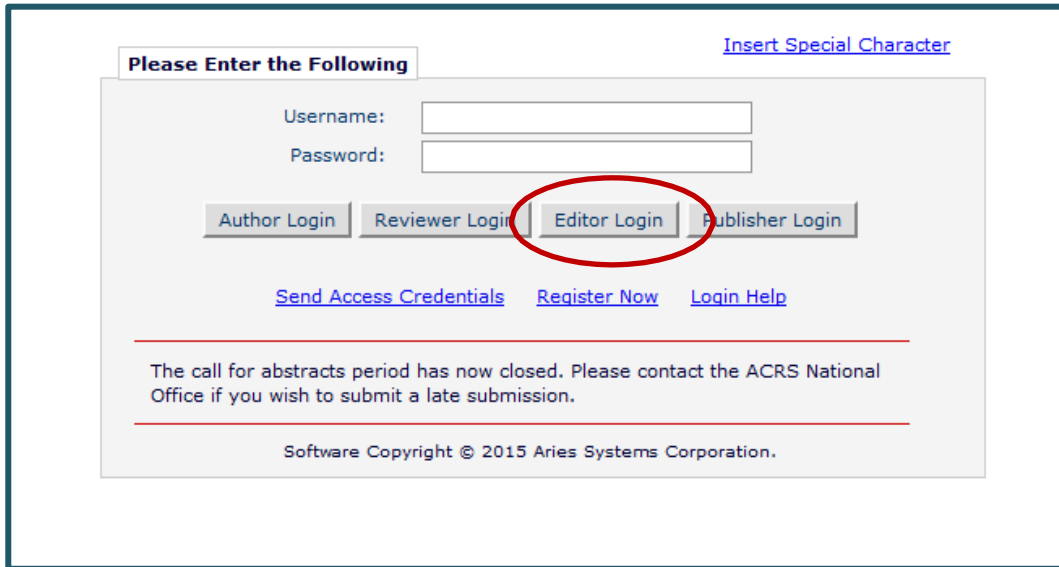


Instructions for allocating Reviewers

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 login interface for Editorial Manager. At the top, there is a header "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**’.



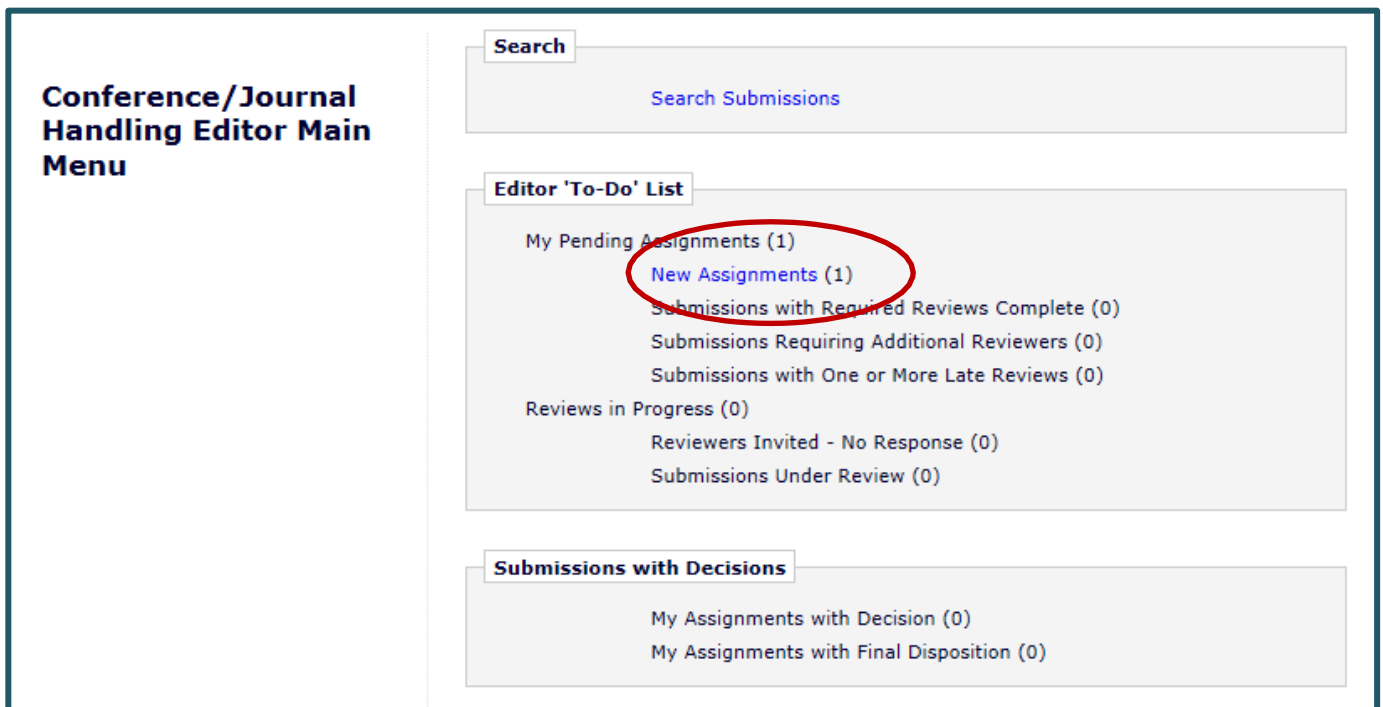
The screenshot shows the user interface of Editorial Manager. At the top left is the logo for the Australasian College of Road Safety. The header includes the text "Journal and Conference Submissions" and "Australasian College of Road Safety". On the top right is the "em Editorial Manager" logo. Below the header is a navigation menu 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, there is a "Role:" dropdown menu set to "Conference Editor" and a "Username:" field. The "Role:" dropdown menu is circled in red. Below the navigation menu, there is a "Search" section with a "Search Submissions" button. Below that is an "Editor 'To-Do' List" section showing "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.



