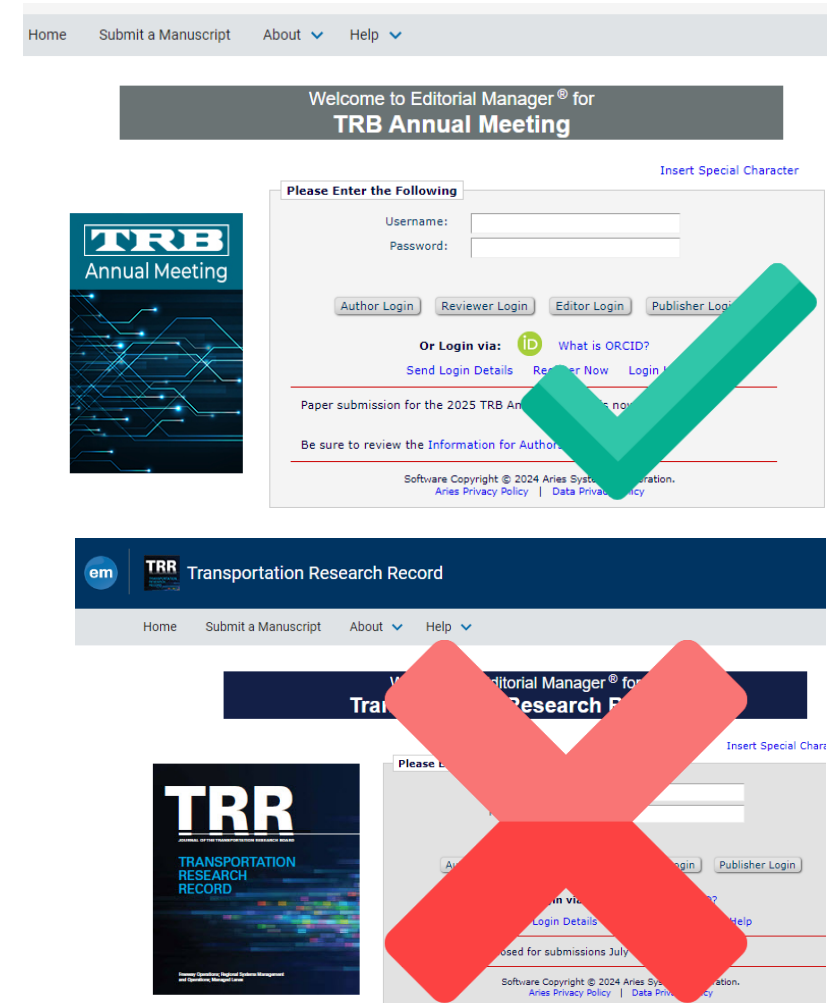


Editorial Manager and You

Getting Acquainted with the System

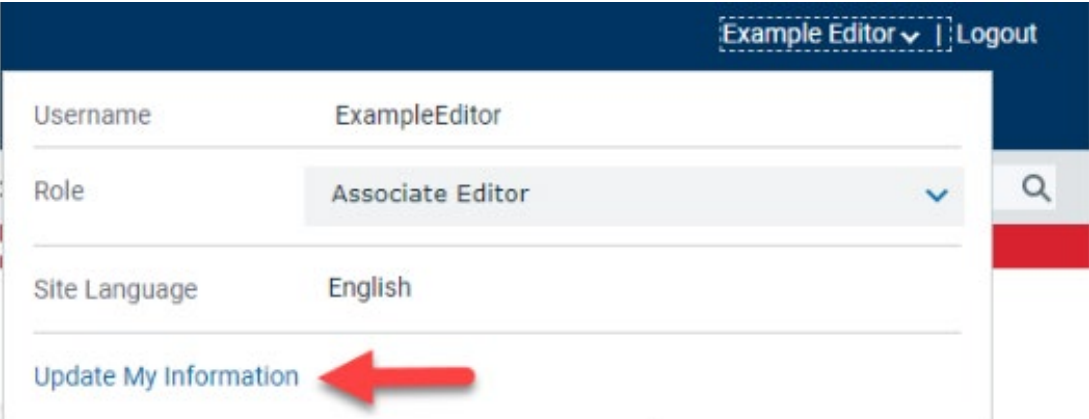
Logging In

- 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.



