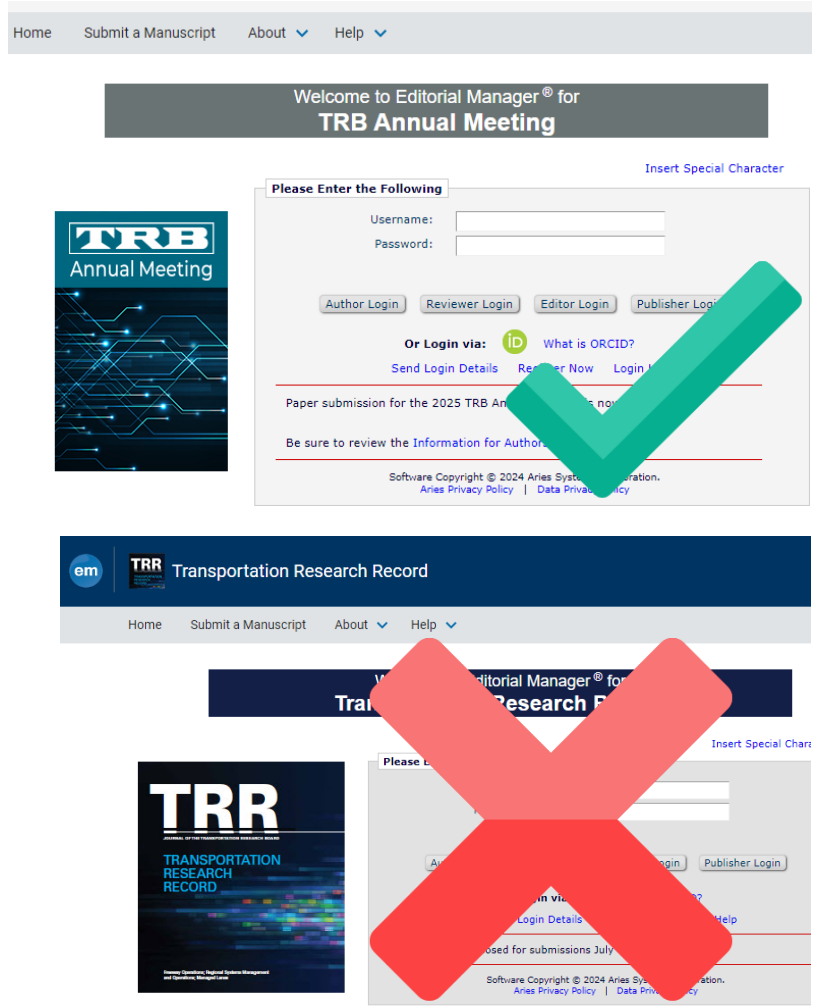
Editorial Manager and You

Getting Acquainted with the System

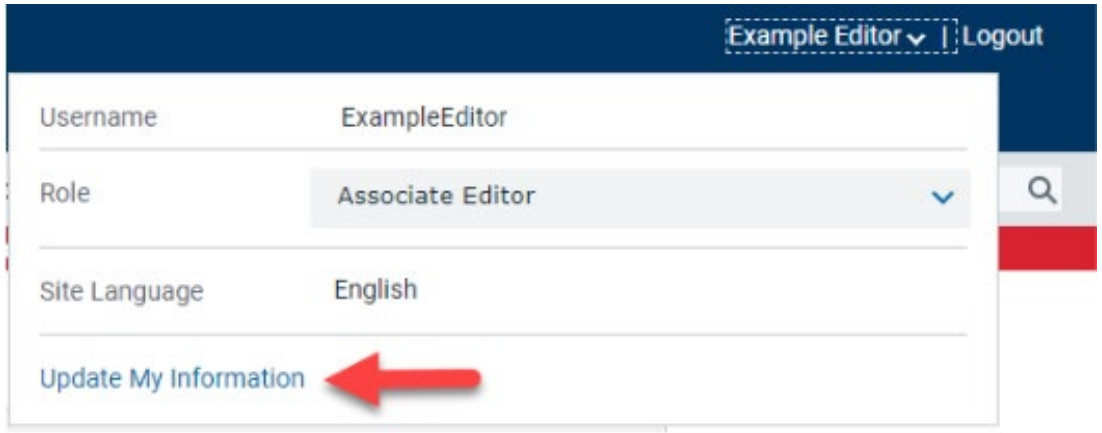
Logging In

- Make sure you're logging into the correct Editorial Manager site. https://www.editorialmanager.com/trbam/default.aspx



