Prism Editor Module

Updated August 2023

This document is intended to provide an overview of the Prism Editor Module for Associate and Topical Editors. The below pages, broken out into several sections, can serve as a guide while you are becoming acclimated with the new system.

Most of these sections are organized in such a way as to promote easy use while navigating the system. Should you encounter any issues, or feel that critical information is missing, please contact Dan McDonold at dmcdonold@optica.org.

At First Glance

To access the Editor module directly, use this URL: https://prism.optica.org/editor. After logging in to Prism, you may see multiple tabs if you've authored another paper or served as a reviewer, but the above url should drive you directly to the Editor tab.
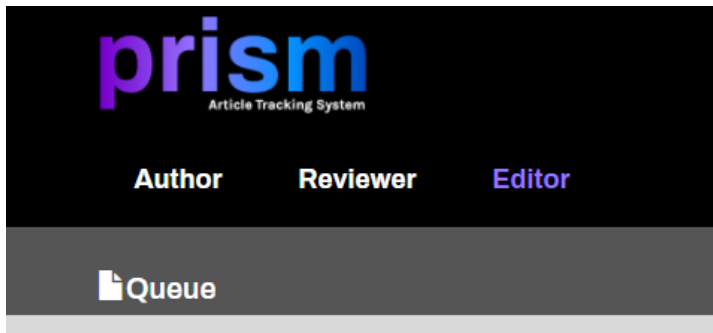
On top of the page, you will see links to Optica.org and Optica Publishing Group, as well as a secondary toolbar with four tabs: Home (linked to the journal homepage), About (details about Prism), Contact Us, and Help.
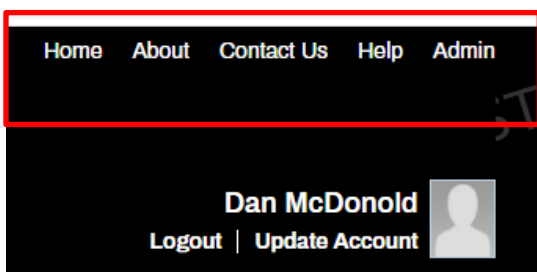
Within the banner, to the far right, you will find a Reports link, and an Editor Roles link (used upon request by Optica staff). Your individualized editor statistics will be found on this page at a later date.

The Reports page currently includes an Individual Editor Activity report and will be built out at a later date to also include a resources section that will house guidelines, video tutorials, and other supporting material.
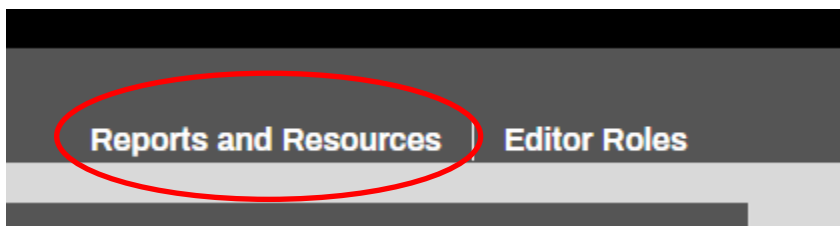
Editor Queue Display

Your Editor Queue will automatically contain all active papers assigned to you (excluding rejected and accepted papers). See "Searching for a Manuscript" below on refining your queue display or searching papers that you have completed (accepted, rejected, etc.).
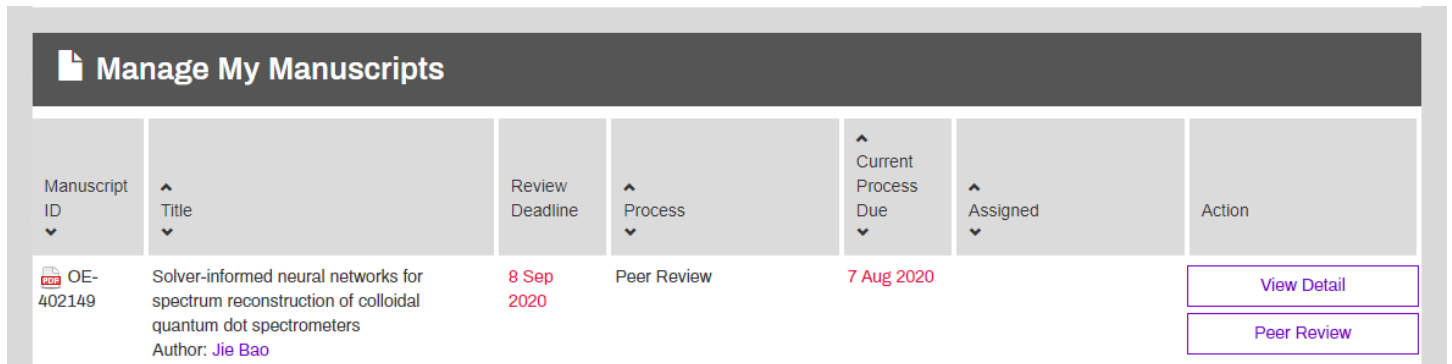
Manuscript ID	Title	Review Deadline	Process	Current Process Due	Assigned	Action
OE-402149	Solver-informed neural networks for spectrum reconstruction of colloidal quantum dot spectrometers Author: Jie Bao	8 Sep 2020	Peer Review	7 Aug 2020		View Detail Peer Review

(above table shown under the heading "Manage My Manuscripts")

There are seven columns in your queue (left to right):

- Manuscript ID
- Title: in addition to the title, the feature (if applicable), corresponding author, editor and assistant editor (JOSA B only) are listed
- Review deadline: target date for completing the entire review process, up through final decision (accept/reject)
- Process: this is the current process for the manuscript
- Current Process Due: This date will turn red when overdue
- Assigned: name of the person for which an action is pending (editor, author, reviewers, staff)
- Action: contains a View Detail button (described below) and the current action button used to complete the step. Action buttons do not display in the editor queue for author and staff processes

You may sort your queue by clicking on a column label. The default sort is by Manuscript ID (highest to lowest).

Searching for a Manuscript

There are a number of search options available to you. Most of these are drop-down menus from which you can select. For free-form text fields, such as Title, use the * wildcard if initiating a partial search.

You may perform searches of your queue in several ways. If you'd like to see a list of all the papers you've handled during your entire tenure, including those that you have accepted for publication or rejected, pick the "All" option in the Status window and push the Search button.

Status:

```
All
Hold
Inactive
In-Press
In-Review
Published
Rejected
Withdrawn
```

In general, you will mainly be interested in papers currently under the in-review status, which encompasses all manuscripts active from the peer review step to the final staff step (final preproduction) before a paper is officially accepted and sent to press. Your queue will default to the "In Review" status display. If you select a different status, you can return to this view by selecting the "In-Review" option in the Status window. To revisit rejected papers, simply select the "Rejected" status.

To further refine your search, utilize other fields such as Doc ID, Author First Name/Author Last Name and Process. For example, to pull up all of your manuscripts at the Peer Review step, simply select "Peer Review" from the Process drop-down and search.

Process:

```
All                                    ∨

Final Manuscript Decision
Final Preproduction Review
First Manuscript Decision
Option to Transfer to OSA Continuum
Peer Review
Peer Review Transfer Response
Preproduction Review
Production
Publication Transfer Response
Publish
```
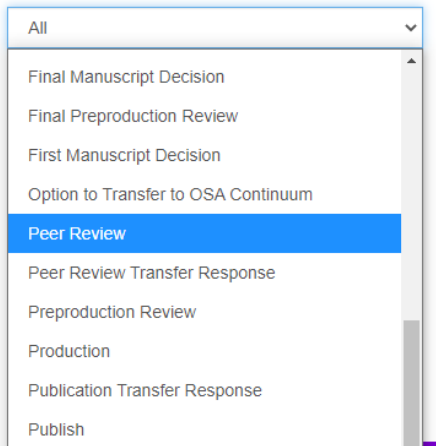
Details Page

The Details page can be accessed via the View Details button from your queue or the View Details link in the top banner on your editorial pages. This page contains several details about the submission as well as a history of its lifecycle, and will be referenced as header info throughout this document. The Details page will allow you to access details on a manuscript, including history, at any time. If, for example, a manuscript is at a staff action (preproduction review or production) or has been published and you need to see details, the Details page allows this

1. *Manuscript Details*
   The top section lists the title, abstract, corresponding author, category, feature, manuscript files, related papers, etc. The bottom section houses seven expandable sections: additional authors, keywords, copyright/funding, Comments, Similarity Report, Reviewer Suggestions, and Spotlight. If a section is not default expanded, simply click on the "+" to expand the section, and the "−" to collapse it. A section can be collapsed by clicking the "—".

