



“Agility, Innovation, IMPACT”

Online Extended Abstract Submission Instructions

ARSC2016 online Extended Abstracts 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 Conference 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 arsc2016abstracts@acrs.org.au.

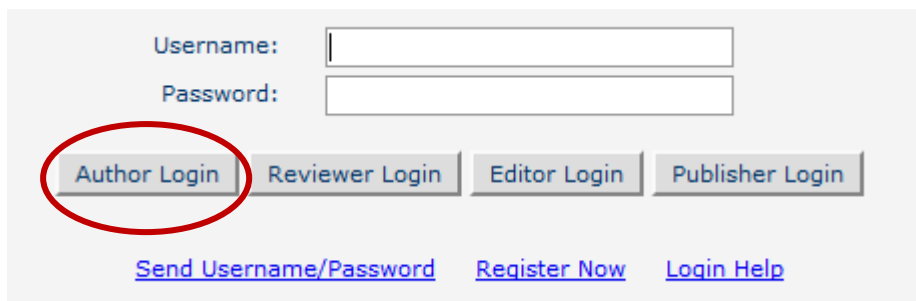
Note 1: Registering as an Author does not constitute Registration for the Conference. Registration to attend the conference is a separate process outside Editorial Manager.

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 Conference Managing Editor will email some advice of how to reduce its occurrence.

2. Submitting an Extended Abstract

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

a. Login as an author



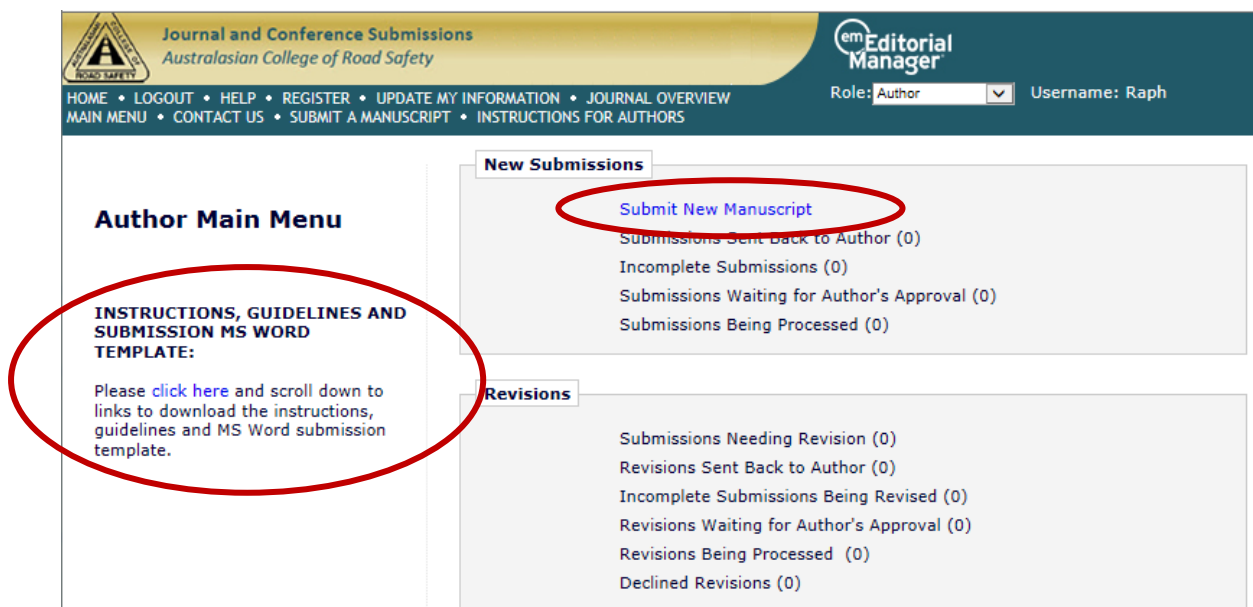
Username:

Password:

Author Login | Reviewer Login | Editor Login | Publisher Login

[Send Username/Password](#) | [Register Now](#) | [Login Help](#)

b. On the Author **Main Menu**, click 'Submit New Manuscript'



Journal and Conference Submissions
Australasian College of Road Safety

em Editorial Manager

Role: Author Username: Raph

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Author Main Menu

INSTRUCTIONS, GUIDELINES AND SUBMISSION MS WORD TEMPLATE:

Please [click here](#) and scroll down to links to download the instructions, guidelines and MS Word submission template.

