

Guidelines for Illinois Center for Transportation (ICT) Reports

Reports should fulfill project objectives set forth in the contract, show adequate documentation, and be presented clearly. To assist authors in preparing ICT reports, specific instructions are summarized below. Complying with these formatting guidelines will minimize publication delays. All communications will be with the PI or a designated contact.

Review Process, Criteria, and Submission

The following are the review and publication steps:

- Upon the completion of the report, it should be submitted in MSWord or PDF format to TRP chair for review.
- After addressing all the TRP comments/suggestions and obtaining its approval, the report is submitted in MS Word format to ICT.
- The report will be edited and checked for formatting. An ICT Report number will be provided at this time.
- Authors should review the editor's comments and edits and provide changes as promptly as possible to keep the process on schedule.
- The report should be submitted in PDF format for immediate publication on the ICT web site, MS Word format for the record, and one hard copy for the files.

Report Submission

To submit reports for review, contact:

Leslie Sweet
Technical Editor
Illinois Center for Transportation
1611 Titan Drive
Rantoul, IL 61866
Phone: (217) 892-5018
Fax: (217)893-0601
lsweet@uiuc.edu
www.ict.uiuc.edu

- *Guidelines effective January 2007*

Manuscript Specifications

Clearances and Copyrighted Materials

It is the authors' collective responsibility to obtain all copyright permissions before submitting the manuscript for TRP review.

Manuscript Organization

Submit the manuscript in a single electronic file organized in the following sequence. Start each section on a new page.

1. **Report Information Page**
2. **Technical Report Documentation Page**
3. **Acknowledgment and Disclaimer**
4. **Executive Summary**
5. **Table of Contents**
6. **Body of Report**
7. **References**
8. **Appendices, if any**

Manuscript Page Setup

The manuscript should be formatted as follows:

- **Margins:** 25.4 mm (1 in) top, bottom, and right; 31.75 mm (1.25 in) left [to allow for binding].
- **Font (typeface):** Arial, 11 points.
- **Numbering:** Center page numbers at bottom of the page; use Arabic numbers starting from the manuscript.
- **Text:** Single-spaced.
- **Paragraphs:** Indent first line of all paragraphs 12.7 mm (0.5 in.); do not use an extra line space between paragraphs; do not indent or center heads or subheads.
- **Subheads:** All subheads should be flush with the left margin, with one line space above.
- **Citations in text:** Al-Qadi 2006 (for one author); Al-Qadi and Janajreh, 2006 (for two authors); Al-Qadi et al. 2006 (for more than two authors; "et al." is not italicized when cited in text).
- **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 report; the definition should be given first, followed by the abbreviated term in parentheses.
- **Length:** The maximum length for reports is 75 pages (not including appendices). Any exceptions should be approved by ICT/IDOT prior to submission.
- **Measurements:** Measurements should be provided in U.S. customary units. Equivalent SI (metric) measurements may be placed after the U.S. measurements in parentheses.

1) Report Information Page

Use title page form available on ICT website (www.ict.uiuc.edu/forms) or use the form included on the next page. The final report number will be provided by ICT.

REPORT INFORMATION PAGE

To ensure timely and efficient publication, please complete this form and return it to Leslie Elble (leble@uiuc.edu) with the items indicated.

ICT project number.....

Project title.....

Report title.....

PI (*will serve as corresponding author*).....

E-mail phone

Authors in order appearing in report

1 2

3 4

Current job title and affiliations of authors (in the same order)

1

2

3

4

Enclosures

I enclose the following:

- A CD-ROM containing the paper in electronic form. Please provide a copy of the report in MS WORD and another in PDF format.
- One hard copy of the paper.

2) Documentation Page

Use the documentation page available on ICT website (www.ict.uiuc.edu/forms) or use the form included on the next page.

Technical Report Documentation Page

1. Report No.	2. Government Accession No.	3. Recipient's Catalog No.	
4. Title and Subtitle		5. Report Date	
		6. Performing Organization Code	
		8. Performing Organization Report No.	
7. Author(s)			
9. Performing Organization Name and Address		10. Work Unit (TRAIS)	
		11. Contract or Grant No.	
		13. Type of Report and Period Covered	
12. Sponsoring Agency Name and Address		14. Sponsoring Agency Code	
		15. Supplementary Notes	
16. Abstract			
17. Key Words		18. Distribution Statement No restrictions. This document is available to the public through the National Technical Information Service, Springfield, Virginia 22161.	
19. Security Classif. (of this report) Unclassified	20. Security Classif. (of this page) Unclassified	21. No. of Pages	22. Price

3) Acknowledgment, Disclaimer, Manufacturers' Names

All publications for ICT projects should include the following [acknowledgment](#):

*This publication is based on the results of ICT-RXX (project number to be provided by ICT), **Project Title here**. ICT-RXX was conducted in cooperation with the Illinois Center for Transportation; the Illinois Department of Transportation; and the U.S. Department of Transportation, Federal Highway Administration.*

*Members of the Technical Review Panel are the following:
Name, Affiliation (indicate the chair)*

All publications giving the results of any investigation should contain the following [disclaimer](#) statement:

The contents of this report reflect the view of the author(s), who is (are) responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Illinois Center for Transportation, the Illinois Department of Transportation, or the Federal Highway Administration. This report does not constitute a standard, specification, or regulation.

