



TRB 2027 Annual Meeting Paper Review Coordinator Training

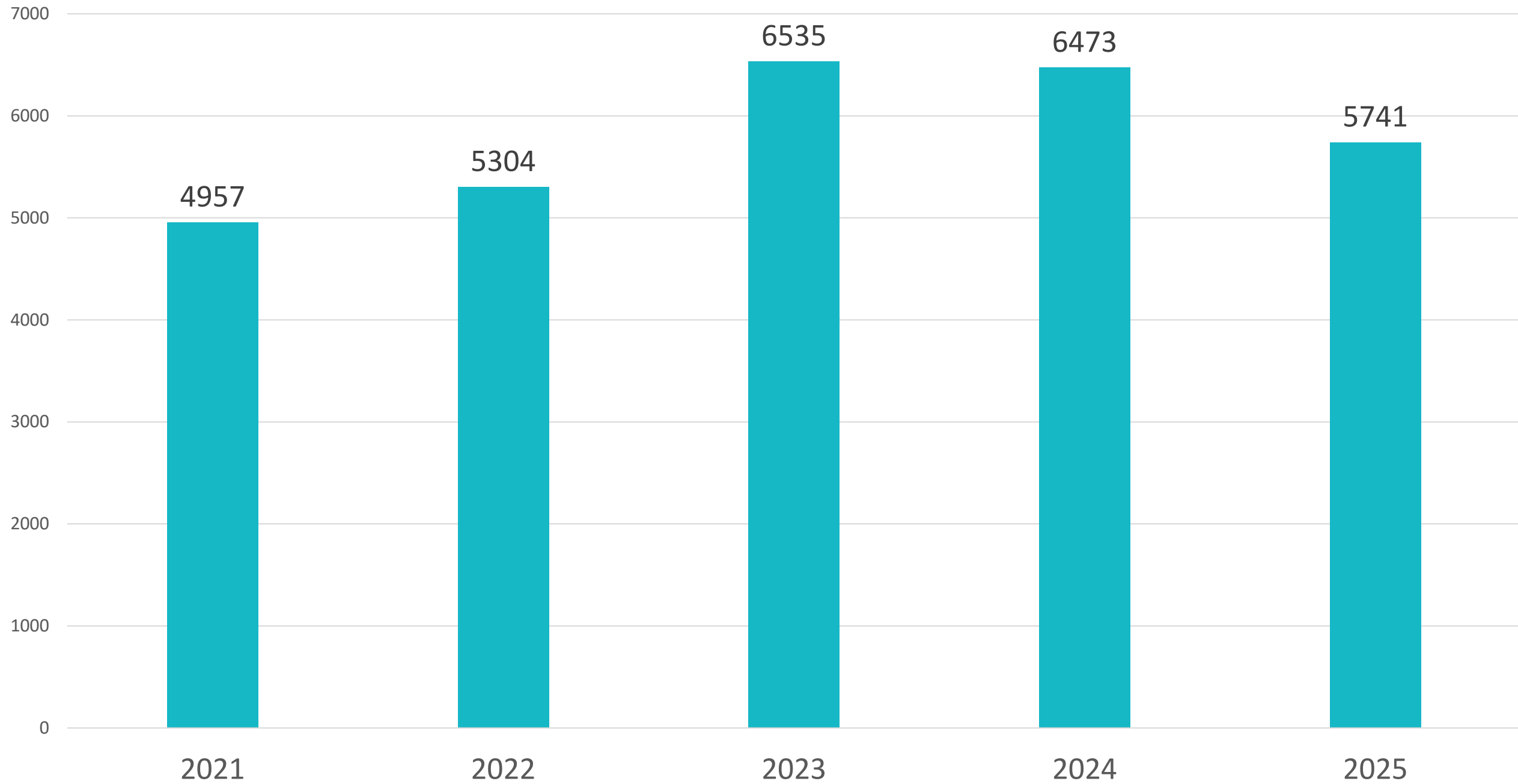
2026 AM Paper Review Recap



~5700 submissions
~4800 in the 48 hrs
before Aug 1st

218 Paper Review Coordinators
~15,000 reviews in 6 weeks

TRB AM Submission Totals (Calendar Year)



Key Submission Process Changes

- 20-page maximum replaces the word count (not including the Editorial Manager title page)
- All authors and affiliations must be entered in the submission portal
- Structured abstracts required for full papers (Objectives, Methods, Findings, Novelty, & Practical Applications)
- Review schedule will be more strictly enforced
- Updated submission and reviewer forms improve reviewer matching and consistency.
- Clearer desk rejection criteria
- Chicago author–date citation style required to streamline TRR publication

2027 TRB Annual Meeting Submission Process Updates

- **Why the Changes?**

- • Submissions have doubled since 2010 (5,000–6,000 papers annually).
- Most arrive within the final 48 hours before the deadline.
- Updates improve efficiency, reviewer matching, consistency, and publication quality.



