

# Online Paper Reviewer Instructions

ACRS is managing the online Full Paper reviews via the Editorial Manager website:

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

As a potential Reviewer you have been invited to review a Full Paper for the Journal of the Australasian College of Road Safety. **We know your time is valuable, and we thank you for your participation.** Your expertise will assist the Editorial Board a high standard to submissions to the Journal.

If possible, **we would appreciate receiving your review by the due date provided in the invitation.** You may submit your comments online (via <http://www.editorialmanager.com/jacrs>) when you agree to review the manuscript. There you will find a report form with a series of questions to be completed and spaces for confidential comments to the editor, comments for the author (if you think it is necessary).

If you have any questions or concerns, please email [arcsubs@acrs.org.au](mailto:arcsubs@acrs.org.au).

On behalf of the Editorial Board, we thank you for providing your assistance.

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## 1. Receiving the invitation to review the Paper

You will receive an email similar to the following example email (note confidential information covered by a blue rectangle):

**Date:** 30/06/2018  
**To:** [Redacted]  
**From:** "ACRS submission" arcsubs@acrs.org.au  
**Subject:** Reviewer Invitation for the Journal of the Australasian College of Road Safety for a paper titled: [Redacted]

Dear [Redacted],

we would kindly ask if you could review a paper entitled [Redacted] for this Journal. This request has been made because our records indicate that you are a highly regarded expert in the field that this submission is contributing to.

Your name will remain strictly confidential.

This is the abstract:

[Redacted]

The peer review process will require you to read the paper and provide us with your expert assessment. It will also require you to check that the format and contents adheres to the required template and Author guidelines [http://acrs.org.au/wp-content/uploads/Journal\\_Full\\_Paper\\_Word\\_Template.Jan2017.docx](http://acrs.org.au/wp-content/uploads/Journal_Full_Paper_Word_Template.Jan2017.docx).

You will also find spaces for confidential comments to the editor, comments for the author and a simple report form to be completed via tick boxes.

If you do kindly agree to review this paper, then please click this link: \*\*\*\*\*

If you are not able to review this paper, please click this link: \*\*\*\*\*

You can access the submission via this link: \*\*\*\*\*

Alternatively you can login to the EM system go to <http://jacrs.edmgr.com/>

Your User Name is \*\*\*\*\*.

After you enter these details click on the "Reviewer Login" tab.

The manuscript reference is JACRS-D-18-00-[Redacted]


When you login to the system you will notice that you can toggle between the roles of 'Reviewer' or 'Author' (if required) by using the drop down menu next to 'Role' at the top of the page.

If you have any questions or concerns please email [journaleditor@acrs.org.au](mailto:journaleditor@acrs.org.au) in the first instance.

If possible, I would appreciate receiving your review by 20/07/2018.

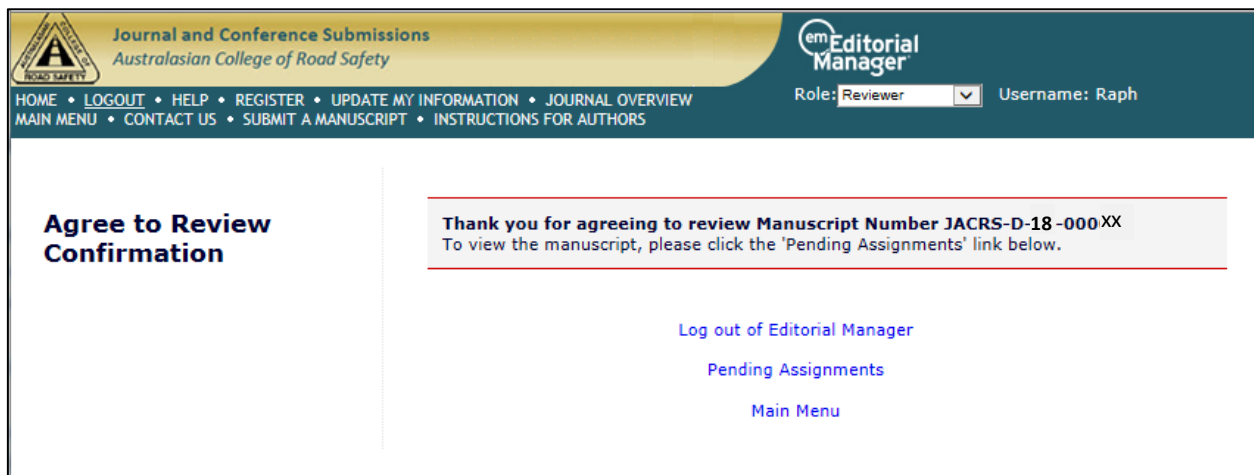
With kind regards

[Redacted] PhD  
Conference/Journal Handling Editor  
Journal of the Australasian College of Road Safety



