

Upper Great Plains Transportation Institute

Research Report Guidelines

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CONTENTS

UGPTI PUBLICATIONS	1
Report Designations.....	1
FORMAT GUIDELINES.....	2
Headings, not Chapters.....	3
Bulleted and Numbered Lists.....	3
Graphics.....	3
Tables.....	4
STYLE GUIDELINES	5
Consistency.....	5
Internet Terminology.....	5
Lists.....	5
Numbers.....	6
Percent.....	6
Punctuation.....	6
Transportation-Related and Specialized Terms.....	7
ARTWORK GUIDELINES.....	8
PUBLICATIONS PROCESS.....	9
Appendix A. Publications Submission Cover page	A-1
Appendix B. Publication Review Form.....	B-1
Appendix C. Document Checklist	C-1
Appendix D. Example Wording for Acknowledgements and Disclaimers.....	D-1

UGPTI PUBLICATIONS

The printed and online research publications of the Upper Great Plains Transportation Institute represent us to our clients, our colleagues and to the rest of the world. The guidelines presented here are intended as a tool to help the institute's researchers assure that our publications reflect the high quality of their work. These guidelines apply specifically to the Mountain-Plains Consortium, Department Publication and Staff Paper series that are numbered. Word and style usage guidelines also apply to annual reports and newsletters prepared within the department.

The following guidelines apply to research reports produced for the Upper Great Plains Transportation Institute and its programs. Researchers who prepare reports are responsible for following these guidelines to help ensure quality and consistency in the presentation of research results. Reports must be formatted according to these guidelines. Reports that are not formatted accordingly will be returned to the author for revision.

Papers and publications prepared for other agencies or organizations should be prepared to meet the standards and styles established by those groups.

As with any project, careful work at the beginning can save time and effort at the end. These guidelines are designed to reduce the changes required during editing and preparation for printing.

For complete report guidelines such as punctuation, correct listing of references, etc., we recommend and follow the *Chicago Manual of Style*. Many versions and adaptations of this style manual are available on the Internet. Full copies of the manual in book form are available for check out from the central office. Appendix C of this document is a checklist of common errors that you can use as an aid in reviewing your documents. Appendix D includes examples of acknowledgements and disclaimers that may be modified for use in UGPTI documents.

Report Designations

Research reports published by the UGPTI receive one of three designations.

Department Publications (carrying a DP numbering designation) are generally project-funded reports that have been peer reviewed by outside clients or other professional reviewers, including those from within the university.

MPC Publications (carrying an MPC numbering designation) are projects funded by the Mountain-Plains Consortium and have been peer reviewed by outside clients or other professional reviewers, including those from within one of the consortium universities.

Staff Papers (carrying an SP numbering designation) may not have been peer reviewed and are not published as part of a UGPTI project.

FORMAT GUIDELINES

Major Format Guidelines	
	Microsoft Word.
	Use 1-inch margins.
	The entire report is double spaced (final copy will be single spaced).
	Do not indent paragraphs.
	All pages are numbered, starting with the introduction, centered at the bottom of the page.

Reports should include the following - in order:	
	Title Page
	Technical Report Documentation Page (for MPC reports)
	Acknowledgements (optional)
	Disclaimer
	Abstract or Executive Summary (begin page numbering with Roman numerals)
	Table of Contents
	List of Figures
	List of Tables
	Introduction (begin page numbering with Arabic numerals)
	Report Body
	References
	List of Acronyms and Abbreviations
	List of Keywords (keywords should be taken from the TRB's Transportation Research Thesaurus at http://trt.trb.org/trt.asp)
	Appendices
	Endnotes

Begin each main (level 1) section on its own page; include the title at the top of the page.

Abbreviations/acronyms must be spelled out on the first reference.

Reports must include a Table of Contents and, if applicable, a List of Figures and a List of Tables, each beginning on a separate page and no page numbering. Table of Contents must be generated using the Table of Contents feature in Microsoft Word, including tables and figures. If no figures or tables are used, there is no need to have a List of Figures or a List of Tables.

Report should not include headers. Footnote material should be included as part of the text or as endnotes. Be certain to use the endnote feature in Microsoft Word.

Appendices should have their own cover page and their own numbering system (A-1, A-2, A-3, etc., for Appendix A; and B-1, B-2, B-3, etc. for Appendix B). Appendix cover page should include the Appendix Letter and Title, but is not numbered.

Headings, not Chapters

Designate divisions of text by the style of heading (see following chart). Numerals may be used to designate different sections of the report; do not use the word “Chapter.”

