

QUICK GUIDE: Sending an Inappropriate Paper Back to Your SPO

1. From your Main Menu, click New Assignments:

Submissions With:


0 Reviews Complete 7	1 Reviews Complete 0	2 Reviews Complete 0	3 Reviews Complete 0
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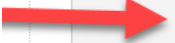
Search

[Search Submissions](#) | [Search People](#)


























Editor 'To-Do' List

My Pending Assignments (7)

-  **New Assignments (7)**
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)



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

	 (18%)		Presentation	functional class and spatial distributions to intersections traffic safety	Henderson		2018	Editor	
	 (0)	View Submission		DAYTIME vs. DAYTIME DESIGN CONSISTENCY: ISSUES AND CONCERNS	Nikiforos Stamatiadis	Jul 09, 2018	Jul 18, 2018	With Editor	
	 (0%)	Duplicate Submission Check							
	 (0)	Details 		Assessing STOP-sign Compliance at All-Way Stop sections in Close Proximity to Signalized sections	Stephen A. Arhin	Jul 09, 2018	Jul 18, 2018	With Editor	
	 (27)	History							
	 (27)	Classifications		COMBINING LIDAR-BASED CURVE DATA WITH SH DATA TO IDENTIFY CURVES WITH HIGH SH OCCURRENCES	Mitsuru Saito, PhD	Jul 06, 2018	Jul 18, 2018	With Editor	
	 (17)	Assign Editor							
	 (17)	Unassign Editor							
	 (17)	Invite Reviewers		Human Filter-based Vehicle Count Estimation Approach Using Probe Vehicle Data	Hesham Rakha, Ph.D.	Jul 03, 2018	Jul 17, 2018	With Editor	
	 (17)	Submit Editor's Decision and Comments							
	 (0%)	Send E-mail		Assessing HOV lane Utilization and Occupancy rates in Tennessee	Deo Chimba	Jul 02, 2018	Jul 17, 2018	With Editor	
	 (0%)	Action Links	19-00067	Publication & Presentation	Assessment of Level of Service for Multilane Intercity Highways under Heterogeneous Traffic	Amardeep Boora, Ph.D.	Jun 26, 2018	Jul 10, 2018	With Editor

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

The screenshot shows the 'Editor Details' page in Mozilla Firefox. The browser address bar displays the URL: www.editorialmanager.com/trr/EMDetails.aspx?docid=265&ms_num=TRR-S-18-00169§ionID=1. The page content includes:

- Article Type:** Publication Only
- Keywords:**
- Classifications:** Data and Information Technology; Artificial Intelligence and Advanced Computing Applications ABJ70; Artificial Intelligence; Intelligent Agents
- Abstract:** 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:** A green checkmark icon and a red flag icon are visible. A red circle highlights the red flag icon, with a red arrow pointing to it and the text "Hover for Flag definition". A tooltip box shows "Language Check Needed".
- Select Submissions Flags:** Add/Edit
- Manuscript Notes:** Display Manuscript Notes Flag. An "Insert Special Character" link is also present.


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

The screenshot shows the 'Committee Code' field and the 'Submission Flags' section. A red box highlights the flag icon, with a red arrow pointing to it and the text: "Click on the Submission Flags icon. (Hovering over it shows Set Flags as the text.)"

The screenshot shows the 'SET SUBMISSION FLAGS' dialog box. At the top, it says: "Check the box of the flag(s) you want to display for this submission. (more...)". Below this is a table with columns: Display, Flag, and Flag Name. The 'Return to SPO' flag is highlighted with a red box, and a red arrow points to the 'Display' checkbox for it. Below the table are 'Cancel' and 'Submit' buttons. A red box highlights the 'Submit' button with the text: "Check the box next to the 'Return to SPO' flag and then press 'Submit'".

Display	Flag	Flag Name
<input type="checkbox"/>		Return to SPO
<input type="checkbox"/>		Middle Award Nomination

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
			Risk Assessment in Trenchless Te
			SPATIAL AUTOCORRELATION IN S
			A Methodology to Select Unpave
			ENZYMES STABILIZATION OF LAT
			Study on Hazard Analysis and Sal

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
 Editor 1	Scott Babcock Senior Program Officer
 Editor 2	Coordinator Review

Confirm removal:

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



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 <input type="text" value="Senior Program Officer"/>

