Preparing Papers Accepted for Publication in the Transportation Research Record

(Updated February 27, 2015)
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ABOUT THIS GUIDE

To prepare and submit a paper that has been accepted for publication in the *Transportation Research Record: Journal of the Transportation Research Board*, you must follow the instructions in this guide. Note that the specifications presented in this guide differ from those you followed in submitting your paper for peer review.

The specifications in this guide apply to papers that entered the TRB peer review process on or before August 1, 2014, and were accepted for publication in TRB’s 2015 journal series. Approximately 20% of the peer-reviewed papers were accepted for publication, and authors who have received letters of acceptance are instructed to resubmit their final papers by March 15, 2015.

For publication in the journal, your paper must be reformatted and resubmitted via the TRB paper submission website [http://pressamp.trb.org/submissions](http://pressamp.trb.org/submissions) (your login name and password from your original submittal for peer review are required). Please note:

- The peer review process required the paper to be submitted as a line-numbered PDF with figures and tables embedded in the text;
- The publication process, however, requires the paper to be submitted as a Microsoft Word document *without* line numbering and with the figures and tables on separate pages at the end of the file.

This guide provides the complete instructions and specifications for authors to follow in formatting papers in Microsoft Word.

This guide is updated periodically; authors should review all information in this guide before submitting papers that have been accepted for publication. This guide covers the organization and formatting of manuscripts for publication, as well as instructions for submission. Papers that do not follow the guidelines will be rejected for publication.

PLEASE NOTE FOR 2015

The hard deadline for submitting final manuscripts of papers accepted for publication in the *Transportation Research Record* is March 15, 2015. TRB will strictly enforce the March 15 deadline for submitting the final version of all papers to be published in the *Transportation Research Record*.

As noted above, final versions of all papers to be published must be resubmitted in a format that is different from that of papers submitted for peer review and presentation at the TRB Annual Meeting. This is not a change, but authors often overlook this final step, causing delays.

CRITICAL DATE: MARCH 15, 2015

March 15, 2015, is the deadline for submission of the final draft of papers recommended by the peer review committee for publication in the *Transportation Research Record*. **Final drafts are not accepted after this date.** Papers must be submitted in Microsoft Word format, as described below. (For information about the publication schedule, see page 15.)
GENERAL GUIDELINE

All papers must be submitted in English. Compliance with the manuscript formatting guidelines presented in the following sections will minimize delays for authors and staff. Papers that do not conform to these guidelines will be rejected for publication.

MANUSCRIPT SPECIFICATIONS

Clearances and Copyrighted Material

Authors must secure necessary clearances and written permissions for publication from any contracting or supervisory agencies involved in the research or from holders of copyrights on material used in the paper. Authors must have concurrence from coauthors or coworkers before submitting papers for publication by TRB, and all contributions to the work must be properly acknowledged.

If a paper accepted for publication contains previously copyrighted material, authors must obtain written permission from the copyright holder(s). This permission must be provided to the TRB Publications Office at the time the paper is submitted for publication in TRB’s Transportation Research Record series.

TRB holds the copyright to volumes of the Transportation Research Record. Material published in the Transportation Research Record may not be published elsewhere without prior notice to TRB. Permission requests from authors will receive prompt responses. Although TRB retains unrestricted rights to the material, at written request, TRB will grant permission to publish or post the abstract of a paper with a link to the TRB Publications Index, http://pubsindex.trb.org/.

To obtain copyright permissions for papers published or accepted for publication in the Transportation Research Record, contact Phyllis Barber at pbarber@nas.edu or 202-334-2972.

Length of Manuscripts

The length of each paper, including the abstract, text, references, figures, and tables, must not exceed 7,500 words. Each table, figure, or photograph counts as 250 words. For example, if two figures and three tables are submitted, the abstract, text, and references may total no more than 6,250 words.

Note that 7,500 words is the maximum length; authors are encouraged to keep papers to the minimum length possible and to limit the number of figures and tables, providing only essential information of interest to the reader.

