



## Online Extended Abstract Reviewer Instructions

ARSC2017 is managing online Extended Abstract reviews via our Editorial Manager website:

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

As a potential Reviewer you have been invited to review an Extended Abstract 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 Organising Committee in developing a high quality program of presentations and Symposia showcasing the wide variety of road safety work being undertaken in Australasia and abroad. To review an Extended Abstract will only require around 10-15 minutes of your time.

The aim is to have a program 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**.

Authors were encouraged to highlight the elements of the conference theme their work addresses in their Extended Abstract. 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 a moment to review the Extended Abstract submitted for possible oral presentation and conference proceedings paper submission. We estimate the time spent reviewing an Extended Abstract would be roughly 10 to 15 minutes at most.

If possible, **we would appreciate receiving your review in 7 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. 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 [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 and Prof. Raphael Grzebieta from TARS UNSW, co-Chairs of the ARSC2017 Scientific Program Committee, 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 an Extended Abstract for the ARSC2017 conference.

The title of the Extended Abstract is xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

If you would like to review this Extended Abstract , please click this link: **Agree to Review**

If you do not wish to review this Extended Abstract, 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 Extended Abstract 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-17-000xx.

Please provide your review by 30/04/2017. 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

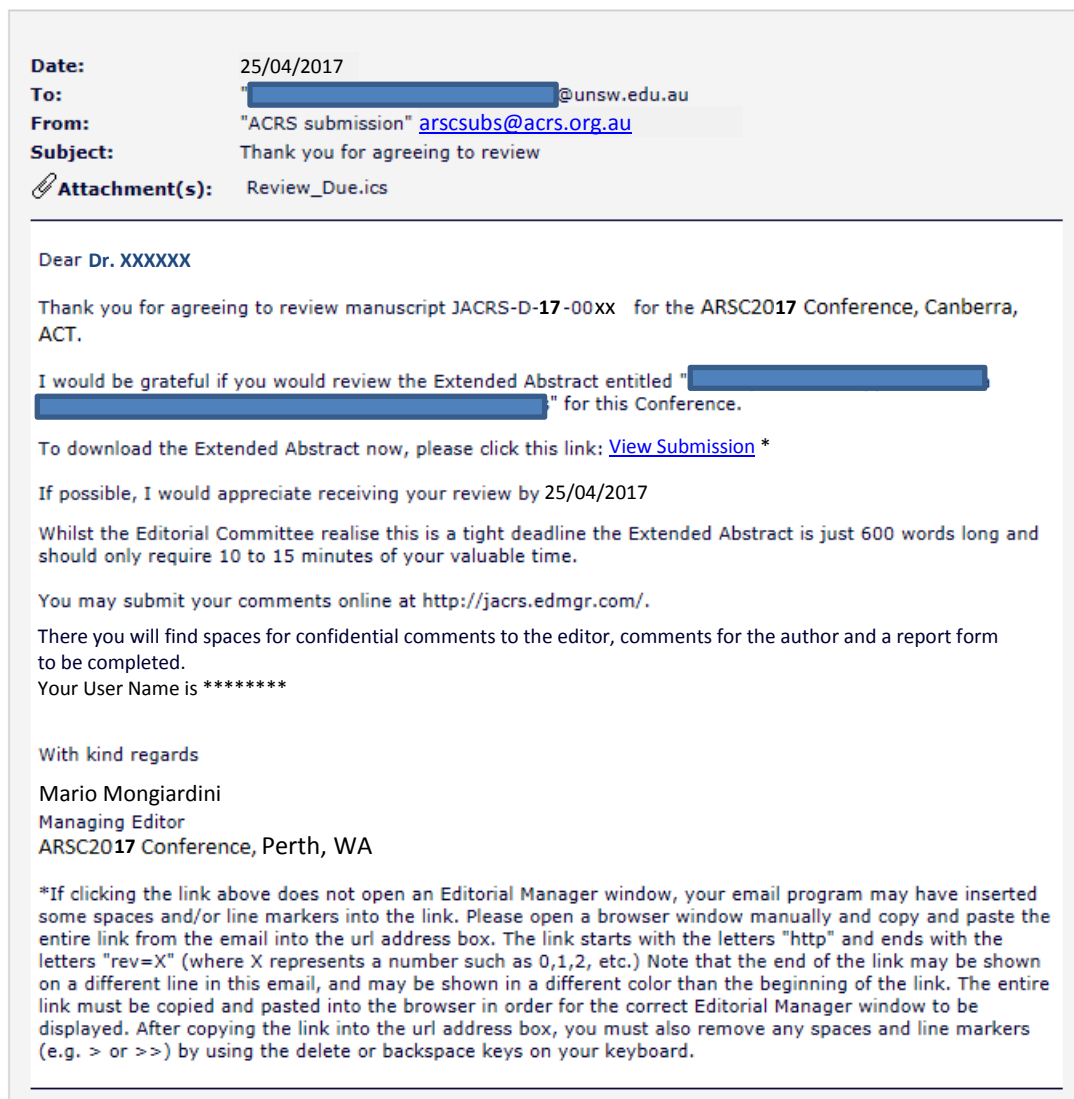
## 2. Choose whether to review the Extended Abstract – ‘Agree to Review’

