Online Journal Submission Guide

Any manuscript submissions (Full paper for either Peer Review or Non-Peer for the traditional Journal or Special Edition; Perspective; Commentaries; or Letters to the Editor) can be submitted via our Editorial Manager website:

http://www.editorialmanager.com/jacrs

Once you are on the online submission website:

If you are NOT registered already on the Editorial Manager website

1. Register on our system as an author
   a. Click on 'Register Now'

   | Username: |            |
   | Password: |            |

   | Author Login | Reviewer Login | Editor Login | Publisher Login |

   | Send Username/Password | Register Now | Login Help |

   b. Enter all required fields (where text is red, and marked with an asterisk)
   There are three consecutive pages where you will need to provide information.
   c. Submit your registration
   d. Check your emails for your Editorial Manager Registration, containing your
      username and password. If you do NOT receive an email please notify
      ARSCSubs@acrs.org.au.

   **Note 1:** When registering as an Author please also consider becoming a Peer Reviewer for the Journal. It is important that the Journal has a good pool of experts from which to choose to ensure the Peer Review process is of a high standard. Also, just as you would expect others to offer their valuable time to Review your paper, we would hope that you would offer your valuable time to Review other Author's papers in the interests of helping reduce road trauma.

   **Note 2:** Because Editorial Manager generates emails automatically some spam filters, depending on how strong their filter is set, can inadvertently delete the email or filter it into your 'junk email' folder. If this happens, the Journal Managing Editor will email some advice of how to reduce its occurrence.

The following subsections (hot linked) are instructions for submitting the manuscripts:

2. Submitting your ‘New Manuscript’ (Full Paper for Peer Review)
3. Submitting your ‘New Manuscript’ (Full Paper for NON Peer Review)
4. Submitting your ‘New Manuscript’ (Perspective, Commentary or Letter)
2. Submitting your ‘New Manuscript’ (Full Paper for Peer Review)

Go to the login screen http://www.editorialmanager.com/jacrs

a. Login as an author

b. On the Author Main Menu, click ‘Submit New Manuscript’

Also note on the left side of the page that you can download the Submission Guidelines, Word Template file, and EM Submission Instructions, that you need to use to comply with the formatting guidelines.

c. On the Select Article Type tab, select ‘ACRS JOURNAL ONLY – Full Paper Submission for Peer Review (NOT conference)’
d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

![Image of Enter Title tab]

**Please Enter The Full Title of Your Submission**

- Entering a Full Title is Required for Submission.
- Enter the title of your submission. You cannot submit without a title.

**Full Title (Limit 20 words)**

Title of Full Paper for Peer Review goes here.

![Word Count: 9]


e. On the **Add/Edit/Remove Authors** tab, as a default your name is automatically included as the corresponding author and the first author of the submission. Add other authors by clicking on the ‘+ Add Another Author’ button (20 Authors limit)

![Image of Add/Edit/Remove Authors tab]

**Current Author List**

- Chris Howe [Corresponding Author] [First Author]

![Add Another Author]

![Add Another Author]


f. On the **Submit Abstract** tab, enter the text for your abstract from your Full Paper. Abstract text must not exceed 250 words (the word count will appear on the top right corner).

![Image of Submit Abstract tab]

**Please Enter Abstract**

- Submitting an Abstract is Required for Submission.
- Enter the abstract into the text box below. The abstract should be cut and pasted from your submission word file. Please check that the abstract is the same as in your submission.

**Limit 250 words**


![Word Count: 48]
g. On the **Enter Keywords** tab, enter Keywords that best describe the contents of your submission for people to searching on the web and via other search engines. A minimum of two keywords need to be typed and a maximum of 6 is allowed. Note that the ‘;’ needs to be inserted to separate the keywords. A Keyword can consist of two words, i.e. ‘Autonomous Vehicle’

![Image of Enter Keywords tab](image)

h. On the **Select Classifications** tab, click ‘**Select Classifications**’ and select which topic areas in road safety your Full Paper could be classified under. Note that these classifications will be used to select Handling Editors and Peer Reviewers who in turn will review your submission for content and format compliance. You may select up to four classifications.

![Image of Select Classifications tab](image)
i. On the **Additional Information** tab you are required to answer two questions.

For the first question you are required to enter what article type you are submitting: Original Road Safety Research; Road Safety Data & Research Methods; Road Safety Evidence Review; Road Safety Policy and Practice; Road Safety Case Studies; Road Safety Media Review. This will further assist us with choosing Handling Editors and Reviewers as well as allocating your submission to a particular edition of the Journal.

The default setting is ‘Original Road Safety Research’.

