Template for preparing an article for submission, template designed to assist with length estimate

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IISER-Kolkata presents ASPC-2014, touted as Asia's largest SPIE supported conference. This symposium styled event aims to promote the research in photonics across the Asia by means of teaching and dialogue. The program shall include lectures by eminent lecturers, paper presentation, poster presentations and interaction sessions. We strongly believe that a program of this stature shall motivate students in the field of optics and pave the path for collaborated research in Asia in the years to come.

Note: The page limit for article submissions is four pages.

To use this template, you will need to use the specifications shown in Table 1 to format your manuscript, with this template as a visual guide.

**Using the Word styles.** In this template, styles such as “01 Title” appear in the MS Word Styles ribbon (or toolbar for older versions of Word). Apply the appropriate style before typing or apply it to existing text. It is possible to paste manuscript text into this template or attach this template to an existing manuscript.

**One- and two-column text.** To create two-column text for the manuscript body, use the option Page Layout, Columns, Two. Set the spacing to 0.25" between the two columns. Within the body, apply one-column formatting to any figures, tables, or equations that must span columns.

**Front matter.** The title should be formatted in an hourglass style; the first line longer than the second, the second line shorter than the third. Use numerical superscript callouts as shown in this template to link authors with their affiliations. Corresponding author should be denoted with an asterisk as shown. To help with length assessment, include two lines of text above the abstract as a placeholder for manuscript history information.

**Paragraphs.** Body paragraphs should be indented (only the opening paragraph is flush left) and have no extra space in between. All paragraph text within the body should be set in two columns.

**Equations.** Display equations should be broken and aligned for two-column display unless spanning across two columns is essential. Equations should be centered with equation numbers set flush right. For  MathType math, use the Format Equations feature to format all equations as Times + Symbol 10. Note: There must be a blank linespace above and below each displayed equation.

 (1)

**Tables.** Styles for table title, table head, and table text are provided. Tables should be set in one column wide if possible and be placed near their first mention in the body.

**Figures.** As with tables and equations, figures should be set as one column wide if possible unless two-column display is essential. Figure captions should have approximately 6 points above and below. Before the figures are dropped into the template, the main text and references in the template should be set to one column (Page Layout, Columns, One) and should be accurately sized (a maximum of 3.5 inches wide for one column, 7 inches for two), and the caption should be added by right-clicking on the image and choosing Insert Caption. Then the figure and its caption can be selected and dropped into the template at the end of the paper (following the references but before the “Information Page” that contains the full references).

**References.** Set references at the back of the manuscript. We will prefer an abbreviated reference style; full references (to aid the reviewer) must be included as well on a fifth page that will not count against page length. Please note that certain types of references do require full titles among the regular reference list: patents, papers in production, dissertations/theses, and papers presented at conferences (but not published). The Citation style uses automatic numbering. To turn off automatic numbering (e.g., if you have numbered reference items manually), simply click the numbering icon in Word’s paragraph toolbar.

**Fifth page.** Include a fifth page with full citation listings. This page will not count against manuscript length.

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| Table 1. Specifications for the *Optics Letters* Template | | | | | |
| Item |  |  |  |  |  |
| Paper Size | U.S. Letter, Portrait orientation | | | |  |
| Margins | Top 0.75, Bottom 0.75, Left 0.69, Right 0.69 | | | |  |
| Typography | **Font Name** | **Font Size (pts.)** | **Indentation (inches)** | **Alignment** | **Notes** |
| Title | Times New Roman | 19 | 0.63 | Center | Bold |
| Authors | Times New Roman | 10 | 0.37 | Center | Bold |
| Affiliations | Times New Roman | 9 | 0.37 | Center | Italic |
| Corresponding E-mail | Times New Roman | 9 | 0.37 | Center | Italic |
| History | Times New Roman | 8.5 | 1.6 | Center | Two lines |
| Abstract | Times New Roman | 8.5 | 0.68 | Justified |  |
|  |  |  |  |  |  |
| Paragraph | Century | 10 |  | Justified | Two columns; Indent 0.13 |
| Table | Century | 9 |  |  | Table title bold |
| Figure Caption | Century | 9 |  |  | 6 pt above and below |
| Equation | Century | 10 |  | Center | Equation number flush right |
| References | Century | 9 |  | Justified | Bold heading |

Fig. 1. The Asia Student Photonics Conference 2014(ASPC 2014) will be held in Kolkata, in July 2014.