

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:

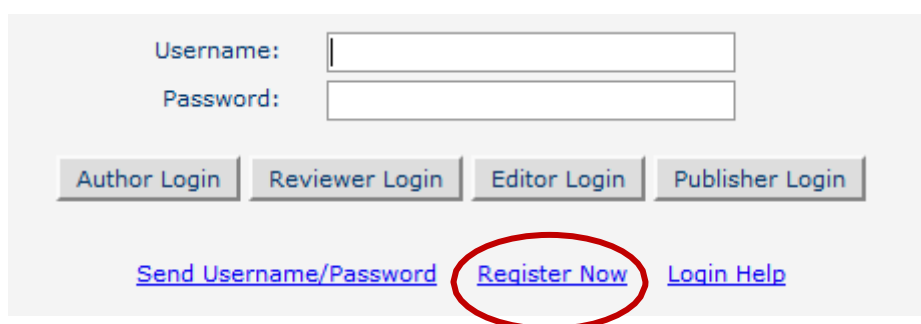
<http://www.editorialmanager.com/jacrs>

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 a login/registration interface. At the top, there are two input fields: 'Username:' and 'Password:'. Below these 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 arscsubs@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

The login screen features two input fields for 'Username:' and 'Password:'. Below these are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. The 'Author Login' button is circled in red. At the bottom, there are three links: 'Send Username/Password', 'Register Now', and 'Login Help'.

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

The dashboard header includes 'Journal and Conference Submissions Australasian College of Road Safety' and the 'Editorial Manager' logo. A navigation bar contains links like 'HOME', 'LOGOUT', 'HELP', 'REGISTER', 'UPDATE MY INFORMATION', 'JOURNAL OVERVIEW', 'MAIN MENU', 'CONTACT US', 'SUBMIT A MANUSCRIPT', 'INSTRUCTIONS FOR AUTHORS', and 'PRIVACY'. The user's role is set to 'Author' and the name is 'Raph'. The main content area is divided into three sections: 'New Submissions' (with 'Submit New Manuscript' circled in red), 'Revisions', and 'Completed'. The left sidebar contains the 'Author Main Menu' with links to 'SUBMISSION GUIDELINES, WORD TEMPLATES & UPLOAD INSTRUCTIONS:'. A red circle highlights the instruction: 'For Journal submissions please click here and click on links to download the documents.'

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)'

The form is titled 'Please Select an Article Type'. It contains a text box with the instruction 'Choose the article type of your submission from the pull-down menu.' Below this is a dropdown menu labeled 'Choose Article Type' with the selected option 'ACRS JOURNAL ONLY - Full Paper Submission for Peer Review (NOT conference)'. A 'Next' button is located at the bottom of the form.

- d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.


Enter the title of your submission. You cannot submit without a title.

Full Title (Limit 20 words) Word Count: 9

Title of Full Paper for Peer Review goes here.

- e. On the **Add/Edit/Remove Authors** 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)

Current Author List + Add Another Author

 **Chris Howe** [Corresponding Author] [First Author]

+ Add Another Author

- f. On the **Submit Abstract** tab, enter the text for your abstract from your Full Paper. Abstract text must not exceed 250 words (the word count will appear on the top right corner).

[Insert Special Character](#)

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract into the text box below. The abstract should be cut and pasted from your submission word file. Please check that the abstract is the same as in your submission.

Limit 250 words Word Count: 48

Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here.

- g. On the **Enter Keywords** tab, 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’

Please Enter Keywords [Insert Special Character](#)

Entering one or more Keywords is Required for Submission.

Enter Keywords (maximum of 6) separated by semicolons. e.g., crashworthiness; fatigue; cyclists; speeding, etc.

Limit 6 Keywords Keyword Count: 3

Keyword1; Keyword2; Keyword3

- h. On the **Select Classifications** tab, click ‘**Select Classifications**’ and select which topic areas in road safety your Full Paper could be classified under. Note that these classifications will be used to select Handling Editors and Peer Reviewers who in turn will review your submission for content and format compliance. You may select up to four classifications.

