Information for Authors

(May 12, 2009)

A Guide for Preparing and Submitting Manuscripts for Presentation at TRB Specialty Conferences and for Publication in TRB's Journal

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Introduction

To submit a paper to the Transportation Research Board (TRB) for presentation at TRB Specialty Conferences and for publication in the Transportation Research Record: Journal of the Transportation Research Board, follow the instructions in this guide. Authors are encouraged to submit all papers to TRB via the Internet. Authors should review all information in this guide before submitting papers for consideration. This guide covers the organization and formatting of peer review and final versions of manuscripts, as well as instructions for submission. Papers that do not follow the guidelines may not be considered for presentation or publication.

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GENERAL GUIDELINES

All papers must be submitted in English. To assist authors in preparing papers, the review criteria for the peer review of papers are summarized below. Compliance with the manuscript formatting guidelines presented in the following sections will minimize delays for authors, peer reviewers, and staff and will facilitate subsequent revision of papers for publication.

PAPER REVIEW CRITERIA

Each paper is evaluated by a minimum of three reviewers selected by TRB in accordance with procedures approved by the Governing Board of the National Research Council of the National Academies. Authors should be mindful of the TRB review criteria, which apply to all papers.

The review criteria and thresholds for acceptance are the same whether the paper is assigned for presentation at a lectern or a poster session.

- The abstract should concisely convey the meaning of the paper.
- The text should be written in simple, concise, and effective language.
- The content of the paper should be new or original, deal with issues that are timely, and have lasting value.
- Coverage of the subject should be complete, well organized, and supported by understandable and useful tables, figures, and references.
- Data presented must be valid, and the research methods described should be appropriate for the studies reported.
- Conclusions should be valid, appropriate, and properly supported.
- If the paper addresses government policies, programs, or procedures, the author should offer conclusions and recommendations in a way that recognizes sensitivities and alternative approaches.
- The paper must be useful to practitioners, researchers, or both.
- Papers in which special interests are advocated, papers that are of a commercial nature, and papers that deal with subject matter outside the general area of interest of TRB will not be considered. A paper also may be rejected if it describes the properties of a product whose composition or manufacture is not disclosed. Generic names of products and equipment should be used unless the author considers the trade names or manufacturers’ names essential to the purpose of the paper.
- The content must not have been published elsewhere. In some cases, however, TRB may accept papers that have been submitted to or published by other organizations, provided that the publication has had limited distribution and that the author has secured the necessary clearances and permissions. Such cases are handled individually; the author should contact the TRB Senior Program Officer for the conference.
MANUSCRIPT SPECIFICATIONS

Clearances and Copyrighted Material

Authors must secure necessary clearances and written permissions for presentation or 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 presentation or 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). TRB will assume the authors have obtained this permission before submission of the manuscript. In addition, 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. Volumes of the Transportation Research Record are not usually copyrighted; however, it is assumed that the material will not be published elsewhere without prior notice to TRB and that TRB will retain unrestricted rights to the material.

Length of Manuscripts

The length of each paper, including the abstract and references, may not exceed 7,500 words; that is, a paper that is only text should contain no more than 7,500 words. Each table, figure, or photograph accompanying the text counts as 250 words. For example, if two figures and three tables are submitted, the text may be 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.

The number of words in text and the number of figures, tables, or photographs in the paper should be noted on the title page. Overlong papers may not be reviewed at the discretion of the reviewing committee.

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. In some cases, only the abstract of a paper is read; in other cases, an abstract prompts further reading of the entire paper. 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 names, current affiliations, complete mailing addresses, telephone numbers, fax numbers, and e-mail addresses of all authors 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. If the research was performed while the author had another affiliation, and the author wishes that affiliation listed in addition to the current one, the author should note that both affiliations are to be used. (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). Authors should avoid jargon, undefined acronyms, use of personal pronouns—particularly first-person singular and plural—and sexist language in their papers.

