

Instructions for allocating ARSC2017 Full Papers to Reviewers

If you have received and agreed to an invitation to be the handling Conference Editor of a Full Paper submitted by a presenter who has already had their Extended Abstract reviewed and been accepted by the Scientific Organising Committee to present an Oral or Poster presentation then please:

1. Login to the online peer-review software, Editorial Manager, at: <http://www.editorialmanager.com/jacrs/default.aspx>

Login using your existing login details and click on “Login as Editor”.



The screenshot shows the Editorial Manager login interface. At the top, there is a header with the text "Please Enter the Following" and a link "Insert Special Character". Below this are two input fields for "Username:" and "Password:". Underneath the input fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". The "Editor Login" button is circled in red. Below the buttons are three links: "Send Access Credentials", "Register Now", and "Login Help". A red horizontal line separates the login area from a message: "The call for abstracts period has now closed. Please contact the ACRS National Office if you wish to submit a late submission." At the bottom, there is a copyright notice: "Software Copyright © 2015 Aries Systems Corporation."

Note: A reminder that **you can toggle between your Editorial Manager roles** (e.g. Conference Editor / Author / Reviewer) by using the drop down menu at the top of the screen next to '**Role**'. This is a common oversight by Handling Conference Editors when they do not see the menus below and are wondering why.



The screenshot shows the Editorial Manager main menu. At the top left is the Australasian College of Road Safety logo and the text "Journal and Conference Submissions Australasian College of Road Safety". At the top right is the "em Editorial Manager" logo. Below the logo is a navigation bar with links: "HOME", "LOGOUT", "HELP", "REGISTER", "UPDATE MY INFORMATION", "JOURNAL OVERVIEW", "MAIN MENU", "CONTACT US", "SUBMIT A MANUSCRIPT", and "INSTRUCTIONS FOR AUTHORS". On the right side of the navigation bar, there is a "Role:" dropdown menu with "Conference Editor" selected, and a "Username:" field. The "Role:" dropdown menu is circled in red. Below the navigation bar is a "Search" section with a "Search Submissions" button. Below that is an "Editor 'To-Do' List" section with "My Pending Assignments (0)".

Note: You may return to your **Reviewer Main Menu** at any time by clicking on the **Main Menu** link along the top of the screen.

The screenshot shows the top navigation bar of the Editorial Manager system. On the left, there is a logo for the Australasian College of Road Safety. The main header contains the text "Journal and Conference Submissions" and "Australasian College of Road Safety". On the right, the "em Editorial Manager" logo is visible. Below the header, a navigation menu includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU (circled in red), CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is set to "Conference Editor" and the username field is empty. The main content area displays the "Conference Editor Main Menu" on the left and a search bar with the text "Search Submissions" on the right. Below the search bar, there is a section titled "Editor 'To-Do' List" with a link for "My Pending Assignments (0)".

2. Check for your new assignments i.e. Full Papers that have been assigned to you in your handling Conference Editor role

Click on your 'New Assignments' folder under 'Editor 'To-Do' List'.

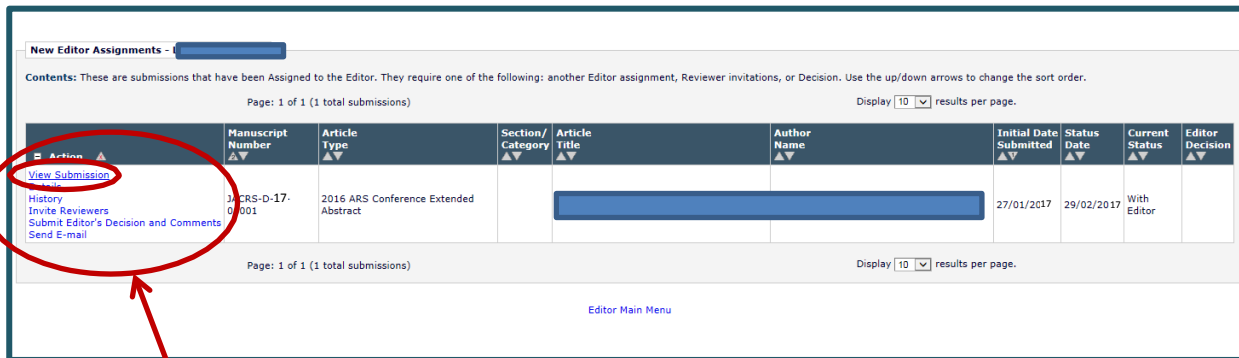
This screenshot shows the "Editor 'To-Do' List" section of the Editorial Manager interface. The left sidebar displays the "Conference Editor Main Menu". The main content area features a search bar with the text "Search Submissions". Below the search bar, the "Editor 'To-Do' List" section is expanded, showing a list of assignment categories: "My Pending Assignments (1)", "New Assignments (1)" (circled in red), "Submissions with Required Reviews Complete (0)", "Submissions Requiring Additional Reviewers (0)", "Submissions with One or More Late Reviews (0)", "Reviews in Progress (0)", "Reviewers Invited - No Response (0)", and "Submissions Under Review (0)". Below this list, the "Submissions with Decisions" section is visible, showing "My Assignments with Decision (1)" and "My Assignments with Final Disposition (0)".

