

GUIDELINES FOR VENDOR PUBLICATION AND PRESENTATION OF RESEARCH

The following guidelines are for use by non-University principal investigators in the presentation and publication of research projects that are sponsored by the FDOT Research Center.

DRAFT FINAL REPORT

The vendor shall submit a draft final report within the timeframe specified in each task work order. The draft final report will be submitted in electronic format (MS Word or PDF) to research.center@dot.state.fl.us.

Editorial Review of Draft Final Report

The draft final report is a contracted deliverable that address the objectives defined in the Scope of Services. **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 exhibits a general lack of readability or is missing required sections, the FDOT Research Center shall return it for correction and resubmission.

Accepted draft final reports submitted to the FDOT Research Center will receive a non-technical editorial review pursuant to contract requirements. 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 will provide 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 also 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 posting to the FDOT website and distributing nationally.

The FDOT Research Center currently contracts with the Transportation Technology Transfer Center (T2) at the University of Florida to provide non-technical editing services of draft final reports.

FINAL REPORT

Once the draft final report has been approved by the Project Manager, the vendor shall prepare the final report for submission to the Research Center. The final report is due no later than the end date of the task work order. Deliver two (2) labeled CDs, each containing a PDF and MS Word copy of the final report, to:

The Florida Department of Transportation
Research Center, MS 30
605 Suwannee St
Tallahassee, FL 32399-0450

PUBLICATION, PRESENTATION AND DISTRIBUTION

FDOT Distribution of Final Report and Online Summary

Upon completion of a contract, the Department may elect to publish and distribute any material or information submitted under the agreement.

Typically, 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, libraries, 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/>.

Publication and Presentation of Research

If, at any time while a contract is in force, the vendor desires to release statements, press releases or publicity releases concerning the contract or its subject matter, the vendor must first notify the Contract Manager and secure written consent.

Upon completion of the contract, the vendor agrees to not publish, copyright or patent any of the data developed under the contract as such data or information are works made for hire and are the property of the Department.

PUBLICATION STANDARDS FOR DRAFT FINAL REPORTS AND FINAL REPORTS

Format

Reports shall follow the following general formatting guidelines:

- Use one-inch margins on all sides.

- Use a consistent type face and font size for body text; 12 point 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.
- 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.
- In the text, write out numbers if they are nine or less; use numerals if they are 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.

Pagination

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.

Elements of the Report

Draft final reports and final reports shall include and be organized in the following order:

- Cover Page (required)
- Disclaimer Page (required)
- Metric Conversion Chart (optional)
- 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 and 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 in correct format, e.g., BDV00-000-00
- Month and year of publication of the draft final report or final report. The month and year 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

Images on the cover may be used at the discretion of the contractor. Other identifying information, such as the name and address of the principal investigator (contractor) and project manager (FDOT) may also be included on the cover.

DISCLAIMER PAGE (REQUIRED)

The draft final report/final report **must** include a Disclaimer Page. The Disclaimer Page should be the first page inside the cover of the report and use the following language:

“The opinions, findings, and conclusions expressed in this publication are those of the authors

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)

The draft final report/final report **must** include a metric conversion table for those projects employing units of measurement and 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/metriccp.htm>. Please ensure that it includes all the units of measurement used in the report.

TECHNICAL REPORT DOCUMENTATION PAGE (REQUIRED)

The draft final report and 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</i> <i>Address</i> <i>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</i> <i>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 or Preface, as appropriate, 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 indentations. Begin each chapter on a new page.

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.

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.