

Guidelines for Proposing Feature Issues

1. **Approval of Editor-in-Chief.** All proposals must be approved first by the Editor-in-Chief of the Journal and then confirmed by the Optica Publishing Group Board of Editors. A feature issue must not be publicized until guest editors are informed that the proposal has been accepted.
2. **Proposal.** Complete the proposal template (provided below), including the topic, rationale, description, and guest editors for the proposed feature issue. The proposal should specify whether papers will be solicited from specific authors or if the issue will rely on an open call for papers or some combination of both. The proposal should also include an estimated number of expected submissions.
3. **Guest Editors.** A complete CV (preferred) or bio accompanied by a list of publications must be included for each guest editor with the proposal (unless a proposed guest editor is currently serving on the editorial board of an Optica Publishing Group journal). When choosing guest editors, please keep in mind that geographical and gender diversity is highly desirable. The guest editors have the primary responsibility for encouraging submissions to the feature issue from their peers, although Optica Publishing Group staff is happy to help when needed. Guest editors are also responsible for assigning reviewers and making the final decision on manuscripts assigned to them.
4. **Lead Guest Editor.** One of the guest editors should be designated lead guest editor. The lead guest editor will be responsible for distributing submitted papers among the guest editors, working with Optica Publishing Group staff to monitor progress throughout the peer review process, and providing an Introduction for the feature issue. The lead guest editor will have access to all papers submitted to the feature issue. The other guest editors will have access only to those papers assigned to them.
5. **Originality of Submissions.** All papers need to present original, previously unpublished work and will be subject to the normal standards and peer review processes of the journal.
6. **Conference-based Feature Issues.** If the feature issue is in connection with a conference, then some or all of the guest editors ideally would be chairs or committee members for that conference. Potential authors should be informed that a simple resubmission of their conference paper will not be considered and that papers must add value to the original conference summary, in accordance with Optica Publishing Group's [Policy on Conference Papers](#).
7. **Invited Papers.** The Editor-in-Chief will consider designating a few papers as "invited". These are typically mini-review articles or high-quality research articles from leaders in the community. Guest editors are particularly encouraged to identify 2–3 authors who could be invited to write Invited Review articles on key work in the field. Such Invited Reviews should provide broad technical and geographical coverage of the selected topics (as opposed to focusing just on the author's own work). It is hoped that Invited Review articles may become highly cited resources for the field. The recruitment of high-profile authors for Invited Reviews may also be helpful in

encouraging other authors to submit to the feature issue. A list of any planned Invited papers must be provided to Optica Publishing Group staff and approved by the Editor-in-Chief before those authors are contacted. The “Invited” designation will only be applied to papers that were approved as an Invited paper by the Editor-in-Chief. Note that details about specific Invited papers do not need to be provided before the feature issue proposal is submitted.

8. **Spotlight on Optics.** Guest editors are encouraged to nominate one paper for [Spotlight on Optics](#) and 1-2 papers as Editor’s Picks to help promote the feature issue.
9. **Introduction for the Feature Issue.** The lead guest editor is expected to write an Introduction to the feature issue (co-written with some or all of the guest editors, if preferred) that will appear with the final published work. Examples can be found as part of any completed issue on the Journal’s Feature Issue page.
10. **Publication Charges.** Standard article processing or page charges will apply for articles published in feature issues unless a waiver or discount is granted by Optica Publishing Group in advance.
11. **Publication Schedule.** Following is a sample schedule for a feature issue:
 - Feature proposal and materials approved: December 1
 - Feature issue announced online: January 1
 - Submission opens: Mar 1
 - Submission deadline: Apr 1
 - All papers peer reviewed, revised, and accepted: July 1
 - Payments received if appropriate, papers published (including Introduction), issue completed: Sept 1

PROPOSAL TEMPLATE

Proposed journal:

Proposed topic:

Will this feature issue be associated with a conference/meeting? (Yes/No)

If so, which one(s)?

Description of the topic and expectations for the Feature Issue:

Rationale for publication in this Journal:

Related Feature Issues previously published in this Journal, if applicable

Recent Feature Issues on this topic in other journals, if applicable:

Specific areas to be covered:

Call for Papers will be: Open By Invitation Both

Number of solicited submissions expected:

Number of unsolicited submissions expected:

Number of Invited Reviews?

List anticipated topics and authors for invited papers:

Proposed Feature Issue Guest Editors (please designate one as “Lead Editor”. When choosing guest editors, please keep in mind that geographical and gender diversity is highly desirable.):

Name, *Affiliation, Country* (Lead Editor)

Name, *Affiliation, Country*

Name, *Affiliation, Country*

Proposed timeline:

Other comments for the Journal Editor: