



## Instructions for Authors Submitting for the 6<sup>th</sup> ISHGD and 6<sup>th</sup> USS

**Deadline: January 1, 2022**

**Before you start, please note the following:**

- Title Page
  - Each word capitalized in the title (except conjunctions, prepositions, and articles)
  - All coauthor names, affiliations, and email addresses
  - ORCID numbers (optional, but encouraged)
  - Word count (7500 max minus 250 for each table)
- Text:
  - Table and figures embedded in text
  - 8.5x11 page (not A4) with normal margins
  - Times Roman font, 10 pt size or larger
  - Single spaced
- Abstract (250 words max)
- Limit of 6 figures
- **NEW** Numeric or Harvard Style (Name, Year) references are acceptable

The paper should be submitted as a PDF file on the Paper Submission Portal (link is provided in the paper acceptance email).

[View Sample Paper](#)

## AUTHOR RESPONSIBILITIES

### *Manuscript Length*

The length of each paper, including the abstract, text, references, and tables, must not exceed 7,500 words. Each table counts as 250 words. There should be no more than 6 figures. Papers not meeting this requirement may be withdrawn from the peer review process at any time.

### *Manuscript Format*

Include a title page with title, authors, affiliations, and word count. 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 Publication*

Breaking a single piece of work into many papers dilutes the information and makes it difficult for reviewers and readers to assess the advances that may have been made. Papers submitted for review should stand on their own; **papers submitted as Part I, Part II, etc., will not be accepted for review.**

### *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).”

### ***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 Symposium program. A paper also may be removed from the Symposium program 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 material.

### **We reserve the right to withdraw papers:**

- In excess of 7500 words, excluding figures
- Figures and Tables not embedded in text
- Requiring extensive language editing
- Missing coauthors in the submission system

### **Data Accessibility Policy**

### **Publishing Ethics**

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.

For more information about SAGE’s correction policy, click [here](#).

## Reference Guidelines

### *Guidelines for References*

1. 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.

2. Do not denote text references with superscripts.
3. 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.
4. 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

**Please check references citing papers presented at the Annual Meeting to see whether or not the paper was subsequently published in the Transportation Research Record (TRR). If the paper was published in the TRR, the reference should be changed to the corresponding TRR citation.**

### *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*

Morcous, 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.tfrc.gov/pavement/pccp/pavespec](http://www.tfrc.gov/pavement/pccp/pavespec). Accessed March 5, 2003.

### *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.

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.

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 ( $\chi$ ), and multiplication sign  $\times$ ;
- Prime  $\prime$ , 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 2	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.

### **Appendixes**

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, specifications, or survey forms—is available from the author or in another report, which should be cited in the reference list.