TRB Annual Meeting Paper Submission (Volunteer) User Guide

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Last updated by Gareth Driver, 6/1/2016
How to log into MyTRB

1. Log on to MyTRB. If you have problems logging in, please contact the MyTRB helpdesk at 202-334-1738 or email at MyTRB@nas.edu. Please note the “Forgot Password” or “New User Signup” options in the middle of your screen. Use these options to recover your password or create a new account.

2. Enter your email and password in the corresponding fields, then press the "Sign In" button.
View Paper Submission Guidelines

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Paper Submission > Guidelines.

   For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. From here, you can review the current paper submission guidelines.

For optimum user experience, please ensure that your web browser is fully updated. This site is optimized for the Google Chrome browser.

Paper Submission Guidelines

Deadline for Paper Submission is August 1.

Welcome to TRB's Paper Submission Website. All authors, including those having previously submitted papers to TRB, are encouraged to look over the site and to review requirements, along with helpful text and resources, to ensure successful submission of your paper.

The increasing number of paper submissions each year has placed a large burden on TRB paper review volunteers. As such, TRB staff will strictly enforce the paper format and submission rules. If the paper does not conform to the following rules, it may be administratively rejected and not reviewed.

- The paper must conform to TRB's manuscript specifications contained in the Information for Authors.
- The paper must include an abstract. NOTE: Authors who enter abstracts into the TRB paper submission website will have access to TRR for Authors. However only full papers will be reviewed. Access to TRR for Authors may be denied if legitimate paper titles and abstracts are not entered.
- Presentations, long research reports, magazine or newspaper articles, etc., are not acceptable.
- The paper must not exceed the limits on length of manuscripts contained in the Information for Authors.
- TRB does not accept multi-part papers - every paper submitted must stand on its own merits.
- All papers must be submitted in well-written English. If English is not your first language, you should have an English proficient reader or editor review your paper.
Submit a Paper

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Paper Submission > Submit Paper. If you do not see this option, contact your staff officer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. When submitting a paper, there are three main sections to fill out.

1) **Create:** The first step of the paper submission process is to fill out required information needed to begin creating the paper.

2) **Authors:** Next, you can add any co-authors.

3) **Upload:** Finally, to have a complete paper submission, a file is required to upload.

If you need to return to a previous step, you can click the steps in this title bar to go to a specific step.
Creating the Paper

4. To begin with the first step, Create, fill out all required fields. Each required field is marked with a red asterisk mark. You will not be able to save and continue until all required fields are entered.

Submitted Elsewhere:

If your paper has not been published or under consideration for publication elsewhere, please select No.

If your paper has been published or is under consideration elsewhere, please select yes for the "Submitted Elsewhere" field. Enter in any organizations to which you have submitted a paper in the "Other Organizations Submitted To" field.

Title: Enter a title for your paper.

Abstract: Enter please brief summary of the paper.

5. Select primary subject area. Click the drop down box in order to see the options to choose from. Click a subject area in order to select it.

Primary Subject Area: This is the main subject area focus of the paper.
6. Select up to two secondary subject areas. This is optional. To add, click the subject in the "Available Subjects" list. It will then be moved to the "Chosen Subjects" list.

If you are using an older version of Internet Explorer and encounter problems at this step, please switch to another browser if possible, or else contact the MyTRB helpdesk at 202-334-1738 or email at MyTRB@nas.edu.

7. If you have a call for paper you would like to associate this paper to, you can click Associated Call for Papers dropdown. This is an optional step.

If you need to see a list of Call for Papers, click the "Associated Call for Papers (Optional)" link.

8. If you would like your paper to be reviewed by a specific committee, please choose one in the dropdown box. This is an optional step.

9. Select a submission type from the dropdown menu. You will have three choices.
Presentation and Publication: Choose if the paper should be a presentation and considered for publication.
Presentation: Choose if the paper is for presentation only.
Publication: Choose if the paper should be considered for publication and will not be a presentation.

10. Next, choose if federal or state funds were used.

11. When finished filling out the required fields, press the "Save and Continue" button. At this point, your paper will be saved but as an incomplete paper, which you can stop and return to edit at a later point in time.

You will also receive a notification letting you know your paper was saved.

12. If any of the required fields do not have values, you will receive an error message next to the "Save and Continue" button.

