



## Online Full Paper Reviewer Instructions

ARSC2017 is managing online Full Paper reviews via our Editorial Manager website:

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

As a potential Reviewer you have been invited to review a ten page (approx.) Full Paper for the Australasian Road Safety Conference (ARSC2017) to be held in Perth.

**We know your time is valuable, and we thank you for your participation.** Your expertise will assist the Scientific Program Committee and the Conference Organising Committee in developing a high quality proceedings showcasing the wide variety of road safety work being undertaken in Australasia and abroad. The aim is to have a proceedings with a good mix of high quality research and practitioner papers from all areas of road safety that can contribute to the conference theme of **Expanding our horizons**.

A selected number of Authors were encouraged to expand their Extended Abstract into a 10 page Full Paper for further peer-review to detail and highlight the elements of their submission that would be of interest to attendees seeking more in-depth information. A major objective of the conference is to bring together current knowledge about what works and what doesn't in road safety, and how we can harness existing knowledge to achieve road safety targets in an efficient and effective manner.

The ARSC2017 Conference Scientific Program Committee would be grateful if you could spare some time to review the Full Paper submitted for possible inclusion into the conference proceedings. A selected number of the best papers will be provided an opportunity to run-on into the Journal of the Australasian College of Road Safety (JACRS).

If possible, **we would appreciate receiving your review within 14 days.** We know the deadline is tight. You may submit your comments online (via <http://www.editorialmanager.com/jacrs>) when you agree to review the manuscript. The PDF document will include the original submission (Authors' responses to submission questions and the Extended Abstract) and the Full Paper submitted. We ask that you to focus just on the Full Paper portion. When you login and accept the 'Pending Assignment' and begin to 'Submit Recommendation' you will find a series of questions to be completed and spaces for confidential comments to the editor and comments for the author (if you think it is necessary).

If you have any questions or concerns, please email [arscsubs@acrs.org.au](mailto:arscsubs@acrs.org.au) or call ph: (02) 9385 6040 or (02) 9385 4479.

On behalf of Prof. Lynn Meuleners from C-MARC, Dr. Paul Roberts from ARRB, Prof. Raphael Grzebieta (co-Chairs of the ARSC2017 Scientific Program Committee) and proceedings editor Dr. Mario Mongiardini (both) from TARS UNSW, and the ARSC2017 Conference Committee, we thank you for providing your assistance.

## 1. Receiving the invitation to review the Extended Abstract

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

**Date:** 01/03/2017  
**To:** "Raphael Grzebieta" r.grzebieta@unsw.edu.au  
**From:** "ACRS submission" [arcsubs@acrs.org.au](mailto:arcsubs@acrs.org.au)  
**Subject:** ARSC2017 Conference Reviewer Invitation for [REDACTED]

Dear Dr. xxxxxxx,

You have been invited to review a Full Paper for the ARSC2017 conference.

The title of the Full Paper is xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

If you would like to review this Full Paper, please click this link: **Agree to Review**

If you do not wish to review this Full Paper, please click this link: **Decline to Review**

Please recommend other potential reviewers if you decline to review this **Extended Abstract**.

(If when you accept the review invitation and view the Full Paper you identify a conflict of interest, you can decline the invitation where necessary)

If the above links do not work, please go to <http://jacrs.edmgr.com/>.  
Your username is: \*\*\*\*\*

The manuscript reference is JACRS-D-17-00xxx.

Please provide your review by 18/07/2017. You can submit your comments online at the above URL. There you will find spaces for comments to the author and the editor.