2. Check for your new assignments i.e. Submissions that have been assigned to you in your Handling Editor role

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

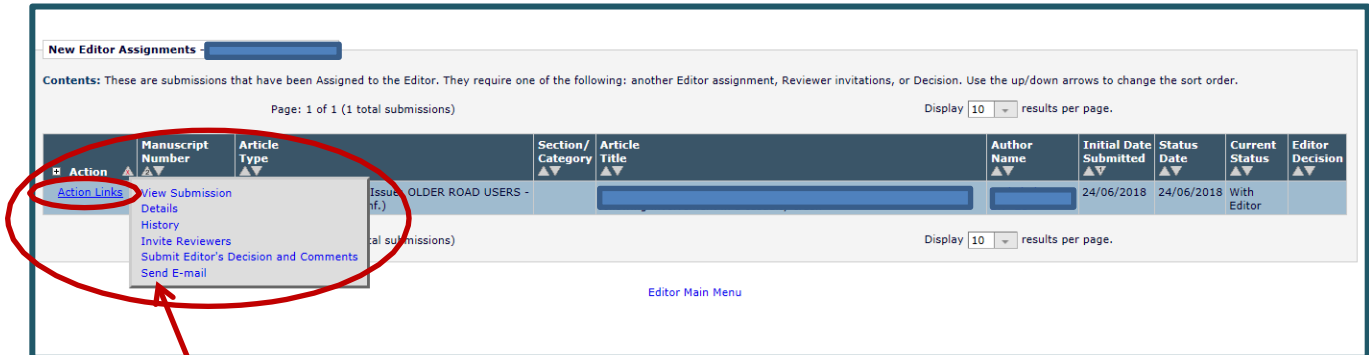


This will allow you to view all of your assigned Submissions that you have not yet allocated to reviewers.

Note that if you were a Conference/Journal Editor for other conferences and the journal you will see previous papers (assignments) you handled previously and where a decision was made and are now listed as "My Assignments with Final Disposition". Please ignore this.

3. Peruse the submission and details

Clicking on the + on the 'Action Links' (or moving your mouse over 'Action Links') will bring up the menu list down the left hand side of each submission. This allows you to "View the submission" or look at a range of "Details" associated with each submission when you click on any particular menu item.

