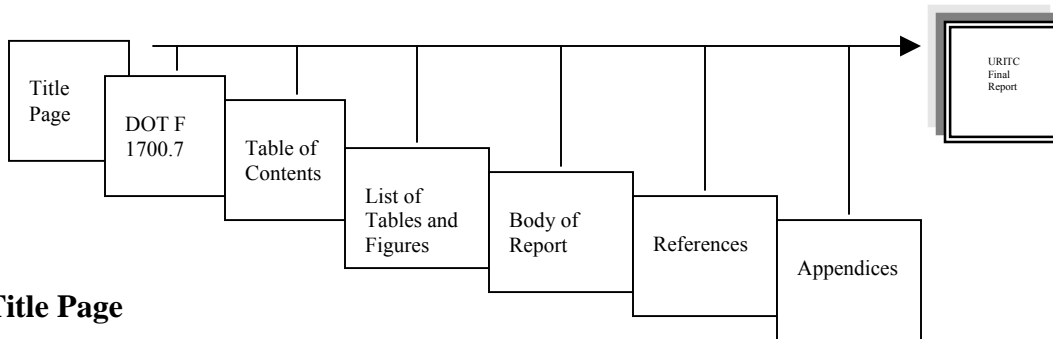


URITC DRAFT & FINAL REPORT FORMAT



Title Page

Each report must have a title page. The title page must list the project title, the authors, the month and year and the project number. The project number can be obtained from the acknowledgement letter. This information must fit in the area displayed on the enclosed template. The title page also includes “Prepared for University of Rhode Island Transportation Center” and disclaimer. An electronic version of the title page can be obtained by visiting www.uritc.uri.edu.

Length and Content of Abstracts

Each report must have an abstract in the Form DOT F1700.7. The abstract must be no longer than 250 words, it must be self-contained, and it must not require reference to the report to be understood. In some cases, only the abstract of a report is read; in other cases an abstract prompts further reading of the entire report. The abstract 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 findings 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 or lists. An electronic version of Form DOT F1700.7 can be obtained by visiting www.uritc.uri.edu.

Authors' Names and Affiliations

The names of all authors must be listed on Form DOT F 1700.7. Only one corresponding author’s current affiliation, complete mailing address, telephone number and email address must be designated for papers with multiple authors. URITC will communicate only with the corresponding author, who has the responsibility of informing the coauthors of any inquiries. If the research was performed while the author had another affiliation and the author wishes that affiliation listed in addition to the current one, the author should note that both affiliations are to be used. Authors who have a change of address after submission of their final report must inform the responsible URITC staff.

Style

To achieve uniformity and consistency in publications, the URITC editorial staff uses certain standard reference works for guidance. In matters of spelling, definition, and compounding of

words, Webster's Third New International Dictionary (unabridged) is generally followed. Published standards of scholarly organizations are accepted in questions of usage of technical terms. Other matters of style and usage are based on documents widely accepted as authoritative (e.g., Chicago Manual of Style). Authors should avoid jargon, undefined acronyms, use of personal pronouns, and sexist language in their papers.

Organization of Report

The report should be organized in the following sequence:

Title page	no page number
Form DOT F 1077.7	page ii
Table of contents	page iii
List of tables & figures	page iv
Body of report	begin page 1
References	continue from above sequence
Appendices	continue from above sequence

Electronic File Formats

Reports must be in an electronic format that meets the following specifications:

The report file should be in Microsoft Word (6.0 or later version)

Tables should be in MS Word (*.doc) or Excel (*.xls)

Figures (graphics of any kind) should be embedded

Equations may be created and inserted as part of the text, or they may be submitted as embedded images within the text.

Report Page Setup

Margins: 25.4 mm (1 in.) top, 25.4 mm (1 in.) left;

Font: (typeface): Times New Roman, no smaller than 10 points.

Numbering: Insert page numbers at bottom center of each page

Text: Single space

Paragraphs: Indent first line 12.7 mm (0.5 in.); do not use an extra line space between paragraphs; do not indent first line after a subhead.

Chapters: Begin on right page, not on the back of a page

Subheads: All subheads should be flush with the left margin, with one line space above.

First-Level Subhead

(all capitals, boldface, on separate line)

Second-Level Subhead

(initial capitals, boldface, on separate line)

Third-Level Subhead
(initial capitals, italic, on separate line)

Fourth-Level Subhead (initial capitals, boldface, on same line as text, with extra letter space between the subhead and text)*

Fifth-Level Subhead (initial capitals, italic, on same line as text, with extra letter space between the subhead and text)*

*Note: Fourth- and fifth-level subheads are not part of the document template; these subheads must be formatted manually.

