

Editor-in-Chief and Deputy Editor Prism Guidelines (updated August 2021)

This document is intended to provide an overview of those features of the Prism Editor Module particular to Editors-in-Chief and Deputy/Division 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 dmconold@optica.org.

[Assign Editor function](#) (p.2)

[Transfer Process](#) (p.6)

[Editorial Review \(*Optica Only*\)](#) (p.10)

Assign Editor Page

1. From the main queue, click on the “Assign Editor” button
2. The top of the Assign Editor page houses much of the manuscript metadata (eg, title, abstract, author info, paper type, category, etc). Several sections are expandable, such as co-authors and keywords. Simply click on the “+” symbol to expand and the “-” to collapse. The Comments section defaults to an expanded view.

Title	testing
Abstract	testing
Corresponding Author	Jennifer Mayfield , The Optical Society, zzjmayfi@zz.osa.org , 303752,
Editor Assigned	Deputy: John Koshel, zzjkoshel@zz.optics.arizona.edu

Topic Category	Paper type	Special Issue	Invited
Coherence, Statistical Optics, and Scattering	research article		No
Manuscript files	Additional files	Supplemental Material	Related Papers/Resubmissions
402531.pdf (01 Jul 2021)			

Authors	
Keywords	
Copyright & Funding	
Comments	

Author Comments				
Staff & Editor Comments	Commenter	Comment	Date	Edit
	Add			

3. The bottom half of the Assign Editor page includes an editor assignment table.

The table lists the following:

- Editor name, affiliation, term end (dates in red indicate final term), and if applicable unavailable dates.
- # Active in queue. This indicates those manuscripts that are currently with an editor until a final decision of reject or accept is rendered.
- # Assigned in the last 2 weeks
- Comments. These are editable by the Editor-in-Chief and Deputy Editors. *Note: these comments are viewable by the other Deputy Editors and Editor-in-Chief of the journal.*
- Select Editor
- Expertise
- Primary and Secondary Topics

Assign Editor **Reject without Review** **Transfer Manuscript**

[Remove Filter] ? [Apply Topic Filter]

Name Affiliation Term end ?	# Active in queue	# Assigned Last 2 Weeks	Comments	Select
Ayman Alfalou ISEN-Brest 1/31/2023	4	0	Secondary expertise is vision, color, and visual optics. Edit Comment	Select
Expertise: Optical signal processing, image processing, Fourier optics, optical correlation, encoding/decoding and encryption, holography, imaging systems, machine vision, polarization-based image processing.				
Primary: <input type="text" value="Fourier Optics, Image and Signal Processing"/> <input type="text" value="Holography, Gratings, and Diffraction"/> <input type="text" value="Imaging Systems, Microscopy, and Displays"/>				
Secondary:				

Optics Express and Optics Letters only:

Because both of these journals have very large editorial rosters, we have implemented two filters:

1. A filter that removes editors who are unavailable, who are a co-author on the paper, or who share an affiliation with the paper. This filter is auto-applied. To remove, click "Remove Filter".
2. The "Topic Filter" that shows AEs whose assigned topics match the topic on the submission. The default is unapplied so click "Apply Topic Filter" if you wish to use it.

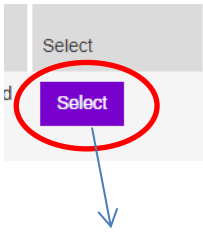
The Topic Filter is meant to be a general filter. An EiC or Deputy Editor can then further refine their search by using the Expertise column to select the appropriate editor.

