

Updated January 6, 2012



Author Guidelines for SHRP 2 Reports



TRANSPORTATION RESEARCH BOARD
OF THE NATIONAL ACADEMIES

CONTENTS

Section 1 General Requirements, 1

Section 2 Report Organization, 2

- Front Matter, 2
 - Cover, 2
 - Acknowledgment of Sponsorship and Disclaimer, 2
 - Title Page, 2
 - Table of Contents, 2
 - List of Figures and Tables, 2
 - Author Acknowledgments, 2
 - Abstract, 3
- Body of the Report, 3
 - Executive Summary, 3
 - Chapter Sequence and Description, 4
 - Chapter 1 Background, 4
 - Chapter 2 Research Approach, 4
 - Chapter 3 Findings and Applications, 4
 - Chapter 4 Conclusions and Recommendations, 4
 - Chapter Sections, 4
 - References, 4
 - Appendixes, 5

Section 3 Style, 6

- Text, 6
- Artwork, 7
- References, 8
- Bibliography, 10
- Abbreviations, Acronyms, and Symbols, 10
- Footnotes, 11
- Proper Attribution, 11
- Use of Copyrighted Material, 11
 - How to Request Permission, 12

SECTION 1

GENERAL REQUIREMENTS

Research results are of little value if not disseminated; therefore, the Transportation Research Board makes every reasonable attempt to publish and to distribute widely the reports submitted on each project. Because the published reports are part of a series of SHRP 2 publications, consistency in their style of presentation is desirable. This guide provides information to research agencies so that SHRP 2 reports conform to the desired format.

The acceptability of final reports depends on three criteria: (1) fulfillment of project objectives as set forth in the contract, (2) adequacy of documentation, and (3) clarity of presentation. Reports should be complete in all their parts, organized appropriately to serve their purposes, accurate in matters of fact and documentation, and edited for basic uniformities of style and usage. Poorly organized and poorly written reports will not be acceptable in fulfilling contract requirements. Furthermore, all text and artwork should be suitable for publication with minimal editing so as to reduce the need for extensive modifications that will delay publication and may result in unintended changes of meaning.

SECTION 2

REPORT ORGANIZATION

SHRP 2 reports typically follow a standard format of front matter, body, and appendixes. The content of each is described below in the order of presentation.

FRONT MATTER

When a draft final report or a final report is submitted for review and possible publication, it should contain all the following items as front matter.

Cover

The cover includes the project number, title, authors' names, their affiliations, the cities and states of their affiliations, and month and year (see Figures 1 and 2, p. 14). The front external cover of reports must be of light-colored, nonglossy material, preferably paper or heavy cardstock, and capable of accepting rubber-stamp ink without smearing.

Acknowledgment of Sponsorship and Disclaimer

All interim and final reports must contain the acknowledgment of sponsorship and disclaimer statements (Figure 3, p. 15). They follow the cover, preceding everything else, and are exclusive of any other information.

Title Page

A title page listing the same information as the external cover should follow the acknowledgment and disclaimer statements. This title page should include the project number, title, authors' names, their affiliations, the cities and states of their affiliations, and month and year. Note: SHRP 2 editors use the title page information to determine the listing of the authors in the published reports; authors will be grouped by company affiliation.

Table of Contents

Chapter and appendix titles and at least the principal section headings within chapters are included (see Figure 4, p. 16).

List of Figures and Tables

The titles and numbers of all figures and tables must be included. Requirements for artwork (e.g., figures, tables, and equations) are discussed in Section 3, Style.

Author Acknowledgments

The author acknowledgments section in the report should include the titles and affiliations (**at the time the research was completed**) of the research team members and other contributors, as well as their connection with the research. If changes in title or affiliation have occurred, the titles or affiliations at the time of report submission also should be stated. Author acknowledgments usually do not cite the assistance of typists or proofreaders. A typical acknowledgment statement follows:

This work was sponsored by the Federal Highway Administration in cooperation with the American Association of State Highway and Transportation Officials. It was conducted in the second Strategic Highway Research Program (SHRP 2), which is administered by the Transportation Research Board of the National Academies. This project was managed by Stephen J. Andrie, Chief Program Officer for SHRP 2 Capacity.

