

# Online Journal Submission Guide

Any manuscript submissions to the Journal of Road Safety including Correspondence (Letter to the Editor) must be submitted via our Editorial Manager website:

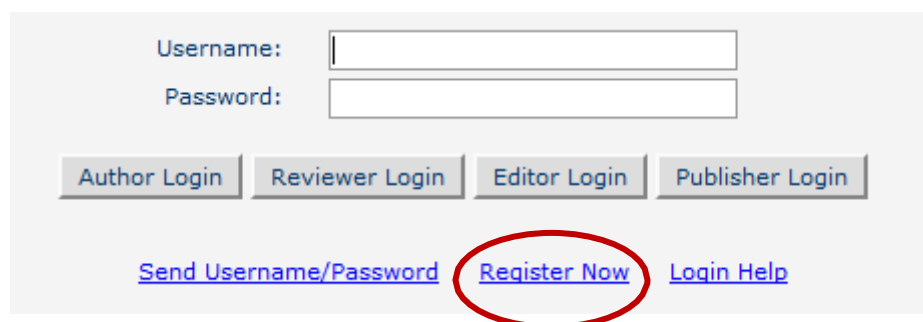
<http://www.editorialmanager.com/jacrs>

Once you are on the online submission website:

If you are NOT registered already on the Editorial Manager website

## 1. Register on our system as an author

- a. Click on '**Register Now**'



The screenshot shows the Editorial Manager website interface. At the top, there are two input fields labeled 'Username:' and 'Password:'. Below these fields are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. At the bottom, there are three links: 'Send Username/Password', 'Register Now' (which is circled in red), and 'Login Help'.

- 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.
- c. Submit your registration
- d. Check your emails for your Editorial Manager Registration, containing your username and password. If you do NOT receive an email please notify [arcssubs@acrs.org.au](mailto:arcssubs@acrs.org.au).

**Note 1:** When registering as an Author please also consider becoming a Peer Reviewer for the Journal. It is important that the Journal has a good pool of experts from which to choose to ensure the Peer Review process is of a high standard. Also, just as you would expect others to offer their valuable time to Review your paper, we would hope that you would offer your valuable time to Review other Author's papers in the interests of helping reduce road trauma.

**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 Journal Managing Editor will email some advice of how to reduce its occurrence.

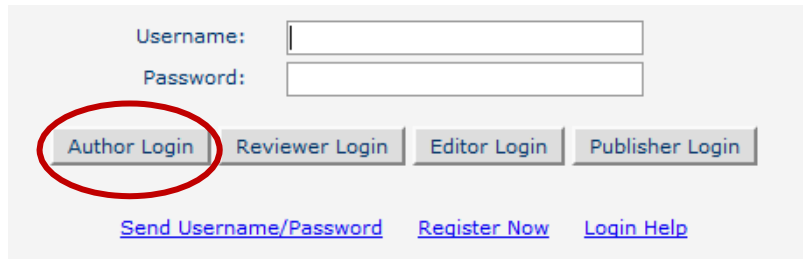
The following subsections (hyper linked) are instructions for submitting the manuscripts:

2. Submitting your 'New Manuscript' (Full Paper for Peer Review)
3. Submitting your 'New Manuscript' (Full Paper for NON Peer Review)
4. Submitting your 'New Manuscript' (Perspective, Commentary or Letter)