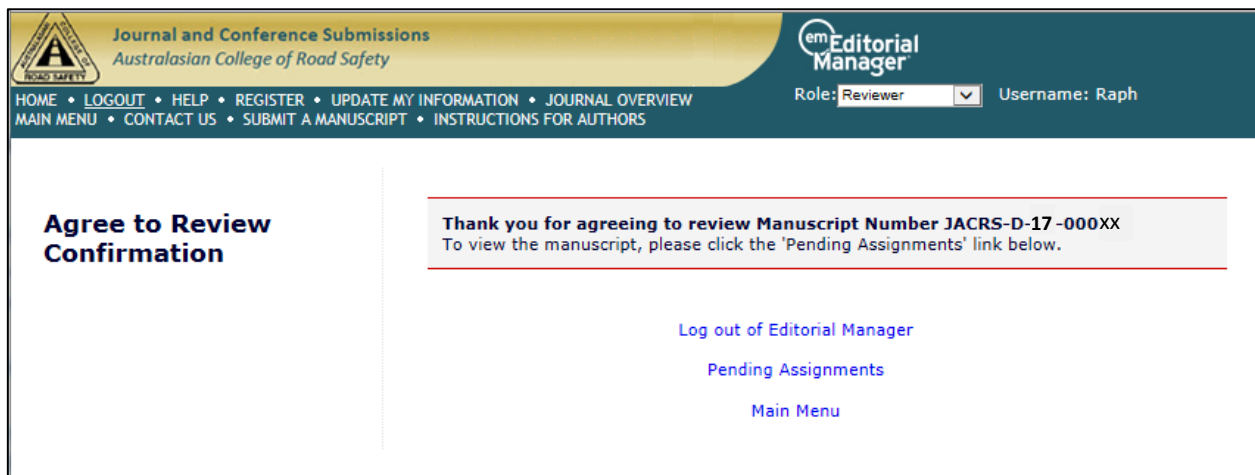
Please see the [Instructions for Reviewers](#) for further information.

With kind regards,

Mario Mongiardini, PhD  
Conference Editor  
ARSC2017 Conference, Perth, WA

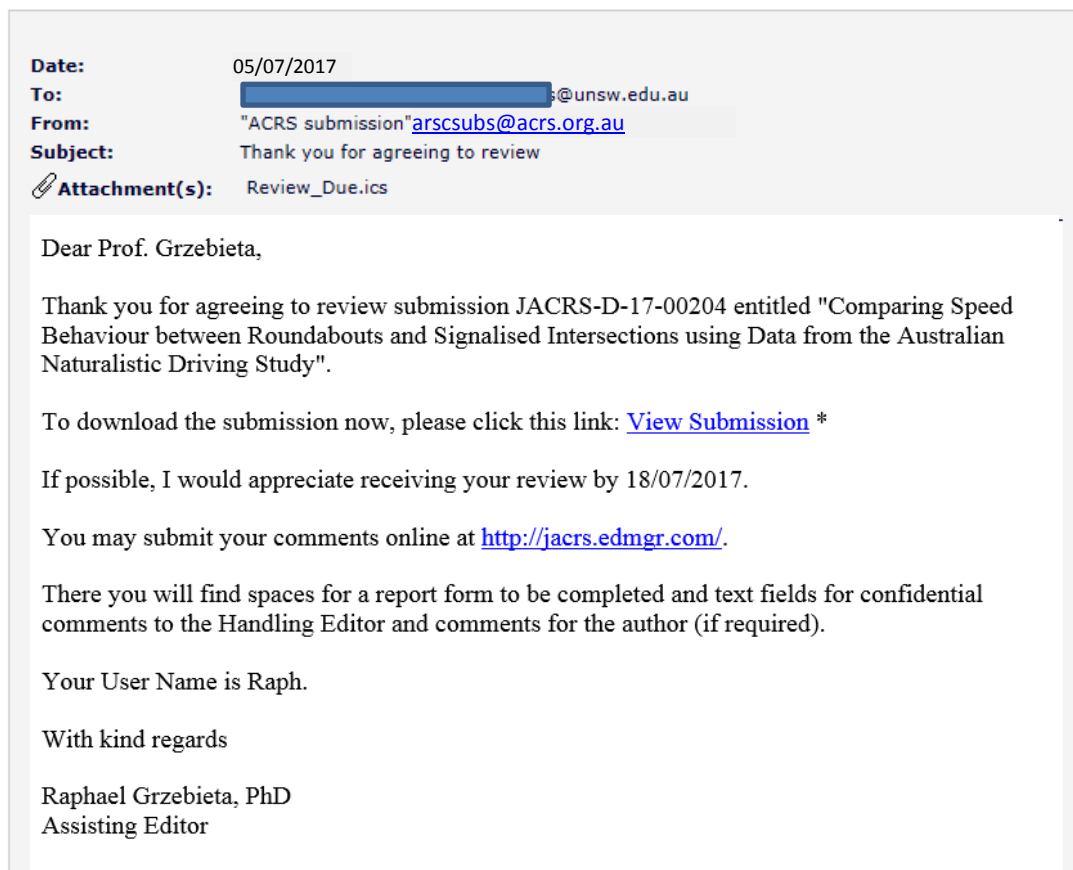
## 2. Choose whether to review the Full Paper – ‘Agree to Review’