The research reported on herein was performed by Cambridge Systematics, Inc., supported by High Street Consulting Group, Ross & Associates, Spy Pond Partners, and Jim Shrouds. Hugh Louch, Cambridge Systematics, Inc., was the Principal Investigator. The other authors of this report are Virginia Smith Reeder of Cambridge Systematics, Inc. and Joe Crossett of High Street Consulting Group. The authors acknowledge the contributions to this research from Steve Pickrell, Erik Cempel, Tracy Clymer, Randall Halvorson, and Joanne Potter of Cambridge Systematics; Anna Williams and Tim Larson of Ross & Associates; and Frances Harrison of Spy Pond Partners.

Abstract

An abstract of no more than 200 words, suitable for use in computerized information storage and retrieval systems, should be presented after the acknowledgments. The abstract will be provided to the Transportation Research Information Services (TRIS) and the National Technical Information Service (NTIS). The abstract should use direct statements in complete sentences to describe the work scope and principal findings. An example follows:

This report documents and presents the results of a study of the safety aspect of curb use. Full-scale tests in combination with computer simulations were applied to investigate vehicle behavior upon impact with a series of commonly used curbs. Three curb designs taken from the AASHTO geometric design manual and a special configuration 13 inches high were given consideration in the study. The four curbs were investigated at three vehicle approach angles and at three speed levels. Such vehicle responses as redirection, trajectory, path, roll and pitch, and acceleration were observed and evaluated. The model results correlated well with the full-scale results. The findings of the study suggest that curbs of the configurations tested have no redirection capabilities to enhance safety in a high-speed travel environment.

BODY OF THE REPORT

The body of a typical SHRP 2 report is designed to provide information to the transportation administrator, the operations-oriented transportation professional, or any other reader whose primary concern is to put research results into practice. (Sometimes, appendix material, such as a user's guide, is ultimately intended as the primary publication. In such instances, consult with the program officer regarding content organization.) Organization is important. The structure of a report will vary depending on the content. The structure outlined in this section is suggested as a general approach:

- Executive Summary
- Chapter 1 Background
- Chapter 2 Research Approach
- Chapter 3 Findings and Applications
- Chapter 4 Conclusions and Suggested Research
- References (*Note: If a numbered reference system is used, a reference list should be placed at the end of each chapter.*)
- Appendixes

Executive Summary

The Executive Summary is often the most influential part of the report and should be written with the busy transportation administrator in mind. The Executive Summary should provide a readable and condensed description, explained within the context of the project scope and objectives, of the research findings, products, conclusions, and recommendations. It should contain only information essential to gain an understanding of the findings and how they relate to the solution of the research

problem. It is NOT an abbreviated version of the full report. In general, an executive summary can be about 10% of the length of the full final report.

Chapter Sequence and Descriptions

Report chapters should be structured in a concise and logical manner that is suitable to the subject matter, clearly describing the research approach, findings, conclusions, and recommendations.

The recommended sequence of chapters is outlined below, with a description of the typical content for each chapter. However, the structure of some reports may not conform to this sequence. In such cases, the research agency is encouraged to confer with the responsible SHRP 2 program officer.

Chapter 1: Background

Discussions of the problem that led to the study, current knowledge that can help in solving the problem, and the objectives and scope of the completed research are presented in this section. This chapter should not contain the details of any survey that may have been performed, any forms that may have been used in soliciting information, or details regarding test procedures or mathematical analyses that may have been used. All such details should be provided in appendixes.

Chapter 2: Research Approach

This chapter presents the approach used in addressing the problem.

Chapter 3: Findings and Applications

The material in this chapter expands on the Executive Summary. A “finding” is the result of an examination. This chapter should include, as appropriate, summary data; principal mathematical formulas developed; what the findings mean in terms of use in standards, specifications, policies, and procedures; what the findings add to an understanding of the problem and what effects they have on economy, safety, amenities, and convenience; an assessment of their limitations; and other related information. However, details should be presented in the appendixes. Design charts, spreadsheets, software, and other items of immediate use to practicing engineers or other users may be presented here or presented in the appendixes.

