

Guidelines for Vendor Presentation and Publication of Research September 16, 2013

The following guidelines are for use by principal investigators and project managers in the presentation and publication of research projects sponsored by the FDOT Research Center.

PRESENTATION OF RESEARCH

The Vendor agrees that it shall make no statements, press releases or publicity releases concerning the Contract or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with the Contract, or any particulars thereof, during the period of the Contract, without first notifying the Department's Contract Manager and securing prior written consent. The Vendor also agrees that it shall not publish, copyright, or patent any of the data developed under the Contract, it being understood that such data or information are works made for hire and the property of the Department.

PUBLICATION OF RESEARCH

The Vendor shall submit a Draft Final report within the timeframe specified in Contract. The Draft Final Report will be submitted in electronic format (MS Word), and will be subject to the following terms:

A complete review of the Draft Final Report will be provided by the Department within forty-five calendar days of receipt, unless otherwise specified in the Contract. Deficiencies in the report will be presented to and must be corrected by the Vendor as a requirement for the Department's acceptance of the fulfillment of the Contract.

In the event the Department fails to comment on the Draft Final Report within forty-five calendar days of receipt, unless otherwise specified in the Contract, the Draft Final Report will be accepted by the Department. The Vendor will be notified to submit the required number of Final Reports as specified in the Contract.

ELEMENTS OF DRAFT FINAL REPORTS AND FINAL REPORTS

Draft final reports and final reports shall be formatted according to these guidelines. Elements of draft final reports and final reports shall be organized in the following order. Required and optional elements are noted.

Front Cover Page (required)
Disclaimer Page (required)
Metric Conversion Chart (optional depending on the project)
Technical Report Documentation Page (Form DOT F 1700.7) (required)
Acknowledgements (optional)
Preface (optional)
Executive Summary (required)
Table of Contents (required)
List of Figures (required)
List of Tables (required)

List of Abbreviations/Acronyms (optional)

Body of Report (required)

- Introduction/Chapter 1 (required)
- Chapters (required)
- References (required)
- Appendices (optional)

Front Cover Page (required)

The cover page of the report **must** bear the following information:

- Title of the project exactly as it appears on the FDOT contract
- FDOT contract number
- Month and year of publication of the draft final report or final report; month and year as printed on the final report should not precede the date of approval of the draft final report
- “Draft Final Report” or “Final Report,” as appropriate

Disclaimer Page (required)

The draft final report/final report **must** include a Disclaimer Page and use the following language: “The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Florida Department of Transportation.” The Disclaimer Page should be the first page inside the cover of the report.

In the event the Department does not concur with the findings and conclusion presented in the Final Report, the following language should be used in place of the above: “The Florida Department of Transportation does not concur with the findings and conclusions of this research.”

Metric Conversion Table (optional depending on the project)

The draft final report/final report **must** include a metric conversion table for those projects employing units of measurement. It should follow the Disclaimer Page. A metric conversion table is not necessary for projects that do not employ units of measurement. A metric conversion table is available online from the Federal Highway Administration at <http://www.fhwa.dot.gov/aaa/metricp.htm>. Please ensure that it includes all the units of measurement used in the report.

Technical Report Documentation Page (required)

The draft final report/final report **must** include the Technical Report Documentation page following the Metric Conversion Table or Disclaimer Page, as appropriate. The Technical Report Documentation Page is available at http://www.dot.state.fl.us/research-center/Program_Information/DOT1700-7.doc and must be completed as identified in the example below. The description of the problem, the objectives, the findings, the conclusions, and benefits identified in Section 16 must be written concisely and not cause the form to exceed one page in length.

