TRANSPORTATION RESEARCH RECORD: JOURNAL OF THE TRANSPORTATION RESEARCH BOARD

Access TRR for Authors

⚠️ New for 2018 ⚠️

Once you submit, you cannot revise, edit, or replace your version until a first decision is made. You can start your submission at any time, but be sure to select SAVE AND SUBMIT LATER. Do not submit until your paper is ready for review!

Before you start, please have ready:

- All coauthor names, affiliations, and email addresses
- ORCiD numbers (optional, but encouraged) ⚠️ New
- Word or LaTeX manuscript file ⚠️ New
  - Table and figures embedded in text
  - 8.5x11 page (not A4) with normal margins
  - Times Roman font, 10 pt size or larger
  - Single spaced
  - Line numbers (Restart each page)
  - Abstract (250 words max)
  - Author contribution statement (before references) ⚠️ New
  - Word count (7500 max minus 250 for each table) ⚠️ Revised

An example paper is available here for formatting guidance.

REVIEW CRITERIA:

- Is your narrative clear and easy to understand?
- Does the abstract clearly communicate the scope and outcome of the study?
• What is your important contribution to the state of the art or practice?
• Are the methods clear enough for a knowledgeable reader to repeat the study?
• Is the paper free of statements advocating special interests or recommendations on government policies or programs?
• Is existing work well described and referenced?
• Are your data valid and important to the findings?
• Is the conclusion clear and properly supported?

Presentation and Publication Timeline

AUTHOR RESPONSIBILITIES

Manuscript Length
The length of each paper, including the abstract, text, references, and tables, must not exceed 7,500 words. Each table counts as 250 words. For example, if five tables are submitted, the abstract, text, and references may total no more than 6,250 words. Tables that have been converted to figures will be applied to
the word count. Papers not meeting this requirement may be rejected without review or withdrawn from the peer review process.

*Language and Readability*

All papers must be submitted in English. It is the author’s responsibility to ensure that the nature and conclusions of the work are easily understood. **Authors are encouraged to engage editorial services prior to the paper submission.**

*Submission to Other Journals*

The content of a paper must not have been published elsewhere and must not be submitted to another journal while it is under consideration for the TRR. If your paper is accepted for presentation only, please reference the published work and submit an extended abstract with your revision (see below for details).

*Author Contribution Statement*

The TRR requires that all authors take public responsibility for the content of the work submitted for review. The contributions of all authors must be described in the following manner:

The authors confirm contribution to the paper as follows: study conception and design: X. Author, Y. Author; data collection: Y. Author; analysis and interpretation of results: X. Author, Y. Author. Z. Author; draft manuscript preparation: Y. Author. Z. Author. All authors reviewed the results and approved the final version of the manuscript.

An author name can appear multiple times, and each author name must appear at least once. For single authors, use the following wording:

The author confirms sole responsibility for the following: study conception and design, data collection, analysis and interpretation of results, and manuscript preparation.

*Plagiarism*

Plagiarism is the use of information or concepts from another article, website, or report without clearly attributing the source. Plagiarism is not acceptable. Phrases, sentences, or sections taken from another document, even if written by the same author(s), must appear within quotation marks and the source must be credited.
**Fragmented Publication**

Breaking a single piece of work into many papers dilutes the information and makes it difficult for reviewers and readers to assess the advances that may have been made. Papers submitted for review should stand on their own; **papers submitted as Part I, Part II, etc., will not be accepted for review.**

**Authorship Disputes**

The generally accepted rules for authorship credit are stated in the 2003 Annual Report of the Committee on Publication Ethics (COPE) are as follows: “(1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of version to be published. All three of these conditions should be met for authorship, (4) anyone credited as an author should have played a significant role in the research and in the writing of the paper (Albert & Wagner 2003).”

**Commercial or Special Interests**

Authors are responsible for ensuring that submitted papers do not advocate special interests and are of commercial nature. Papers that fall within this category will be removed from the peer review process. A paper also may be removed from peer review if it describes the properties of a product without disclosing its composition or manufacture. Generic names of products and equipment should be used unless the author considers the trade names or manufacturer’s names essential to the purpose of the paper.

**Clearances and Copyrighted Material**

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permission before submission of the manuscript for inclusion on the TRB Annual Meeting Online. TRB will retain unrestricted rights to the material.