This will allow you to view all of your assigned Full Papers that you have not yet allocated to Reviewers.

Note that if you were a handling Conference Editor for the ACRS2015 or ACRS2016 conference you will see previous papers (assignments) you handled in these previous years and where a decision was made and are now listed as "My Assignments with Final Disposition". Please ignore this.

3. Peruse details for each Full Paper

Using the **Action** links listed down the left hand side of each submission you can “**View the submission**” (or look at a range of “**Details**” associated with each submission if you want to but not essential).



New Editor Assignments - [redacted]

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

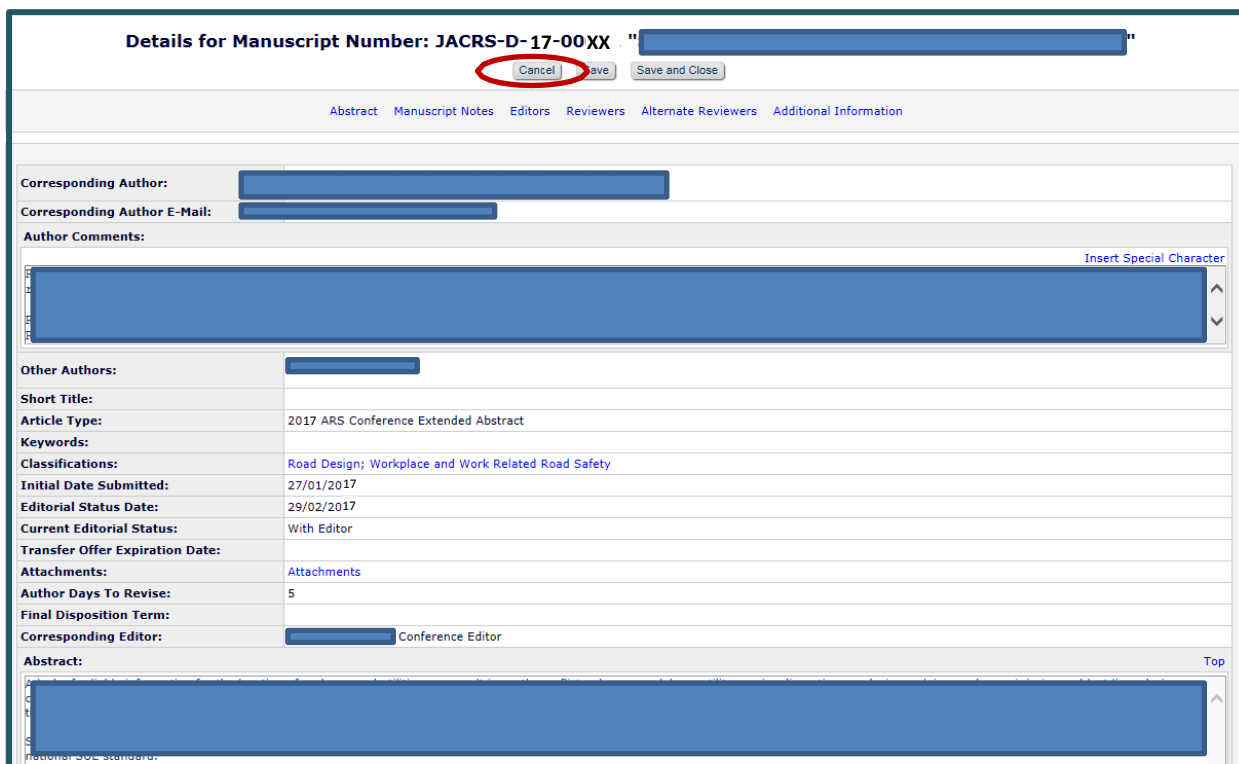
Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
View Submission History Invite Reviewers Submit Editor's Decision and Comments Send E-mail	JACRS-D-17-0001	2016 ARS Conference Extended Abstract		[redacted]	[redacted]	27/01/2017	29/02/2017	With Editor	