Chapter 4: Conclusions and Recommendations

The conclusions should emphasize the most important findings and may extend the findings beyond conditions specific to the project. Successful applied research will result in specific recommendations that should facilitate application of the findings and should be accompanied by information on potential benefits that can be expected from using the research products. If the project findings have revealed specific areas where further research would be valuable, these areas should be described in this chapter.

Chapter Sections

Within the chapter structure, subheadings should be used to separate subject matter. Properly used headings help readers, especially readers with limited time. The four levels illustrated in Figure 5 (p. 17) are usually sufficient for SHRP 2 reports. Follow these styles.

REFERENCES

The last item in the body of the report is a list of the references cited in the text. Note that if a numbered reference system is used, a reference list should be placed at the end of each chapter; in this case, each chapter’s reference list begins with reference 1. Reference style is discussed in detail in Section 3.

APPENDIXES

Generally, appendix materials are provided for researchers, developers of manuals and guidelines, and other users of the research results who are interested in the maximum degree of technical detail provided by the project effort. They may or may not be printed with the report. For some printed reports, some or all the appendixes may be made available electronically.

In some cases, appendixes may not be necessary or may be minimal in number and content; in others, appendixes may be larger than the body of the report. Each appendix must be designated by letter and title, and references to appendixes should be made, as necessary, at appropriate places in the main text.

Appendixes may include the following items:

1. Manuals, guidelines, and proposed specifications (manuals and guidelines may also be published as separate publications);
2. Documentation and further elaboration of research findings;
3. Forms, checklists, and worksheets;
4. Mathematical analyses;
5. Bibliography (however, these may also be handled as a separate section in the same way that references are handled); and
6. Project statement and project work plan (including any approved revisions).

SECTION 3

STYLE

To achieve consistency in series publications, SHRP 2 editors use standard reference works for guidance. The latest edition of *Merriam-Webster's Collegiate Dictionary* is the preferred authority for spelling and capitalization. The *TRB Style Manual* (2010) and the *Chicago Manual of Style* (16th edition) are also generally followed. Rules of style designed to ensure reasonable consistency in SHRP 2 reports follow.

TEXT

In preparing text for reports, adhere to the following:

1. Keep the formatting SIMPLE. Do NOT use quote boxes, icons, elaborate headers and footers, color, shading, pull quotes, and so forth. SHRP 2 contracts out to typesetters who format reports per specifications appropriate for technical publications. Generally, unusual or nonstandard formatting wastes everyone's time and effort. If a more elaborate report format is needed, please discuss it with the responsible program officer early.
2. For editorial production, provide all text material, including tables, electronically in MS Word or a Word-compatible format. Indicate where all figures are to be inserted.
3. Provide high-resolution artwork electronically in a separate file or files (preferably in the native file format of the originating program, JPG, TIFF, or EPS). For reference purposes, artwork may also be included in the Word text files.
4. Do not submit PDF files for editing. However, if a report contains complex figures or equations, submit a PDF file for reference that shows exactly how the figures or equations are supposed to look. (Occasionally in a Word file, the parts of a figure or equation may change position.)
5. Begin each chapter or appendix on a new page.
6. Paginate the front matter with lowercase roman numerals at the bottom of the page.
7. Paginate the body of the report consecutively with Arabic numerals at the bottom of the page.
8. Paginate appendixes with letters and Arabic numerals at the bottom of the page (i.e., A-1, A-2, ..., B-1, B-2, and so forth).
9. Make sure that all symbols, Greek letters, and mathematical signs are exact, defined, and absolutely unambiguous. For example:
 - w versus ω [omega]
 - capital O versus θ [theta] versus 0 [zero]
 - p versus ρ [rho]
 - capital X versus χ [chi] versus \times [times sign]
 - Y versus Ψ [psi]
 - lowercase l [el] versus number 1 [one]
10. Show the relative positions in equations and formulas of all subscripts, superscripts, fractions, and operators.
11. Give units of measure common to the field of research reported. Specific requirements for the units to be used in a project are dictated by the need to facilitate application of the findings in a particular technical area.
12. Provide appendix material as separate electronic files.