HEADING 1	Arial, 16 pt font, bold all caps, left justified.	Use for main headings
HEADING 2	Arial, 14 pt font, bold, title case, left justified.	Use for level 1 subheads
Heading 3	Arial, 12 pt font, bold, title case, left justified.	Use for level 2 subheads
Heading 4	Arial, 11 pt font, bold, left justified. Keep on same line as text. Do not hyphenate.	Use for level 3 subheads
Body Text	Times New Roman, 11 pt font, left justified.	Use for body text

Bulleted and Numbered Lists

Use the default setting for Microsoft Word. See page 4 for more information on lists.

Graphics (See Artwork Guidelines)

All graphics should be present and labeled. Do **NOT** use object links to other files. Figures are labeled below the figure and numbered sequentially throughout the report. If sections are numbered, those numbers may be used as part of the figure numbering scheme.

Tables

All tables should be in final format. Tables should not be horizontally centered on the page. Tables are labeled above the table. Do **NOT** use the underline key for creating tables. Tables are numbered sequentially throughout the report. If sections are numbered, those numbers may be used as part of the table numbering scheme.

Other Format Guidelines	
	Run spell-check and check for spelling and grammar errors.
	Check every reference call-out in the text to ensure that the publication year and the spelling of the author's name match those of the reference list in the end. (This step will save you from having to verify references later when the document is being edited.)
	Obtain all necessary permissions for use of copyrighted material. (You MUST get permission from the other publisher to reprint any table, photo, artwork or to excerpt large portions of text.) *Note: Everything on the Web is copyrighted by default.
	Make sure that mathematical equations are correct. (If equations are incorrect, we probably won't know and cannot call the errors to your attention.)
	Submit two hard copies. (One copy is needed for editing. The other is needed for comparing edits against the original document.)
	Submit files electronically via CD, flash drive or shared drive. (Do NOT submit reports through e-mail.)
	Make sure the electronic files and hard copy match. (We understand that there may be some differences related to printer issues.)

STYLE GUIDELINES

For complete report guidelines such as punctuation, correct listing of references, etc., we recommend and follow the *Chicago Manual of Style*.

Consistency

Consistency is important. Check use of capitalization, hyphens, titles, specialized terms, etc. to be sure they are consistent within the report. Exceptions to this would be directly quoted material or imported appendix content.

Internet Terminology

When referring to the World Wide Web, capitalize Web. Use lowercase for **website**, and note that it's one word. **Internet** is capitalized, but **e-mail** is not. Don't use a hyphen in **online**. It's one word and all lowercase.

Lists

Vertical lists are set off from the body text so they catch the reader's attention. A vertical list is also the best way to organize lists with items that are lengthy or contain two or more sentences.

Vertical lists may be bulleted or enumerated.

In a *bulleted list*, the bullet takes the place of punctuation (such as commas or semicolons) between items in a list. Don't capitalize the first word of bulleted items that are not sentences. Likewise, don't use punctuation at the end of bulleted items that are not sentences. The vertical list is best introduced by a complete grammatical sentence, followed by a colon. There is no need for a concluding period at the end of a bulleted list, even when that list continues a sentence—that lone period will look lost down there. The following is an example of a simple bulleted list.

The subgroups include:

- seniors
- elementary and high school age students
- low-income residents
- individuals in households without motor vehicles

When your bulleted items are sentences, capitalize the first letter of each and use appropriate end punctuation. When they consist of single words or phrases, lowercase is best. The following is an example of a bulleted list made up of sentences.

To help make your college experience a pleasant and successful one, keep these suggestions in mind:

- You must register for classes.
- You must show up for classes.
- You should buy the required books.
- Follow guidelines so you don't get expelled.

Keep your bulleted lists consistent. If some of the items in a list are sentences, make all of them sentences. If some items begin with verbs, begin all items with verbs.

In an *enumerated vertical list*, each item is preceded by a number or letter followed by a period. Use enumerated lists when you want to refer back to specific items (e.g., “as in item 15 above”) or when you want to designate rank or order of importance.

Following are some guidelines for punctuation of numbered lists:

1. Align letters or numbers vertically along the periods that follow them (usually called decimal alignment or decimal tab), and align them to the right. Second and subsequent lines of text should be aligned under the first letter of the first line of text (hanging indent). The default setting in Microsoft Word (illustrated here) is fine.
2. Reserve the (1), (2), (3) or (a), (b), (c) format for run-in lists.

A ***run-in list*** (one not broken out in vertical style) should suffice if your list is short or if the items within the list are short. Run-in lists take up less space than vertical lists, but they’re harder to read.

Enumerate the items in a run-in list with numbers or letters enclosed in parentheses. There is no period or other punctuation enclosed within the parentheses, and there is no space between the number or letter and parentheses. Put one space between the closing parenthesis and the word that follows. Because items within a run-in list are short and not complete sentences, there is no need to capitalize the first word of each item.

Use commas or semicolons to separate enumerated items exactly as you would if there were no (1), (2), (3), or (a), (b), (c).

