

Preparing an article for the Journal of the European Optical Society – Rapid Publications

This document provides instructions and guidelines preparing an article for publication in the Journal of the European Optical Society - Rapid Publications (JEOS:RP). These instructions are written in the style of a JEOS:RP manuscript where possible, and were prepared in LaTeX.

Keywords: template, style, format, guide

1 INTRODUCTION

The Journal of the European Optical Society - Rapid Publications (JEOS:RP) is an online only journal for rapid publication. All papers published are available to anyone free of charge to ensure as wide a readership as possible.

To help keep the publication process quick and efficient, and publication costs low, it is important that your article is prepared according to the JEOS style and is supplied in the correct format.

For the initial submission, we require a PDF (portable document format) file containing all the material (text, figures, references etc) necessary to review the manuscript. However, if your article is accepted you will need to supply a manuscript that has been prepared in accordance with the style guide and in the correct file format (details below). Therefore, we strongly encourage you to prepare your manuscript according to this guide from the start, to avoid having to convert it later.

2 MANUSCRIPT SUBMISSION

The manuscript submission process is entirely online. Instructions for the web-based submission can be found at the JEOS:RP website (<http://www.jeos.org/index.php/jeosrp/about/submissions#authorGuidelines>) where LaTeX style and bibliography files are also available to download.

In order to be able to submit, authors must first register with the journal (<http://www.jeos.org/index.php/jeosrp/user/register>). Once registered, the submission process starts on the Author homepage (<http://www.jeos.org/index.php/jeosrp/author>).

2.1 Initial submissions

Initially we ask authors to submit in PDF format. If this is not possible papers may be submitted in DOC-format, but **PDF is strongly preferred.** Please make sure that all fonts and figures are embedded in the PDF file before submission.

The manuscript needs to be uploaded via the submission pages of the journal. No other way of submitting contributions is possible. If there are multimedia files with the manuscript these can also be uploaded as supplementary files via the submission page. Please place the first frame of the movie into the manuscript as an ordinary figure and then name the movie file according to the figure number.

2.2 Final submission

If your paper is accepted you will need to supply the manuscript in a form suitable for us to prepare the final article. You will need to supply digital files for the production materials. These include:

- A digital file of the manuscript text. Acceptable formats are LaTeX (preferred) and Microsoft Word.
- An EPS (encapsulated postscript) or PDF file for each figure. Figure files should be named Figx.eps or Figx.pdf where x is the figure number. In case of sub-figures please use the convention of Fig1a.eps, Fig1b.eps, etc.
- A multimedia file for each movie. For each multimedia file please also submit the first frame of the animation as a regular figure. So if Fig2 is a multimedia file then you need to submit Fig2.eps (or .pdf) as the first frame still and Fig2.xxx where xxx is the extension of the multimedia file.

We accept submissions in both Microsoft Word and LaTeX formats. However, we recommend where possible that you use LaTeX to prepare your manuscript since it will be used by us during the production.

Manuscripts supplied to us in Microsoft Word format will be converted to LaTeX during production. There is less likelihood of production problems with manuscripts that are already in the LaTeX format. LaTeX distributions are freely available for the common platforms (Windows, MacOS and UNIX/Linux variants.)

2.3 Word documents

If you use Microsoft Word to prepare your manuscript, please use only the standard Windows fonts. If you use any unusual fonts, we probably will not have them and will be unable to convert your document.

Include equations using the Microsoft Equation Editor and Tables using the Table Editor. Please do not embed any objects in your documents.

In addition to including each figure as a separate EPS or PDF file, figures should be inserted in the document near where they are referred to in the text. They should be sized according to how they would appear in the published article (see the Figures section below for more details). Please make sure that the inserted figures are identical to those supplied as EPS or PDF files.

2.4 LaTeX documents

If you use LaTeX, please do not use any non-standard packages (.cls and .sty files) in your manuscript.

If you use BibTeX, please run BibTeX before submitting your paper and either include the .bbl file with your submission, or insert (paste) its contents into the references section of your LaTeX document. Please do not send us any .bib files.

Please keep the format of your manuscript simple. Complex formatting is more likely to give rise to problems when your manuscript is prepared for publication. LaTeX style files and a BibTeX style file are available from the JEOS:RP web site.

This document was prepared using the jeosman.sty style and can be used as a template. Please note that the jeosman.sty is not the same style file we use for production, so you

should not expect your prepared manuscript to have the same visual formatting as the final article.

