

QUICK GUIDE: Sending an Inappropriate Paper Back to Your SPO

1. From your Main Menu, click New Assignments:

Submissions With:

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

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		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	
	 (0)	Details 		COMBINING LIDAR-BASED CURVE DATA WITH HIGHWAY DATA TO IDENTIFY CURVES WITH HIGH CRASH OCCURRENCES	Mitsuru Saito, PhD	Jul 06, 2018	Jul 18, 2018	With Editor	
	 (27)	History		Human Filter-based Vehicle Count Estimation Approach Using Probe Vehicle Data	Hesham Rakha, Ph.D.	Jul 03, 2018	Jul 17, 2018	With Editor	
	 (17)	Classifications		Assessing HOV lane Utilization and Occupancy rates in Tennessee	Deo Chimba	Jul 02, 2018	Jul 17, 2018	With Editor	
	 (17)	Assign Editor		Assessment of Level of Service for Multilane Intercity Highways under Heterogeneous Traffic	Amardeep Boora, Ph.D.	Jun 26, 2018	Jul 10, 2018	With Editor	
	 (17)	Unassign Editor							
	 (17)	Invite Reviewers							
	 (17)	Submit Editor's Decision and Comments							
	 (17)	Send E-mail							
	 (0%)	Action Links	19-00067	Publication & Presentation					

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:

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

Action

- View Submission
- Duplicate Submission Check (10%)
- Details
- History
- Classifications
- Assign Editor
- Unassign Editor
- Invite Reviewers
- Submit Editor's Decision and Comments

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	Review Coordinator

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"/>