For example:

“The main objectives of this project are to describe: (1) the general trends and effects of railroad rationalization on grain transportation, (2) farm-to-market transportation characteristics in the Great Plains region, and (3) grain elevator characteristics and transportation demand.”

Numbers

In most cases, spell-out numbers one through nine; 10 and above should be numerical. This rule applies for numbers that designate rank or order as well: first, second, and third, but 10th, 21st, and 103rd.

Percent

When associated with a number, always use the percent sign (%). Always use numerals with the percent sign (%), for example 1%.

Punctuation

Place only one space after a period.

Periods with quotations: when a sentence ends with a quotation, the period goes before the quotation marks.

Periods with parenthesis: when a sentence ends with a parenthesis, the period goes after the parenthesis, unless an entire sentence is included within the parentheses.

Typographical quotation marks. Often when converting text from one word-processing program to another or cutting and pasting text, the quote marks end up looking like this: “Straight up and down with no curves.” Make sure your quotation marks look like this: “Curved with opening quote marks distinctly different from closing quote marks.” If they don’t, replace them. The same issue can arise with apostrophes and single quote marks.

Transportation-Related and Specialized Terms

For spelling, hyphenation, capitalization and other usage issues related to transportation and technical terms, determine generally accepted usage from industry-respected sources such as the TRB, the U.S. DOT, or industry associations. When usage is inconsistent in the industry, choose one form and use it consistently throughout the publication.

ARTWORK GUIDELINES

Call out artwork in the text (for example, “See Figure 1”) to indicate the position of the artwork.

For publications in our numbered series, make sure that art does not depend on color to convey meaning. We print in black and white.

Provide the highest possible resolution of art. Art typically looks better on a computer screen than in print. Photos should be at least 300 dpi; 72 dpi will not be accepted.

Provide artwork electronically in a separate file or files. If you need artwork scanned, contact the graphic designer (Bev).

Figures should convey information clearly and completely. Figure legends should fully explain the image to the extent that the figures will work with screen readers (for visually impaired viewers). You will need to use the Alternate Text feature in Microsoft Word to describe the figures. To do this, follow the steps below:

1. Click the **picture** or **shape**.
2. On the **Format** menu, click **AutoShape** or **Picture** and then click the **Web** tab.
3. In the **Alternative text** box, type the text you want. The text can be as long as you want, but some Web browsers might be able to display only a limited number of the characters.

PUBLICATIONS PROCESS

- Step 1 Submit publication (two hard copies) with a filled out copy of the attached form (Appendix A) to Bev. Be sure to provide detailed information on peer reviewers (name, title, address, phone, e-mail). Bev will log the publication in and assign it a number in the appropriate publications series.
- Step 2 Tom receives the publication from Bev and assigns it to an editor for editing. The time for this process varies depending on the length of the publication, the availability of editors and the number of publications in process.
- Step 3 Edited publication is returned to the author for review and corrections. Any questions on editorial marks and suggestions can be directed to Tom.
- Step 4 Once the author has made the changes, the author signs form (Appendix B) indicating that he/she has reviewed and incorporated corrections. One hard copy of the publication with corrections marked and corrected publication in electronic form on CD is returned to Bev for final design and preparation for printer.
- Step 5 Author receives final print-ready copy of the publication for review. Signature on accompanying form (Appendix B) indicates all changes have been made and the publication is ready to print.
- Step 6 Publication is sent to printer.
- Step 7 Final publication is delivered to UGPTI. Report any problems or concerns with publications as soon as possible to Bev or Tom.
- Step 9 Patrick prepares final publication for uploading to the UGPTI website.

The publications staff will attempt to accomplish this process in a timely manner. The time for this process may vary depending on the number of publications being published at any given time as well as with the length and complexity of those documents.

Appendix A. Publications Submission Cover page

- Type of Publication: Staff Paper
 Department Publication – must be peer reviewed
 MPC Publication – must be peer reviewed

Document Title:	
Research Area:	
Abstract: (200-word maximum):	
Keywords:	
Reviewer 1:	
Name:	
Title:	
Company/University	
Address	
Phone:	
E-mail	
Reviewer 2:	
Name:	
Title:	
Company/University	
Address	
Phone:	
E-mail	
Reviewer 3:	
Name:	
Title:	
Company/University	
Address	
Phone:	
E-mail	

Appendix B. Publication Review Form

Author(s): _____

Document Title: _____

The edited publication was returned to me for review and correction. I have reviewed the document and have incorporated the recommended changes.

Signature

Date

I received the final print-ready copy of the publication for review. I signify that all changes have been made to the document and the publication is ready to print.