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this submission. These Classifications will be used to select a handling Editor (and for Peer Reviewed submissions Reviewers who will review and rate your submission). They may also be used for collating submissions into similar streams/themes. Click the checkbox next to any classification you wish to select. You may select up to 4 Classifications. Click 'Submit' when you are done.

Selected Classifications Select 2 to 4 Classifications

(None Selected)

Select Classifications

Previous Next

- i. On the **Additional Information** tab you are required to answer two questions.

For the first question you are required to enter what article type you are submitting: Original Road Safety Research; Road Safety Data & Research Methods; Road Safety Evidence Review; Road Safety Policy and Practice; Road Safety Case Studies; Road Safety Media Review. This will further assist us with choosing Handling Editors and Reviewers as well as allocating your submission to a particular edition of the Journal.

The default setting is 'Original Road Safety Research'.

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

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

Instructions
Answer Required:

Road Safety Evidence Review

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required:

Please select a response

Please select a response.

[Previous](#) [Next](#)

Use the drop down menu to set it to any other article type.

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

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

Instructions
Answer Required:

Original Road Safety Research
Road Safety Data & Research Methods
Road Safety Evidence Review
Road Safety Policy and Practice
Road Safety Case Studies
Road Safety Media Review

The next question asks if your submission is for a Special Edition. Using the drop down menu set it to 'Yes' or 'No'

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

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

Instructions
Answer Required:

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required:
Yes
No **Please select a response.**

If you select 'Yes' you will be asked a further question to indicate the theme title of the Special Edition. Type your answer into the free field box, e.g. Speeding. Then click on 'Next'.

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required:

Please indicate the theme title of the Special Edition (e.g. Speeding, Pedestrian Safety, etc.)

Answer Required: Character Count: 8
Limit 200 characters

- j. On the **Suggest Reviewers Tab**, provide the details for three potential Reviewers that you would recommend. 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. You are required to suggest a minimum of two Reviewers for submission but you can nominate up to three reviewers. Your paper will be reviewed by a minimum of three Reviewers.

Also please indicate whether you have any conflict of interest with the reviewer.

[Insert Special Character](#)

Suggest Reviewers

Suggesting 2 reviewer(s) is Required for Submission.

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please 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.

A * indicates a required field.

Given/First Name*	<input type="text" value="First_Name_Reviewer1"/>
Middle Initial	<input type="text"/>
Family/Last Name*	<input type="text" value="Surname_Name_Reviewer1"/>
Academic Degree(s)*	<input type="text" value="PhD"/>
Position*	<input type="text" value="Professor"/>
Institution*	<input type="text" value="Top Rated Institute"/> (max 300 characters)
Department*	<input type="text" value="Exeptional Team"/> (max 450 characters)
E-mail Address*	<input type="text" value="xxx@xxx.xx"/>
Reason*	<div style="border: 1px solid #ccc; padding: 5px;"><p>Reason text here.</p><p>I have no conflict of interest with this Reviewer.</p></div>

- k. On the **Oppose Reviewers Tab**, you are offered an opportunity of indicating any potential Reviewers that you feel would present undue bias towards your publication. However, please note that we may conclude that we may need to use the Reviewer you have identified here. Nevertheless, we will try to accommodate your wishes if we can. The reasons you provided in the 'Reason' text field will be important in regards to influencing our decision.

Click on 'Next' if you decide to skip this task or completed it.

[Insert Special Character](#)

Oppose Reviewers

Please identify anyone who you would prefer not to review this submission.

Fill in as much contact information as possible to allow us to identify the person in our records, and please provide specific reasons why each person should not review your submission in their comments box. Please note that we may need to use a reviewer that you identify here, but will try to accommodate author's wishes when we can.

A * indicates a required field.