When a required field is missing, it will be noted in red text next to that field. Note: You may need to scroll up to see which field is missing.
Adding Authors

13. If you need to add a co-author, begin by clicking on the "Add Co-Author" button.

You can search by name, email, or organization. Press the "Search" button to find results.

If results were found and you wish to add the co-author to the paper, click in the checkbox in the "Select" column for those authors you wish to add. Then, press the "Add Co-Authors" button below to add.
Note: Co-authors are not associated to the paper until the “Add Co-Authors” button is clicked. You MUST click the “Add Co-Authors” button to add co-authors to a paper.

Once added the co-author will be added to the paper.

Sort and Remove Authors

If you have multiple authors, you can change the order of how they will be listed. Select the up arrow to move it higher, and the down arrow to move it lower.

To remove the co-author, simply press the "Remove Co-author" button.
Add ORCID ID

14. If you would like to add an ORCID Id to the Author's information, you can type it in the Open Researcher and Contributor ID (ORCID) field. If you have a co-author, it will be a read only field for you to view.

For more information on ORCID, you can click the blue link.

Create Co-Authors

15. If the co-author did not exist in your search results you can add a new record.

Press the "Create Co-Author" button in order to add a new person.

If your search was not successful you may want to try again. See search tips on the previous screen to possible get better results. As a last resort, you can create a new person record. To avoid confusion caused by duplicate or incorrect information, please be sure you have searched carefully for existing person records before creating a new one.

First, fill out the First Name, Last Name, and Email.
Next, press the "Choose Company" button to search and add a company.

Type in the company name on the next screen, then press "Find Companies" to search. When you find the company, click the "Choose" button next.

Then, choose a company from the drop down menu. The address and phone number are optional fields. When ready, press the "Create Account" button in order to create the new co-author.
Burggraf Award

16. If an author or co-author is younger than 36 years of age, they are eligible for the Burggraf Award. Select yes or no in the drop down to choose.

If the author is eligible, you will see next to the birthday that they are eligible.

**Eligible for Burggraf Award**

However, if the author is not eligible, the text will display "Ineligible for Burggraf Award" next to the birthday.

**Ineligible for Burggraf Award**
All authors must be eligible for the paper to be considered. You can change corresponding author’s birthdate on their MyTRB profile at www.mytrb.org.

The co-authors birthdate can be entered on this form.

17. When finished with the authors step, you will have the following options:

Save Paper: Saves all changes made to the paper
Back to List: Go back to your list of papers
Withdraw: This will remove your paper

18. Once the paper is saved, by clicking the "Save Paper" button, you will receive a pop up notification letting you know your paper was saved.
Upload Files

19. To upload a file, it first must be in PDF format. Click the "Choose File" icon. You will be prompted to select your file.

For more information about acceptable paper formats and other requirements, click the "Paper Author Resources" link.

20. Enter in the number of words for the paper along with the number of tables and figured.

21. For the compendium waver, click Terms and Conditions for more information.

To read about the terms and conditions of the compendium waver, click the "Terms and Conditions" box.

Next, select Yes or No.
22. Next, answer ‘Yes’ or ‘No’ to the following question.

Original Content/Third Party Materials

Do you warrant and represent that you own or otherwise control all rights to the submitted content and that public posting or other use of the content by the National Academy of Sciences will not infringe or violate the property or other rights of any third party?

- Yes
- No

This is a required field. If you do not click ‘Yes’, you not be able to proceed further.

23. Check the “User’s Grant of Exclusive License” box.

User’s Grant of Exclusive License

I hereby grant the National Academy of Sciences/Transportation Research Board an exclusive, irrevocable, worldwide license in any media now or heretofore known to use, reproduce, display, perform, adapt, modify, distribute, and promote the submitted content in any form, anywhere and for any purpose. The license hereby granted to the National Academy of Sciences/Transportation Research Board is contingent upon my paper being accepted for publication, and no publication rights are granted unless and until I have been notified that my paper has been accepted for publication.

24. When you are ready to submit the paper, you can click the "Submit" button. If you need to return to the previous screen, press back.

25. You will receive a confirmation screen once your paper is submitted. Click the "OK" button if you would like to go back to your list of papers.

