

The ATRF Peer Review Process

To ensure the integrity and rigour of work presented at ATRF, all papers are subjected to a rigorous peer review process. Papers are submitted to individual topic areas which are overseen by a Topic Chair and Deputy Chair (note that papers may be moved between topic streams at the discretion of the Scientific Committee).

The Scientific Committee oversees the peer review process and makes the final decisions about papers accepted for the conference. Papers may be presented at ATRF as either a Podium Presentation, where one or more authors make an oral presentation on their paper, or a Poster, where the authors attend a poster session and engage in discussion with their audience about their paper. Once papers are accepted for the conference by the Scientific Committee, it is the Local Organising Committee which makes the final decisions about whether a particular paper is to be delivered at the conference as a Podium Presentation or a Poster.

ATRF papers must be submitted using the correct ATRF paper format, which is available on the ATRF conference web site. **Any papers submitted which do not follow the formatting guidelines (which cover aspects such as payout, reference citation style insertion of line numbers and maximum paper length) will be rejected.** Paper authors are expected to make themselves available to review papers and, depending on the circumstances, **the unwillingness of authors to assist with the peer review process may be grounds for rejection of their paper.**

ATRF offers two paper streams: research papers and professional practice papers.

- The 'Research Paper' stream is primarily for academics and professional researchers who seek to have their work reviewed fully peer reviewed. Multiple reviewers assess these papers based on a range of criteria commonly applied to scientific research, particularly the extent to which the paper advances knowledge in the field. This process is illustrated in Figure 1.
- The 'Professional Practice Paper' stream is designed primarily for practitioners from government and the private sector. Professional Practice Papers will be reviewed from the perspective of their contribution to professional practice rather than their scientific contribution. These papers are expected to provide an insightful description of rigorous professional work associated with the administration, planning, design or operation of the transport system. Papers are expected to have relevance beyond the jurisdiction or organization where the work was undertaken and authors are encouraged to consider the broader implications of their work for professional practice. Papers must be clearly written, free from obvious advertising or self-promotion, the objectives of the paper need to be clear and the work of others must be recognized through appropriate citation of references. The methods employed need to be explained clearly and the conclusions presented in the paper need to be supported by adequate evidence in the body of the paper.

The Topic Chairs consider the reports from reviewers and make recommendations to the Scientific Committee. The Scientific Committee makes the final decisions on all papers. The possible decisions are:

- Accept, or
- Revise with minor edits, or
- Revise with major edits, or
- Reject.

Where authors are asked to revise their papers (Revise with minor edits or Revise with major edits) they will need to submit not only the revised paper but also a ‘Table of Changes’ detailing the issues raised by the reviewers and the author’s response to each of those issues. It may not be feasible for authors to address each suggestion made by the reviewers. In assessing the revised papers, the scientific committee is seeking reassurance that major deficiencies are addressed and that the authors have taken on board the constructive input from reviewers to strengthen their paper. Following the assessment of revised papers by the Scientific Committee, authors will be advised whether their revised paper is either Accepted or Rejected.

Following acceptance of a paper, authors are required to update the formatting of their paper to produce a final version (e.g. by deleting line numbers). This version of the paper will be made available to the delegates at the conference.

Some authors are concerned that presentation of work at a conference may impact the scope to subsequently publish that work in a peer reviewed journal. ATRF provides authors with the option to submit an abridged version of their paper for public distribution via the ATRF web site depository. If an abridged version of a paper is not received by the due date, the full version of the paper will be uploaded to the ATRF web site. An abridged paper is a concise, coherent summary of the research underpinning the paper accepted for ATRF (akin to an Extended Abstract). The abridged paper is intended to highlight the study approach, key points and insights from your research/investigation. It is expected that abridged papers will be on the order of five pages in length and can include figures and tables. Abridged papers should be formatted following the template provided for ATRF papers and include a title page, abstract, introduction, relevant sections in the body and a conclusions section. A list of references should be included for any items cited in the body of the abridged paper. Authors can include a footnote on the first page indicating the following: “This is an abridged version of the paper originally submitted for ATRF. For further information about this research please contact the authors.”

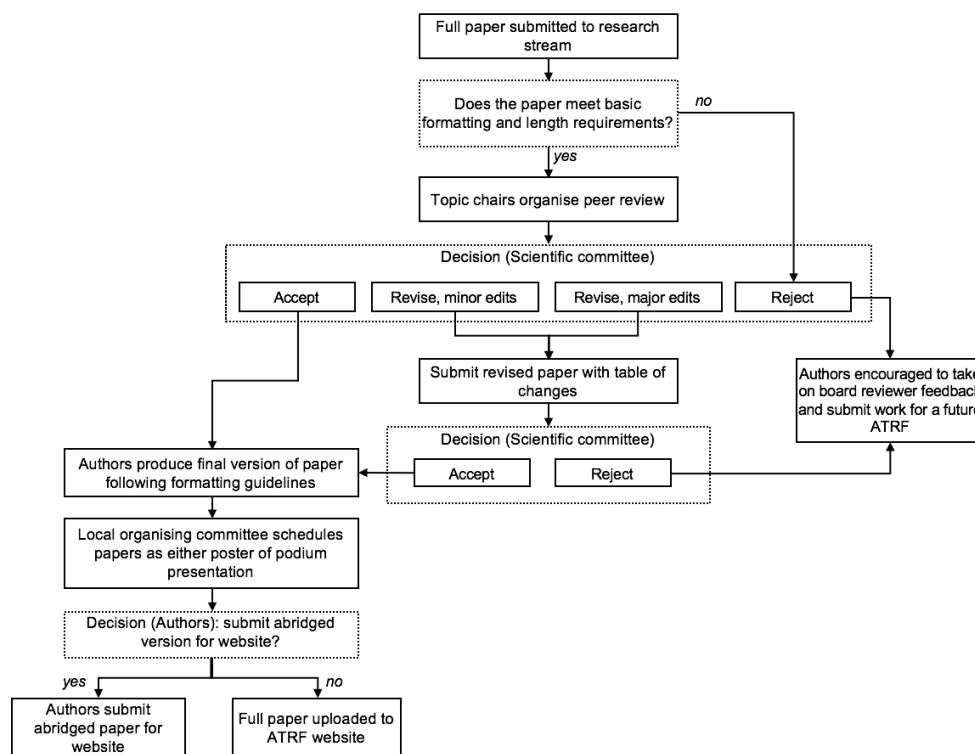


Figure 1: Sequence of the ATRF Paper Publication Process