains a manually formatted `\begin{thebibliography}...`  
186 `\end{thebibliography}` list, then delete the `latexmkrc` file (if present) from your  
187 submission files. However you should ensure that your manually-formatted reference list adheres  
188 to style accurately.

## 189 9. Conclusion

190 After proofreading the manuscript, compress your `.tex` manuscript file and all figures (which  
191 should be in EPS or PDF format) in a ZIP, TAR or TAR-GZIP package. All files must be  
192 referenced at the root level (e.g., file `figure-1.eps`, not `/myfigs/figure-1.eps`). If  
193 there are supplementary materials, the associated files should not be included in your manuscript  
194 archive but be uploaded separately through the Prism interface.

195 Add references with Bib<sub>T</sub>E<sub>X</sub> or manually. [1–8]

196 **References**

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- 213 8. C. Rivers, "EpiPy: Python tools for epidemiology," figshare (2014) [retrieved 13 May 2015], [http://dx.doi.](http://dx.doi.org/10.6084/m9.figshare.1005064)  
214 [org/10.6084/m9.figshare.1005064](http://dx.doi.org/10.6084/m9.figshare.1005064).