New Submissions

Submit New Manuscript

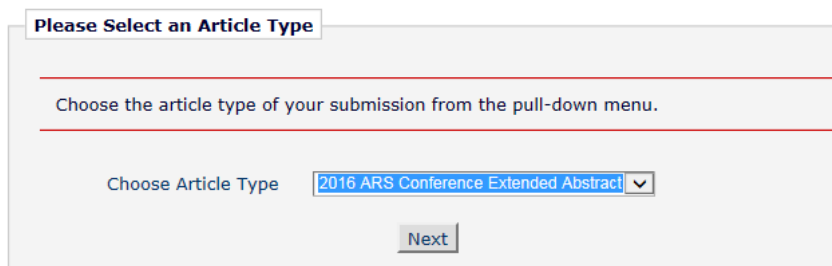
Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (0)

Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

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

c. On the **Select Article Type** tab, select '2016 ARS Conference Extended Abstract'



Please Select an Article Type

Choose the article type of your submission from the pull-down menu.

Choose Article Type **2016 ARS Conference Extended Abstract** ▼

Next

d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

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)

f. On the **Submit Abstract** tab, enter the text for your abstract from your Extended Abstract submission. Abstract text must not exceed 100 words (the word count will appear on the top right corner). *Note the Extended Abstract will consist of an abstract (100 word limit) and main body text (500 word limit and if needed, one table and/or one figure and/or references (no more than 10 references)).*

- g. On the **Select Classifications** tab, click '**Select Classifications**' and select which topic areas in road safety your Extended Abstract could be classified under. Note that these classifications will be used to select Conference Editors and Reviewers who in turn will review your submission for content, format compliance and rate it for Oral Presentation and Award potential. You may select up to four classifications.

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. These Classifications will be used to select Conference Editors and Reviewers who will review and rate your Extended Abstract. The Classifications will also be used to allocate your paper to a stream. Click the checkbox next to any classification you wish to select. You may select up to 4 Classifications. Click 'Submit' when you are done.

Selected Classifications Select 1 to 4 Classifications

(None Selected)

[Select Classifications](#)

[Previous](#) [Next](#)

- h. On the **Additional Information** tab requiring a 'Yes' or 'No' answer, selected response or check box tick, from the corresponding Author:

1. **Full Paper option – answer 'yes' or 'no'** *(If your Extended Abstract is accepted after peer review Authors may have the opportunity to expand the Extended Abstract into a Full Paper for Peer Review. All peer reviewed and accepted Full Papers are HERDC compliant. At this point Authors may choose to only submit an Extended Abstract and after it has been peer reviewed and accepted (not HERDC compliant) no further action from the Authors is required in the Editorial Manager process)*

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

1. Full Paper Option (if your Extended Abstract is accepted):

All Authors must submit an Extended Abstract. Extended Abstracts will all be peer-reviewed for acceptability for one of four formats:

1. Extended Abstract – Oral Presentation
2. Extended Abstract – Poster
3. Full Paper peer reviewed – Oral Presentation
4. Full Paper peer reviewed – Poster

If your Extended Abstract is accepted by the Conference Editor and peer reviewers, do you want to expand your Extended Abstract into a Full Paper (approx. 10 pages + references) that will be subsequently peer-reviewed? Answer 'Yes' or 'No' below.

2. **Presentation Style – select response** (Authors need to indicate if they want to present an Oral presentation or present a Poster or whether their submission is part of a Symposium proposal. Authors will be invited to indicate their preference for presentation type although the allocation of oral and poster presentations will be at the discretion of the Conference Organisers and Scientific Committee. Those Authors seeking to present a Poster will typically be granted this presentation style. However, because of the number of limited presentation slots, those Authors requesting an Oral Presentation may be transferred to a Poster Presentation).

2. Presentation Style:

Indicate below which presentation style you are seeking:

*Note concerning Symposium **proposals**: All proposals should be submitted directly to: arsc2016abstracts@acrs.org.au. All speakers nominated in a Symposium proposal must submit an Extended Abstract via <http://www.editorialmanager.com/jacrs> by the 12 February due date.*

Answer Required: Please select a response Please select a response.

Oral Presentation

Poster Presentation

Oral Presentation - Symposium

Note: Symposium Proposals should be submitted directly to arsc2016abstracts@acrs.org.au. The Template for Symposium Proposals can be downloaded from here: http://acrs.org.au/wp-content/uploads/Symposium_Proposal_Template-FINAL.doc

All speakers participating in the Symposium must submit an Extended Abstract via <http://www.editorialmanager.com/jacrs> by the 12 February due date.