Assign Editor **Reject without Review** **Transfer Manuscript**

[Remove Filter] ? [Apply Topic Filter]

Name Affiliation Term end ?	# Active in queue	# Assigned Last 2 Weeks	Comments	Select
Ayman Alfalou ISEN-Brest 1/31/2023	4	0	Secondary expertise is vision, color, and visual optics. Edit Comment	Select
Expertise: Optical signal processing, image processing, Fourier optics, optical correlation, encoding/decoding and encryption, holography, imaging systems, machine vision, polarization-based image processing.				
Primary: <input type="text" value="Fourier Optics, Image and Signal Processing"/> <input type="text" value="Holography, Gratings, and Diffraction"/> <input type="text" value="Imaging Systems, Microscopy, and Displays"/>				
Secondary:				

- After identifying the most appropriate editor, hit the “Select” button under the “Select” column. An editable email will pop-up. You now have the option to edit the assignment email before sending this. Click the “Send” button to send the email.



Assign Editor x

Editor Name: Prof. Dr. Brian E. Applegate

Email Subject: Optics Letters Request to Assign Reviewers 221208

Email Body

Manuscript ID: 221208
Title: Magnetic field sensor based on anti-resonant reflecting guidance in the magnetic gel coated hollow core fiber
Author: Ran Gao; Beijing Institute of Technology
Phone:
Email: zzgaoran198412@163.comzz

Dear Dr. Applegate,

The manuscript listed above has been added to your queue. Please access the Optics Letters editorial system at <http://libradev:83/Editor> to select reviewers for this manuscript.

Your prompt attention in directing this manuscript to reviewers is appreciated and will assist in ensuring that Optics Letters brings timely research to its readers.

If you have any questions, please check the HELP button within the editorial system or send an email message to olmss@osa.org.

Sincerely,

Cancel Send

5. In addition to assigning editors, from this page you may also Reject without Review or transfer a manuscript.



a. *Rejected without Review.* This feature allows you to immediately decline the paper without peer review. Several boilerplate email templates are available for your use.

Select the email type, edit if needed, and hit “Submit”

The following email will be sent to ALL authors on the paper.

Manuscript Rejected (basic)

To: ladislav.kuna@joanneum.at; Markus.Post@joanneum.at ; manuel.walch@kdg.at; alexander.woerle@kdg.at; georg.spielberger@bartenbach.com; katrin.tanzer@bartenbach.com ; barbara.stadlober@joanneum.at

CC:

BCC:

Subject: Decision for Optics Express Manuscript 355458

result to the field. I have found that your paper does not meet this criterion.

Thank you for submitting your paper to Optics Express. I regret that it is not possible to send you a more favorable report on this manuscript, and I hope that you will continue to consider Optics Express for future submissions.

OSA has launched a new Open Access journal, OSA Continuum, that will consider research articles meeting OSA's high standards for technical accuracy, scientific rigor, and quality of presentation without judgment of impact or significance. The first issue will be published in September. Learn more at <https://www.osapublishing.org/osac/journal/osac/default.cfm>. If you are interested in transferring your manuscript to OSA Continuum for consideration, please log on to <https://prism.osapublishing.org/author> and click the "Author Request Transfer to OSA Continuum" button next to your submission. You will have an opportunity to provide a

b. *Transfer Manuscript.* This feature allows you to change the submission topic (this does not transfer the paper), transfer to another Deputy Editor, or transfer to another journal. More detailed instructions are found directly below.

Assign Editor Reject without Review **Transfer Manuscript**

Change Topic Transfer Editor Transfer Journal

To change this manuscript to a different topic within this journal, select the following:

Note: This manuscript will not be assigned to another editor if you change the topic. To assign the Transfer Editor tab.

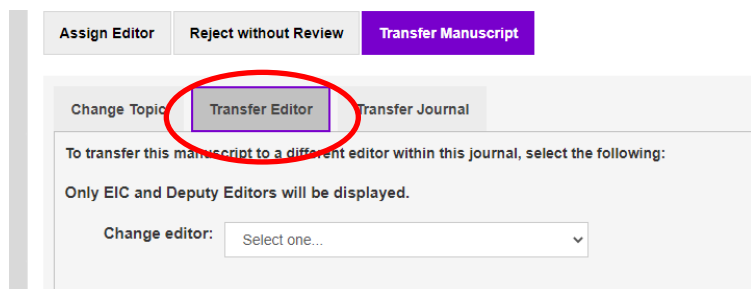
Change topic:

Transfer Process

Transferring a MS within a journal

An Editor-in-Chief may transfer a manuscript to their Deputy Editor. A Deputy Editor may also transfer a manuscript to another Deputy Editor/category should the paper not be an appropriate fit or another situation arises warranting re-assignment.