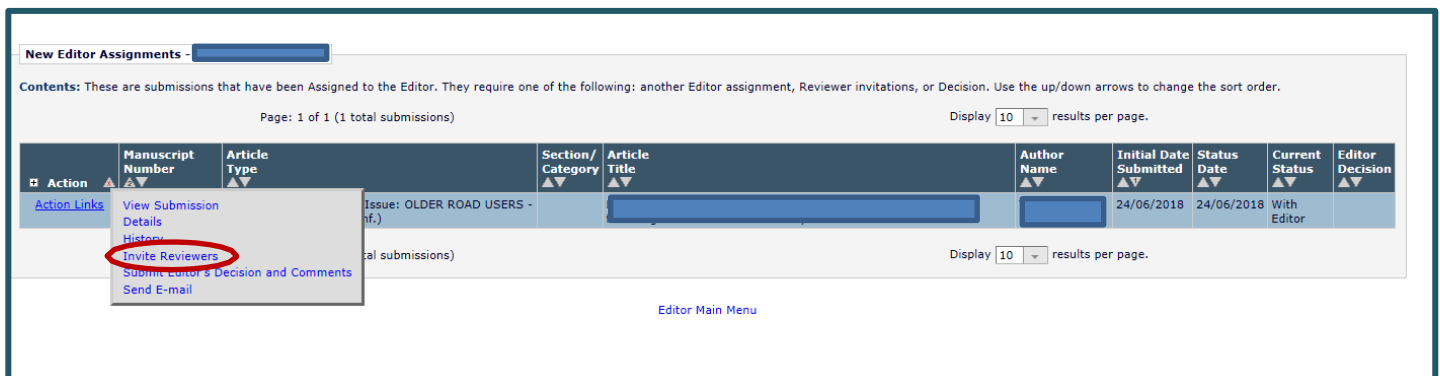


Placing mouse over Action Link (or clicking on + in 'Action' header) will bring up menu.

Click on View Submission and check that everything is as required for the Peer Review process. After viewing the Submission proceed to selecting Reviewers.

4. Invite Reviewers for each Extended Abstract

Click on 'Invite Reviewers'.



The 'Reviewer Selection Summary' page will appear as shown on the next page

5. Search to select appropriate Reviewers

You can search for Reviewers by either those: *suggested by Author*, by *classification matches*, by *reviewer name* or by *Personal Classifications* (you select the classifications to search by). **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-18-000X

Reviewer Search

Search My Publication from

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-18-000X by Classification

[Manuscript Details](#) [Register and Select New Reviewer](#)

Change Search Type

Search My Publication from

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 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 results per page.

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’**.

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.

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

Note that if you type in a name and the person is not a Registered Reviewer the system will inform you of this and you can then nominate and register the unregistered Reviewer. This is a useful feature for targeting any specific Reviewers that you may want to Review the manuscript.

Search for Reviewer All Reviewers - Manuscript Number JACRS-D-18-00

Author's Reviewer Preferences Manuscript Details Register and Select New Reviewer

Change Search Type

Search My Publication Search for Reviewers from All Reviewers Go

Search for Reviewers

Help with Searching Insert Special Character

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

Add

Clear Search

Sorry, no Reviewers were found that match the search criteria.

Register and Select New Reviewer

My Suggest Reviewer Preferences
Editor Main Menu

NOTE: If you decide to select yourself as one of the three 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 Handling Editor and then in turn as Handling Editor you will be submitting your decision based on the three reviews back to the Managing Editor (Editor-In-Chief).

When you select Reviewers by Search by Classification Matches or by Search by Personal Classifications a list of Reviewers will appear as show on the following page. From the displayed list of potential Reviewers, select **three (3)** Reviewers 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 (around 14 days but you can set that time limit when inviting the Reviewers). However, using the “Alt” Reviewers to automatically promote another Reviewer can sometimes cause confusion for the original Reviewer. My preference is to contact the first reviewer directly first and if that Reviewer does not have time then I ‘Uninvite’ the Reviewer and select another Reviewer. Personalising the Review process is gentler – after all Reviewers are giving their time freely.

The list of Reviewers will appear similar to this:

Search Reviewer All Reviewers - Manuscript Number JACRS-D-18-00XX . 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)
	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 [redacted] (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 three Reviewers, 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 from the date of invitation** (note that the date is presented in American format with MM/DD/YYYY) **to the date you want to set it to (usually two weeks)**.

