

# Manuscript preparation guidelines for “Computer Optics”

## Introduction

These guidelines are intended to help authors correctly format papers submitted for publication in “Computer Optics”. They set out the requirements for the cover letter to the editorial board, for the package of documents submitted with a paper, and for the formatting of the text, figures, tables, formulas, references, acknowledgments, appendices, and author information.

## 1. Manuscript submission

Articles, proposals, and comments are accepted by the editorial board at the email address [journal@computeroptics.ru](mailto:journal@computeroptics.ru). In the subject line of the email, you must indicate the title of the article and the authors. **Emails whose subject line does not contain the article title and authors may be classified as spam.**

Articles may be submitted in Russian or in English. The journal publishes:

- short communications (3–4 pages, recommended share of original text at least 70%, self-citation no more than 20%);
- regular articles (recommended length up to 12 pages, recommended share of original text at least 70%, self-citation no more than 20%);
- reviews (recommended length 30–35 pages, recommended share of original text at least 70%, total number of references at least 100 sources, number of references to works from the last 3 years at least 25, self-citation no more than 20%).

The current rules for manuscript preparation are available at: <https://computeroptics.ru/eng/guidelines.htm>. When preparing a paper, we strongly recommend using the style-based template available at the same address.

When submitting a paper or its revisions to the editorial board, you must attach the following materials:

1. The article in DOCX format.
2. The article in PDF format (no more than 10 MB).
3. A ZIP archive with the figures for the article (no more than 20 MB).
4. A scan of the first page with the signatures of all authors (if there is more than one author).
5. For citizens of the Russian Federation, an expert conclusion on the possibility of open publication (clearance / expert opinion) of the manuscript, approved by the management of the organization(s) where this work was carried out.

**The editorial board does not consider papers submitted personally to editorial staff members.**

Author royalties are not paid.

After a paper is accepted by the editorial board, only compensatory (non-substantive) corrections are allowed: the corrections must not change formulas, the number of lines, or the meaning of sentences. Once the authors have submitted proofs, typos are no longer corrected.

## 2. Article structure

The following components are mandatory for a manuscript to be sent for peer review.

### Metadata:

1. Title. Needs to be concise and informative. It must not contain formulas, special symbols, nonstandard formatting, or abbreviations.
2. Authors:
  - give initials before the name (followed by the affiliation superscript);
  - sequential superscript, affiliation, and postal address. If all authors are from the same institution, one affiliation can be given.
3. Abstract. Needs to be informative (avoid general phrases), descriptive (reflect the main content and research results), well-structured (coherent with the description of results in the manuscript). The abstract should describe the main objectives of the study; explain the research methodology (omitting details); summarize the most significant results and their relevance. The recommended length is 150–250 words. The abstract must not contain formulas or abbreviations. A reference included in the Abstract should not be numbered and offer all relevant information (title, authors, journal, year of publication, volume, pagination, DOI). Number [1] is assigned to the first reference cited in the main text.
4. Keywords. Provide 5–10 keywords, avoiding general or multiple terms and concepts (such as “and”, “of”). Avoid using abbreviations except for well-established terms in the field of study.
5. Citation reference for the submitted paper (the DOI is assigned by the editorial board after the paper is accepted for publication).

**Text block** of the article is recommended to be structured in the following order:

1. Introduction (not numbered).
2. Main text (sections and sub-sections are numbered).
3. Conclusion (not numbered).
4. Acknowledgments (if appropriate, not numbered).
5. References (not numbered).
6. Appendices (if appropriate, designated with letters, starting with A).

**About authors** – a brief scientific-biographical note (10–15 lines per author) including (in the given order):

1. first name, patronymic (if applicable), surname,
2. academic degree;
3. academic title, position, affiliation (for each affiliation if several),
4. area of research interests (up to 15 words);
5. email address;
6. ORCID, personal web page, etc. (recommended, if any).

**English block** for papers written in Russian, in the following order:

1. Article title,
2. Authors and affiliations (organization name, mailing address with zip code),
3. Abstract,
4. Keywords,
5. Citation,
6. Acknowledgments (if there is a corresponding “Acknowledgments” section in Russian),
7. About authors.

### 3. Page layout

Page size – A4. Orientation – portrait. Margins: top – 25 mm, bottom – 30 mm, inside – 20 mm, outside – 20 mm. Header – 15 mm. Footer – 20 mm.

### 4. Text

**Article title** (style “Heading 2”) is typed in Times New Roman Bold, size – 14 pt, full-page width, centered, paragraph indent – 0 mm. No period at the end.

**Author(s) full name(s)** (style “Authors”), affiliation and working address are typed in Times New Roman Italic, size – 10 pt, centered, paragraph indent – 0 mm.

**Abstract and keywords** (style “Annotation”) are typed in Times New Roman, size – 10 pt, left and right indents – 1.5 cm, paragraph indent – 0.5 mm. Each keyword or key phrase is separated from the next by a comma or semicolon.

