

Handling Editor Paper Assessment

Editor 'To-Do' List

- My Pending Assignments (15)
 - [New Invitations \(10\)](#)
 - [New Assignments \(4\)](#)
 - [Submissions with Required Reviews \(0\)](#)
 - [Submissions Requiring Additional Reviews \(0\)](#)
 - [Submissions with One or More Late Reviews \(0\)](#)
- Reviews in Progress (0)
 - [Reviewers Invited - No Response \(0\)](#)
 - [Submissions Under Review \(2\)](#)

As Handling Editors, you are invited to handle papers. They are shown in the New Invitations area.

Papers that you have accepted to handle appear in your New Assignments area.

Action	Manuscript Number	Article Type	Section Category	Article Title
View Submission Initiate Discussion Yes I will take this Assignment No I will not take this Assignment Send E-mail	20-			
View Submission				now the

For papers in the New Invitation area, you have the ability to View Submission, Initiate Discussion, Accept/Decline the assignment, and Send E-mail.


In most cases, you will only use the View Submission, and Accept or Decline links here.

Once you have accepted the assignment to handle a paper, it moves to your New Assignments area. Declining the assignment will send it back to the Associate Editor – you will have a chance to note why you are declining it.

Editor 'To-Do' List

- My Pending Assignments (1)
 - [New Assignments \(1\)](#)
 - [Submissions with Required Reviews \(0\)](#)
 - [Submissions Requiring Additional Reviews \(0\)](#)
 - [Submissions with One or More Late Reviews \(0\)](#)
- Reviews in Progress (0)
 - [Reviewers Invited - No Response \(0\)](#)
 - [Submissions Under Review \(0\)](#)

Click links to view your papers

Action	Manuscript Number	Article Type	Section Category
View Submission			
Details 			
Initiate Discussion			
History			
Assign Editor			
Unassign Editor			
Invite Reviewers			
Submit Editor's Decision			
Send E-mail			

The phone icon indicates the paper was reviewed by a committee and transferred from the Annual Meeting site.

Click on Details to view the abstract and see the transferred information.

Details for Manuscript Number:

[Cancel](#) [Save](#) [Save and Close](#)

[Abstract](#) [Manuscript Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Transfer Information](#)

On the Details page, you can click any of the links above to jump to that section of the window. Or just scroll down to see everything shown on the details screen.

Transfer Information	
Transferred Information:	View Transferred Information
Transferred from:	T A
More Information:	Tras

Click on View Transferred Information in order to see any reviews that the reviewers from the annual meeting process allowed to be sent over.

Transferred Information for

Transferred from TRB Annual Meeting

[Close](#) [Print](#)

[Only Show Transferred Reviews](#)

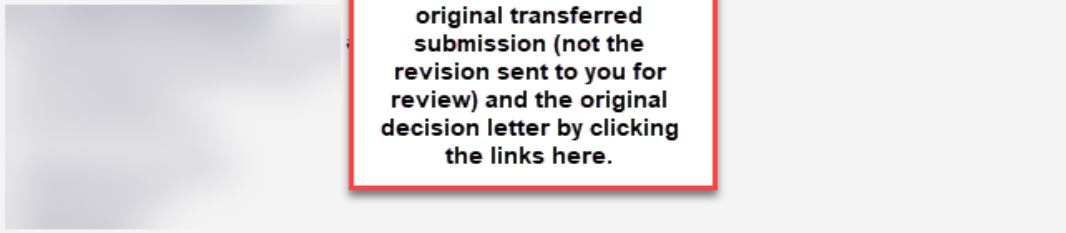
Original Submission

[Redacted] (Corresponding Author)

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

Senior Program Officer



You can see the name of the corresponding author. You can also look at the original transferred submission (not the revision sent to you for review) and the original decision letter by clicking the links here.

Here you will see the paper where the paper was transferred from.

You can also opt to only show the transferred reviews if you want.

Reviewer 1

(This Reviewer declined to transfer identifying information.)

Recommendation: Accept

Overall Reviewer Manuscript Rating:

Date Reviewer Invite

Date Review Complet

Transfer Authorizati

If this submission is tran
consent to include your

If this submission is tran
consent to include your

Further down the page, you will see the transferred reviews (both comments to authors and editors) and their answers to the manuscript rating questions asked during the committee review.

Custom Review Question(s).

response

Does each table and figure contribute to the findings? If not, how can they All the figures expect fig

Reviewer 2

Mohamed Zaki

City

Country

Phone

Email

When a reviewer selected that they agree to transfer their identifying information, you will see their name and contact information here.

If they indicated that they would be willing to review a revision, you may wish to invite them to review the paper.

Recommendation

Overall Rating

Date Review Completed

Date Review Completed: Sep 14, 2020

Transfer Authorization Questions

Response

Please decline papers with the following issues:

- Findings do not contribute to the current practice or literature
- Findings that are purely descriptive in content
- Repetition of well-established findings
- Focus of study too narrow to be applied elsewhere
- Writing that cannot be easily understood
- Topics outside the scope of the Transportation Research Board
- Inappropriate or offensive language
- Endorsement or promotion of a commercial product
- Unclear or confusing paper organization
- Excessive length and rambling narrative