As we begin the process, stay in contact with your Responsible Staff Officer (RSO) and wait for their instructions.

RSOs will begin in earnest assigning papers to PRCs shortly after the August 1 submission deadline because the vast majority of papers come in during the last 24 hours. However, it's possible some papers may end up in your queue before then.

PRCs SHOULD NOT attempt assigning reviewers as soon as you see the papers. The functionality to invite reviewers in Editorial Manager won't be turned on until your RSO lets you know on or around August 17 that it is time to start inviting reviewers.

Up until then, you may be asked to look at what is in your list, start familiarizing yourself with the papers, identify those that may fall outside your expertise for potential reassignment, flag potential desk rejections, etc.





Timeline→



Peer Review Method→



Minimum Review Requirements→

- **Late July – Mid August:** TRB is checking new submissions and RSOs may begin sending papers to PRCs.
- **August 1:** Submission site closes
- **By Aug 17:** RSOs gives approval to PRCs to being inviting reviewers
- **Aug 17 to September 15:** PRCs invite reviewers and monitor daily results with staff oversight and support
- **September 15:** All reviews must be completed
- **October 1:** Target date for all decisions to be finalized and decisions sent
- **Single Anonymized Peer Review:** reviewers are aware of the authors' identities, but the authors are not aware of the reviewers' identities
- **At least two completed reviews are required** to enter a decision for presentation.
- Reviewer comments must clearly support a transfer recommendation to the TRR and/or the PRC must provide a comment
- Encourage your reviewers to share their reviews with the TRR

Presentation and Publication – Transfer Recommendation

TRR Editor-in-Chief is looking for:

- Three reviews (preferred)
- Substantive comments from at least two reviewers
- At least one review from a researcher (i.e., job title including professor or researcher, doctorate degree, and/or published in peer-review journals).
- Paper includes a review of existing research (separate section or incorporated into introduction)
- Paper conclusion section is more than bullet points (seen sometimes in AM papers)
- Enter your reason for selecting the paper for transfer.

Quality and Ethics of the Annual Meeting Paper Review Process

- This review process is the foundation for the quality of the content presented at the Annual Meeting
- Please be careful in the selection of reviewers and verify they have the proper expertise to review the paper.
- Do not invite reviewers that have a high number of number of current review assignments.
- Do not invite more than 5 reviewers to paper at one time and use the alternate reviewer function to save yourself time if reviewers decline an invitation or fail to respond. TRB staff will monitor invitations daily.
- Reviewers will have 7 days to accept to decline an invitation. If they accept, all reviews will be due on Sept 15. If they do not respond, they will be automatically uninvited on the 8th day. If they accept and do not provide a review by the Sept 15th, a decision will need to be made without their review.
- Before entering a decision, read the reviewer comments and look for potential problems:
 - AI generated comments
 - Rude or offensive language
 - Unsubstantiated criticism
 - Comments intended for a different paper

