May 12, 2021

To TRB Standing Committee Chairs:

We are implementing a new process whereby any standing committees, coordinating councils, groups, sections, or subcommittees proposing to write an e-circular must receive approval before they submit a draft. This process applies to all new e-circulars moving forward; those already submitted to TRB are not included in this process. (E-circulars based on rapporteur-authored workshops/conferences are not included in this process. These rapporteurs are paid for work and are not members of a committee, council, group, section, or subcommittee.)

In short, TRB defines e-circulars as reports of TRB standing committees, coordinating councils, groups, sections, subcommittees, or other TRB forums. They present technical material considered to be of immediate interest to the transportation community but not necessarily of permanent reference value. More information about e-circulars follows on the second page.

To complete this form be prepared to address the following:

•   The working title of the e-circular

•   A brief description of the proposed content, including the intended audience, why the content is timely, and whether the e-circular will be based on an event (e.g., a discussion at a committee meeting)

•   Estimated page length

•   Estimated date of delivery to TRB

•   Steps that will be taken to ensure the quality of the e-circular before it is sent to TRB

The link to the online submission form to propose a new e-circular can be accessed here: https://survey.alchemer.com/s3/5639233/TRB-E-Circular-Suggestion-Form .

Thank you and please do not hesitate to contact me or Senior Report Review Officer Karen Febey (kfebey@nas.edu) with any questions.

Supplemental E-circular Information

Examples of typical e-circular content include the following:

- a compilation of research needs statements produced from an event, which may include an introductory narrative and appending background papers;
- a synthesis on how new technology or practices are being used, possibly including a summary of the state-of-the-art;
- a collection of presentation papers or abstracts from a TRB-organized technical session, workshop, or conference.

In addition, the following are requirements when drafting e-circulars:

- E-circulars cannot provide guidelines, specifications, or recommendations. Because they are not products of TRB-administered research, they can only cite other research and report conclusions from the research cited.
- Author attribution is required for the entire e-circular, or for each paper or chapter. The standing committee cannot be the author, but the standing committee is listed in the front matter.
- No endorsement of companies or of proprietary technologies or products is allowed. If a company, proprietary technology, or product is mentioned, it should be done so using generic terminology, or be referenced from the literature, excluding company-generated literature.
- Comparisons between companies, proprietary technologies or products should be avoided. If comparisons must be made, the author should make every effort to report on all such technologies and products in that specific industry.
- E-circulars are a publication of TRB and its parent body, the National Academies of Sciences, Engineering, and Medicine; therefore, unsubstantiated statements and opinions are prohibited.
- The "shelf life" of an e-circular should be about one to three years.