**Guidelines for a Plenary Talk by Optica, SPIE and EOS:**

### Manuscript Template, 14 Point Type

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The paper must have an abstract. The abstract should be self-contained and understandable by a general reader outside the context of the paper. Scientific or engineering symbols or acronyms should not be included inside the abstract. Font size should be 10 pt. The length of the abstract should be no more than 5 lines.

**1. Introduction**

This is a template for the proceedings of Optics & Photonics Japan. As a general rule, English titles should be in “Title Case”, in which the beginning of each word is capitalized. If the author list includes multiple affiliations, place a superscript number on the right shoulder of the author’s name and put the corresponding number and period in front of the affiliation. Please put an asterisk superscript \* to mark the corresponding author and enter the corresponding author’s e-mail address. Please put a superscript circle ° to mark the presentation speaker.

Please use Times New Roman font for English text. The first line of the first paragraph of a section or subsection should be left aligned. References in the text should be in square brackets

**2. Tables and Figures**

Captions should be placed above tables, but underneath figures and photos. Font size for the caption should be 10 pt. Table and figure captions should be centered.

Table 1 Recommended fonts.

|  |  |  |  |
| --- | --- | --- | --- |
| Style | Font | Size | Note |
| Title in English | Arial (Bold) | 14 pt | Title Case |
| Author names and affiliations in English | Times New Roman | 10 pt |  |
| Corresponding author’s email address | Times New Roman | 10 pt | \* is used to indicate the corresponding author. |
| Body text in English | Times New Roman | 10 pt | 1 |



Fig. 1 Optics & Photonics Japan

**3. Conclusion**

The paper length should be 1 page. Over-length manuscripts are not accepted. For references, please put a parenthesis on the right shoulder of the citation and write the reference number1, 2).

**Acknowledgments**

**References**

References with more than 3 authors should uses the first author’s name followed by *et al*.

1) T. Kogaku *et al.*, *Opt. Rev.* **1**, 123 (2019).

2) T. Kogaku and M. Kessyo, Fundamentals of Optics, OSJ Press, 123 (2019).