3. **Conference awards** (Do you want your submission to be considered for the Best Research Paper by a New Researcher Award. – answer ‘yes’ or ‘no’. Additional awards presented at the conference will be assessed based on all Extended Abstracts, Full Papers and Posters submitted).

3. Conference Awards:

Awards presented at the conference that will be assessed based on all Extended Abstracts, Full Papers and Posters submitted are:

- i. Peter Vulcan Award for Best Research Paper
- ii. Road Safety Practitioner’s Award
- iii. Conference Theme Award
- iv. Road Safety Poster Award
- v. Best Research Paper by a New Researcher Award

Do you wish to nominate for the Best Research Paper by a New Researcher Award? Answer ‘Yes’ or ‘No’ below.

Instructions

Answer Required: Please select a response.

4. **Terms and Conditions** (Tick the check box if you accept the conditions, i.e. that you will register to attend the conference if your submission is accepted, etc.)

3. Terms and Conditions:

Should your Extended Abstract, Poster or Full Paper be accepted by the Conference Organisers, the presenting author will be required to register to attend the Conference as a paid delegate. Failure to register may result in your submission being deleted from the Conference Program.

- i. On the **Enter Comments Tab**, enter the text for your biography. Bio text must not exceed 120 words (the word count will appear on the top right corner).

Please Enter Comments Insert Special Character

Entering a Comment is Required for Submission.

Primary Author/Presenter Short Bio.

Please note Session Chairs will use this information as the presenting author's introduction during the conference sessions.

Limit 120 words Word Count: 4

(Author name) brief biography

3. Submit your Extended Abstract 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/wp-content/uploads/Extended-Abstract_Word_Template-FINAL.doc. Please ensure that this format is used.)

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Select Classifications
- Additional Information
- ✓ Enter Comments
- ➔ Attach Files

Please Attach Files Insert Special Character

You must load your Extended Abstract in Word format to complete your submission. If you have not done so already, you can download the MS Word template from this link: [click here](#), and complete your Extended Abstract.

You can ignore the fields 'Item' and 'Description' below.


Use either of the two methods below ('Choose Files' or 'Drag & Drop Files Here') to load your Extended Abstract Word file then please select **Next** then click on **Build PDF for my Approval**.

Item

Enter a **Description** and then either choose files or drag and drop files.

Description

Or Drag & Drop Files Here



No Items have yet been attached for this submission.

If you have done this correctly your screen should appear as below:

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- ✓ Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Select Classifications
- ✓ Additional Information
- ✓ Enter Comments
- ➔ **Attach Files**

Insert Special Character

Please Attach Files

You must load your Extended Abstract in Word format to complete your submission. If you have not done so already, you can download the MS Word template from this link: [click here](#), and complete your Extended Abstract.

You can ignore the fields 'Item' and 'Description' below.


Use either of the two methods below ('Choose Files' or 'Drag & Drop Files Here') to load your Extended Abstract Word file then please select **Next** then click on **Build PDF for my Approval**.

Item *ARS Conference Extended Abstract

Enter a **Description** and then either choose files or drag and drop files.

Description ARS Conference Extended Abstract

Choose Files
Or Drag & Drop Files Here



The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Check All Clear All

Change Item Type of all Choose files to Choose Change Now

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*ARS Conference Extended Abstract	ARS Conference Extended Abstract	Abstract_Word_Template.doc	115.5 KB	05/11/2015	Download	<input type="checkbox"/>

Update File Order
Remove

Check All Clear All

Previous
Next

4. Click on 'Next' and the following should appear if you have completed all steps correctly:

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online. Required Items are marked with *.

	Online		Online
*ARS Conference Extended Abstract	1		

Previous
Build PDF for my Approval

Click on 'Build PDF for my Approval'. This will prompt the system to begin building a PDF of your abstract. Once the abstract 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 arsc2016abstracts@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:

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. Please read the instructions below.

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 abstract 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)

New Submissions

- [Submit New Manuscript](#)
- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(1\)](#)
- [Submissions Being Processed \(0\)](#)

Then click on **'Action Links'**

Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions are:

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to remove your submission.

Page: 1 of 1 (1 total submissions)

Action	Title	Date Submission Began
Action Links	xxxxxx	Feb 18, 2015

Page: 1 of 1 (1 total submissions)

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.

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear once the PDF is built.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to remove your submission.

Page: 1 of 1 (1 total submissions)

Action ▲	Title ▲▼	Date Submission Began ▲▼
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	Title	02/11/2015

Page: 1 of 1 (1 total submissions)

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 conference scientific committee for review. Once your Extended Abstract has been accepted you will receive an email from the conference organisers with further instructions.