Modern publishing practices require a diverse skill set that often is best outsourced to specialized organizations to produce and effectively disseminate high quality, professional documents. JTRP embraces this concept as the most cost-effective mechanism for managing report production from the submission of a draft to a published report.

An integral component of implementing this process is to engage a production editor. Production editors at professional publishers manage the publishing workflow, incorporate feedback at agreed points, and engage with stakeholders in the case of exceptions to the normal workflow. **Figure 1** illustrates the conceptual workflow that Purdue University Press and JTRP have defined for JTRP report production. **Figure 2** displays an overview of the production schedule that each report will follow.

For additional information regarding the report production process, contact JTRPs production editors Sarah Merryman (smerryma@purdue.edu, [765] 494-4943) or Kelley Kimm (kkimm@purdue.edu, [765] 494-8024).

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**Figure 1:** JTRP report production workflow.

**Figure 2:** JTRP production schedule overview.
Report Production Workflow

1. The Principal Investigator (PI) submits the Draft Final Report to e-Pubs in Word format. (To view screenshots of this process, see Exhibits 1 through 6.)
   a. To submit a draft, go to JTRP’s page on e-Pubs: http://docs.lib.purdue.edu/jtrp/.
      i. Links for authors appear in the left-hand column. Click the Submit Research link. (If you do not already have an e-Pubs account, you will need to create one to log in.)
      ii. Check the box to “Agree to terms,” then click “Continue.”
      iii. Enter your title, authors, and all other information about your report in the fields provided, and upload your report. Click “Submit.”
      iv. Your Technical Summary text, Form 1700, appendices, or any other content not part of the body of the report should be submitted using the “Supplemental content” tab after you have uploaded your report.
   b. The Draft Final Report Submission needs to include the following documents in order to proceed to the review stage:
      i. Draft Final Report
      ii. Technical Summary text
      iii. Form 1700

2. The Production Editor verifies that all necessary materials have been submitted and distributes the Form 1700, Technical Summary text, and Draft Final Report via the e-Pubs system to the Study Advisory Committee (SAC) for review. The Production Editor will also send an email to the JTRP Managing Director to alert her that the review is underway.
   a. The SAC members will each receive an email (see Exhibit 7) requesting that they review the Draft Final Report. They will be asked to follow a link to e-Pubs and to either “confirm” or “decline” the review request (see Exhibit 8).
   b. After confirming the request, a SAC member will receive another email with instructions for completing the review (see Exhibit 9). This email will include a link to download a blank review form (see Exhibit 10).
   c. After completing the review, the SAC member will upload his or her review form to e-Pubs. For screenshots detailing the review process on e-Pubs, see Exhibits 11 through 14.

3. The SAC has 4 weeks to review Draft Final Report. System-generated reminders are sent to SAC members who have not yet responded to the request or submitted a review (see Exhibits 15a and 15b).

4. At the 4-week deadline, as long as both the Project Administrator (PA) and Business Owner (BO) have submitted reviews, the Production Editor compiles the reviews and sends them to the PI for revisions (see Exhibit 16).
   a. If the PA and BO have not both submitted reviews, the Production Editor will contact PA and develop plan to resolve.
   b. When the review period is closed, the authors will receive an email with a link to access the reviews. This email will state a due date that is 3 weeks from the date sent.
   c. To view and download reviewer comments, the author needs to click on the link at the bottom of the email where it says “To view the Draft Final Report review forms submitted by your reviewers, click here.” Once that window opens, login may be prompted, then the author should scroll down and click on a link that will be named with the SPR number and “reviews.” From that link, the comments can be downloaded.
5. The PI makes any necessary corrections to the report and then provides revised copy to the PA and BO prior to the close-out SAC meeting. At the discretion of the PA and BO, additional subject matter experts on the SAC may be consulted as well.
   a. The PI schedules a close-out SAC meeting at which the Final Report is presented to the SAC.
   b. The SAC approves the Final Report. (If SAC members have additional corrections, the report may go back and forth several times at this stage, until it is approved. This review process occurs between the PI and the SAC and does not involve e-Pubs.)

