



Information for Authors

(Updated May 5, 2006)

A Guide for Preparing and Submitting Manuscripts for Presentation at the TRB Annual Meeting and for Publication in TRB's Journal

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TRANSPORTATION RESEARCH BOARD
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Manuscript Page Setup

- Margins: 25.4 mm (1 in.) top, 25.4 mm (1 in.) left; adjust settings for bottom and right margins so that the text area is not more than 165.1 mm by 228.6 mm (6.5 in. by 9 in.).
- Font (typeface): Times New Roman, no smaller than 10 points.
- Numbering: Insert page numbers at upper right of each page; insert name(s) of author(s) at upper left of each page.
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- 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

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- 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 but no 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 but no punctuation after number; period at end of caption.)

References

Searching and Citing Record Papers

Individual papers published in the *Transportation Research Record: Journal of the Transportation Research Board* (TRR) are accessible online to authors who are preparing papers

for consideration for presentation and publication by TRB. Authors who have entered abstracts into the TRB paper submission website will have access to the more than 6,000 papers published in the TRR since 1996, along with the papers that were included in the most recent TRB Annual Meeting Compendium of Papers CD-ROM.

This new tool can be invaluable in providing background and references for a paper. Papers published in the journal since 2004 include complete information for reference citations at the bottom of the first page of each paper. Citing TRR papers raises the “impact factor” of the TRR, which enhances the prestige of the journal and of the papers published.

Access to these papers will be available to authors as follows:

- June 15 to August 1: Open to all authors who have entered at least an abstract of their paper on the TRB paper submission website.
- October 15 to November 15: Open to authors whose papers have been accepted for presentation or publication.
- February 1 to April 1: Open to authors whose papers have been accepted for publication in the TRR.

Guidelines for 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). Do not denote text references with superscripts.
3. Do not cite as a reference 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. 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.

TRB Publications

Dewan, S. A., and R. E. Smith. Creating Asset Management Reports from a Local Agency Pavement Management System. In *Transportation Research Record: Journal of the Transportation Research Board*, No. 1853, TRB, National Research Council, Washington, D.C., 2003, pp. 13–20.

Book

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

Periodical

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.

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

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.

- **CD-ROMs.** References to CD-ROMs should include the same information as references to printed sources and have “CD-ROM” after the title.

Solaimanian, M., J. Harvey, M. Tahmoressi, and V. Tandon. Test Methods to Predict Moisture Sensitivity of Hot-Mix Asphalt Pavements. In *Moisture Sensitivity of Asphalt Pavements*. CD-ROM. Transportation Research Board of the National Academies, Washington, D.C., 2004, pp. 77-110.

- **Websites.** 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.

Value Pricing Homepage. University of Minnesota, Hubert H. Humphrey Institute of Public Affairs, Minneapolis.
www.hhh.umn.edu/centers/slp/projects/conpric/index.htm. Accessed July 15, 2002.

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

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

- **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 or year of meeting.

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.

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

If a reference has no date, use “undated.” Detailed reference style instructions are available on request from the Publications Office.

Metrication

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. Papers accepted for publication without unit conversions will be published with the measurement units as submitted. TRB will not supply specific conversions for the papers; a general conversion chart appears in the front pages of each volume of the TRR.

Notes: When converting U.S. customary measures of weight (force) and mass into SI units, express weight (force) in newtons and mass in kilograms; express poundforce per square inch (lbf/in.²) of pressure or stress in kilopascals (kPa). For SI units, use prefixes instead of powers of 10.

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

Equations

All variables should be defined at first use, either in the text or in the where list for the equation.

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.

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