Organization of Manuscript

For Peer Review

For peer review, submit the manuscript in a single electronic file organized in the following sequence (see Figure 1):

- Title page, including submission date, word count, and author names, affiliations, addresses, phone numbers, fax numbers, and e-mails (please indicate corresponding author);
- Abstract;
- Body of paper, with figures and tables embedded in the text, as close as possible to the related text;
- Acknowledgment (if any); and
- References.

For Publication

If the paper is accepted for publication in the Transportation Research Record: Journal of the Transportation Research Board, you must resubmit the manuscript in a single electronic 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 2):

- Title page, including submission date, word count, and author names, affiliations, addresses, phone numbers, fax numbers, and e-mails (please indicate corresponding author);
- Abstract;
- Body of paper—text only;
- Acknowledgment (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.
Information for Authors

Chicago Manual of Style
Authors should avoid jargon, undefined acronyms, use of personal pronouns—particularly first-person singular and plural—and sexist language in their papers.

Organization of Manuscript
For Peer Review and Compendium of Papers
For peer review and for the Compendium of Papers, submit the manuscript in a single electronic file organized in the following sequence (see Figure 1):

- Title page, including submission date, word count, and author names, affiliations, addresses, phone numbers, fax numbers, and e-mails (please indicate corresponding author);
- Abstract;
- Body of paper, with figures and tables embedded in the text, as close as possible to the related text;
- Acknowledgment (if any); and
- References.

For Publication
If the paper is accepted for publication in the Transportation Research Record: Journal of the Transportation Research Board, you must resubmit the manuscript in a single electronic 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 2):

- Title page, including submission date, word count, and author names, affiliations, addresses, phone numbers, fax numbers, and e-mails (please indicate corresponding author);
- Abstract;
- Body of paper—text only;
- Acknowledgment (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
Manuscripts must be in an electronic format that meets the following specifications:

For Peer Review and Compendium of Papers
- The manuscript file should be Microsoft Word (6.0 or later version) or a PDF.

For Publication
- Do not submit the manuscript as a PDF file.
- 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 2003, with .doc extension).
- Do not submit a manuscript file in Word 2007 (.docx or .docm). Before submittal, convert the file (save as) to an earlier version of Word (6.0 up to 2003, with .doc extension).
- Do not use the Microsoft Word “Styles and Formatting” or “Track Changes” features in the file.
- Tables should be in MS Word (.doc), one table to a page using hard page breaks.
- Figures (graphics of any kind) should be placed at the end of the Word document as images, one figure to a page using hard page breaks.
- Equations may be created and inserted as part of the text, or they may be submitted as embedded images within the text.

FIGURE 1 Anatomy of a TRB manuscript submitted for peer review.

FIGURE 2 Anatomy of a TRB paper submitted for publication in the Transportation Research Record.
Electronic File Formats

Manuscripts must be in an electronic format that meets the following specifications:

For Peer Review

The manuscript file must be a PDF. Authors are encouraged to line-number the text of their papers before converting the files to PDF, to facilitate the review process.

For Publication

- Do not submit the manuscript as a PDF file. Remove 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 2003, with .doc extension).
- Do not submit a manuscript file in Word 2007 (.docx or .docm). Before submittal, convert the file (save as) to an earlier version of Word (6.0 up to 2003, with .doc extension).
- Do not use the Microsoft Word “Styles and Formatting” or “Track Changes” features in the file.
- Tables should be in MS Word (.doc), one table to a page using hard page breaks.
- Figures (graphics of any kind) should be placed at the end of the Word document as images, one figure to a page using hard page breaks.
- 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, no smaller than 10 points.
- Numbering: Insert page numbers at upper right of each page; insert name(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 first line 12.7 mm (0.5 in.); do not indent for 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 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 number; period at end of caption.)

References

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.
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

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.** 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.

• **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 “undated.” 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 TRR. 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 (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)
   • Letter X, Greek chi (χ), and multiplication sign ×
   • Prime ′, apostrophe ′, and superscript one 1
   • 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),
     – u and upsilon (υ), u and mu (μ),
     – Upper- or lowercase p and rho (ρ), and w and lowercase omega (ω).
### 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>
<td>meters (m)</td>
</tr>
<tr>
<td>miles (mi)</td>
<td>1.61</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 (fl 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>
<td></td>
<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>
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 the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses.