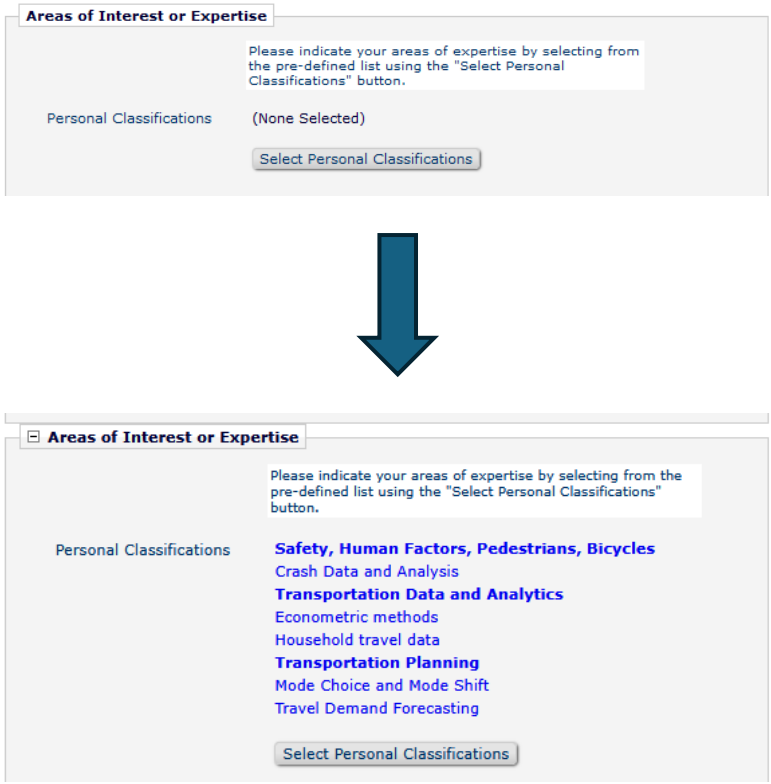
Profile and Expertise

- Double-check your profile to ensure your personal classifications are up to date.
- Any changes to your username and email address can also be done here. Updating your email in MyTRB does **not** update it in Editorial Manager – they're separate systems.



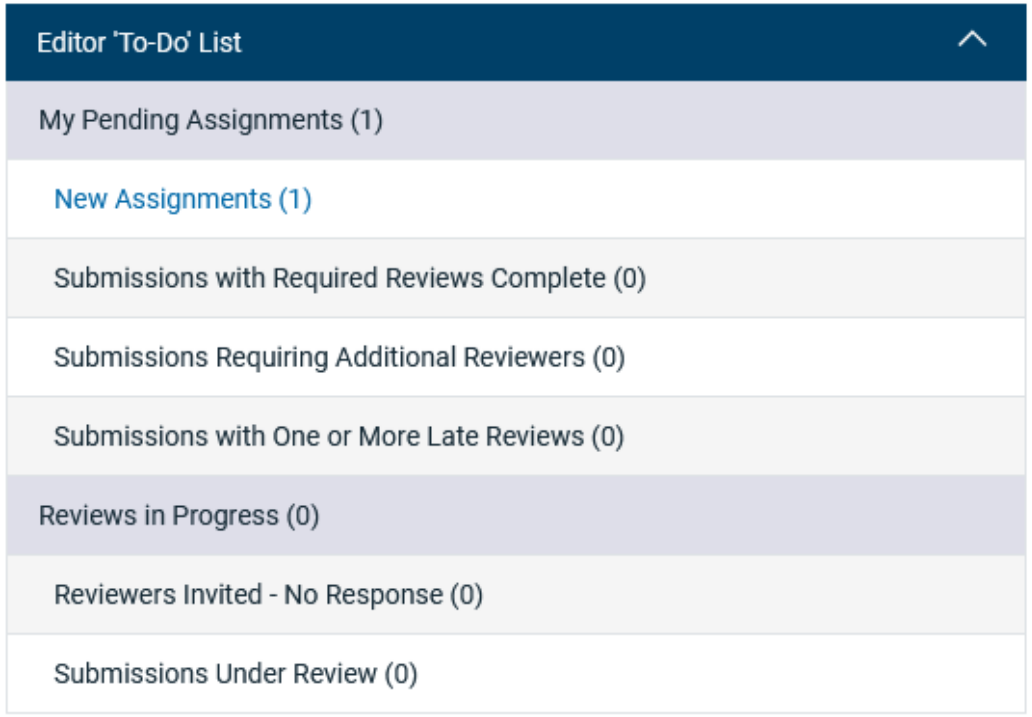
Personal Classifications

- Personal classifications are selected by the user and are intended to be areas they feel they have the expertise to review papers on.
- **New this year**: Methods classifications have been added and are intended for users to identify methods they have expertise in and would feel comfortable peer reviewing.