Page: 1 of 1 (1 total submissions) Display 10 results per page.

[Editor Main Menu](#)

Action link to ‘**View Submission**’. The submission may include the corresponding Author’s response when submitting the extended Abstract, the Extended Abstract and the Full Paper.

Viewing the **Details** using the **action** link will result in a pop-up as shown below. Close each pop up screen that has opened by clicking on “**Cancel**”. (note confidential information has been blocked out below using blue boxes).



Details for Manuscript Number: JACRS-D-17-00XX [redacted]

[Cancel](#) [Save](#) [Save and Close](#)

[Abstract](#) [Manuscript Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Additional Information](#)

Corresponding Author: [redacted]

Corresponding Author E-Mail: [redacted]

Author Comments: [redacted] [Insert Special Character](#)

Other Authors: [redacted]

Short Title:

Article Type: 2017 ARS Conference Extended Abstract

Keywords:

Classifications: [Road Design; Workplace and Work Related Road Safety](#)

Initial Date Submitted: 27/01/2017

Editorial Status Date: 29/02/2017

Current Editorial Status: With Editor

Transfer Offer Expiration Date:

Attachments: [Attachments](#)

Author Days To Revise: 5

Final Disposition Term:

Corresponding Editor: [redacted] Conference Editor

Abstract: [redacted] [Top](#)

Full Text Standard:

4. Invite Reviewers for each Full Paper

Click on 'Invite Reviewers'.

New Editor Assignments - [redacted]

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
View Submission Details Notify Invite Reviewers Submit Editor's Decision and Comments Send E-mail	JACRS-D-17-000XX	2017 ARS CONFERENCE Extended Abstract or Full Paper Submission (Perth)		[redacted]		27/01/2017	29/02/2017	With Editor	

Page: 1 of 1 (1 total submissions) Display 10 results per page.

[Editor Main Menu](#)

5. Search to select appropriate Reviewers

You can search for Reviewers by *classification matches* or by *reviewer name*. Select the Reviewer search term using the drop down menu and hit 'Go'.

[Return to New Editor Assignments](#)
[Return to Main Menu](#)

View Submission Information
Manuscript Details
[View Submission](#)

Quick Action Links
[Submit Editor's Decision and Comments](#)
[Send E-mail](#)
[Register and Select New Reviewer](#)

Set Preferences
[My Suggest Reviewer Preferences](#)
[My Reviewer Display Preferences](#)

Reviewer Selection Summary - Submission JACRS-D-17-000XX

[redacted]

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [Change] review(s) have been completed.
Automatically un-invite Reviewers who do not respond to an invitation within 0 [Change] day(s). (more...)
Automatically un-assign Reviewers who do not complete a review within 0 [Change] day(s) of the review due date. (more...)

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers
There are currently no Reviewers Invited for this submission.

Alternate Reviewers
There are currently no Alternate Reviewers selected for this submission.

Alternate Reviewers will be promoted automatically. (more...)

Searching by classification matches displays the following screen:

Search Reviewer All Reviewers - Manuscript Number JACRS-D-17-000XX by Classification

Manuscript Details Register and Select New Reviewer

Change Search Type

Search My Publication Search by Classification Matches from All Reviewers Go

The number next to each Classification term below indicates the number of Reviewers with a Classification match. By selecting the Classification term(s) you will be able to view a list of those Reviewers.

