



## Online Extended Abstract Submission Instructions

ARSC2018 online Extended Abstracts can 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 Conference Editorial Manager website there is a 'New Author Online Registration Instructions for Editorial Manager' at this web link: <http://acrs.org.au/contact-us/em-journal-conference-contacts/>. The following is a brief summary of how to register on the EM system.

### 1. Register on our system as an author

- a. Click on 'Register Now'

Username:   
Password:

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

[Send Username/Password](#) [Register Now](#) [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 [ARSCSubs@acrs.org.au](mailto:ARSCSubs@acrs.org.au).

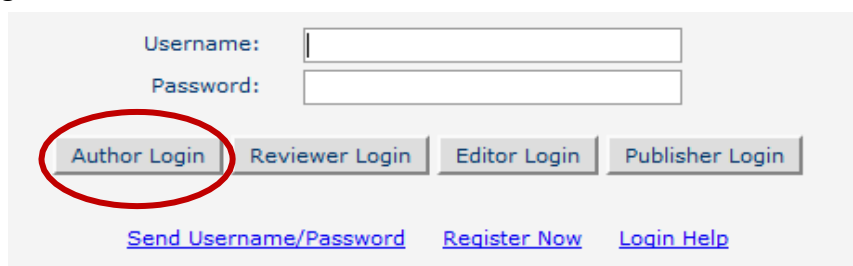
**Note 1:** Registering as an Author does not constitute Registration for the Conference. Registration to attend the conference is a separate process outside Editorial Manager.

**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.

## 2. Submitting an Extended Abstract

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

a. Login as an author

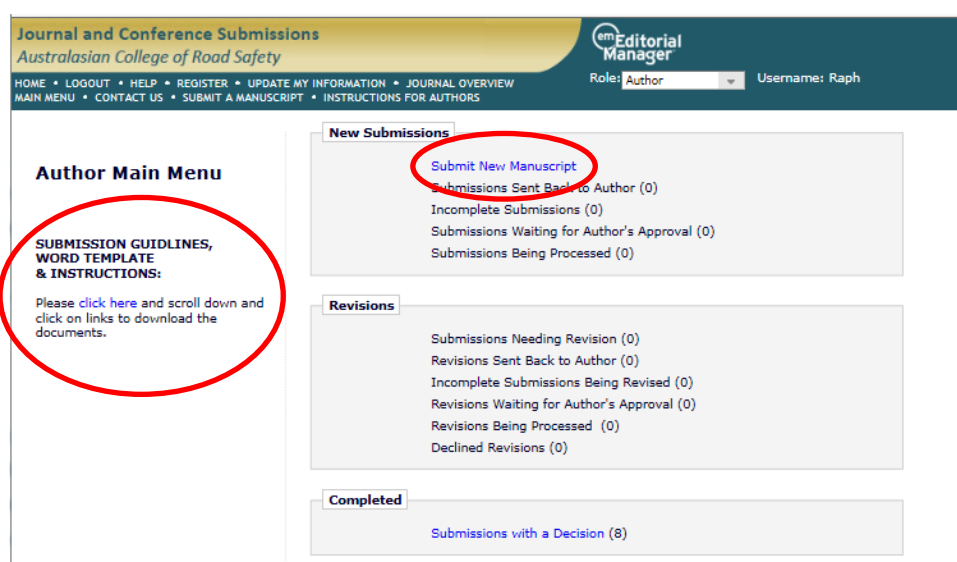


Username:   
Password:

**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

em Editorial Manager  
Role: Author Username: Raph

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**Author Main Menu**

**SUBMISSION GUIDELINES, WORD TEMPLATE & INSTRUCTIONS:**  
Please [click here](#) and scroll down 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**

