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 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 arscsubs@acrs.org.au.

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

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):

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Dear [Name],

we would kindly ask if you could review a paper entitled [Title]. 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:

[Abstract]

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 achieves the required template and Author guidelines http://acrs.org.au/wp-content/uploads/Journal_Full_Paper_Ward_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 in text boxes. While the process is self-explanatory, a set of instructions is available for Reviewers who want more information to assist them. This can be found at http://acrs.org.au/wp-content/uploads/EM-Instructions-for-Reviewers-Full-Paper.pdf.

If you do kindly agree to review this paper, then please click this link: ACCEPT_REVIEW_INVITATION%

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://jacs.edmgr.com/
Your User Name is ********.
After you enter these details click on the ‘Reviewer Login’ tab.
The manuscript reference is JACRS-D-19.

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 in the first instance.
If possible, I would appreciate receiving your review by 14/12/19.

With kind regards

Rashnaa Deolakia, PhD
EDRX-In-Chief
Journal of Road Safety
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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 and you will receive the following email:

   ![Image of the email](image)

   Dear Dr. XXXXXX,
   
   Thank you for agreeing to review submission JACRS-D-19-000XX entitled “...”. To download the submission now, please click this link: **...**. If possible, I would appreciate receiving your review by 14/12/19.
   
   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,
   
   [Name]
   PhD
   Assisting Editor
3. Review the Extended Abstract

a. At this webpage when you click on ‘Pending Assignments’

![Pending Assignments screenshot]

you will be taken to the following page:

![View Submission screenshot]

b. Click on ‘View Submission’ as per below to read the Paper submitted
c. Once you have reviewed the Full Paper, and made sure it complies with the formatting template, see:


and Author Instructions

then ‘Submit Recommendation’ via the Action Links:

![Pending Reviewer Assignments for Raphael Greibli, PhD](image)

You should use the free Adobe Reader

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):
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, you will see the following screen.

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.
Finally a very, very BIG thank you!

Thank you for your participation as a Full Paper Reviewer for the Journal 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 (https://acrs.org.au/publications/journals/contact-us-jrs/ & arscsubs@acrs.org.au and/or journaleditor@acrs.org.au)