The letter selection will default to 'Reviewer Invite-Full Paper Peer Review JOURNAL ONLY'.

Select Reviewers - Confirm Selection and Customize Letters
Submission JACRS-D-18-00

You have selected the following people as potential Reviewers ([more...](#))

Reviewers to Invite			
Name	Letter	Due Date	Do Not Invite
[redacted] (Reviewer)	Review Invite-Full Paper Peer Review JOURNAL ONLY Customize	07/15/2018 (mm/dd/yyyy)	<input type="checkbox"/>
[redacted] (Reviewer)	Review Invite-Full Paper Peer Review JOURNAL ONLY Customize	07/15/2018 (mm/dd/yyyy)	<input type="checkbox"/>

[Change Selections](#)
[Cancel](#) [Confirm Selections and Proceed](#)

If it hasn't then **please make sure the correct letter is chosen**, i.e. 'Reviewer Invite-Full Paper Peer Review JOURNAL ONLY'. This will then trigger a series of questions for the Reviewers which must be ticked or answered yes/no. Changing the letter type can be done by pressing on the drop down arrow and then selecting the appropriate letter (see next page).

Select Reviewers - Confirm Selection and Customize Letters
Submission JACRS-D-18-00

"Driving and licensing considerations among older licence holders following involvement in a casualty crash"

You have selected the following people as potential Reviewers ([more...](#))

Reviewers to Invite			
Name	Letter	Due Date	Do Not Invite
[redacted] (Reviewer)	Review Invite-Full Paper Peer Review JOURNAL ONLY Customize	07/15/2018 (mm/dd/yyyy)	<input type="checkbox"/>
[redacted] (Reviewer)	Review Invite-Full Paper Peer Review JOURNAL ONLY Customize	07/15/2018 (mm/dd/yyyy)	<input type="checkbox"/>

[Change Selections](#)
[Cancel](#) [Confirm Selections and Proceed](#)

Note that you can **'Customize'** the letters 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.

At the next screen, click on “Return to New Editor Assignments” to find and assign Reviewers to your next allocated paper for peer review.

Reviewer Selection Confirmation

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

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

[Send E-mail](#)

[Reviewer Selection Summary](#)

[Return to New Editor Assignments](#)

[Return to Main Menu](#)

6. Assign Reviewers to any other Extended Abstract you have been assigned.

When you log in as a Conference Editor you will see the completed submissions in your folder titled “**Submissions with Required Reviews Complete**” if those assignments have been completed by the Reviewers.

Conference/Journal Handling 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)

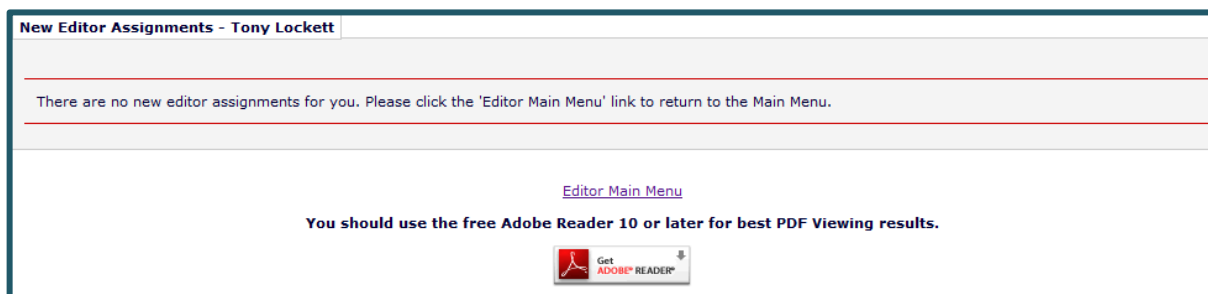
Submissions Under Review (0)

Submissions with Decisions

My Assignments with Decision (1)

My Assignments with Final Disposition (0)

When there are no more assignments waiting for you, the following message will display and you know that this part of the process is complete for the time being.