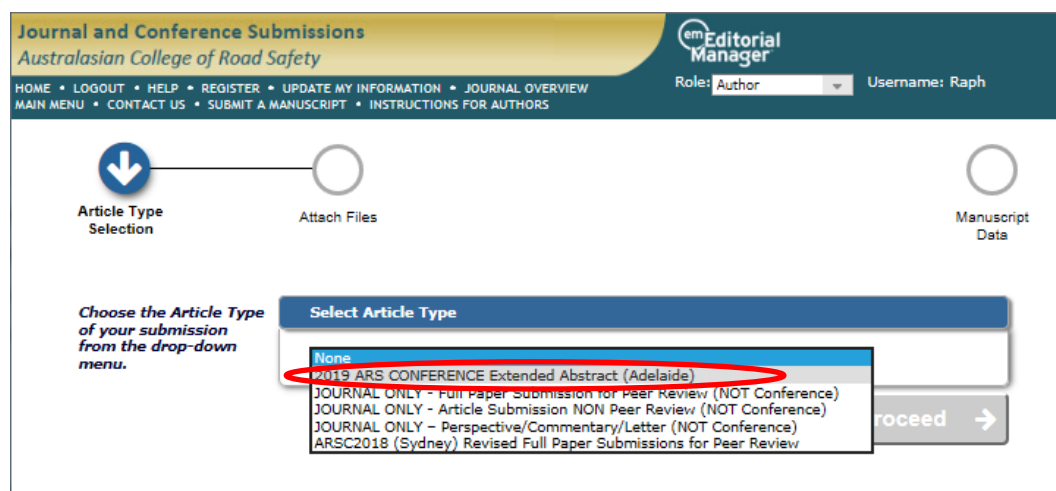
- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
- Declined Revisions (0)

**Completed**

- Submissions with a Decision (8)

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

c. On the **Select Article Type** drop down list, select '**2019 ARS Conference Extended Abstract (Adelaide)**' and then select 'Proceed'



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Article Type Selection Attach Files Manuscript Data

Choose the Article Type of your submission from the drop-down menu.

**Select Article Type**

- None
- 2019 ARS CONFERENCE Extended Abstract (Adelaide)**
- JOURNAL ONLY - Full Paper submission for Peer Review (NOT Conference)
- JOURNAL ONLY - Article Submission NON Peer Review (NOT Conference)
- JOURNAL ONLY - Perspective/Commentary/Letter (NOT Conference)
- ARSC2018 (Sydney) Revised Full Paper Submissions for Peer Review

Proceed →

- d. Attach your Extended Abstract – IT MUST BE in the required format – see: <http://acrs.org.au/contact-us/em-journal-conference-contacts/> for Word Template. Once the file is loaded click on ‘Proceed’

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Article Type Selection **Attach Files** General Information Additional Information Comments Manuscript Data

**Required For Submission:**  
 ARS Conference Extended Abstract  
*Please provide any additional items.*

Select Item Type  
 \*ARS Conference Extended Abstract  
 Description  
 ARS Conference Extended Abstract  
 Bio Word Count:

Browse... OR Drag & Drop Files Here

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items manually if necessary.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*ARS Conference Extended Abstract		Dummy file.docx	11.3 KB	05/02/2019	Edit Data Download	<input type="checkbox"/>

Update File Order Remove Check All Clear All

← Back Proceed →

- e. On the - **Classifications** menu, click ‘Add **Classifications**’ and select which topic areas in road safety your Extended Abstract could be classified under. Note that these classifications will be used to select Conference Editors and Reviewers who in turn will review your submission for content, format compliance and rate it for Oral Presentation and Award potential. You may select up to four classifications.

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Article Type Selection Attach Files **General Information** Additional Information Comments 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 1 to 4 Classifications  
(None Selected)

Add Classifications

← Back Proceed →

You can either search for a classification or expand all classification categories or expand the main classification category you believe your Extended Abstract should be classified under.