Page: 1 of 1 (2 total Classification matches) Display 50 results per page.

	Classification	Number of Reviewers
<input checked="" type="checkbox"/>	2.4 Road Design	17
<input checked="" type="checkbox"/>	5.5 Workplace and Work Related Road Safety	11

Page: 1 of 1 (2 total Classification matches) Display 50 results per page.

Cancel Submit

Select the appropriate classifications by **selecting the appropriate tick box(es)** and Click on **“Submit”**.

The Reviewers available for those classifications will then be displayed.

If there are no classification matches, click **“Cancel”** and conduct a **Search for Reviewers by Personal Classification**. When searching this way simply click on a classification that you feel the paper is associated with and then click on **‘Add’** and then **‘Search For Reviewers’**.

Search for Reviewers by Personal Classifications

On the left, below, is the complete list of Classification Terms currently assigned to people in this publication. Classification terms that are not assigned will not appear in the list. If you want to search for potential Reviewer candidates associated with particular Classifications, transfer classifications to the "Selected Classifications" list by checking them and using the "Select->" button, then click "Search for Reviewers" to execute the search. A maximum of 5 Classifications may be selected in any given search.

Manuscript Details Register and Select New Reviewer

Reviewer Search

Search My Publication Search by Personal Classifications from All Reviewers Go

Help with Searching

The Classifications for this manuscript are:
[Road Design](#) [Workplace and Work Related Road Safety](#)

Cancel **Search For Reviewers**

Search: [] Search Clear

[Matching terms display in red text]

Expand All Selected Classifications: Limit 5 Classifications

- Road User Behaviour and Human Factors
- [...]
- Vehicle Safety (Safer vehicles)
- [...]
- [...]
- Community Road Safety
- [...]
- [...]
- [...]
- Medical and Post Crash Care

Add->
<-Remove

Another way to search for Reviewers is to **Search for Reviewers** by name. When searching by name, enter the first letters of the Surname of a potential Reviewer or choose other options from the drop down list.

NOTE: you can enter your own name if you want to select yourself as a Reviewer which is acceptable and common practice.

Search Reviewer All Reviewers - Manuscript Number JACRS-D-17-000XX by Classification

[View Reviews and Comments](#) [Manuscript Details](#)

Change Search Type

Search My Publication Search for Reviewers from All Reviewers

Search for Reviewers

[Help with Searching](#) [Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)		
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>	OR	<input type="button" value="Remove"/>
<input type="checkbox"/>	Last Name	is	Begins With		<input type="checkbox"/>		<input type="button" value="Remove"/>

From the displayed list of potential Reviewers (see below), select two to invite by ticking the “Inv.” (invite) Checkbox. You can add an alternate Reviewer by ticking a Checkbox in the “Alt.” column. These “Alt” Reviewers will be automatically promoted and invited if the Reviewer you have selected has not responded within the time limit you have set for them to accept your request (14 days).

NOTE: As mentioned above you can select yourself as a Reviewer. As already stated above, if you decide to select yourself as one of the two required Reviewers please do so this way rather than simply reviewing the article as a Conference Editor and then submitting your decision back to the Managing Editor. There are a number of questions the Reviewer must answer to return their review properly. These will only appear to you in the role of Reviewer. Once you have completed your review (in the role of Reviewer – see page 1) you will essentially be submitting your decision back to yourself in the role of Conference Editor and then in turn as Conference Editor you will be submitting your decision based on the two reviews back to the Managing Editor. **PLEASE DO NOT REVIEW AND RATE THE PAPER FROM WITHIN THE ‘CONFERENCE EDITOR’ LOGIN Role as we then will have to email you to correct this.**

Search Reviewer All Reviewers - Manuscript Number JACRS-D-17-00XX1 by Classification

[View Reviews and Comments](#) [Manuscript Details](#)

Change Search Type

Search My Publication Search for Reviewers from

Search for Reviewers

[Help with Searching](#) [Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)
	Last Name	is	Begins With	B	

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer ([more...](#)).

Page: 1 of 1 (2 total Reviewers) Display 10 results per page.

