



Papers Come in Many Packages!

The Outside

Manuscripts submitted for publication arrive in my *Optical Engineering* office by almost all means known to humanity. The actual packages are quite different and include regular first-class, priority, return receipt requested, registered, and registered and insured mail. Some arrive (eventually) by fourth-class sea mail! The interesting ones are those that arrive wrapped in plastic that covers a tattered envelope with a note stating “found damaged.” These come via a combination of U.S. mail and the mail system of the country of origin. The important thing is that they all arrive, usually without any serious delay.

We also receive papers by other means—Federal Express, UPS, Emory Air Freight, DHL Worldwide Express, Airborne Express, etc.

Why do I tell you all this? Really to offer advice. First-class mail seems to be a perfectly good way to send an original submission to your editor from within the United States and from many countries around the world. It is sometimes faster because first-class mail gets delivered whether our office is open or not. Some courier services will only leave packages if we are there to accept them. The *Optical Engineering* office is on the Mount Hope Avenue campus of the University of Rochester, and specifically at the provost’s residence as opposed to my University office. Hence, you will understand that there isn’t someone there at all times.

The Inside

Inside these interesting packages are the papers. Most authors are conscientious in following the “Information for Contributors” that appears in the back of all issues of *Optical Engineering*. We appreciate these authors, and their efforts are of great assistance to us. I urge you to consult these guidelines when preparing a paper. The most common omission is not sending an original and two copies of the manuscript. (I sometimes get one original and one copy and other times no original but three copies.) Since the reviewers see the copies, it is important to have good copies of the figures and any photographs.

Our reference style is to include all the authors of a paper (no “et al.” or even “and all” as I had recently), the title of the paper, and the first and *last* page numbers of the article referenced.

We try to include a short biographical statement and a photograph of each author at the end of each paper. Please send these along with the original manuscript. Also, *Optical Engineering* is typeset and we appreciate the manuscript being double spaced for ease of editing.

So keep writing and keep your editor effectively employed and happy!

Brian J. Thompson
Editor

November 1993

Acquisition, Tracking, and Pointing

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