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

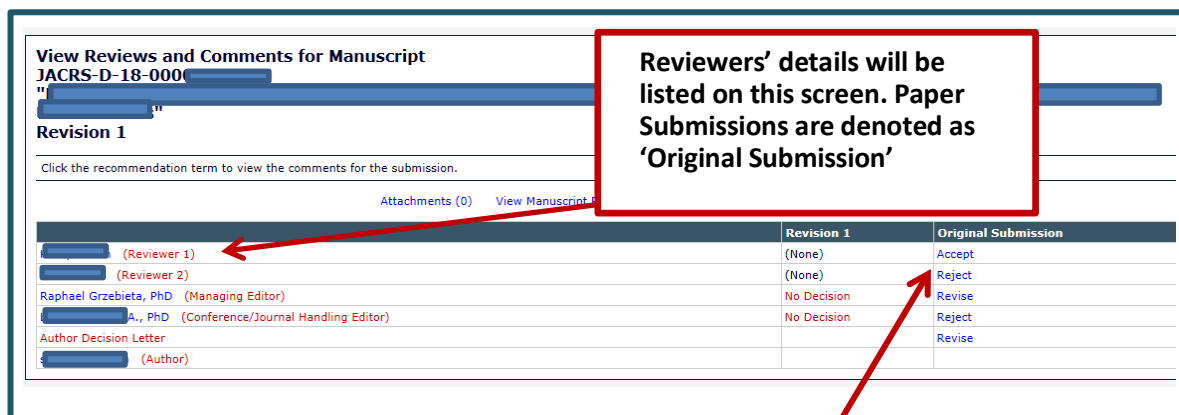
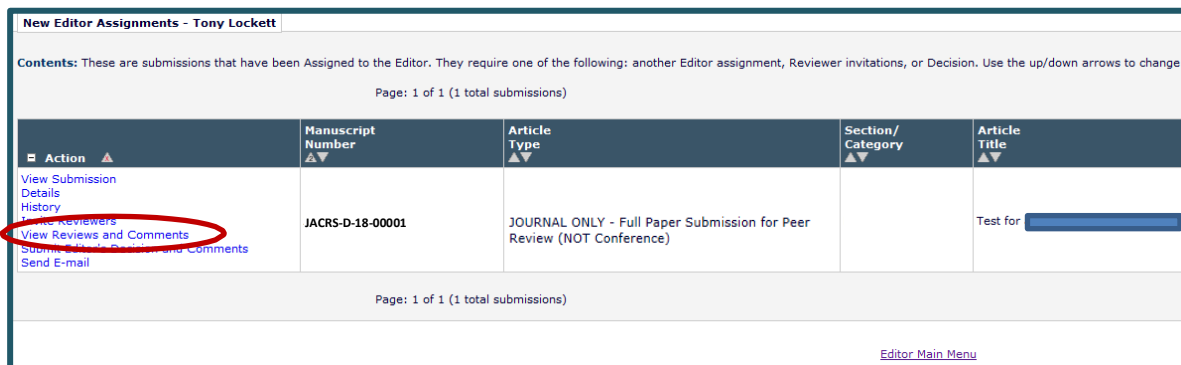
- When Reviewers complete their reviews you will receive an email to notify you.
- You will also receive an email when three reviews are completed for a particular paper submission.

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

The next step will be to submit your recommendation (decision) back to the Editor-In-Chief 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 and deciding what you want to recommend to the Editor-In-Chief.

Click on the action link **“View Reviews and Comments”** to see which Reviewers reviewed the Paper and the click on reviews to see Reviewers comments and decision.



Reviewers' details will be listed on this screen. Paper Submissions are denoted as 'Original Submission'

Click to see Review

Then click on **'Submit Editor's Decision and Comments'** to submit your decision back to the Editor-in-Chief.

New Editor Assignments

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 Invited Reviewers Submit Editor's Decision and Comments Recall	JACRS-D-18-00001	JOURNAL ONLY - Full Paper Submission for Peer Review (NOT Conference)				27/01/2018	29/02/2018	With Editor	

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

[Editor Main Menu](#)

Thank you!

Thank you for your assistance and expertise as a Handling Editor on the Editorial Manager software for the Journal of the Australasian College of Road Safety.

You will be provided with further information via direct emails regarding additional full papers at a later stage assigned to you as a Handling Editor, or for full papers assigned to you as a Reviewer.

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

Please note that your name will be acknowledged as having served as a Handling Editor for the Journal.