« Back to Queue

Title	DEMO_Solver-informed neural networks for spectrum reconstruction of colloidal quantum dot spectrometers
Abstract	DEMO_Recently, the miniature spectrometer based on the optical filter array has received much attention due to its versatility. Among many open challenges, designing efficient and stable algorithms to recover the input spectrum from the raw measurements is the key to success. Of many existing spectrum reconstruction algorithms, regularization-based algorithms have emerged as practical approaches to the spectrum reconstruction problem, but the reconstruction is still challenging due to ill-posedness of the problem. To alleviate this issue, we propose a novel reconstruction method based on a solver-informed neural network (NN). This approach consists of two components: (1) an existing spectrum reconstruction solver to extract the spectral feature from the raw measurements (2) a multilayer perceptron to build a map from the input feature to the spectrum. We investigated the reconstruction performance of the proposed method on a synthetic dataset and a real dataset collected by the colloidal quantum dot (CQD) spectrometer. The results demonstrate the reconstruction accuracy and robustness of the solver-informed NN. In conclusion, the proposed reconstruction method shows excellent potential for spectral recovery of filter-based miniature spectrometers.
Corresponding Author	Dan McDonold, The Optical Society, zzdmcdonold@zz.osa.org, 1013145, https://sandbox.orcid.org/0000-0001-6167-9086
Editor Assigned	Deputy: Xiang Liu, zzxiang.liu@zz.futurewei.com Associate: Thomas Gerrits, zzt4gerrits@zz.gmail.com

Topic Category	Paper type	Special Issue	Invited
Integrated Optics	research article		No

Manuscript files	Additional files	Supplemental Material	Related Papers/Resubmissions
402540.pdf (23 Aug 2021)	Cover Letter.pdf	Document	

Authors	⊕
Keywords	⊕
Copyright & Funding	⊕
Comments	⊕
Similarity Report	⊖

CrossCheck Results	5% View Report Our policy on expanded conference papers can be found here.

2. *Manuscripts History*

   The history is stored in a table containing a list of all the actions you (and staff) have made on a paper. The information on this page is divided into four columns (left to right):

   - Process: a list of the actions made on the paper, listed in chronological order.
   - Start date: the date a particular process began.
   - End date: the date a process was completed. No date = pending.
   - Process result: the outcome of each process.

Click on the plus (+) sign in the Process column to view emails, including decision letters for a particular step. Some steps do not have emails tied to them, so expanding the row will not pull up information.

For easy access, all assigned reviewers (whether or not they agreed and completed a review) for both Peer Review and Rereview are housed right below this process table. This table stores both the status of the request and the review.

To access a review, click on the linked recommendation text for that reviewer. This will drive you to the review summary page to see the reviews.

History

Process	Start Date ⌄	End Date	Process Result	Completed By
+ Peer Review	23 Jun 2020			
+ Assign Editor	23 Jun 2020	23 Jun 2020	Editor Assigned	John Koshel
+ Quality Check	21 Jun 2020	23 Jun 2020	Quality Check Passed	Anne Grace Dinapo
+ Submit Manuscript	21 Jun 2020	21 Jun 2020	Submission Complete	Minggang Wan
+ Other emails				

Process History

History Detail - Peer Review

Journal	Reviewer	Request Status	Review Status
OE	Adam Steinberg	Sent (23 Jun 2020) Agree (24 Jun 2020)	Manuscript Rejected (30 Jun 2020)
OE	Christopher Fugger	Sent (23 Jun 2020) Agree (09 Jul 2020)	Waiting , Due (23 Jul 2020)
OE	Michael Renfro	Sent (23 Jun 2020) Agree (24 Jun 2020)	Manuscript Rejected (08 Jul 2020)

Rereview

Journal	Reviewer	Request Status	Review Status

Appeal

Appeal Submitted	Appeal Result	Decision By

Review history

Thank Reviewers

The View Details page also contains a link "Thank Reviewers" above the history table. Click on this to access the Thank Reviewers page. More details on this process are provided in the Thank Reviewers section.

Spotlight on Optics

You may also nominate a manuscript for Spotlight on Optics program at any time through the View Details page. You will see "Nominate for Spotlight on Optics" with a checkbox right above the Thanks Reviewers link.

Author and Staff/Editor Comments

Authors can add a comment for the editorial office during manuscript submission or resubmission. Moreover, both editors and staff can add internal comments (blind to authors) on a submission. These comments are accessible in the header information on your editorial pages and the Details page, under the Comments section.

The author comments are divided appropriately so that you can differentiate those pertaining to the initial submission and those submitted at the various revision steps (author, content, and copy).

"Submit Manuscript" under Process = initial submission; "Author Revision" and "Content Revision" = revision.

The Staff & Editor Comments section is used to record notes that staff and/or the editor believe are important to the processing of a paper. As one example, if a reviewer notifies staff of their intent to submit a review late, staff will copy these details into the comments section.

To add a comment, simply click the Add button.

Add text in the ensuing dialog box and press the Save button
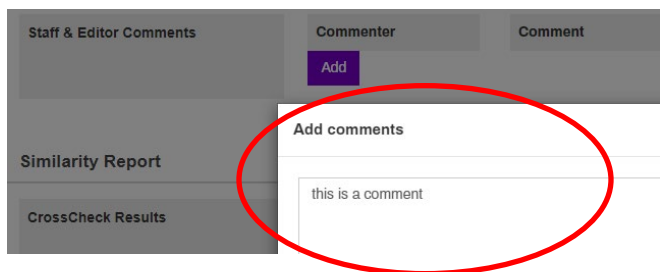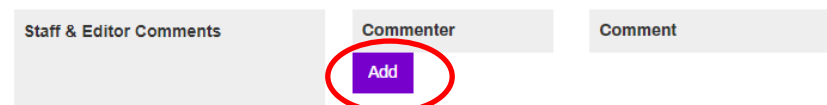
Peer Review

Monitoring Peer Review from your main queue

After contacting reviewers, their names will appear in plain text in the Assigned column in your Editor Queue.

To glean an overall picture of peer review activity on your assigned manuscripts, colored icons are tied to each reviewer name to represent activity status.

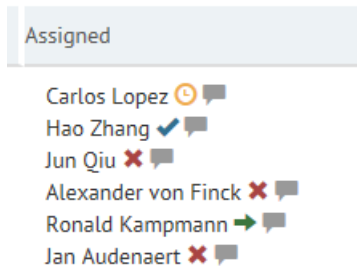- Blue check = reviewer agreed to review the paper
- Red "x" = reviewer declined the request
- Gray comment box = reviewer supplied text comments when submitting their response
- Orange clock = reviewer requested more time to complete the review
- Green right arrow = reviewer submitted their review

You may also see the details of the review process or respond to an extension request at any time by clicking on the Peer Review button and viewing the Monitor Reviewer Activity table.

Peer Review page

When a manuscript is assigned to you, a Peer Review action button will appear in the Action column. You may immediately find these by searching on "Peer Review" under Process.

Below the manuscript header section, you will see several buttons (left to right):

- Reject without Review
- Assign Assistant Editor (JOSA B only)
- Decline to Handle
- Assign Reviewers
- Monitor Reviewer Activity
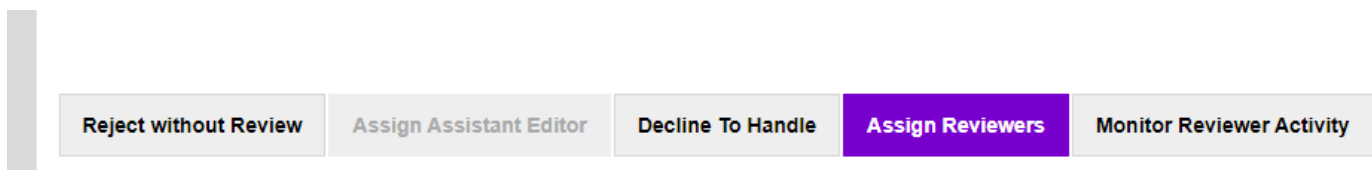
a. Reject without Review

Should a paper not warrant peer review (eg, poor English, outside of scope), click on the Reject without Review button.

