



*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 We cannot let the revision process take many months or your paper will be out of date before it is published.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  
Stony Brook, NY 11794

*SEPTEMBER/OCTOBER 1982*

**Two-Dimensional Signal Processing**

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