- 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 a text field for 'Username: Raph'. The main content area is titled 'Agree to Review Confirmation'. A red-bordered box contains the text: '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 with the following details:

**Date:** 25/04/2017  
**To:** [redacted]@unsw.edu.au  
**From:** "ACRS submission" arscsubs@acrs.org.au  
**Subject:** Thank you for agreeing to review  
**Attachment(s):** Review\_Due.ics

Dear Dr. XXXXXX

Thank you for agreeing to review manuscript JACRS-D-17-00XX for the ARSC2017 Conference, Canberra, ACT.

I would be grateful if you would review the Extended Abstract entitled "[redacted]" for this Conference.

To download the Extended Abstract now, please click this link: [View Submission](#) \*

If possible, I would appreciate receiving your review by 25/04/2017

Whilst the Editorial Committee realise this is a tight deadline the Extended Abstract is just 600 words long and should only require 10 to 15 minutes of your valuable time.

You may submit your comments online at <http://jacrs.edmgr.com/>.

There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

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

With kind regards

Mario Mongiardini  
Managing Editor  
ARSC2017 Conference, Perth, WA

\*If clicking the link above does not open an Editorial Manager window, your email program may have inserted some spaces and/or line markers into the link. Please open a browser window manually and copy and paste the entire link from the email into the url address box. The link starts with the letters "http" and ends with the letters "rev=X" (where X represents a number such as 0,1,2, etc.) Note that the end of the link may be shown on a different line in this email, and may be shown in a different color than the beginning of the link. The entire link must be copied and pasted into the browser in order for the correct Editorial Manager window to be displayed. After copying the link into the url address box, you must also remove any spaces and line markers (e.g. > or >>) by using the delete or backspace keys on your keyboard.

### 3. Review the Extended Abstract

- 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

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## 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	2016 ARS Conference Extended Abstract		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 Extended Abstract

Journal and Conference Submissions  
Australasian College of Road Safety

em Editorial Manager  
Role: Reviewer Username: Rap

### 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	

Page: 1 of 1 (1 total assignments)

<< Rev

You should use the free Adobe Read

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

[http://acrs.org.au/wp-content/uploads/Extended-Abstract\\_Word\\_Template-FINAL.doc](http://acrs.org.au/wp-content/uploads/Extended-Abstract_Word_Template-FINAL.doc)

and Page 8 of


<http://acrs.org.au/wp-content/uploads/Extended-Abstract-Author-Instructions2017.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 the text 'Journal and Conference Submissions Australasian College of Road Safety'. The Editorial Manager logo is also present. The user's role is 'Reviewer' and the username is 'Rap'. The main content area is titled 'Pending Reviewer Assignments for Raphael Grzebieta, PhD' and shows 'Page: 1 of 1 (1 total assignments)'. A table with the following columns is displayed: Action, My Reviewer Number, Manuscript Number, Article Type, and Article Title. The table contains one row with the following data: Action (View Submission, **Submit Recommendation**, Send E-mail), My Reviewer Number (1), Manuscript Number (JACRS-D-17 000XX), Article Type (2017 ARS Conference Extended Abstract), and Article Title (redacted). The 'Submit Recommendation' link is circled in red. The footer of the interface includes a navigation button '<< Rev' and a note 'You should use the free Adobe Read'.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<a href="#">View Submission</a> <b><a href="#">Submit Recommendation</a></b> <a href="#">Send E-mail</a>	1	JACRS-D-17 000XX	2017 ARS Conference Extended Abstract	[Redacted]

- d. You will be directed to a screen that will guide you through the reviewer recommendations and comments. Ensure you rate the abstract for each criteria, answer the Yes/No/NA questions and enter any comments in the text fields to the Author or Editor you may have (if any):



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Australasian College of Road Safety



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Role: Reviewer Username: Raph

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**Reviewer Recommendation and Comments for Manuscript Number JACRS-D-17-000XX**

Original Submission  
Raphael Grzebieta (Reviewer 1)

Recommendation: Accept

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

**Reviewer Instructions**

Thank you for agreeing to peer review Extended Abstracts for the 2017 Australasian Road Safety Conference. Your expertise will assist the Conference Organisers in developing a high quality program of presentations showcasing the wide variety of road safety work being undertaken in Australasia and abroad. The aim is to have a program with a good mix of high quality papers from all areas of road safety that can contribute to the conference theme of **Expanding our horizons!**

After you have read the Extended Abstract please answer the following questions and provide any comments/feedback to the Authors and confidential comments to the Editor (if any needed).