Use the drop down menu to set it to any other article type.
The next question asks if your submission is for a Special Edition. Using the drop down menu set it to ‘Yes’ or ‘No’

If you select ‘Yes’ you will be asked a further question to indicate the theme title of the Special Edition. Type your answer into the free field box, e.g. Speeding. Then click on ‘Next’.
j. On the **Suggest Reviewers Tab**, provide the details for three potential Reviewers that you would recommend. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers. You are required to suggest a minimum of two Reviewers for submission but you can nominate up to three reviewers. Your paper will be reviewed by a minimum of three Reviewers. **Also please indicate whether you have any conflict of interest with the reviewer.**

![Suggest Reviewers](image-url)
k. On the **Oppose Reviewers Tab**, you are offered an opportunity of indicating any potential Reviewers that you feel would present undue bias towards your publication. However, please note that we may conclude that we may need to use the Reviewer you have identified here. Nevertheless, we will try to accommodate your wishes if we can. The reasons you provided in the ‘Reason’ text field will be important in regards to influencing our decision.

Click on ‘Next’ if you decide to skip this task or completed it.
Submit your Paper as a Word document by using the Drag & Drop feature or via ‘Choose Files’ button. You can ignore the ‘Item’ and ‘Description’ fields. (The Template for the Extended Abstract Word Document can be downloaded from here: [http://acrs.org.au/contact-us/em-journal-submission-instructions/](http://acrs.org.au/contact-us/em-journal-submission-instructions/). Please ensure that this format is used.)

If you have done this correctly your screen should appear as below:
m. Click on ‘Next’ and the following should appear if you have completed all steps correctly:

Click on ‘Build PDF for my Approval’. This will prompt the system to begin building a PDF of your Full Paper. Once the Full Paper has been built you will be sent an email confirmation. If you do NOT receive an email please first check your junk mail and if it is not there then notify ARSCSubs@acrs.org.au. Because Editorial Manager generates emails automatically some spam filters, depending on how strong the filter is set to, can inadvertently delete the email or filter it into the ‘junk email’ folder. If this happens, the Conference Managing Editor will email some advice of how to reduce its occurrence.

While your PDF is building your screen should appear as follows:

**PLEASE NOTE:**

Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the Submissions Waiting for Author’s Approval page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission.

On the Submissions Waiting for Author’s Approval page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author’s Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

Submissions Waiting for Author’s Approval
back to Main Menu

Click on ‘Back to Main Menu’

Check for your Full Paper PDF email, go back in to Editorial Manager and click on ‘Submissions waiting for Author’s approval’ (once the PDF has been built which will take a few minutes)
Then click on ‘Action Links’

Or if the ‘Action Link’ is already activated (click on the ‘+’ sign) it should look like this:

At this point you have the option to **view**, **edit**, **approve** or **remove** your submission, or to **send an email** to query the submission.
Once you are happy with your submission, click on **approve submission**.

**Congratulations!**

Your submission will now be sent to the journal for review. Once your submission has been reviewed you will receive an email from the Journal Editor with further instructions.
3. Submitting your ‘New Manuscript’ (Full Paper for NON Peer Review)

Go to the login screen [http://www.editorialmanager.com/jacrs](http://www.editorialmanager.com/jacrs)

a. Login as an author

Go to the login screen http://www.editorialmanager.com/jacrs

Username: [Enter your username]
Password: [Enter your password]

Click Author Login

b. On the Author Main Menu, click ‘Submit New Manuscript’

Also note on the left side of the page that you can download the Submission Guidelines, Word Template file, and EM Submission Instructions, that you need to use to comply with the formatting guidelines.

c. On the Select Article Type tab, select ‘ACRS JOURNAL ONLY – Article Submission NON Peer Review (NOT conference)’
d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

![Full Title Entry](image)

- Enter a Full Title is Required for Submission.
- Enter the title of your submission. You cannot submit without a title.

*Full Title (Limit 20 words)*

- Title of Full Paper for NON Peer Review goes here.

**Word Count: 10**

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e. On the **Add/Edit/Remove Authors** tab, as a default your name is automatically included as the corresponding author and the first author of the submission. Add other authors by clicking on the ‘+ Add Another Author’ button (20 Authors limit)

![Author List](image)

- Chris Howe [Corresponding Author] [First Author]
- Add Another Author

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f. On the **Submit Abstract** tab, enter the text for your abstract from your Full Paper. Abstract text must not exceed 250 words (the word count will appear on the top right corner).

![Abstract Entry](image)

- Submitting an Abstract is Required for Submission.
- Enter the abstract into the text box below. The abstract should be cut and pasted from your submission word file. Please check that the abstract is the same as in your submission.

*Limit 250 words*

- Insert Special Character

**Word Count: 48**
g. On the **Enter Keywords** tab, enter Keywords that best describe the contents of your submission for people to searching on the web and via other search engines. A minimum of two keywords need to be typed and a maximum of 6 is allowed. Note that the ‘;’ needs to be inserted to separate the keywords. A Keyword can consist of two words, i.e. ‘Autonomous Vehicle’

![Please Enter Keywords](image)

h. On the **Select Classifications** tab, click ‘**Select Classifications**’ and select which topic areas in road safety your Full Paper could be classified under. Note that these classifications will be used to select Handling Editors and Peer Reviewers who in turn will review your submission for content and format compliance. You may select up to four classifications.