Select As	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
<input checked="" type="checkbox"/>	Trevor Barker (Abstract Reviewer)	No		Reviews in Progress: 0 Completed Reviews: 3 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: 19/05/2015 Last Review Completed: 27/05/2015 Last Review Declined: - Avg Days Outstanding: 2 Manuscript Rating: 0 Avg Review Rating: 0.0	Date Last Invited: - Outstanding Invitations: 0 Agreed: 3 Declined: 0 Un-invited Before Agreeing: 0 Terminated: 0 Total Invitations: 3
<input checked="" type="checkbox"/>	Phillip [redacted] (Reviewer)	No		Reviews in Progress: 0 Completed Reviews: 1 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: 23/03/2015 Last Review Completed: 23/03/2015 Last Review Declined: - Avg Days Outstanding: 0 Manuscript Rating: 0 Avg Review Rating: 0.0	Date Last Invited: 27/05/2015 Outstanding Invitations: 0 Agreed: 1 Declined: 0 Un-invited Before Agreeing: 1 Terminated: 0 Total Invitations: 2

(* indicates match between Reviewer and Manuscript Classifications)

Page: 1 of 1 (2 total Reviewers) Display 10 results per page.

[My Suggest Reviewer Preferences](#)
[Editor Main Menu](#)

Once you have selected two Reviewers (and one alternate reviewer if you choose), click on “Proceed”.

Remember also that you can always ‘Cancel’ your selection.

You are now at the screen to **confirm your selections**. For all Reviewers, **make sure that the due date is set to two weeks (14 days) from the date of invitation** (yes this date is presented in American format with MM/DD/YYYY).

(if you choose **Alternate reviewers**, these alternates will be sent an invitation automatically if either of the first two reviewers does not respond within 14 days).

YOU MUST ALSO CHOOSE THE CORRECT LETTER TO SEND TO THE REVIEWERS

Select Reviewers - Confirm Selection and Customize Letters
Submission JACRS-D-17-000XX.

You have selected the following people as potential Reviewers

Name	Letter	Due Date	Do Not Invite
K. [redacted] (Reviewer)	Reviewer Invitation - Extended Abstract CONFERENCE <input type="button" value="Customize"/>	04/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>
N. [redacted] (Reviewer)	Reviewer Invitation - Extended Abstract CONFERENCE <input type="button" value="Customize"/>	04/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>

When you click on the drop down arrow the letters to send the Reviewer are shown below:

Select the letter 'Reviewer Invitation – Full Paper CONFERENCE'

Select Reviewers - Confirm Selection and Customize Letters
Submission JACRS-D-17-000XX.

You have selected the following people as potential Reviewers

Name	Letter	Due Date	Do Not Invite
K. [redacted] (Reviewer)	Review Invite-Article NON Peer Review JOURNAL ONLY Review Invite-Full Paper Peer Review JOURNAL ONLY Reviewer Invitation - Extended Abstract CONFERENCE Reviewer Invitation - Full Paper CONFERENCE <input type="button" value="Customize"/>	04/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>
N. [redacted] (Reviewer)	Reviewer Invitation - Extended Abstract CONFERENCE <input type="button" value="Customize"/>	04/30/2017 <input type="button" value="Calendar"/> (mm/dd/yyyy)	<input type="checkbox"/>