1. Click on the “Transfer Manuscript” button from the Assign Editor page. Then click on the “Transfer Editor” button. Select the editor, then hit Submit.

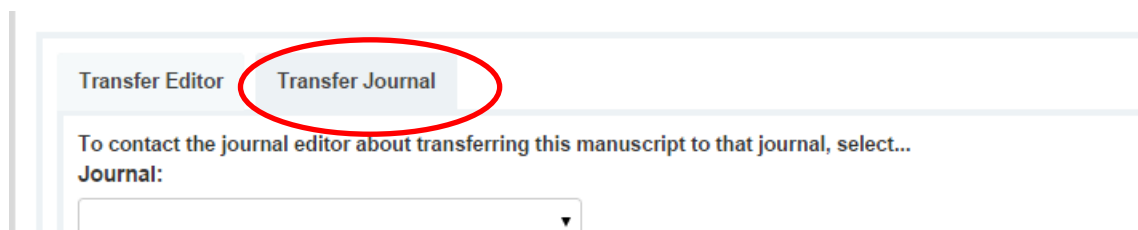


The screenshot shows a web interface with three main buttons at the top: 'Assign Editor', 'Reject without Review', and 'Transfer Manuscript'. Below these, there are three sub-tabs: 'Change Topic', 'Transfer Editor', and 'Transfer Journal'. The 'Transfer Editor' sub-tab is circled in red. Below the sub-tabs, there is a text prompt: 'To transfer this manuscript to a different editor within this journal, select the following:'. Below this, it says 'Only EIC and Deputy Editors will be displayed.' and there is a dropdown menu labeled 'Change editor:' with the text 'Select one...' and a downward arrow.

Transferring a MS across journals (non-Optica)

You can request that a manuscript be transferred to another journal. The request will first be sent to the Editor-in-Chief or Deputy Editor of the recipient journal. If the request is accepted, it will then be sent to the author for approval.

1. From the same “Transfer Manuscript” tab, select the sub-tab “Transfer Journal”



The screenshot shows the 'Transfer Journal' sub-tab selected and circled in red. Below the sub-tabs, there is a text prompt: 'To contact the journal editor about transferring this manuscript to that journal, select...'. Below this, there is a label 'Journal:' followed by a dropdown menu with a downward arrow.

2. Select the Journal from the drop-down and category (when applicable). Provide justification for the transfer request in the Reason field. Also, an editable email template will pull-up. Hit Submit. The request will go to the Editor-in-Chief or Deputy Editor for review.

Transfer Editor **Transfer Journal**

To contact the journal editor about transferring this manuscript to that journal, select...

Journal:
 Journal of the Optical Society of America A

Reason:
 This is a better fit for your journal.

Email:
 Manuscript ID: 187862
 Title: Effective permittivity and third order nonlinear susceptibility for a dilute composite consisting of partially aligned nanorods
 Author: Ron Morreale
 M. Scott Dineen

Select Journal

Add reason

Edit email if necessary

- When your request has been sent, the manuscript will appear in your queue under the “Transfer Requested” process. The recipient editor’s name will appear under the Assigned column.

Title	Review Deadline	Process	Curre
Effective permittivity and third order nonlinear susceptibility for a dilute composite consisting of partially aligned nanorods	01 Sep 2014	Transfer Requested	16 S

- The recipient EICs/DEs of the request should receive an email notifying them. To access pending transfer requests, you should see in the upper right of your screen a “Transfer Requests” link with a yellow number. This number indicates total number of pending requests awaiting your attention.



- Click on the link to access your transfer request queue. The manuscript should be listed with an action button “Respond to Transfer” button. Click on the button.