Reference Guidelines
Searching and Citing Transportation Research Record Papers

TRB provides a tool to assist authors in conducting a literature review and identifying references for papers—Access TRR for Authors

This tool is available to provide access to the extensive information on research published in past volumes of the Transportation Research Record.

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. Papers that do not conform to the numbered reference style may be rejected.
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 include in the reference list personal communications or similar material that would not be available to readers. Instead, cite the unpublished work in the text and enclose the author’s name along with the term “personal communication” 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:

TRR Journal Articles

Note: Do not add “In” before the journal title; do not include the publisher or place of publication.


TRB Presentation Papers


Please check references citing papers presented at the Annual Meeting to see whether or not the paper was subsequently published in the Transportation Research Record (TRR). If the paper was published in the TRR, the reference should be changed to the corresponding TRR citation.
Other Journals


TRB Publications


Book


Chapter in a Book


Government Report


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.


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.

Permissions

For papers accepted for publication, please refer to SAGE Guidelines.

For papers accepted for presentation at the TRB Annual Meeting, TRB will include all papers on Annual Meeting Online. Upon submission of papers considered for presentation at the TRB Annual Meeting, authors will be required to accept the following Annual Meeting Online Terms and Conditions for Papers Accepted for Presentation:

Should my paper be accepted for presentation, I understand and agree that my paper will made available through TRB’s Annual Meeting Online (“AMOnLine”) unless I opt out and provide an extended abstract of the paper for inclusion in AMOnLine. Papers and extended abstracts made available through AMOnLine are provided by TRB on a complimentary basis as a service for all Annual Meeting registrants, TRB Sponsors, and TRB Patrons. Others may obtain access to papers and extended abstracts on AMOnLine upon payment of a nominal fee. If my paper is accepted for presentation, the presentation acceptance letter will provide me with the instructions and deadlines for submitting an extended abstract for inclusion on AMOnLine in lieu of my paper. The extended abstract must meet all TRB requirements for submission and be approved by TRB. If I do not submit a timely, conforming, acceptable extended abstract, I hereby grant the National Academy of Sciences/Transportation Research Board a nonexclusive, royalty-free, irrevocable, worldwide license to include my paper on AMOnLine. I understand that any agreements with or licenses granted to the National Academy of Sciences/Transportation Research Board are contingent upon my paper being accepted for presentation.

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 Transportation Research Record. Table 1 supplies some frequently used unit conversion factors.
Note: 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 (psi or 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, NOTE: 1 mi = 1.61 km. Alternatively, in figures, equivalent units may be shown on the top and right axes of data plots.

<table>
<thead>
<tr>
<th>TABLE 1 Measurement Conversions</th>
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<tbody>
<tr>
<td><strong>When You Know</strong></td>
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<tr>
<td><strong>Length</strong></td>
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<td>inches (in.)</td>
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<td>feet (ft)</td>
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<td>yards (yd)</td>
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<tr>
<td>miles (mi)</td>
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<td><strong>Area</strong></td>
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<td>square inches (in²)</td>
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<td>square feet (ft²)</td>
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<td>square yards (yd²)</td>
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<tr>
<td>acres</td>
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<td>square miles (mi²)</td>
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<td><strong>Volume</strong></td>
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<td>fluid ounces (fluid oz)</td>
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<td>gallons (gal)</td>
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<tr>
<td>cubic feet (ft³)</td>
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<tr>
<td>cubic yards (yd³)</td>
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<tr>
<td><strong>Mass</strong></td>
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<td>ounces (oz)</td>
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<tr>
<td>pounds (lb)</td>
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<tr>
<td>short tons (2,000 lb)(T)</td>
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<tr>
<td><strong>Temperature (exact)</strong></td>
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<td>Fahrenheit temperature (°F)</td>
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<td><strong>Illumination</strong></td>
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<td>footcandles (fc)</td>
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<tr>
<td>footlamberts (fl)</td>
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<td><strong>Force and Pressure or Stress</strong></td>
</tr>
<tr>
<td>poundforce (lbf)</td>
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<tr>
<td>poundforce per square inch (psi)</td>
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</tbody>
</table>
Equations
All variables should be defined at first use, either in the text or where the equation is listed.

