

## How to Desk Reject a Paper

Log into your Editor Main Menu and go to New Assignments.

**Editor 'To-Do' List**

- My Pending Assignments (2)
  - [New Assignments \(1\)](#)
  - [Submissions with Required Review](#)
  - [Submissions Requiring Additional](#)
  - [Submissions with One or More La](#)
- Reviews in Progress (0)
  - [Reviewers Invited - No Response \(0\)](#)
  - [Submissions Under Review \(0\)](#)

Only papers in the "New Assignments" folder are eligible for Desk Rejection (Rejection without Review).

Action	Manuscript Number
<a href="#">View Submission Details</a>	
<a href="#">History</a>	
<a href="#">File Inventory</a>	
<a href="#">Assign Editor</a>	
<a href="#">Unassign Editor</a>	
<a href="#">Invite Reviewers</a>	
<a href="#">Submit Editor's Decision</a>	
<a href="#">Send E-mail</a>	

Take a look at the Details page to see the paper abstract and other information.

## Details for Manuscript Number: TRBAM-21-

Cancel Save Save and Close

Abstract Editors Reviewers Alternate Reviewers Additional Information

### Abstract:

Top

The Abstract for the paper appears here. You can also see the Classifications that the authors selected below.

If you feel the paper belongs to your committee but is not up to the standards for being sent out to review, you can choose to Desk Reject it.

If you feel the paper should go to another committee, follow the guide to send a paper back to your SPO.

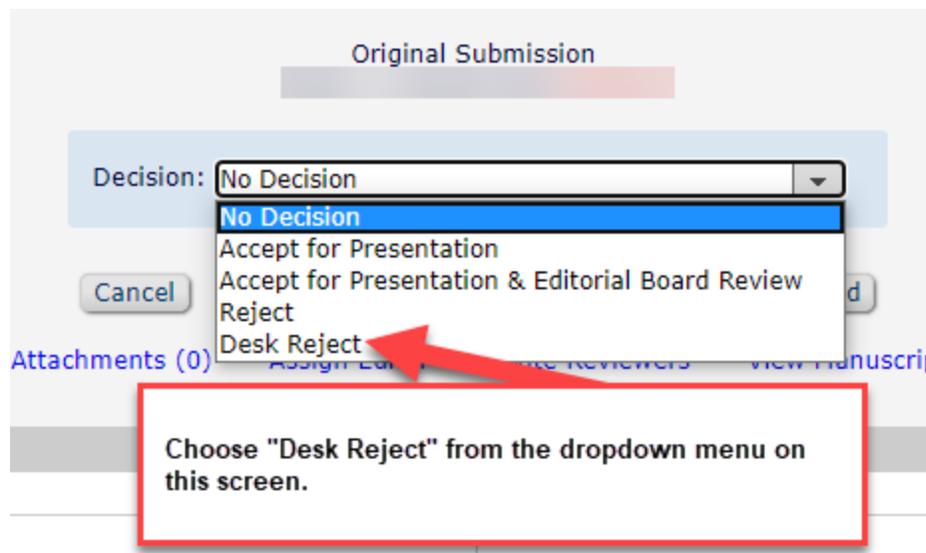
<b>Classifications:</b>	Sustainability and Resilience; Transportation Systems Resilience AMR00; Disaster Response, Recovery, and Business Continuity AMR20; Disaster Response; Planning and Preparedness; Traveler Behavior; Enterprise and Systems Resilience AMR40; Network and technologies resilience
<b>Article Type:</b>	Presentation and Publication
<b>Submission Flags:</b>	

Once you have looked at the Abstract and determined that it does belong with your committee, but either falls under the [Criteria for Desk Rejection](#) or is otherwise not up to the standards for review, close the Details window.

Click on “Submit Editor’s Decision and Comments” to begin the Desk Rejection process.