If any trademark or manufacturers' names appear in the report, add the [following statement](#) to the end of the disclaimer:

Trademark or manufacturers' names appear in this report only because they are considered essential to the object of this document and do not constitute an endorsement of product by the Federal Highway Administration, the Illinois Department of Transportation, or the Illinois Center for Transportation.

4) Executive Summary

The executive summary must be no longer than 250 words. It should present the study's primary objectives and scope 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 executive summary should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or displayed equations or lists.

5) Table of Contents

CONTENTS (14 point Arial bold, all caps, flush left)

Acknowledgment/Disclaimer (14 pt Arial bold, initial cap, flush left)	i
Executive Summary	ii
Chapter 1	Page number?
Chapter 2, etc.	Page number?
References	Page number?
Appendices (if any)	Page A-1?

6) Body of Report

This is the report proper, where a researcher introduces the research, documents what has been done, and makes conclusions and recommendations for future research.

SETUP FOR BODY TEXT:

CHAPTER 1 (14 pt Arial bold, all caps, flush left)

1. x FIRST-LEVEL HEAD (11 pt Arial bold, all caps, flush left)

1.x.x Second-Level Head (11 pt Arial bold, initial caps for each word, flush left)

1.x.x.x. Third-Level Head (11 pt Arial italics, initial cap for each word, flush left)

1.x.x.x.x. Fourth-level head (11 pt Arial underline, initial cap for first word only, flush left)

STYLE FOR FIGURES AND TABLES:

All figures and tables should be included as close as possible to their callout in the text. Figure captions and table titles must be used consistently in the text. All reports will be printed in black and white; but PDF reports may have colored figures/tables. See examples below:

Example of figure caption (11 pt Arial, centered, sentence case [begins with a capital letter, ends with period], regular (not bold):

Figure 1. Critical pavement responses collected during trafficking (a) at the bottom of the HMA layer, and (b) vertical displacement at the top of the subgrade.

Example of table title (11 pt Arial, centered, initial capital letter for each noun and verb, no period, regular (not bold):

Table 1. Properties of Geogrid Product Used in the Full-Scale Test Sections

7) References

In the manuscript, use last name and year of author to reference the work.
List all references in alphabetical order.

Examples of references and their style (11 pt Arial for all):

Book (italics for title, invert name for first author only, comma after last author's name)
Findley W. N., J. S. Lai, and K. Onaran, *Creep and Relaxation of Nonlinear Viscoelastic Materials*, Dover Publications, Inc., New York, NY, 1976, 364 p.

Book chapter (chapter title within parentheses, in regular type; name of book in italics, give inclusive page numbers):
Lauer, K. R. "Magnetic/Electrical Methods," Handbook on Nondestructive Testing of Concrete, V. M. Malhotra and N. J. Carino, Eds., CRC Press, Inc., Boca Raton, FL, 1991, pp. 203-226.

Doctoral (PhD) dissertation:
Sussmann, T. R., Application of Ground Penetrating Radar to Railway Track Substructure Maintenance Management, PhD Dissertation, University of Massachusetts, Amherst, MA, May 1999, 230 p.

Periodical (invert name for first author only, comma after last author's name, name of article within parentheses, journal name in italics):
Yoo, J. P., I. L. Al-Qadi, M. A. Elseifi, and I. Janajreh, "Flexible Pavement Responses to Different Loading Amplitudes Considering Layer Interface Conditions and Lateral Shear Forces," *International Journal of Pavement Engineering*, Vol. 7, No. 1, 2006, pp. 73-86.

Proceedings (paper title in regular type, proceedings title in italics, page numbers for the paper)
Al-Qadi, I. L. and M. Elseifi, "Analytical Modeling And Field Performance Testing of Geocomposite Membrane in Flexible Pavement Systems," *7th International Conference on Geosynthetics*, Ph. Delmas and P. G. Grous, Eds., Nice, France, Sep 22-27, 2002, pp. 907-912..

Reports (italics for report title):
Al-Qadi, I. L., S. Lahouar, A. Loulizi, T. E. Freeman, and K. G. McGhee, GPR Calibration at The Virginia Smart Road And Signal Analysis to Improve Prediction of Flexible Pavement Layer Thicknesses, Final Contract Report No. FHWA/VTRC 05-CR7, Virginia Transportation Research Council, Virginia Department of Transportation, Charlottesville, VA, Jan 2005, 65 p..

Web sites (give all information as for regular citation but include URL and date accessed):
Nemmers, C. "Transportation Asset Management," *Public Roads Magazine*, July 1997, www.tfrc.gov/pubrds/july97/tam.htm, accessed January 13, 2002.

8) Appendices, if any

Use capital letters to number appendices. Appendix number and Title should be in the middle of the first page. Numbering of appendix page should be as follows: "A-1." No numbering should be used on the title page of the appendix.