Given/First Name*	<input type="text" value="First"/>	
Middle Initial	<input type="text"/>	
Family/Last Name*	<input type="text" value="Last"/>	
Academic Degree(s)	<input type="text"/>	
Position*	<input type="text" value="Professor"/>	
Institution*	<input type="text" value="University"/>	(max 300 characters)
Department*	<input type="text" value="Health"/>	(max 450 characters)
E-mail*	<input type="text" value="bizzare@xxx.xx"/>	
Reason*	<input type="text" value="Does not believe that bicycle helmets are effective in reducing traumatic brain injury in crashes no matter what evidence is presented."/>	

- I. Submit your Paper as a Word document by using the Drag & Drop feature or via 'Choose Files' button. You can ignore the 'Item' and 'Description' fields. (The Template for the Extended Abstract Word Document can be downloaded from here: http://acrs.org.au/wp-content/uploads/Journal_Full_Paper_Word_Template.AUG2018.docx Please ensure that this format is used.)

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Insert Special Character

Please Attach Files

You must load your article in Word format to complete your submission.

You can ignore the fields 'Item' and 'Description' below.

Use either of the two methods below ('Choose Files' or 'Drag & Drop Files Here') to load your submission file then please select **Next** then click on **Build PDF for my Approval**.

Item *Submission ▾

Enter a **Description** and select a **Delivery Method**. To deliver files online, either choose files or drag or drop files.

Description

Delivery Method Online Web System Offline

 Or Drag & Drop Files Here

No Items have yet been attached for this submission.

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

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Insert Special Character

Please Attach Files

You must load your article in Word format to complete your submission.

You can ignore the fields 'Item' and 'Description' below.

Use either of the two methods below ('Choose Files' or 'Drag & Drop Files Here') to load your submission file then please select **Next** then click on **Build PDF for my Approval**.

Item *Submission ▾

Enter a **Description** and select a **Delivery Method**. To deliver files online, either choose files or drag or drop files.

Description

Delivery Method Online Web System Offline

 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 and click the 'Update File Order' button to effect the change.

Check All Clear All

Change Item Type of all Choose ▾ files to Choose ▾

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Submission ▾	Submission	Word_Template.doc	115.5 KB	14/11/2019	Download	<input type="checkbox"/>

Check All Clear All

- m. Click on **'Next'** and the following should appear if you have completed all steps correctly:

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online. Required Items are marked with *.

	Online		Online
*Submission	1		

[Previous](#) [Build PDF for my Approval](#)

Click on **'Build PDF for my Approval'**. This will prompt the system to begin building a PDF of your Full Paper. Once the Full 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 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.

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

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your [Submissions Waiting for Author's Approval](#) page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

Click on **'Back to Main Menu'**

Check for your Full Paper PDF email, go back in to Editorial Manager and click on **'Submissions waiting for Author's approval'** (once the PDF has been built which will take a few minutes)

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

~~Incomplete Submissions (0)~~

[Submissions Waiting for Author's Approval \(1\)](#)

~~Submissions Being Processed (0)~~

Then click on 'Action Links'

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 after the PDF is built.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to your submission.

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

Page: 1 of 1 (1 total submissions)

#	Action ▲	Title ▲▼	Date Submission Began ▲▼
	Action Links	xxxxxx	14/11/2019

Page: 1 of 1 (1 total submissions)

Or if the 'Action Link' is already activated (click on the '+' sign) it should look like this:

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 after the PDF is built.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to your submission.

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

Page: 1 of 1 (1 total submissions)

#	Action ▲	Title ▲▼	Date Submission Began ▲▼
	View Submission Edit Submission Approve Submission Remove Submission Send E-mail	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**'.

