

# ICOB 2017 Submission Instructions

Click on the submission link: <http://spie.org/submissions/submit/overview.aspx?EventId=2260530>

**You will see the SPIE.org Sign in landing page.** Enter your username and password. If you do not yet have a SPIE.org account, then you will need to create one. (Once signed in, you will begin the submission wizard.)

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## Sign In

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Password [Forgot your password?](#)  
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**Sign In**

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# Submission Wizard

Step 1. Enter your paper's title.

Conference: International Conference on Biophotonics V  
Symposium: COB17 International Conference on Biophotonics V

SUBMISSION > OVERVIEW: Step 1 of 9

Overview Authors Abstract Topics References Multimedia Summary Upload Submit

\* Required Field

## Welcome to SPIE Submission System!

You will be asked to provide information about your submission, including all co-author information.

Following the submission, SPIE will send the contact author an email asking that they view and approve the submission. Once the contact author approves the submission, the submission moves to the review process.

### Tell us who you are:

- Author  
 Support Person (not an author for the submission)

### Education:

Some meetings may include special activities for students

- \* Are you a full time student? No
- Most recent degree Bachelors Degree
- Graduation date -- Month --  -- Year --

### \* What is the title of your presentation?

- Use only lowercase letters, except for proper names or acronyms (such as GIS, LCD).
- Example: Remote sensing solutions using GIS from Associated National Laboratory

New developments in biophotonics; a test submission

Next: Authors

2. Enter the authors. For SPIE, the **contact author** is the author with access to the submission.

Enter the speaker's biography.

SUBMISSION > AUTHORS: Step 2 of 9 ✔ Author Information has been submitted successfully

Overview **Authors** Abstract Topics References Multimedia Summary Upload Process

### Authors

**Important:**

- Add all authors (contact, primary, co-authors)
- To change the order of authors: (1) Change the number in the list order box, or (2) drag and drop the rows to the correct location

**Contact Author:** [?](#)  
Ms. Jenny Woods

1	Ms. Jenny Woods Primary Author, Contact Author	Email: jennyw@spie.org Affiliation(s): SPIE, United States	<a href="#">Edit</a>
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[Add Co-author](#)

### Speaker

Select who will be the speaker/presenter for this presentation at the meeting. The biography will be used to introduce you as the speaker. Subject to paper's acceptance.

\* Select Speaker:  
 ▼

Speaker Biography: Character Count: 0 | Max: 1,000

[Save for Later](#) [Previous: Overview](#) [Next: Abstract](#)

3. Enter your 100-word abstract and abstract for review.  
You will upload a manuscript of at least 4 pages in length in step x of the wizard.

SUBMISSION > ABSTRACT: Step 3 of 9



\* Required Field

Title: ?

New developments in biophotonics: a test submission

\* Presentation preference: ?

Oral Presentation

\* Abstract text for online and/or printed programs

If accepted, this abstract text will be published prior to the meeting in online or printed programs promoting the conference. Please enter only a 100-word abstract suitable for early release

This is where you add the short abstract to be printed in the conference program.

\* Abstract text for technical review purposes

Please limit this text to 100 words since your four-page manuscript is also being submitted, and it will be considered as part of your submission overall.

This is where you add your 100-word abstract for technical review.

Save for Later

Previous: Authors

Next: Topics

## 4. Topics

SUBMISSION > KEYWORDS: Step 4 of 9

✓ Abstract has been submitted successfully

Overview > Authors > Abstract > **Topics** > References > Multimedia > Summary > Upload > Submit >

### Topics

Select the topic area that best fits your submission. Provide your top three choices in order of preference. You may select more than one topic area.

• First Choice:	<input type="text" value="None Selected"/>
Second Choice:	<input type="text" value="None Selected"/>
Third Choice:	<input type="text" value="None Selected"/>
Other:	<input type="text"/>

- None Selected
- Biophotonics Outreach, Undergraduate and Postgraduate Education and Training
- Biophotonics Translation
- Biophotonics Fundamentals**
- Biophotonics Methods
- Biophotonics Applications: Non-human Health
- Biophotonics Applications: Human Health
- Biophotonics New and Novel Developments

### Keywords

Keywords are used to search for your paper both on SPIE websites and on search engines. Use distinct words or phrases that will uniquely identify your paper.