Technical Report Documentation Page

1. Report No. <i>FHWA Report #, if applicable</i>	2. Government Accession No. <i>Leave blank</i>	3. Recipient's Catalog No. <i>Leave blank</i>	
4. Title and Subtitle <i>The title must be listed exactly as it appears on the FDOT contract. Changes to the title during the course of the project must be approved in advance of final report submission.</i>		5. Report Date <i>Month and year Final Report is produced. Date should not precede date of approval of draft final.</i>	
		6. Performing Organization Code <i>Leave blank</i>	
7. Author(s) <i>Name(s) of author(s) of the report in the same order as listed on the title page.</i>		8. Performing Organization Report No. <i>Contractor report number, if applicable</i>	
9. Performing Organization Name and Address <i>Organization Address City, State, Zip Code</i>		10. Work Unit No. (TRAIS) <i>Leave blank</i>	
		11. Contract or Grant No. <i>FDOT Contract Number</i>	
12. Sponsoring Agency Name and Address Florida Department of Transportation 605 Suwannee Street, MS 30 Tallahassee, FL 32399		13. Type of Report and Period Covered <i>Draft Final or Final Report Period covered by report</i>	
		14. Sponsoring Agency Code <i>Leave blank</i>	
15. Supplementary Notes <i>Provide additional information as appropriate (e.g., names of additional reviewers).</i>			
16. Abstract <i>Provide a brief (250 words or less) factual summary of the most significant information contained in the report. An abstract should state the purpose (a statement of goals), methods (experimental techniques or the means by which results were obtained), results (findings), and conclusions (implications of the findings and how they tie in with studies in related fields) of the research effort.</i>			
17. Key Word <i>This is a listing of terms that identify the major concepts of the research. Identify key words or short phrases, including those that may not appear in the report title or abstract, that libraries may use to catalog and index the report.</i>		18. Distribution Statement No restrictions.	
19. Security Classif. (of this report) Unclassified.	20. Security Classif. (of this page) Unclassified.	21. No. of Pages <i>Total number of pages</i>	22. Price

Acknowledgments (optional)

If the author includes an Acknowledgments section, it should follow the Technical Report Documentation Page. On the Acknowledgments Page, the authors recognize the individuals and organizations that funded or significantly contributed to the research project. It should be no longer than one page.

Preface (optional)

If the author includes a Preface, it should follow the Technical Report Documentation Page or Acknowledgments, as appropriate.

Executive Summary (required)

The draft final report/final report **must** include an Executive Summary. This element should follow the Acknowledgments page and immediately precede the Table of Contents. The Executive Summary should provide a concise synopsis of the research issue, the main findings or results, conclusions, the significance of the research, recommendations, and the projected or actual benefits of implementing the research. The Executive Summary should be able to stand alone as a brief summary of the research project.

Table of Contents (required)

The draft final report/final report **must** include a Table of Contents following the Executive Summary. The Table of Contents should identify all report elements and their page numbers including front matter (beginning with the disclaimer page), list of figures, list of tables, list of abbreviations/acronyms, chapter titles, references, and appendices. The Table of Contents itself should not be listed in the Table of Contents. Titles for each chapter should read exactly as in the report body. Tables of content should reflect the hierarchy of chapters and sections.

List of Figures (required)

A List of Figures should follow the Table of Contents and begin on a new page. The List of Figures should include the titles of the figures exactly as they appear in the report. Figures in the Executive Summary and Appendices must also be numbered and listed.

List of Tables (required)

A List of Tables should follow the List of Figures and begin on a new page. The List of Tables should include the titles of the tables exactly as they appear in the report. Tables in the Executive Summary and appendices must also be numbered and listed.

Body of Report (required)

The body of the report should open with an Introduction (Chapter 1), which should provide a detailed description of the problem, identify the objectives for addressing the problem, and introduce the research approach (i.e., tasks). An overall, coherent project goal should be provided that correlates to the

identified problem. The remainder of the report will be defined by and in relation to the problem, objectives, and approach presented in the Introduction.

Segment the main body of the report into chapters numbered sequentially beginning with Arabic numeral 1. Subheadings should be distinguished by numbered subsets and/or through font changes and/or indentations. Begin each chapter on a new page. The author(s) may find the following suggestions helpful for organizing the body of a report. They are based on National Cooperative Highway Research Program (NCHRP) 20-45, *Scientific Approaches for Transportation Research, Volume 1*.

Figures placed within the body of the report should be identified with a number and a descriptive caption placed under the figure, centered. Tables placed within the body of the report should be identified with a number and a descriptive caption placed above the table, centered. Figures and tables should appear proximate to the text describing them. All figures and tables must have a reference in the text. Figures and tables should illustrate or exemplify a point or otherwise provide assistance in presenting the subject material. Figures and tables should use two identifying numbers: the first is the chapter number, and the second is the consecutive order of the figure or table within the chapter, e.g., Figure 1-1, Figure 1-2, Table 1-1, Table 1-2, etc.

Chapter 1: Introduction

Background
Statement of hypothesis
Objectives

Chapter 2: Literature Review

Review of previous research
Summary of state-of-the-art

Chapter 3: Methodology

Experimental design
Equipment
Procedures

Chapter 4: Findings

Summary of data
Method of analysis
Presentation of Results

Chapter 5: Discussion

Validity of hypothesis
Factors affecting the results
Implications

Chapter 6: Conclusions

Conclusions from the study
Summary of conclusions

References (required)

Authors **must** follow the methodology of a standard style manual (e.g., APA, Chicago, IEEE) to document and present in-text citations, endnotes or footnotes, and referenced works.