Several editable emails are available to you. Select the desired email, edit to add your justification, and hit Send. The rejection email will be sent to the authors. You may also cc or bcc yourself, the Editor-in-Chief, or staff on this email.

b. **Decline to Handle.** If you cannot handle a manuscript (eg, outside of expertise, unavailable), please use this option and provide a comment with your reason. The paper will be sent back to the Assign Editor step for reassignment.
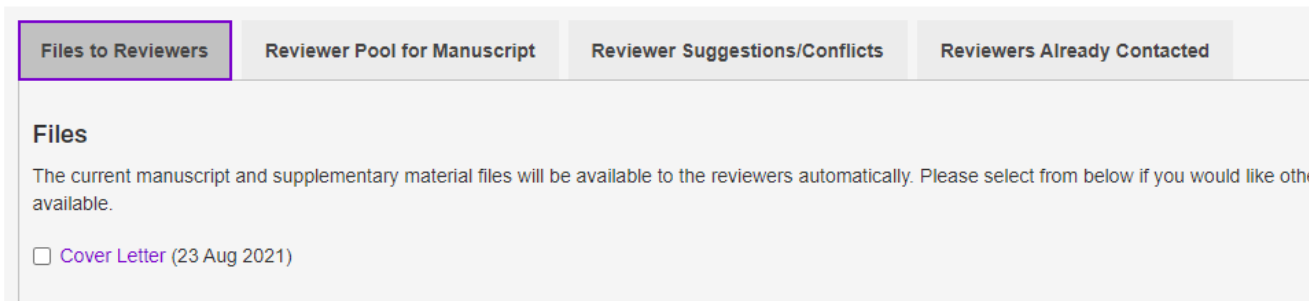
c. Assign Reviewers

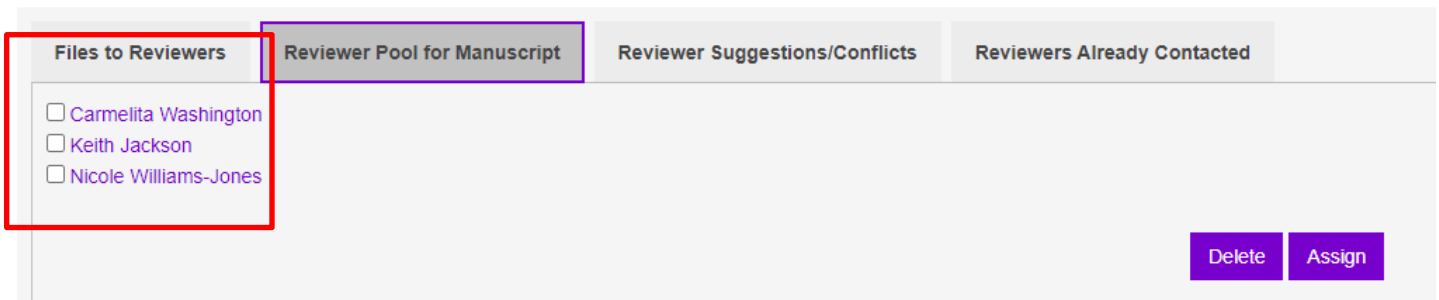Select the Assign Reviewers button to begin searching and assigning reviewers.

You will notice two layers, the top with four tabs, and the bottom with three.

The top tabular layer contains (left to right):

- *Files to Reviewers:* you have the option to choose particular files to send to reviewers. The manuscript and supplemental files will automatically be routed. Some files will be defaulted to checked. You can check other files such as cover letter, original reviewers, and decision letters, etc.

Files to Reviewers	Reviewer Pool for Manuscript	Reviewer Suggestions/Conflicts	Reviewers Already Contacted

Files

The current manuscript and supplementary material files will be available to the reviewers automatically. Please select from below if you would like othe available.

☐ Cover Letter (23 Aug 2021)

- *Reviewer pool*: the system requires a reviewer be first added to the pool before a request is sent. This feature also allows you to house a number of reviewers for later use should you need to assign additional reviewers.

Files to Reviewers	Reviewer Pool for Manuscript	Reviewer Suggestions/Conflicts	Reviewers Already Contacted

☐ Carmelita Washington
☐ Keith Jackson
☐ Nicole Williams-Jones

Delete   Assign

Check the box next to the name(s) in the pool, then hit the Assign button. An editable email will pop-up. You may edit the salutation lines in the text box(es) above the subject line. Hit the Send button.

Assign Reviewer   ✕

Dr.	Jackson
Dr.	Washington

Subject: Optica manuscript review: 244084

Body:

I have received a manuscript that has been submitted to Optica that might be of interest to you. This manuscript is a letter. Optica is a new journal from OSA that seeks to publish only articles that have the highest impact and will be of broad interest to the optics and scientific communities. I would like for you to consider reviewing this research article.

In order to meet the journal's goal for timely publication, I would appreciate receiving your review within 14 days. However, in case you have a very busy schedule, I would much prefer that you take a little longer to prepare a thoughtful, careful review rather than to send in a quick one.

Title: Imaging with partially coherent light: elementary-field approach

Abstract: Bright-field and dark-field imaging with spatially partially coherent light is considered, with the aim of improving

- *Reviewer Suggestions/Conflicts*. An author is required to select three preferred reviewers as part of their submission. They also have the option to identify non-preferred reviewers. These will be listed in this section, and their names linked to a reviewer history page.

  Should you wish to use any of the preferred reviewers, you may add them to the pool directly from this tab. Once a preferred reviewer is added to the pool, the checkbox will be removed from that reviewer so you can no longer assign them.
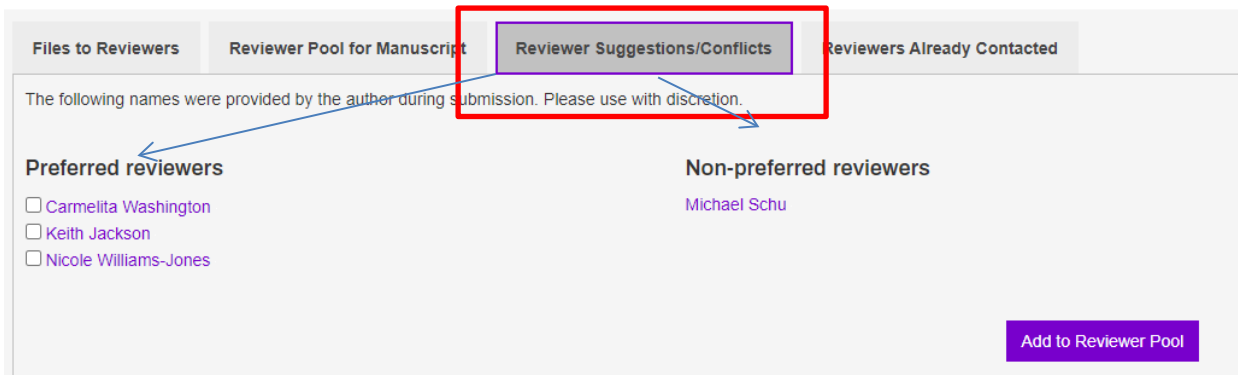
- *Reviewers already contacted*. A list of previously contacted reviewers can be found here to reduce page navigation and simplify future reviewer searches on a manuscript.

