

Guidelines for Illinois Center for Transportation (ICT) Reports

(updated March 2016)

Reports should fulfill project objectives set forth in the contract, show adequate documentation, and be presented clearly. To assist PIs 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 report review and publication phases. ***Please allow three months from the time the report is submitted for the preliminary edit until it is ready for publication.***

- PRELIMINARY EDIT PHASE (Month One): The PI submits the complete report in MSWord format to the ICT Technical Communications Specialist (see contact information at the bottom of this page). ICT provides a [Word template with pre-made styles](#) for use by PI's in preparing final reports. ***Reports not properly formatted will be returned to the PI for reformatting and resubmission.***

The ICT Technical Communications Specialist will perform a comprehensive technical edit of the report and return it to the PI for review and revision. The PI reviews the ICT technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project's TRP Chair for review.

- PI/TRP EDIT PHASE (Month Two): The TRP reviews and provides comments to the PI. The PI incorporates the comments and returns the final version to the ICT Technical Communications Specialist for final editing.
- FINAL EDIT PHASE (Month Three): When the report is approved by the TRP Chair, the PI forwards the final report and the *TRP Final Review/Approval Sign-Off Sheet for ICT Reports* to the ICT Technical Communications Specialist for final editorial review. ***Reports submitted without the TRP approval form will not be accepted.*** The form may be downloaded from the ICT website: [TRP Final Review/Approval Sign-Off Sheet](#).
- PUBLISHING PHASE: The ICT Technical Communications Specialist assigns an ICT report number, publishes the report on the ICT website, Transportation Research Board databases and various transportation libraries, and prints hard copies and CDs for distribution.

Report Submission

To submit reports for editorial review or for additional assistance, contact:

Peggy Currid
ICT Technical Communications Specialist
currid@illinois.edu
217-300-3635

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 report in a single electronic file (using the [ICT report template](#)) organized in the following sequence. Start each section on a new page.

Cover Page

Technical Report Documentation Page

Front Matter

Acknowledgment, Disclaimer, Manufacturers' Names

Executive Summary

Table of Contents [optional: List of Acronyms, List of Figures, List of Tables]

Body of Report

Back Matter

References

Appendices (if applicable)

Other Requirements

- **Citations in text:** Smith 2006 (for one author); Smith and Patterson 2006 (for two authors); Smith et al. 2006 (for more than two authors; "et al." is not italicized).
- **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.
- **Measurements:** Measurements generally should be provided in SI (metric) measurements with equivalent U.S. measurements in parentheses.

REPORT STRUCTURE

Note: The maximum length for reports is 75 pages (not including covers, front matter, or appendices). The page count starts on the first page of Chapter 1 and ends on the final page of the References section. Any exceptions should be approved by ICT/IDOT prior to submission.

Executive Summary

The executive summary must be no longer than three pages. 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.

A Word About Writing

All ICT project reports must be written in good scientific English. Poor sentence structure and grammar lead to delays in ICT's technical editing process, the TRP's review, and final publication. **Reports containing excessive errors in grammar, syntax, spelling, and punctuation will be returned to the principal investigator for improvement.**

The principal investigator is responsible for ensuring that the report conforms to standards of good writing. Therefore, if someone else writes a report (such as a co-author or student), the PI should review the report before submitting it to ICT for editing.

Body of Report

This is the report proper, where, in separate chapters, you introduce the research, document what has been done, and make conclusions and recommendations for future research.

References

In the reference list, list all references in alphabetical order. Below are examples of various references. *You are not required to follow this formatting style for references. However, please be consistent in how each type of reference is formatted in terms of author names, date of publication, title, city of publication, etc.*

Book

Findley, W.N., J.S. Lai, and K. Onaran. 1976. *Creep and Relaxation of Nonlinear Viscoelastic Materials*. New York: Dover Publications. 364 pp.

Book chapter

Lauer, K.R. 1991. "Magnetic/Electrical Methods," pp. 203-226. In *Handbook on Nondestructive Testing of Concrete*. V.M. Malhotra and N.J. Carino, Eds. Boca Raton, FL: CRC Press.

Doctoral (Ph.D.) dissertation

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

Periodical

Yoo, J.P., I.L. Al-Qadi, M.A. Elseifi, and I. Janajreh. 2006. "Flexible Pavement Responses to Different Loading Amplitudes Considering Layer Interface Conditions and Lateral Shear Forces." *International Journal of Pavement Engineering* 7(1):73-86.

Proceedings

Al-Qadi, I.L., and M. Elseifi. 2002. "Analytical Modeling and Field Performance Testing of Geocomposite Membrane in Flexible Pavement Systems," pp. 907-912. In *Proceedings of the 7th International Conference on Geosynthetics*, P. Delmas and P.G. Grous, Eds. Nice, France, September 22-27, 2002.

Reports

Al-Qadi, I.L., S. Lahouar, A. Loulizi, T.E. Freeman, and K.G. McGhee. 2005 (Jan.). *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. Charlottesville: Virginia Department of Transportation. 65 pp.

Website

Nemmers, C. "Transportation Asset Management," *Public Roads Magazine*, July 1997, www.tfhrc.gov/pubrds/july97/tam.htm, accessed January 13, 2002.

Appendices (If Any)

Appendix number and title should be the same style as used for chapter titles (as in the ICT report template).

Appendix pages should be numbered as part of the report—for example, if the last page of the report is 75, the first page of the appendix would be 76.