**Main text** (style “Normal”): Times New Roman, font size – 10 pt, paragraph indent – 5 mm, formatting – full-page width. For paragraph indentation, use the **Paragraph→Indentation**. No spaces at the beginning of a line are allowed. Also, do not use extra spaces between words **or indents within a section**.

**Section titles** (style “Heading 3”) are typed in Times New Roman Bold-Italic, size – 10 pt, centered, paragraph indent – 0 mm. No period at the end.

All abbreviations must be defined at their first occurrence in the text, followed by the abbreviated form in the parentheses.

Footnotes are not used in the journal.

Automatic numbering of sections, subsections, formulas, figures, and tables is not used.

Cross-references to formulas, figures, tables, and sources are not used.

### 5. Figures (images)

All illustrations must be provided as separate files. If a figure contains several sub-illustrations (e.g., Fig. 1a, b), each sub-illustration must be provided as a separate file.

Files with figures and diagrams must be provided as a single ZIP archive no larger than 20 MB. The linear dimensions must be no smaller than in the article and with sufficiently high resolution (at least 1000 pixels but no more than 2000 pixels on the longer side in width/height, with resolution 150 dpi or higher). Accepted formats are JPEG and WMF. The illustration width must not exceed 17 cm (Fig. 2).

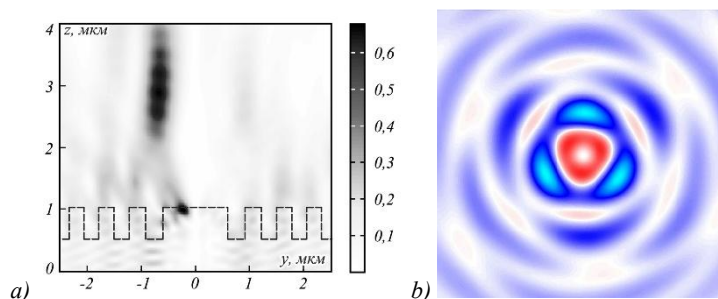
**Handwritten captions and low-quality computer graphics are not accepted.**

The labels in the images must be clear and easily readable. The editorial board reserves the right to reject papers with “unreadable” labels regardless of whether other requirements for images are met.

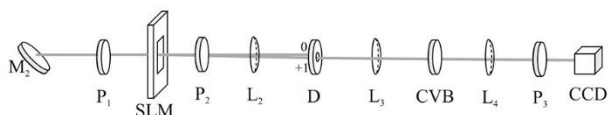
Image files should have file names corresponding to the figure numbers in the article (for example, 09.tif, 22b.jpg or 22g.jpg).

Illustrations are inserted into the text after the paragraph where they are first mentioned. Avoid large (full-page) illustrations and opt for illustrating the most informative fragment.

Illustrations created using Microsoft Office are not accepted.



*Fig. 1. Example of a double illustration.  
(a) combined (vector+raster) in vector format, (b) raster color*



*Fig. 2. Example of a wide illustration*

Figure captions (style “Fig”) should start with the word “Fig.,” followed by a sequential number. Captions are placed below the figures, Times New Roman Italic, size – 9 pt, centered, spacing before and after the paragraph – 6 pt. A period is placed after the number, but not at the end of the caption text.

Figure captions are mandatory.

If several figures share one common caption, they are labeled with letters: *a*), *b*), *c*), etc. References to figures in the text are set as follows: Fig. 1*a*; Fig. 1*a* and *b*; Fig. 1*a, b*; Fig. 9*a–g* (letters in *italics*).

## 6. Tables

Use the “**Insert**→**Table**” tool in Microsoft Word to create tables (Table 1).

Tables are typed in Times New Roman (Cyr), font size – 9 pt.

The table title (style “Fig”) is placed above the table, centered, in italics, size – 9 pt, and starts with the word “Table”. Tables are numbered in the order they are mentioned in the text. A period is placed after the number, but not at the end of the table title.

Table titles are mandatory.

*Table 1. Example of a table*

| Font            | Font size |
|-----------------|-----------|
| Times New Roman | 9         |

## 7. Formulas

Follow accepted international rules and conventions: use the International System of Units (SI). If other units are used, their equivalents in SI must be given.

Formulas must be editable text, not images. Whenever possible, simple formulas should be set in the regular text flow; use the slash / instead of a horizontal bar for small fractional terms, and use the multiplication sign as a cross (×) or dot (·). The most frequently used symbols are shown in **Appendix A** (Table 2). Where possible, avoid excessively large square root symbols by using a superscript exponent of 1/2. Variables must be italicized. Powers of *e* are often better written as exp(...).

For complex formulas, use the **Microsoft Equation** editor. Formulas should have a left indent of 5 mm, be aligned to the left margin, and have 6 pt spacing before and after. Latin letters are typed in Times New Roman, 10 pt; Greek letters are typed in Symbol font, 10 pt. Greek symbols must be **upright** (non-italic).

