



Online Conference Full Paper Upload Instructions

ARSC2017 conference Full Paper can be submitted via our Editorial Manager website:

<http://www.editorialmanager.com/jacrs>

Once you are on the online submission website you should already be registered on the Conference Editorial Manager website. If you have forgotten your Username and Password you can retrieve them by clicking on 'Send Login Details' and then fill in the required details to locate your account. You will receive an email that will assist you with logging in.

Please Enter the Following [Insert Special Character](#)

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

Submissions to the Australasian Road Safety Conference and the Australasian Journal of Road Safety are made through this website.

Software Copyright © 2017 Aries Systems Corporation. [Privacy Policy](#)

Enter all required fields (where text is red, and marked with an asterisk)

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.

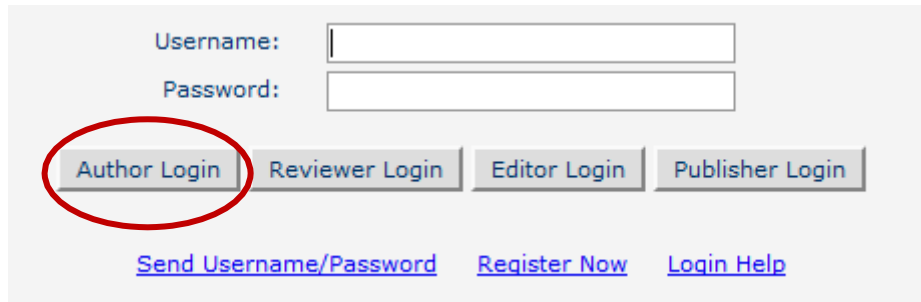
Note 1: Submitting your Full Paper as an Author does not constitute Registration for the Conference. Registration to attend the conference is a separate process outside Editorial Manager.

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.