Bulleted and numbered lists: Indent first line 12.7 mm (0.5 in.); do not indent for text runovers.

Table titles and figure captions:

TABLE 5. Effects of All Factors

(Insert title above the table; "Table" is all capitals; title is initial capitals; all type is boldface; extra space with punctuation after number; no punctuation at end of title.)

FIGURE 3. Example of results.

(Insert caption below the figure; "Figure" is all capitals; caption is sentence case; all type is boldface; extra space with punctuation after number; period at end of caption.)

References

1. The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited. Bibliographic lists will not be published.
2. Denote a reference at the appropriate place in the text with an italicized Arabic numeral in parentheses, e.g., (2).
3. Do not cite as a reference unpublished material, personal communications, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency. Instead, cite the unpublished work in the text and enclose the author's name along with the term "unpublished data" in parentheses.
4. 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.
5. Be sure that references to printed sources are complete. Include the names of corporate or personal authors or editors; title of article, chapter, book, or report; publisher or issuing agency; location of publisher and year of publication; volume and issue or report number; page numbers; and NTIS data. References to CD-ROMs should include the same information as references to printed documents and have "(CD-ROM)" after the title of the publication.

References to websites should include corporate or personal authors, title of document, date of document (if available), web address (complete URL), and date accessed. References to unpublished papers presented at meetings should include name(s) of author(s); title of paper; and title, sponsor(s), location, and date(s) of meeting. References to program manuals, tapes, or other documentation for models should refer to the specific edition being cited and should list the specific department within an agency that has responsibility for the model's continuing use and development (for example, "Interactive Transit Assignment Model. UTPS tape. Office of Planning Methods and Support, Federal Transit Administration."). If a reference has no date, use "undated."

6. The following examples illustrate the basic style for references.

TRB Publications

Zahavi, V., and J. M. Ryan. (1980). Stability of Travel over Time. In Transportation Research Record 750, TRB, National Research Council, Washington, D.C., pp. 70-75.

Book

Shinar, D. (1978). Psychology on the Road: The Human Factor in Traffic Safety. John Wiley and Sons, Inc., New York.

Periodical

Jolliffe, J. K., and T. P. Hutchinson (1975) A Behavioral Explanation of the Association Between Bus and Passenger Arrivals at a Bus Stop (in Japanese). Transportation Science, Vol. 9, No. 3, pp. 248-282.

Government Report

Dempsey, B. (1976). Climatic Effects of Airport Pavement Systems: State of the Art. Report DOT2DRD-75-196. FHWA, U.S. Department of Transportation.

Web Page

Stevens, R. C. (1998). Testimony Before United States Senate Special Committee on the Year 2000 Technology Problem. <http://www.senate.gov/~y2k/statements/091098stevens.html>. Accessed Oct. 5, 1998.

CD-ROM

Martinelli, D. R. (1996). A Systematic Review of Busways. Journal of Transportation Engineering (CD-ROM), Vol. 122, No. 3.

Metrication

Measurements in papers must be provided either in SI units only or in both SI and U.S. customary units (preferred style).

Pay particular attention to determining whether weight is to be expressed in mass (kilograms) or in force (newtons), and express poundforce per square inch (lbf/in.²) of pressure or stress in pascals (Pa).

Use prefixes instead of powers for SI units.

When using both SI and U.S. customary units,

In text, provide units of measure in both SI and U.S. customary units, placing the SI units first and the customary units immediately following in parentheses.

In figures and tables, provide only SI units and show base unit conversions in a footnote, for example, 1 km = 0.6 mi. Alternatively, in figures, customary units may be shown on the top and right axes of data plots, in which case no footnote is necessary. Common conversion factors are presented below.

