JTRP Author Guidelines

1. General Style Guidelines

In an effort to attain a level of consistency among JTRP technical reports, as well as streamline the publication process, JTRP authors should observe the guidelines provided in this document. For additional resources regarding style, usage, and spelling, please refer to the Transportation Research Board's Information for Authors, The Chicago Manual of Style (see Purdue OWL), and *Merriam-Webster's Collegiate Dictionary*.

Prior to 2012, JTRP style has been inconsistent, but any 2012 publications will follow the standard format outlined in these guidelines. JTRP reports can be found at http://docs.lib.purdue.edu/jtrp/.

2. Clearances and Copyrighted Material

Authors must secure necessary clearances and written permissions for publication from any contracting or supervisory agencies involved in the research or from holders of copyrights on material used in the report. Authors must have agreement from coauthors or coworkers before submitting reports for publication by JTRP, and all contributions to the work must be properly acknowledged. If a paper accepted for publication contains previously copyrighted material, authors must obtain written permission from the copyright holder(s). JTRP will assume the authors have obtained this permission before submission of the manuscript.

Copyright on JTRP reports is retained by author(s). As part of the report submission process, author(s) grant a non-exclusive license to publish JTRP reports. Authors are free to publish material elsewhere, but permission from the JTRP Director should be requested.

3. Length of Technical Reports

All technical reports should be double-spaced and use a 12-point font. Use only one space between sentences.

The length of each report, including the technical summary and references, should not exceed 15,000 words, except with the written permission of the JTRP Director. A report that is only text should contain no more than 15,000 words. Note that 15,000 is the maximum length; authors are encouraged to keep reports to the minimum possible length and numbers of figures and tables necessary to provide essential information to the reader.

Length and Content of Technical Summary

Each paper must have a technical summary. The technical summary must be no longer than 1,000 words, must be self-contained, and must not require reference to the report to be understood. In some cases, only the technical summary of a report is read; in other cases, the technical summary prompts further reading of the entire report. The technical summary should present the primary objectives and scope of the study or the reasons for writing the report; the techniques or approaches should be described only to the extent necessary for comprehension, and conclusions should be presented concisely and informatively. The abstract should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or displayed equations.

Along with the text for the technical summary, authors should submit 2 to 3 figures or tables that are representative of the research being discussed in the report and are relevant to the information provided in the technical summary.

4. Organization of Technical Reports

1. Title Page
    a. Title of Technical Report
    b. SPR number
    c. Author names, titles, and contact information
2. Acknowledgments (if any)
3. Text for Technical Summary
    a. On this page, please indicate which figures from the report should be used in the technical summary.
4. Table of Contents
    a. Within chapter entries, it is only necessary to include down to a heading 1 level.
5. List of Tables
6. List of Figures
7. Body of Report
8. Appendices (if any)
    a. Note: Appendices that are in Word format and are included in the same document as the report itself should go here. If you have appendices that are separate documents or files or are in pdf or Excel format, they can be submitted separately as supplemental content.
    b. Try to avoid the use of appendices by including pertinent material in the paper itself. Where necessary, include a note that background material (such as derivation of formulas, specifications, or survey forms) is available from the corresponding author or in another report, which should be cited in the reference list.
9. Reference List

5. Formatting Guidelines

For chapter titles and headings, use the formatting options provided in Word. The chapter title should follow this example: **Chapter 1. Overview of Research** and should match entries in the Table of Contents. Headings should use the following numbering convention:

1.1 HEADING 1
1.1.1 Heading 2
1.1.1.1 Heading 3

Lists

For numbered and bulleted lists, please use Word's formatting tools.

Footnotes

Do not use footnotes in the text. Incorporate the information into the text or delete the notes.

Abbreviations, acronyms, and symbols

Abbreviations, acronyms, and symbols must be fully defined at first use in the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses.

6. References

- The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited.
- Denote a reference at the appropriate place in the text with an italicized Arabic numeral in parentheses, e.g., *(2)*. Do not denote text references with superscripts.
- Do not repeat a reference in the list, and do not use ibid., idem, op. cit., or loc. cit. If a reference is cited more than once in the text, repeat the number first assigned to the reference.
- An EndNote output style (.ens file) is available at: http://bit.ly/zpyYEa
- Use the following content guidelines and samples in preparing reference lists:

Printed Sources: Be sure that references to printed sources are complete. Include names of corporate or personal authors or editors, or both; title of article, chapter, book, or report; publisher or issuing agency; volume and issue or report number; page numbers; location of publisher; and year of publication. If a reference has no date, use "undated."