The bottom tabular layer is where you will conduct your search. This contains three tabs (left to right):

- *Search Reviewers*: several fields are available to you for your search. The research interests field utilizes google-like syntax---the ? icon next to Search Tips gives a helpful summary. All fields will run a search against the full Optica database.
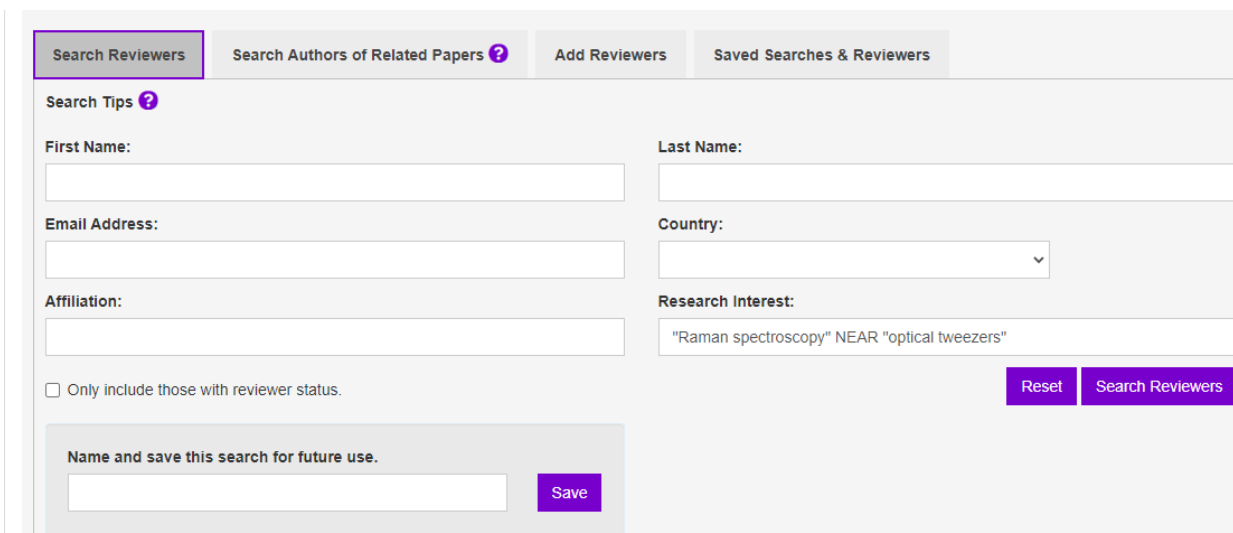
The search results will pull up the first 200 results available. You will need to refine your list to narrow the results. The results will list those individuals who match all criteria entered and will be sorted by last name. Each listing will contain (from left to right):

- Reviewer name (linked to a reviewer history page), Institution, Comments (eg, indicating Editor status);
- Research Interests;
- Optica Publishing Group Reviewer status (indicated by Yes or No) and average reviewer rating;
- # of review requests and # of reviews completed in last 12 months;
- The same for the last 30 days;
- A selection column

To assign a reviewer to your pool, select the check box to the far right and click "Add Selected to Reviewer Pool".

Reviewer Name Affiliation Editor comments	Research interests	Reviewer Avg. Rating (Last 2 yrs) ❓	Last 2 yrs # Requests # Completed	Last 30 days # Requests # Completed	Select
Add Selected To Reviewer Pool					**Add Selected To My Saved Reviewers**
Winzer Peter J Nubis Communications	optical receiver design, optical filter optimization, modulation formats, PMD, Raman amplifier, free-space laser communication, space-borne laser communication	Yes 0	2 0	0 0	☑

Previous 1 Next   **Add Selected To Reviewer Pool** **Add Selected To My Saved Reviewers**

If you see "temporary hold" or "do not contact" in the Reviewer column, this indicates that the individual is either an editor or does not wish to review papers. You will not have the option to select and assign such individuals.

Reviewer Name Affiliation Editor comments	Research interests	Reviewer Avg. Rating (Last 2 yrs) ❓	Last 2 yrs # Requests # Completed	Last 30 days # Requests # Completed	Select
Mittleman Daniel M Brown University	.	Do not contact 0	0 0	0 0	

- *Search Authors of Related Papers:* this tool looks for authors of Optica Publishing Group papers similar to this submission

- *Add reviewers*: if you cannot find a reviewer in the database, then you can add them through Prism.

Click on the "Add Reviewers" tab.

Enter the email address and click the "Search Reviewers" button.

Once the system has confirmed the record does not exist, add the additional required info (name, affiliation, country).

Add New Reviewer

Email: hguthm@yahoo.com

🛇 Email not found, please add the required information about the reviewer to add them to our system.

First Name:

Middle Name:

Last Name:

Affiliation:

Country:

Cancel Add Reviewer

Once the record is added, you can proceed with assigning the reviewer to your pool.

- *Saved searches & reviewers*:

Saved Searches: you can save specific search criteria for future use.

First, populate the appropriate search fields with the desired criteria.

Name the search and save it. This saved search will be accessible to you on any manuscript.

Affiliation:

Research Interest:

plasmonics AND metamaterials

☐ Only include those with reviewer status.

Name and save this search for future use.

Plasmonics search   Save

Once saved, Navigate to Saved Searches and Reviewers, and click on the name of your search. The system will drive you to the Conduct a Search tab with the appropriate search fields populated. Hit Search.

Search Reviewers   Search Authors of Rela

- ☐ Plasmonics search

Delete

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Saved Reviewers: this feature allows you to save a particularly impressive reviewer for future use so you do not have to continually search for them. If using this feature, be particularly careful not to overuse the reviewers.

After conducting a reviewer search, you will see a button "Add Selected to My Saved Reviewers" located to the right of the "Add Selected to Reviewer Pool" button, at the top and bottom of the search results.

Once added to your saved reviewers list, you can add comments by clicking on the pencil icon. The comments will appear next to the reviewer name, so be mindful to minimize the length.

To add a saved reviewer to your pool, simply navigate to the "Saved Searches & Reviewers" tab, check the box next to the name, and hit the "Add to Reviewer Pool" button.

**Note:* Before adding a saved reviewer to your pool, click on the reviewer name to access the reviewer history. This will tell you whether they have current reviews pending or have recently completed one. See the Reviewer History section below for more details. You may also select the reviewer and hit the "Search" button to access the same details regarding pending or recently completed reviews.

Saved searches and reviewers are accessible across manuscripts. We are working on providing this functionality through your Reports page to access outside of a manuscript.

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d. *Monitor Reviewer Activity*

When you assign a reviewer, Prism will drive you to the Monitor Reviewer Activity page. You may access this page at any time by clicking the "Monitor Reviewer Activity" button on the Peer Review page. The page will list the reviewer name, request status, request reminder, reviewer status, review reminder, and a column to close a particular review.

Reject without Review	Assign Assistant Editor	Decline To Handle	**Assign Reviewers**	**Monitor Reviewer Activity**

Reviewer	Request Status	Send Request Reminder	Review Status	Send Review Reminder / Send Last Call Reminder	Close Individual Review	Complete Review
Carmelita Washington	Sent (23 Aug 2021) Agree (23 Aug 2021)		Accepted with Revisions (23 Aug 2021)		Reopen	
Keith Jackson	Sent (23 Aug 2021) Agree (23 Aug 2021)		Manuscript Rejected (23 Aug 2021)		Reopen	
Nicole Williams-Jones	Sent (23 Aug 2021) Waiting, Due (26 Aug 2021)	☐			Close	Respond
Kelly Cohen	Sent (23 Aug 2021) Waiting, Due (26 Aug 2021)	☐			Close	Respond
John Tsai	Sent (23 Aug 2021) Extension Requested (31 Oct 2021)		Waiting, Due (06 Sep 2021)	☐	Close	Review
Rebecca Robinson	Sent (23 Aug 2021) Waiting, Due (26 Aug 2021)	☐			Close	Respond

A pending response will be denoted by "Waiting, Due (XXX)" in the request response or review status column.

Nicole Williams-Jones	Sent (23 Aug 2021) Waiting, Due (26 Aug 2021)

If a reviewer responds affirmatively to a request, the deadline for the review will appear in the Review status column.

Rebecca Robinson	Sent (23 Aug 2021) Agree (23 Aug 2021)	Waiting, Due (06 Sep 2021)

Linked text (in purple) indicates a link to a page or simple text box. These would include comments submitted by a reviewer when responding a request, a request for more time to review, or a submitted review. *Note*: a "too busy" request response that is linked may have a suggestion for another reviewer, so do not overlook these.

