

# Guidelines for ODF'14 Itabashi/Tokyo Technical Digest Manuscript Preparation, 14 Point Type

Hanako Seimitsu (1), Ichiro Kogaku (2), Taro Sekkei (3)

1 : Optics Research Center, ODF Optics University, Japan

2 : Institute of Consumer Optics, Optics Corporation, Asia, 3 : R&D division, ODF Inc., 9 Point Type

**Abstract:** Abstract should be the same as the 35-word abstract which will be submitted with this manuscript. Scientific or engineering symbols or acronyms should not be included inside the abstract. Font size should be 9 pt.

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**Keywords:** fiber optics, lithography, digital still camera, liquid crystal, LED

## 1. Introduction

A template is a set of styles and page layout settings that determine the appearance of a document[1]. This template matches the printer settings that will be used to the proceeding[2]. In order to provide a consistent appearance of the manuscripts, it is important for the authors to use this template[3].

## 2. Title section

Paper size should be 21 cm x 29.7 cm A4 size or US Letter, 8.5 in. x 11 in. Margins should be set for a 2.6 cm top, a 2.2cm bottom, and a 2.2cm left and right. The page length should be 2 pages. Over length manuscripts are not accepted. The font should be Times New Roman.

### 2.1 Title, Authors' names, and Author affiliation

Center the title. The First letters of every word are capitalized. The title should be in 14 pt., bold font. Center author names using 9 pt. Authors' names should appear as used for conventional publication, with first and middle names or initials followed by surname. Center author affiliations using 9 pt. Affiliations should follow the format: division, organization, country.

### 2.2 Abstract

The abstract section should be started with the word "Abstract" in bold, followed by a colon. Font size should be 9 pt. The abstract should be an explicit summary of the paper. The abstract should be the same as the 35-word abstract which will be submitted to the online submitting web-site together with the manuscript.

### 2.3. Copyright

The authors are required to add the following line immediately after the abstract.

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### 2.4. Keyword

List 5-10 keywords or short phrases that well represent the content of the manuscript. Except proper nouns and acronyms, keywords should be typed in lower case letters. Font size should be 9pt.

## 3. Main text

The main text should be set in two-column format with a minimum gutter between the columns of 8mm. Font size should be 10 pt. The first line of the first paragraph of a section or subsection should be left aligned.

## 4. Figures, Photos, Tables, and Equations

Regarding figures, photos, tables, and equations, both black-and-white and colored are acceptable. We will make the CD-ROM of journal (Technical Digest) with the original manuscript. But we will convert the manuscript to black-and-white for printed version of the journal. So please consider the appearance when the color manuscript is converted to black-and-white. Captions should be placed under the figures and the photos, and above the tables. Font size for the caption should be 10 pt.



Fig.1. Sample figure from ODF'14 Logo

Table 1. Sample table

$\lambda(\text{nm})$	A.	B.	C.
400	100	0.01	645
500	200	0.02	710
700	300	0.04	1192
800	400	0.16	1860

Equations should be centered. The number of the equation can be given if necessary.

$$\phi = \sum_{i=1}^m \phi_i' + \sum_{j=1}^l \phi_j'' \quad (1)$$

As with tables and equations, figures should be set in one column possible unless two-column display is essential.

## 5. Conclusions

Describe the conclusions of your paper concisely.

## 6. References

References should be set at the end of the manuscript. The reference numbers should be consistent with the order in which they are cited in the body of the paper.

[1] P. Yokohama and Q. Tokyo: Opt. Rev. **6** (2009) 321

[2] I. Kogaku and H. Seimitsu: Jpn. J. Appl. Phys. **75** (2004) 1234

[3] E. Proceedings: Proc. ODF, 2008, p456

### **7. Copyright Transfer Agreement**

The copyright of the article published in the ODF'14 Technical Digest is to be transferred to the Japan Society of Applied Physics (JSAP). The authors are required to agree to the copyright transfer in the online submission procedure at the same time as the 35-word abstract and the 2-page manuscripts are submitted.

### **8. Deadline**

Deadline for online submission of the 35-word abstract and the 2-page manuscript is Aug. 20<sup>th</sup>, 2013.

### **9. File type of the manuscript**

The authors should submit the manuscript as PDF or Microsoft Word file. Since the .docx file created by Word 2007 is not acceptable, such file should be converted into .doc file by authors.

Use an equation editor such as MathType for all math, including in-text math. Word 2007 users should not use the new Microsoft Word 2007 Equation Editor, since we are not able to convert from it for typesetting.