METRIC CONVERSION FACTORS

<u>When You Know</u>	<u>Multiply by</u>	<u>To Find</u>
Length		
inches (in.)	25.4	millimeters (mm)
feet (ft)	0.305	meters (m)
yards (yd)	0.914	meters (m)
miles (mi)	1.61	kilometers (km)
<hr/>		
Area		
square inches (in. ²)	645.1	millimeters squared (mm ²)
square feet (ft ²)	0.093	meters squared (m ²)
square yards (yd ²)	0.836	meters squared (m ²)
acres	0.405	hectares (ha)
square miles (mi ²)	2.59	kilometers squared (km ²)
<hr/>		
Volume		
fluid ounces (fl oz)	29.57	milliliters (mL)
gallons (gal)	3.785	liters (L)
cubic feet (ft ³)	0.028	meters cubed (m ³)
cubic yards (yd ³)	0.765	meters cubed (m ³)
<hr/>		
Mass		
ounces (oz)	28.35	grams (g)
pounds (lb)	0.454	kilograms (kg)
short tons (2,000 lb)(T)	0.907	megagrams (Mg)

Temperature (exact)

Fahrenheit temperature (°F)	(F -32)/1.8	Celsius temperature (°C)
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Illumination

footcandles (fc)	10.76	lux (lx)
footlamberts (fl)	3.426	candela/m ² (cd/m ²)

Force and Pressure or Stress

poundforce (lbf)	4.45	newtons (N)
poundforce per square inch (psi)	6.89	kilopascals (kPa)

Equations

1. Fractions in displayed equations should be stacked, in accordance with preferred mathematical practice.
2. If a displayed equation is numbered, use an Arabic numeral in parentheses, placed flush right.
3. Carefully distinguish the following:
 - All capital and lowercase letters
 - Capital O ("oh"), lowercase o ("oh"), and 0 (zero)
 - Lowercase l ("el") and number 1 (one)
 - Letter X, Greek χ , and multiplication sign \times
 - Prime ' apostrophe ', and superscript ¹ (one)
 - English and Greek letters such as
 - B and β , k and K,
 - n and η , u and μ
 - p and ρ , and w and ω

Footnotes

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

Abbreviations, Acronyms, and Symbols

Abbreviations, acronyms, and symbols must be fully defined the first time they are used in the paper; the definition should be given first, followed by the abbreviated term in parentheses.

Acknowledgment

Authors of papers that report results of research sponsored directly or indirectly by federal programs should indicate this sponsorship in an Acknowledgment section at the end of the text, above References.

Tables and Figures

All tables and figures should be inserted (embedded)

The type in any table or figure submit with their paper is at least 10 point font (typeface).

Tables

Tables should supplement, not duplicate, the text.

1. Tables must conform to TRB style for tables as closely as possible. All tabular material should be single spaced using a font (typeface) no smaller than 10 points.

Place titles flush left to align with the left margin of the table and highlight by using boldface. Note that the word "TABLE" should be in all-capital letters; use initial capitals for the remaining words in the title.

Give each column in the table a head. [In some cases, the first (stub) column may have no head.] Place abbreviated measurement terms in parentheses under the column head. All heads should be aligned in flush left format. To adhere to new Accessibility Guidelines for the vision-impaired reader, avoid the use of spanner heads. For example, "Production per Year" and "Production per Day" should appear as;

Production per Year	Production per Day
---------------------	--------------------

Insert a rule that extends across the full width of the table under the column heads.

Insert a full-width rule at the end of the table (and above the footnotes, if any).

Use lowercase italic superscript letters for footnote

When a dash (-) is used in a table, indicate its meaning in a footnote (missing data, incomplete research, data not applicable or unavailable, or problem investigated but no results).

2. Check the accuracy of all totals included in tables before submitting the paper.
3. For use of measurements, see section on metrication.
4. Do not use dots or screens. (See discussion below.)

Figures

Use the following guidelines:

1. Photographs should be high-resolution scans (at least 300 dpi).
2. Give each figure a caption. Place a figure caption single-spaced below each figure. If a figure contains several parts (a, b, c, etc.), cite each part in the caption and label each corresponding part on the figure using the same size type as that in the rest of the figure.
3. Number figures consecutively in the order first cited in text, using Arabic numerals. Reference must be made to each figure by number at the appropriate place in the text.
4. Avoid the use of dots or "screens" in artwork and spreadsheet charts, especially in areas that include type. As alternatives to dots or screens, consider stripes and crosshatching-but not for areas that include type. If dots or screens are used, they should be no more than 30 percent black. If more than one dot or screen weight is used, there should be a difference of at least 10 percent between dot or screen values. Legends identifying the significance of dotted, screened or crosshatched elements must be included in the figure.
5. Figures should be clear and legible. The font (typeface) must not be too small but easily readable. In addition, letters and symbols must be uniform and the same size throughout the figure (e.g., if wording on the ordinate and abscissa is in 10-point type, symbols used to identify data points also should be in 10-point type). Line weights (other than those of lines indicating different data series in a graph) must also be uniform.
6. For use of measurements, see section on metrication.