- 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'. To the right is the 'em Editorial Manager' logo. Below the logos 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 dropdown menu for 'Role: Reviewer' and the text 'Username: Raph'. The main content area is titled 'Agree to Review Confirmation'. A red-bordered box contains the message: 'Thank you for agreeing to review Manuscript Number JACRS-D-17-000XX. 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 interface. The header information is as follows:  
**Date:** 05/07/2017  
**To:** [redacted]@unsw.edu.au  
**From:** "ACRS submission" arscsubs@acrs.org.au  
**Subject:** Thank you for agreeing to review  
**Attachment(s):** Review\_Due.ics

The email body contains the following text:  
Dear Prof. Grzebieta,  
  
Thank you for agreeing to review submission JACRS-D-17-00204 entitled "Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study".  
  
To download the submission now, please click this link: [View Submission](#) \*  
  
If possible, I would appreciate receiving your review by 18/07/2017.  
  
You may submit your comments online at <http://jacrs.edmgr.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 Raph.  
  
With kind regards  
  
Raphael Grzebieta, PhD  
Assisting Editor

### 3. Review the Full Paper

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

Journal and Conference Submissions  
Australasian College of Road Safety

em Editorial Manager

Role: Reviewer Username: Raph

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

## Agree to Review Confirmation

Thank you for agreeing to review Manuscript Number JACRS-D-17-00XX .  
To view the manuscript, please click the 'Pending Assignments' link below.

[Log out of Editorial Manager](#)  
[Pending Assignments](#)  
[Main Menu](#)

you will be taken to the following page:

Journal and Conference Submissions  
Australasian College of Road Safety

em Editorial Manager

Role: Reviewer Username: Raph

### Pending Reviewer Assignments for Raphael Grzebieta, PhD

Page: 1 of 1 (1 total assignments) Display 10 results per 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
<a href="#">View Submission</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	JACRS-D-17-000XX	2017 ARS CONFERENCE Extended Abstract or Full Paper Submission (Perth)		Under Review	25/04/17	25/04/17	30/04/17	7	Garrett Anthony Mattos

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

<< Reviewer Main Menu

You should use the free Adobe Reader 10 or later for best PDF Viewing results.

- b. Click on 'View Submission' as per below to read the Full Paper. Note that The PDF document will include the original submission (Authors' responses to submission questions and the Extended Abstract) and the Full Paper submitted. We ask that you to focus just on the Full Paper portion.

