



## **Guidelines: Full Papers for TRB 7th International Conference on Roundabouts and Geometric Design June 8 – 12, 2025**

### **INTRODUCTION**

The TRB peer review process is used for 2<sup>nd</sup> TRB International Conference and Peer Exchange on Roadside Safety for papers being submitted for publication, either for the conference proceedings or potential publication in the Transportation Research Record (TRR): Journal of the Transportation Research Board. The following are **guidelines** for developing the paper submissions. Some papers will be forwarded to the TRR for consideration for publishing in the journal. Those papers **must** use these guidelines. See <https://trb.secure-platform.com/a/page/trrjournal/forauthors> for more information.

The peer review process is organized by TRB's standing technical committees under the supervision of TRB staff. A minimum of three reviews are required for a publication recommendation. The process also allows for scholarly discussion of any paper scheduled for publication, along with an author-prepared closure. **Full papers must be submitted by November 1, 2024.**

### **For initial submissions, please have ready:**

- If you are using Large Language Models (LLMs) or Generative AI for your paper, refer to the section of this document that discusses this more in detail.
- A Cover Letter is optional.
- All coauthor names, affiliations, and email addresses

- ORCID numbers (optional, but encouraged)
- Manuscript file (we suggest PDF for first submission)
  - Table and figures embedded in text, near where they are first referenced
  - 8.5x11 page with normal margins
  - A title page must be included as the first page and should include the following items: title, author list (include names, affiliations, and email addresses), and identify the corresponding author.
  - Title should not be in all-caps. The first letter of each word capitalized, except for conjunctions, prepositions, and articles
  - Times New Roman font, 10 pt size or larger
  - Single spaced
  - Single column
  - Line numbers (Restart each page)
  - Page numbers
  - Abstract (250 words max)
  - Numbered references are preferred.
- Any supplemental material/appendices should be included at the end of this file, after the References.

### **Cover Letters (optional)**

Cover letters should be no more than one page in length and written in a business letter format that addresses the TRR Editorial Board member(s) who will eventually be assigned to your paper. You may use a cover letter to introduce yourself, briefly describe your paper, and provide any additional considerations you'd like the editorial board to be aware of during the review process. A cover letter is not intended to replicate the text of your abstract or paper. It is, however, your chance to address the prospective editor of your paper with whatever additional information you feel will be helpful to him/her as

your paper is considered. Cover letters often contain the following types of information:

- A one sentence summary of the findings.
- A very brief explanation about why your research is new and how it advances previous research in the subject area.
- Additional information or considerations that will aid the editor in handling your paper.
- Relevant information regarding prior or concurrent submissions.
- Any potential conflicts of interest or permission issues that need special consideration.

## **Funding Information**

**If your research was supported by funding from any of the Cooperative Research Programs, you must include the appropriate CRP wording in your funding statement:**

### **NCHRP:**

This research is part of the NCHRP project xxxxx, which is part of the National Cooperative Highway Research Program (NCHRP). NCHRP is administered by the Transportation Research Board (TRB) and funded by participating member states of the American Association of State Highway and Transportation Officials (AASHTO). NCHRP also receives critical technical support from the Federal Highway Administration (FHWA), United States Department of Transportation.

### **TCRP:**

This research is part of the TCRP project xxxxx, which is part of the Transit Cooperative Research Program (TCRP). TCRP is administered by the Transportation Research Board (TRB) and funded by the Federal Transit Administration (FTA), United States Department of Transportation.

### **ACRP:**

This research is part of the ACRP project xxxxx, which is part of the Airport Cooperative Research Program (TCRP). ACRP is administered by the Transportation Research Board (TRB) and funded by the Federal Aviation Administration (FAA), United States Department of Transportation.

### **BTSCR:**

This research is part of the BTSCR project xxxxx, which is part of the Behavioral Traffic Safety Cooperative Research Program (BTSCR). BTSCR is administered by the Transportation Research Board (TRB) and funded by the National Highway Traffic Safety Administration (NHTSA), United States Department of Transportation, with direction and oversight provided by the Governors Highway Safety Association.

