

Guidelines for Proposing Special Issues in OSA Journals

1. All proposals must be sanctioned by the Editor-in-Chief of the journal, pending official approval of the proposal and the suitability of the guest editors. To contact the Editor-in-Chief, please send an email to the main journal email address.
2. Potential Guest Editors must provide a one-page description of the special issue along with the complete CVs (with comprehensive publication lists) of all the guest editors. If any of the guest editors are currently Associate or Topical Editors for OSA journals his or her CV is not required.
3. When choosing guest editors, please keep in mind that geographical diversity is highly desirable. While not required, every effort should be made to include at least one non-US based editor.
4. One of the guest editors will be designated Lead Guest Editor. This Editor will be responsible for assigning all submissions to himself or one of the other guest editors, and will have access to the peer review process for all the special issue papers. The other editors will only be able to act on those papers assigned to him.
5. Setting the special issue schedule - Typically, special issues in the print journals (JOSA A, JOSA B, and Applied Optics) follow an eight month schedule. The following dates are for purpose of example only:
 - Special issue announced online and in print journal (if applicable): Jan. 1
 - Submission deadline: April 1
 - All papers peer reviewed, revised, and accepted: July 1
 - Final version published: September 1

Due to the accelerated nature of peer review and production in the Express journals (Optics Express, Biomedical Optics Express, and Optical Materials Express), special issues are usually published approximately 2.5 months after the submission deadline.

If the special issue is based on materials presented at a conference, it is suggested that the proposed submission deadline be at least two months after the meeting. This will give potential authors time to prepare their work.

6. If this special issue revolves around a conference, please be sure to remind potential authors that unchanged copies of their meeting presentations will not be considered, and that substantive new material must be added before submission.
7. The guest editors will be primarily responsible for advertising the upcoming special issue amongst their peers, though OSA staff would be happy to help when appropriate.
8. After the papers are accepted, the guest editors will be expected to write an introduction to the special issue that will appear with the final published work. Examples of this can be found in any of the special issues listed on the journal's Feature Issue page.