Editorial

H. J. Caulfield, Editor

Publishing Your Paper Part One: The Editor's Office

When you contribute a manuscript to *Optical Engineering* it goes through two distinct stages. Stage One (the subject of this editorial) occurs in my offices. Manuscripts which are found or made acceptable in Stage One go on to Stage Two in the Managing Editor's office of SPIE (the subject of a future editorial). Knowing how this process works should make it easier for you to follow your manuscript's progress.

As editor, I see your paper first. I note the received date, read the manuscript well enough to suggest two qualified referees, and then pass it on to my associate editor, John Conant.

John assigns it a number, enters it into our filing system, mails copies to the referees, and assigns a file in our active manuscript cabinets to it. He also writes an acknowledgment letter to the principal author.

John's job is then to track your paper, remind referees if necessary, and come to me for new referees if needed. As referees' reports are received, John acknowledges them. When both reports are available, he gives me the reports and the manuscript.

It is then my job to decide whether to publish the manuscript, seek its revision, or reject it altogether. The vast majority of manuscripts require revision. Sometimes the revision is so extensive that I require re-refereeing of the revised paper. The referees are my anonymous advisors. They may recommend a course of action but I make the decisions. Surprisingly often, their recommendations are conflicting. If the best course is not apparent to me then, I seek a third opinion.

If revision is called for, I notify you. John Conant then begins a new tracking procedure. Far too many papers are abandoned at this stage. We cannot let the revision process take many months or your paper will be out of date before it is published.

I see the revised version, make the final acceptance judgment, and notify John Conant. John then checks the final manuscript carefully for format and for such common errors as:

- numbered references not referred to in the text;
- references referred to in the text but not provided in the reference list;
- poorly typed (or photocopied) manuscript and/or figures;
- missing parts (abstract, keywords, captions, etc.);
- undefined terms and acronyms;
- missing figure or equation numbers, etc.

My final acceptance letter may require correction of one or more of those items.

When your now-perfect manuscript is received, I note the received date, acknowledge receipt to you, and give it once again to John Conant. He updates our file and sends the manuscript to the Managing Editor. What happens then you will find out in a forthcoming editorial.

I hope this editorial is helpful to you in trying to keep track of your manuscript as it passes through my offices. It is a complicated procedure but its purpose is simple: assure high quality papers for the readers of *Optical Engineering*.

OPTICAL ENGINEERING EDITORIAL SCHEDULE

NOVEMBER/DECEMBER 1981

Electronically Tunable Optical Spectral Filters

I. C. Chang
Applied Technology
Div. of Itek Corporation
645 Almanor Avenue
Sunnyvale, CA 94086
408/732-2710

JANUARY/FEBRUARY 1982

Image Quality

Patrick S. Cheatham, Guest Editor
Pacific-Sierra Research Corporation
1456 Cloverfield Boulevard
Santa Monica, CA 90404
213/828-7461

MARCH/APRIL 1982

Phase-Conjugate Optics

David Pepper, Guest Editor
Hughes Research Labs.
3011 Malibu Canyon Road
Malibu, CA 90265
213/456-6411

MAY/JUNE 1982

Coherent Optical Strain Analysis

F. P. Chiang
State University of New York at Stony Brook
Dept. of Electrical Engineering
Stony Brook, NY 11794

JULY/AUGUST 1982

Incoherent Optical Strain Analysis

F. P. Chiang
State University of New York at Stony Brook
Dept. of Electrical Engineering
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SEPTEMBER/OCTOBER 1982

Two-Dimensional Signal Processing

Theo Kooij
DARPA
1400 Wilson Boulevard
Arlington, VA 22209
202/694-3611