## 2. Submitting your 'New Manuscript' (Full Paper for Peer Review)

Go to the login screen <http://www.editorialmanager.com/jacrs>

a. Login as an author



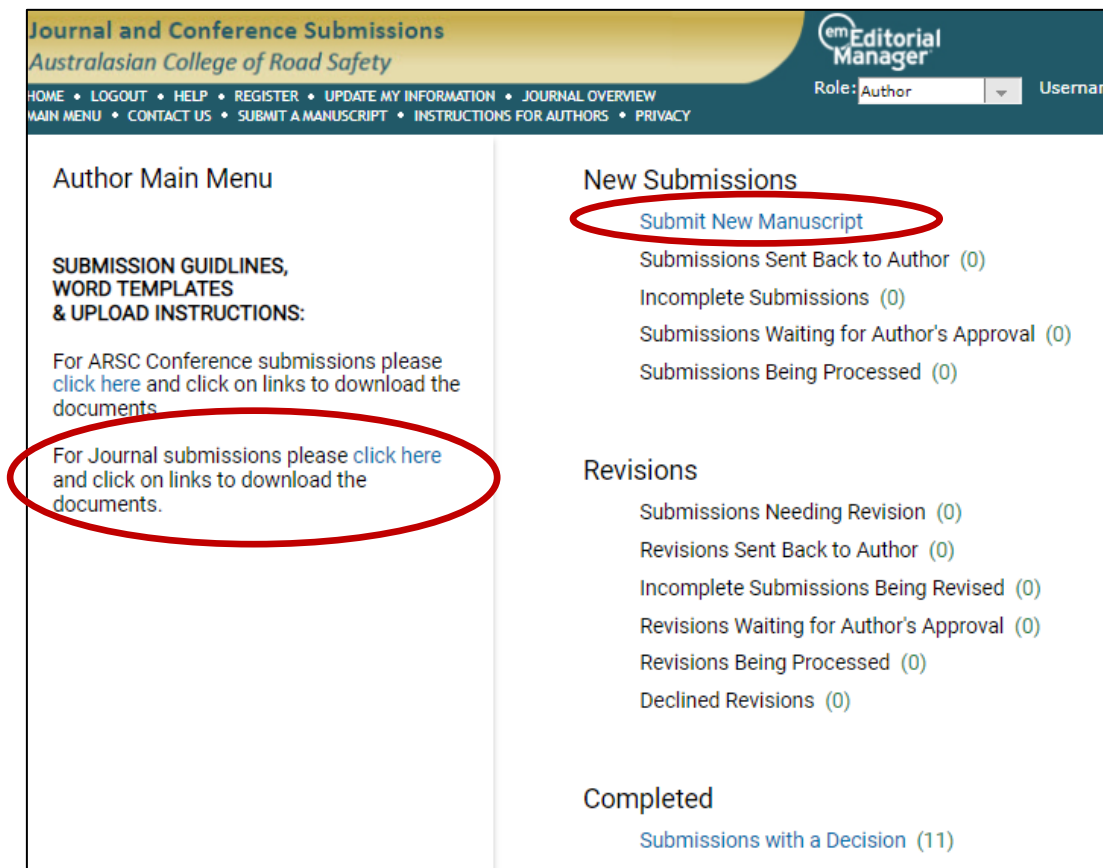
Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Username/Password](#) [Register Now](#) [Login Help](#)

b. On the Author **Main Menu**, click 'Submit New Manuscript'



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

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Role: Author Usermar

**Author Main Menu**

**SUBMISSION GUIDELINES, WORD TEMPLATES & UPLOAD INSTRUCTIONS:**

For ARSC Conference submissions please [click here](#) and click on links to download the documents.

For Journal submissions please [click here](#) and click on links to download the documents.

**New Submissions**

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

**Revisions**

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

**Completed**

[Submissions with a Decision \(11\)](#)

Also note on the left side of the page that you can download the Submission Guidelines, Word Template file, and EM Submission Instructions, that you need to use to comply with the formatting guidelines.

- c. On the **Select Article Type** tab, select:  
**‘ACRS JOURNAL ONLY – Full Paper Submission for Peer Review (NOT conference)’**  
 Then click ‘Proceed’

The screenshot shows the 'Journal and Conference Submissions' page for the 'Australasian College of Road Safety'. The user is logged in as 'Raph' with the role of 'Author'. The progress bar indicates the current step is 'Article Type Selection'. Below the progress bar, there is a dropdown menu labeled 'Select Article Type' with the option 'JOURNAL ONLY - Full Paper Submission for Peer Review (NOT Conference)' selected. A 'Proceed' button is located at the bottom right.