**Select Submission Classifications**

Cancel Submit

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:  Search Clear

[Matching terms display in red text]

Expand All Collapse All Selected Classifications: **Select 1 to 4 Classifications**

- 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
- Medical and Post Crash Care

Add-> <-Remove

Expand All Collapse All

Cancel Submit

You can 'Add' up to 4 Classifications. Then click on 'Submit' and then 'Proceed'

**Select Submission Classifications**

Cancel Submit

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:  Search Clear

[Matching terms display in red text]

Expand All Collapse All Selected Classifications: **Select 1 to 4 Classifications**

- Road User Behaviour and Human Factors
- 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)
- Vulnerable Road User Safety
- Road Safety Management
- Community Road Safety
- Education

Add-> <-Remove


Expand All Collapse All


Cancel Submit


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Article Type Selection

  
Attach Files

  
General Information

  
Additional Information

  
Comments

  
Manuscript Data

*Please provide the requested information.*

Insert Special Character

**Classifications**

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

**Required** ✓ **Select 1 to 4 Classifications**

- Road Environment
- Road Safety Barriers
- Road Design
- Temporary Road Works

Add Classifications

← Back
Proceed →

f. On the **Additional Information** menu 'Yes' or 'No' answers are selected in response to the following questions:

1. **Full Paper option – answer 'yes' or 'no'** (*If your Extended Abstract is accepted after peer review Authors may have the opportunity to expand the Extended Abstract into a Full Paper for Peer Review. All peer reviewed and accepted Full Papers are HERDC compliant and will be published in the Journal of the Australasian College of Road Safety. At this point Authors may choose to only submit an Extended Abstract and after it has been peer reviewed and accepted (not HERDC compliant) no further action from the Authors is required in the Editorial Manager process.*)

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Article Type Selection Attach Files General Information **Additional Information** Comments Manuscript Data

*Please respond to the presented questions/statements.*

**Questionnaire**

**1. Full Paper Option (if your Extended Abstract is accepted):**

All Authors must submit an Extended Abstract. Extended Abstracts will all be peer-reviewed for acceptability for one of four formats:

- Extended Abstract – Oral Presentation
- Extended Abstract – Poster
- Full Paper peer reviewed – Oral Presentation
- Full Paper peer reviewed – Poster

*Note: Full Papers peer-reviewed and accepted are compliant with HERDC requirements. Accepted Extended Abstracts are NOT compliant with HERDC requirements. Full Papers rejected by Peer-Reviewers will revert back to the accepted Extended Abstract – Oral Presentation / Poster.*

**If your Extended Abstract is accepted by the Conference Editor and Peer Reviewers, do you want to expand your Extended Abstract into a Full Paper (approx. 10 pages + references) that will be subsequently peer-reviewed? Answer 'Yes' or 'No' below.**

*Note: By choosing 'No' below you are ONLY submitting an Extended Abstract (and do not want to expand it into a full paper).*

Answer Required:  Please select a response  Yes  No

Please note that papers with significant original content, preferably with data that demonstrates the success of a particular intervention that has shown to be effective in reducing road trauma (deaths and serious injuries) will attract a high score. Reviewers will also look for content that

- Contains new and novel information/ addressing a knowledge gap
- Is relevant to practice or policy/scientific merit
- Contributes to the theme/s of the Conference
- Is of interest to the audience

2. **Presentation Style – select response** (Authors need to indicate if they want to present an Oral presentation or present a Poster or whether their submission is part of a Symposium proposal. Authors will be invited to indicate their preference for presentation type although the allocation of oral and poster presentations will be at the discretion of the Conference Organisers and Scientific Committee. Those Authors seeking to present a Poster will typically be granted this presentation style. However, because of the number of limited presentation slots, those Authors requesting an Oral Presentation with the lowest scores from Peer-Reviewers may be transferred to a Poster Presentation.