Pending Publication Transfer Request Documents

Manuscript ID	Title	Review Deadline	Process	Current Process Due	Assigned	Action
OPTICA-401881	On-chip mid-IR frequency comb with ultra-low power pump in near-IR Author: Jz He Editor: Not Assigned	06 Nov 2020	Publication Transfer Response	11 Jul 2020	James Leger Deputy Editor: Thomas Murphy	View Detail Respond to Transfer

- The Transfer Request page will have the manuscript header info. Toward the bottom, you should see the transfer details (originating journal and editor, reason for the request, and the email from the referring editor) and an option to Accept or Decline the request.
- Select the decision, modify your email, and hit Submit.

Transfer Request

Originating journal Optical Materials Express

Originating editor [Keith Jackson](#)

Reason for request This is a better fit for your journal.
[Email from referring editor](#)

Do you accept this manuscript for transfer into your journal?

- Accept
 Decline

Email to author: Please revise the email below to tell the author why you believe the paper should be transferred to this journal

Manuscript ID: 187862
Title: Effective permittivity and third order nonlinear susceptibility for a dilute composite consisting of partially aligned nanorods
Author: Ron Morreale

Dear Dr. Morreale;

Your manuscript was referred to me by the Editor of Optical Materials Express. After review by both Journals, we feel that your manuscript is more appropriate for consideration by Journal of the Optical Society of America A.

Please log in to your author queue at <http://librdev.81/Author> and indicate whether you agree to this transfer. Note: your original submission date will be maintained.

Do you accept this manuscript for transfer into your journal?

- Accept
 Decline

Reason for decline

Manuscript ID: 187862
Title: Effective permittivity and third order nonlinear susceptibility for a dilute composite consisting of partially aligned nanorods
Author: Ron Morreale

Cathy Johnson
Optical Materials Express

Dear Cathy;

After reviewing the manuscript submission referenced above, I do not wish to accept this paper to my journal.

8. *Accepting the request:*

Selecting the “Accept” radio button will pull-in an editable email to the author. Once you hit Submit, the request will then be sent to the author for review and approval.

You will see the manuscript in your transfer request queue with the process “Transfer Pending” until the author responds.

Effective permittivity and third order nonlinear susceptibility for a dilute composite consisting of partially aligned nanorods	01 Sep 2014	Transfer Pending	16 Sep 2014	Ron Morreale
---	-------------	------------------	-------------	--------------

Author Response to Approved Request

- a. Accept request. If the author approves the request, the manuscript will be removed from your transfer request queue. The authors will be asked to Resubmit before the manuscript moves to the Assign Editor step for the new journal.
- b. Decline request. If the author declines the request, an email with their comments will be sent to both originating and recipient editors. The paper will then be moved back to the Assign Editor step in the originating journal.

9. *Declining the request:*

Selecting the “Decline” radio button will pull-in an editable email to the originating editor. Modify the email to explain your reasoning behind the decline.

The manuscript will then be moved back to the Assign Editor step in the originating journal’s queue.

Editorial Review (*Optica Only*)*

*Should the Editor-in-Chief/Deputy Editors handle the Editorial Assignment without involvement of an associate editor, they should not assign the paper to themselves at the Editorial Review step. Self-assignment is not necessary and will cause complications in the system.

1. Search for Editorial Review under the Process field in your main queue.
2. Find the paper with your name under the Assigned column.
3. Click on the Editorial Review button to access the appropriate page. Below the manuscript header information (title, abstract, authors, manuscript files, etc), you will find the Comments section. Check these for relevant Author and Editor/Staff comments.

Two tabs are available for your use when managing editorial review of a manuscript: Assign for Review and Monitor Editorial Review.