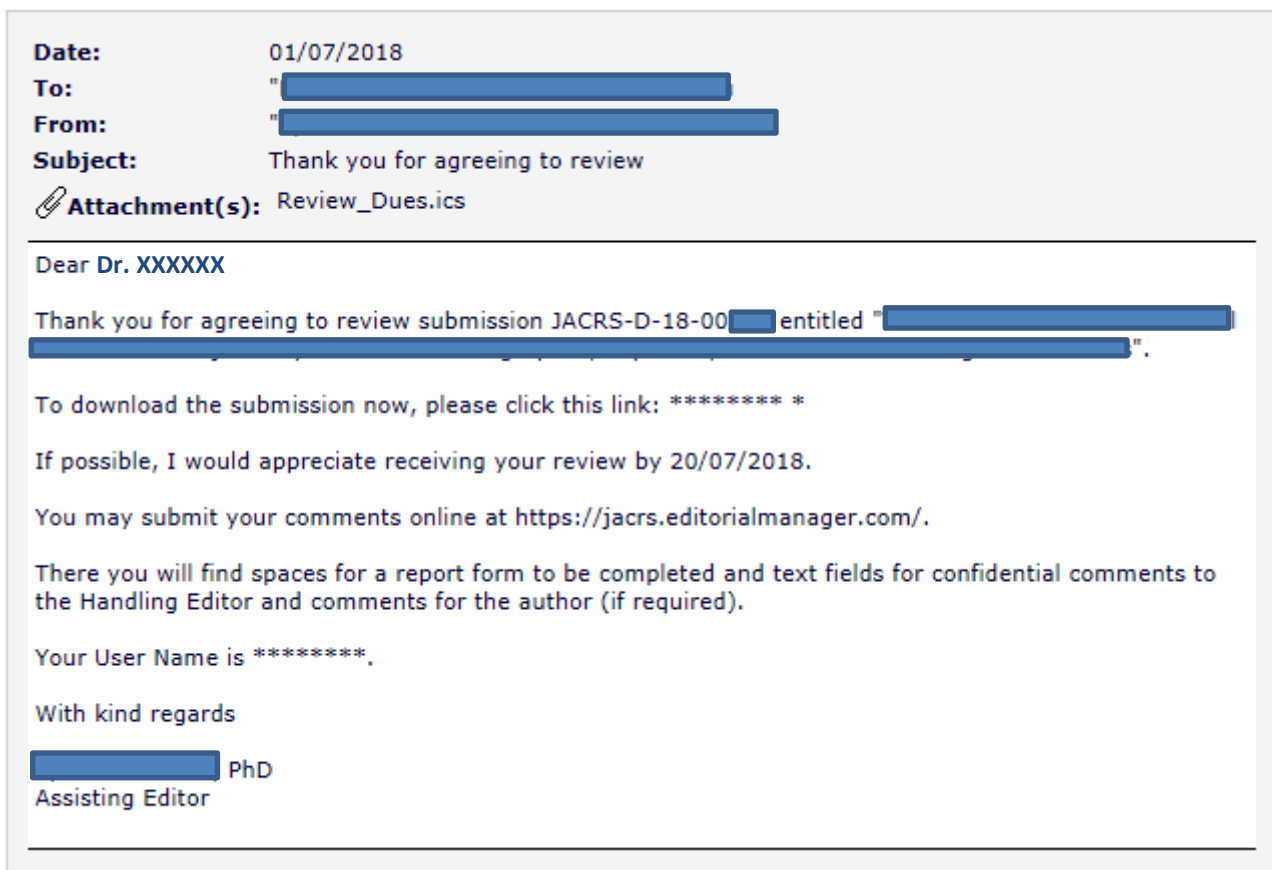
## 2. Choose whether to review the Paper – ‘Agree to Review’

