

Important Information for Submitting Authors

Important information for authors submitting manuscripts through the SPIE submission system

Prepare your manuscript

Follow the manuscript guidelines at SPIE.org:

<https://spie.org/conferences-and-exhibitions/event-resources/manuscript-submission-guidelines>

Author names

- a. The term “**Contact Author**” in the SPIE submission system refers to the **author who is submitting the manuscript pdf** and who communicates with the SPIE Proceedings Coordinator throughout the submission process
- b. After submission, if the authors wish to change who is the Contact Author for SPIE, they may ask the Proceedings Coordinator to change it
- c. The “**Contact Author**” for SPIE is not necessarily the same person as the “Corresponding Author” for the paper. Usually the “Corresponding Author” is the person who communicates with other scientists about the work itself.
- d. All authors and affiliations must be entered in English in the SPIE system.
 - i. Match the spelling and punctuation from the manuscript.
 - ii. Drag and drop or use the numbered list to match the order of authors in the manuscript
- e. Any author who already has an account with SPIE.org, must be entered in the submission system using the same name and email address as on the existing account. Do not create a duplicate SPIE account for any person.
- f. Each author must be entered with their valid email address. Authors may not share a different person’s email address.
- g. How to enter author names in the SPIE submission system:
 - i. The submission system refers to “Last name,” also known as “surname” or “family name”
 - ii. “First name” is also known as “given name”
 - iii. Author names in the Proceedings of SPIE are indexed in alphabetical order by “Last name”
 - iv. Check that the author list in the SPIE submission system has “Last name” and “First name” in the correct order for each author

Permission to Publish and Distribute Agreement

- a. SPIE no longer requires a Transfer of Copyright form
- b. When submitting the manuscript pdf, read the Permission to Publish and Distribute Agreement and click the box to agree to the terms. This agreement allows SPIE to publish proceedings content, but lets the author retain copyright.

Manage your submission

- a. Once the submission is complete it will be checked at SPIE
 - i. If the manuscript is ready for publication you will receive an email that the paper has **passed quality check. Do not submit again** unless you discover a technical error in the paper that must be corrected.
 - ii. If the manuscript has errors you will receive a revision request email
- b. To manage your submission, or submit a revised manuscript:
 - i. Login to your account at SPIE.org to view the status of your manuscript or submit a revision
 - ii. Do not use the original conference submission link to submit a revised manuscript. Doing so will create a new submission record and duplicate your paper in the system.