

# Call for Papers for the 2016 TRB Annual Meeting

## Why Submit A Call for Papers (CFP)

Committees issue CFP for two main reasons and the call content is largely driven by the committee's goal. The first reason is to inform potential TRB authors of the committee's range of interests. This type of call will typically include a list of general topics associated with the committee's scope. The second type of call is issued to help the committee explore a particular new or critical topic. This type of call will include an in-depth description of the topic.

**Please Note – All Calls must be sponsored by a TRB committee. You must have the committee chairs approval before submitting a call.**

## How to submit a Call

**Step 1** - Your first step is to discuss the Call for Papers with the primary sponsoring committee's chair and the chairs of any co-sponsoring committees or subcommittees. Calls will not be approved until this step is complete

**Step 2** - Log into MyTRB.org. Please note that there are links for "Forgot my Password" and "New User Signup" options are available. If you have problems logging in, please contact [MyTRB@nas.edu](mailto:MyTRB@nas.edu).

**Step 3** - Once logged in you will see a Call For Papers tab and underneath it tabs for View All Approved Calls for Papers, My Calls for Papers, and Propose a New Call for Papers. Click on the Propose a New Call for Papers tab.

**Step 4** - To submit a call for papers you will need to enter the following information. Any questions on the calls for papers should be directed to your TRB staff officer.

- Title of your call for papers
- Call description (a couple of paragraphs describing the types of papers you are looking for)
- Organizer's name (this is who the authors should contact with questions on the call)
- Organizer's email
- Sponsoring committee and co-sponsoring committee or subcommittee - Only one committee can be the primary sponsor. Subcommittees cannot be primary sponsors. If you wish, you can also select co-sponsoring committees - one or more co-sponsor may be added. Co-sponsoring Committees are not required.
- Confirmation that you have consulted with all sponsoring and cosponsoring chairs (if not save the call, consult, and come back to the call, confirm the consultation, and then submit the call.)
- Primary subject areas and secondary subject areas if appropriate. Each call must have at least one subject area, but no more than five.

**Step 5** - Carefully review the information you have entered on the form. If everything is complete, click on the Submit button. If you need more information or help, click on the Save button. Once you submit the call you can no longer edit the call information. You can confirm that the call has been submitted or saved by looking for it under the My Calls for Papers tab.

## What Happens After You Submit a CFP

Your committee's staff officer will review the call, make any required edits, and approve the final version. After this approval the CFP will appear on the call for paper website. Potential authors will be able to view the array of calls and select a call, committee, or subject area when they submit their paper. By doing so, they help the TRB staff direct papers to the most appropriate committee for review.

TRB staff use the author's suggestions as a starting point. Having your committee's CFP selected does not guarantee you will receive the paper – there are many factors that are considered in the paper assignment decision. Please contact your staff officer if you have any questions or concerns.

The text below will be automatically included in every Call for Papers, so do not include it in your Call description:

*Authors interested in submitting papers are advised to visit [Paper Author Resource Page](#) and review the wealth of information provided for authors. Authors submitting papers in response to this Call for Papers should submit full papers for peer review to the Transportation Research Board online at [PAPER SUBMISSION PAGE](#). This paper submission is open from June 1 to August 1. Please select the sponsoring committee name or the Call for Papers title on the papers submission form. Please contact the Call for Papers organizer if you are submitting a paper or need additional information.*