Carmelita Washington	Sent (23 Aug 2021) Agree (23 Aug 2021)	Accepted with Revisions (23 Aug 2021)
Keith Jackson	Sent (23 Aug 2021) Agree (23 Aug 2021)	Manuscript Rejected (23 Aug 2021)

If you see an "Extension requested" link under Request status, click on this to view and approve/decline the extension.

John Tsai	Sent (23 Aug 2021) Extension Requested (31 Oct 2021)

The Review Status column will list "Waiting, Due (XXXX)" when a review is pending. Once a reviewer uploads their comments and recommendation, this text will be replaced by the recommendation text (eg, Major Revisions Required). Click on this linked text to see the Review Summary page.

Nicole Williams-Jones	Sent (23 Aug 2021) Agree (23 Aug 2021)		Major Revisions Required (23 Aug 2021)
Kelly Cohen	Sent (23 Aug 2021) Waiting, Due (26 Aug 2021)	☐	
John Tsai	Sent (23 Aug 2021) Extension Requested (31 Oct 2021)		Waiting, Due (06 Sep 2021)

To send a request or review reminder to a reviewer, check on the appropriate box in either the "Send Request Reminder" or "Send Review Reminder" columns.

The action button for these reminders is the column header. Click on one of these to pull up an editable email box.

Edit the email and hit the Send button. You may edit the salutation line using the text boxes above the subject line.

Send Request Reminder	Review Status	Send Review Reminder
		Send Last Call Reminder

You may send multiple requests at once. However, if you plan on customizing a reminder per reviewer, then only send on an individual basis.

Last Call Reminder

If you are ready to make a decision but have one or more pending reviews, you have the option of sending a "Last call" reminder that informs the reviewer of your intention to make a decision in the next 24 hours. Partial text of the email can be found below for your reference.

To send a Last Call reminder email, simply tick the box for that reviewer and click "Send Last Call Reminder" in the Review column header.

Send Review Reminder	C I R
Send Last Call Reminder	

"Thank you for agreeing to review this manuscript submitted to XXXX. I have received other reviewer comments on this paper, but I would very much like to know your recommendations as well. Will you be able to submit your review in the next 24 hours so that I may send the author a decision? "

If there is no indication that a reviewer is going to respond to your request or submit their review, click "Close" under "Close Individual Review". This will stop any automatic reminder emails and will remove the manuscript from that reviewer's Prism queue.
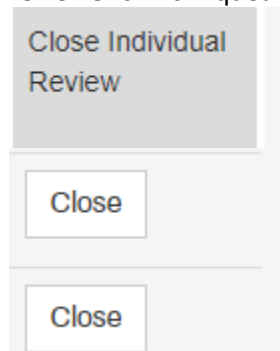
Reassigning a Reviewer

Prism will allow you to reassign reviewers should they later become available after the initial request. Once a request is declined, a "Reassign" button will appear for your use. Click on this button to pull-up an editable review request email to send.
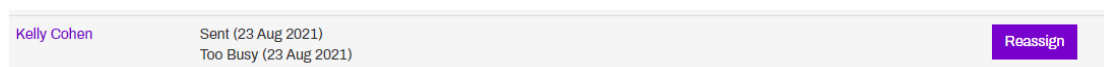
Completing Peer Review

To make a decision on a manuscript, you must first hit the "Complete Peer Review" button.

This will close down the peer review process, so pending requests and reviews will no longer see the manuscript in their My Reviews page. When you do this, any unresponsive reviewers will no longer be able to submit his/her review to our system. Once Peer Review is closed, the system will move you to the Rate Reviews page.

Reviewer History

Most reviewer name listings should be linked to their corresponding reviewer history page. The Reviewer History page includes the following:

- The top section of the page will list: reviewer contact info, average rating (4 is good, 1 is poor), research interests, comments tied to the reviewer account (eg, editor status), date the last review was completed, # of requests received in past 12 months, # of reviews completed in the past 12 months, and average review time (in days.

Reviewer	Peter J. Winzer (166785 Alcatel-Lucent Bell Labs dmcdonold1@yahoo.com
Average Rating	4.00
Research interests	optical receiver design, optical filter optimization, modulation formats, PMD, Raman amplifier, free-space laser communication, space-borne laser communication
Comments	

Date last review completed	Number of requests received in past 12 months	Number of reviews received in past 12 months	Average review time (days)
27 Jun 2014	21	5	1

- The bottom table section lists every paper the reviewer has been asked to review in the past six years. This list is divided into nine columns and represents two processes: the review request and the review itself. Columns 2 – 4 pertain to the request. Columns 5 – 7 pertain to the review. From left to right:

Journal Code: lists the journal abbreviation.

Request

- Request Sent: the date a particular request was made
- Response – the particular response to a request. The standard responses for reviewers when they decline are "too busy," "not in area of expertise," "out of office," and "other"
- Days – The # of days it took the reviewer to respond to the request

Review

- Review start: the date the review kicked-off (= the date the reviewer responded affirmatively to the request)
- Response: the reviewer recommendation
- Days – The # of days it took the reviewer to complete the review

A blank or 'N/A" under either Response column indicates the reviewer never responded to the request or submitted their review.

Journal Code	Request Sent	Response	Days	Review Start	Response	Days
JOSAA	17 Jun 2014		1			
OPTICA	18 Jun 2014	Agree		18 Jun 2014	Accept with minor/optional revisions	
OPTICA	17 Jun 2014	Agree	1	18 Jun 2014	Reject	

Co-Reviewers

We allow a reviewer to add a co-reviewer to a review. The reviewer will have this option when submitting the review in Prism. The co-review will be shared in the system with the primary review, so the Editor will see only one review in Prism.

Should a reviewer identify a co-reviewer, the editor will see "This is a co-review performed by…" at the bottom of the review summary page.

Comments to Authors
test

Comments to Editor

This is a co-review performed jointly with Kelly Levy

The co-reviewer will be listed beneath the primary review where reviews appear.

Reviewer/Co-Reviewer	Status	
John Tsai Michael Schu	Accept as submitted	

Rate Reviews

Rating Guidelines
When rating the usefulness of a review, please consider the below questions:
1) Did the reviewer provide a clear recommendation?
2) Did the report address appropriateness for the journal, technical quality, and presentation?
3) Was the report logical, well-organized, and collegial in tone? Did the reviewer thoroughly explain and support his/her judgment with references or examples?
4) Did the reviewer offer concrete, constructive advice to the authors so that they can address any problems?
5) Did the reviewer submit on or near the deadline?

Reviewer	Status	Review Rating
Carmelita Washington	Accepted with Revisions	Select one...
Keith Jackson	Manuscript Rejected	Select one...
Nicole Williams-Jones	Major Revisions Required	Select one...

Save Ratings

Once peer review or rereview is closed, you will be directed to a "Rate Reviews" page. On this page, you must provide a simple rating based on the overall usefulness of a reviewer's report. The available selections are:

- Very Useful (=4)
- Useful (=3)
- Somewhat Useful (=2)
- Not Useful (=1)

These ratings will be used over time to generate a score that is representative of a reviewer's overall performance.

This page contains the following (left to right):
- Reviewer name
- Status (Review recommendation). To revisit the review, click on the linked recommendation.
- Rating scale drop-down

Select your rating(s), then hit "Save Ratings".

If you have to leave the system and wish to rate the reviews later, simply search on the manuscript or "Rate Reviewers" process from your queue. Then, click on the "Rate Reviewers" action button. However, you cannot proceed to the First Manuscript Decision page until the ratings section has been completed.

First Manuscript Decision

The First Manuscript Decision page contains the same manuscript header info found on the Peer Review page.

Below the header is a summary of the reviews received along with links to the complete reviews.

A list of decision letters is available to you with a selectable radio button. When you select the decision, an editable email will populate the text box to the right.

Under the "Reviewer Comments to Author" section, each review can be found in a dedicated editable text box. If necessary, you may edit the reviewer comments here. Edits may be appropriate to correct grammatical errors or filter out inflammatory language.