6. Once approved by the SAC, the PI submits the Final Report, Technical Summary, and Form 1700 to e-Pubs.
   a. Go to e-Pubs and log in. Your existing reports will be listed under “My Account.” Choose the report for which you are uploading a final report.
   b. Go to “Revise Technical Report.” You will see the metadata you filled in when submitting the draft. Make any necessary changes and then upload the final report in word format.
   c. The Technical Summary text should be submitted as “supplemental content” and should include 1 to 2 figures selected from the report.

7. At this time, the Production Editor sends the final report, Technical Summary text, and Form 1700 to the JTRP Managing Director to confirm that all requirements for publication have been met. JTRP Managing Director contacts JTRP Research Program Director for approval to publish the report. There is a one-week deadline for approval or additional changes.

8. Upon approval, the Production Editor prepares the report for publication.
   a. Report number and DOI are assigned.
   b. Production Editor edits the report for quality:
      i. Checks hierarchy of headings throughout report for consistency.
      ii. Checks figure/table numbering, captions, callouts.
      iii. Verifies that reference list is correctly formatted, that each entry has complete information, and that in-text citations are present and correctly formatted. Will query author if necessary.
      iv. Copy edits (reading word for word) the technical/executive summary.
   c. Document sent to vendor partner for preprocessing. Upon return of preprocessed file, Production Editor does the following:
      i. Checks document against original word file submitted by the PI to ensure accuracy.
      ii. Preparers the document for typesetting; communicates any necessary changes to vendor partner.
   d. Document is sent to vendor partner for typesetting.
   e. Production Editor creates PR version of Technical Summary, title and acknowledgments pages, and report cover mock-up for print on demand (POD) version of report.
   f. Title and acknowledgments pages, cover mock-up, and Technical Summary are sent to authors for review. Production Editor will ask for high-resolution photos (300 dpi) for use in Technical Summary and on report cover for POD if not already submitted.
      i. Production Editor will send files via email, Dropbox, or Filelocker.
      ii. Authors have one week to review the documents for errors that may have occurred during typesetting and to respond to queries. Significant content changes are not acceptable at this stage.
      iii. Any necessary changes should be submitted to Production Editor.
   g. Production Editor sends corrections to vendor partner. Upon receipt of corrected pdf, the Production Editor checks that corrections were implemented and requests final deliverables from vendor partner.
   h. Final document is produced.
      i. Production Editor assembles Final Report consisting of cover, title page, Form 1700, executive summary, body of report, and appendices (if applicable).
ii. Production Editor uploads Final Report and Technical Summary (and appendices, if not included in body of report) and checks the metadata in e-Pubs for accuracy.

9. The report is published.
   a. The Production Editor registers the DOI through CrossRef and ensures that it is operational.
   b. Once the report is live on e-Pubs and the DOI is operational (which can take several hours), the Production Editor sends an email to the authors (see Exhibit 17) and cc’s the PA, the SAC members, the JTRP Administrative Assistant (Bridget Brunton), the JTRP Director (Darcy Bullock), the JTRP Managing Director (Debbie Horton), the JTRP Operations Manager (Kym Pelfree), the Head of Civil Engineering (Prof. Rao Govindaraju), the Civil Engineering Marketing and Communications Director (Drew Stone), the INDOT JTRP Research Program Director (Barry Partridge), the INDOT Senior Systems Analyst (Karen Zhu), and the INDOT Research & Development JTRP Program Manager (Samy Noureldin).
   The JTRP Administrative Assistant then sends the link of the published report and a Qualtrics survey to the BO and SAC members.