Alternatively, authors may choose to exclude references from the word count; under this option, a paper may include up to 35 references but must hold to a total word limit of 7,000 for the title, authors, abstract, headings and text, and tables and figures.
The title page of the paper should clearly note the following:

- The total number of words in the abstract, text, and references (or the number of references if not included in the word count), and
- The number of figures (including photographs) and tables.

Overlong papers will be rejected for publication.

Titles

The wording of titles should be clear and concise; avoid lengthy clusters of nouns. Acronyms—except those of a few major transportation organizations (see list, page 12)—are not permitted in the titles of papers submitted for publication in the Transportation Research Record.

Length and Content of Abstracts

*Each paper must have an abstract.* The abstract must be no longer than 250 words, it must be self-contained, and it must not require reference to the paper to be understood. The abstract should present the primary objectives and scope of the study or the reasons for writing the paper; 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 abstract should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or displayed equations or lists.

Author Names and Affiliations

The name, affiliation, complete mailing address—an accurate and functional mail delivery location—telephone number, fax number, and e-mail address for each author must be listed on the title page. The list should be a single column. One corresponding author must be designated for papers with multiple authors. TRB will communicate only with the corresponding author, who is responsible for informing the coauthors of the paper’s submission and disposition. An author should list his or her affiliation and address at the time of the research for the paper; if the affiliation has changed, the current affiliation and address also should be included. (Corresponding authors are responsible for notifying TRB of any change in address for themselves or coauthors by following the instructions in the submission confirmation letter.)

Style

To achieve uniformity and consistency in publications, the TRB editorial staff uses certain standard reference works for guidance. In matters of spelling, definition, and compounding of words, *Merriam-Webster’s Collegiate Dictionary,* 11th edition, is generally followed. Published standards of scholarly organizations are accepted in questions involving usage of technical terms. Other matters of style and usage are based on documents widely accepted as authoritative (e.g., *Chicago Manual of Style,* 16th edition). Authors should avoid jargon, undefined acronyms, use of personal pronouns—particularly first-person singular and plural—and sexist language in their papers.
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**Organization of Manuscript**

For a sample paper showing model formatting, see [http://onlinepubs.trb.org/onlinepubs/dva/TRRPaperFormatModel.docx](http://onlinepubs.trb.org/onlinepubs/dva/TRRPaperFormatModel.docx). A paper accepted for publication in the *Transportation Research Record: Journal of the Transportation Research Board* must be submitted in a single electronic Microsoft Word file, with all figures and tables moved to the end of the document, each figure or table on a separate page. The manuscript file must be organized as follows (see Figure 1):

- Title page, including submission date, word count, and author names, affiliations, Mailing addresses, phone numbers, fax numbers, and e-mails (please indicate the corresponding author);
  - Abstract;
  - Body of paper—text only;
  - Acknowledgments (if any);
  - References;
  - List of table titles and figure captions on a separate page; and
  - Tables with titles and figures with captions, each table or figure on a separate page.

**Electronic File Formats**

- Do not submit the manuscript as a PDF file. Remove any line numbering.
- The manuscript file—with tables and figures placed at the end of the file, each on a separate page—should be in Microsoft Word (6.0 up to 2010, with .doc or .docx extension).
  - Do not use the Word “Styles and Formatting” or “Track Changes” features in the file.
  - Tables should be in Word, one table with its title per page using hard page breaks; move all tables to the end of the file.
  - Figures (graphics of any kind) should be placed in the Word document as images, one figure with its caption per page using hard page breaks; move all figures to the end of the file.
  - Equations may be created and inserted as part of the text, or they may be submitted as embedded images within the text.
**Manuscript Page Setup**

- Margins: 25.4 mm (1 in.) top, 25.4 mm (1 in.) left; adjust settings for bottom and right margins so that the text area is not more than 165.1 mm by 228.6 mm (6.5 in. by 9 in.).
- Font (typeface): Times New Roman, 12 points; type in tables should be no smaller than 10 points.
- Numbering: Insert page numbers at upper right of each page; insert surname(s) of author(s) at upper left of each page.
- Paragraphs: Indent first line 12.7 mm (0.5 in.); do not use an extra line space between paragraphs; do not indent first line after a subhead.
- Subheads: All subheads should be flush with the left margin, with one line space above.