Submitting your conference Full Paper

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

a. Login as an author

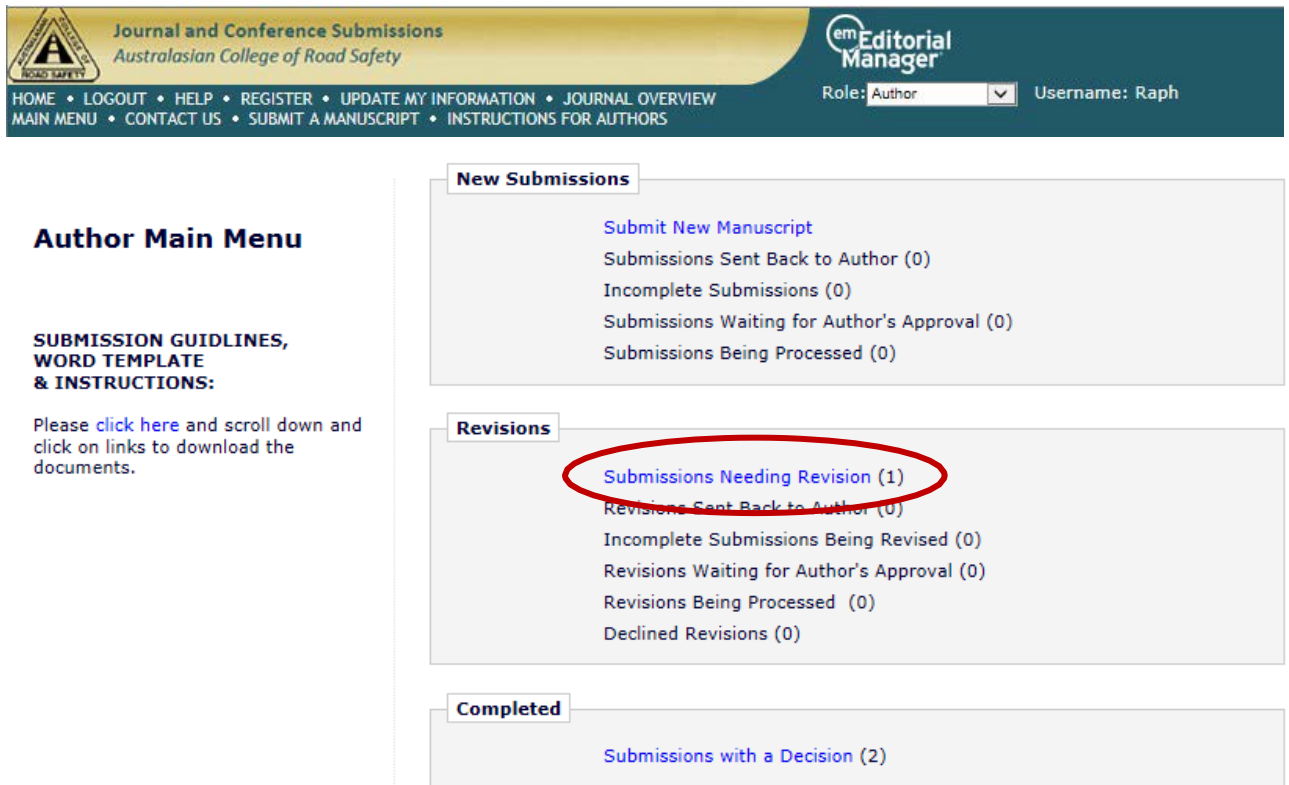


Username:
Password:

Author Login | Reviewer Login | Editor Login | Publisher Login

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

b. On the Author **Main Menu**, click 'Submissions Needing Revision'



Journal and Conference Submissions
Australasian College of Road Safety

em Editorial Manager

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

Role: Author Username: Raph

Author Main Menu

SUBMISSION GUIDELINES, WORD TEMPLATE & INSTRUCTIONS:

Please [click here](#) and scroll down and click on links to download the documents.

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 \(1\)](#)**
- ~~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)

Completed

- [Submissions with a Decision \(2\)](#)

Note on the left side of the page you can download the Full Paper Word file Template that you need to use to comply with the formatting guidelines.

- c. The following menu will appear. Click on **'Revise Submission'**

Submissions Needing Revision for Author Mario Mongiardini

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.
IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

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

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory Revise Submission Decline to Revise Send E-mail	JACRS-D-17-00204	Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study	28/04/2017	03/07/2017	08/06/2017	Revise	Revise

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



Submissions Needing Revision for Author Mario I

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.
IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Action	Manuscript Number	Title
View Submission File Inventory Revise Submission Decline to Revise Send E-mail	JACRS-D-17-00204	Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study

- d. The following will appear. The drop down menu should already be set to **'2017 ARS CONFERENCE Extended Abstract or Full Paper Submission (Perth)'**. If it is not then set it to that Article Type and click **'Next'**

Revised Submission

JACRS-D-17-00204

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

Please Select an Article Type

Change the article type of your submission from the pull-down menu if necessary.

Choose Article Type

2017 ARS CONFERENCE Extended Abstract or Full Paper Submission (Perth) ▼

Next

- e. Note that you can edit any of the submission items on the left by clicking on any particular the menu item. For example you may want to change the Abstract. You can thus click on **'Submit Abstract'** and replace the words in that field and then click **'Next'**. Unless there has been a change to either the Title, Authors or Abstract, it is recommended that you skip directly to **'Attach Files'** and click on that menu item.

- f. To load your conference Full Paper you need only to click on **'Attach Files'**. The following will appear.

Revised Submission

JACRS-D-17-00204

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

Please Attach Files

The files currently associated with your submission appear below. Checkboxes will appear if files have not yet been included (carried forward) into the next Revision. A check in the box indicates the file will be carried forward to the next revision. Any files which will be changed should be unchecked (not included). New versions of these files should be uploaded on the Attach Files page.

If the files have already been carried forward, checkboxes will not appear and the text **Already Included** will appear.

Once you have selected the files to be included, click the "Next" button to proceed to the next step.

Previous Next

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
ARS Conference Extended Abstract	ARS Conference Extended Abstract	ARSC_2017_Roundabouts_EA.docx	34.5 KB	28/04/2017	<input type="checkbox"/>	Download

Previous Next

- g. Click on **'Next'** and the following will appear. You will not that the item type for uploading is set to **'ARS Conference Extended Abstract'**. This needs to be changed to **'ARS Conference Full Paper – Peer Review'** To do this simply click on the down arrow and choose **'ARS Conference Full Paper – Peer Review'**

Revised Submission

JACRS-D-17-00204

- 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

Remove any **Items** which are changed. Required **Items** are marked with *. When all **Items** have been attached, click **Next** at the bottom of the page.

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 files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	ARS Conference Extended Abstract <input checked="" type="checkbox"/>	ARS Conference Extended Abstract	ARSC_2017_Roundabouts_EA.docx	34.5 KB	28/04/2017	Download	<input type="checkbox"/>

Update File Order

Remove

Check All Clear All

Previous Next

- h. This will then change the 'Item' field and the 'Description' field to 'ARS Conference Full Paper – Peer Review' and will look as below. Drag and drop (or use the 'Choose Files' tab) to load your full paper.