Signature

Date

Appendix C. Document Checklist

The majority of the items on this checklist were provided by Dr. Pat Mokhtarian, University of California, Davis. She created a checklist after finding the same errors repeated on multiple students' papers. By using this checklist to proofread your document prior to its submission to a professor or editor, you will produce a much better manuscript and learn valuable writing skills in the process. The checklist was adapted for use by the UGPTI by Carol Wright.

- The document was set aside for as long as possible and re-read slowly to check for errors. (If possible, the document should also be read aloud to help you read every single word. Slow, deliberate reading will reveal some of the most cleverly hidden errors. If you read at normal speed, you won't give your eyes and brain sufficient time to coordinate to spot your errors.)
- The document has been checked to make sure there are no incomplete sentences (each sentence has a subject and verb).
- The document has been searched for all occurrences of the words "they" and "their" and has been corrected for any places where the plural pronoun was matched with a singular antecedent.
- The document has been searched for all occurrences of the words "its" and "it's," and a determination has been made whether an apostrophe was needed.
- The document has been searched for all occurrences of the 's and s' and checked for the proper use of the possessive form.
- The document has been searched for the unnecessary use of the phrase "in order to."
- The document has been proofread to check for commas after introductory phrases such as "In the survey, respondents..."
- No sentence begins with a numeral. Numbers less than ten are spelled out as words, unless part of a table/figure or other title.
- The document has been spell-checked after the most recent changes have been made. (Spell check the document using the features provided in your software. However, re-read your document checking for the kind of errors missed by computer spell checkers "out vs. our" – "test vs. text" as well as any other misspellings.)
- The document has been checked for the use of too many acronyms or jargon that is unique to a select group of readers only.
- The document has been checked for phrases and terminology that are specific to a particular field or specialization. (If specific terms are not found in the dictionary, check prominent publications in the field and follow their lead for usage, spelling, etc.)
- The document is well-organized and easy to understand. Points follow logically. There is a clear introduction and conclusion.
- The document has been checked for consistency re: acronyms; abbreviations; capitalization; numbering/outlining; fonts; bullets; etc.

- When using the exact words of another author, they have been enclosed in quotation marks, and the cited work's page number(s) on which the quote appears has been included in the reference.
- Tables and figures reporting empirical results include the sample size.
- The document has been reviewed to determine that the text accompanying a table does not just repeat the contents of the table, but it summarizes, synthesizes, and /or interprets the table.
- Formatting, spacing before and after, and numbering of section headings, tables/figures, and bibliographic references are consistent throughout.
- The article or chapter titles and subheadings have been checked against the table of contents to ensure consistent wording.
- All references cited in this draft are included in the reference list.
- Every reference in the reference list has been cited somewhere in the text.
- An officially accepted reference style has been used. (If you are writing for a specific publication such as a journal article or for a specific discipline, learn and follow that publication's style guidelines.)
- When in doubt, the document has been checked (using the standard toolbar) for correct spacing regarding end of sentence punctuation and spacing following the use of a colon.
- The document has been checked to make sure that all illustrations appear in the right location in the text and with their own captions. (Tables must be proofread both for content and for alignment. If there are lists of illustrations and tables, all captions and titles should be checked against the lists, and page numbers must be added.)
- Overall appearance: Pages have been numbered and checked for the position of running heads and page numbers.

Appendix D. Example Wording for Acknowledgements and Disclaimers

Acknowledgements

Acknowledgements should provide thanks and recognition for contributions to research. Examples of assistance may be financial contributions, use of resources (website, data, etc.) and expertise. The example below may be modified to fit your needs.

The author(s) thank John Doe from the Appropriate Agency who contributed to this report by giving his time and sharing related information and insight. Thank you to the Helpful Organization for its data, and the Additional Agency for providing funding on its website. Special thanks to all who attended and provided input during the committee meetings, and to those who completed questionnaires.

The following is an alternative form.

Special thank you to the following people for their assistance and cooperation in coordinating input and providing information for this study. Their participation and efforts were invaluable.

- Special Person 1, Affiliation
- Special Person 2, Affiliation
- Special Person 3 and Special Person 4, Affiliation.

Disclaimers

The disclaimer protects your academic freedom and the integrity of the UGPTI by publicly stating that your work has not been unduly influenced by those providing funding for your work or by anyone else who may have a vested interest in the results of your research. The disclaimer is an up-front statement of honesty to your readers about the sponsorship of your work. The disclaimer also allows sponsors of your work to indicate that your research was carried out independently and without undue influence. The example below may be modified to fit your needs.

“The contents presented in this report are the sole responsibility of the Upper Great Plains Transportation Institute and the author.”

The following disclaimer is required on all MPC reports and may be modified for other reports.

“The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information presented. This document is disseminated under the sponsorship of the Department of Transportation, University Transportation Centers Program, in the interest of information exchange. The U.S. Government assumes no liability for the contents or use thereof.”