Production process for Advances in Optics and Photonics, Applied Optics, JOSA A, JOSA B, Journal of Optical Communications and Networking, and Optics Letters

OSA staff send the original file (TeX or Word), the PDF, and a descriptive text file to OSA's vendor for the "copy edit" stage. The manuscript is converted to XML using a standardized document structure. After conversion, the paper is assigned to a copyeditor by the vendor. The XML version of the paper is sent to the composition team, which creates a PDF of the manuscript (complete with copyediting changes and layout/formatting alterations). During the "proofs" stage, the corresponding author receives an email notification to download and review the proofs. Auhors are given 24 hours to return any corrections or other changes to the vendor. The vendor incorporates any changes into the XML file and sends the paper back to the composition team to generate second page proofs. The second page proofs are sent directly to OSA for final checks. If corrections are needed, OSA staff make changes to the XML file and return to the compositor for new page proofs. Otherwise, staff marks the paper as DONE, alerting the vendor to finalize the paper for publication. During the "publish" step, the vendor sends a file package to OSA containing the final paginated PDF, the full-text XML, and figure files. The package undergoes several quality checks by OSA staff. OSA staff publishes the paper online. Author receives an email confirmation of posting.

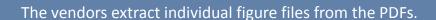
Production process for Biomedical Optics Express, Optical Materials Express, and Optics Express

After the manuscript has been accepted, OSA staff perform a preproduction review and begin the "copyedit" stage.



Staff make any necessary formatting corrections and send files to OSA's vendors.

LaTeX papers and Word files are sent to different vendors.



Vendor 1 uses a script to tag Word files.

Vendor 2 creates the full text XML using a standardized document structure for LaTeX papers



OSA staff perform a quality check on files from both vendors.

For Word files, OSA staff check the tagging, quality of figures, and create the full-text XML using a standardized document structure.

For LaTeX files, OSA staff check the tagging, quality of figures, and full-text XML file.



A clean version of the Word or LaTeX paper is used to to generate the final PDF file.



During the "proofs" stage, the corresponding author receives an email notification to download and review the proofs along with instructions to pay the publication fee.



After payment is received, the paper moves into the "publish" queue. Most papers are published within 24 hours of the fees being received.



OSA staff publish the paper online. Authors receive an email confirmation of the posting.