



## Summary Specifications

Follow these guidelines to create your extended summary for publication in the Technical Digest. You will have the opportunity to update your summary before the digest is finalized. You will be asked to upload this file during the submission process.

- Summaries should be 2 to 3 single-sided pages.
- All text--including footnotes and author information--and illustrations must appear within a 6.75x8.75 in. (17.15 x 22.23 cm) area.
- If you use a U.S.-standard page (8.5 x 11 in./21.59 x 27.94 cm), set margins to .875 in. (2.22 cm) left and right, 1.0 in. (2.54 cm) top and 1.25 in. (3.17 cm) bottom.
- If you use an A4 page, set margins to 1.925 cm left and right, 2.54 cm top, and 4.94 cm bottom.
- Use Times Roman or equivalent font for all text. Use boldface or italic for emphasis only. Single-space all text in one column, allowing extra space between paragraphs. The proper fonts (all Times Roman) for various elements are:

### Layout Guidelines

1. **Article title** is 16 pt bold
2. Author names, affiliations are 12 pt
3. SECTION HEADING are 11 pt bold caps
4. **Subsection heading** are 10 pt bold
5. Body text is 10 pt
6. Figure captions are 9 pt
7. Footnote text is 9 pt

### Title

Center the paper title at the top of the page in 16-point bold type. 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.

## **Authors and affiliations**

Use 12-point type, centered. Leave extra space between authors and affiliations/address. Omit titles or degrees such as Dr., Prof., Ph.D., etc. Avoid acronyms that are not internationally known.

## **Principal headings**

Type on a separate line, 11-point type, centered, all capital letters, and boldfaced. Number sections sequentially (i.e., 1, 2, 3,...).

## **Subheadings**

Type on a separate line flush with the left margin. Capitalize the first letter of the first word and proper names only, and boldface the heading. Number subsections according to the following example: Sec. 3.1 is the first subsection of Sec. 3; Sec. 3.2.1 is a subsection of Sec. 3.2.

## **Paragraphs**

Leave additional space between paragraphs. Indentation is optional.

## **Text**

All body text, including abstract, should be 10-point type.

## **Acronyms**

For the first occurrence (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).

## **Equations**

Type all equations. Punctuate as a sentence. Type display equation numbers in Arabic numerals in parentheses flush with the right margin. Number display equations consecutively.

## **Figures and tables**

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. Figures may be positioned within the text or at the end of the manuscript.

## **Figure and table captions**

Type captions in 9-point type. Number figures sequentially, and begin caption with figure or table number.

## **Footnotes**

Additional author information, such as email addresses and web site location should be given in a footnote. Footnotes must appear within the page image area.

## Reference citations

Type reference citations within the text as superscripts.

## Acknowledgments

All acknowledgments for technical and financial support and government contract or copyright information should go in this section, which follows the text but precedes the references.

## References

Denote reference citations within the text by means of a superscript number. List references at the end of the paper in numerical order. Include the following information (as applicable).

- **For a book:** author(s), book title (italicized), page or chapter numbers, publisher, city, year.
- **For a journal paper:** author(s), "paper title" (in quotes), journal name, volume number (bold), page numbers (inclusive), year.
- **For a proceedings paper or chapter in an edited book:** author(s), "paper or chapter title" (in quotes), volume title (italicized), editor(s), volume number (if applicable), page numbers (inclusive), publisher, city, year.

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