13. Call out all figures and tables in the text (for example, “See Figure 1.1”) to indicate where they should be positioned.
14. If you are using author-year referencing, check every reference callout in the text to ensure that the publication year and the spelling of the author’s name match those of the reference list. This step will save authors’ time later because editors frequently find inconsistencies that require the author to verify references under tight production deadlines.
15. SHRP 2 permits the use of either author-year referencing or sequentially numbered referencing. Use one or the other format in text, not both. If using numbered references, put the number of the reference in parentheses following the cited text and italicize the number (but not the parentheses). If using author-year referencing, follow the examples below:

Single author: (Jones 2005)
Two authors: (Jones and Smith 2005)
Three or more authors: (Jones et al. 2005)

Author-year reference lists should be provided alphabetically and, within a category, chronologically. For example:

Jones, R. 2001.

Jones, R. 2003.

Jones, R., and T. Smith. 2002.

16. Projects may require that reports use (1) customary U.S. units solely; (2) customary U.S. units as the primary system, followed by SI units in parentheses; (3) SI units of measurement exclusively; or (4) SI units as the primary units of measurement, followed by customary U.S. units of measurement in parentheses. Additionally, issues related to hard or soft conversions of measurements may arise. The research agency should discuss the use of measurements with the SHRP 2 program officer early in the project.

General guidance on the appropriate use of metric units is available through the AASHTO *Guide to Metric Conversion*, AASHTO R1 (AASHTO’s formal policy on metric), or through ASTM E380 (*Standard Practice for Use of the International System of Units (SI)*).

ARTWORK

Artwork consists of (1) tables (that is, systematic arrangements of data, in rows and columns for ready reference) and (2) figures (that is, diagrams or pictorial illustrations of textual matter). Artwork should be self-explanatory and should supplement, not duplicate, information given in the text. Adhere to the following instructions:

1. Within each chapter, use double numeration (number of the chapter followed by the table number) to number all tables consecutively with Arabic numerals (e.g., Table 1.1, Table 1.2, Table 2.1, Table 2.2).
2. Within each chapter, use double numeration (number of the chapter followed by the figure number) to number all figures consecutively with Arabic numerals (e.g., Figure 3.1, Figure 3.2, Figure 4.1, Figure 4.2).

3. In appendixes, number tables and figures with the appropriate appendix letter and consecutive Arabic numerals (e.g., A.1, A.2, ..., B.1, B.2, ..., and so forth). If there are tables or figures in the Executive Summary, use ES.1, ES.2, and so forth.
4. Title all tables to identify their contents. Cite the source of the material.
5. Caption all figures to identify their contents. Cite the source of the material.
6. Arrange tabular matter so that the intended comparisons are clear. Choose appropriate vertical columns to provide reasonable balance to horizontal and vertical dimensions.
7. When a dash (—) is used in a table, **indicate its meaning** in a footnote (e.g., missing data, data not available or applicable).
8. Combine tables of similar form in order to reduce space requirements, eliminate heading duplications, and permit easier comparison of values.
9. Use superscript **letters** for footnoting numerical values in tables, but superscript **numerals** for footnoting other material in tables.
10. Check the **accuracy of all totals**.
11. Cite each figure and table by number at the appropriate places in the text.
12. Design figures and tables to meet SHRP 2 publication requirements. In the published report, artwork will be reduced to 1-column width (3.5 in.), 1.5 column-width (5 in.), or full-page width (7.25 in.). Lettering and numerals must be of adequate size and clarity on original drawings to permit this reduction.
13. Use figures of comparable size and scale when they are intended to be compared.
14. Use abbreviations, numerals, and capitals consistent with text material (see recommended style manual).
15. Check the spelling of all text in figures and tables.
16. Develop figures and tables so that their meaning does not depend on the use of color (e.g., in bar charts). SHRP 2 reports are rarely printed in color, and color figures reproduced in black and white can lose meaning.

All artwork must be capable of being reproduced directly from **original** material submitted by the author; therefore, photocopies are not acceptable because they do not reproduce clearly. Research agencies should provide the highest possible resolution of art. Because art typically looks better on a computer screen than in print, something may look to be of acceptable quality on a screen but be unacceptable for print. Photos should be at least 300 dpi. Screen captures will probably look blurry—don't use them unless necessary. Make sure that art does not depend on color to convey meaning—SHRP 2 generally prints in black and white.

