

# 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](#)), APA style for references ([Purdue OWL](#)), and [Merriam-Webster](#).

Current publications 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. Patent/Intellectual Property Embargo Policy

Authors who wish to delay publication of their JTRP technical report while they investigate filing a patent application must send this request to the JTRP Production Editor. Upon receipt of the request, Purdue University Scholarly Publishing will agree to delay publication for 3 months. During this 3-month embargo, the author is expected to contact [Purdue Research Foundation's Office of Technology Commercialization \(OTC\)](#) and submit a [disclosure form](#) to the OTC. At the conclusion of the 3-month embargo period, JTRP editorial staff will contact the OTC to confirm that the author has filed the disclosure form and is working with OTC to complete the process. Purdue University Scholarly Publishing will continue to embargo the report and will not publish until it receives confirmation from OTC that it is safe to do so. If the author has failed to contact the OTC at the conclusion of the initial 3-month embargo, Purdue University Scholarly Publishing will end the embargo and publish the report on Purdue e-Pubs.

## 4. Length of Technical Reports

Use a 12-point font and double space paragraphs. Use only one space after periods.

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 two or three 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.

## **5. 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 the first subhead level (e.g., 3.1, 3.2).
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

## 6. Formatting Guidelines

Reports must be submitted in Microsoft Word. For chapter titles and headings, use the formatting options provided in Word. The chapter title should follow this example: **1. OVERVIEW OF RESEARCH** and should match entries in the Table of Contents. Headings should use the following numbering convention:

**1. CHAPTER TITLE** [first-level heading—all caps]

**1.1 Second-Level Heading** [title case caps]

**1.1.1 Third-Level Heading** [title case caps]

**1.1.1.1 Fourth-level heading.** [sentence case caps—ends with a period and runs into text, unless a bulleted or numbered list follows]

**1.1.1.1.1 Fifth-level heading.** [sentence case caps—ends with a period and runs into text, unless a bulleted or numbered list follows]

### *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.

**A JTRP technical report template with styles applied is available for download [here](#).**

## 7. References

- Follow the **APA reference style**.
  - See in-text citation examples from the Purdue OWL [here](#)
  - See reference list examples from the Purdue OWL [here](#) (*left column contains links to additional examples*)
- The reference list should be in alphabetical order and contain only references cited in the text. *Include a URL whenever possible.*
- Denote a reference at the appropriate place in the text in author/date format:
  - (Smith & Jones, 2017)
  - According to Smith and Jones (2017),
- Use the following content guidelines and examples 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 “n.d.”

**Reference Examples** (see also the first bulleted item above)

**JTRP publication**

Boehm, T. W., & Handy, J. (2017). *Mechanic/maintenance training and certification program* (Joint Transportation Research Program Publication No. FHWA/IN/JTRP-2017/03). West Lafayette, IN: Purdue University.  
<https://doi.org/10.5703/1288284316387>

**Book**

Newland, D. E. (1998). *Random vibrations: Spectral and wavelet analysis*. New York, NY: John Wiley & Sons.

Author, A. B., & Author, C. D. (2017). Chapter title. In E. F. Editor and G. H. Editor (Eds.), *Book title* (pp. xx–xx). Location: Publisher.

**Periodical**

Ghafoori, E., Motavalli, M., Nussbaumber, A., Herwig, A., Prinz, G. S., & Fontana, M. (2015). Design criterion for fatigue strengthening of riveted beams in a 120-year-old railway metallic bridge using pre-stressed CFRP plates. *Composites Part B: Engineering*, 68, 1–13. <https://doi.org/10.1016/j.compositesb.2014.08.026>

**Dissertation**

Hebdon, M. H. (2015). *Member-level redundancy of built-up steel girders* (Doctoral dissertation). Purdue University, West Lafayette, Indiana. Retrieved from <http://docs.lib.purdue.edu/dissertations/AAI3735184/>

Lastname, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

**Government report**

Fisher, J. W., Frank, K. H., Hirt, M. A., & McNamee, B. M. (1970). *Effect of weldments on the fatigue strength of steel beams* (NCHRP Report 102). Washington, DC: Transportation Research Board. [Include URL or DOI URL if available]

**Conference proceedings**

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

**Electronic sources**

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 if the content is subject to change. See the Purdue OWL's [Reference List: Electronic Sources \(Web Publications\)](#) for various examples.

**Unpublished papers**

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

Corbett, J. J. (2004). *Toward environmental stewardship: Charting the course for marine transportation*. Paper presented at 83rd Annual Meeting of the Transportation Research Board, Washington, DC, date.

***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.

Minitab. (2000). *MINITAB user's guide 2: Data analysis and quality tools*. State College, PA: Minitab. [Include URL if accessed online]

## **8. 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.

## **9. 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.

## **10. 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. **This will increase the quality of the figures in your typeset report.** 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. Files should be named by figure number (e.g., Figure 2.1).

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.

**Do not embed a table from another source that cannot be edited. Please key it in.**

## **11. Submission and Review of Technical Reports**

The submission and review procedures for JTRP technical reports are outlined in a document the JTRP report publishing process document, which is available [here](#).