**FIRST-LEVEL SUBHEAD**
(all capitals, boldface, on separate line)

**Second-Level Subhead**
(initial capitals, boldface, on separate line)

**Third-Level Subhead**
(initial capitals, italic, on separate line)

**Fourth-Level Subhead** (initial capitals, boldface, on same line as text, with extra letter space between the subhead and text)

**Fifth-Level Subhead** (initial capitals, italic, on same line as text, with extra letter space between the subhead and text)

- Bulleted and numbered lists: Indent fbullet or number 6.35 mm (0.25 in.); do not indent text runovers.
- Table titles and figure captions:

**TABLE 5  Effects of All Factors**
(Insert title above the table; “table” is all capitals; title is initial capitals; all type is boldface; extra space but no punctuation after table number; no punctuation at end of title.)

**FIGURE 3  Example of results.**
(Insert caption below the figure; “figure” is all capitals; caption is sentence case; all type is boldface; extra space but no punctuation after figure number; period at end of caption.)

**References**

*Searching and Citing Transportation Research Record Papers*

TRB provides two tools to assist authors in conducting a literature review and identifying references for papers: TRR for Authors and TRR Online. The two tools are available to different audiences and have different features, but both provide access to the extensive information on research published in past volumes of the *Transportation Research Record.*
Citing *Transportation Research Record* papers raises the impact factor of the journal, which enhances the prestige of the journal and of the papers published. TRB hopes that authors will use one or both of these tools in preparing papers to be considered for publication in the *Transportation Research Record*.

**TRR for Authors** Individual papers published in the *Transportation Research Record: Journal of the Transportation Research Board* are accessible online to authors preparing papers for publication by TRB. Authors who enter abstracts into the TRB paper submission website will have access to the more than 14,000 papers published in the *Transportation Research Record* since 1996, including papers recommended for publication from the most recent Annual Meeting.

Authors may access this tool by logging into the TRB paper submission website [http://pressamp.trb.org/submissions](http://pressamp.trb.org/submissions) and clicking on the “TRR” tab. Authors may search for previously published *Transportation Research Record* papers by using keyword, topic area, author, Record number, or publication year.

Access to this database for authors preparing manuscripts for publication in the Transportation Research Record will be available to authors from **February 1 to March 15**.

**TRR Online** This search tool provides valuable information to the general public. It provides access to abstracts and references for all papers published in the *Transportation Research Record* since 1996 (it does not include papers from the previous Annual Meeting until they have been published in a hardcopy *Transportation Research Record*). Each paper has links to other *Transportation Research Record* publications by the same author, to other papers within that volume, and to publications in other journals and literature databases. Authors who are employees of a TRB sponsor or who subscribe to or have access to a library that subscribes to TRR Online will have access to the full text of the published papers.

The link and more information about TRR Online can be found at [www.TRB.org/TRROnline](http://www.TRB.org/TRROnline).

**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 will be returned to the authors for correction.

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, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency. Instead, cite the unpublished work in the text and enclose the author’s name along with the term “unpublished data” 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:
   - **Printed sources.** Be sure that references to printed sources are complete. Include names of corporate or personal authors or editors, or both; title of article, chapter, book, or report; publisher or issuing agency; volume and issue or report number; page numbers; location of publisher; and year of publication.
TRB Publications


Book


Chapter in a Book


Periodical


Government Report


• CD-ROMs. References to CD-ROMs should include the same information as references to printed sources and have “CD-ROM” after the title.


• Websites and electronic sources. 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.

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• **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.


• **Program manuals, tapes, or other documentation for models.** References to these items should cite the specific edition, the department responsible, and the year of release.


If a reference has no date, use “n.d.” Detailed reference style instructions are available on request from the Publications Office.

**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 (page 11) 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.

**Equations**

All variables should be defined at first use, either in the text or in the where list for the equation.