REFERENCES

Reference sections, unlike bibliographies, list only sources cited in the text and in the order of citation. (Bibliographies generally include all sources consulted, not just those cited in the text, and generally are organized alphabetically.) SHRP 2 prefers reference sections to bibliographies.

The following documents are not considered references and should *not* be placed in the reference list:

- Specifications
- Standards of standard-setting organizations (e.g., standards for AASHTO, ASTM, and ANSI)
- Legislative acts
- SHRP 2 projects [unpublished reports/documents from SHRP 2 projects are references and should be in this format: Jones, J. M. *SHRP 2 Draft Final Report S05: Title of Document*.

Unpublished report. Transportation Research Board of the National Academies, Washington, D.C., 2009.]

The listing of references demands absolute accuracy. Definite rules for the identification of reference materials have been adopted. These rules should be carefully observed. At a minimum, authors should supply enough information so that readers can verify the reference if they so choose.

For detailed style rules and numerous examples of references for different types of publications, see the *TRB Style Manual* and SHRP 2 Sample References. Note that the *TRB Style Manual* shows the style for sequentially numbered references. In the author-year system, the year follows the author's name in the reference.

1. List references together in a reference list at the end of each chapter in the **order in which they are cited in the chapter** (unless the author-year system is being used). In each chapter, the reference numbering begins with reference 1. An item in this list is referenced in the text by an italic Arabic numeral in parentheses at the pertinent point.

Example: Beskow (14) says...

2. If an author-year reference system is being used, a single reference section follows the last chapter.
3. Be sure that
 - (a) names are spelled correctly and consistently.
 - (b) initials and dates are correctly given.
 - (c) the title of the article is given as published.
4. Avoid unpublished references if papers/reports have been published. Do not use expressions such as "Paper prepared for presentation..." or "Paper presented at..." when publication has occurred.
5. Print the names of journals, proceedings, bulletins, and so forth in italics; print the titles of papers in roman. For example:

Jones, J. J. A Technical Paper. *Name of Journal*, Vol. 22, No. 6, 2006, pp. 450–463.

6. In citing (and in listing), if reference is made to the whole work, give the total number of pages; if only to a specific part, give the pages involved. If several separate pages or parts of the same work are referred to at different places in the text, give the entire work in the reference list; in the text, simply use (3, pp. 16–21), (3, p. 24), (3, Ch. 5). A reference in the list should not be repeated or be referred to by the use of *ibid.*, *loc. cit.*, and so forth.
7. Make sure that entries agree with text and other citations of references. **Text revisions may require renumbering or other reference changes and vice versa.**
8. Use the following examples as guidance on treating reference items. For additional examples of other types of references, see the *TRB Style Manual*. Note: In the author-year reference system, the year follows the author's name.

Periodical: Smith, J. M., and A. B. Jones. Unanticipated Uses of Asphalt by Juveniles. *Highway Periodical*, Vol. 1, No. 2, Jan. 10, 2009, pp. 36–40.

- Proceedings: Mitchell, P. W. The Concepts Defining the Rate of Swell of Expansive Soils. *Proc., 4th International Conference on Expansive Soils*, Denver, Colo., Vol. 1, ASCE, New York, 1980, pp. 106–116.
- Report/Book: Shinar, D. *Psychology on the Road: The Human Factor in Traffic Safety*. John Wiley and Sons, Inc., New York, 1978.
- Websites: Federal Highway Administration, U.S. Department of Transportation. Budget Estimates, Fiscal Year 2008. www.fhwa.dot.gov/budget/fy2008/index.htm. Accessed Jan. 14, 2009.

For further information, consult SHRP 2 editorial staff.

BIBLIOGRAPHY

Bibliographies, unlike reference sections, list sources consulted but not necessarily cited in the text. Bibliographies generally are organized alphabetically. Reference sections list only the sources cited in the text; entries are arranged in the order of citation (sequentially numbered references) or alphabetically by author (author-year references). If a bibliography is included, arrange the entries as one of the following:

1. **Alphabetical arrangement by author.** Arrangement by author will include names of persons (i.e., authors, editors, and compilers) and corporate bodies (e.g., governmental agencies, societies, institutions, and so forth).
2. **Chronological arrangement.** A bibliography may be arranged chronologically to show the development of a subject. Entries are then arranged alphabetically by author under the year.
3. **Classified subject arrangement.** This arrangement is made on the basis of a systematic division of the subject of the bibliography. Alphabetical author arrangements are used in such lists under each subject.