**If you did not have any funding for this paper/research, please state this either on the title page or near the author contribution statement.**

## **Usage of Large Language Models/Generative AI in Papers**

**Authors:** If you are considering using a large language model [(LLM), e.g., ChatGPT] or Generative AI to help prepare your manuscript for submission to TRBAM or TRR, you must comply with the following statement from COPE (Committee on Publication Ethics):

- Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used, and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.

### **Specifically, authors are required to:**

1. Clearly indicate the use of language models in the manuscript, including which model was used and for what purpose. Please use the methods or acknowledgements section, as appropriate.
2. Verify the accuracy, validity, and appropriateness of the content and any citations generated by language models and correct any errors or inconsistencies.
3. Provide a list of sources used to generate content and citations, including those generated by language models. Double-check citations to ensure they are accurate and properly referenced.

4. Be conscious of the potential for plagiarism where the LLM may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.

5. Acknowledge the limitations of language models in the manuscript, including the potential for bias, errors, and gaps in knowledge.

Please note that AI bots such as ChatGPT **should not be listed as an author** on your submission.

## **Author Responsibilities**

**Manuscript Format:** Include a title page with title, authors, and affiliations. Place tables and figures within the text, near the text that discusses the item. Pages must have line numbers and should start again on each page. The abstract should describe the work and findings and be no more than 250 words.

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

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

**Fragmented or Redundant Publication:** The TRR does not have any limits on the number of submissions that can be submitted or published by an author. However, the following bullet points outline situations where the TRR Editorial Board may choose to desk reject a paper if the research does not make a substantial contribution on its own or otherwise seems to be broken into pieces or redundant.

- Breaking a single piece of work into many papers that are derived from the same or similar hypothesis dilutes the information and makes it difficult for reviewers and readers to assess the advances that may have been made.
- The TRR Editorial Board may desk reject papers with similar hypotheses, methodologies, or results.
- The TRR Editorial Board may desk reject papers that are redundant in that there is significant overlap between papers.
- Papers submitted for review should stand on their own; papers submitted as Part I, Part II, etc., will not be accepted for review.
- We recommend combining unpublished papers before submitting them to the TRR if they are drawn from the same basic research question.
- The TRR follows guidance from the Committee on Publication Ethics. Please refer to the following case study on "[Salami Publication](#)."

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

For any authorship changes between revisions, please use our [Authorship Change Request Form](#). (←Select “ctrl” and click hyper link to view)

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

**Clearances and Copyrighted Material:** 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 for inclusion on the TRB Annual Meeting Online. TRB will retain unrestricted rights to the materials.

The TRR follows the **Committee on Publishing Ethics (COPE)** guidelines for policies on authorship disputes, complaints and appeals, conflicts of interest / competing interests, ethical oversight, and intellectual property. Post-Publication Discussions and Corrections Readers who wish to comment on work published in the TRR may write a Discussion, which is then sent to the author, who is given the opportunity to respond.

## Reference Guidelines

- The reference list should contain only references that are cited in the text, either numbered in the order in which they are first cited or, if using Harvard Style,

alphabetical by author last name. Bibliographic lists will not be published. Papers that do not conform to a standard reference style may be rejected.