Revised Submission

JACRS-D-17-00204

- 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

Remove any **Items** which are changed. Required **Items** are marked with *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item ARS Conference Full Paper - Peer Review ▼

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

Description

 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 files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	ARS Conference Extended Abstract ▼	ARS Conference Extended Abstract	ARSC_2017_Roundabouts_EA.docx	34.5 KB	28/04/2017	Download	<input type="checkbox"/>

[Check All](#) [Clear All](#)

- i. If you have done this correctly your screen should appear as below with your conference Full Paper loaded. If so then click on 'Next'.

Revised Submission

JACRS-D-17-00204

- 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

Remove any **Items** which are changed. Required **Items** are marked with *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item ARS Conference Full Paper - Peer Review ▼

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

Description

 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 files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	ARS Conference Extended Abstract ▼	ARS Conference Extended Abstract	ARSC_2017_Roundabouts_EA.docx	34.5 KB	28/04/2017	Download	<input type="checkbox"/>
2	ARS Conference Full Paper - Peer Review ▼	ARS Conference Full Paper - Peer Review	Full Paper NDS Roundabouts.docx	11.2 KB	03/07/2017	Download	<input type="checkbox"/>

[Check All](#) [Clear All](#)

- j. The following should appear if you have completed all steps correctly.

Revised Submission

JACRS-D-17-00204

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

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online		Online
ARS Conference Extended Abstract	1	ARS Conference Full Paper - Peer Review	1

[Previous](#) [Build PDF for my Approval](#)

- k. Click on 'Build PDF for my Approval'. This will prompt the system to begin building a PDF of your Full Paper. 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](#)

- l. Once the Full Paper has been built you will need to approve it. Click on 'Main Menu' tab in the top left hand corner. The following screen will appear. Click on 'Revisions Waiting for Author's Approval'.

Author Main Menu

SUBMISSION GUIDELINES, WORD TEMPLATE & INSTRUCTIONS:

Please [click here](#) and scroll down and click on links to download the documents.

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 (1)

Revisions Being Processed (0)

Declined Revisions (0)

Completed

Submissions with a Decision (2)

m. The following will appear

Revisions Waiting for Approval by Author Mario Mongiardini

If no Actions appear for your revised submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Revision' link allows you to fix or alter your revised submission. Please use Edit Revision to make changes to the meta-data and to remove and upload new files that make up your revised submission.

The 'Decline to Revise' link moves your submission to the Declined Revisions folder. Please use this ONLY if you do not intend to submit a Revision.

Page: 1 of 1 (1 total revisions) Display []

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Revision Beg ▲▼
Action Links	JACRS-D-17-00204	Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study	03/07/2017

Page: 1 of 1 (1 total revisions) Display []

Revisions Waiting for Approval by Author M

If no Actions appear for your revised submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Revision' link allows you to fix or alter your revised submission. Please use Edit Revision to make changes to the meta-data and to remove and upload new files that make up your revised submission.

The 'Decline to Revise' link moves your submission to the Declined Revisions folder. Please use this ONLY if you do not intend to submit a Revision.

Action ▲	Manuscript Number ▲▼	Title ▲▼
Action Links	JACRS-D-17-00204	Compari

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

Revisions Waiting for Approval by Author Mario Mongiardini

If no Actions appear for your revised submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Revision' link allows you to fix or alter your revised submission. Please use Edit Revision to make changes to the meta-data and to remove and upload new files that make up your revised submission.

The 'Decline to Revise' link moves your submission to the Declined Revisions folder. Please use this ONLY if you do not intend to submit a Revision.

Page: 1 of 1 (1 total revisions) Disp

Action ▲	Manuscript Number ▲▼	Title ▲▼	Date Revision ▲▼
View Revision Edit Revision Approve Revision Decline to Revise Send E-mail	JACRS-D-17-00204	Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study	03/07/2017

Page: 1 of 1 (1 total revisions) Disp

o. At this point you have the option to 'View Revision', 'Edit Revision', 'Approve Revision' or 'Decline to Revise' your submission, or 'Send E-mail' to query the submission. Once you are happy with your submission, click on 'Approve Revision' (or alternatively 'Edit Revision' to redo the whole process again to reload a further revised paper). If you have clicked on 'Approve Revision' then

Congratulations!

Your conference Full Paper has been successfully loaded and will now be sent to the conference scientific committee for further review. Once your Full Paper has been accepted you will receive an email from the conference organisers with further instructions.