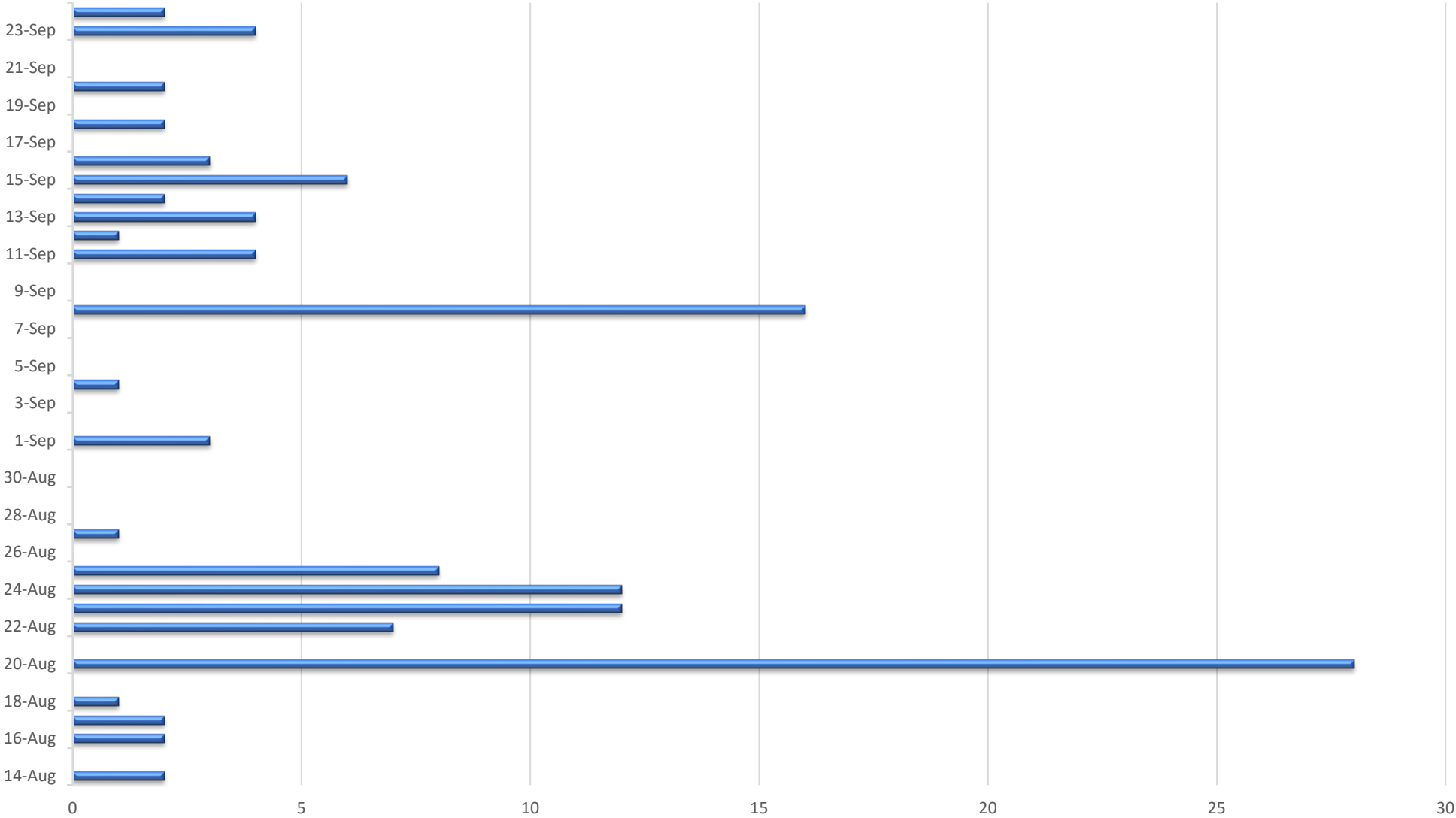
Contact TRBAMPapers@NAS.EDU with questions



Common attributes of an AI-generated review include:

- **Unnaturally descriptive or flowery sentences with generalized observations--**
 - *Regrettably, the prevailing state of scholarly inquiry within this domain is presently characterized by a dearth of comprehensive investigation, marred by an absence of meticulous elucidation.*
 - *This ongoing study exudes an aura of promise, reflecting a meticulously orchestrated exploration into an intricate subject matter.*
- **Uniformly structured sections with bulleted comments**
 - Introduction/Data Collection/Interactions Identification/ Evaluation/Results/Discussion
 - Strengths/Areas for Improvement
- **Reviews that are just a summary of the paper content repeating common phrases—**
 - *The research provides a comprehensive analysis...*
 - *The manuscript presents a comprehensive study...*
 - *The research offers a comprehensive exploration...*
- ***Reviewers (and PRCs) are not allowed to put an author's paper into a generative AI model to help generate portions of their assessment. However, they can use assistive AI models to edit basic grammar, usage, syntax of their original comments***

126 Reviews by 1 Individual



- **Quality and Ethics of the Annual Meeting Paper Review Process**



To safeguard the integrity and confidentiality of the peer review process:

- Editor activity must be conducted within the review platform
- Do not collect or share any paper details outside of the system
- Only appointed Paper Review Coordinators should have “editor level” access to the system
- Do not share your personal Editorial Manager account with anyone
- Papers found to be processed in a manner that is inconsistent with common standards of confidentiality and integrity in peer review may not be able to be accepted for presentation or transferred to the TRR

- **Quality and Ethics of the Annual Meeting Paper Review Process**
- [Conflicts of Interest](#) (financial and non-financial):
 - Consider your connection to the author/institution. If you have a potential conflict, it must be acknowledged, and it may be best to recuse yourself from handling of the paper
 - PRCs and Reviewers should have no prior knowledge of the submission
 - PRCs and Reviewers should not have recently collaborated with any of the authors
 - Avoid assigning reviewers to papers from authors at the same institution or with any other known industry associations



Reviewers (and PRCs) Need to Update their Profiles

To be considered as a reviewer, all participants, both new and returning, must update their profiles in [Editorial Manager](#) by **August 1**. This includes selecting your areas of expertise using TRB's updated classification system; previous selections may have been removed, and new terms have been added.

You do **not** need to be a committee member to serve as a reviewer. New reviewers should create an Editorial Manager account and complete their profile.

While you can create or update your profile anytime, if you do not do so by August 1, you may not receive any paper review invitations.

Instructions for updating your profile are available here: <https://trb.secure-platform.com/a/page/TRBPaperReview/ClassificationUpdate>