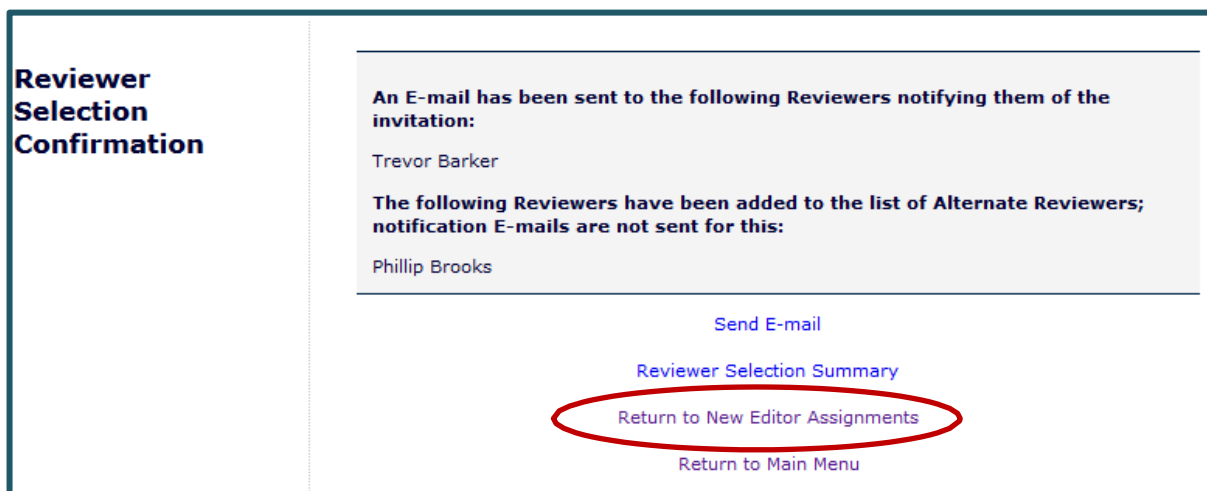
Note that you can 'Customize' the letter to be sent to the Reviewers if you want to personalise them.

Remember also that you can always 'Cancel' your selection.

Confirm your selections and proceed.

6. Assign Reviewers to any other Full Papers you have been assigned.

At the next screen, click on “Return to New Editor Assignments” to find and assign Reviewers to your next allocated Full Paper.



Reviewer Selection Confirmation

An E-mail has been sent to the following Reviewers notifying them of the invitation:
Trevor Barker

The following Reviewers have been added to the list of Alternate Reviewers; notification E-mails are not sent for this:
Phillip Brooks

[Send E-mail](#)

[Reviewer Selection Summary](#)

[Return to New Editor Assignments](#)

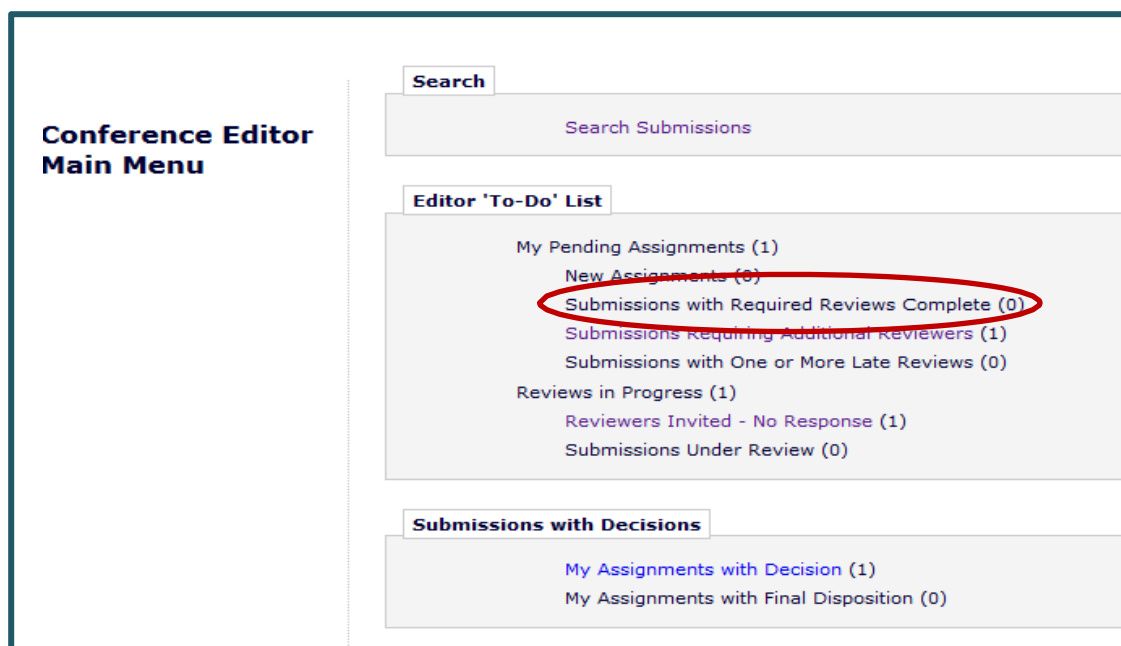
[Return to Main Menu](#)

7. Check if Reviews have been completed.

Note: Automated emails will be sent to you during the review process:

- When Reviewers complete their reviews you will receive an email to notify you.
- You will also receive an email when both reviews are completed for a particular Full Paper.