- Enter up to 8 words or phrases
- Enter one word or phrase per box

<input type="text"/>
<input type="text"/>
<input type="text"/>
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<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Save for Later

Previous: Abstract

Next: References



## 5. References

SUBMISSION > REFERENCES: Step 5 of 9

✓ Keywords have been submitted successfully



Your references are turned into hyperlinks in the SPIE Digital Library by associating the citations with DOIs using CrossRef, a citation-linking platform. This allows readers to move from one article to another at the citation level. The references in your uploaded manuscript will not be altered in any way.

- Enclose the reference number in square brackets, e.g. [1]
- List authors by last (family) name, a comma, and then first name initial, e.g. Jones, A.
- Enclose journal articles and proceedings paper titles in quotes, e.g. "title,"
- Enclose book titles in square brackets, e.g. [book title]
- Enclose the year of publication in parentheses, e.g. (1987)
- Separate items with commas (place the comma inside the quotation marks for "title,")

### Example References

- **Journal Article**  
[1] Davis, A. R., Bush, C., Harvey, J. C. and Foley, M. F., "Fresnel lenses in rear projection displays," SID Int. Symp. Digest Tech. Papers 32(1), 934-937 (2001).
- **Conference Proceedings Paper**  
[2] Van Derlofske, J. F., "Computer modeling of LED light pipe systems for uniform display illumination," Proc. SPIE 4445, 119-129 (2001).
- **Book**  
[3] Booth, N. and Smith, A. S., [Infrared Detectors], Goodwin House Publishers, New York & Boston, 241-248 (1997).
- **Web Site (Note: Web sites will not format)**  
[4] N. Myhrvold, "Confessions of a cybershaman," Slate, 12 June 1997, <http://www.slate.com/CriticalMass/97-06-12/CriticalMass.asp> (19 October 1997).
- **Other (Note: Interviews and miscellaneous type references will not format)**  
[5] Jones, C.J., Director, Miscellaneous Optics Corporation, interview, Sept. 23 2011  
[6] FamilyName, GivenName Initial., "Title," Source, pg# (year).

References and Citations

No references submitted

Format References

Save for Later

Previous: Topics

Next: Multimedia

## 6. Multimedia (optional)

\*If you choose to submit multimedia files, your paper must contain a screenshot for each video or audio file. Include a descriptive caption beginning with 'video 1, or audio 1, and include this link: <http://dx.doi.org/doi.number.goes.here>

Tracking No.: COB17-ICOB17-1

SUBMISSION > MULTIMEDIA: Step 6 of 9



You may associate video or audio files with your manuscript to better communicate your paper's main points.

To include a multimedia file in the online publication of your paper follow these steps:

- You may add up to 10 multimedia files. Files must be one of the types noted here (10 MB limit).

**Video:** mpeg, mov (Quicktime), wmv (Windows Media Player), or swf (Flash) file formats  
**Audio:** wav, mp3 file formats

- Create a representative screenshot for each video or audio file and place them in your paper as you would a regular figure. Include a descriptive caption beginning with **Video 1**, **Audio 3**, etc. At the end of the caption, include this line:

<http://dx.doi.org/doi.number.goes.here>

SPIE staff will edit this line text and link it to the archived multimedia file.

To change the order of the files, drag the rows to the correct location.

Title	Play	Filename	File Type	File Size
There are no Multimedia files associated with this submission.				

To upload a new file (10 MB Limit), select it below and click then click on the upload button.

Save for Later

Previous: References

Next: Summary

## 7. Summary

Tracking No.: COB17-ICOB17-1

SUBMISSION > SUMMARY: Step 7 of 9

Overview > Authors > Abstract > Topics > References > Multimedia > **Summary** > Upload > Submit

**Authors:** [?](#) Edit  
**Ms. Jenny Woods**  
Primary Author, Contact Author  
Email: [jennyw@spie.org](mailto:jennyw@spie.org)  
Primary Affiliation: SPIE

**Speaker/Presenter:**  
Ms. Jenny Woods

**Speaker Biography:**

**Presentation Preference:** [?](#) Edit  
Oral Presentation

**Abstract text for Online or Printed Programs:**  
This is where you add the short abstract to be printed in the conference program.

