PHOTONICS SOCIETY Newsletter Submission Guidelines

General Information –

The Photonics Newsletter Editors solicit most of its articles. We always welcome suggestions and we will consider unsolicited manuscripts from IPS members.

Article Length & Format-

Please submit articles via e-mail to IPSNEWSLETTER@IEEE.ORG and the soliciting editor as Microsoft Word documents. Please provide the full name, title and affiliation of each author.

Articles in the Research Highlights section are generally 6 to 8 pages including references and should be submitted in the standard two column, single space format. Please limit the references to 12. Conference previews or other articles in the membership or career sections are generally about 1-to-3 pages in length.

- The length of research highlights articles are typically 2000 to 3500 words. The number of words may need to be reduced if more figures are included.
- Please include at least 5 high quality figures which may be comprised of images of people working on the project, diagrams/photographs related to the work described in the article and/or photographs of companies or schools where work is being done. When possible, it is preferred to showcase more than just the scientific research in the Newsletter.
- The Editors reserve the right to make non-substantive changes to the articles after proofs are returned.
- Newsletter deadlines are critical to publication print and editors should be contacted immediately should a problem arise.
- Cover images may be chosen from accepted articles

Please make sure the figures are included within the text as high-resolution images, which we may be used on our cover and in the table of contents.

Please submit images as JPEG, EPS or TIFF (TIF) files with a resolution NO LESS than 300 dpi.

Each table should have a title. The material contained in tables should be understandable without reference to the text. All figures, tables and photographs should be numbered in sequence.

Authors will receive a PDF with edits if necessary. It must be returned to IPSNEWSLETTER@IEEE.ORG within a week or as specified by the Editor. The Editors reserve the right to make changes to the articles to accommodate for layout and format. A proof will be sent to the authors for final inspection before printing.

References & Resources

When submitting an article please include the following in your references: author, title, publication venue (including volume number and page numbers, and if it is a book also the publisher), year of publication and doi or url link or ISBN number.

Some example formats for references:


Deadlines-

All articles submitted to the Photonics Society must be received 8 weeks prior to publication.

Please send all questions and correspondence to IPSNEWSLETTER@IEEE.org