Journal and Conference Submissions  
Australasian College of Road Safety

em Editorial Manager

Role: Reviewer Username: Raph

### Pending Reviewer Assignments for Raphael Grzebieta, PhD

Page: 1 of 1 (1 total assignments)

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-17-000XX	2017 ARS CONFERENCE Extended Abstract or Full Paper Submission (Perth)	

Page: 1 of 1 (1 total assignments)

<< Rev

You should use the free Adobe Read

- c. Once you have reviewed the Full Paper, and checked it complies with the formatting template (see: [http://acrs.org.au/wp-content/uploads/Full\\_Paper\\_Word\\_Template-FINAL.doc](http://acrs.org.au/wp-content/uploads/Full_Paper_Word_Template-FINAL.doc)) then click on 'Submit Recommendation' via the Action Links:

The screenshot shows the Editorial Manager interface for Journal and Conference Submissions at the Australasian College of Road Safety. The user is logged in as 'Reviewer' with the username 'Rap'. The page displays 'Pending Reviewer Assignments for Raphael Grzebieta, PhD' with 1 total assignment. The assignment table has the following data:

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-17-000XX	2017 ARS Conference Extended Abstract	

The 'Submit Recommendation' link is circled in red. The page also includes navigation links like 'HOME', 'LOGOUT', 'HELP', etc., and a footer note: 'You should use the free Adobe Reader'.

- d. You will be directed to a screen that will guide you through the reviewer recommendations and comments. Ensure you make a recommendation (**Accept, Reject, Revise, Minor Revision – do not need to see again**) rate the Full Paper for each criteria, answer the Yes/No questions and enter any comments in the text fields to the Author or Editor you may have (if any):

The screenshot shows the 'Reviewer Recommendation and Comments' screen for Manuscript Number JACRS-D-17-00204. The title is 'Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study'. The revision is 'Revision Number 1' by 'Raphael Grzebieta (Reviewer 3)'. The 'Recommendation' dropdown is set to 'No Recommendation'. Below this are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'.

**Reviewer Instructions**

**REVIEW INSTRUCTIONS**

Thank you for agreeing to peer review research papers for the 2017 Australasian Road Safety Conference. Your expertise will assist the Scientific sub-Committee in developing a high quality proceedings of road safety work being undertaken in Australasia and abroad. The aim is to have a good mix of high quality papers from all areas of road safety that can contribute to the conference.

The attachment will contain the author/s responses when first submitting their paper, the original Extended Abstract that was submitted and the Full Paper. You are requested to only focus and review the Full Paper.

Your review will be used for the purpose of short listing papers for conference awards. In addition, any comments and recommendation you provide the author/s will be required to address by them in order to enhance the quality of the paper and ensure it is of a peer-reviewed publication standard.

Selected papers will run-on into the Journal of the Australasian College of Road Safety (JACRS). Any papers which are selected for run-on into the JACRS will undergo further review.

Please note that a paper that is rejected will revert to the Extended Abstract for the proceedings. The author/s will still be able to present their oral (or poster) presentation of their work at the conference.

Please answer the questions and list comments or suggested changes that are considered essential for the author/s to complete in order for the paper to be accepted as part of the peer review stream.

**Review Questions**

\*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) Insert Special Character

\*Clarity of Abstract (1 Unclear, 2 Poor, 3 Reasonable, 4 Good, 5 Excellent)

Please note that the paper will be assessed if it is worthy of an Award (<http://theaustralasianroadsafetyawards.com.au/2017-awards/2017-conference-awards/>). If you feel this Full Paper is worthy of any of the awards please note this in the **'Reviewer Confidential Comments to Editor'** field.

A selected number of the best papers will also be provided an opportunity to run-on into the Journal of the Australasian College of Road Safety (JACRS). Based on the quality of the reviews, selected Authors will be approached by the Journal's Managing Editor Dr. Chika Sakashita to reformat their paper and submit it to the Journal. These papers will be subjected to further per-review and if found suitable would be published with the following wording (*This peer-reviewed paper was first presented at the 20XX Australasian Road Safety Conference (ARSC20XX) held in XXXX, XXX, Australia and first published in the ARSC20XX Proceedings as a 'Full Paper'. It underwent the full peer-review process by independent experts in the field. It is being reproduced here with the kind permission of the authors and is now only available in this edition of the JACRS.*) If you feel the Full Paper could be considered for a run-on into the JACRS then please indicate this in the **'Reviewer Confidential Comments to Editor'**.

