QUICK GUIDE: Sending an Inappropriate Paper Back to Your SPO

1. From your Main Menu, click New Assignments:

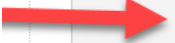## 2. Choose a paper and select the Details Action Link:

3. You can view the Abstract, Classification Matches, and Submission Flags:

Article Type: Publication Only

Keywords:

Classifications: Data and Information Technology; Artificial Intelligence and Advanced Computing Applications ABJ70; Artificial Intelligence; Intelligent Agents

Abstract: Top

As the main individual involved in transportation, the driver has an important influence on the formation of road congestion. This paper improves the classic NaSch model and the two-lane STCA lane change model by considering drivers' intention to change lane under open boundary conditions. It presents a new two-lane mixed traffic flow model. It demonstrates that the average arrival rate is determined by the arrival rate λ and output rate μ, and is affected by the sensitivity parameter β, and is not greater than μ. Vehicles' state on a road is determined by the output rate μ and is affected by β. When a road is highly congested, the proposed model is capable of resulting in a higher throughput than the previously ones.

Submission Flags: Hover for Flag definition

Select Submissions Flags: Add/Edit — Language Check Needed

Manuscript Notes: Top

☐ Display Manuscript Notes Flag   Insert Special Character

4. Not a good fit? Turn on the Return to SPO flag in Submission Flags:

Committee Code

Submission Flags:

Click on the Submission Flags icon. (Hovering over it shows Set Flags as the text.)

Check the box of the flag(s) you want to display for this submission. (more...)

Check the box next to the "Return to SPO" flag and then press "Submit".

Cancel   Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
☐	▶	Return to SPO
☐		Mickle Award Nominee

5. Enter a note in the Production Notes field, telling your SPO why you are returning it to them.

Submission Flags:	⚐ ▶	The Return to SPO flag is on.
Production Notes:		

Enter a short explanation of why you are returning the paper to the SPO here. Then press the Save and Close button at the bottom of the screen.

6. Close Details window, Action Link, and select Unassign Editor:

	Action	Manuscript Number	Article Type	Article Title
	Action ⚐ ✓ ▲	View Submission	sentation	Risk Assessment in Trenchless Te
	Action ▶ ⚐ ✓	Duplicate Submission Check (10%) Details ⚐ ✓ ▲	sentation	SPATIAL AUTOCORRELATION IN S
	Action ⚐ ✓	History Classifications	sentation	A Methodology to Select Unpaved
	Action ▶ ⚐ ✓	Assign Editor **Unassign Editor**		ENZYMES STABILIZATION OF LAT
	Action ⚐ ✓	Invite Reviewers Submit Editor's Decision and Comments	sentation	Study on Hazard Analysis and Saf

script:undoEditorAssignment(324, 'f6feb4ba-8e3c-4795-9ce4-7fea8bd96097')

6. Click on the Trash Symbol…

Modify Editor Chain

Manuscript Number: 19-00149

Title: A FEEDBACK APPROACH BETWEEN A MACROSCOPIC EXTRAPOLATION AND A MICROSCOPIC TRANSPORT

Current Editor Assignment Chain

	Step	Assigned Editor	R
🗑	Editor 1	Scott Babcock Senior Program Officer	S
🗑	Editor 2	████, █ ██ ████ ████ ██ Review Coordinator	H

Confirm removal:

Are you sure you want to remove this Editor from the Editor Assignment Chain?

Remove Editor   Cancel

7. Select Confirm Selections and Send Default Letters (default is set to no letter); The paper will be removed from your folder:

Current Editor Assignment Chain

	Step	Assigned Editor	Role
🗑	Editor 1	Scott Babcock Senior Program Officer	Senior Program Officer ▾

Cancel   Confirm Selections and Send Default Letters   Confirm Selections a...