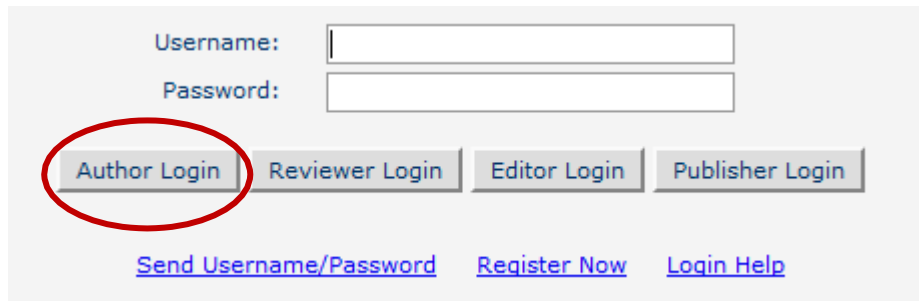
Congratulations!

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.

3. Submitting your 'New Manuscript' (Full Paper for NON Peer Review)

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

- 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

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

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 (1)
Submissions Being Processed (0)

Revisions

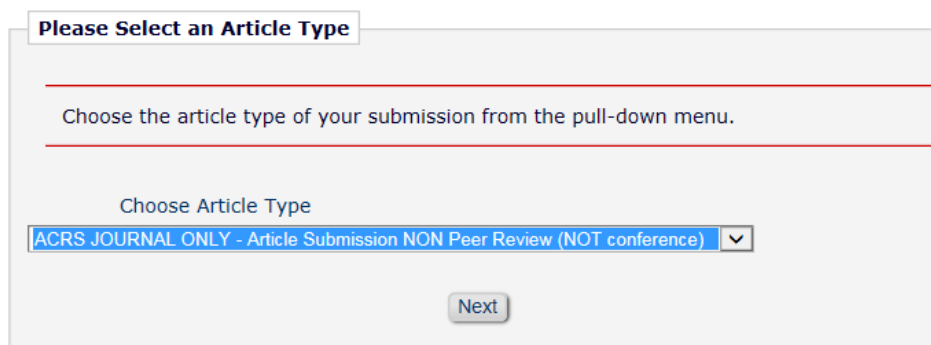
Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Submissions with a Decision (8)

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 – Article Submission NON Peer Review (NOT conference)'



Please Select an Article Type

Choose the article type of your submission from the pull-down menu.

Choose Article Type

ACRS JOURNAL ONLY - Article Submission NON Peer Review (NOT conference) ▼

Next

- d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.


Enter the title of your submission. You cannot submit without a title.

Full Title (Limit 20 words) Word Count: 10

Title of Full Paper for NON Peer Review goes here.

- e. On the **Add/Edit/Remove Authors** 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)

Current Author List + Add Another Author

 **Chris Howe** [Corresponding Author] [First Author]

+ Add Another Author

- f. On the **Submit Abstract** tab, enter the text for your abstract from your Full Paper. Abstract text must not exceed 250 words (the word count will appear on the top right corner).

Insert Special Character

Please Enter Abstract

Submitting an Abstract is Required for Submission.

Enter the abstract into the text box below. The abstract should be cut and pasted from your submission word file. Please check that the abstract is the same as in your submission.

Limit 250 words Word Count: 48

Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here. Abstract text here. Abstract text here.
Abstract text here.

- g. On the **Enter Keywords** tab, 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’

Please Enter Keywords [Insert Special Character](#)

Entering one or more Keywords is Required for Submission.

Enter Keywords (maximum of 6) separated by semicolons. e.g., crashworthiness; fatigue; cyclists; speeding, etc.

Limit 6 Keywords Keyword Count: 3

Keyword1; Keyword2; Keyword3

- h. On the **Select Classifications** tab, click ‘**Select Classifications**’ and select which topic areas in road safety your Full Paper could be classified under. Note that these classifications will be used to select Handling Editors and Peer Reviewers who in turn will review your submission for content and format compliance. You may select up to four classifications.

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this submission. These Classifications will be used to select a handling Editor (and for Peer Reviewed submissions Reviewers who will review and rate your submission). They may also be used for collating submissions into similar streams/themes. Click the checkbox next to any classification you wish to select. You may select up to 4 Classifications. Click 'Submit' when you are done.

Selected Classifications Select 2 to 4 Classifications

(None Selected)

Select Classifications

Previous Next

- a. On the **Additional Information** tab you are required to answer two questions.