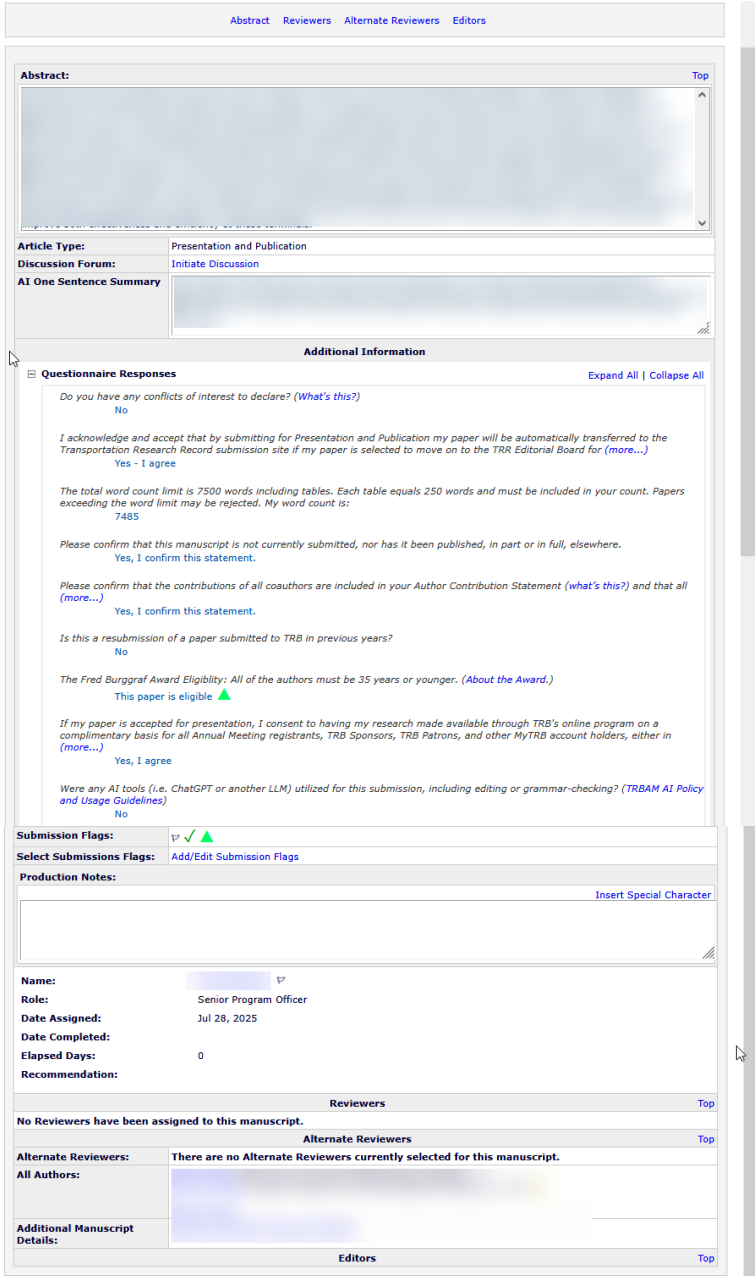
Get to know your Editor Main Menu

- The Editor ‘To-Do’ List is where you’ll start most work in EM.
- All papers assigned to you first appear in the New Assignments folder.
- As papers move through the review process, they will move into the other folders.
- This screen will give you a quick snapshot of where your papers are in process.



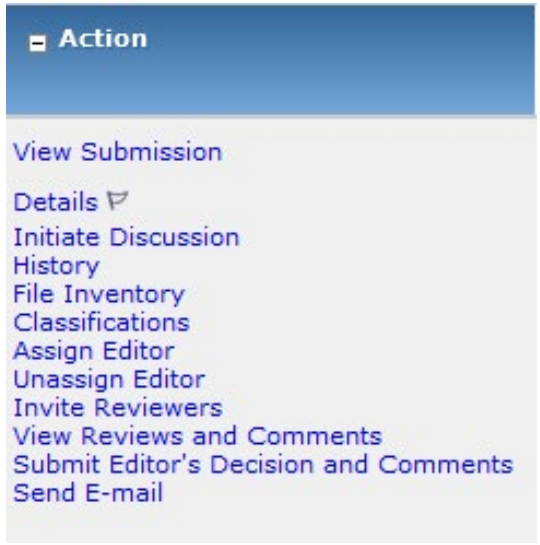
Viewing Your Assignments

- Once you're given the go ahead to log in and look at your assignments, you'll find all your papers under New Assignments.
- Start with opening the Details page
  - You'll find the basic paper information here – abstract, article type, etc.
  - The AI One Sentence Summary field contains an AI generated one sentence summary of the paper.
  - The Additional Information field shows how authors answered the submission questions.
  - The Production Notes field will also contain any additional notes on the paper for your attention.
  - **NEW**: The RSO to PRC Notes field. If your RSO has any notes/comments for you, you'll find them here.