Confirmation

Paper Title: Sample Freight Rail Paper 2
Paper Number: 17-00008
Number of Words: 4500
Number of Tables and Figures: 1

Congratulations on the successful submission of the following paper, Sample Freight Rail Paper 2

OK
Edit/View My Papers

Once you save or submit a paper, you will be able to manage them from the "Edit/View My Papers" list. You can edit paper details, upload initial paper, resubmit a file, and view correspondence.

1. Once logged in, from the dropdown menu at the top of your screen, select Annual Meeting > Paper Submission > Edit/View My Papers. If you do not see this option, contact your staff officer.

For optimum user experience, please ensure that your web browser is fully updated. The MyTRB site is optimized for the Google Chrome browser.

2. From here, you will see a list of your papers either submitted or saved.
**Paper Status Column**

The status of your paper will be displayed in the Status column.

*Incomplete*: If you saved an incomplete paper, the status will be incomplete. An incomplete paper submission happens when a PDF file was not attached during the submission process, but still had the minimum amount of required fields entered to save it. If incomplete, you can go back and upload the Initial File.

*Initial Submission Completed*: If you successfully submitted a paper, the status will be Initial Submission Completed. The submission will be successful if the PDF file was attached during the submission process and all the required fields were entered.

*Awaiting Revised Paper*: When a review coordinator chooses for the paper to be revised and you have received a notification, the status will be Awaiting Revised Paper. A revised paper must be uploaded to resume.

*Revised Paper Submitted*: Once the revised version of the paper is uploaded and attaches their comments, this paper status will be triggered.
Edit an Incomplete Paper

You are allowed to edit a paper until the due date for paper submission.

If the status of the paper is "Incomplete", this means that the paper has not yet been uploaded. You will be able to edit paper details, upload the initial paper, and view any correspondence.

4. To edit a paper detail, click the "Select" button, then click "Edit Paper Details."

From the edit paper screen, you can change the details of the paper, add co-authors, and upload an initial file.
You can also continue to add co-authors by clicking on the "Add Co-Author" button.

![Add Co-Author button]

If your paper is currently incomplete, meaning no initial file was uploaded, you can do so here by clicking on the "Upload Initial Paper" button.

![Upload Initial Paper button]
If you have already submitted a file, you can resubmit here by clicking the “Resubmit File” button.

5. When finished, you can:

Save Paper: Saves all changes made to the paper
Back to List: Go back to your list of papers
Withdraw: This will remove your paper

6. Once the paper is saved, by clicking the "Save Paper" button, you will receive a pop up notification letting you know your paper was saved.

7. If you have made changed to the paper details, and did not upload an initial file, you will get a Submission Incomplete confirmation screen after pressing the "Save Paper" button. This will let you know that a file needs to be uploaded to be considered.
8. If during editing your paper, you uploaded an initial paper, you will receive a confirmation on the successful submission of your paper.

Confirmation

Paper Title: Sample Freight Rail Paper 2
Paper Number: 17-00008
Number of Words: 4500
Number of Tables and Figures: 1

Congratulations on the successful submission of the following paper, Sample Freight Rail Paper 2

OK
Edit a Complete Paper

You are allowed to edit a paper until the due date for paper submission.

If the status of the paper is "Initial Submission Completed", this means that the paper has been uploaded. You will be able to edit paper details, resubmit a paper, and view any correspondence.

Since a paper was previously submitted, you will also be able to edit extra fields such as Compendium Waiver and Copyright Release.

9. To edit a paper detail, click the "Select" button, then click "Edit Paper Details.

From the edit paper screen, you can change the details of the paper, add co-authors, and resubmit a file.
If the status of the paper is "Initial Submission Completed ", meaning a file has already been uploaded, you will be able to also modify the Compendium Waiver, Original Content/Third Party Materials and User's Grant of Exclusive License questions.
You can also continue to add co-authors by clicking on the "Add Co-Author" button.

You will also be able to resubmit a file from this page. If you have a new file to upload, you can click the "Resubmit File" button.

10. When finished, you can:

**Save Paper:** Saves all changes made to the paper
**Back to List:** Go back to your list of papers
**Withdraw:** This will remove your paper
11. Once you are done editing the paper details or resubmitting a file, you will receive a confirmation on the successful submission of your paper, upon pressing the "Save Paper" button.