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 l (“el”) and number 1 (one);
### TABLE 1 Measurement Conversions

<table>
<thead>
<tr>
<th>When You Know</th>
<th>Multiply by</th>
<th>To Find</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inches (in.)</td>
<td>25.4</td>
<td>millimeters (mm)</td>
</tr>
<tr>
<td>feet (ft)</td>
<td>0.305</td>
<td>meters (m)</td>
</tr>
<tr>
<td>yards (yd)</td>
<td>0.914</td>
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<td>miles (mi)</td>
<td>1.60</td>
<td>kilometers (km)</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>square inches (in.²)</td>
<td>645.1</td>
<td>millimeters squared (mm²)</td>
</tr>
<tr>
<td>square feet (ft²)</td>
<td>0.093</td>
<td>meters squared (m²)</td>
</tr>
<tr>
<td>square yards (yd²)</td>
<td>0.836</td>
<td>meters squared (m²)</td>
</tr>
<tr>
<td>acres</td>
<td>0.405</td>
<td>hectares (ha)</td>
</tr>
<tr>
<td>square miles (mi²)</td>
<td>2.59</td>
<td>kilometers squared (km²)</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fluid ounces (fluid oz)</td>
<td>29.57</td>
<td>milliliters (mL)</td>
</tr>
<tr>
<td>gallons (gal)</td>
<td>3.785</td>
<td>liters (L)</td>
</tr>
<tr>
<td>cubic feet (ft³)</td>
<td>0.028</td>
<td>meters cubed (m³)</td>
</tr>
<tr>
<td>cubic yards (yd³)</td>
<td>0.765</td>
<td>meters cubed (m³)</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ounces (oz)</td>
<td>28.35</td>
<td>grams (g)</td>
</tr>
<tr>
<td>pounds (lb)</td>
<td>0.454</td>
<td>kilograms (kg)</td>
</tr>
<tr>
<td>short tons (2,000 lb)(T)</td>
<td>0.907</td>
<td>megagrams (Mg)</td>
</tr>
<tr>
<td><strong>Temperature (exact)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fahrenheit temperature (°F)</td>
<td>(F – 32)/1.8</td>
<td>Celsius temperature (°C)</td>
</tr>
<tr>
<td><strong>Illumination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>footcandles (fc)</td>
<td>10.76</td>
<td>lux (lx)</td>
</tr>
<tr>
<td>footlamberts (fl)</td>
<td>3.426</td>
<td>candela/m² (cd/m²)</td>
</tr>
<tr>
<td><strong>Force and Pressure or Stress</strong></td>
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<td></td>
</tr>
<tr>
<td>poundforce (lbf)</td>
<td>4.45</td>
<td>newtons (N)</td>
</tr>
<tr>
<td>poundforce per square inch (psi)</td>
<td>6.89</td>
<td>kilopascals (kPa)</td>
</tr>
</tbody>
</table>

- Letter X, Greek chi (χ), and multiplication sign ×;
- Prime ′, apostrophe ′, and superscript one ′; and
- English and Greek letters such as
  - B and beta (β), upper- or lowercase k and kappa (κ),
  - n and eta (η), v and nu (ν),
  - μ and upsilon (υ), u and mu (μ), and
  - Upper- or lowercase p and rho (ρ), and w 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 in the Transportation Research Record:

- 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)
- FAA Federal Aviation Administration
- FHWA Federal Highway Administration
- FMCSA Federal Motor Carrier Safety Administration
- FRA Federal Railroad Administration
- FTA Federal Transit Administration
- IEEE Institute of Electrical and Electronics Engineers
- ISO International Organization for Standardization
- ITE Institute of Transportation Engineers
- NASA National Aeronautics and Space Administration
- NCHRP National Cooperative Highway Research Program
- NHTSA National Highway Traffic Safety Administration
- RITA Research and Innovative Technology Administration
- SAE Society of Automotive Engineers
- SHRP Strategic Highway Research Program
- TCRP Transit Cooperative Research Program
- TRB Transportation Research Board

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.

Appendices

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.
Tables and Figures

For the Transportation Research Record: Journal of the Transportation Research Board, all tables and figures should be inserted at the end of the manuscript after the list of tables and figures. Use a separate page for each table or figure. Each table and figure must be cited by number in the text.

Authors should bear in mind that the original tables they submit will be reset and that the figures may be reduced for publication. Therefore, authors should ensure that the type in any table or figure submitted with their paper is at least **10-point font** (typeface). Keep type sizes and fonts uniform and consistent.

