



How to Submit Your Recommendation

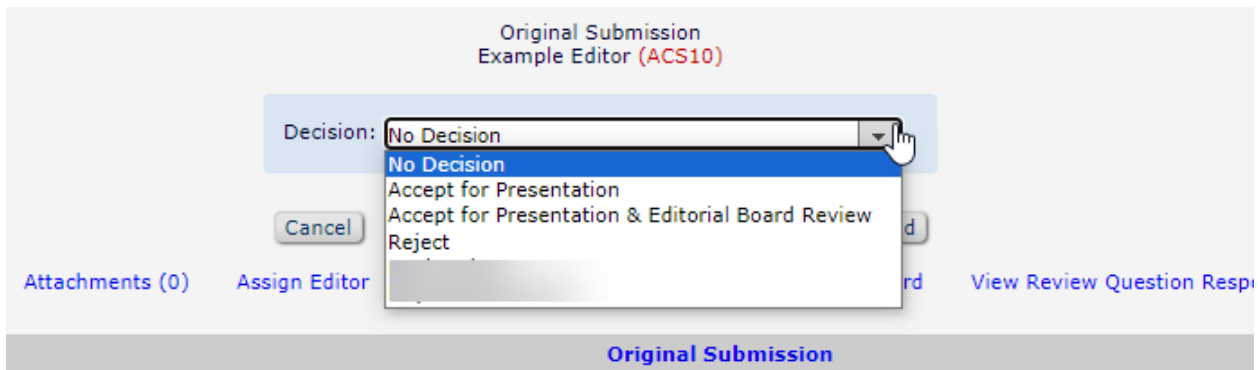
1. Log in to your Editor Main Menu. In the Editor 'To-Do' List, click on Submissions with Required Reviews Complete to see all your papers that have reached the number of required reviews.

Editor 'To-Do' List 	
My Pending Assignments (2)	
New Assignments (1)	
Submissions with Required Reviews Complete (1) 	
Submissions Requiring Additional Reviewers (0)	
Submissions with One or More Late Reviews (0)	
Reviews in Progress (1)	
Reviewers Invited - No Response (1)	
Submissions Under Review (0)	

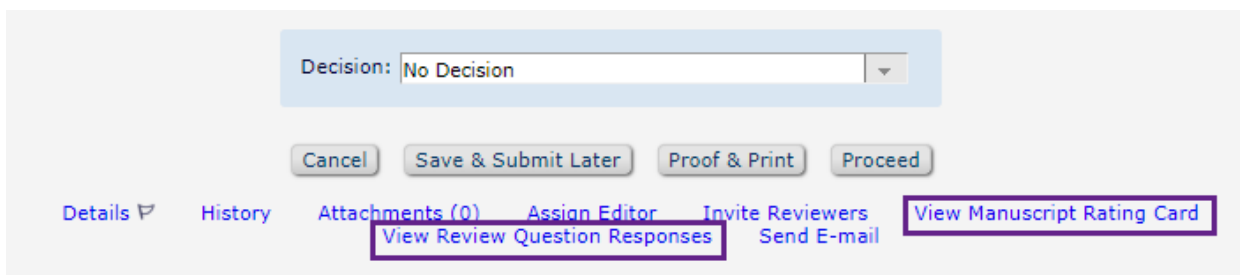
2. Click on Submit Editor's Decision and Comments.

Action
View Submission
Details 
Initiate Discussion
History
File Inventory
Classifications
Assign Editor
Unassign Editor
Invite Reviewers
View Reviews and Comments
Submit Editor's Decision and Comments
Send E-mail

3. You'll need to select your recommendation term from the Decision drop-down menu.



4. Your decision options after review will be:
 - **Accept for Presentation** – this should be used for papers submitted for Presentation only or for papers submitted for Presentation and Publication where you want to have it presented at the Annual Meeting but not sent on to the TRR for further publication review.
 - **Accept for Presentation & Editorial Board Review** – this should only be used for Presentation and Publication papers.
 - **Reject** – this is used to completely reject a paper
5. Before a paper goes out for review, you are also able to select the **Desk Reject** option. This is for papers that are being rejected prior to peer review for reasons in the [Criteria for Desk Rejection](#). See the [Desk Rejection guide](#) for more information.



6. There's a list of relevant links under the decision dropdown. You can view the Manuscript Rating Card and the Review Question Responses by clicking on those links. You can find more information on them in the [Viewing Reviews/Comments and Ratings guide](#).
7. Below the links you'll see a table with the reviewers and their recommendations. If you click on the recommendation term, you can see the full review that the reviewer provided.

Original Submission	
[Terminated by ACS10]	
(Reviewer 1)	Accept
(Reviewer 2)	Accept
Example Editor (ACS10)	Assigned - No Decision
Bernardo B. Kleiner (Senior Program Officer)	Assigned - No Decision
Author Decision Letter	
Alex Author (Author)	

8. Further down the page, you'll see a text box titled Confidential Comments to Editor. Any comments the reviewers included here are solely for you/the committee and the SPO. They should not be shared with the authors.

Confidential Comments to Editor

Insert Special Character Open in New Window

Please give a frank account of the strengths and weaknesses of the article:

Reviewer, [redacted] : Excellent paper! It'll make a good presentation.