Confirmation

Paper Title: Sample Freight Rail Paper 2
Paper Number: 17-00008
Number of Words: 4500
Number of Tables and Figures: 1

Congratulations on the successful submission of the following paper, Sample Freight Rail Paper 2

OK

Resubmit a File

1. If you have a paper where a file has already been uploaded, you can still resubmit the file from the "Edit/View My Papers" list. Click the "Select" button, then choose Resubmit File. The paper status will be "Initial Submission Completed".

To upload a file, it first must be in PDF format. Click the "Choose File" icon. You will be prompted to select your file.

File Upload

Acceptable File Types and File Size Limit

Portable Document Format (.pdf)

File Size Limit: 10 MB (10485760 bytes)

When finished, press the "Save" button.
Upload Initial Paper

2. If you have an incomplete paper, you can upload the initial paper from the "Edit/View My Papers" list. Click the "Select" button, then choose Upload Initial Paper.

To upload a file, it first must be in PDF format. Click the "Choose File" icon. You will be prompted to select your file.

File Upload

Acceptable File Types and File Size Limit

Portable Document Format (pdf)

File Size Limit: 10 MB (10485760 bytes)

Browse...

When finished, press the "Save" button.
View Correspondence

1. You can also view correspondence.

You will see a list of your correspondence. To view a message, click the mail icon.
Upload a Revised Paper

   If you do not see this option, contact your staff officer.

2. From here, you will see a list of your papers either submitted or saved. When a paper is ready to revised, the paper status will display as "Awaiting Revised Paper".

3. Click the Select button, then select the "Upload Revised Paper" option.
4. First, click the "Choose File" icon. Then, upload your revised PDF paper file. Also, fill in the Number of Words and Number of Tables and Figures fields.

5. Next, upload the author's response to reviewer comments in PDF format. Follow your browser's instructions to upload your file.

7. For the compendium waiver, click Terms and Conditions for more information. To read about the terms and conditions of the compendium waiver, click the "Terms and Conditions" box.

8. Select yes or no to answer if you control all rights to the submitted content.
9. Check the User's Grant of Exclusive License box.

10. When you ready to submit the paper, you can click the "Save" button.

11. You will receive a confirmation screen once your paper is submitted. Click the "OK" button if you would like to go back to your list of papers.

12. Once the revised file is uploaded, the status of the paper will be changed to "Revised Paper Submitted".
**View Revised File and Author Comments**

13. If you need to view your paper files and comments after they are uploaded, click the "Select" button and then click "View Correspondence".

14. Then, click the "History" tab in order to see the history of the file uploads.

15. To view the latest version of the Revised Paper, click the "View" button in the "File" column for the Revised Paper Submission row.
16. To view the latest version of the Author Comments for the Revised Paper, click the "View" button in the "Comments" column for the Revised Paper Submission row.

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* Most current active file version
Upload a Final Paper

*After the Paper has been added to the PIF and the "Final Acceptance Letter" was sent out, the Author will now be able to upload a final paper.*

1. To upload a Final Paper, first the Author must have received the "Final Acceptance Letter". Once received, the option to "Upload Final Paper" will be available in the Select Dropdown and the paper status will be "Invited for Publication". Click the Select button, then choose "Upload Final Paper".

2. Once on the Final Upload page, first you will upload the final paper in Microsoft Word format (.doc, .docx). **New this year:** LaTeX (.tex) files will also be accepted. Click the "Choose File" button, then upload the file.

   **File Upload - Final Paper Submittal for Publication**

   **16-2139: Paper Test 6**

   Acceptable File Types
   Microsoft Word (.doc, .docx)

   Paper Submission

   ![Choose File](image)

   No file chosen

3. Next, enter in the Number of Words and Number of tables.
4. Answer the Original Content / Third Party Materials question by clicking the radio dials, "Yes" or "No".

5. Click in the Checkbox to agree to the Users Grant of Exclusive License.

6. Press the "Save" button when complete.

7. Once you are back in the paper list, you will notice that the Paper Status will now be changed to "Final Manuscript Submitted".
View Final Paper Submission File

8. If you need to view your paper files and comments after they are uploaded, click the "Select" button and then click "View Correspondence".

9. Then, click the "History" tab in order to see the history of the file uploads.

10. To view the latest version of the Final Submission Paper, click the "View" button in the "File" column for the Final Paper Submission row.