For the first question you are required to enter what article type you are submitting: Original Road Safety Research; Road Safety Data & Research Methods; Road Safety Evidence Review; Road Safety Policy and Practice; Road Safety Case Studies; Road Safety Media Review. This will further assist us with choosing Handling Editors and Reviewers as well as allocating your submission to a particular edition of the Journal.

The default setting is 'Original Road Safety Research'.

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

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

Instructions
Answer Required:

Road Safety Evidence Review

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required: Please select a response

Please select a response.

Use the drop down menu to set it to any other article type.

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

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

Instructions
Answer Required:

Original Road Safety Research
Road Safety Data & Research Methods
Road Safety Evidence Review
Road Safety Policy and Practice
Road Safety Case Studies
Road Safety Media Review

The next question asks if your submission is for a Special Edition. Using the drop down menu set it to 'Yes' or 'No'

[Insert Special Character](#)

Please Enter the Following

Additional Information is Required for Submission.

Please respond to the questions/statements below.

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

Instructions
Answer Required:

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required:
Yes
No **Please select a response.**

If you select 'Yes' you will be asked a further question to indicate the theme title of the Special Edition. Type your answer into the free field box, e.g. Speeding. Then click on 'Next'.

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required:

Please indicate the theme title of the Special Edition (e.g. Speeding, Pedestrian Safety, etc.)

Answer Required: Character Count: 8
Limit 200 characters

- i. Submit your Paper as a Word document by using the Drag & Drop feature or via 'Choose Files' button. You can ignore the 'Item' and 'Description' fields. (The Template for the Extended Abstract Word Document can be downloaded from here:

http://acrs.org.au/wp-content/uploads/Journal_Full_Paper_Word_Template.AUG2018.docx

Please ensure that this format is used.)

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Attach Files

Insert Special Character

Please Attach Files

You must load your article in Word format to complete your submission.

You can ignore the fields 'Item' and 'Description' below.

Use either of the two methods below ('Choose Files' or 'Drag & Drop Files Here') to load your submission file then please select **Next** then click on **Build PDF for my Approval**.


Item *Submission ▼

Enter a **Description** and select a **Delivery Method**. To deliver files online, either choose files or drag or drop files.

Description

Delivery Method Online Web System Offline

Or Drag & Drop Files Here



No Items have yet been attached for this submission.

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

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Attach Files

Insert Special Character

Please Attach Files

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Item *Submission ▼

Enter a **Description** and select a **Delivery Method**. To deliver files online, either choose files or drag or drop files.

Description

Delivery Method Online Web System Offline

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 and click the 'Update File Order' button to effect the change.

Check All Clear All

Change Item Type of all Choose ▼ files to Choose

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Submission ▼	Submission	Word_Template.doc	115.5 KB	14/11/2019	Download	<input type="checkbox"/>

Check All Clear All

- j. Click on **'Next'** and the following should appear if you have completed all steps correctly:

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online. Required Items are marked with *.

	Online		Online
*Submission	1		

[Previous](#) [Build PDF for my Approval](#)

Click on **'Build PDF for my Approval'**. This will prompt the system to begin building a PDF of your Full Paper. Once the Full 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 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.

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

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

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On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

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Click on **'Back to Main Menu'**

Check for your Full Paper PDF email, go back in to Editorial Manager and click on **'Submissions waiting for Author's approval'** (once the PDF has been built which will take a few minutes)

New Submissions

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~~Incomplete Submissions (0)~~

[Submissions Waiting for Author's Approval \(1\)](#)

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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 after the PDF is built.
The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to your submission.
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Page: 1 of 1 (1 total submissions)

#	Action ▲	Title ▲▼	Date Submission Began ▲▼
	Action Links	xxxxxx	14/11/2019

Page: 1 of 1 (1 total submissions)

Or if the 'Action Link' is already activated (click on the '+' sign) it should look like this:

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Page: 1 of 1 (1 total submissions)

