

How to Desk Reject a Paper

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

Editor 'To-Do' List

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

Papers in the New Assignments folder are eligible for Desk Rejection (rejection without review - further review in the case of transferred papers.)

Action	Manuscript Number
View Submission Details	
History	
File Inventory	
Assign Editor	
Unassign Editor	
Invite Reviewers	
Submit Editor's Decision	
Send E-mail	

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

Top

Additional Information

☰ **Questionnaire Responses** [Expand All](#) | [Collapse All](#)

Do you have any conflicts of interest to declare? ([What's this?](#))

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The Details screen contains a lot of information for you to view. You can see the Abstract for the paper, all of the Classifications that the authors selected.

Under the Additional Information section, you can see the One Sentence Summary that we require authors submit for papers along with a few additional questions asked at submission.

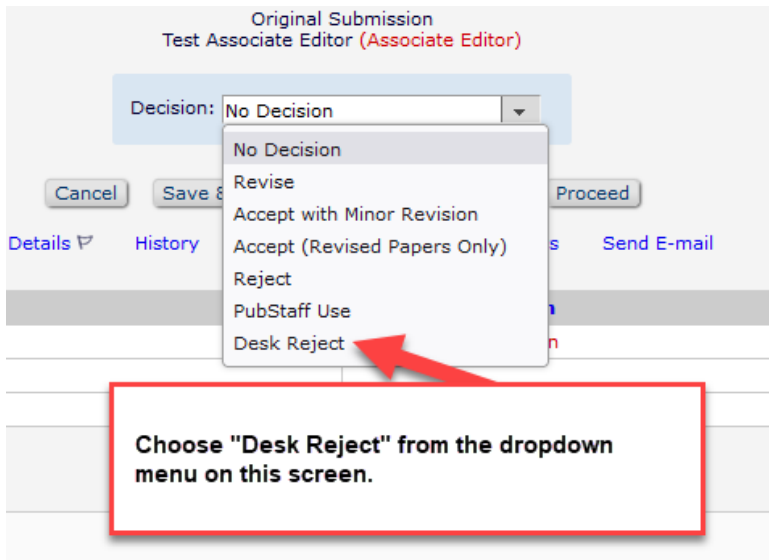
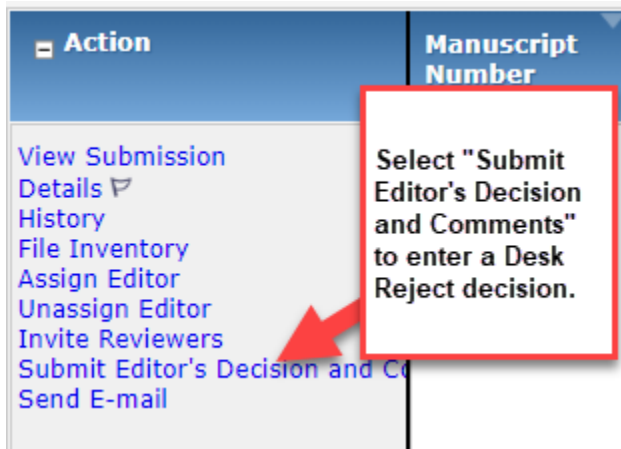
Similarity Check:	Similarity Check Results (23%)
No Editors have been assigned to this manuscript.	
Award Eligible	<input type="text" value="No"/>
No Reviewers have been assigned to this manuscript.	
Manuscript Number:	<input type="text" value=""/>
Global MS ID:	EM_TRBAM_31626
Transferred from:	TRBAM - TRB Annual Meeting
More Information:	Transfer Letter from TRBAM
Transferred From Publication Name:	TRBAM - TRB Annual Meeting
Transferred From Publication ID:	
Transferred Information:	View Transferred Information

Click on "View Transferred Information" at the very bottom of the Details screen to see the information that was sent over from TRBAM.

This is where you will find both reviewer information and reviews if the reviewer opted to allow transfer of it.

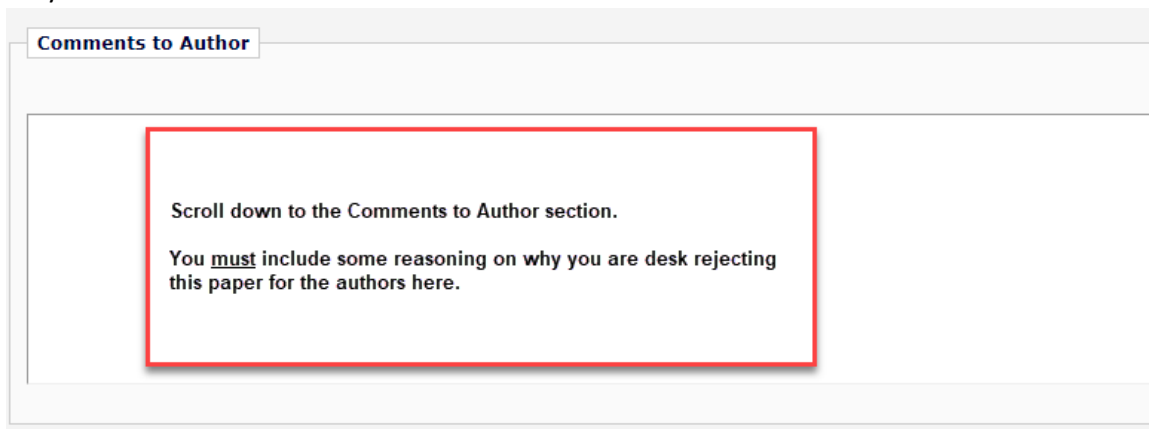
Once you have looked at the information in the Details screen, i.e., the abstract, transferred information, and one sentence summary among others, and have determined that it either falls under the [Criteria for Desk Rejection](#) or is otherwise not up to the standards for TRR review, close the Details window.

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



In the decision dropdown, select “Desk Reject” and then scroll down to the “Comments to the 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:

Att... ers View Manuscript Rating

mission

Decision

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

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.”

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?

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 “Submit Decision with Draft Letter” and the paper will then move to the Editorial Office, where we will take care of notifying the authors.

Cancel Submit Decision with Draft Letter

Preview Letter Save

Editor Decision:	Desk Reject
Modify Decision:	Desk Reject
From:	"Transportation Research Record B
To:	Test Author

On this screen, you have a chance to look at the full letter that will go out to the authors.

Press "Submit Decision with Draft Letter" to complete your portion of the Desk Rejection process.

Thank you for submitting a Decision on Manuscript Number
E-mail has been sent to the appropriate parties.

Your section of the desk rejection process is complete when you see this screen.

[Return to New Editor Assignments](#)
[Return to Main Menu](#)

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