Paper Review Coordinator Webinar

Transportation Research Board
2018 TRM Annual Meeting

July 2017
Part 1

- TRB Annual Meeting
- Transportation Research Record
- TRB Peer Review Process
- TRB Review Coordinator Resources
- Critical Dates
Part 2

➢ What do I do before papers are submitted?
  • Areas of Expertise (AoE)
  • Paper Triage

➢ Papers are here now what?

➢ Reviews are in, now what?
  • Paper Decisions

➢ What is Rereview? I thought I was done.
TRB Annual Meeting

• 13,300 attendees
• Over 220 technical committees, 330 subcommittees, 18 task force Meetings
• The meeting program covers all transportation modes, with more than 5,000 presentations in over 800 sessions and workshops
The TRR is one of the most cited and prolific transportation journals in the world, offering unparalleled depth and breadth in the coverage of transportation-related topics. TRR Journal publishes approximately 70 issues annually of outstanding, peer-reviewed papers presenting research findings in policy, planning, administration, economics and financing, operations, construction, design, maintenance, safety, and more, for all modes of transportation.
TRB/TRR Submission

By the Numbers

6000 Submissions
15 – 20 % Presentation Only
Less than 2% Publication Only
80% Publication & Presentation
TRB/TRR Submission

- United States: 47%
- International: 52%
TRB Peer Review Process

The TRB peer review process is used both for papers submitted for presentation at TRB’s Annual Meeting and for papers submitted for publication in the Transportation Research Record: Journal of the Transportation Research Board.
TRB Peer Review Process

- TRB uses a “single blind” peer review process. In this process the paper authors do not know the identity of the reviewers but the reviewers know the identity of the paper authors.

- Additionally in our system the authors do not know which committee is reviewing their paper until the review is complete. This protects the committee membership from lobbying.
Your Job - Manage Quality Reviews

http://www.computerhistory.org/collections/catalog/102649709
TRB Review Coordinator and Reviewer Resources

- Paper Review Coordinator Technical Instructions
- Paper Review Coordinator Policy Guidelines
- Paper Triage Process
- Paper Review Technical Instructions
- Paper Review Policy Instructions
- Tutorial Webinars
- TRB Staff Contact
- MyTRB Login Guidance
The checklist provides a detailed outline with dates and descriptions for every step in the process.
Critical Dates

- **June 1**: TRB paper submission website opens.
- **June 15 – Late July**: Set-up Areas of expertise and update Reviewers pools
- **August 1**: This is the hard deadline for paper Submission
- **July 15 – August 10**: (TRB Staff)
  - TRB staff performs the initial paper triage
  - TRB Staff Assigns Papers to Committees
Critical Dates

- **July 15 – August 10:** (Review Coordinator)
  Review the papers assigned to your committee, talk with your staff officer about any problems. Please check frequently! Most papers are submitted around August 1
  - Are the papers appropriate for the committee
  - Do the papers meet the TRB paper requirements?

- **August 14 – August 18:** Assign at least 3 reviewers to each paper. Please keep in mind the number of papers that a reviewer has already accepted when making the review request.
Critical Dates

• **August 14 – September 15:** Monitor and encourage the completion of reviews.

• **September 15:** This is the deadline for completion of reviews.

• **September 15 – September 26:** Make preliminary recommendations on presentation and publication and discuss with TRB staff and committee leadership. (DO NOT NOTIFY THE AUTHORS)

  * Please touch base with the committee chair/event coordinator to make sure that all paper recommended for presentation are assigned to an event*
Critical Dates

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Critical Dates

• October 1
  ➢ Deadline for event details to be entered into MyTRB
  ➢ Review Coordinator/Committee chair can start notifying authors of paper recommendations

• Mid October
  ➢ TRB Staff notifies authors of the initial paper decisions
Critical Dates

- **Late November–late January:** The committee paper review coordinator sends the revised papers to the initial reviewers for re-review. After re-review, the committee makes the final publication recommendation for these papers.

- **February:** TRB make final publication decisions and start notifying authors.
Part 2

- What do I do before papers are submitted?
  - Areas of Expertise (AoE)
  - Paper Triage

- Papers are here now what?

- Reviews are in, now what?
  - Paper Decisions

- What is Rereview? I thought I was done.
What do I do before papers are submitted?

• Make sure you have paper review coordinator access - if you can’t log in contact your senior program officer (SPO)
• Check reviewer pool (we did some weeding, make sure any new members have been added, ask for email address updates)
• Set up Areas of Expertise (Optional but Strongly Encouraged)
What do I do before papers are submitted?

- Communicate with reviewers (consider an email that emphasizes the importance of this task).
- Encourage Reviewers to select AoE
- Plan communications with committee chair, session organizers, and staff officers
- Know the instructions being given to the authors and reviewers.
Areas of Expertise

- **Voluntary** feature in MyTRB paper review
- **Helpful terms** for Review Coordinators to match Reviewers with Papers.
- Requires action from both Paper Review Coordinators (PRC) and Reviewers.
  - PRC selects terms for the Pool
  - Reviewers then pick from the list
  - Both need to be done before August paper assignment
Areas of Expertise

• Enhancements:
  – Up to 15 can be defined, nearly doubled
  – Reviewers will have MyTRB access in early July.
    • Moved up on the calendar to allow time for your Reviewers to pick
  – One page quick reference sheets to help you and your reviewers
    [link: www.trb.org/AnnualMeeting/AMReviewCoordinatorResource.aspx]
Setting-Up ‘Areas of Expertise’ in MyTRB for Your Reviewer Pool

A Quick Reference for Review Coordinators

What are Areas of Expertise?
Areas of Expertise are voluntary terms Paper Review Coordinators choose to assign to your Committee’s Reviewer Pool. They help you match Reviewers with Papers. Using them requires action from both Review Coordinators and Reviewers. Once you have made your selection ahead of time, reviewers login to MyTRB to pick from the terms they identify as their area(s) of expertise to let you know they are available to review any paper you think falls under that topic. Both need to happen before papers are assigned in August.