Once you have made your decision and edited the decision e-mail, hit the Submit button. A reject decision will be sent to the author immediately. Other decisions will be held until Staff performs a preproduction review for the manuscript. Your decision and a list of any required copy revisions will be sent to the author in the same e-mail.

	Journal	Reviewer	Review Status
Reviews	OE	Carmelita Washington	Accepted with Revisions (8/23/2021 2:48:46 PM)
	OE	Keith Jackson	Manuscript Rejected (8/23/2021 2:49:23 PM)
	OE	Nicole Williams-Jones	Major Revisions Required (8/23/2021 2:54:05 PM)

Decisions

○ Manuscript Accepted
● Provisional Acceptance
○ Major Revisions Required
○ Manuscript Rejected
○ Manuscript Rejected (Incremental Results)

Email Subject: Decision for Optics Express Manuscript 402540
Email Body:

Manuscript ID: 402540   Type: research article
Title: DEMO_Solver-informed neural networks for spectrum reconstruction of colloidal quantum dot spectrometers
Author: Dan McDonold; The Optical Society

Dear Dr. McDonold:

Your manuscript can be accepted for publication in Optics Express provided that you address the reviewer concerns. The reviews are appended below.

It is the policy of Optics Express to allow only one revision cycle. Thus, it is important to include as part of your resubmission a detailed response to all of the reviewer points. You will upload your response letter in the online system. Of course, you may not agree with the reviewers on every point and, in that case, your responses and reasoning should be clearly presented. Please note that a response letter is required before a final manuscript decision can be made.

The journal staff has reviewed your manuscript to ensure that it adheres to the style guidelines of Optics Express. The notes below will advise you of any required format changes.

Editable Review Comments (unless uploaded file)

Reviewer Comments to Author (if necessary, edit reviewer comments before hitting "Submit")

Reviewer 1:
Carmelita Washington

comments to authors
http://localhost:8908/Media/ViewMediaFile?mediaId=4707274&token=c3927b7858cee57297806eee3c33b879ca1009bc

Final Manuscript Decision

When an author submits a revision in response to your decision (whether resulting from peer review or rereview), the manuscript will go to the Final Manuscript Decision step.

From your Editor Queue, select the Final Manuscript Decision button in the Action column.

Under the standard header info, you will see the "First Manuscript Decision" section which will contain the reviewer history, first manuscript decision, and the author revision files (revised manuscript, author response, and resubmission cover letter).

If this is the second round of revisions, the following will occur:

- The First Manuscript Decision will be stored in an expandable section. Click on the "+" to view these details.

Comments	⊕
First Manuscript Decision	⊕

- The first "Final Manuscript Decision" section will appear, containing a listing of your Final Manuscript Decision and the second round of author revision files.

Final Manuscript Decision

Repeat Review (30 Jun 2020)

Journal	ReReviewer	Review Status
OE	Liangshun Han	Manuscript Accepted (6/30/2020 12:29:50 PM)
OE	Ding Ying	Manuscript Accepted (7/8/2020 5:28:01 PM)

Provisional Acceptance (08 Jul 2020)

Author Response files (23 Aug 2021) :
- Author Response.pdf (Content Revision)

Manuscript and Files:
- 398118.pdf

If the manuscript underwent rereview and new revisions were requested, you will see the rereview history under the "Final Manuscript Decision" section. See the Rereview section below for more details.

Rereview section

Final Manuscript Decision

Repeat Review (30 Jun 2020)

Journal	ReReviewer	Review Status
OE	Liangshun Han	Manuscript Accepted (6/30/2020 12:29:50 PM)
OE	Ding Ying	Manuscript Accepted (7/8/2020 5:28:01 PM)

Provisional Acceptance (08 Jul 2020)

Author Response files (23 Aug 2021) :
- Author Response.pdf (Content Revision)

Manuscript and Files:
- 398118.pdf

Click on the Make Decision button. Select and edit the decision letter as necessary. Then, hit Submit. A reject decision will immediately be sent to the author. Other decisions will go to staff first for a preproduction review.

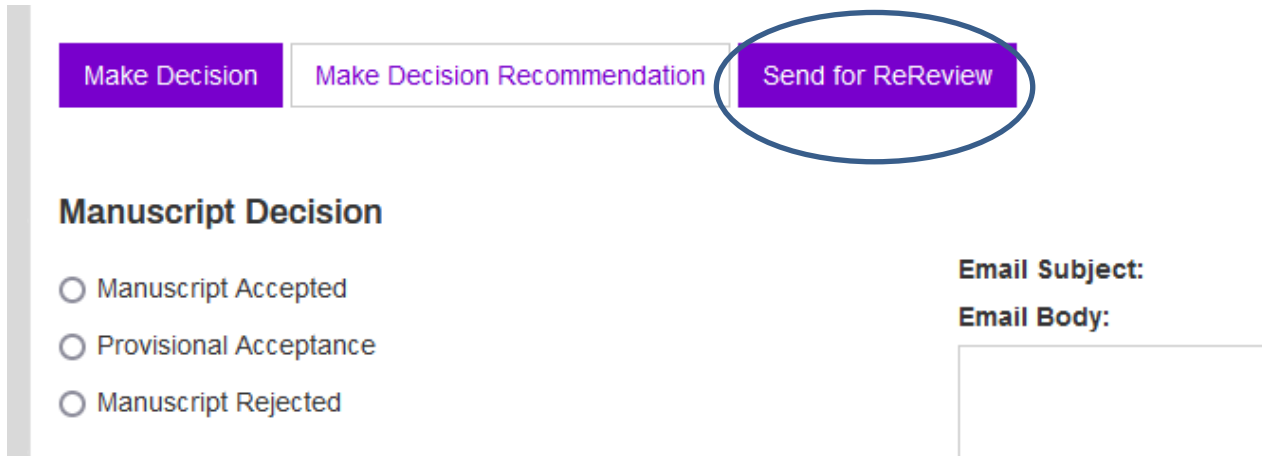| Make Decision	Make Decision

Manuscript Decision

○ Manuscript Accepted
○ Manuscript Rejected

Rereview

Editors have the option to send a revised manuscript to rereview at the Final Manuscript Decision stage. Please consider your journal's policy on using rereview.

This rereview option is presented as a button that will automatically drive the manuscript to the rereview stage. Reviewers will have access to the revised manuscript, author response to reviews, revised multimedia files, and the previous reviews.

Rereview functions in a similar way as peer review. The standard instructions above regarding assigning reviewers and monitoring peer review apply.

**Note that you will have to re-assign the previous reviewers. They will not be automatically asked to participate in rereview. The previous reviewers will, however, automatically be added to your pool to bypass that process.

Rereview Decision

Once rereview is complete, close rereview and proceed to the rereview decision page.

Under the standard header info, you will notice two sections:

- First Manuscript Decision: first manuscript decision, first reviews, and the resulting author revision files.
- Final Manuscript Decision: final manuscript decision (=repeat rereview) and rereview history.

As with the First Manuscript Decision page, you can edit the reviewer comments in addition to the decision letter. A reject decision will immediately be sent to the authors. Other decisions will be directed to staff to complete a final preproduction review.

First Manuscript Decision

Label	
1st MS Decision	

Provisional Acceptance (23 Aug 2021)

1st Reviews

Journal	Reviewer	Review Status
OE	Carmelita Washington	Accepted with Revisions (8/23/2021 2:48:46 PM)
OE	Keith Jackson	Manuscript Rejected (8/23/2021 2:49:23 PM)
OE	Nicole Williams-Jones	Major Revisions Required (8/23/2021 2:54:05 PM)

Author Response and Revised MS

Author Response files (23 Aug 2021) :

- Author Response.pdf (Author Revision)
- Cover Letter.pdf (Author Revision)
- Optional Red-lined Version.pdf (Author Revision)

Manuscript and Files:

- 402540.pdf
- Document

Final MS Decision (repeat review)

Final Manuscript Decision

Repeat Review (23 Aug 2021)

Rereviews

Journal	ReReviewer	Review Status
OE	Carmelita Washington	Manuscript Accepted (8/23/2021 3:15:09 PM)
OE	Keith Jackson	Manuscript Accepted (8/23/2021 3:15:49 PM)

Rereview Decisions

Manuscript Decision

○ Manuscript Accepted
○ Provisional Acceptance
○ Manuscript Rejected

Email Subject:
Email Body:

Thanking Reviewers

After First Manuscript Decision and Rereview Decision, you will automatically be driven to the Thank Reviewers page. You can also access the Thank Reviewers page anytime during the life of a manuscript by clicking on the View Details button from your main queue. From the Details page, click on the "Thank Reviewers" link located directly above the process history table at the bottom of the screen.

