

# Universal manuscript template for Optica Publishing Group journals

**AUTHOR ONE,<sup>1</sup> AUTHOR TWO,<sup>2,\*</sup> AND AUTHOR THREE<sup>2,3</sup>**

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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*, 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.

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## 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).

## 2. Multiple corresponding authors

There are two options for indicating multiple corresponding authorship, and they are formatted quite differently. The first format would be as follows and uses an asterisk to denote one of the authors:

```
\author{Author One\authormark{1,3} and Author Two\authormark{2,4,*}}  
  
\address{\authormark{1}Peer Review, Publications Department,  
Optica Publishing Group, 2010 Massachusetts Avenue NW,  
Washington, DC 20036, USA\\  
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2010 Massachusetts Avenue NW, Washington, DC 20036, USA\\  
\authormark{3}xyz@optica.org}  
  
\email{\authormark{*}opex@optica.org}
```

This format will generate the following appearance:

**AUTHOR ONE<sup>1,3</sup> AND AUTHOR TWO<sup>2,4,\*</sup>**

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#### 70 **4. Assessing final manuscript length**

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

#### 80 **5. Figures, tables, and supplementary materials**

##### 81 *5.1. Figures and tables*

82 Figures and tables should be placed in the body of the manuscript. Standard L<sup>A</sup>T<sub>E</sub>X environments  
83 should be used to place tables and figures:

```
84 \begin{figure} [htbp]  
85 \centering\includegraphics[width=7cm]{osafig1}  
86 \caption{Sample caption (Fig. 2, \cite{Yelin:03}).}  
87 \end{figure}
```

##### 88 *5.2. Supplementary materials in Optica Publishing Group journals*

89 Our journals allow authors to include supplementary materials as integral parts of a manuscript.  
90 Such materials are subject to peer-review procedures along with the rest of the paper and should  
91 be uploaded and described using our Prism manuscript system. Please refer to the [Author  
92 Guidelines for Supplementary Materials in Optica Publishing Group Journals](#) for more detailed  
93 instructions on labeling supplementary materials and your manuscript.

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

##### 99 *5.3. Sample Dataset Citation*

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

##### 101 *5.4. Sample Code Citation*

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

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

##### 105 *6.1. Displayed equations*

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

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

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

## 110 7. Backmatter

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

114 **Funding.** Content in the funding section will be generated entirely from details submitted to Prism.  
115 Authors may add placeholder text in the manuscript to assess length, but any text added to this section  
116 in the manuscript will be replaced during production and will display official funder names along with  
117 any grant numbers provided. If additional details about a funder are required, they may be added to the  
118 Acknowledgments, even if this duplicates information in the funding section. See the example below in  
119 Acknowledgements.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 153 8. References

154 Proper formatting of references is extremely important, not only for consistent appearance but  
155 also for accurate electronic tagging. Please follow the guidelines provided below on formatting,  
156 callouts, and use of BibTeX.

### 157 8.1. Formatting reference items

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

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

### 164 8.2. Formatting reference citations

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

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

### 170 8.3. BibTeX

171 BibTeX may be used to create a file containing the references, whose contents (i.e., contents of  
172 `.bbl` file) can then be pasted into the bibliography section of the `.tex` file. A BibTeX style file,  
173 `osajnl.bst`, is provided.

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

## 178 9. Conclusion

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

184 Add references with BibTeX or manually. [1–8]

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203 org/10.6084/m9.figshare.1005064](http://dx.doi.org/10.6084/m9.figshare.1005064).