Each entry in a bibliography provides information that should result in ready identification. Entries must be sufficiently detailed, intelligible, and consistent in form with the style followed throughout the bibliography.

An annotation, in the form of a paragraph, may be placed after the main body of the entry. Compress the annotation to the fewest possible words.

For further information, consult SHRP 2 editorial staff.

ABBREVIATIONS, ACRONYMS, INITIALISMS, AND SYMBOLS

Abbreviations, acronyms, initialisms, and symbols should be fully defined the first time they are used in the report; the definition should be given first followed by the abbreviated term in parentheses. Including a list of the abbreviations, acronyms, initialisms, and symbols used in the text is desirable. However, including such a list does not absolve report authors from defining terms in the text itself—this is particularly true for equations and formulas.

For further information, consult SHRP 2 editorial staff.

FOOTNOTES

Do not use footnotes to the text. References should be in a reference list. Other types of notes should be incorporated into the text. Footnotes are acceptable only for artwork. If material does not make sense in the body of the text, it probably is not necessary to the report.

PROPER ATTRIBUTION

Authors are responsible for providing proper attribution when material from other sources, *including the author's own material that has been published elsewhere*, is used in SHRP 2 publications. Authors need to make sure that if they quote material from other sources, they provide a full reference and put the direct quote inside quotation marks (or set off long quotes in a block separate from the other text). Note that if material is paraphrased, it still must have a reference. According to National Academies policy regarding paraphrasing, "Verbatim copying of material from an external source with an occasional word change is not acceptable. The material must be restated or paraphrased.... Furthermore, the structure of the paraphrase must make it clear which ideas come from the external source."

For more information on proper attribution, see the following: 1) National Academies Policy on Attribution of Material from External and Internal Sources and 2) Proper Attribution of Text. *Note:* As part of a National Academies initiative to check reports for proper attribution of text, SHRP 2 reports are scanned with iThenticate, a program that compares the report's content against a database of publications, web pages, and other materials.

USE OF COPYRIGHTED MATERIAL

Authors are responsible for obtaining any permissions necessary for use of copyrighted material in SHRP 2 publications. **In signing a contract with SHRP 2, authors have accepted legal responsibility for any copyright infringement that may exist in work they have done for SHRP 2.**

Permission must be obtained to reproduce the following materials from paper and electronic media (**including websites**):

- Direct quotations of text large enough to be considered a significant proportion of the work as a whole (e.g., more than 300 words from a book or more than 50 words from a magazine, journal, or newspaper article)
- Tables
- Photos
- Diagrams
- Illustrations
- Maps
- Charts
- Other artwork

NOTE: The materials listed above can appear in publications that are not covered by copyright—that are "in the public domain." Materials in the public domain can be used without permission. However, it is risky to ever assume that material is in the public domain. In fact, materials that are commonly assumed to be in the public domain (e.g., materials from U.S. government publications or old publications) often are not. **The safest approach is to request permission for all reproduced materials.**

How to Request Permission

1. **Begin requesting permissions as soon as possible.** It can take 6 to 8 weeks or longer for publishers to process permission requests. Publication of a product can be delayed if we have to wait for permissions.

2. **Direct your permission request to the publisher.** Even if the publisher is not the copyright holder (or the only copyright holder), the publisher should be able to help you find and contact the copyright holder. Most publishers now have websites, and many have online permission request processing. Look for a link that says “permissions,” “rights,” or “licenses.” You may also use the SHRP 2 form for requesting copyright permission (below).