10. The Production Editor distributes a link to the report to the following libraries and offices in accordance with SPR reporting requirements:

- **Federal Highway Administration Research Librarian**
  FHWA Research Library
  6300 Georgetown Pike
  McLean, VA 22101-2296
  fhwalibrary@dot.gov

- **Office of Corporate Research, Technology, and Innovation Management**
  Federal Highway Administration, HRTM-10
  Turner-Fairbank Highway Research Center, Room T-305
  6300 Georgetown Pike
  McLean, Virginia 22101
  john.moulden@dot.gov

- **National Transportation Library (NTL)**
  NTLDigitalSubmissions@dot.gov

- **NTIS**
  input@ntis.gov

- **Transportation Research Board Library (TRID)**
  500 Fifth Street, NW
  Washington, DC 20001
  http://trid.trb.org/submit.aspx

- **Roberto Sarmiento**
  Transportation Library, Northwestern University
  1935 Sheridan Road
  Evanston, IL 60208
  r-sarmiento@northwestern.edu

11. The Production Editor updates Mendeley for JTRP Director (Darcy Bullock).
Exhibits

Exhibit 1: e-Pubs login page.

Exhibit 3: Project title and authors. Enter report information in the fields provided. Make sure the SPR number appears in the title field before the title. For example: “3115 Project Management Training.” Enter each author’s name and email address to ensure that person will receive any necessary correspondence from e-Pubs.

Exhibit 4: Project information. Enter the abstract and keywords in the fields provided.
Exhibit 5: Report information and upload. Enter the SPR number and select the appropriate option to upload your file. Check the box for additional files if you are uploading files other than the report itself (e.g., appendices or other supplementary material, the Technical Summary, or Form 1700.).

Exhibit 6: Additional files. Upload the additional files as Supplemental Files. The screen will look like this.
Dear Tommy Nantung:

A new Joint Transportation Research Program (JTRP) draft SPR-3200 report entitled “Durability of Saw-Cut Joints in Plain Cement Concrete Pavements” has been submitted by Javier Castro, Wenting Li, Mohammad Pour-Ghaz, Mike Golias, Bernie Tao, Hongfang Sun, and W. Jason Weiss.

Our Records indicate you are a member of the Study Advisory Committee (SAC) and I am writing to ask you complete a review of this technical report by June 23, 2017.

Please confirm or decline this review request by clicking the following link:

http://docs.lib.purdue.edu/cgi/preview.cgi?authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=jtrp&article=2589&.authT=%2FHBqXOJmamP%2BVZbswC4BkOi1QMcPQ&login=1491326

After confirming, you will receive a separate email with detailed instructions for completing the review.

For your reference, the current JTRP technical report collection is available at http://docs.lib.purdue.edu/jtrp.

If you have any trouble accessing the report draft, please contact Kelley Kimm at kkimm@purdue.edu or (765) 494-8024.

Please confirm receipt of this request in 7 days.

<text of report abstract>

Exhibit 7: Request to review email. This is sent to SAC members (including the PA and the BO) to initiate the 4-week review period. SAC members use the links in this email to confirm or deny that they will review a report.

Exhibit 8: Reviewers confirm that they will review the report or decline to review the report.
Dear Tommy Nantung:

Thank you very much for agreeing to review the draft SPR-3200 report entitled “Durability of Saw-Cut Joints in Plain Cement Concrete Pavements” by Javier Castro, Wenting Li, Mohammad Pour-Ghaz, Mike Golias, Bernie Tao, Hongfang Sun, and W. Jason Weiss.

Please take the following steps to prepare your review:

1. Download a blank review form:

2. Download the draft report and supplemental files (“additional files”) at the following address (scroll down the page to access the additional files):
   http://docs.lib.purdue.edu/cgi/preview.cgi?article=2589&context=jtrp&login=1509505

3. Complete the blank review form and save it to your computer.

In addition to the ratings requested on the review form, you are strongly encouraged to provide detailed comments in the spaces provided on the review form, in a separate document, or directly onto a copy of the draft report itself.