- a. If you click the link in your email **Agree to Review**, you will be taken directly to this page



The screenshot shows the Editorial Manager interface. At the top left is the logo for the Australasian College of Road Safety (ACRS) with the text 'Journal and Conference Submissions' and 'Australasian College of Road Safety'. To the right is the 'em Editorial Manager' logo. Below the logos is a navigation bar 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 of the navigation bar, it shows 'Role: Reviewer' and 'Username: Raph'. The main content area has a heading 'Agree to Review Confirmation' on the left. On the right, there is a red-bordered box containing the text: 'Thank you for agreeing to review Manuscript Number JACRS-D-18-000XX. To view the manuscript, please click the 'Pending Assignments' link below.' Below this box are three links: 'Log out of Editorial Manager', 'Pending Assignments', and 'Main Menu'.

and you will receive the following email:



The screenshot shows an email with the following details:

**Date:** 01/07/2018  
**To:** [Redacted]  
**From:** [Redacted]  
**Subject:** Thank you for agreeing to review  
**Attachment(s):** Review\_Dues.ics

Dear Dr. XXXXXX

Thank you for agreeing to review submission JACRS-D-18-00[Redacted] entitled "[Redacted]".

To download the submission now, please click this link: \*\*\*\*\* \*

If possible, I would appreciate receiving your review by 20/07/2018.

You may submit your comments online at <https://jacrs.editorialmanager.com/>.

There you will find spaces for a report form to be completed and text fields for confidential comments to the Handling Editor and comments for the author (if required).

Your User Name is \*\*\*\*\*.

With kind regards

[Redacted] PhD  
Assisting Editor

### 3. Review the Extended Abstract

a. At this webpage when you click on 'Pending Assignments'

you will be taken to the following page:

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
View Submission Submit Recommendation Send E-mail	1	JACRS-D-18-000XX	JOURNAL ONLY- Full Paper Submission for Peer Review (NOT Conference)	[Redacted]	Under Review	25/02/18	25/02/18	09/04/18	7	[Redacted]

b. Click on 'View Submission' as per below to read the Paper submitted

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<b>View Submission</b> Submit Recommendation Send E-mail	1	JACRS-D-18-000XX	JOURNAL ONLY- Full Paper Submission for Peer Review (NOT Conference)	[Redacted]

- c. Once you have reviewed the Full Paper, and made sure it complies with the formatting template, see:

[http://acrs.org.au/wp-content/uploads/Journal\\_Full\\_Paper\\_Word\\_Template.Jan2017.docx](http://acrs.org.au/wp-content/uploads/Journal_Full_Paper_Word_Template.Jan2017.docx)

and Page 1, 4 and 7 to 9 of

<http://acrs.org.au/wp-content/uploads/ACRS-Journal-author-instructions-2017.pdf>

then **'Submit Recommendation'** via the Action Links:

The screenshot shows the Editorial Manager interface for a reviewer. The header includes the Australasian College of Road Safety logo and navigation links. The user is logged in as 'Reviewer' with the username 'Rap'. The main content area displays 'Pending Reviewer Assignments for Raphael Grzebieta, PhD' with one assignment listed in a table. The 'Submit Recommendation' link in the 'Action' column is circled in red.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<a href="#">View Submission</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	JACRS-D-18 000XX	JOURNAL ONLY– Full Paper Submission for Peer Review (NOT Conference)	

- a. You will be directed to a screen as shown on the next page, that will guide you through the reviewer recommendations and comments. Ensure you rate the Full Paper for each criteria, answer the 'Yes / No / Not Applicable' questions and enter any comments in the text fields to the Author or Editor you may have (if any):

**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: Reviewer Username: Raph

Reviewer Recommendation and Comments for Manuscript Number JACRS-D-18-C

Original Submission (Reviewer 1)

Recommendation: No Recommendation

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

**Review Questions**

\*Please rate the paper overall (1 Poor, 2 Marginal value, 3 Average, 4 Good, 5 Outstanding) [Insert Special Character](#)

\*Rate the paper's original contribution/scientific merit to road safety knowledge (0 Not applicable, 1 None, 2 Marginal, 3 Possibly, 4 Good, 5 Excellent)

\*Please rate the paper's relevance to practice or policy (1 None, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)

\*Do the contents of the Abstract summarise the paper and findings clearly and succinctly?