3. **Request permission by e-mail, letter, fax, or online form and include the following information:**

- Identification or inclusion of the material you want to use (e.g., Table 3: Road improvements)
- Page number(s) on which the material appears in the original document
- Author, title, publisher, and date of publication of the original document
- Your name and contact information
- Title (or tentative title) of SHRP 2 publication

4. **Keep copies of permissions received to refer to in case there is a problem later.**

PERMISSION TO REPRINT FROM A COPYRIGHTED SOURCE

[Date]
[Addressee]

Permission is requested to reprint the following material from your publication:

[Author, title, date of publication; pages on which material appears]

The Second Strategic Highway Research Program (SHRP 2) of the Transportation Research Board (TRB) would like to use this material in [name of publication], now being prepared for publication.

TRB requests nonexclusive world rights to use this material as part of our work in all languages and for all editions. TRB is a division of the National Research Council, which is jointly administered by the National Academy of Sciences, the National Academy of Engineering, and the Institute of Medicine.

If you are the copyright holder, please grant permission to reprint the material specified above. [For a figure: In addition, please provide the credit line for this figure below.] [For text material: Unless you request otherwise, the conventional scholarly form of acknowledgment, including author and title, publisher’s name, and publication date, will be used.] Please indicate if you are not the copyright holder, or if we need additional permission from another source.

Thank you for your consideration.

Sincerely,

The request is approved with the understanding that full credit will be given to the source.

Credit line to be used:

Other additional conditions:

Approval Signature _____ **Date** _____

Title _____

Organization _____

Project No. __

COPY NO. __.

Project No. __

COPY NO. __.

[INSERT TITLE]

PRELIMINARY DRAFT
FINAL REPORT

Prepared for
The Strategic Highway Research Program 2
Transportation Research Board
of
The National Academies

<p>TRANSPORTATION RESEARCH BOARD OF THE NATIONAL ACADEMIES <u>PRIVILEGED DOCUMENT</u></p> <p>This report, not released for publication, is furnished only for review to members of or participants in the work of SHRP 2. This report is to be regarded as fully privileged, and dissemination of the information included herein must be approved by SHRP 2.</p>

[Insert Author Name(s),
Relevant Research Organization Name
City, State
Month Year]

[INSERT TITLE]

FINAL REPORT

Prepared for
The Strategic Highway Research Program 2
Transportation Research Board
of
The National Academies

[Insert Author Name(s),
Relevant Research Organization Name
City, State
Month Year]

Figure 1. Example of draft final report cover.

Figure 2. Example of revised final report cover.

ACKNOWLEDGMENT OF SPONSORSHIP

This work was sponsored by Federal Highway Administration in cooperation with the American Association of State Highway and Transportation Officials, and it was conducted in the Strategic Highway Research Program, which is administered by the Transportation Research Board of the National Academies.

DISCLAIMER

This is an uncorrected draft as submitted by the research agency. The opinions and conclusions expressed or implied in the report are those of the research agency. They are not necessarily those of the Transportation Research Board, the National Academies, or the program sponsors.

Figure 3. Acknowledgment of sponsorship and disclaimer for draft final reports and final reports.

CONTENTS

LIST OF FIGURES AND TABLES..... v

ACKNOWLEDGMENTS vii

ABSTRACT..... viii

EXECUTIVE SUMMARY 1

CHAPTER 1 Background2

 Problem Statement and Research Objective

 Scope of Study

CHAPTER 2 Research Approach5

 State-of-the-Art Summary

CHAPTER 3 Findings and Applications17

 General Recommendations

CHAPTER 4 Conclusions and Suggested Research20

 Conclusions

 Suggested Research

REFERENCES.....25

ABBREVIATIONS, ACRONYMS, INITIALISMS, AND SYMBOLS.....28

APPENDIX A State of the ArtA-1

APPENDIX B Case Study Reports.....B-1

APPENDIX C Annotated BibliographyC-1

APPENDIX D Survey Interview FormsD-1

Figure 4. Sample of table of contents for final reports.

CHAPTER NUMBER

CHAPTER TITLE

FIRST-LEVEL HEADING (bold, caps, flush left)

The text begins here...
and continues here...

Second-Level Heading (bold, initial caps/lowercase, flush left)

The text begins here...
and continues here...

Third-Level Heading (italics, initial caps/lowercase, flush left)

The text begins here...
and continues here...

Fourth-Level Heading. (bold run-in) The text begins here...
and continues here...

Figure 5. Style for headings within chapters.