- a. *Assign for Review*. This tab includes an Editor Assignment table. The table contains (from left to right):
 - Editor name, affiliation, term end (dates in red indicate final term), and if applicable unavailable dates.
 - # Active in queue. This indicates those active manuscripts that are currently with an editor at the editorial review step.
 - # Assigned in the last 2 weeks. This reflects the number of manuscripts assigned for editorial review.
 - Comments. These are editable by the Editor-in-Chief/Deputy Editor.
 - Select (allows multi-select)
 - Expertise: research areas provided by the associate editor
 - Primary and Secondary: the Optica topics selected by the AE.

The screenshot shows the 'Assign for Review' tab in the Editorial Review interface. At the top, there are two tabs: 'Assign for Review' (active) and 'Monitor Editorial Review'. Below the tabs, there is a table with the following columns: Name, Affiliation, Term end, # Active in queue, # Assigned Last 2 Weeks, Comments, and Select. The table contains one entry for Igor Aharonovich, with a '0' in the '# Active in queue' and '# Assigned Last 2 Weeks' columns, and an 'Edit Comment' link in the 'Comments' column. Below the table, there are sections for Expertise, Primary, and Secondary topics, each with a list of selectable tags. An 'Assign Selected Reviewers' button is located at the top right of the table area.

Name	Affiliation	Term end	# Active in queue	# Assigned Last 2 Weeks	Comments	Select
Igor Aharonovich	University of Technology Sydney	5/31/2022	0	0	Edit Comment	<input type="checkbox"/>

Expertise: Quantum, spectroscopy, diamond, wide bandgap, defects, single photon emitters, plasmonics, photonic crystals, microdisks, nanolasers, nanofabrication, lifetime, fluorescence, autocorrelation function.

Primary: Imaging Systems and Microscopy Integrated Photonics Lasers and Laser Optics Nanophotonics and Photonic Crystals Nanostructured Semiconductors and their Optoelectronic Applications Optical and Photonic Materials Optical Sensors, Measurements, and Metrology Optoelectronics

Secondary: Physical Optics Plasmonics and Metamaterials Quantum Optics and Quantum Information

You can assign multiple editors to handle the editorial review. Check the boxes under the “Select” column and hit “Assign Selected Reviewers” at the bottom of the screen.

An editable email will pop-up. When ready, hit the Send button.

b. Monitor Editorial Review

After you assign editors, the system will direct you to the Monitor Editorial Review page. You can track responses and send out editable decision letters from this page. *Note: associate editor comments are not automatically added to a decision letter. These need to be copied in and edited as needed.*

Should an associate editor decline to handle a manuscript, the reason for the decline will appear in red under the Recommendation column.

If you send an approved decision letter, the system will drive you to the Assign Editor page to assign an associate editor to manage peer review.

Associate Editor	Date Assigned	Send Reminder	Recommendation (date)	Comments To Authors	Comments To Editor
Adam Wax ✘	7 Jul 2020		TransferOption (8 Jul 2020)	This manuscript presents an approach for snapshot optical diffraction tomography. The approach uses a microlens array to record multiple exposures on a single sensor. The results image a C. Elegans worm in three spatial dimensions over time. These are high quality images and the manuscript is technically sound. However, there is a limited degree of novelty here as similar results have been shown in the literature (Biomedical Optics Express Vol. 9, Issue 6, pp. 2526-2542 (2018), Optics Express Vol. 25, Issue 14, pp. 15699-15712 (2017)), including a recent result using a microlens array that looks quite similar to this scheme (Physical Review Applied. 13. .054048 (2020)),	Given that this manuscript doesn't make contact with these other previous efforts, it does not meet Optica's criteria for broad impact. In particular the Phys. Rev. Appl. paper is almost the same setup but uses fluorescence.

4. You may also monitor editor activity from your main queue.

- A green check mark indicates an approval recommendation was submitted.
- A yellow check mark indicates a decline or decline (transfer option) was submitted.
- A red "X" indicates the associate editor declined to handle the editorial review.
- No icon indicates a recommendation has not yet been submitted

Assigned

- Gabriella Cincotti
- Thomas Krauss ✔
- Igor Aharonovich ✔
- Oliver Benson ✘
- Miles Padgett