\*Is the scientific methodology sound?

\*Are the results presented clearly?

\*If this paper is an extensive literature review, major synthesis of other researchers published evidence and/or meta-analyses, has the paper adhered to either the PRISMA or the MOOSE guidelines/principles. [\[Instructions\]](#)

\*Are the conclusions clear and supported by the evidence presented in this paper?

\*Does the paper comply with the formatting template and guidelines? See [Template and Guidelines](#)

\*Please rate the English (1: Poor and unintelligible in places, 2: Sufficient but will need major revision by skilled proof reader, 3: Reasonable with only minor typographical and grammatical errors, 4: Good with only a few minor typographical errors, 5: Excellent - does not require any corrections) [\[Instructions\]](#)

\*Are all references mentioned accurate and complete and properly cited in the text and in the References section.

**Reviewer Blind Comments to Author** [Insert Special Character](#) [Open in New Window](#)

**Reviewer Confidential Comments to Editor** [Insert Special Character](#) [Open in New Window](#)

Please provide any information that may be useful to us regarding your review of this paper. We greatly appreciate your time.

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

There are options to **Save** your review, **Proof and Print** it and to **Proceed** with submitting your recommendation.

## 4. Submit Review To Conference Editor

The next step is to submit your review to the Editor. Clicking on **Proceed**

The screenshot shows two text input areas for comments. The first is labeled 'Reviewer Blind Comments to Author' and the second is 'Reviewer Confidential Comments to Editor'. Below these areas are several buttons: 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. The 'Proceed' button is circled in red.

you will see the following screen.

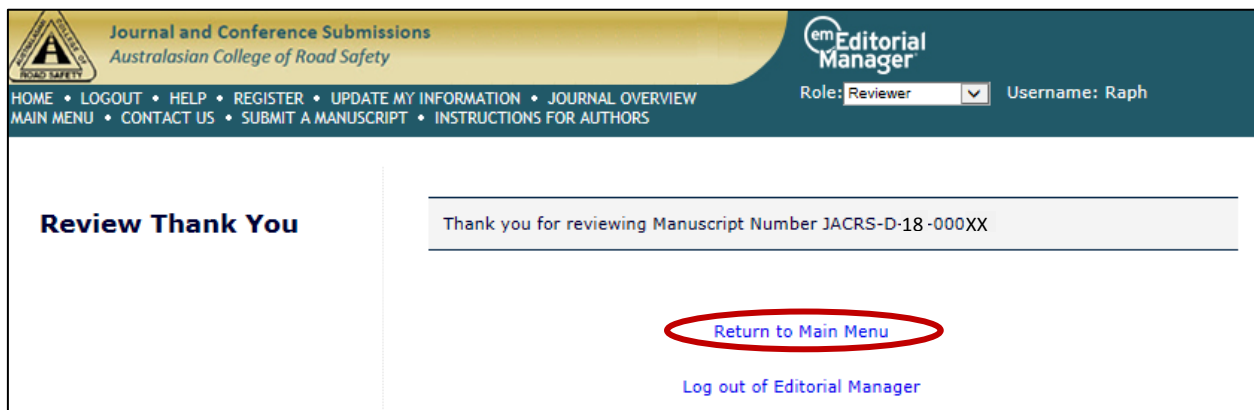
The screenshot shows the 'Reviewer Recommendation and Comments for Manuscript Number JACRS-D-18-00' screen. It includes a navigation bar with 'Journal and Conference Submissions' and 'Australasian College of Road Safety'. The user's role is 'Reviewer' and the username is 'Raph'. The screen displays the original submission by Raphael Grzebieta, PhD, Reviewer 1. A recommendation of 'Minor Revision - do not need to see again' is shown. A table of custom review questions and responses is provided. Below the table are sections for 'Reviewer Blind Comments to Author' and 'Reviewer Confidential Comments to Editor'. At the bottom, the 'Submit Review to Editorial Office' button is circled in red.