**Tables**

Tables should supplement, not duplicate, the text.

1. Tables must conform to TRB style for tables as closely as possible.
   - All tabular material should be single-spaced in a font (typeface) no smaller than 10 points. Use the same font for all tables.
   - Place titles flush left to align with the left margin of the table; use boldface. The word “TABLE” should be in all-capital letters; use initial capitals for the remaining words in the title.
   - Do not submit a table in separate parts or sections that introduce new columns. A table must be structured so that the data in each column pertain to the column heading. New columns and column headings with new data rows may not be introduced farther down within the established format of a table. New columns and column headings properly define a distinct table and should be presented separately with an appropriate title and table number.
   - Tables should not incorporate photographs, illustrations, or other material that cannot be typeset. Graphic materials should be presented as separate figures.
   - Give each column in the table a heading. Place abbreviated measurement terms in parentheses under the column heading. All headings should be aligned in flush left format.
   - Insert a rule that extends across the full width of the table under the column heads.
   - Insert a full-width rule at the end of the table (and above the footnotes, if any).
   - Use lowercase italic superscript letters for footnotes.
   - Do not leave empty cells in a table. Insert a placeholder that indicates why the cells contain no data. Define the meaning of the placeholder in a general note to the table: for example, “NA = not available; na = not applicable; — = missing data.”
   - When a dash (—) is used in a table, indicate its meaning in a footnote (for example, missing data, incomplete research, data not applicable or unavailable, or problem investigated but no results).
   - Check the accuracy of all totals included in tables before submitting the paper.
   - For use of measurements, see section on metrication.
   - Do not use dots or screens.
   - Do not place a box or ruled frame around a finished table.

**Figures**

Use the following guidelines for figures:

1. Photographs should be high resolution (at least 300 dpi at a size of 4 in. × 5 in.).
2. Give each figure a caption. Place a figure caption single-spaced below each figure. If a figure contains several parts, label each part with a letter in parentheses—\((a), (b), (c), \) etc.—use the same size type as that in the rest of the figure, and cite each labeled part in the caption.

3. Define in the caption all abbreviations, acronyms, and variables used in the figure.

4. Number figures consecutively in the order first cited in the text, using Arabic numerals. Reference must be made to each figure by number at the appropriate place in the text.

5. **Avoid the use of dots or screens in figures and spreadsheet charts, especially in areas that include type.**
   - If dots or screens are used in text areas, they should be no more than 30% black.
   - If more than one dot or screen weight is used, there should be a difference of at least 20% between dot or screen values.
   - Legends identifying the significance of dotted, screened, or crosshatched elements must be included in the figure.

6. Do not place a box or ruled frame around a finished figure.

7. Figures should be clear and legible:
   - The font (typeface) must be easily readable, not too small.
   - Use the same font for all figures.
   - Letters and symbols must be uniform and the same size throughout the figure (e.g., if wording on the ordinate and abscissa is in 10-point type, the symbols used to identify the data points also should be in 10-point type).
   - Line weights (except for lines indicating different data series in a graph) also must be uniform.

8. For use of measurements, see section on metrication.

*Note:* The use of color in figures in papers accepted for publication can cause problems in black-and-white reproduction for print. Please make sure that color figures translate legibly to black and white (grayscale). The electronic file of the final, published paper that is posted to the web at TRR for Authors and TRR Online will retain the color versions of figures and photographs as originally submitted, whenever possible.

If a figure or photograph submitted is judged not to be of sufficient quality for offset printing, the author will be asked to \((a)\) provide the original figure or photograph, \((b)\) pay a fee for the redrawing of the figure by the Publications Office, or \((c)\) drop the figure or photograph from the paper.

**MANUSCRIPT SUBMISSION**

Authors are reminded that the best way to avoid last-minute complications is to submit their paper well before the deadline.
OTHER INFORMATION

Contacting TRB

Visit the TRB website to find the appropriate TRB staff representative: www.TRB.org/AboutTRB/technicalactivitiesdivisionstaff.aspx.