Thank Reviewer

History

	Process	Start Date ⌄	End Date	Process Result	Completed By
+	Preproduction Review	23 Aug 2021			
	First Manuscript Decision				
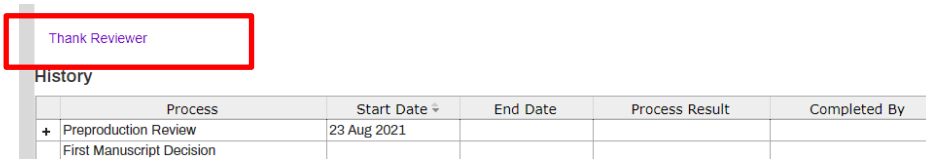
On the Thank Reviewers page, you will see a tracking table at the top of the screen. This will assist you with keeping record of those reviewers you have thanked.

Reviewers for this manuscript

Reviewer	Review Status		Thank You Letter Sent Date
Carmelita Washington	Accepted with Revisions (8/23/2021 2:48:46 PM)		23 August 2021
Keith Jackson	Manuscript Rejected (8/23/2021 2:49:23 PM)		

To begin the process, first select the reviewer name from the drop-down, then select the thank you type email and make appropriate edits.

Adding other reviews to the thank you email
Once select a reviewer from the Reviewer Name drop-down, the comments for the other reviewer(s) will appear at the bottom of the page. Should you be interested in sending the other review to a particular reviewer, check the box. Once you check the box, the reviews will appear in an editable text box to edit any text comments (if provided). Note: uploaded files will appear simply as a url and cannot be edited; these will be sent as a PDF attachment.

This optional feature may prove particularly useful when explaining a decision contrary to a reviewer's recommendation, or perhaps providing an example of a strong review to a reviewer who provide a particularly unhelpful review.

Reviewer Name

Carmelita Washington	⌄

Standard	⌄

Review of Optics Express Manuscript 402540

Manuscript ID: 402540   Type: research article
Title: DEMO_Solver-informed neural networks for spectrum reconstruction of colloidal quantum dot spectrometers
Author: Dan McDonold

Dear Dr. Washington,

Thank you for your recent review of the above manuscript. I realize that conducting reviews requires considerable time and effort, and greatly appreciate your contribution to the critical scientific review process which maintains the quality of Optics Express. I also wanted to inform you that I have made the following decision on this manuscript: Provisional Acceptance

I hope you will continue to support Optics Express as a reviewer. If you have not already done so, please access your Prism account (https://prism.osapublishing.org) to update your research interests and the OCIS codes that best designate your areas

☑ **Keith Jackson**

comments

Once you have edited the email and decided whether to include the other review(s), hit the Preview button. View the edited email, then hit Send

Dear Peter Winzer,

Thank you for your recent review of the above manuscript. I was particularly impressed by the level of detail in your comments. I realize that the referee process is a difficult and often thankless task, and I greatly appreciate the substantial amount of time and effort that you obviously dedicated to your response.

I hope you will continue to support Journal of Optical Communications and Networking as a reviewer. If you have not already done so, please access your Prism account (https://prism.opticsinfobase.org) to update your research interests and the OCIS codes that best designate your areas of expertise. This allows me to better identify the new submissions that will be of most interest to you.

Thanks again for all your help.

Sincerely,
Cathy Johnson
Topical/Associate Editor, Journal of Optical Communications and Networking

Reviewer 1: Reviewer 2
MY EDIT! Author
http://libradev:81/Media/ViewMediaFile?mediaId=722075&token=256eb86504cdf88a041e59cd1a9c5ca6eefc3650

Appeals

When authors appeal the rejection of their paper, they will generally send a message to Staff. If you receive an appeal directly from an author, please email it to your Journal Coordinator immediately.

Staff will activate the appeal in Prism. This triggers an email to the author requesting that they access Prism to answer a few questions in support of their appeal.

Once they complete and submit their answers, you will see an Appeal button in your main queue.

Click on the Appeal button to access the Appeal from Author page. This page will provide the typical manuscript header info, the review history, and an Author Response section that lists the author's answers to the appeal questions and the appeal decision option.

After you review the details of the Appeal, select Accept Appeal or Decline Appeal. Both options trigger a notification email to the author.

1. <u>Reject Appeal</u>. This action reinstates the original reject decision.
2. <u>Accept Appeal</u>.

If you accept an Appeal that was rejected at First Manuscript Decision, Prism will send the manuscript back to the Peer Review step.

If you accept an Appeal that was rejected at Rereview Decision or Final Manuscript Decision, Prism will send the manuscript to the Rereview step.

Both will allow you the opportunity to either solicit additional reviews or render a new decision.

a. Solicit additional reviews. The same functionality as described above for peer review applies here. The previous reviews will be housed in an expandable Previous Reviews section

b. Render a new decision. If you choose not so solicit additional reviews and are ready to make a new decision, click on the Peer Review button, Prism will default you to the Assign Reviewers tab. To render a decision:
   i. Click on Monitor Reviewer Activity
   ii. Click the "Complete Peer Review" button to move to the Decision page.
   iii. Do not use "Make Immediate Decision" here. These are immediate reject decisions so do not apply in this case.

Editorial Review (*Optica, Optica Quantum, and Photonics Research* Only)

1. Once a manuscript is assigned to an AE for editorial review, it will appear in the queue under the Editorial Review process. Search on the Editorial Review process from your main queue. Click on the "Editorial Review" button.

2. The AE will be taken to the Editorial Review page. Below the standard manuscript header information, the AE will see two tabs: Conduct Editorial Review and Decline to Handle. The default page is Conduct Editorial Review

   a. *Conduct Editorial Review*

   - This page provides basic instruction on the editorial review process. Once the editorial review is complete, select one of the three recommendations
   - Provide supporting comments
   - Hit the Submit Recommendation button

The manuscript will stay in the AE's queue until it moves from the Editorial Review stage. The "Editorial Review" button will be removed, and the AE will see their name added to the "Assigned" column with a check mark indicating the comments were successfully submitted. Any other assigned editors for the editorial review will also appear.

Manuscript ID	Title	Review Deadline	Process	Process Due	Assigned	Action
📄 OPTICA-402140	Reconfigurable and low-power consumption polarization rotating beam splitter with EIT-like effect based on SOI ridge waveguide Author: Guohua Hu Editor: Not Assigned	7 Nov 2020	Editorial Review	12 Jul 2020	Thomas Krauss Misha Sumetsky ✔	View Detail

b. *Decline to Handle*

If the AE cannot manage the editorial review process for a particular paper, then they must use the option to decline.

- Click on the "Decline to Handle" button.
- Select one of the three reasons
- Provide supporting comments (eg, on vacation)
- Hit the Submit button

This will be registered in the Editor-in-Chief's editorial review tracking tool.

Decline Reason:

○ Unavailable
○ Not Expertise
○ Conflict of Interest

Comment:

SUBMIT

Transferred Manuscripts (from *Optica, Optica Quantum,* and *Photonics Research*)

Should an *Optica, Optica Quantum,* and *Photonics Research* manuscript be transferred and later assigned to you to handle peer review, you have three choices:

1. Render a decision based on the current Optica reviews
2. Request another review from the original Optical reviewers
3. Continue peer review and seek additional reviews

Click here for Optica Publishing Group's transfer guidelines. You would manage either option in Prism in the same manner as a typical manuscript.

A transfer specifically from *Optica* will be indicated by a red flag that appears next to the manuscript number in the main queue and next to the title in the manuscript details info. Transfers from *Optica Quantum* and *Photonics Research* will be accompanies by a "Cascade from…" comment in the Staff/Editor Comments section of the manuscript details.