![Please Select Classifications](image)
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Use the drop down menu to set it to any other article type.
The next question asks if your submission is for a Special Edition. Using the drop down menu set it to ‘Yes’ or ‘No’.

If you select ‘Yes’ you will be asked a further question to indicate the theme title of the Special Edition. Type your answer into the free field box, e.g. Speeding. Then click on ‘Next’.
i. Submit your Paper as a Word document by using the Drag & Drop feature or via ‘Choose Files’ button. You can ignore the ‘Item’ and ‘Description’ fields. (The Template for the Extended Abstract Word Document can be downloaded from here: http://acrs.org.au/contact-us/em-journal-submission-instructions/. Please ensure that this format is used.)

If you have done this correctly your screen should appear as below:
j. Click on ‘Next’ and the following should appear if you have completed all steps correctly:

![Summary Following Attach Files](image)

Click on ‘Build PDF for my Approval’. This will prompt the system to begin building a PDF of your Full Paper. Once the Full Paper has been built you will be sent an email confirmation. If you do NOT receive an email please first check your junk mail and if it is not there then notify ARSCSubs@acrs.org.au. Because Editorial Manager generates emails automatically some spam filters, depending on how strong the filter is set to, can inadvertently delete the email or filter it into the ‘junk email’ folder. If this happens, the Conference Managing Editor will email some advice of how to reduce its occurrence.

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On the Submissions Waiting for Author's Approval page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

Click on ‘Back to Main Menu’

Check for your Full Paper PDF email, go back in to Editorial Manager and click on ‘Submissions waiting for Author’s approval’ (once the PDF has been built which will take a few minutes)
Then click on ‘Action Links’

Or if the ‘Action Link’ is already activated (click on the ‘+’ sign) it should look like this:

At this point you have the option to view, edit, approve or remove your submission, or to send an email to query the submission.
Once you are happy with your submission, click on ‘approve submission’.

**Congratulations!**

Your submission will now be sent to the journal for review. Once your submission has been reviewed you will receive an email from the Journal Editor with further instructions.
4. Submitting your ‘New Manuscript’ (Perspective, Commentary or Letter)

Go to the login screen [http://www.editorialmanager.com/jacrs](http://www.editorialmanager.com/jacrs)

a. Login as an author

![Login screen](Image)

b. On the Author Main Menu, click ‘Submit New Manuscript’

![Author Main Menu](Image)

Also note on the left side of the page that you can download the Submission Guidelines, Word Template file, and EM Submission Instructions, that you need to use to comply with the formatting guidelines.

c. On the Select Article Type tab, select ‘ACRS JOURNAL ONLY – Perspective/Commentary/Letter (NOT conference)’

![Select Article Type](Image)
d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

![Image of Enter Title tab]

- Entering a Full Title is Required for Submission.
- Enter the title of your submission. You cannot submit without a title.

![Full Title (Limit 20 words)](Word Count: 10)

**Title of Perspective or Commentary or Letter to the Editor.**

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e. On the **Add/Edit/Remove Authors** tab, as a default your name is automatically included as the corresponding author and the first author of the submission. Add other authors by clicking on the ‘+ Add Another Author’ button (20 Authors limit)

![Image of Add/Edit/Remove Authors tab]

- Current Author List
  - Chris Howe [Corresponding Author] [First Author]
  - + Add Another Author

Once you have entered all your Authors, click on ‘Next’

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f. The next question asks if your submission is for a Special Edition. Using the drop down menu set it to ‘Yes’ or ‘No’

![Image of Special Edition question]

**Please respond to the questions/statements below.**

**Special Edition**

Please indicate if your submission is for a Special Edition

Please select a response
If you select ‘Yes’ you will be asked a further question to indicate the theme title of the Special Edition. Type your answer into the free field box, e.g. Speeding. Then click on ‘Next’.

g. Submit your Perspective/Commentary/Letter to Editor as a Word document by using the Drag & Drop feature or via ‘Choose Files’ button. You can ignore the ‘Item’ and ‘Description’ fields.
If you have done this correctly your screen should appear as below:

h. Click on ‘Next’ and the following should appear if you have completed all steps correctly:

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**Please do not click the Back button**

Submissions Waiting for Author’s Approval
Back to Main Menu

Click on ‘Back to Main Menu’

Check for your Perspective/Commentary/Letter to the Editor PDF email, go back in to Editorial Manager and click on ‘Submissions waiting for Author’s approval’ (once the PDF has been built which will take a few minutes)

Then click on ‘Action Links’
Or if the ‘Action Link’ is already activated (click on the ‘+’ sign) it should look like this:

![Submissions Waiting for Approval by Author Raphael Grzebieta, Ph.D.](image)

At this point you have the option to view, edit, approve or remove your submission, or to send an email to query the submission.

Once you are happy with your submission, click on ‘approve submission’.

**Congratulations!**

Your submission will now be sent to the journal for review. Once your submission has been reviewed you will receive an email from the Journal Editor with further instructions.