- Do not denote text references with superscripts.
- Do not include in the reference list personal communications or similar material that would not be available to readers. Instead, cite the unpublished work in the text and enclose the author's name along with the term "personal communication" in parentheses.
- You may use the following content guidelines and samples in preparing reference lists:
  - **TRR Journal Articles Note:** Do not add "In" before the journal title; do not include the publisher or place of publication. Dewan, S. A., and R. E. Smith. Creating Asset Management Reports from a Local Agency Pavement Management System. Transportation Research Record: Journal of the Transportation Research Board, 2018. Volume: doi or page range.
  - **TRB Presentation Papers:** Ghiasi, A., J. Ma, F. Zhou, and X. Li. Speed Harmonization Algorithm using Connected Autonomous Vehicles. Presented at 96th Annual Meeting of the Transportation Research Board, Washington, D.C., 2017
  - **Other Journals:** Dawley, C. B., B. L. Hogenwiede, and K. O. Anderson. Mitigation of Instability Rutting of Asphalt Concrete Pavements in Canada. Journal of Association of Asphalt Paving Technologists, 2018. 59: 481–508. Sansalone, M., J. M. Lin, and W. B. Streett. Determining the Depths of Surface-Opening Cracks Using Impact-Generated Stress Waves and Time-of-Flight Techniques. ACI Materials Journal, 2018. 95: 168–177.
  - **TRB Publications:** Morcou, G., K. Wang, P. C. Taylor, and S. P. Shah. NCHRP Report 819: Self-Consolidating Concrete for Cast-in-Place Bridge Components. Transportation Research Board, Washington, D.C., 2016. <http://dx.doi.org/10.17226/23626>. Book Newland, D. E. Random Vibrations: Spectral and Wavelet Analysis. John Wiley & Sons, Inc., New York, 1998.
  - **Chapter in a Book:** Shunk, G.A. Urban Transportation Systems. In Transportation Planning Handbook (J. D. Edwards, Jr., ed.), Prentice

Hall, Englewood Cliffs, N.J., 1992, pp. 88–122. Government Report Von Quintus, H. L., and A. L. Simpson. Documentation of the Backcalculation of Layer Parameters for LTPP Test Sections. Publication FHWA-RD-01-113. FHWA, U.S. Department of Transportation, 2002.

- **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. State and Local Policy Program. Value Pricing. Hubert H. Humphrey Institute of Public Affairs, University of Minnesota, Minneapolis.  
[www.hhh.umn.edu/centers/slp/vp/vp\\_org](http://www.hhh.umn.edu/centers/slp/vp/vp_org). Accessed Feb. 5, 2008. Guide to Developing Performance-Related Specifications. FHWA-RD-98-155, FHWA-RD-98-156, FHWA-RD-98-171, Vol. III, Appendix C.  
[www.tfhr.gov/pavement/pccp/pavespec](http://www.tfhr.gov/pavement/pccp/pavespec). Accessed March 5, 2003.
- **Unpublished papers.** References to unpublished papers should include name(s) of author(s); title of paper; and title, sponsor(s), location, and dates or year of meeting. Corbett, J. J. Toward Environmental Stewardship: Charting the Course for Marine Transportation. Presented at 83rd Annual Meeting of the Transportation Research Board, Washington, D.C., 2018.

## Equations

- All variables should be defined at first use, either in the text or where the equation is listed.
- Fractions in displayed equations should be stacked, in accordance with preferred mathematical practice.
- If a displayed equation is numbered, use an Arabic numeral in parentheses, placed flush right.
- 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 ( $\chi$ ), and multiplication sign  $\times$ ; - Prime ´, apostrophe ´, and superscript one 1; and - English and Greek letters such as • B and beta ( $\beta$ ), upper- or lowercase k and kappa ( $\kappa$ ), • n and eta ( $\eta$ ), v and nu ( $\nu$ ), • u and upsilon ( $\upsilon$ ), u and mu ( $\mu$ ), and • Upper- or lowercase p and rho ( $\rho$ ), and w and lowercase omega ( $\omega$ ).



## Footnotes

Do not use footnotes to the text. Incorporate the information into the text or delete the notes.

## Abbreviations, Acronyms, and Symbols

Abbreviations, acronyms, and symbols must be fully defined at first use in both the abstract and the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses. The following acronyms may be used without definition:

**AASHO:** American Association of State Highway Officials  
**AASHTO:** American Association of State Highway and Transportation Officials  
**ACRP:** Airport Cooperative Research Program  
**APTA:** American Public Transportation Association  
**ASCE:** American Society of Civil Engineers  
**ASTM:** American Society for Testing and Materials (known by abbreviation only)  
**EPA:** Environmental Protection Agency  
**FAA:** Federal Aviation Administration  
**FHWA:** Federal Highway Administration  
**FMCSA:** Federal Motor Carrier Safety Administration  
**FRA:** Federal Railroad Administration  
**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  
**SAE:** Society of Automotive Engineers  
**SHRP:** Strategic Highway Research Program  
**SHRP:** Second 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. 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,