Triage process at various steps in the process

Paper authors do not have a “right” to a full TRB review. To qualify for review a paper must meet all the TRB guidelines and standards – these are spelled out in detail in the Requirements for Submitting Papers.

Papers may be rejected without a review at any time during the review process for failing to meet all the TRB guidelines and standards including but not limited to the following:

- Papers in which the language quality is poor enough to make understanding the content very difficult
- Papers are only an abstract, slide show
- Not in TRB format.
- Papers are too short and don’t provide sufficient detail.
- Papers that exceed the word limit. The length of each paper, including the abstract, text, references, figures, and tables, must not exceed 7,500 words. Each table, figure, or photograph counts as 250 words.
- Duplicate papers – one paper submitted more than once in a year
- Multi-part papers – papers that are dependent on the content of each other
- Papers are not technically sound or don’t report on a significant research advance

**August 1 to August 12** – During this time period TRB staff officers assign papers to the committees for review. Staff will screen papers for the issues including those described above. Papers not meeting TRB requirements will be administratively withdrawn by TRB staff without a review. Authors will be notified of the rejection via email. Due to our tight review timeframe, authors will not have another opportunity to resubmit the paper for consideration during this year’s Annual Meeting.

**Starting August 12** - The committee chairs and paper review coordinators have access to the full papers and begin assigning reviewers to each paper. If the committee chair and the TRB staff officer agree that paper should not go through a full review, it will be administratively rejected by the TRB staff officer.

**Once reviewers have been assigned a paper** – A paper can be rejected without detailed review even after review requests have been sent out to the reviewers. If the TRB staff officer and/or paper review coordinator are informed by a reviewer that the paper does not meet TRB requirements, and the paper review coordinator and TRB staff officer agree, that paper will be withdrawn from the review process. The paper review coordinator will unassign and notify the reviewers. Authors will be notified of the rejection via email.