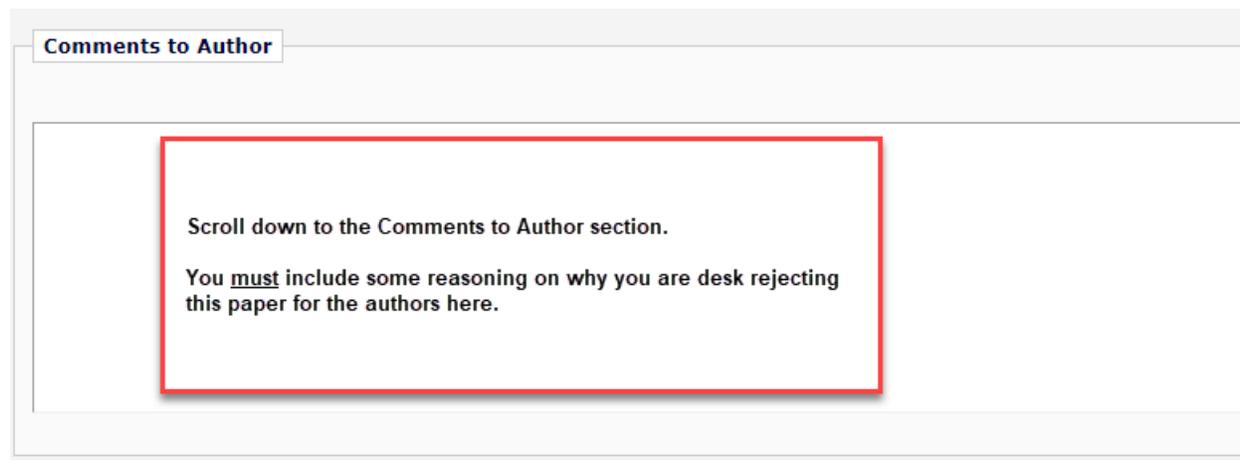
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Select "Submit Editor's Decision and Comments" to enter a Desk Reject decision.



In the decision dropdown, select "Desk Reject" and then scroll down to the "Comments to Author" text box.

You must include the reason why you are rejecting the paper without review for the authors, so that they have some feedback.



Once you have entered this information, scroll back up and press the "Proceed" button.

Decision:

[Cancel](#) [Save & Submit Later](#) [Proof & Print](#) [Proceed](#)

[View Manuscript Rating](#)

**After entering your reasoning for desk rejection, scroll back up and press "Proceed."**

[mission](#)

[Decision](#)

The next page gives you a summary of the information you entered on the previous page. If you need to make any changes, press "Back". Otherwise, press "Proceed."

[Back](#) [Edit Decision](#) [Print](#) [Proceed](#)

**Decision:** Desk Reject

**Confidential Comments to Editor**

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

**Comments to Author**

Include Reasoning for the Desk Rejection for the authors here.

**Editor Questions and Responses**

Would you consider reviewing a revision of this work?

[Back](#) [Edit Decision](#) [Print](#) [Proceed](#)

This screen allows you to preview the information from the previous screen. You can click "Back" if you need to make any changes. Otherwise, press "Proceed" to continue.

The next screen allows you to look at the full letter that will go out to the authors. Look it over, make sure everything appears as you want, and then press "Send Now." This will send the decision to the authors and close the paper in the system.

Buttons: Cancel, Submit Decision without Notifying Author, Preview Letter, Save, Save and Close, Send Now

Editor Decision:	Desk Reject
Modify Decision:	Desk Reject
From:	[Redacted]
To:	[Redacted]
Letter Purpose:	Decision - Desk R

**On this screen, you will have a chance to look at the full letter that will go to the authors.**  
**Press "Send Now" to send the letter out to the authors.**

**The Author Notification Letter 'TRR Paper - TRBAM-[Redacted]' has been e-mailed to:**  
[Redacted]

cc: [Redacted]

**The Final Disposition has been set to 'Reject' by the system.**

You may reactivate a submission following a Final Disposition of 'Reject' or 'Withdrawn' by using the 'Initiate Rebuttal' Action.

**The desk rejection is complete when you see this screen.**

From here, you can return to your main menu and continue processing papers.