

# Field Guide Style Sheet for Authors

SPIE Press will copyedit and do the layout of your manuscript, based on the material that you prepare according to the below specifications. We will also prepare a Table of Contents and Index based on the terms you highlighted. Since our goal is to have as much consistency between the FGs as is reasonably possible ( $\lambda$  should always represent wavelength, e.g.). We crosscheck the other FGs in conjunction with the authors for consistency.

## Format specifications:

- Each page should be filled completely, leaving no excess white space. Preferably, each page should be devoted to one topic.
- Topics should be grouped into thematic sections, similar to chapters in a book (see the Table of Contents in the sample).
- Each page should have the topic title at the top, centered and boldface.
- All text and figures must fit within a 3.75 X 7 inch area (the 7" includes the title). Use the supplied page template and be sure to not place any text or figures beyond the red border.
- Figures should be sized so as not to dominate a page, and figures smaller than half page-width should be placed along the right or left margin, with text wrapping. It is helpful to do original artwork for the Guides, since it will be easier to illustrate with color and scaling issues will be avoided. If you import a figure, you will be expected to make any necessary alterations required for layout purposes, as we will be unable to modify it.
- Use 10-pt Century Schoolbook font for text (provided), 10-pt Arial for figures.
- Use boldface font for key terms.
- Figures should not have a caption or number.
- Equations should also not be numbered, but may be distinguished by proper names (Snell's law, the Lensmaker's formula, etc.). When using MS Word, use MathType for stand-alone formulas and Symbol font for inline symbols and formulas.
- Reference numbering, footnotes, or endnotes should not be used. Please contact your editor if you plan to use material borrowed from works not your own.
- Use a single color – either cyan or magenta – in your figures to best illustrate the concept that the text is explaining. This color will be replaced with a more appropriate Pantone color when the book goes to print.
- Line art should be 1200 dpi and halftones should be 300 dpi.
- Content: The manuscript should be no less than 80 pages, and no more than 115, without advance permission from SPIE. Include the following features:
  - Preface (one page maximum)
  - Tips, tricks, and related facts. These will be placed in colored boxes throughout the text.
  - Bibliography of reference material, formatted according to the sample.
  - Glossary of frequently used symbols. Please refer to the sample Field Guide and the master glossary to adhere to the symbols used there whenever possible.
  - Appendix pages dedicated to topics from fields of related interest. For examples, see the sample's appendices.
  - Equation summary that includes all of the key equations from the text, with titles for each equation or group of equations.
  - Author biography and photo (one page maximum).