Editorial Queries

Corresponding authors may receive queries from publications staff throughout the process: during the manuscript preparation (March through June), during editing (April through September), and during proof review (May through December). Please respond to these queries as promptly as possible, to ensure the accuracy and quality of publication.

Publication Proofs

TRB editors make every effort to preserve the meaning or emphasis of the authors’ language. Nevertheless, changes in meaning may be introduced inadvertently, and errors occasionally may occur in print. Some authors, therefore, may wish to see proofs of their papers before publication in the Transportation Research Record. Proofs may be obtained only by written request to the TRB Publications Office. A flat-rate charge of $20 (payable in advance to TRB) will be assessed for copying and handling a proof paper.

Authors are required to review proofs within 2 days of receipt; to telephone, fax, or e-mail any corrections; and subsequently to mail the corrected proofs to the Publications Office for verification within 10 days. (The author requesting review of proofs will receive a PDF of the first page proofs via e-mail; alternative arrangements may be made to accommodate an author’s schedule or availability.)

Decisions about whether changes (other than correction of errors) will be made must rest with the editors. Authors will be charged a fee for alterations to the original paper submitted for publication, but not for corrections of any errors inadvertently introduced during the editing process. Because alterations are costly, authors should not consider the review of proofs an opportunity to revise or update their papers.

To obtain a proof copy of a paper, contact Phyllis Barber, Transportation Research Board, Keck 436, 500 Fifth Street, NW, Washington, DC 20001; e-mail: pbarber@nas.edu.

Publication Schedule

Each annual journal series comprises more than 925 papers in more than 70 volumes grouped by topic. Generally the first volumes containing the papers received on March 15 are released in July, and the goal is to publish all volumes by December 31. The editing, typesetting, proofreading, and production of the annual series is a huge task, however, and a few volumes may come out in January.

As soon as a volume is approved for printing, the PDFs of the final typeset papers are prepared and transferred for posting to the TRR Online website. All authors receive a print volume by mail.
Peer Review Process

The Transportation Research Record: Journal of the Transportation Research Board publishes approximately 22% of the more than 4,500 papers that are peer reviewed each year. The mission of the Transportation Research Board (TRB) is to disseminate research results to the transportation community. The Record series contains applied and theoretical research results as well as papers on research implementation.

The TRB peer review process for the publication of papers allows a minimum of 30 days for initial review and 60 days for rereview, if needed, to ensure that only the highest-quality papers are published. A minimum of three reviews are required for a publication recommendation. The process also allows for scholarly discussion of any paper scheduled for publication, along with an author-prepared closure.

The basic elements of the rigorous peer review of papers submitted to TRB for publication are described below.

Paper Submittal: June 1–August 1
Papers may be submitted to TRB at any time. However, most authors use the TRB web-based electronic submission process available between June 1 and August 1, for publication in the following year’s Record series.

Initial Review: August 15–November 15
TRB staff assigns each paper by technical content to a committee that administers the peer review. The committee chair assigns at least three knowledgeable reviewers to each paper. The initial review is completed by mid-September.

By October 1, committee chairs make a preliminary recommendation, placing each paper in one of the following categories:

1. Publish as submitted or with minor revisions;
2. Reconsider for publication, pending author changes and rereview; or
3. Reject for publication.

By late October, TRB communicates the results of the initial review to the corresponding author. Corresponding authors communicate the information to coauthors. Authors of papers in Category 2 (above) must submit a revised version addressing all reviewer comments, along with an explanation of how the comments have been addressed.

Rereview: November 20–January 25
The committee chair reviews revised papers in Category 1 (above) to ensure that the changes are made and sends the Category 2 revised papers to the initial reviewers for rereview. After rereview, the chair makes the final recommendation on papers in Categories 1 and 2. If the paper has been revised to the committee’s satisfaction and ranks among the best papers, the chair may recommend publication. The chair communicates the results of the rereview to the authors.

Discussions and Closures: February 1–May 15
Discussions may be submitted for papers that have not been accepted for publication. TRB policy is to publish the paper, the discussion, and the author’s closure in the same Record.

