

# Guidelines for Illinois Center for Transportation (ICT) Reports

(updated March 2018)

Reports should fulfill project objectives set forth in the contract, show adequate documentation, and clearly present the research. To assist Principal Investigators (PIs) in preparing ICT reports, specific instructions are summarized below. Complying with these formatting guidelines will minimize publication delays. All communication will be with the PI or a designated contact.

## Review Process, Criteria, and Submission

The following are the report review and publication phases. ***This process will take three months, beginning with report submission and ending with report publication.***

- PRELIMINARY EDIT PHASE (Month One): The PI submits the completed report, in MSWord format, to ICT Project Management (ICTProjectManagement@illinois.edu). The PI should follow the ICT report formatting guidelines in preparing the final report. ***Reports that are not formatted properly will be returned to the PI for reformatting and resubmission.***

A comprehensive technical edit of the report will be performed and then returned to the PI for review and revision.

- PI/TRP EDIT PHASE (Month Two): The PI reviews the technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project's TRP Chair for review. The TRP reviews and provides comments to the PI. The PI incorporates the feedback and returns the report to the TRP Chair for approval before sending the final version to ICT Project Management for final editing.
- FINAL EDIT PHASE (Month Three): ICT Program Management performs a final editorial review, and obtains the *TRP Final Review/Approval Sign-Off Sheet for ICT Reports* from the TRP Chair. ***The TRP Chair must sign the approval form prior to report publication.***
- PUBLISHING PHASE: ICT Project Management assigns an ICT report number and publishes the report to several sources including the ICT website, Transportation Research Board databases, and various transportation libraries. ICT Project Management also prints hard copies and CDs for distribution.

## Report Submission

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

ICT Project Management  
[ICTProjectManagement@illinois.edu](mailto:ICTProjectManagement@illinois.edu)

## 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

In each chapter, you will introduce the research, document the tasks that were completed, and make conclusions and recommendations for future research.

### References

In the reference section, please list all references in alphabetical order. Below are examples of various references. *You are not required to follow this exact formatting style for references. However, you must be consistent in how format each type of reference 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](http://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.