Note that the values for first five questions (rating 1 to 5) will used to rate the paper in terms of whether it should be presented as either an Oral or a Poster presentation if there are insufficient slots for Oral presentations, or rejected if scores are very low.

Answering Questions the last three questions Yes/No will take precedence over numerical values entered for the first five questions (rating 1 to 5).

**Manuscript Rating**

\*Contains New Information (1 No, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)

N/A  1  2  3  4  5

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

N/A  1  2  3  4  5

\*Relevance to practice or policy/scientific merit (1 None, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)

\*Contribution to Conference theme and specific stream/s (1 None, 2 Marginal, 3 Acceptable, 4 Definitely, 5 Outstanding) [For more information click here](#)

N/A  1  2  3  4  5

\*Interest to audience (1 None, 2 Marginal, 3 Possibly, 4 Good, 5 Excellent)

N/A  1  2  3  4  5

**Review Questions**

\*Does the Extended Abstract comply with the formatting template and guidelines? [See Template and page 7 of Guidelines](#) [Insert Special Character](#)

Yes

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\*Are the contents of the Extended Abstract of suitable quality and interest for an Oral presentation?

Yes

---

\*Are the contents of the Extended Abstract of suitable quality and interest for a Poster?

Yes

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\*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

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

#### 4. Submit Review To Conference Editor

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

**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

you will see the following screen.

**Journal and Conference Submissions**  
Australasian College of Road Safety

em Editorial Manager

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Role: Reviewer Username: Raph

### Reviewer Recommendation and Comments for Manuscript Number JACRS-D-17-00XX

Original Submission  
Raphael Grzebieta, PhD **Reviewer 1**

[Back](#) [Edit Review](#) [Print](#) [Submit Review to Editorial Office](#)

**Recommendation:** **Accept**

**Manuscript Rating Question(s):**

	Scale	Rating
Contains New Information (1 No, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)	[1-5]	5
Clarity of Abstract (1 Unclear, 2 Poor, 3 Reasonable, 4 Good, 5 Excellent)	[1-5]	5
Relevance to practice or policy/scientific merit (1 None, 2 Minimal, 3 Reasonable, 4 Good, 5 Excellent)	[1-5]	4
Contribution to Conference theme and specific stream/s (1 None, 2 Marginal, 3 Acceptable, 4 Definitely, 5 Outstanding) For more information <a href="#">click here</a>	[1-5]	4
Interest to audience (1 None, 2 Marginal, 3 Possibly, 4 Good, 5 Excellent)	[1-5]	4

**Custom Review Question(s)**

Custom Review Question(s)	Response
Does the Extended Abstract comply with the formatting template and guidelines? See <a href="#">Template</a> and page 7 of <a href="#">Guidelines</a>	Yes
Are the contents of the Extended Abstract of suitable quality and interest for an Oral presentation?	Yes
Are the contents of the Extended Abstract of suitable quality and interest for a Poster?	Yes
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:**

A very interesting paper that can be expanded into a 10 page Full Paper.

**Reviewer Confidential Comments to Editor:**

Good paper for Safer Vehicles Stream.

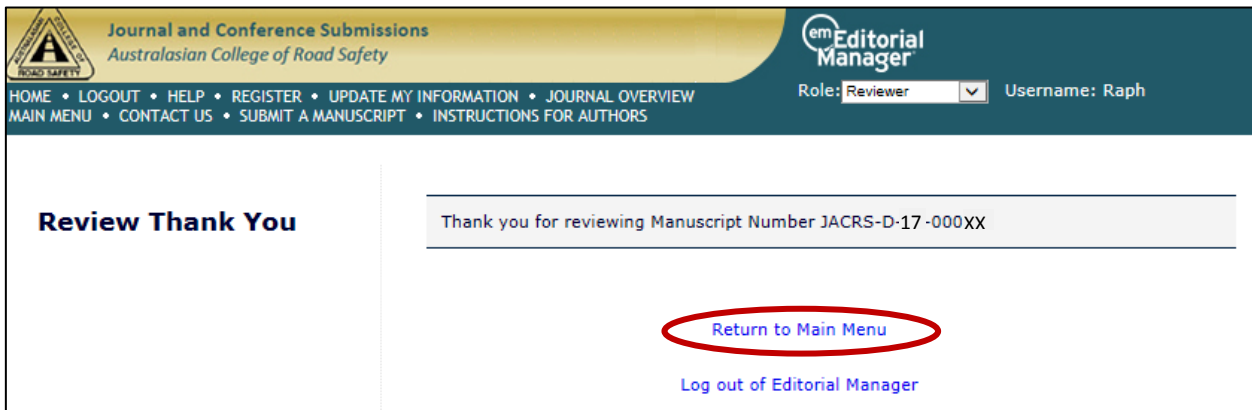
[Back](#) [Edit Review](#) [Print](#) [Submit Review to Editorial Office](#)

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 Extended Abstract you have been requested to review.

## 5. Choose whether to review the Extended Abstract – ‘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 an Abstract 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.**