**Abstract text for Technical Review Purpose:**  
This is where you add your 100-word abstract for technical review.

**Topics:** Edit  
1. Biophotonics Methods  
2. Biophotonics Fundamentals  
3. Biophotonics Applications: Human Health

**Keywords:** [?](#)

**References:** Edit

Ref #	1 <sup>st</sup> Author	Paper title	Publication Title	Vol. no.	First Page	Year
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**Multimedia Files:** Edit

Filename	Title	File Type	File Size
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Save for Later

Previous: Multimedia

Next: Upload



## 8. Upload 4-page manuscript file

Tracking No.: COB17-FCOB17-1


SUBMISSION > UPLOAD: Step 8 of 9



### Please be aware of the following before you begin to upload:

- Preferred file format is Microsoft Word or Postscript.
- PDF format is also acceptable.
- File types: .docx, .doc, .rtf, .ps, .prn, .pdf
- See <http://spie.org/x14101.xml> for formatting information.

Upload Manuscript

\* What page size is this file?  Select Page Size  
US Standard (8.5"x11")  
A4 (21 cm x 29.5 cm)

\* Select file:

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## 9. Click 'Review Submission' button to approve or disapprove of the file.

SUBMISSION > PROCESS: Step 9 of 9



Your file is processing. This may take a few minutes.

Click the “Review Submission” button and manage your submission to approve or disapprove the file.

You will receive a confirmation email with your tracking number: SIP16-SIP200-1. Please use your tracking number in all correspondence and thank you for your submission.

If you have questions concerning your submission, please contact your SPIE staff Proceedings Coordinator, Jenny Woods, [JennyW@SPIE.org](mailto:JennyW@SPIE.org), or the SPIE Conference Programs and Proceedings department directly: +1 360 676 3290, Mon-Fri 8 am to 5 pm Pacific Time.

Click on Approve or Disapprove Manuscript link.

**Conference:** International Conference on Biophotonics V  
**Symposium:** COB17 International Conference on Biophotonics V  
**Paper:** New developments in biophotonics: a test submission  
**Paper No.:** ICOB17-1  
**Tracking No.:** COB17-ICOB17-1

SUBMISSION > PROCESS: Step 9 of 9



Your file is processing. This may take a few minutes.

Click the "Return to Task List" button and manage your submission to approve or disapprove the file.

You will receive a confirmation email with your tracking number: COB17-ICOB17-1. Please use your tracking number in all correspondence and thank you for your submission.

If you have questions concerning your submission, please contact your SPIE staff Proceedings Coordinator, Jenny Woods, [JennyW@SPIE.org](mailto:JennyW@SPIE.org), or the SPIE Conference Programs and Proceedings department directly: +1 360 676 3290, Mon-Fri 8 am to 5 pm Pacific Time.

[Return to Task List](#)

In a few minutes, you will be able to approve/disapprove of the PDF file.

## Manage Active Submissions

SPIE Submission System

Select Symposium:

International Conference on Biophotonics V (COB17) ▼

Paper Title: **New developments in biophotonics: a test submission**  
Paper No. **ICOB17-1**  
Tracking No. **COB17-ICOB17-1**  
Program Coordinator: **Woods, Jenny** ([JennyW@SPIE.org](mailto:JennyW@SPIE.org))

### MANUSCRIPT

Status: **Author approval decision needed.**

Due Date

▼ [Approve or Disapprove Manuscript](#)

25 November 2016

Manuscript Files:

 [View submission PDF 529 Kb](#)

- 1. Verify you have viewed your Manuscript.
- 2. Verify that the file is correct and all pages are present.
- 3. Verify that the figures are acceptable.
- 4. Verify that all fonts and special characters are correct.
- 5. Verify that your Manuscript conforms to SPIE guidelines.

Top Margin = 1.0 in (2.54 cm)  
Text Block = 6.75 x 8.75 in (17.15 x 22.23 cm)  
Equal left and right margins  
Pages are not numbered

6. Decision:

- Approve.** I am satisfied with my submission.
- Disapprove.** I am not satisfied with my submission. I want to submit a revision.

[Submit Decision](#)

▶ [Submission History](#)

AUTHOR