How to Use OASIS

OSA's New Online Conference Submission System

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The submissions process for OSA conferences was revamped in August 2002 with the launch of OASIS, the Online Abstract Submission and Invitation System. OASIS is an abstract service provider (ASP) that can be used in several stages of the electronic paper submission and review process. The new system is now being used for the largest conferences the Society cosponsors—the Optical Fiber Communication Conference (OFC) and the Conference on Lasers and Electro-Optics/Quantum Electronics and Laser Science (CLEO/QELS)—as well as for topical meetings such as those on ultrafast electronics and optoelectronics (UEO), advanced solid state photonics (ASSP) and Fourier transform spectroscopy/optical remote sensing of the atmosphere (FTS/ORS). To date, OSA has processed over 3000 papers using OASIS.

How to use OASIS to submit a talk

After linking to Submissions from a specific meeting's Web site, an author who plans to use OASIS to submit a paper encounters a login page. The login process is particularly important because it serves as the portal of entry to the system: the author can submit a paper and return to it via the portal at a later date to make changes. In fact, OSA's submissions calendar for 2003 sets both an abstract deadline and an "editing window" deadline for authors. The first is the traditional deadline for submitting a paper to the conference or topical meeting. The editing window is a new feature offered by OASIS: a period 5-14 days after the abstract deadline during which time the author who has set up an OASIS login account and made either a complete or an incomplete submission can reenter the system to make edits. This feature allows authors time to make final adjustments —*after* they have secured their paper's place in the submission process.

After finishing the login process, the author encounters an electronic copyright agreement. The complete agreement is displayed on the screen for review; the author need only check an agreement box to complete the copyright process and proceed with the submission. The completed electronic copyright forms are stored in the OASIS database. This step eliminates the need for authors to fax or mail copyright transfer forms to OSA.

The submission process continues on a field-by-field basis as the author encounters various requests for data from OSA or the scoring committee charged with selecting papers for the meeting. These fields include: title of paper; contributing authors, if any, and their affiliations; optics classification indexing (OCIS) codes; meeting category; format in which the author intends to present the paper (talk, poster, etc.); paper abstract; and, finally, a section to send comments to OSA staff and/or the scoring committee for the meeting. If an author exits the system before completing all fields, OASIS informs him or her via a text message that the process has not been completed and lists the fields in which information is missing. This helps assure that all papers submitted include consistent, complete data. The system labels submissions in which all fields have not been completed as "incomplete papers." This serves as a warning flag to both technical staff and the submitting author, who are thus alerted to the fact that additional steps are required. It should be noted, however, that even when the paper has been labeled incomplete, the author can reenter the system and complete the missing fields as long as the editing window deadline has not passed.

The final step in the submission process is summary upload. It's extremely simple to attach a file: all the author has to do is press the Attach a file link. Authors are then shown a screen in which they are asked to provide file name, file type (Word, PDF or LaTeX) and the path name of the file; the browse feature is built into the file attachment system. In

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the summary upload stage, OASIS can handle files of up to 2MB in size, a limit that allows space for papers that range from 500 to 1500 words, with two to five figures or graphs. The OASIS system has never "gone down" because of bandwidth problems.

When both the abstract and the editing deadlines have passed, a member of OSA's technical staff can perform quality control on the papers using a number of automated reports available in OASIS. The system's reporting capability allows customized reports to be generated in preparation for the peer-review and publication processes.

During the peer-review process, invitations are sent to scoring committee members via a bulk e-mailing generated by Coe-Truman Technologies (CTT), the company that created and operates OASIS. An invited committee member is linked to papers in his/her category and can visit the scoring module to view papers in batches, one by one, or as a list of control numbers linked to the appropriate paper. To assist in the selection of papers for the meeting, committee members use the online system to input scores for each paper and to record comments, such as "newsworthy" or "upgrade to invited paper." At the conclusion of the scoring period, technical staff can use the reporting options in OASIS once again to export the results. The submissions are now ready for the program committee meeting, when the "fate" of a paper that entered the OSA system some two months prior is decided. Using OASIS to handle the submission and review process has already led to greater efficiencies thanks to the elimination of a significant amount of printing, photocopying and manual labor.