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 dmconold@osa.org.
At First Glance

To access the Editor module directly, use this URL: https://prism.osapublishing.org/editor. After logging in to Prism, you may see multiple tabs if you’ve authored an OSA 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 a primary toolbar with links to osa.org and osapublishing.org, 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 blue banner, to the far right, you will find a Reports link. 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.).

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.
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.
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. Simply click on the “+” to expand the section, and the “−” to collapse it. The Comments section is defaulted to an expanded view, but can be collapsed by clicking the “−”. 

![Details Page Screenshot](image-url)
2. **Manuscripts History**

The history is stored in a table containing a list of all the actions you (and OSA 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 blue linked recommendation text for that reviewer. This will drive you to the review summary page to see the reviews.

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### Process History

<table>
<thead>
<tr>
<th>Process</th>
<th>Start Date</th>
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<th>Process Result</th>
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<td>Manuscript Accepted</td>
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<tr>
<td>Other emails</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### 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 OSA’s 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 OSA 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 blue 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.

![Rejected email example](image)

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.

![Decline reason and comment field](image)
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 Tab](image)

- **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.

  ![Reviewer Pool Tab](image)

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 Email](image)
• **Preferred & Non-preferred reviewers.** 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 OSA 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 (e.g., indicating Editor status);
- Research Interests;
- OSA 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”.

If you see “temporary hold” or “do not contact” in the OSA Reviewer column, this indicates that the individual is either an OSA editor or does not wish to review papers. You will not have the option to select and assign such individuals.
• *Add reviewers*: if you cannot find a reviewer in OSA’s 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).

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.

  ![Saved search interface](image)

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

  ![Saved search results](image)

  **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 OSA 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.
**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.

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

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

Linked text (in blue) 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.
If you see an “Extension requested” link under Request status, click on this to view and approve/decline the extension.

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.

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 blue 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.

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 click “Send Last Call Reminder”. All open reviewers will be notified.

“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 blue “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 (e.g., 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).

- 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 OSA 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.
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” blue 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 OSA 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.
**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.

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

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.

Click on the blue 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 OSA staff first for a preproduction review.
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.

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<th>Reviewer</th>
<th>Review Status</th>
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<tr>
<td>Young Chul Jun</td>
<td>Major Revisions Required (7/22/2014 5:47:29 AM)</td>
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<tr>
<td>Evangelos Alpanis</td>
<td>Major Revisions Required (7/29/2014 6:21:34 AM)</td>
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<table>
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<th>Reviewer</th>
<th>Review Status</th>
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<tbody>
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<td>Young Chul Jun</td>
<td>Manuscript Accepted with Minor Revisions (9/7/2014 4:55:52 AM)</td>
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<tr>
<td>Evangelos Alpanis</td>
<td>Manuscript Rejected (9/8/2014 7:37:06 AM)</td>
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</table>

**Manuscript Decision**
- Manuscript Accepted
- Provisional Acceptance
- Manuscript Rejected
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.

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.

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.
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 refereeing 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 QOS 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 EDITI Author

http://library81/Media/ViewMediaFile?mediaid=722075&token=256eb66604cd88a041e55cd1a9c5ca6e6c3650

Cancel  Send
Appeals

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

OSA 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. **Reject Appeal.** This action reinstates the original reject decision.
2. **Accept Appeal.**

   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 to 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 green “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 Only)

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

2. You will be taken to the Editorial Review page. Below the standard manuscript header information, you 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 you have reviewed the manuscript and accompanying files, select one of the three recommendations
- Provide supporting comments
- Hit the green Submit Recommendation button

The manuscript will stay in your queue until it moves from the Editorial Review stage. The “Editorial Review” button will be removed, and you will see your name added to the “Assigned” column with a blue check mark indicating your comments were successfully submitted. Any other assigned editors for the editorial review will also appear.
b. **Decline to Handle**

If you cannot manage the editorial review process for a particular paper, then you have the option to decline.

- Click on the “Decline to Handle” button.
- Select one of the three reasons
- Provide supporting comments (e.g., on vacation)
- Hit the green Submit button

This will be registered in the Editor-in-Chief’s editorial review tracking tool.
Transferred Manuscripts after Peer Review (from *Optica*)

Should an *Optica* 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 the Optica transfer guidelines. You would manage either option in Prism in the same manner as a typical manuscript.

An Optica transfer 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.

Additionally, 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 Optica 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.
**OSA Continuum Transparent Peer Review**

A unique feature of *OSA Continuum* 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 to *OSA Continuum* as well as 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 provided the option to give preliminary approval to publish reviewer comments. They will be granted an opportunity to provide final approval at the manuscript proofs step, once they have seen all the reviews.

![Permission to Publish Reviewer Comments](image)

**Reviewer Module**

2. If the submitting author provides this preliminary approval, reviewers are then asked on the Prism review page if they wish to have their comments published.

![Comments to Authors](image)
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

```
<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Request Status</th>
<th>Review Status</th>
<th>Send Review Reminder</th>
<th>Close Individual Review</th>
<th>Complete Review</th>
</tr>
</thead>
</table>
```

b. Manuscript Decision pages

- Manuscript Accepted
- Provisional Acceptance
- Major Revisions Required
- Manuscript Rejected
- Manuscript Rejected (Incremental Results/Duplicate Submission)

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.
**OSA Continuum Transferred (Cascaded) Papers**

OSA authors of rejected papers have the option of transferring (cascading) their submission to *OSA 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 OSA journal, this will be indicated in the Staff/Editor Comments section of Prism.

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).
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” in the upper right corner of your screen

2) Click the blue “Individual Editor Activity” button

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.
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

<table>
<thead>
<tr>
<th>Editor Name</th>
<th>Journal</th>
<th>Year</th>
<th># Papers Assigned</th>
<th>% of Total MS</th>
<th>Avg Days to Contact 1st Reviewer</th>
<th>Avg Days in Peer Review</th>
<th>Avg Days in 1st MS Decision</th>
<th>Avg Days in Final MS Decision</th>
<th>Avg Days Review</th>
<th># Papers Revised MS to Review</th>
<th># Papers Active</th>
<th># Papers Completed</th>
<th>% Accept</th>
<th>% Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2015</td>
<td>74</td>
<td>12</td>
<td>8</td>
<td>28</td>
<td>0</td>
<td>4</td>
<td>14</td>
<td>8</td>
<td>10</td>
<td>2</td>
<td>72</td>
<td>41.0</td>
</tr>
</tbody>
</table>

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.