2.5 Referees

You must include a list of possible referees (at least four, with their e-mail addresses and organisations) for your manuscript with your submission, as it may help shorten the time to publication. Potential referees should be experts in your subject area but not close colleagues or collaborators. We would encourage you to include younger researchers who may be less established, but who have sufficient knowledge to act as effective referees.

2.6 Copyright

The copyright of the article and the work published therein belongs to the authors. The authors agree to grant EOS a limited and non-exclusive right to publish the work in JEOS:RP and that they do not authorise the publication of the scientific material contained in the article for a period of one year.

It is the responsibility of the authors to ensure that the work that is submitted for publication in JEOS:RP does not infringe copyright of any sort. Upon submission the authors need to state (via a checkbox) that the work is genuine and its publication does not infringe any existing copyright. Upon publication the authors need to sign a Memorandum of agreement that is a legal document summarising the legal status of their article.

3 PAGE CHARGES

The Journal of the European Optical Society - Rapid Publications does not charge for access – all papers published are freely available to anyone. Costs of publication are partly defrayed by a publication charge for published papers. To help keep these charges low, we ask that authors prepare their manuscript in accordance with the guidelines set out here. Current charges are as set out in Table 1.

Table 1: Publication and page charge schedule

<i>Standard paper (up to 6 published pages)</i>	
Non EOS member	400 Euro*
EOS member	350 Euro*
<i>Non-standard charges:</i>	
Additional pages	50 Euro*
Additional pictures/graphs (two pictures or graphs per published page are included)	25 Euro*
Multimedia files	50 Euro*

*plus 19% VAT if applicable

These charges have been calculated for manuscripts that are prepared in accordance with our guidelines and that do not require significant copy editing. If you are unable to supply your manuscript in the required format and style, we can do the preparation for you, but in cases

when this requires extra work you must be prepared to pay additional page charge to cover the cost of this work. This does not mean that we will always charge extra for submission in Microsoft Word format but neither does it mean that if you submit in LaTeX you will not incur charges.

The non-standard preparation work charges will apply in cases when the manuscript is exceptionally badly formatted and it is not possible for us to employ our standard manuscript preparation techniques. Similarly, if your manuscript requires extensive copy-editing to make it suitable for publication, you will also be asked to pay an extra page charge to defray the cost of this work. The amount will depend on the extent of copy editing required. You will be informed if this is the case, and of the cost, after your paper has been reviewed.

Publication charges are per article regardless of length. Publication charges are payable upon publication via the EOS website. The link to the webpage will be sent to the authors via email after publication of the work.

4 MANUSCRIPT STRUCTURE

Manuscripts should be organised with the following structure:

- Title
- Author, institution, address, e-mail
- Abstract (up to 300 words in length.) The abstract should be a self-contained description of the article.
- Keywords: Choose up to five keywords to describe the paper.
- Article body The body of the article should be broken down by section headings (e.g., Introduction, Theory, Conclusions). Section headings should be numbered sequentially from 1. Sections may contain subsections: subsections should be numbered sequentially from the start of each section, e.g., 3.2 would be the second subsection of the third section.
- Acknowledgements
- Appendices (optional)
- References

4.1 Language

Manuscripts should be prepared in English (British spelling). Use “International English” and avoid the use of local idiom or colloquialism. Try to avoid complicated grammar and sentence structure: remember that the reader of your article may not be a native English speaker.

Authors who are not themselves native English speakers may need to take particular care to ensure that their manuscripts are clear and grammatically correct. We recommend that, if possible, you get a native English speaker who is familiar with your subject area to read your draft manuscript before you submit.

5 MATHEMATICAL FORMULAE

JEOS:RP follows the standard publishing convention for mathematical typesetting styles. In particular, the type conventions set out in Table 2. should be followed.

Table 2: Formulae conventions

Numerals	roman	73.2
Scalar variables	italic	$C \beta$
Vectors	lower-case bold	\mathbf{v}
Matrices	upper-case bold	\mathbf{M}
Function names	roman	sin
Text	roman	Where
Units	roman	$v = 9.5 \text{ ms}^{-1}$

JEOS:RP uses two forms of mathematical formulae: inline equations that are part of the text and display equations that are set on a separate line.

Inline equations should be reserved for short formula such as $\pi = k\lambda/2$.

Key formulae and larger equations should be displayed separately.

