



*“Expanding our horizons”*

## Online Registration Instructions For New Authors

To make, review or handle submissions as an Author, Reviewer or Conference Editor, you must first register yourself on the Australasian College of Road Safety on-line Editorial Manager (EM) website:

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

**NOTE: If you registered on Editorial Manger in 2015 or 2016 then you are already registered. Your User Name and Password are still valid. If you have forgotten your Username and Password simply click on ‘Send Login Details’.**

If you are a new Author then you must register on our system

- a. Click on 'Register Now'

A screenshot of the Editorial Manager website's registration page. The page has a dark blue header with the Australasian College of Road Safety logo and navigation links. Below the header, there is a white login box with the title 'Please Enter the Following'. It contains fields for 'Username:' and 'Password:', and buttons for 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. A 'Register Now' button is circled in red. Below the login box, there is a message: 'The call for 2016 Road Safety Conference submissions are now open. Deadline 12th February 2016.' The footer of the page contains several navigation links: 'Instructions for Authors', 'Instructions for Reviewers', 'About the Journal', 'About the Conference', and 'Contact Editorial office'.

- 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

This is the first page with three fields to enter

The screenshot shows the 'Pre-registration Page' of the Editorial Manager system. The page header includes the Australasian College of Road Safety logo and navigation links. The main content area is titled 'Please Enter the Following' and contains three input fields: 'Given/First Name\*' with the value 'Sample', 'Family/Last Name\*' with the value 'Register', and 'E-mail Address\*' with the value 'S.Register@unsw.edu.au'. Below the fields is a warning message: 'WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button. If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.' At the bottom of the form are three buttons: 'Cancel', 'Forgot Your Login Details?', and 'Continue >>'.

If your email is already in the EM system then you will see the following:

The screenshot shows the 'Pre-registration Page' of the Editorial Manager system. The page header is the same as the previous screenshot. The main content area is titled 'Duplicate Registration' and contains a message: 'The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to r.grzebieta@unsw.edu.au with the login information?' At the bottom of the message box are two buttons: 'Yes' and 'No'.

(Note: Once registered in the system you can at some future time change your email if for some reason you prefer to receive emails into a different address, e.g. you have changed the organisation where you do most of your work)

- c. Once you have entered your first name, surname and email you will be taken to the following page where you will need to fill all required fields (**where text is red, and marked with an asterisk\***):

### Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a \* next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Insert Special Character

**Personal Information**

Title \*  (Mr., Mrs., Dr., etc.)

Given/First Name \*  Sample

Middle Name

Family/Last Name \*  Register

Degree  (Ph.D., M.D., etc.)

Preferred Name  (nickname)

Primary Phone \*  (including country code)

Secondary Phone \*  (including country code)

Secondary Phone is for  Mobile  Beeper  Home  Work  Admin. Asst.

Fax Number  (including country code)

E-mail Address \*

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

Preferred Contact Method \*  E-mail  Fax  Postal Mail  Telephone

Insert Special Character

**Institution Related Information**

Position \*

Institution \*  (max 450 characters)

Department  (max 450 characters)

Street Address \*

City \*

State or Province \*

Zip or Postal Code \*

Country \*  Please choose a country

Address is for \*  Work  Home  Other

Available as a Reviewer?\*  Yes  No

**Areas of Interest or Expertise**

Please indicate your areas of expertise by selecting from the pre-defined list using the "Select Personal Classifications" button.

Personal Classifications \* (None Selected)

**Select 1-10 Classifications**

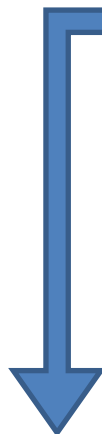
Insert Special Character

**Choose A User Name**

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name \*

Once you have filled in the required information, click the button below.



Note when clicking on 'Select Personal Classifications' the following will appear:

### Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:  Search Clear

[Matching terms display in red text]

Expand All Collapse All Selected Classifications:

- Human Factors
- Infrastructure (Safer Roads)
- Vehicle Safety (Safer vehicles)
- Vulnerable Road User Safety
- Road Safety Management
- Community Road Safety
- Education
- Enforcement
- Research Methods and Data
- Medical and Post Crash Care

Add->

<-Remove

Expand All Collapse All

Cancel Submit

Click on 'Expand All' and the following appears. Click the appropriate box which are your areas of interest and specialization and then click 'Add→'.

### Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:  Search Clear

[Matching terms display in red text]

Expand All Collapse All Selected Classifications:

- Human Factors
  - Fatigue
  - Drink Driving
  - Drug Driving
  - Distraction & Inattention
  - Speed, Speeding & Travel Speeds
  - Driver Risk
  - Driver Psychology
  - Older Drivers & Road Users
  - Young Drivers
  - Hazard Perception
- Infrastructure (Safer Roads)
  - Road Environment
  - Road Safety Barriers
  - Road Furniture (Poles, Signs, Etc)
  - Road Design
  - Temporary Road Works
  - Intersections And Roundabouts

Add->

<-Remove

Expand All Collapse All

Cancel Submit

You should then see the following:

### Select Personal Classifications

Please identify your **areas of interest and specialization** by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:  Search Clear

[Matching terms display in red text]

Expand All Collapse All

- Human Factors**
  - Fatigue
  - Drink Driving
  - Drug Driving
  - Distraction & Inattention
  - Speed, Speeding & Travel Speeds
  - Driver Risk
  - Driver Psychology
  - Older Drivers & Road Users
  - Young Drivers
  - Hazard Perception
- Infrastructure (Safer Roads)**
  - Road Environment
  - Road Safety Barriers
  - Road Furniture (Poles, Signs, Etc)
  - Road Design
  - Temporary Road Works
  - Intersections And Roundabouts

Selected Classifications:

- Road Safety Barriers
- Temporary Road Works

Add-> <-Remove

Expand All Collapse All

Cancel **Submit** Submit and Continue to Rankings

You can choose up to 10 specialisations, though choosing less is also OK.

After you have completed selecting your specialisations, click 'Submit'.

**Areas of Interest or Expertise**

Please indicate your areas of expertise by selecting from the pre-defined list using the "Select Personal Classifications" button.

**Personal Classifications \*** Road Safety Barriers  
Temporary Road Works

Select Personal Classifications

Select 1-10 Classifications

- d. Once you have entered your preferred user name, click on 'Continue >>'

- e. 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](mailto: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.

Once you receive your email you will have officially registered on the EM system and can log in as below.