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

\*Would you recommend the Authors be provided an opportunity to extend their submission to a 10 page Full Paper for further peer-review?

Yes

**Reviewer Blind Comments to Author**

Insert Special Character Open in New Window

Comments to Authors

**Reviewer Confidential Comments to Editor**

Insert Special Character Open in New Window

Comments to Editors

Logout of Editorial Manager **Save & Submit Later** Proof & Print Proceed

## 4. Submit Review To Conference Editor

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

The screenshot shows a web interface for submitting a review. At the top, there is a large empty text area. Below it, a section titled "Reviewer Confidential Comments to Editor" contains a text input field with the placeholder text "Comments to Editors". To the right of this field are two links: "Insert Special Character" and "Open in New Window". At the bottom of the interface, there are four buttons: "Logout of Editorial Manager", "Save & Submit Later", "Proof & Print", and "Proceed". The "Proceed" button is highlighted with a red circle.

you will see the following screen.

The screenshot shows the "Reviewer Recommendation and Comments for Manuscript Number JACRS-D-17-00204" screen. The header includes the Australasian College of Road Safety logo and the Editorial Manager logo. The user's role is "Reviewer" and the username is "Raph". The manuscript title is "Comparing Speed Behaviour between Roundabouts and Signalised Intersections using Data from the Australian Naturalistic Driving Study". The revision information is "Revision Number 1" and "Raphael Grzebieta, PhD Reviewer 3". There are four buttons: "Back", "Edit Review", "Print", and "Submit Review to Editorial Office".

**Recommendation:** Revise

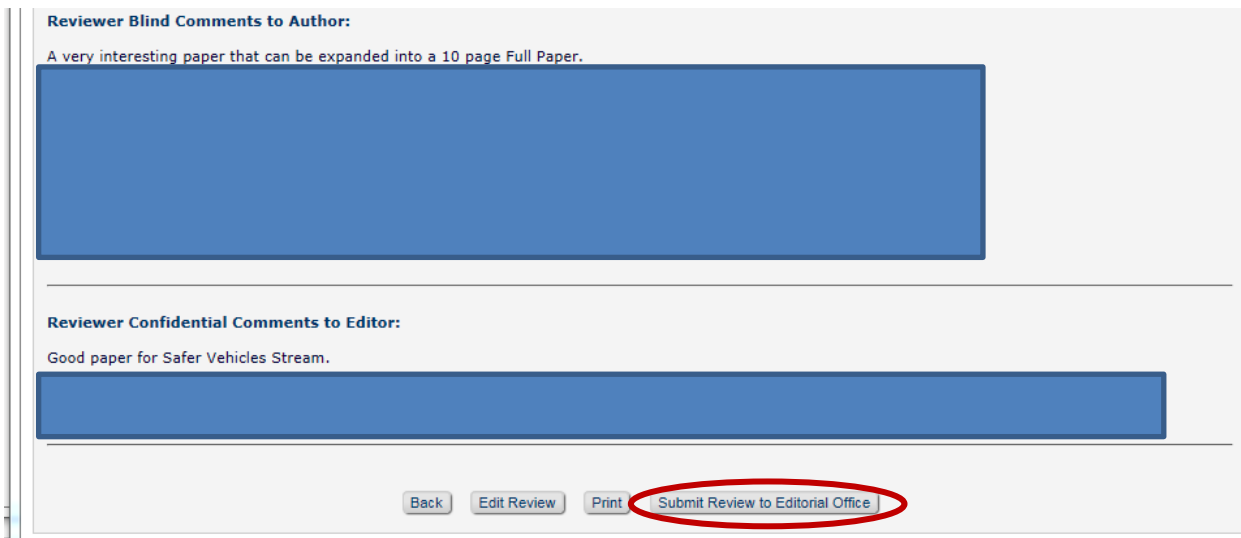
Custom Review Question(s)	Response
Rate the paper's original contribution/scientific merit to road safety knowledge (0 Not applicable, 1 None, 2 Marginal, 3 Possibly, 4 Good, 5 Excellent)	1
Clarity of Abstract (1 Unclear, 2 Poor, 3 Reasonable, 4 Good, 5 Excellent)	1
Relevance to practice or policy/scientific merit (1 None, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)	1
Please rate the papers scientific merit (0 Not applicable, 1 None, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)	0
Are the results presented clearly?	No
Are the conclusions clear and supported by the evidence presented in this paper?	No
Are all references mentioned accurate and complete and properly cited in the text and in the References section.	No
Does the submission comply with the formatting template and guidelines? See <a href="#">Template</a>	No
Would you recommend this submission be considered for an award?	No