## 2. Presentation Style:

Indicate below which presentation style you are seeking:

*Note concerning **Symposium proposals**: All proposals using the [Symposium Template](#) should be submitted directly to: [ARSCSubs@acrs.org.au](mailto:ARSCSubs@acrs.org.au). If you are a nominated speakers in a Symposium proposal please continue to submit your Extended Abstract indicating below that it is for an 'Oral Presentation - Symposium'.*

- Answer Required:
- Please select a response
  - Oral Presentation
  - Poster Presentation
  - Oral Presentation - Symposium

**Note: Symposium Proposals** should be submitted directly to [ARSCSubs@acrs.org.au](mailto:ARSCSubs@acrs.org.au). The Template for Symposium Proposals can be downloaded from here: <http://acrs.org.au/contact-us/em-journal-conference-contacts/>

It is preferable if speakers participating in a Symposium submit an Extended Abstract via <http://www.editorialmanager.com/jacrs> by the due date although it is not a mandatory requirement.

3. **Conference awards.** There are a large number of Conference Awards. The Organising Committee and Scientific Committee need to identify which submissions qualify for the different awards. This will require 'yes' or 'no' responses. Depending on the Award presented at the conference, they generally will be assessed based on the Extended Abstracts, Full Papers and Posters submitted.

### 3. Conference Awards:

The Following Awards presented at the conference will be assessed based on all submitted Extended Abstracts, Full Papers and Posters:

- i. Peter Vulcan Award for Best Research Paper
- ii. Road Safety Practitioner's Award
- iii. Conference Theme Award
- iv. Road Safety Poster Award
- v. Best Research Paper by a New Researcher Award (previously John Kirby Award)
- vi. Road Safety Poster Award
- vii. Conference Theme Award
- viii. Best Paper by a New Practitioner (non-Researcher) Award
- ix. Best Paper with Implications for Improving Road Safety Award
- x. Policing Practitioners Award

**For the Best Research Paper (Extended Abstract or Full Paper) by a New Researcher Award, a new researcher is defined as one who has:**

1. Not previously presented at a conference in the previous Road Safety Research, Policing and Education Conference series or 2015, 2016, 2017 & 2018 ARS Conference, and
2. Not attended more than one previous conference in the previous Road Safety Research, Policing and Education Conference series or the 2015, 2016, 2017 & 2018 ARS Conference, and
3. Been involved in road safety research for less than three years.

We need to identify New Researchers for this Award.

**Do you wish to nominate for the Best Research Paper by a New Researcher Award? Answer 'Yes' or 'No' below.**

Instructions

Answer

Required:

Yes

For the **Best Research Paper (Extended Abstract or Full Paper) by a New Researcher Award**, type in either a 'Yes' or 'No'.

**For the Best Paper (Extended Abstract or Full Paper) by a New Practitioner (non-Researcher) Award, a new Practitioner is defined as one who has:**

1. Not previously presented a paper at a conference in the previous Road Safety Research, Policing and Education Conference series or 2015, 2016, 2017 & 2018 ARS Conference, and
2. Not attended more than one previous conference in the previous Road Safety Research, Policing and Education Conference series or the 2015, 2016, 2017 & 2018 ARS Conference, and
3. Been involved in road safety research for less than five years.

*(Note: A Practitioner is defined as anyone who is a non-researcher)*

We need to identify New Practitioners for this Award.

**Do you wish to nominate for the Best Paper by a New Practitioners Award? Answer 'Yes' or 'No' below.**

Answer

Required:

Yes

For the **Best Research Paper (Extended Abstract or Full Paper) by a New Practitioner Award**, type in either a 'Yes' or 'No'.

**For the Best Paper (Extended Abstract or Full Paper) by a New Practitioner (non-Researcher) Award, a new Practitioner is defined as one who has:**

1. Not previously presented a paper at a conference in the previous Road Safety Research, Policing and Education Conference series or 2015, 2016, 2017 & 2018 ARS Conference, and
2. Not attended more than one previous conference in the previous Road Safety Research, Policing and Education Conference series or the 2015, 2016, 2017 & 2018 ARS Conference, and
3. Been involved in road safety research for less than five years.