Additionally, if transferred with peer reviews, a "Previous Reviews" section will now appear on the Peer Review page, directly above the Assign Reviewers section. Click on the "+" to the right of the section to expand it if collapsed.

The previous reviews will also appear on the First Manuscript Decision page. This allows you the opportunity to include these in the decision should the authors still need to address particular items in these reviews.

Transparent Peer Review (only *Optics Continuum, Optica,* and *Optica Quantum)*

A unique feature of *Optics Continuum, Optica, and Optica Quantum* is the opportunity for authors and reviewers to agree to publish the peer review correspondence (decision letters, reviewer comments, and author response to reviews). This transparent peer review option is applicable to direct submissions as well as to manuscripts that were transferred *without* peer review.

Below is a general Prism overview of the process.

Author Module

1. At the time of submission, authors are notified of the transparent review policy and that they will be given an opportunity to approve/decline for their paper at the manuscript proofs step and that all reviewers must authorize publishing reviewer comments.

Publish Reviewer Comments

☐ This journal enables publication of the decision letter, reviewer comments, and author response with the accepted paper. I understand that I will decide whether to publish this peer review correspondence after I have read and responded to the reviews. I also agree to ensure that all of my coauthors are informed before giving final approval. I understand that the reviewers must also authorize publication of their peer review comments.

Reviewer Module

2. Reviewers are asked on the Prism review page if they wish to have their comments published. All reviewers must agree to publish their reviews for the author to be granted the option after acceptance.

Comments to Authors

☑ If this manuscript is accepted, I agree to allow the anonymous publication of my manuscript ratings and review comments to authors. I understand that the editor may omit any inappropriate comments prior to publication. I understand that the author(s) and other reviewers must also authorize publication of their peer review comments.

Editor Module

3. The Reviewer's permission status will be denoted by a person icon colored green (for approval provided) and red (for no approval provided). In order to publish peer reviews, the authors and *all* reviewers must agree. If a single reviewer does not approve, then the reviews will not be published.

a. Monitor Review Activity section of Peer Review page

Reviewer	Request Status	Send Request Reminder	Review Status	Send Review Reminder / Send Last Call Reminder	Close Individual Review	Complete Review
Anatole Lupu	Sent (11 Jun 2020) More Time Approved (15 Jun 2020)		Accept with Minor/Optional Revisions (03 Jul 2020) 👤✓		Reopen	
Aaron Danner	Sent (11 Jun 2020) Too Busy (15 Jun 2020) 💬				Reopen	

b. Manuscript Decision pages

○ Manuscript Accepted

○ Provisional Acceptance

○ Major Revisions Required

○ Manuscript Rejected

○ Manuscript Rejected (Incremental Results/Duplicate Submission)

Email Subject:

Email Body:

Reviewer Comments to Author (if necessary, edit reviewer comments before hitting "Submit")

Reviewer 1:
Kelly Cohen 👤✓

This is Kelly Cohen's review.

Reviewer 2:
Keith Jackson 👤✓

This is Keith Jackson's review.

Optics Continuum Transferred (Cascaded) Papers

Authors of rejected papers have the option of transferring (cascading) their submission to *Optics Continuum*. The transfer can happen for papers rejected without review and rejected after peer review.

1. If an editor has been assigned a paper that was transferred from another Optica Publishing Group journal, this will be indicated in the Staff/Editor Comments section of Prism

Staff & Editor Comments	Commenter	Comment	Date	Edit
	Kurt Ashley Daganzo	I will need at least one more week. -Airán	06 Jul 2020	✏
	Ayman HOBLOS	Manuscript cascaded from PRJ	09 Jun 2020	✏
	Joanne Valerie Frial	Please see cover letter under additional files for peer review preferences.	26 May 2020	✏

Add

2. Transferred papers with previous peer reviews will include a "Previous Reviews" section on the Peer Review page. Editors are encouraged to render a decision based on the previous reviews. If there is a need to seek additional reviewers, then consider using one of the previous ones. The editor will need to search on the reviewer name in the Search Reviewers area (see page 11).

Previous reviews   ⊖

Journal	Reviewer	Request Status	Review Status
		More Time Approved (08 Feb 2018)	Major Revisions Required (24 Feb 2018)
		Too Busy (05 Feb 2018)	
		More Time Approved (06 Feb 2018)	Major Revisions Required (05 Mar 2018)
		Too Busy (05 Feb 2018) 💬	
		Agree (08 Feb 2018)	Reject manuscript (18 Feb 2018)
		Agree (06 Mar 2018)	Closed (22 Mar 2018)
		More Time Approved (13 Feb 2018)	Accept with revisions (04 Mar 2018)
		Agree Rereview (12 Apr 2018)	Manuscript Accepted (13 Apr 2018)
		Agree Rereview (16 Apr 2018)	Manuscript Accepted (16 Apr 2018)
		Agree Rereview (16 Apr 2018)	Closed (25 Apr 2018)

| Reject without Review | Assign Assistant Editor | Decline To Handle | **Assign Reviewers** | **Monitor Reviewer Activity** |

Individual Editor Activity Report

The individual editor activity report provides the number of papers assigned to an editor, the elapsed time (in calendar days) for various steps, and the acceptance/rejection rate in the date range selected. The report also contains comparative data for an editor to gauge their performance against the average across all editors for that journal.

A brief explanation on the stats columns is below:

Days to contact 1st reviewer starts with date manuscript is assigned.
Days in peer review and Days in re-review encompass elapsed time from when peer review opens until it is closed by the editor (does not include first or final decision).
Day for first manuscript decision starts with date editor closes peer review and ends when decision is submitted.
Days for final manuscript decision starts with date revision received and ends on date editor submits the decision.
Papers Active indicates those papers that are still in editorial consideration (not accepted, rejected or inactive).
Papers Completed indicates those papers that were accepted or rejected by the editor.

1) From Main queue, click on "Reports and Resources" in the upper right corner of your screen

Reports and Resources
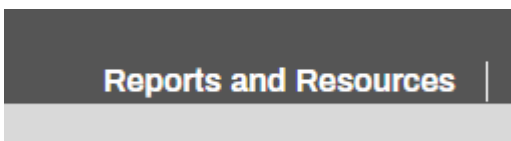
2) Click the "Individual Editor Activity" button

Reports

Select report to run; then select parameters, as necessary, below.

Individual Editor Activity

3) On the ensuing page, enter the editor start date and editor end date. These dates indicate the range in which papers were assigned to you at peer review. For example, entering start date 1/1/2015 and end date 12/31/2015 will pull up statistics on all papers assigned to you during the year 2015. If your range crosses multiple years, each year will be on a separate row in the report.

editor start Date 1/1/2015   editor end date 12/31/2015

4) The report will pull up activity in two sections:
   a. The individual editor's statistics
   b. The Comparison data across all editors for that journal

Editor Name	Journal ⬍	Year ⬍	# Papers ⬍ Assigned	% of Total MS ⬍	Avg Days to Contact 1st Reviewer ⬍	Avg Days in Peer Review ⬍	Avg Days in 1st MS Decision ⬍	Avg Days in Final MS Decision ⬍	Avg Days Re-review ⬍	# Papers Re-review ⬍	% Revised MS to Re-review ⬍	# Papers Active ⬍	# Papers Completed ⬍	% Accept ⬍	% Reject ⬍
▬▬▬▬▬▬▬▬▬		2015	74	1.2	8	28	0	4	14	8	10	2	72	41.0	58.0

Comparison data

Journal ⬍	Year ⬍	# Papers ⬍ Assigned	Avg Days to Contact 1st Reviewer ⬍	Avg Days in Peer Review ⬍	Avg Days in 1st MS Decision ⬍	Avg Days in Final MS Decision ⬍	Avg Days Re-review ⬍	# Papers Re-review ⬍	% Revised MS to Re-review ⬍	# Papers Active ⬍	# Papers Completed ⬍	%Accept ⬍	%Reject ⬍
▬▬	2015	6317	5	31	0	3	15	793	3	106	6151	50.1	49.9

5) To Export this report into another format (eg, Excel, PDF, Word):
   a. Click on the floppy disk icon, directly below the start date/end date parameters.
   b. Select the desired format. The system should automatically export the file.

| Find | Next |

r Activit

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word