When you log in as a Conference Editor you will see the completed submissions in your folder titled “Submissions with Required Reviews Complete”.



Conference Editor Main Menu

Search
[Search Submissions](#)

Editor 'To-Do' List

- [My Pending Assignments \(1\)](#)
- [New Assignments \(0\)](#)
- [Submissions with Required Reviews Complete \(0\)](#)
- [Submissions Requiring Additional Reviewers \(1\)](#)
- [Submissions with One or More Late Reviews \(0\)](#)

Reviews in Progress (1)

- [Reviewers Invited - No Response \(1\)](#)
- [Submissions Under Review \(0\)](#)

Submissions with Decisions

- [My Assignments with Decision \(1\)](#)
- [My Assignments with Final Disposition \(0\)](#)

8. Submit your decision to Managing Editor once reviews are completed.

The next step will be to submit your recommendation (decision) back to the Managing Editor once the Reviewers have completed their Reviews and submitted their decisions back to you.

This is done by first reviewing the Reviewers comments and decisions for 'Revision 1' (not the Original Submission which was the Extended Abstract) and deciding what you want to recommend to the Managing Editor.

Click on the action link **"View Reviews and Comments"** to see which Reviewers reviewed the Extended Abstract and the Full Paper and the click on reviews to see Reviewers comments and decision.

New Editor Assignments - Tony Lockett

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Article Type	Section/Category	Article Title
View Submission Details History View Reviewers View Reviews and Comments Submit Editor's Decision and Comments Send E-mail	JACRS-D-17-00001	ARSC Conference Full Paper non peer reviewed	Extended Abstract	Test for accepted conference abstract

Page: 1 of 1 (1 total submissions)

[Editor Main Menu](#)

Revision 1 is a review of the Full Paper. In this instance the handling Conference Editor was also the Reviewer

The Original Submission reviews are reviews of the Extended Abstract Reviewers Submission'

View Reviews and Comments for Manuscript JACRS-D-17-00001

Revision 1

Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Revision 1	Original Submission
Raphael Grzebieta, PhD (Reviewer 1)	Accept	Accept
Chika Sakashita, BPsych, PhD (Reviewer 2)	Accept	Accept
Raphael Grzebieta, PhD (Managing Editor)	Accept	Revise
Author Decision Letter	Accept	Revise
(Author)		Response to Reviewers

[Close](#)

Click to see Review

Then click on **'Submit Editor's Decision and Comments'** to submit your decision back to the Managing Editor. You will need to enter a decision at the top of the page and there is space for you to enter comments to the Managing Editor and the Authors if you choose to do so. The system will only allow you to do this if both (minimum of two required) Reviews have been entered.

New Editor Assignments - [Redacted]

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
View Submission Details History View Reviewers Submit Editor's Decision and Comments Send E-mail	JACRS-D-17-00001	2016 ARS Conference Extended Abstract		[Redacted]	[Redacted]	27/01/2017	29/02/2017	With Editor	

Page: 1 of 1 (1 total submissions) Display 10 results per page.

[Editor Main Menu](#)

Thank you!

Thank you for your participation and expertise as a Conference Editor on the Editorial Manager software for ARSC2017.

We will try and distribute the Full Paper review process as evenly as possible among the handling Conference Editors. Nevertheless, you may possibly be provided with further information via direct emails regarding any additional Full Papers that may have been assigned to you as a Conference Editor previously when you handled the corresponding Author's Extended Abstract.

Most of all we appreciate your efforts in helping us to expedite road trauma reductions – thank you.

Please note that your name will be included as having served as a Conference Editor and/or Reviewer in the Proceedings. If you do not want your name to be included please let us know by emailing us at arscsubs@acrs.org.au.