1. Login to www.MyTRB.org
   - Select: Annual Meeting available early June
   - Select: Review Management
   - Select: Manage Reviewer Pool
   - Find the Committee from the drop down
   - Click on Areas of Expertise Tab to the right of Potential Reviewers Tab

Get a detailed User Guide for Review Coordinators at this link

2. As you type into the box it will suggest a term
   - Make your selection with the blue Choose Button
   - If an Area of Expertise has a definition, you may use the yellow Edit Button to change as you see fit
   - If the term you are thinking of does not pop up, use the green Create New Area of Expertise Button to create your own
   - You can pick up to fifteen (15) for your pool

3. Communicate to your reviewer pool what Areas of Expertise have been set up.
   - Ask Reviewers to Login to MyTRB and choose their Areas of Expertise
   - In your communication, you can attach the Quick Reference similar to this one for Paper Reviewers

Note: Areas of Expertise come from terms in TRB’s Transportation Research Thesaurus (TRT)
Using ‘Areas of Expertise’ while Assigning Paper Reviews
A Quick Reference for Review Coordinators

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1. Login to www.MyTRB.org
   - Select: Annual Meeting
   - Select: Review Management in mid-August
   - Select: Assign Reviews by Paper
   - Find the Committee from the drop down
   - Click on Blue Select Button on the left of the row for the Paper you want to assign reviews

2. Select: ‘Assign Reviewer for Initial Review’
   - This will bring up another window
   - Reviewer pool names listed are listed in rows
   - Areas of Expertise are listed in their own column and may be blank if reviewer did not select any
   - You can sort the table by clicking Areas of Expertise header
   - The ‘Type to Filter’ box is also very helpful. Simply begin to type an Area of Expertise or Name and the table adjusts
   - Finish with the blue Assign the Reviewer(s) button

3. Alternatively, you may Assign Papers by Reviewer rather than Assigning Reviews by Paper
   - Areas of Expertise are also listed in a column for the names in the reviewer pool

Get a detailed User Guide for Review Coordinators at this link
Paper Triage 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 a paper. Papers that do not meet TRB guidelines and standards can be rejected at any point in the process.
Paper Triage

• Papers in which the language quality is poor enough to make understanding the content very difficult.
• Incorrect Format (Line numbers, etc.)
• Too long (TRB papers have a 7500 word limit)
• Duplicate papers and/or Multiple Part papers
• Papers that are commercial/promotional in nature
Paper Triage Process (cont.)

Papers not meeting our requirements, after August 1 will be administratively withdrawn by TRB staff without a review.

The initial staff triage does not Catch all papers

Please perform a “triage” for the papers assigned to you to verify those that should be reviewed by your reviewer pool, identify any that would be more appropriate for a different committee, and reject any papers which should not be reviewed at all.
The Papers are here now what?

• Paper Triage
• Think about your paper topics and how they fit within your AoE
• Start assigning your reviewers
  ➢ Consider conflict of interest and bias
  ➢ Include a cross section of the community on each paper
  ➢ Assign at least 3 reviewers to make sure you receive the required 3 reviews for publication decisions
The Reviews are in now what?

- Make presentation and publication recommendations
- There are limits on the number selected for presentation and publication.
- Only recommend publishing the best of the best papers. Don’t select a paper for publication just because you can.
The Reviews are in now what?

• In making your decisions:
  ➢ Use of Overall Weighted Ranking BUT!!!!
  ➢ Rely heavily on the reviewer comments
  ➢ Communicate with committee chair, session organizer, and staff before making the final decision
The Reviews are in now what?

• What do I do if my publication review ratings widely differ? What if 2 of 3 reviewers recommend for publication but the 3rd reviewer is very critical?

Take a closer look at the paper, the expertise of your reviewers, and the reviewer comments. The 3rd reviewer may be correct.
What is Rereview? I thought I was done.

• Rereview is for those papers where the committee was not able to make a final publication recommendation.

• The author submits a revised paper and a file that summarizes the changes they have made to respond to the reviewer comments.
What is Rereview?

November 30 – January 31 – Rereview process

- Review Coordinators should send the revised paper to the original reviewers for rereview.

Close attention should be paid to insure that all critical review comments have been addressed.
Final Publication Recommendations

• January 31 - final publication recommendations are due
Take Away Messages

• Know the instructions that are being given to the authors and reviewers.
• The process is fast and the October 1 deadline is absolute. It is critical to stay on top of the process.
• The decisions are critical to the authors, the committee, and our transportation community.
• We really appreciate all your help and are ready to provide support throughout the process.
• Stay in contact with your TRB staff officer - the worst problems are those we don’t hear about early.
Questions
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