Online Registration Instructions For New Authors

To make, review or handle submissions as an Author, Reviewer or Conference Editor, you must first register yourself on the Australasian College of Road Safety on-line Editorial Manager (EM) website:

http://www.editorialmanager.com/jacrs

NOTE: If you registered on Editorial Manager in 2015, 2016, 2017, 2018 or 2019 then you are already registered. Your User Name and Password are still valid. If you have forgotten your Username and Password simply click on ‘Send Login Details’.

If you are a new Author then you must register on our system

a. Click on 'Register Now'
b. Enter all required fields (where text is red, and marked with an asterisk*)

There are three consecutive pages where you will need to provide information

This is the first page with three fields to enter

If your email is already in the EM system then you will see the following:

(Note: Once registered in the system you can at some future time change your email if for some reason you prefer to receive emails into a different address, e.g. you have changed the organisation where you do most of your work)
c. Once you have entered your first name, surname and email you will be taken to the following page where you will need to fill all required fields (**where text is red, and marked with an asterisk**):

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have an * beside the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

### Personal Information

- **Title**: Mr., Ms., Dr., etc.
- **Given/First Name**: Sample
- **Middle Name**:
- **Family/Last Name**: Register
- **Degree**: Ph.D., M.D., etc.
- **Preferred Name**:
- **Primary Phone**: (including country code)
- **Secondary Phone**: (including country code)
- **Secondary Phone is for**: Mobile
d
- **Fax Number**:
- **E-mail Address**: *(if entering more than one e-mail address, use a semi-colon between each address; e.g., johnsmith@journal.com; johndoe@journal.com. Entering a second e-mail address from a different e-mail provider decreases the chance that spam filters will trip an alert sent to you from online systems. Read More.)*

### Institution Related Information

- **Position**: *
- **Institution**: *(max 450 characters)*
- **Department**: *(max 450 characters)*
- **Street Address**:
- **City**: *
- **State or Province**: *
- **Zip or Postal Code**: *
- **Country**: Please choose a country
- **Address is for**: Work, Home, Other
- **Available as a Reviewer?**: Yes, No

### Areas of Interest or Expertise

Please indicate your areas of expertise by selecting from the pre-defined list using the “Select Personal Classifications” button.

**Personal Classifications** *(None Selected)*

- **Select Personal Classifications**

- **Select 1-10 Classifications**

**Choose A User Name**

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

- **Enter preferred user name**: *

Once you have filled in the required information, click the button below.

**Continue >>**

Note when clicking on ‘Select Personal Classifications’ the following will appear:
Click on ‘Expand All’ and the following appears. Click the appropriate box which are your areas of interest and specialization and then click ‘Add→’.
You should then see the following:

**Select Personal Classifications**

Please identify your Areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

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You can choose up to 10 specialisations, though choosing less is also OK.

After you have completed selecting your specialisations, click ‘Submit’.

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**Areas of Interest or Expertise**

Please indicate your areas of expertise by selecting from the pre-defined list using the “Select Personal Classifications” button.

**Personal Classifications**

- Road Safety Barriers
- Temporary Road Works

Select Personal Classifications

Select 1-10 Classifications
d. Once you have entered your preferred user name, click on ‘Continue >>’

![Illustration of a webpage with a field to enter a user name and a button labeled 'Continue']

e. Check your emails for your Editorial Manager Registration, containing your username and password. If you do NOT receive an email please notify ARSCSubs@acrs.org.au.

**Note 1:** Registering as an Author does not constitute Registration for the Conference. Registration to attend the conference is a separate process outside Editorial Manager.

**Note 2:** Because Editorial Manager generates emails automatically some spam filters, depending on how strong their filter is set, can inadvertently delete the email or filter it into your ‘junk email’ folder. If this happens, the Conference Managing Editor will email some advice of how to reduce its occurrence.

Once you receive your email you will have officially registered on the EM system and can log in as below.