#	Action ▲	Title ▲▼	Date Submission Began ▲▼
	View Submission Edit Submission Approve Submission Remove Submission Send E-mail	Title	14/11/2019

Page: 1 of 1 (1 total submissions)

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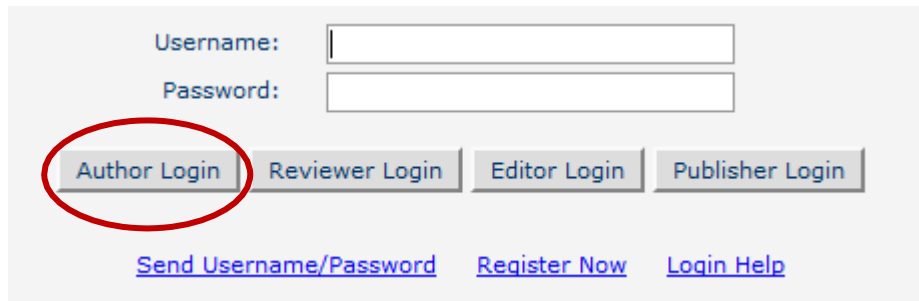
Congratulations!

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.

4. Submitting your 'New Manuscript' (Perspective, Commentary or Letter)

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

- a. Login as an author



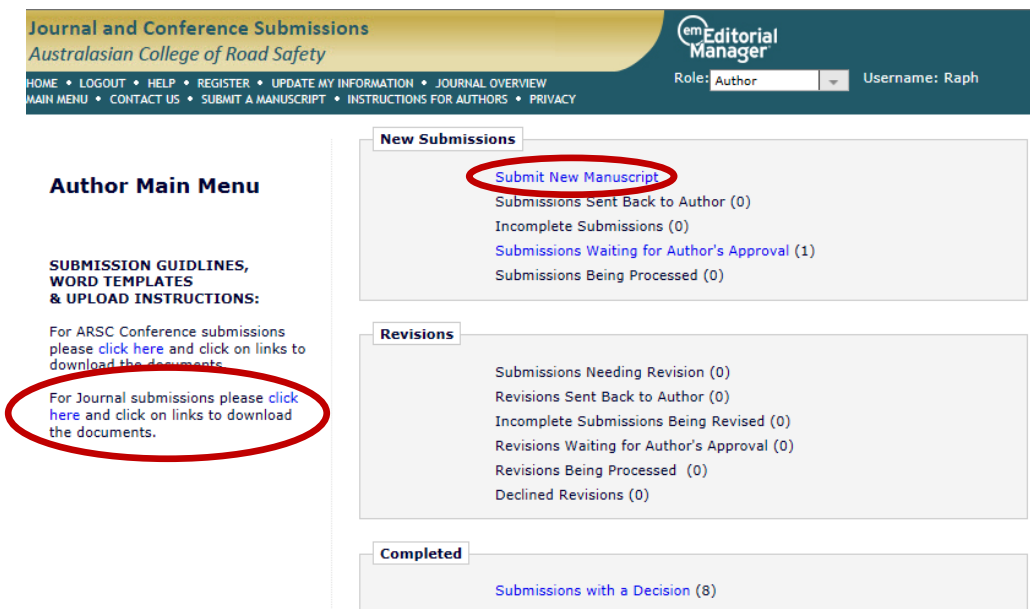
Username:

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

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

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.

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Submissions Waiting for Author's Approval (1)
Submissions Being Processed (0)

Revisions

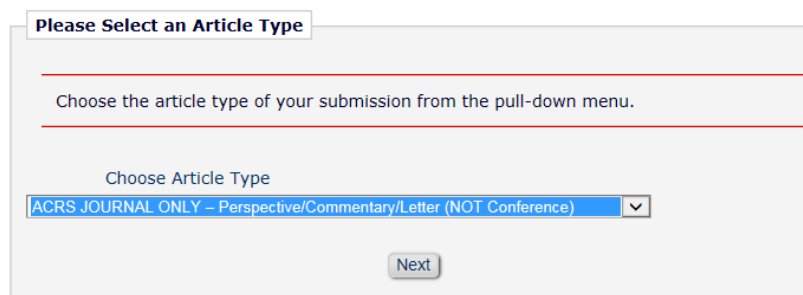
Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Submissions with a Decision (8)

Also note on the left side of the page that you can download the 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 – Perspective/Commentary/Letter (NOT conference)**'



Please Select an Article Type

Choose the article type of your submission from the pull-down menu.