*(Note: A Practitioner is defined as anyone who is a non-researcher)*

We need to identify New Practitioners for this Award.

**Do you wish to nominate for the Best Paper by a New Practitioners Award? Answer 'Yes' or 'No' below.**

Answer  
Required:

Yes

For the **Best Paper (Extended Abstract or Full Paper) with Implications for Improving Workplace Road Safety Award**, type in either a 'Yes' or 'No'.

**For the Best Paper (Extended Abstract or Full Paper) with Implications for Improving Workplace Road Safety:**

We need to identify submissions with Implications for Improving Workplace Road Safety for this Award.  
The paper will be converted to an NRSP Thought Leadership Piece which will feature on the [NRSP Website](#) and be supported by a webinar (see [example](#))

**Do you wish to nominate for the Best Paper with Implications for Improving Workplace Road Safety Award? Answer 'Yes' or 'No' below.**

Answer  
Required:

Yes

- i. For the **Policing Practitioners Award** where we have to identify Police Employees who are eligible for this prize, type in either a 'Yes' or 'No' if you are a Police Employee either sworn or unsworn.

**For the Policing Practitioners Award:**

We need to identify Police Employees (sworn or unsworn) for this Award.

**Do you wish to nominate for the Policing Practitioners Award? Answer 'Yes' or 'No' below.**

Answer  
Required:

Yes



- 4. Submissions from delegates from Lower Income Countries (LIC) and Lower and Middle Income Countries (LMIC).** The Conference Organising Committee would like to identify if delegates from an LIC or LMIC as defined by the World Bank [https://hupo.org/resources/Documents/World%20Bank%20list%20of%20economies%20\(June%202018\).pdf](https://hupo.org/resources/Documents/World%20Bank%20list%20of%20economies%20(June%202018).pdf) would like assistance in refining their Extended Abstracts and/or Full Papers. Type in either a 'Yes' or 'No' if you would like assistance.

**4. Are you submitting as an Lower Income Country (LIC) or a Lower Middle Income Country (LMIC) delegate? Please answer 'Yes' or 'No'**

(Note: For the definition of a LIC or LMIC see: [World Bank List](#))

Answer Required:

**Would you like to receive mentoring assistance in refining your Extended Abstract? Please answer 'Yes' or 'No'**

Answer Required:

- 5. Terms and Conditions** (*Tick the check box if you accept the conditions, i.e. that you will register to attend the conference if your submission is accepted, etc.*)

**5. Terms and Conditions:**

Should your Extended Abstract, Poster or Full Paper be accepted by the Conference Organisers, the presenting author will be required to register to attend the Conference as a paid delegate by 1st June 2018. Failure to register may result in your submission being deleted from the Conference Program.

Neither the invitation to submit an Extended Abstract, nor the acceptance of an Extended Abstract, Poster or Full Paper, constitute an offer to pay travel, accommodation, registration or other costs associated with the Conference. Similarly, no speaker fee will be paid to presenters.

The Conference Organisers reserve the right to allocate Extended Abstracts, Posters or Full Papers into sessions as they see fit in accordance with the overall program objectives.

Extended Abstracts, Posters or Full Papers that do not include all required information, or that contain contents found to be unsuitable, may be rejected.

The decisions of the Conference Organisers are final.

**I agree to the Terms and Conditions of the Conference.**

Answer Required:  Yes

- g. On the **Enter Comments Tab**, enter the text for your biography. Bio text must not exceed 120 words. Click on 'Proceed'.