Custom Review Question(s)	Response
Please rate the paper overall (1 Poor, 2 Marginal value, 3 Average, 4 Good, 5 Outstanding)	3
Rate the paper's original contribution/scientific merit to road safety knowledge (0 Not applicable, 1 None, 2 Marginal, 3 Possibly, 4 Good, 5 Excellent)	3
Please rate the paper's relevance to practice or policy (1 None, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)	3
Do the contents of the Abstract summarise the paper and findings clearly and succinctly?	Yes
Is the scientific methodology sound?	Yes
Are the results presented clearly?	Yes
If this paper is an extensive literature review, major synthesis of other researchers published evidence and/or meta-analyses, has the paper adhered to either the PRISMA or the MOOSE guidelines/principles.	N/A
Are the conclusions clear and supported by the evidence presented in this paper?	Yes
Does the paper comply with the formatting template and guidelines? See <a href="#">Template</a> and <a href="#">Guidelines</a>	Yes
Please rate the English (1: Poor and unintelligible in places, 2: Sufficient but will need major revision by skilled proof reader, 3: Reasonable with only minor typographical and grammatical errors, 4: Good with only a few minor typographical errors, 5: Excellent - does not require any corrections)	3
Are all references mentioned accurate and complete and properly cited in the text and in the References section.	Yes

Once you are happy with the proof of your review presented, you can proceed by clicking on **Submit Review to Editorial Office**.

You will receive an automated email thanking you for your review.

You will then be taken to the following screen



Clicking on Return to Main Menu will return you to the Main Menu where you can then see if you have any more **New Reviewer Assignments** or **Pending Assignments**.

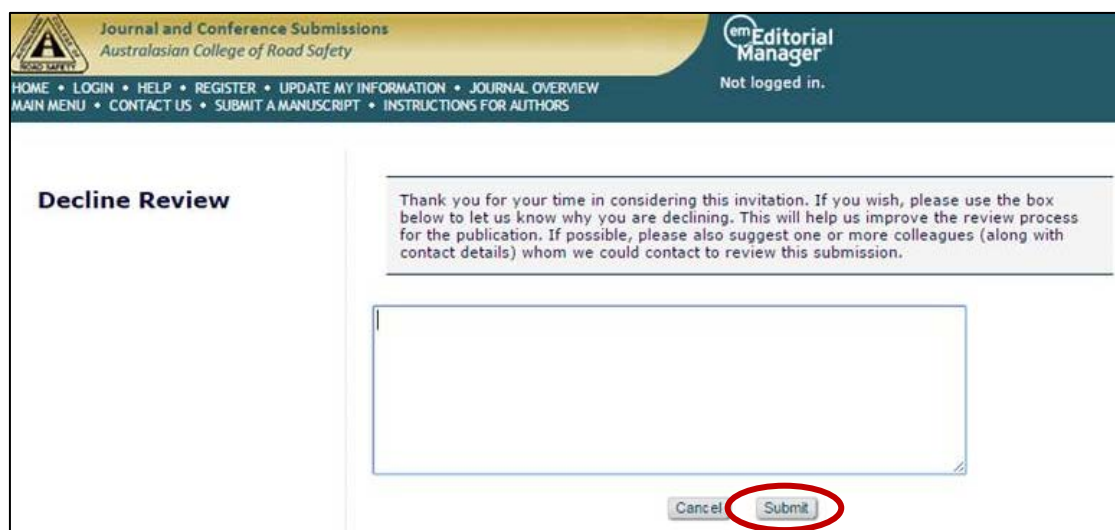


The process continues to repeat itself for each Full Paper submission you have been requested to review.

## 5. Choose whether to review the Full Paper – ‘Decline to Review’

If you click on ‘Decline to Review’, you will be taken to following screen.

We would appreciate it if you could recommend other Reviewers in the text field as shown below to help us redirect our invitation to review to a suitable expert.



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## Finally a very, very BIG thank you!

Thank you for your participation as a Full Paper Reviewer for the Journal of the Australasian College of Road Safety. Without your assistance we could not make this Journal a success. We are truly grateful for you giving up your valuable time to help reduce road trauma. Remember, you can email us at any time for assistance if you need us (<http://acrs.org.au/contact-us/em-journal-conference-contacts/> & [ARSCSubs@acrs.org.au](mailto:ARSCSubs@acrs.org.au) and/or [journaleditor@acrs.org.au](mailto:journaleditor@acrs.org.au))