JTRP Publications

1. Salgado, R., S. Woo, and D. Kim. *Development of Load and Resistance Factor Design for Ultimate and Serviceability Limit States of Transportation Structure Foundations*. Publication FHWA/IN/JTRP-2011/03. Joint Transportation Research Program, Indiana Department of Transportation and Purdue University, West Lafayette, Indiana, 2011. doi: 10.5703/1288284314618

Book

1. Newland, D. E. *Random Vibrations: Spectral and Wavelet Analysis*. John Wiley & Sons, Inc., New York, 1998.

Periodical

1. Dawley, C. B., B. L. Hogenwiede, and K. O. Anderson. Mitigation of Instability Rutting of Asphalt Concrete Pavements in Lethbridge, Alberta, Canada. *Journal of Association of Asphalt Paving Technologists*, Vol. 59, 1990, pp. 481–508.

2. Sansalone, M., J. M. Lin, and W. B. Streett. Determining the Depths of Surface-Opening Cracks Using Impact Generated Stress Waves and Time-of-Flight Techniques. *ACI Materials Journal*, Vol. 95, No. 2, 1998, pp. 168–177.

Government Report

1. Von Quintus, H. L., and A. L. Simpson. *Documentation of the Backcalculation of Layer Parameters for LTPP Test Sections*. Publication FHWA-RD-01-113. FHWA, U.S. Department of Transportation, 2002.

Websites

1. References to websites should include corporate or personal authors, title of document, date of document (if available), web address (complete URL), and date accessed by the author.

2. State and Local Policy Program. *Value Pricing*. Hubert H. Humphrey Institute of Public Affairs, University of Minnesota, Minneapolis. www.hhh.umn.edu/centers/slp/vp/vp_org. Accessed Feb. 5, 2008.

3. *Guide to Developing Performance-Related Specifications*. FHWA-RD-98-155, FHWARD-98-156, FHWA-RD-98-171, Vol. III, Appendix C. www.tfhrc.gov/pavement/pccp/pavespec. Accessed March 5, 2003.

4. Nemmers, C. Transportation Asset Management. *Public Roads Magazine*, July 1997. www.tfhrc.gov/pubrds/july97/tam.htm. Accessed Jan. 13, 2002.

Unpublished papers

1. References to unpublished papers presented at meetings should include name(s) of author(s); title of paper; and title, sponsor(s), location, and dates or year of meeting.

2. Corbett, J. J. Toward Environmental Stewardship: Charting the Course for Marine Transportation. Presented at 83rd Annual Meeting of the Transportation Research Board, Washington, D.C., 2004.

Program manuals, tapes, or other documentation for models

References to these items should cite the specific edition, the department responsible, and the year of release.

1. *MINITAB User's Guide 2: Data Analysis and Quality Tools*. Minitab, State College, Pa., 2000, pp. 27–52.

7. Measurements

Authors are encouraged to provide measurements in both SI (metric) and U.S. customary units. The measurement unit of the original research should be followed by the equivalent conversion in parentheses. Reports submitted for publication without unit conversions will be published with the measurement units as submitted.

For tables and figures, provide only the units of the original research and show the base unit conversion in a footnote; for example, NOTE: 1 mi = 1.61 km. Alternatively, in figures, equivalent units may be shown on the top and right axes of data plots.

8. Equations

Equations in mathematical expression should be provided in main text of paper. It is preferred that equations are prepared using MathType, but the equation editor provided in Word is acceptable.

9. Tables and Figures

Numbering of Figures and Tables

In each figure number, provide the chapter number, followed by a period, followed by the sequential figure number (e.g., Figure 1.1, Figure 1.2, Figure 1.3…Figure 2.1, Figure 2.2, Figure 2.3).

Tables are numbered using the same format as figures (e.g., Table 1.1, Table 1.2…Table 2.1, Table 2.2).

Reference must be made to each figure and table by number at the appropriate place in the text (e.g., "See Figure 1.1").

Captions

A single-spaced caption should appear for each figure and table in the text, as well as in the Lists of Tables and Figures. Captions should appear as follows:

Figure 1.1 This is the caption for Figure 1.1.
Table 1.1 This is the caption for Table 1.1.

Format of Figures and Tables

If possible, please submit figures as separate files rather than embedding them in the Word document. Within the text of the report, include the figure's caption to indicate where it should be placed.

Figures should be in jpg, tif, or eps format. Photographs should be a minimum of 300 dpi at the desired scale of reproduction. Line drawings should be a minimum of 800 dpi at the desired scale of reproduction. File names for the figures should appear as follows (using the report SPR-3108 as an example): **jtrp_spr_3108_fig0101**. (Figure 0101 being the first figure in the first chapter.)

It is preferred that tables are created using Word's table format found under "Insert" and "Table," but tables can also be accepted as separate Excel files. Any tables submitted as separate files should use the file naming convention explained above for figures.

10. Submission and Review of Technical Reports

The submission and review procedures for JTRP technical reports are outlined in the rest of this document.