Acknowledgment

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.

Appendices

Do not use appendices. 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 peer review, figures and tables should be embedded in the text, as close as possible to the related text. Color is permissible.

If the paper is accepted for publication in 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 using 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 and 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 with more than one part. Each part should be a single, separate table with an appropriate table number and title.
• 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. [In some cases, the first (stub) column may have no heading.] Place abbreviated measurement terms in parentheses under the column heading. All headings should be aligned in flush left format.
  • To adhere to Accessibility Guidelines for the vision-impaired reader, avoid the use of spanner heads. For example, “Production per Year” and “Production per Day” should appear as

<table>
<thead>
<tr>
<th>Production</th>
<th>Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>per Year</td>
<td>per Day</td>
</tr>
</tbody>
</table>

• 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.
• 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).

2. Check the accuracy of all totals included in tables before submitting the paper.
3. For use of measurements, see section on metrication.
4. Do not use dots or screens.
5. 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.—using the same size type as that in the rest of the figure, and cite each labeled part in the caption.
3. 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.
4. Avoid the use of dots or screens in figures and spreadsheet charts, especially in areas that include type.
   • As alternatives to dots or screens, consider stripes and crosshatching—but not for areas that include type.
   • If dots or screens are used, 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.
5. Do not place a box or ruled frame around a finished figure.
6. 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.

7. 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 www.TRB.org/TRRforAuthors/ 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 must convert their papers for peer review to PDF format before submission to the TRB website. Authors are reminded that the best way to avoid last-minute complications is to submit their paper well before the deadline. Authors are encouraged to line-number the text of their papers before converting the files to PDF. Line numbering will facilitate the review process.

Tips for line-numbering papers:

1. Check word-processing Help for instructions on document line-numbering—starting at 1, counting by 1, and restarting each page.
2. For example, in Microsoft Word 2003, insert line numbers as follows:
   - Click on File in the menu bar; select Page Setup; click on the Layout tab at the top of the Page Setup box.
   - Click on the Line Numbers button at the bottom left of the Layout box; click on Add Line Numbering; select the options to Start at 1, Auto, and Count by 1; and select the option to Restart each page.

Tips for converting files to PDF:

1. Line-Numbering—Turn on document line-numbering before converting to PDF.
2. Fonts—Use Times New Roman, no smaller than 10 points, as described in the “Manuscript Page Setup” section.
3. Charts—“Paste” charts or images from other applications into the Word document. Do not “Paste Link.”
4. Equations—Check the equations to make sure that symbol substitution has not occurred in the conversion to PDF.
5. Images—Whenever possible, use the JPEG image format (.jpg) instead of the bitmap format (.bmp), because JPEG images are compressed.
6. Track Changes—Make sure that all changes are accepted before converting to PDF. If changes have not been accepted, the markup will appear in the converted document.
7. Check the converted PDF for accuracy and for font and formatting problems before submitting the file to TRB.

OTHER INFORMATION

Contacting TRB

Visit the TRB website to find the appropriate TRB staff representative: http://gulliver.trb.org/publications/dva/DivA-Directory.pdf.

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 TRB’s 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 and to telephone, fax, or e-mail any corrections, subsequently mailing the corrected proofs to the Publications Office for verification within 10 days. (The author requesting review of proofs will receive written notice approximately 3 weeks before proofs are mailed so that an alternative reader can be designated if the author will be unavailable at the scheduled time.)

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.

Conference Registration Fees

All participants listed in the printed conference program are required to pay registration fees. TRB is unable to reimburse travel and other expenses of participants.
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. Charles M. Vest 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. Harvey V. Fineberg 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 the Academies and the Institute of Medicine. Dr. Ralph J. Cicerone and Dr. Charles M. Vest 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. www.TRB.org

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