Reviewer, [redacted] : Non perspiciatis quis est iure nihil eum quis odio et laudantium voluptatem ad fuga dicta ea tempora excepturi. Aut molestias pariatur sed sunt molestiae et velit autem. Qui doloribus nihil sed enim quibusdam ex repudiandae placeat aut dicta unde non explicabo modi a error quidem! Ea fugit consequuntur qui voluptas suscipit eos delectus quam ex molestiae provident est minima molestiae cum blanditiis molestiae. Non perspiciatis architecto ad dolor libero est inventore quaerat et quam quia. Sed dolores blanditiis sit doloribus incidunt et pariatur praesentium non natus quod ex laudantium rerum et quod rerum hic perferendis earum. Hic ipsam deleniti eos soluta

9. Below that is the Comments to Author text box. You'll see a blank box – this is for any comment you the PRC/chair want to include for the authors.

Comments to Author

Insert Special Character Open in New Window

[Blank text box for comments to author]

10. After that is a section labeled Individual Reviewer Comments to Author (Editor's Copy). This is where each individual reviewer comments appear. If there is an inappropriate comment, unchecking the box next to the reviewer name will remove it from the decision letter. **Please be cautious** when using this ability – it should **only** be used in extreme circumstances, usually after consulting with your SPO and possibly the editorial staff.

Individual Reviewer Comments to Author (Editor's Copy)

Select comments for inclusion in the Decision Letter sent to the Author. * indicates a comment modified from the original.

Insert Special Character Open in New Window

[redacted]
Reviewer 1

Et distinctio animi ut quas fugit et totam quae ut totam voluptas aut similique quidem. Qui aliquam deleniti eum voluptas voluptatem vel culpa adipisci sed odio quam quo dolorum accusamus eos delectus quae. A quidem voluptatum aut debitis autem sed iusto tenetur ut voluptas doloremque et eius animi At doloremque velit. Est minus similique cum velit culpa et provident velit ab autem nulla eos officiis eligendi. Ad consequuntur vero et quis voluptatem qui consectetur laborum et sint quam qui internos eaque ut distinctio iste qui culpa quis!

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[redacted]
Reviewer 2

Lorem ipsum dolor sit amet. Est dicta numquam At adipisci corrupti qui vero facilis vel odio rerum ut voluptatem cumque est commodi nulla ea ratione porro. Qui numquam praesentium et quam eligendi aut odit perspiciatis sit nesciunt officiis et ipsa dolorem At obcaecati internos. Ab Quis autem eum dolores officia ut natus blanditiis non quia laborum. 33 iste iure qui eaque quas in libero blanditiis eos quia dolorem in reiciendis quia et eveniet eveniet. Aut unde atque est maiores internos sed minus eligendi. In odio adipisci qui quas labore est provident voluptates qui rerum quis cum voluptatum consequuntur. Et delectus voluptatem et distinctio dolorum vel nulla voluptas ex accusantium doloremque est necessitatibus quos et autem aperiam et dignissimos minus. Qui culpa eveniet sed reiciendis quam rem ipsum commodi! Vel voluptates sint aut quos quisquam non corporis deleniti! Ut accusamus delectus qui enim consectetur aut debitis ipsa eos quam illum sit perferendis enim et tempore blanditiis aut odio quibusdam? Et fugit assumenda aut voluptatem similique et recusandae maxime id consectetur maiores id esse voluptatem. Et dignissimos recusandae ut debitis deleniti et ipsum facere cum sapiente dolor. Aut voluptas ullam aut

11. At the bottom of the screen, you will find responses from each reviewer to the review questions. These questions are different depending on the article type.

Reviewer Questions and Responses	
Reviewer 1	Reviewer 2
This paper is of potential interest to practitioners and is ready for possible application.	
N/A	No
Do you want to get recognition for this review on Publons ?	
<i>Don't let your reviewing work go unnoticed! Researchers the world over use Publons to effortlessly track their valuable peer review contributions for any journal. If you opt in, your Publons profile will automatically be updated to show a verified record of this review in full compliance with the journal's review policy. If you don't have a Publons profile, you will be prompted to create a free account. [Learn more]</i>	
No	No

12. For Presentation and Publication papers, there will also be three questions for you (the PRC/chair) to answer. One of these is required – it's in red text. You **must** answer this question before you can submit your recommendation. If you are not sending the paper to the TRR for publication review, you may answer N/A.

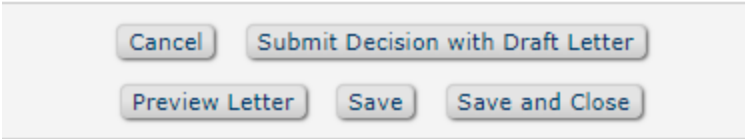
Editor Review Questions	
Would you consider reviewing a revision of this work?	
<input type="checkbox"/> <input type="checkbox"/>	
<p style="color: red;">*If you are sending this paper to TRR, please provide a brief summary of how this paper contributes to the practice or literature. [Instructions]</p>	
<input type="text"/>	
Character Count: 0	
This paper is outstanding and should be considered for an award. TRB Awards information.	
<input type="checkbox"/> <input type="checkbox"/>	

13. Press the Proceed button when you are ready to submit your recommendation.

14. The next page gives a summary of the comments on the previous page. Press Proceed again to continue submitting your recommendation.

Over the Moon? Safety for Powerful Jumps
 Original Submission
 Example Editor

15. This next screen will allow you to edit the recommendation letter before it goes to the SPO. There is a draft template in place, so you can add any additional text as needed. When done, you can “Preview Letter” and then “Submit Decision with Draft Letter”.



16. When complete, you'll see an acknowledgement screen that thanks you for submitting a Decision on Manuscript #TRBAM-XX-XXXX. You can then either go back to the main menu or return to the Submissions with Required Reviews Complete folder to work on the next paper.