Choose Article Type

ACRS JOURNAL ONLY – Perspective/Commentary/Letter (NOT Conference) ▼

Next

- d. On the **Enter Title** tab, enter the Full Title of your submission (20 word limit)

Please Enter The Full Title of Your Submission

Entering a Full Title is Required for Submission.


Enter the title of your submission. You cannot submit without a title.

Full Title (Limit 20 words) Word Count: 10

Title of Perspective or Commentary or Letter to the Editor.

- e. On the **Add/Edit/Remove Authors** 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)

Current Author List + Add Another Author

 **Chris Howe** [Corresponding Author] [First Author]

+ Add Another Author

Once you have entered all your Authors, click on 'Next'

- f. The next question asks if your submission is for a Special Edition. Using the drop down menu set it to 'Yes' or 'No'

[Insert Special Character](#)

Please Enter the Following

Please respond to the questions/statements below.

Special Edition

Please indicate if your submission is for a Special Edition

Please select a response

If you select 'Yes' you will be asked a further question to indicate the theme title of the Special Edition. Type your answer into the free field box, e.g. Speeding. Then click on 'Next'.

Special Edition

Please indicate if your submission is for a Special Edition

Answer Required:

Please indicate the theme title of the Special Edition (e.g. Speeding, Pedestrian Safety, etc.)

Answer Required: Character Count: 8 Limit 200 characters

- g. Submit your Perspective/Commentary/Letter to Editor as a Word document by using the Drag & Drop feature or via 'Choose Files' button. You can ignore the 'Item' and 'Description' fields.

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ➔ **Attach Files**

Please Attach Files [Insert Special Character](#)

You must load your article in Word format to complete your submission.
You can ignore the fields 'Item' and 'Description' below.

Use either of the two methods below ('Choose Files' or 'Drag & Drop Files Here') to load your submission file then please select **Next** then click on **Build PDF for my Approval**.


Item

Enter a **Description** and select a **Delivery Method**. To deliver files online, either choose files or drag or drop files.

Description

Delivery Method Online Web System Offline

Or Drag & Drop Files Here



No Items have yet been attached for this submission.

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

New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Attach Files

Insert Special Character

Please Attach Files

You must load your article in Word format to complete your submission.
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Use either of the two methods below ('**Choose Files**' or '**Drag & Drop Files Here**') to load your submission file then please select **Next** then click on **Build PDF for my Approval**.

Item

Enter a **Description** and select a **Delivery Method**. To deliver files online, either choose files or drag or drop files.

Description

Delivery Method Online Web System Offline

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 and click the 'Update File Order' button to effect the change.

Check All Clear All

Change Item Type of all files to

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	<input type="text" value="*Submission"/>	<input type="text" value="Submission"/>	Word_Template.doc	115.5 KB	14/11/2019	Download	<input type="checkbox"/>

Check All Clear All

h. Click on '**Next**' and the following should appear if you have completed all steps correctly:

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online. Required Items are marked with *.

	Online		Online
*Submission	1		

Click on '**Build PDF for my Approval**'. This will prompt the system to begin building a PDF of your Perspective/Commentary/Letter to the Editor. Once the submission 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 arcssubs@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.

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

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- [Submissions Sent Back to Author \(0\)](#)
- [Incomplete Submissions \(0\)](#)
- [Submissions Waiting for Author's Approval \(1\)](#)
- [Submissions Being Processed \(0\)](#)

Then click on '**Action Links**'

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