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Article Type Selection ✓ Attach Files ✓ General Information ✓ Additional Information ✓ **Comments** ↓ Manuscript Data ○

*Please provide a short Bio for the Primary Author/Presenter*

**Enter Comments** Insert Special Character

Please provide a short Bio for the Primary Author/Presenter

**Required** ✓ *Limit 120 words* Word Count: 78

Professor of Road Safety at the Transport and Road Safety (TARS) Research Centre at the University of New South Wales (UNSW) in Sydney from 2007 to 2018. He has around 30 years of research and professional experience in road safety, road infrastructure and vehicle crashworthiness, crash investigation and reconstruction, and injury prevention related to quad bike vehicles. He has over 350 research publications,

[← Back](#) [Proceed →](#)

- h. On the **- Title** tab, enter the Full Title of your submission (20 word limit) and click 'Next'

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*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.*

**- Title** Insert Special Character

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

Title, title, title

[↓ Next](#)

[+ Abstract](#) ⚠

[+ Authors](#) ⚠

[← Back](#) [Save & Submit Later](#) [Build PDF for Approval →](#)

- i. On the - **Abstract** tab, enter the text for your abstract from your Extended Abstract submission. Abstract text must not exceed 150 words. *Note the Extended Abstract will consist of an abstract (150 word limit) and main body text (500 word limit and if needed, one table and/or one figure and/or references (no more than 10 references)).* Then click on 'Next'

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'. A progress bar at the top indicates that 'Article Type Selection', 'Attach Files', 'General Information', 'Additional Information', and 'Comments' are completed, while 'Manuscript Data' is the current step. The main content area is titled 'Abstract' and includes a text input field with a 'Word Count: 3' indicator. The text entered is 'Abstract, abstract, abstract'. Below the text field is a 'Next' button. To the left of the form, a note states: '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.' At the bottom, there are three buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

- j. On the **Current Author List** tab, as a default your name is automatically included as the corresponding author and the first author of the submission. Add other authors by clicking on the '+ Add Another Author' button (20 Authors limit). Then click on '**Build PDF for Approval**'

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 at the top shows that 'Article Type Selection', 'Attach Files', 'General Information', 'Additional Information', and 'Comments' are completed, and 'Manuscript Data' is the current step. The main content area is titled 'Authors' and displays a 'Current Author List' with one author: 'Prof. Raphael Grzebieta, PhD [Corresponding Author] [First Author] [You] University of New South Wales'. There is a '+ Add Another Author' button next to the author name and another '+ Add Another Author' button at the bottom of the list. A note above the list states: 'You may reorder the authors by dragging and dropping an Author's summary line to the correct position in the Current Author List.' At the bottom, there are three buttons: 'Back', 'Save & Submit Later', and 'Build PDF for Approval'.

If you have done this correctly your screen should appear as below.

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**Submissions Waiting for Approval by Author Raphael Grzebieta, PhD**

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) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
	Title, title, title	05/02/2019	05/02/2019	Building PDF

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

<< Author Main Menu

You should use the free Adobe Reader 10 or later for best PDF Viewing results.  
2018Conference\_Extended\_Abstract\_Word\_Template.doc 07/11/2017



Once the abstract has been built you will be sent an email confirmation and the menus will appear in the 'Action' box as appears below.

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Australasian College of Road Safety

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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) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	Title, title, title	05/02/2019	05/02/2019	Needs Approval

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

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If you do NOT receive an email please first check your junk mail and if it is not there then notify [ARSCSubs@acrs.org.au](mailto:ARSCSubs@acrs.org.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.

Click on '**View Submission**' and check that your submission is correct and in the form that you would like to submit, including the appropriate responses to the questions. You can either 'Edit the Submission' if you are not happy with it or 'Remove Submission' and repeat the above process.

If everything is correct then click on '**Approve Submission**'.

Then click on '**Author Main Menu**'

You should see under '**New Submissions**' '**Submissions being Processed (1)**'.  
If you click on it the Extended Abstract you submitted can be downloaded and viewed.

## **Congratulations!**

Your submission will now be sent to the conference scientific committee for review. Once your Extended Abstract has been accepted you will receive an email from the conference organisers with further instructions.