Many papers considered for publication in the Transportation Research Record are also considered for presentation at TRB meetings. Individuals interested in submitting a discussion of any paper presented at a TRB meeting must notify TRB no later than February 1. If the paper has been recommended for publication in the Transportation Research Record, the discussion must be submitted to TRB no later than April 15. A copy of this communication is sent to the author and the committee chair.

The committee chair reviews the discussion for appropriateness and asks the author to prepare a closure to be submitted to TRB by May 15. The committee chair reviews the closure for appropriateness. After the committee chair approves both discussion and closure, the paper, the discussion, and the closure are included for publication together in the same Record.

Final Manuscript Submittal: March 15
In early February, TRB requests a final manuscript for publication—to be submitted by March 15—or informs the author that the paper has not been accepted for publication. All accepted papers are published by December 31.

Paper Awards: April to January
The TRB Executive Committee has authorized annual awards sponsored by Groups in the Technical Activities Division for outstanding published papers:

- Charley V. Wootan Award (Policy and Organization Group);
- Pyke Johnson Award (Planning and Environment Group);
- K. B. Woods Award (Design and Construction Group);
- D. Grant Mickle Award (Operations and Preservation Group);
- John C. Vance Award (Legal Resources Group);
- Patricia F. Walker Award (Safety and System Users Group); and
- William W. Millar Award (Public Transportation Group).

Other Groups also may nominate published papers for any of the awards above. In addition, each Group may present a Fred Burrgraf Award to authors 35 years of age or younger.

Peer reviewers are asked to identify papers worthy of award consideration. Each Group reviews all papers nominated for awards and makes a recommendation to TRB by September 1. TRB notifies winners of the awards, which are presented at the following TRB Annual Meeting.

Transportation Research Board

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THE NATIONAL ACADEMIES
Advisers to the Nation on Science, Engineering, and Medicine

The National Academy of Sciences is a private, nonprofit, self-perpetuating society of distinguished scholars engaged in scientific and engineering research, dedicated to the furtherance of science and technology and to their use for the general welfare. On the authority of the charter granted to it by the Congress in 1863, the Academy has a mandate that requires it to advise the federal government on scientific and technical matters. Dr. Ralph J. Cicerone is president of the National Academy of Sciences.

The National Academy of Engineering was established in 1964, under the charter of the National Academy of Sciences, as a parallel organization of outstanding engineers. It is autonomous in its administration and in the selection of its members, sharing with the National Academy of Sciences the responsibility for advising the federal government. The National Academy of Engineering also sponsors engineering programs aimed at meeting national needs, encourages education and research, and recognizes the superior achievements of engineers. Dr. C. D. (Dan) Mote, Jr., is president of the National Academy of Engineering.

The Institute of Medicine was established in 1970 by the National Academy of Sciences to secure the services of eminent members of appropriate professions in the examination of policy matters pertaining to the health of the public. The Institute acts under the responsibility given to the National Academy of Sciences by its congressional charter to be an adviser to the federal government and, on its own initiative, to identify issues of medical care, research, and education. Dr. Victor J. Dzau is president of the Institute of Medicine.

The National Research Council was organized by the National Academy of Sciences in 1916 to associate the broad community of science and technology with the Academy’s purposes of furthering knowledge and advising the federal government. Functioning in accordance with general policies determined by the Academy, the Council has become the principal operating agency of both the National Academy of Sciences and the National Academy of Engineering in providing services to the government, the public, and the scientific and engineering communities. The Council is administered jointly by both Academies and the Institute of Medicine. Dr. Ralph J. Cicerone and Dr. C. D. (Dan) Mote, Jr., are chair and vice chair, respectively, of the National Research Council.

The Transportation Research Board is one of six major divisions of the National Research Council. The mission of the Transportation Research Board is to provide leadership in transportation innovation and progress through research and information exchange, conducted within a setting that is objective, interdisciplinary, and multimodal. The Board’s varied activities annually engage about 7,000 engineers, scientists, and other transportation researchers and practitioners from the public and private sectors and academia, all of whom contribute their expertise in the public interest. The program is supported by state transportation departments, federal agencies including the component administrations of the U.S. Department of Transportation, and other organizations and individuals interested in the development of transportation.

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