Viewing Your Assignments

- After viewing the Details page, open the paper itself to look over it.
  - This is done via the View Submission link in the Action column.
- You can then decide if it needs to go back to the RSO if it's not a good fit for your expertise, if it needs to be desk rejected, or if it should be sent out for review.
- **Do Not** trade papers directly to other PRCs. Send the paper back to the RSO and tell them who you think should handle it.

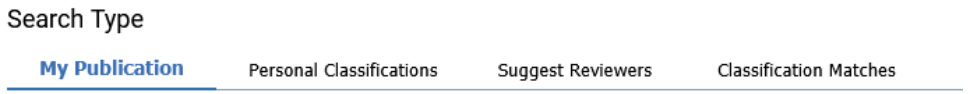


Desk Rejection

- When desk rejecting a paper, PRCs should always try to quote the official criteria for desk rejection in the decision letter and leave it at that.
- The aim is to keep explanations brief and avoid debate/rebuttals.
- If it's a grey area that requires a deeper explanation, please contact your RSO or TRBAMPapers@nas.edu

Inviting Reviewers

- Editorial Manager has multiple ways to search for reviewers. These are covered in-depth in the Inviting Reviewers quick guide.
- The options are to search My Publication (using Last Name or E-mail Address), Personal Classifications, have EM Suggest Reviewers, or by Classification Matches.



Inviting Reviewers

- When inviting reviewers, pay close attention to the information EM provides you.
  - How many reviews have they agreed to already?
  - How many invitations do they currently have? (Outstanding Invitations)
  - What is their average number of days outstanding for reviews?

Reviewer Statistics (Agreed Invitations)		Invitation Statistics	
Reviews in Progress:	0	Date Last Invited:	Aug 24, 2023
Completed Reviews:	20	Outstanding Invitations:	0
Un-assigned After Agreeing:	0	Agreed:	20
Terminated After Agreeing:	0	Declined:	1
Last Review Agreed:	Aug 25, 2023	Un-invited Before Agreeing:	1
Last Review Completed:	Sep 28, 2023	Terminated:	0
Last Review Declined:	Aug 29, 2023	Total Invitations:	22
Avg Days Outstanding:	33		
Manuscript Rating:	0		
Avg Review Rating:	0.0		

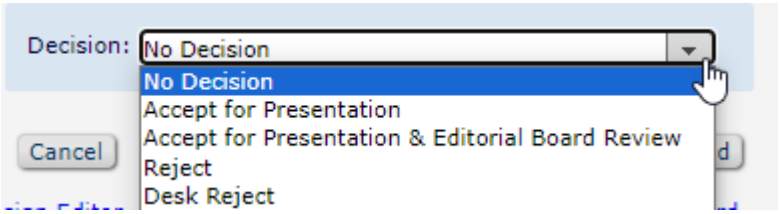
Automated Reminders

- EM is set up for automatic reminders.
  - Reminders go out in the following intervals:
    - 5 days after an invitation is sent without any response
    - 3 days before the review is due
    - On the due date

- **New:** All reminders will be automated and handled by TRB Staff.

Making Your Recommendation

- Pay careful attention to the paper article type when entering your decision.
  - Presentation papers should **not** receive the “Accept for Presentation and Editorial Board Review” decision.
- For Presentation and Publication papers, there is a required question for PRCs: If you are sending this paper to TRR, please provide a brief summary of how this paper contributes to the practice or literature.
  - If this does not apply to the paper you are entering a decision on, i.e. you are rejecting it or only accepting it for Presentation, enter N/A.



Refer to the Quick Guides

- Bookmark the PRC Quick Guide page - https://trb.secure-platform.com/a/page/TRBPaperReview/PRCquickguides
- We've created and updated guides that provide instructions on each step of the paper review process for you to refer to as needed.
- There are also video guides for visual reference.

Links to Keep Handy

- TRB Annual Meeting Editorial Manager: https://www.editorialmanager.com/trbam/default.aspx
- PRC Resources: https://trb.secure-platform.com/a/page/TRBPaperReview/committeeguide
- PRC Quick Guides: https://trb.secure-platform.com/a/page/TRBPaperReview/PRCquickguides
- TRB Annual Meeting Homepage: https://trb-annual-meeting.nationalacademies.org/