In the text, Greek letters, mathematical signs, and formulas should preferably be inserted using the symbol palette (**Insert**→**Symbol**→<select the required symbol>→**Insert**→**Close**).

Formulas should be placed on a new line (style “Equation”), with first-line indent 5 mm. Line formulas are numbered consecutively, in parentheses, aligned to the right margin (1).

$$I_{\nu,\mu} = \left(\frac{4\pi f}{\lambda}\right) \int_0^{\theta_0} \sin^{\nu+1}\left(\frac{\theta}{2}\right) \cos^{3-\nu}\left(\frac{\theta}{2}\right) \times \cos^{1/2}(\theta) A(\theta) e^{ikz \cos \theta} J_{\mu}(x) d\theta, \quad (1)$$

## 8. References

References to literature sources in the text are provided in square brackets and separated by commas or dashes.

The bibliography is arranged as a numbered list in the order of citation in the article.

The text is typed using the “References” style: Times New Roman, font size – 9 pt, first-line indent – 5 mm, full justification, numbered.

Including unpublished materials (not accepted for publication) in the bibliography is not allowed. It is advisable to avoid references to datasets and GitHub, as well as to author’s abstracts and dissertations.

If the article has more than three co-authors, it is allowed to list only the first author followed by “et al.”

If a Russian-language publication has a full-fledged translated version, that version should be used in References. Otherwise, an English translation of the reference is given with an indication of the language of the original article [In Russian].

If a source has a DOI, indicating it in References is **mandatory**.

Formatting of References is carried out according to the AMA style. Guidelines can be found at <https://gentext.ai/ru/cite/ama/>. Examples for the main types of sources are given below.

### 1. Journal article:

- Soifer V, et al. Earth Remote Sensing and Geographic Information Systems. Pattern Recognition and Image Analysis Open source preview. 2023; 33(4): 1129-1141. doi:10.1134/S1054661823040454
- Chen J, Martinez R, Williams S. Novel approaches to treating autoimmune diseases. J Immunol. 2023;210(5):12345. doi:10.4049/jimmunol.2200891

### 2. Conference paper:

- Kazanskiy N, Khonina S. Metasurfaces and prospects for the development of information optics. In: Proceedings of the XI International Conference "Information Technology and Nanotechnology" (ITNT-2025); October 7-9, 2025; Samarkand, Uzbekistan. Samara University; 2025: 12142. [In Russian]
- Williams T, Brown D. Advanced diagnostic algorithms in radiology. In: Proceedings of Radiological Society of North America Annual Meeting; November 26-December 1, 2024; Chicago, Illinois. Radiological Society of North America; 2024:234-241.

### 3. Book:

- Kumar A, Singh R, Patel M. Clinical Medicine and Therapeutics. 5th ed. Elsevier; 2022.

### 4. Website:

- World Health Organization. COVID-19 vaccines. WHO. Published June 2023. Accessed June 15, 2023. <https://www.who.int/news-room/fact-sheets/detail/covid-19-vaccine>

### 5. Dissertation:

- Larson M. Genetic markers for early detection of cardiovascular disease. [dissertation]. Mayo Clinic Graduate School of Biomedical Sciences; 2021.

### 6. Patent:

- Lang P, inventor; Imaging Therapeutics Inc, assignee. Methods and Devices for Quantitative Analysis of X-Ray Images. U.S. Patent No. 7,050,534. August 20, 2002.

## Appendix A

Table 2. Most commonly used symbols

|           |                     |            |                     |   |                     |
|-----------|---------------------|------------|---------------------|---|---------------------|
| «         | Alt + 0171          | ° (degree) | Alt + 0176          | ± | Alt + 0177          |
| »         | Alt + 0187          | ' (minute) | Alt + 0162 (Symbol) | × | Alt + 0215          |
| “ (upper) | Alt + 0147          | " (second) | Alt + 0178 (Symbol) | · | Alt + 0183          |
| ” (upper) | Alt + 0148          | ∞          | Alt + 0165 (Symbol) | · | Letter «X» (Symbol) |
| ‰         | Alt + 0137          | ∂          | Alt + 0182 (Symbol) | ≡ | Sign «@» (Symbol)   |
| ©         | Alt + 0169          | ÷          | Alt + 0184 (Symbol) | ≡ | Alt + 0186 (Symbol) |
| §         | Alt + 0167          | ≠          | Sign «№» (Symbol)   | ≤ | Alt + 0163 (Symbol) |
| ↔         | Alt + 0171 (Symbol) | ←          | Alt + 0172 (Symbol) | ≥ | Alt + 0179 (Symbol) |
| →         | Alt + 0174 (Symbol) | ↑          | Alt + 0173 (Symbol) | ↓ | Alt + 0175 (Symbol) |

Symbol codes are typed using a small numeric keypad (Num Lock) with an English keyboard layout. Some of the symbols above require the use of Symbol style.