Example Editor ▾ | Logout

Username	ExampleEditor
Role	Associate Editor ▾
Site Language	English
Update My Information	

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.

Areas of Interest or Expertise

Please indicate your areas of expertise by selecting from the pre-defined list using the "Select Personal Classifications" button.

Personal Classifications (None Selected)

Select Personal Classifications



Areas of Interest or Expertise

Please indicate your areas of expertise by selecting from the pre-defined list using the "Select Personal Classifications" button.

Personal Classifications

- Safety, Human Factors, Pedestrians, Bicycles**
- Crash Data and Analysis
- Transportation Data and Analytics**
- Econometric methods
- Household travel data
- Transportation Planning**
- Mode Choice and Mode Shift
- Travel Demand Forecasting

Select Personal Classifications

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.

Editor 'To-Do' List 	
My Pending Assignments (1)	
New Assignments (1)	
Submissions with Required Reviews Complete (0)	
Submissions Requiring Additional Reviewers (0)	
Submissions with One or More Late Reviews (0)	
Reviews in Progress (0)	
Reviewers Invited - No Response (0)	
Submissions Under Review (0)	

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.

Abstract Reviewers Alternate Reviewers Editors

Abstract:Top

Article Type: Presentation and Publication
Discussion Forum: Initiate Discussion
AI One Sentence Summary

Additional Information

Questionnaire ResponsesExpand All | Collapse All

Do you have any conflicts of interest to declare? (What's this?)
No
I acknowledge and accept that by submitting for Presentation and Publication my paper will be automatically transferred to the Transportation Research Record submission site if my paper is selected to move on to the TRR Editorial Board for (more...)
Yes - I agree
The total word count limit is 7500 words including tables. Each table equals 250 words and must be included in your count. Papers exceeding the word limit may be rejected. My word count is:
7485
Please confirm that this manuscript is not currently submitted, nor has it been published, in part or in full, elsewhere.
Yes, I confirm this statement.
Please confirm that the contributions of all coauthors are included in your Author Contribution Statement (what's this?) and that all (more...)
Yes, I confirm this statement.
Is this a resubmission of a paper submitted to TRB in previous years?
No
The Fred Burggraf Award Eligibility: All of the authors must be 35 years or younger. (About the Award.)
This paper is eligible ▲
If my paper is accepted for presentation, I consent to having my research made available through TRB's online program on a complimentary basis for all Annual Meeting registrants, TRB Sponsors, TRB Patrons, and other MyTRB account holders, either in (more...)
Yes, I agree
Were any AI tools (i.e. ChatGPT or another LLM) utilized for this submission, including editing or grammar-checking? (TRBAM AI Policy and Usage Guidelines)
No

Submission Flags: ✓ ✓ ▲

Select Submissions Flags: Add/Edit Submission Flags

Production Notes:Insert Special Character

Name: ✓
Role: Senior Program Officer
Date Assigned: Jul 28, 2025
Date Completed:
Elapsed Days: 0
Recommendation:

ReviewersTop

No Reviewers have been assigned to this manuscript.

Alternate ReviewersTop

There are no Alternate Reviewers currently selected for this manuscript.

All Authors:

Additional Manuscript Details:

EditorsTop

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.

Search Type

My Publication

Personal Classifications

Suggest Reviewers

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?