Appendices (optional)

Appendices may be included to provide additional material to complement information presented in the body of the final report (e.g., glossary, details of equipment or procedures). Appendices should follow the References section. Appendices should be identified by letter, A, B, C, etc., and all appendices must have a descriptive title.

Pagination (required)

All pages except the cover page shall contain a visible page number. Pages prior to the Introduction should be enumerated with lower case Roman numerals (i.e., “ii,” “iii”, etc.). Numbering for the remainder of the report shall use Arabic numerals, beginning with “1” on the first page of Chapter 1, Introduction. The cover page is considered page “i”; however, numbering is suppressed on the cover page.

REPORT PREPARATION

Report Format

Following are general guidelines to follow when formatting the final report/final report.

- Use one-inch margins on all sides.
- Use a consistent type face and font size for body text; 12 point Times Roman is recommended.
- Use consistent capitalization, hyphens, headings, titles, and bullets.
- Flush left justify your report. Full justification can create irregular spacing.
- Single-space the body of the report; double space between paragraphs.
- Begin each chapter on a new page.
- Center page numbers at the bottom of the pages.
- Do not include blank pages in the report.
- Avoid widows and orphans, i.e., single lines of a paragraph at the bottom or top of a page.
- Define abbreviations and acronyms on their first occurrence in the abstract, executive summary, and main body of the report. A list of abbreviations as an appendix is helpful when they are numerous.
- Ensure subject-verb agreement.
- Use spell check and other advanced editing options.
- In the text, write out numbers if they are nine or less; use numerals if they 10 or more or associated with a scientific unit.
- Include a continuation title and headings for tables that continue for more than one page.
- Capitalize only proper nouns. Do not capitalize for emphasis; it is not necessary to capitalize a phrase defined with an acronym.

Editorial Review of Draft Final Report

The draft final report and final report are contracted deliverables that address the objectives defined in the Scope of Services. Project managers should submit draft final reports to the FDOT Research Center for a non-technical editorial review pursuant to contract requirements. Prior to submission, principal investigators and project managers should edit the draft final report for technical accuracy, correct grammar, clarity, organization, and format.

Draft final reports are not rough drafts; the FDOT Research Center expects principal investigators to provide draft final reports that are well-written, high quality, and publication ready. If the draft final report is riddled with incorrect grammar or incoherent statements, exhibits a general lack of readability, or is missing required sections, the FDOT Research Center shall return it to the project manager for correction and resubmission.

The FDOT Research Center contracts with the Transportation Technology Transfer Center (T2) at the University of Florida to provide non-technical editing services of draft final reports. These reviews are limited to format, grammar, and clarity, and are not revisions. Editorial reviews shall consist of a full format review and a non-exhaustive review for readability. Reviews will document deficiencies in an itemized list, noting page number, problem, and solution. Editorial reviews are not a comprehensive list of errors.

Within 10 days of receipt of the draft final report, the Research Center provides editorial review comments to the project manager. Since project managers are responsible for the overall quality of reports, they may accept all, some, or none of the non-technical review comments. They may choose to provide additional comments to the principal investigator, as appropriate. Principal investigators are responsible for responding to both technical and non-technical review comments provided to them by project managers and for making requested revisions. The Research Center does not re-review the final report; the project manager shall ensure that the final report has been revised to reflect the identified revisions prior to submitting the final report to the Research Center for distribution and posting to the FDOT website.

Distribution of Final Report and Online Summary

The Research Center distributes the final report and a one-page summary prepared by the Research Center to USDOT, AASHTO, FHWA, state DOTs, transportation centers, universities, and other interested parties. The Research Center also posts the final report and the one-page summary on its website at http://www.dot.state.fl.us/research-center/Completed_Research_main.shtm.

NCHRP 20-45, Scientific Approaches to Transportation Research

These report preparation guidelines have been prepared with reference to the NCHRP 20-45 report, *Scientific Approaches for Transportation Research*. Volume 1 of the report, *Research Methodologies*, provides useful information for planning, conducting, and reporting on research. Of particular value to these guidelines are “Chapter 5: Reports and Presentations” and “Appendix C: Writing and Format of Reports.” Further discussion is therein provided for many of the topics addressed in this document. Of particular interest are the discussions of the contents in Volume 1, Chapter 5. This resource is available at <http://onlinepubs.trb.org/onlinepubs/nchrp/cd-22/start.htm>.