Online Extended Abstract Submission Instructions

ARSC2017 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 there is a ‘New Author Online Registration Instructions for Editorial Manager’ at this web link:
http://acrs.org.au/contact-us/em-journal-conference-contacts/. The following is a brief summary of how to register on the EM system.

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

      ![Registration Form]

      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: 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](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 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 ‘2017 ARS Conference Extended Abstract (Perth)’

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

![Enter Full Title](image)

```
Extended Abstract Title goes here. Extended Abstract Title goes here. Extended Abstract Title goes here.
```

**Word Count:** 15

---

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)

![Add Authors](image)

---
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)).*

![Submit Abstract](image)

```
```

**Word Count:** 57
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.

![Select Classifications](image)

h. On the **Additional Information** tab ‘Yes’ or ‘No’ answers or selected response check box ticks are required 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)*

![Additional Information](image)
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.)


All speakers participating in the Symposium should submit an Extended Abstract via [http://www.editorialmanager.com/jacrs](http://www.editorialmanager.com/jacrs) by the due date.

3. **Conference awards.** There are a large number of Conference Awards. The Organising Committee and Scientific Committee need to identify which submissions qualify for the different awards. This will require ‘yes’ or ‘no’ responses. Depending on the Award presented at the conference, they generally will be assessed based on the Extended Abstracts, Full Papers and Posters submitted.
3. Conference Awards:

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

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 (previously John Kirby Award)
vi. Road Safety Poster Award
vii. Conference Theme Award
viii. Best Paper by a New Practitioner (non-Researcher) Award
ix. Best Paper with Implications for Improving Road Safety Award
x. Policing Practitioners Award

i. For the **Best Research Paper (Extended Abstract or Full Paper) by a New Researcher Award**, type in either a ‘Yes’ or ‘No’.

For the Best Research Paper (Extended Abstract or Full Paper) by a New Researcher Award, a new researcher is defined as one who has:

1. Not previously presented a conference in the previous Road Safety Research, Policing and Education Conference series or 2015 & 2016 ARS Conference, and
2. Not attended more than one previous conference in the previous Road Safety Research, Policing and Education Conference series or the 2015 & 2016 ARS Conference, and
3. Been involved in road safety research for less than three years.

We need to identify New Researchers for this 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

Please select a response.

ii. For the **Best Research Paper (Extended Abstract or Full Paper) by a New Practitioner Award**, type in either a ‘Yes’ or ‘No’.

For the Best Paper by a New Practitioner (non-Researcher) Award, a new Practitioner is defined as one who has:

1. Not previously presented a paper at a conference in the previous Road Safety Research, Policing and Education Conference series or 2015 & 2016 ARS Conference, and
2. Not attended more than one previous conference in the previous Road Safety Research, Policing and Education Conference series or the 2015 and 2016 ARS Conference, and
3. Been involved in road safety research for less than five years.

(Note: A Practitioner is defined as anyone who is a non-researcher)

We need to identify New Practitioners for this Award.

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

Instructions

Answer Required: Please select a response

Please select a response.
iii. For the **Best Paper (Extended Abstract or Full Paper) with Implications for Improving Workplace Road Safety Award**, type in either a ‘Yes’ or ‘No’.

![Best Paper Form]

iv. For the **Policing Practitioners Award** where we have to identify Police Employees who are eligible for this prize, type in either a ‘Yes’ or ‘No’ if you are a Police Employee either sworn or unsworn.

![Policing Practitioners Award Form]

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.)*

![Terms and Conditions Form]
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).

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

4. 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 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 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:**

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.

---

**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)

---

**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 allow you to manage your submission. 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 withdraw your submission from the conference.

---

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Date Submission Began</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Links</td>
<td>XXXX</td>
<td>Feb 10, 2017</td>
</tr>
</tbody>
</table>

---

**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)

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