**Reviewer Blind Comments to Author:**  
Test run

**Reviewer Confidential Comments to Editor:**  
Test run

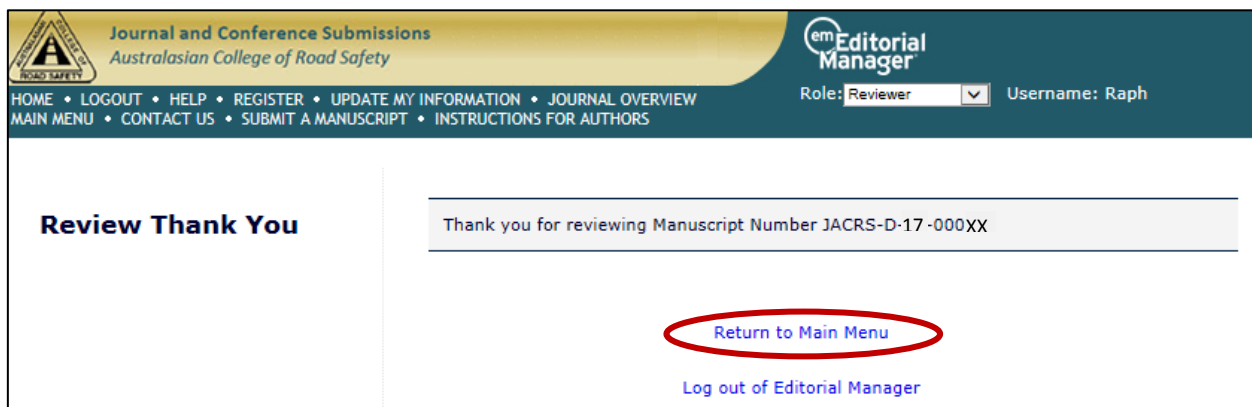
At the bottom, there are four buttons: "Back", "Edit Review", "Print", and "Submit Review to Editorial Office".

Once you are happy with the proof of your review provided, 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 you have been requested to review.



## 5. Choose whether to review the Full Paper or '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.



The screenshot shows the 'Decline Review' interface. At the top, there is a navigation bar with the Australasian College of Road Safety logo and the text 'Journal and Conference Submissions Australasian College of Road Safety'. To the right, it says 'em Editorial Manager' and 'Not logged in.'. Below the navigation bar, there are links: HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The main content area has a heading 'Decline Review' on the left. On the right, there is a text box with the following text: 'Thank you for your time in considering this invitation. If you wish, please use the box below to let us know why you are declining. This will help us improve the review process for the publication. If possible, please also suggest one or more colleagues (along with contact details) whom we could contact to review this submission.' Below this text is a large empty text input field. At the bottom right of the input field, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

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**Finally a very, very BIG thank you!**

**Thank you for your participation as a Full Paper Peer-Reviewer on the Editorial Manager software for ARSC2017. Without your assistance we could not make this conference a success. We are truly grateful for you giving up your valuable time to help reduce road trauma. Remember, you can email us or call us any time on the contact numbers on page for assistance if you need us. We will also be noting your contribution in the Conference Proceedings along with all other Full Paper and Extended Abstract Reviewers.**