4. Upload the completed review form (required) and any separate files with your comments (optional) at the following address:
   http://docs.lib.purdue.edu/cgi/preview.cgi?article=2589&context=jtrp&login=1509505

Should you encounter any difficulties in this process, please contact Kelley Kimm at kkimm@purdue.edu or (765) 494-8024.

The Joint Transportation Research Program thanks you for your review of this report.

Exhibit 9: Reviewer Instructions email. This is sent to SAC members upon confirming that they will review a report. This email will contain instructions and links required for the review process.
Joint Transportation Research Program
Draft Final Report Review Form

<table>
<thead>
<tr>
<th>Project SPR Number:</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>Select Rating</td>
<td></td>
</tr>
<tr>
<td>Reviewer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role in Project:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Score and provide comments on the following questions about the draft final report.
(Note that you will be provided with the opportunity to submit either a “marked-up” report or a document containing review comments in addition to this review form.)

a. The draft final report should contain the following features: Problem Statement; Objectives or Purpose; Work Plan; Analysis of Data; Conclusions; Recommendations; Expected Benefits; Deliverables, Implementation, and Cost Savings; and Technical Summary. How would you rate the overall report in terms of meeting this requirement?

b. How would you rate the report in terms of understanding of the intended user?

c. How would you rate the report in terms of supporting the project findings and conclusions?

d. The Technical Summary should contain a short introduction of the study’s background, a concise summary of the research results, and the highlights of proposed implementation. How would you rate the Technical Summary?

e. Do you accept the Final Report?

When you have completed your review, please save this PDF with your changes and then submit the PDF file by following the link you received by email after agreeing to review the report. JTRP thanks you sincerely for taking the time to provide this important review.

Exhibit 10: Blank review form.
Exhibit 11: Download file for review.

Exhibit 12: Revision history. This screen displays the versions of the report that have been uploaded, as well as any additional files.
Exhibit 13: Submit your review. Log back in to e-Pubs to submit your review form from this screen.

Exhibit 14: Submit your review. On the next screen, you will upload your review form and indicate whether you are suggesting “major” or “minor” revisions.
Exhibit 15a: Reminder to confirm or deny review request. If a SAC member has not responded to the initial Request to Review email after 7 days, they will receive this reminder.

Dear Tommy Nantung:

Thank you for agreeing to review the draft SPR-3801 report entitled “Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements” for Joint Transportation Research Program. This is just a gentle reminder that this review is due in 1 day/ was due ___ days ago.

Please send an email to kkimm@purdue.edu or give Kelley Kimm a call at (765) 494-8024 indicating when you expect to complete the review.

You may submit your report by visiting the URL below.

Thank you very much for your hard work as a reviewer. We appreciate your efforts.

<URL>

Exhibit 15b: Reminder to review report. If a SAC member has agreed to review a report, but has not yet submitted a completed review form, they will receive a reminder after 7 days. Additional reminders will go out 3 days prior to the due date, and 1 day before the due date.

Dear:

Your Draft Final Report “Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements” (SPR-3801) has been reviewed for publication in the Joint Transportation Research Program technical report series (http://docs.lib.purdue.edu/jtrp/).
**Exhibit 16: Review completed.** At the end of the review process, the Production Editor will compile the review forms, and the PI will receive this email with the attached reviews.

Greetings, Authors!

Your final report, *Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements* (SPR-3801), has been published in the JTRP series. A recommended citation with link to the technical report is shown here:


The JTRP series is incorporated in the Purdue Library Digital Commons collections, and usage statistics are tracked via Google Analytics. In early January of each year, we coordinate with the JTRP office to provide you with usage statistics that you may want to include in your annual professional activity report.

Congratulations on your publication!

**Exhibit 17: Report publishing notification email.** Upon publication of the report, the PI and any other authors listed for the report will receive this email.