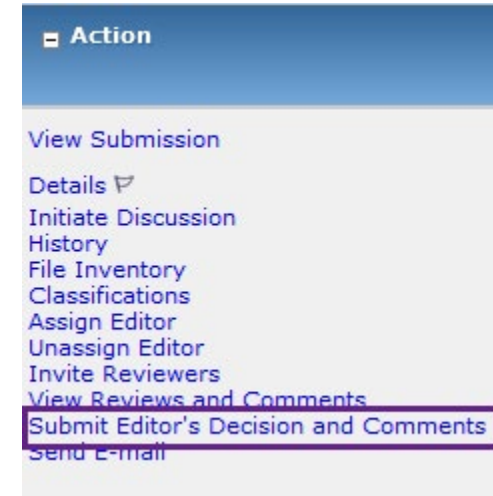
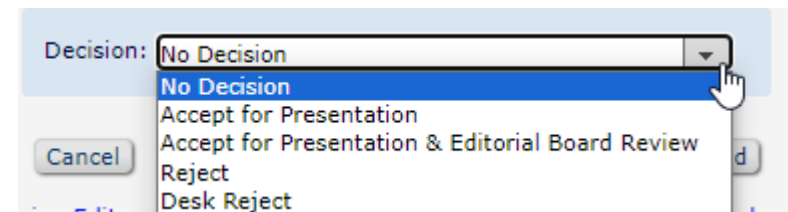
Reviewer Statistics (Agreed Invitations)		Invitation Statistics	
Reviews in Progress:	0	Date Last Invited:	Aug 24, 2023
Completed Reviews:	20	Outstanding Invitations:	0
Un-assigned After Agreeing:	0	Agreed:	20
Terminated After Agreeing:	0	Declined:	1
Last Review Agreed:	Aug 25, 2023	Un-invited Before 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.

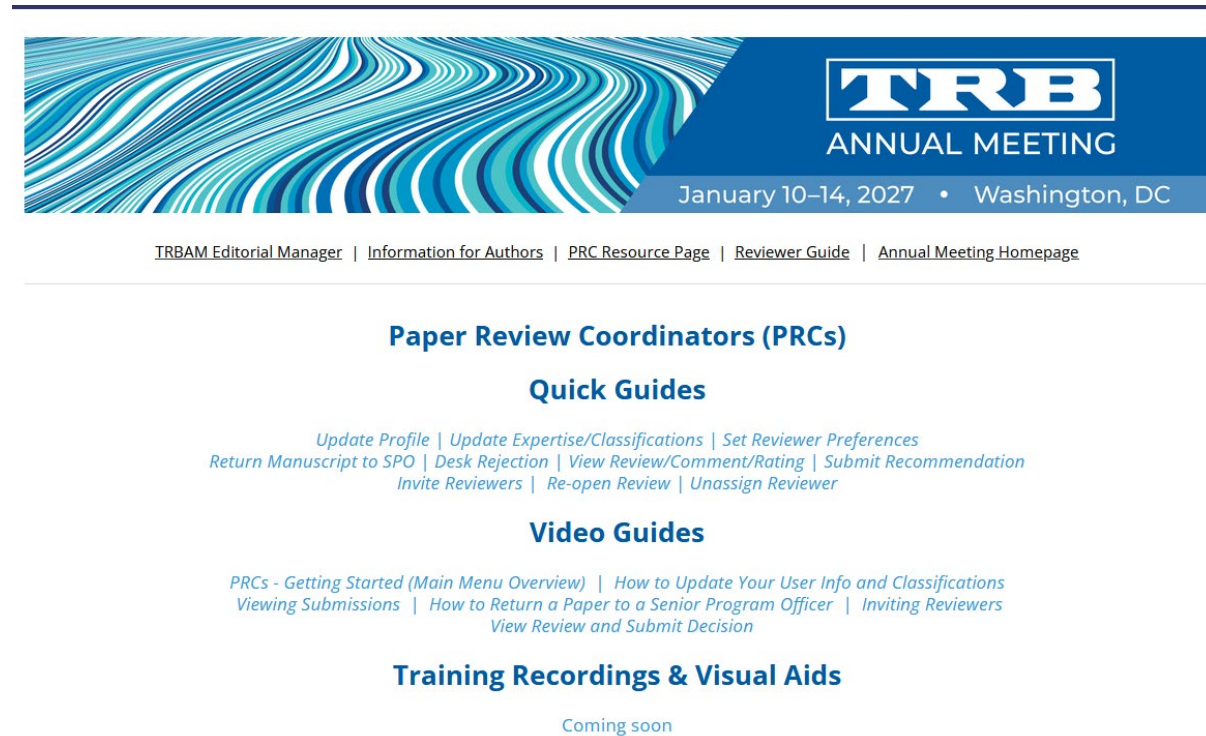
Making Your Recommendation

- 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/>