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 I (“el”) and number 1 (one);
   - Letter X, Greek chi (χ), and multiplication sign ×;
   - Prime ′, apostrophe ’, and superscript one ¹; and
   - English and Greek letters such as
     • B and beta (β), upper- or lowercase k and kappa (κ),
     • n and eta (η), ν and nu (ν),
     • u and upsilon (υ), μ and mu (μ), and
     • Upper- or lowercase p and rho (ρ), and ω and lowercase omega (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 at first use in both the abstract and the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses. The following acronyms may be used without definition:

AASHO American Association of State Highway Officials
AASHTO American Association of State Highway and Transportation Officials
ACRP Airport Cooperative Research Program
APTA American Public Transportation Association
ASCE American Society of Civil Engineers
ASTM American Society for Testing and Materials (known by abbreviation only)
EPA Environmental Protection Agency
FAA Federal Aviation Administration
FHWA Federal Highway Administration
FMCSA Federal Motor Carrier Safety Administration
FRA Federal Railroad Administration
Acknowledgments
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. Contract, award, or project codes or numbers are not published in the *Transportation Research Record*.

Appendixes
*Do not use appendixes.* Include pertinent material in the paper itself or, where necessary, include a note that background material—such as derivation of formulas, specifications, or survey forms—is available from the author or in another report, which should be cited in the reference list.

**EXTENDED ABSTRACTS**
Starting with the 2018 TRB Annual Meeting, TRB is requiring that all papers accepted for presentation be included on TRB AMOnLine. Authors have the option of submitting a valid extended abstract as a replacement for the full paper for inclusion on AMOnLine. **Extended abstracts must be submitted by November 15.** TRB reserves the right to include the full paper on AMOnLine if the extended abstract is not submitted by November 15 or if the submission does not meet the requirements.

An extended abstract is a concise summary of the research study that was accepted for presentation at the TRB Annual Meeting. The extended abstract is intended to provide TRB Annual Meeting participants the key points from your study and should provide some insights into the importance and contribution of your work to the transportation community.

The extended abstract should contain a minimum of 1000 words and a maximum of 1750 words. Supporting figures, tables and images of the results (no more
than two figures and two tables) may be included in the extended abstract and are not counted in the word limit. **All extended abstracts must be submitted in PDF format.**

Tables and figure should be centered and numbered and the caption should be placed under the figure or image. Table headers should be placed at the top of the table. Sources (if any) for the tables, figures and images should be placed directly under the tables, figures and images in the form of author name and publication date.

Each extended abstract must contain the following sections:

- **TITLE PAGE**
  The title page does not count toward the maximum word limit. The title page must include the paper number, the title of the extended abstract, the names and affiliation(s) for the author and co-authors. You can include an acknowledgement section on your title page identifying funding sources.

- **INTRODUCTION**
  The introduction section should (1) present the scope and objective of the paper and state the problem, (2) briefly review the pertinent literature, (3) describe the methods, and (4) provide an overview of the main results of the work. The author also should seek to answer the question “Why this research matters. Is this research making a contribution to theory and/or practice?

- **METHODOLOGY**
  The methodology must be clearly stated and described in sufficient detail or with sufficient references. The author should concisely summarize the research framework, and the research methods applied in the study. The summary should include the identification of valid data sources used in the research.

- **FINDINGS**
  The author shall summarize and briefly discuss any findings in this section. The author can use a combination of tables, figures, and text to provide the summary. The number of tables are figures are limited to no more than two each for the entire extended abstract.

- **CONCLUSION**
  Conclusions should include (1) the principles and generalizations inferred from the results, (2) any exceptions, problems or limitations of the work, and (3)
theoretical and/or practical implications of the work. All conclusions offered should be supported by the information provided in the “Findings” section.

- REFERENCES (Not counted in the word limit of the extended abstract)
  This is any relevant information cited with the body of the extended abstract.

ABOUT THIS GUIDE

The TRB peer review process is used both for papers submitted for presentation at TRB’s Annual Meeting and for papers submitted for publication in the Transportation Research Record: Journal of the Transportation Research Board. The peer review process is organized by TRB’s standing technical committees under the supervision of TRB staff. A minimum of three reviews are required for a publication recommendation or a presentation decision. The process also allows for scholarly discussion of any paper scheduled for publication, along with an author-prepared closure.

The National Academies of

SCIENCES • ENGINEERING • MEDICINE

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