- d. Attach the file (submission/paper) and click ‘Proceed’

The screenshot shows the 'Attach Files' step. The progress bar now has 'Article Type Selection' marked with a green checkmark and 'Attach Files' as the current step. The main area contains a text prompt: 'Please provide a single file containing your manuscript now. Data included in your manuscript may be used to populate information for you later in the submission process.' Below this is a large light blue box with a 'Browse...' button, an 'OR' separator, and a 'Drag & Drop Files Here' area. A 'Proceed' button is at the bottom right.

You should then see the image below. If everything appears OK then click ‘Proceed’

The screenshot shows the 'Attach Files' step with a list of attached files. The progress bar shows 'Article Type Selection' as complete. On the left, it says 'Required For Submission: ✓ ACRS Journal Peer-Review Paper' and 'Please provide any additional items.' The main area has a 'Select Item Type' dropdown set to '\*ACRS Journal Peer-Review Paper', a 'Description' field with 'ACRS Journal Peer-Review Paper', and 'Delivery Method' set to 'Online Web System'. Below this is a table of attached files.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*ACRS Journal Peer-Review Paper		Submission checklist.docx	17.4 KB	08/06/2022	Download	<input type="checkbox"/>

Buttons for 'Update File Order', 'Check All', 'Clear All', and 'Remove' are also visible. A 'Proceed' button is at the bottom right.

- e. You are then required to select between 2 to 4 classifications (topics in road safety) under which your submission would be classified as relating to, e.g. infrastructure, fatigue, speeding, etc. These classifications will help determine the selection of reviewers who are experts in the particular classification.

The screenshot shows the 'Journal and Conference Submissions' interface for the 'Australasian College of Road Safety'. The user is logged in as 'Raph' with the role of 'Author'. The progress bar indicates the following steps: Article Type Selection (completed), Attach Files (completed), General Information (current step), Review Preferences, Additional Information, and Manuscript Data. A modal window titled 'Classifications' is open, prompting the user to 'Please identify your submission's areas of interest and specialization by selecting one or more classifications.' It states 'Required \* Select 2 to 4 Classifications (None Selected)' and includes an 'Add Classifications' button. Navigation buttons 'Back' and 'Proceed' are at the bottom right.

This is the image you should see when you click on 'Add Classifications'. Select and add the ones that are relevant to your submission.

The 'Select Submission Classifications' window displays a list of classification categories on the left and a 'Selected Classifications' area on the right. The categories are: Road User Behaviour and Human Factors, Infrastructure (Safer Roads), Vehicle Safety (Safer vehicles), Vulnerable Road User Safety, Road Safety Management, Community Road Safety, Education, Enforcement, Research Methods and Data, and Medical and Post Crash Care. The 'Selected Classifications' area is currently empty, with a prompt 'Select 2 to 4 Classifications'. Buttons for 'Add->' and '<-Remove' are located between the two lists. The window includes 'Cancel' and 'Submit' buttons at the top and bottom, and a search bar at the top left.

After you have added the classification, click 'Submit'

### Select Submission Classifications

Please identify your manuscript's areas of Interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window. ([less...](#))

---

Search:

[Matching terms display in red text]

Expand All Collapse All

- ☐ Hazard Perception
- ☒ **Infrastructure (Safer Roads)**
  - ☐ Road Environment
  - ☐ Road Safety Barriers
  - ☐ Road Furniture (Poles, Signs, Etc)
  - ☐ Road Design
  - ☐ Temporary Road Works
  - ☐ Intersections and Roundabouts
  - ☐ Signage & Signalisation
  - ☐ Crossings (Pedestrian, School, Rail, Rural/Animal)
  - ☐ Road Safety Audit and Road Safety Review
  - ☐ IRAP, AusRAP, etc.
  - ☐ (ITS - roads) Intelligent Transport Systems in Road
- ☒ **Vehicle Safety (Safer vehicles)**
  - ☐ Vehicle Crashworthiness
  - ☐ NCAP And Consumer Test Ratings
  - ☐ Crash Avoidance and Crash Severity Reduction

Expand All Collapse All

**Selected Classifications: Select 2 to 4 Classifications**

- ☐ Road Environment
- ☐ Road Design
- ☐ Temporary Road Works

This image will appear. Click 'Proceed'

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emEditorial Manager  
Role: Author Username: Raph

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Article Type Selection ☒ Attach Files ☒ General Information ☒ Review Preferences ☐ Additional Information ☐ Manuscript Data ☐

Please provide the requested information.