Displayed equations should be numbered at the right sequentially starting from 1 throughout the manuscript. For example,

$$C_\phi(r, \Delta\theta) = \langle \exp\{i[\phi(r, \Delta\theta) - \phi(r, 0)]\} \rangle . \quad (1)$$

Intermediate equations need not be numbered, but every significant equation should be. All equations and formulae, including displayed equations, are considered as part of the text and as such should be properly punctuated.

5.1 Units

JEOS:RP uses the International System of Units (Système Internationale, SI) throughout.

6 FIGURES

When preparing figures please use the following guidelines.

- Ensure that all labelling is clear and legible. A non-serif font such as Helvetica should be used for all figure labelling.
- Any text should be clearly legible and of a similar size to text in the body of the article (10-point).
- Do not use too wide a range of font sizes (minimum font size 8-point).
- Lines should be a minimum of 1-point width.
- Avoid inconsistencies in font type and sizes both within individual figures and between different figures in the manuscript
- Do not draw a box or frame around the outside of the figure.
- Diagrams and graphs should have a white background.
- For multi panel graphs, avoid repeating axis labels.

6.1 Use of colour

Colour can significantly enhance the readability and content in figures, and can be used to present data in ways not possible with just black and white. Judicious use of colour in figures is encouraged if it makes the figures clearer. However, please bear in mind that some readers may have to print out a copy of your article on a black and white printer, so avoid unnecessary use of colour.

- Colour may be used to distinguish graph lines or data series, but please choose colour schemes carefully to avoid legibility problems. Ensure that colours for plots are sufficiently separated in colour space to be easily distinguished. Remember that dark, saturated colours are easier to see against a white background.
- Do not use colour for decoration purposes.
- Do not use colour for type: all type in figures should be black.

All figures should be followed by a concise caption. The figure and caption should form a self-contained unit. The caption should contain any information required to read the figure such as explanations of graph legends.

Figures should be numbered sequentially through the manuscript and should be referred to in the text in the form Figure 1. Figures should be prepared in a size appropriate for the final published article. The JEOS:RP format is a two-column format with 8.7cm wide columns. Figures should fit within one column. Larger figures may span two columns (18 cm) if necessary.

Remember that two graphs side-by-side in a two-column figure will usually occupy more space than the two graphs above one another in a single column. It is important that all parts of the figure, and in particular any text is clear and legible when the figure is scaled to fit the article format.

6.2 Figure formats

Each figure should be supplied as an EPS file or a PDF file. Please ensure that the figure is sized and cropped appropriately. We discourage the use of unusual fonts in figures, however, if you have to use them, please ensure that they are embedded in the figure file, otherwise your figures may not reproduce properly.

7 TABLES

All tables should have a concise caption. Tables should be numbered sequentially through the manuscript and should be referred to in the text in the as Table 1.

Do not include tables as separate graphics files. For Word documents use the Microsoft Table Editor; for LaTeX documents use the tabular environment.

8 MOVIES

JEOS:RP allows for movie files to be published as part of the peer-reviewed article. When preparing a movie please use the following guidelines:

- We recommend a maximum size of 5MB for movies, however the smaller the better.

- To indicate the desired location of the movie within the article, place a representative still image of the movie as a small figure. Include the size and format of the movie in the caption.
- Acceptable file formats are QuickTime, AVI, MPEG and animated GIF.
- Acceptable video codecs are MPEG1, MPEG2, MJPEG, FFmpeg codecs, Cinepak and None.

9 REFERENCE LIST

A complete list of all cited references should be included in a separate section at the end of the article. References should be numbered consecutively starting from [1] and listed in the order in which they are cited in the article. They should be referred to in the text by number, e.g., singly [4], as a list [7,8], etc.

If you need to cite a reference in your abstract, include the complete source information in the abstract itself—do not reference by number. The abstract should be self-contained.

Please check the accuracy of all your references thoroughly.

References should use the following format:

[1] A. Author, C. Author, and J. K. Author, "Title" Journal Vol, page(s) OR article number (year).

[2] A. Author, Book title (Publisher, Town, year). (year).

[3] A. Author and B. Author, "Title" in Book title, T. Editor, ed., page(s) (Publisher, Town, year).

When referencing an article in a journal, the article number should be given where the journal indexes by article number (primarily online journals such as JEOS:RP); page numbers where the journal indexes by page (primarily print journals). Do not use both. References to articles in JEOS:RP should use the official journal abbreviation J. Eur. Opt. Soc, Rapid Publ. A few examples [1–3] are given. For BibTeX/LaTeX users, a bib style file jeos.bst is available.