

AUTHORS' INSTRUCTIONS ON TRB PAPER SUBMISSION

1. On TRB homepage (www.TRB.org) click on the header "Annual Meeting"
2. Click on "TRB Annual Meeting Paper Submission and Review Site"

If you already have a TRB login name and password you may login below.

Login:

Login Name:

Password:

[I Forgot My Login Information](#)

If you do not yet have a TRB login name and password, you may request one below.

Get a Login Name and Password

Returning Authors

Returning Authors - forgot password

New Author

- a. If you are a Returning Author (that forgot your password) or a New Author you will be asked to enter your email and a KEY CODE will be sent to you email inbox. Follow the directions and copy/paste the key code online.

Email Sample:

Please enter the following key code at <http://www.trb.org/login/Step2.asp> in order to continue the process of acquiring or changing a TRB login account.

Key Code:

#####

This key code is temporary and will become invalid once you complete the login registration process. For all subsequent visits you may simply login using the login name and password you will create during the login registration process.

3. Once you are logged in, please notice the top right corner of your screen "EDIT WEB USER PROFILE": Please use this option to change your login/password & other contact information.

Name	Login	Primary Address	Mailing Address (if different)
Prefix:	<input type="text"/>		
First Name:	<input type="text"/>		
Nickname:	<input type="text"/>		
Middle Name:	<input type="text"/>		
Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
<input type="button" value="Save Changes"/>			

4. Once you have successfully logged in click on “Author Menu”
5. Click on “Create a New Paper” and fill out the requested information. When you see the page about Authors, please note that if you click on “Add Another Author” that you can search for each name in the database.
 - a. If the name is not in the database, click on the tab “Co-Authors from other Papers” to search recently entered author names.
 - b. If you do not find a name in either of the above two searches only then enter that name and email address into the database.

Author Menu
TRR

Author List and Contact Information

07-0097: Title of Paper

Please enter the complete names and addresses for each coauthor listed on this paper. When you are finished click the ... at the bottom of the screen.

Click Here to Add Another Author

Add Additional Author

1	<p>Corresponding Author</p> <p>Ms. Jane Doe TRB 234 City, 20001 United States Phone: 5465 Email:</p>	<p style="color: red; font-weight: bold; font-size: 1.2em;">Edit Your Info</p> <p style="color: blue; font-weight: bold;">Edit Contact Info</p> <div style="background-color: #cccccc; padding: 2px 10px; display: inline-block;">Remove Author</div>	
----------	---	---	--

DONE!

Author/Coauthor Information is Correct →

6. When uploading the file, please notice that its format must be (.doc / .rtf / .txt / .pdf)

To upload a file, click the “Browse” button to locate the file, fill out all required fields (those in **bold**)

Acceptable File Types
 Microsoft Word (.doc)
 Rich Text (.rtf)
 Plain Text (.txt)
 Portable Document Format (.pdf)

File to Load: Browse...

Number of Words:

Number of Tables and Figures:

CD-ROM Release: If this paper is accepted for presentation at the TRB Annual Meeting do ... ROM of presented papers?
 Yes - Include this File on the CD-ROM
 No - Do Not Include this File on the CD-ROM

Copyright Release: If this paper contains previously copyrighted material, you must obtain ... TRB.
 Yes - I HAVE obtained the necessary written permissions, or do not need permission...
 No - I WILL obtain the necessary written permissions prior to possible publication with ...

Upload Now

Upload Later

7. To approve your uploaded paper: 1) view and approve it or 2) do not approve it and resubmit a new version “Now” or “Later” but no later than August 1st.

View PDF Version of Uploaded File (2kb) (link opens in new window)

After reviewing the PDF , please select one of the options below.

OR

I do not approve of the PDF version of this file.
I will revise my paper and resubmit it for reconversion:

8. By mid-late October, you will hear from the corresponding TRB Committee Chair on your paper’s approval status.

**If you have any questions on paper submittal, please contact
Brie Schwartz at TRB: BSchwartz@NAS.edu or 202-334-3015**