**Classifications**

Please identify your submission's areas of interest and specialization by selecting one or more classifications.

**Required** ✓ Select 2 to 4 Classifications

- Road Environment
- Road Design
- Temporary Road Works

The next task is to propose a minimum of two Reviewers. Click on 'Add Suggested Reviewer'

The screenshot shows the 'Suggest Reviewers' form in the Editorial Manager system. At the top, there is a navigation bar with the 'Journal and Conference Submissions' header and the 'Editorial Manager' logo. Below this, a progress bar indicates the current step is 'Review Preferences', with previous steps like 'Article Type Selection', 'Attach Files', and 'General Information' marked as complete. The main content area contains a text box for providing information, a red message stating 'Suggesting 2 reviewer(s) is Required for Submission.', and a table for 'Current Suggested Reviewers List'. The table is currently empty, with a '+ Add Suggested Reviewer' button at the bottom. A 'Next' button is located at the bottom right of the form, and 'Back' and 'Proceed' buttons are at the very bottom.

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Role: Author Username: Raph

Article Type Selection Attach Files General Information **Review Preferences** Additional Information Manuscript Data

Please provide the requested information.

**Suggest Reviewers**

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

**Suggesting 2 reviewer(s) is Required for Submission.**

**Current Suggested Reviewers List** + Add Suggested Reviewer

There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

Next

+ Oppose Reviewers

Back Proceed

After adding and saving the two proposed reviews you screen should look like as below. Hit 'Proceed' to continue.

This screenshot shows the 'Suggest Reviewers' form after two reviewers have been added. The 'Current Suggested Reviewers List' table now contains two entries: 'Raphael Grzebieta, PhD UNSW: University of New South Wales' and 'Jake Olivier, PhD UNSW: University of New South Wales'. Each entry has a pencil icon for editing and a trash icon for deleting. The '+ Add Suggested Reviewer' button is still present at the bottom of the table. The 'Next' button is at the bottom right of the form, and 'Back' and 'Proceed' buttons are at the very bottom.

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Role: Author Username: Raph

Article Type Selection Attach Files General Information **Review Preferences** Additional Information Manuscript Data

Please provide the requested information.

**Suggest Reviewers**

Please suggest potential reviewers for this submission and provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

**Current Suggested Reviewers List** + Add Suggested Reviewer

		Raphael Grzebieta, PhD UNSW: University of New South Wales
		Jake Olivier, PhD UNSW: University of New South Wales

+ Add Suggested Reviewer

Next

+ Oppose Reviewers

Back Proceed

Article type is the next selection. It's usually 'Original Road Safety Research' for most manuscripts submitted. Select one and 'Proceed'.

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Article Type Selection Attach Files General Information Review Preferences Additional Information Manuscript Data

Please respond to the presented questions/statements.

Insert Special Character

**Questionnaire**

Please indicate your article type from the following: Original Road Safety Research; Road Safety Data, Research & Evaluation Methods; Road Safety Evidence Review; Road Safety Theory; Road Safety Policy and Practice; Road Safety Best Practice Guidance; Road Safety Case Studies; Road Safety Media Review.

Instructions  
Answer  
Required:

Original Road Safety Research  
Road Safety Data, Research & Evaluation Methods  
Road Safety Evidence Review  
Road Safety Theory  
Road Safety Policy and Practice  
Road Safety Best Practice Guidance  
Road Safety Case Studies  
Road Safety Media Review

← Back Proceed →

Additional information regarding the submission now needs to be entered such as the Title, Abstract, Keywords (also used to find peer-reviewers) and author details. All section MUST be filled in.

The title is limited to 20 words.

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Role: Author Username: Raph

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Article Type Selection Attach Files General Information Review Preferences Additional Information Manuscript Data

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Insert Special Character

**Title**

Full Title (required) ✓  
Limit 20 words Word Count: 3

Title of submission

body p

↓ Next

+ Abstract  
+ Keywords  
+ Authors

← Back Save & Submit Later Build PDF for Approval →

The abstract word limit is 250 words. The abstract should be factual and concise, and must be able to stand alone. State briefly the purpose of the research or article, the principal results or outcomes and major conclusions. Avoid references and non-standard abbreviations. If abbreviations are essential, they must be defined at their first mention in the abstract itself. Use an informative rather than an indicative style.

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**Abstract (required)** ✓  
Limit 250 words Word Count: 131

An abstract of up to 250 words can be entered. The abstract should be factual and concise, and must be able to stand alone. State briefly the purpose of the research or article, the principal results or outcomes and major conclusions. Avoid references and non-standard abbreviations. If abbreviations are essential, they must be defined at their first mention in the abstract itself. Use an informative rather than an indicative style. The abstract should be factual and concise, and must be able to stand alone. State briefly the purpose of the research or article, the principal results or outcomes and major conclusions. Avoid references and non-standard abbreviations. If

body p

Keywords Authors

Back Save & Submit Later Build PDF for Approval

Enter Keywords that best describe the contents of your submission for people to searching on the web and via other search engines. A minimum of two keywords need to be typed and a maximum of 6 is allowed. Note that the ‘;’ needs to be inserted to separate the keywords. A Keyword can consist of two words, i.e. ‘Autonomous Vehicle’

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**Keywords**

Keywords must be separated by semicolons. Each individual keyword may be up to 256 characters in length.

**Required** ✓ Limit 6 Keywords Keyword Count: 1

Road Safety, Infrastructure, Safer Roads, Road Safety Audit, Road Barriers.

Keywords Authors

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Enter Authors next. You must enter all authors into the system at this point.

Journal and Conference Submissions  
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Editorial Manager  
Role: Author Username: Raph

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Article Type Selection Attach Files General Information Review Preferences Additional Information Manuscript Data

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+ Title  
+ Abstract  
+ Keywords  
- Authors

You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.

Current Author List + Add Another Author

Action	Title	Date Submission Began	Status Date	Current Status
	Prof. Raphael Grzebieta, PhD [Corresponding Author] [First Author] [You] University of New South Wales	08/06/2022	09/06/2022	Building PDF

+ Add Another Author

← Back Save & Submit Later Build PDF for Approval →

Click on **'Build PDF for my Approval'**. This will prompt the system to begin building a PDF of your paper. Once the paper has been built you will be sent an email confirmation. If you do NOT receive an email please first check your junk mail and if it is not there then notify [r.grzebieta@unsw.edu.au](mailto:r.grzebieta@unsw.edu.au). Because Editorial Manager generates emails automatically some spam filters, depending on how strong the filter is set to, can inadvertently delete the email or filter it into the 'junk email' folder. If this happens, the Conference Managing Editor will email some advice of how to reduce its occurrence.

While your PDF is building your screen should appear as follows:

← Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Results per page 10

Action	Title	Date Submission Began	Status Date	Current Status
	Title of submission	08/06/2022	09/06/2022	Building PDF

Page: 1 of 1 (1 total submissions) Results per page 10

Once the PDF has been built it should look like the image below:

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Role: Author Username: Raph

← Submissions Waiting for Approval by Author

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Results per page 10

Page: 1 of 1 (1 total submissions) Results per page 10

You must view your submission

Submissions Waiting for Approval by Author Raphael Grzebieta, Ph.D.

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Action	Title	Date Submission Began
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Send E-mail</a>	Title	14/11/2019

Page: 1 of 1 (1 total submissions)

At this point you have the option to **view**, **edit**, **approve** or **remove** your submission, or to **send an email** to query the submission.

Once you are happy with your submission, click on '**approve submission**'.

## Congratulations!

Your submission will now be sent to the journal for review. Once your submission has been reviewed you will receive an email from the Journal Editor with further instructions.