Oregon dot research section  
report specifications  
WORD 2010 Version

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*16 POINT BOLD, ALL CAPS*

***(put Title Here)***

***Title is 18 point,***

***BoLD, All caps***

SPR ###

***(Put Project Type and Number HERE)***

*16 Point, Bold, Title Case*

*(Put Author(s) here)*

*This and remaining text are all 12 point, Title case*

by

Alice Passannante

ODOT Research Section

for

oregon department of transportation

Research Section

555 13th Street NE

*(Include FHWA address if funded by SPR or FHWA funds)*

Salem OR 97301

and

Federal Highway Administration

400 Seventh Street S.W.

Washington, DC 20590

*(Put month and year of publication here)*

**January 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Report No.  Get this from the sequential report numbering list person. It’s format: (FHWA)-OR-(RD)-fiscal yr-##  Same as date on the Title page – month and year of publication. | | 2. Government Accession No. | | | 3. Recipient’s Catalog No. | |
| 4. Title and Subtitle | | | | | 5. Report Date | |
|  | | | | | 6. Performing Organization Code | |
| 7. Author(s) | | | | | 8. Performing Organization Report No. | |
| 9. Performing Organization Name and Address  Project type and number goes here. | | | | | 10. Work Unit No. (trais) | |
|  | | | | | 11. Contract or Grant No. | |
| 12. Sponsoring Agency Name and Address  Construction, Interim, or Final Report? Time span of study  Oregon Department of Transportation Federal Highway Administration  Research Section and 400 Seventh Street S.W.  555 13th St. NE Washington, D.C. 20590  Salem, Oregon 97301 | | | | | 13. Type of Report and Period Covered | |
|  | | | | | 14. Sponsoring Agency Code | |
| 15. Supplementary Notes | | | | | | |
| 16. Abstract  From the author or publication (Sup. Notes is optional) | | | | | | |
| 17. Key Words | | | 18. Distribution Statement | | | |
| 19. Security Classification (of this report) | 20. Security Classification (of this page) | | | 21. No. of Pages | | 22. Price |

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Insert key words to help others find the subject of the document.

Insert the name and address of the **university or consulting firm that did the research**. (If ODOT Research did the work, insert our name and address.)

Only include FHWA for federally funded projects.

Probably “unclassified” unless you are keeping secrets!

Insert number of pages in main report. If appendices are included, note “+ appendices” after number.

This should say “Copies available from NTIS and online at http://www.oregon.gov//ODOT/TD/TP\_RES/” for SPR reports. For state funded reports, omit the reference to NTIS.

**Oregon dot  
research Section  
report specifications:**

**Type of Report**

**Project ###**

by

Alice Passannante

ODOT Research Section

for

oregon department of transportation

Research Section

555 13TH St. NE

Salem, OR 97301

**January 2015**

|  |  |  |  |  |  |
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| 1. Report No. | 2. Government Accession No. | | | 3. Recipient’s Catalog No. | |
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|  | | | | 6. Performing Organization Code | |
| 7. Author(s) | | | | 8. Performing Organization Report No. | |
| 9. Performing Organization Name and Address  Oregon Department of Transportation  Research Section  555 13th Street NE  Salem, Oregon 97301 | | | | 10. Work Unit No. (trais) | |
| 11. Contract or Grant No. | |
| 12. Sponsoring Agency Name and Address  Oregon Department of Transportation Federal Highway Administration  Research Section and 400 Seventh Street, SW  555 13th Street NE Washington, DC 20590-0003  Salem, Oregon 97301 | | | | 13. Type of Report and Period Covered | |
| 14. Sponsoring Agency Code | |
| 15. Supplementary Notes | | | | | |
| 16. Abstract | | | | | |
| 17. Key Words | | 18. Distribution Statement | | | |
| 19. Security Classification (of this report) | 20. Security Classification (of this page) | | 21. No. of Pages | | 22. Price |

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SI\* (MODERN METRIC) CONVERSION FACTORS** | | | | | | | | | |
| **APPROXIMATE CONVERSIONS TO SI UNITS** | | | | | **APPROXIMATE CONVERSIONS FROM SI UNITS** | | | | |
| Symbol | When You Know | Multiply By | To Find | Symbol | Symbol | When You Know | Multiply By | To Find | Symbol |
| **LENGTH** | | | | | **LENGTH** | | | | |
| in | inches | 25.4 | millimeters | mm | mm | millimeters | 0.039 | inches | in |
| ft | feet | 0.305 | meters | m | m | meters | 3.28 | feet | ft |
| yd | yards | 0.914 | meters | m | m | meters | 1.09 | yards | yd |
| mi | miles | 1.61 | kilometers | km | km | kilometers | 0.621 | miles | mi |
| **AREA** | | | | | **AREA** | | | | |
| in2 | square inches | 645.2 | millimeters squared | mm2 | mm2 | millimeters squared | 0.0016 | square inches | in2 |
| ft2 | square feet | 0.093 | meters squared | m2 | m2 | meters squared | 10.764 | square feet | ft2 |
| yd2 | square yards | 0.836 | meters squared | m2 | ha | hectares | 2.47 | acres | ac |
| ac | acres | 0.405 | hectares | ha | km2 | kilometers squared | 0.386 | square miles | mi2 |
| mi2 | square miles | 2.59 | kilometers squared | km2 | **VOLUME** | | | | |
| **VOLUME** | | | | | mL | milliliters | 0.034 | fluid ounces | fl oz |
| fl oz | fluid ounces | 29.57 | milliliters | mL | L | liters | 0.264 | gallons | gal |
| gal | gallons | 3.785 | liters | L | m3 | meters cubed | 35.315 | cubic feet | ft3 |
| ft3 | cubic feet | 0.028 | meters cubed | m3 | m3 | meters cubed | 1.308 | cubic yards | yd3 |
| yd3 | cubic yards | 0.765 | meters cubed | m3 | **MASS** | | | | |
| NOTE: Volumes greater than 1000 L shall be shown in m3. | | | | | g | grams | 0.035 | ounces | oz |
| **MASS** | | | | | kg | kilograms | 2.205 | pounds | lb |
| oz | ounces | 28.35 | grams | g | Mg | megagrams | 1.102 | short tons (2000 lb) | T |
| lb | pounds | 0.454 | kilograms | kg | **TEMPERATURE (exact)** | | | | |
| T | short tons (2000 lb) | 0.907 | megagrams | Mg | C | Celsius temperature | 1.8 + 32 | Fahrenheit | F |
| **TEMPERATURE (exact)** | | | | | jan | | | | |
| F | Fahrenheit temperature | 5(F-32)/9 | Celsius temperature | C |  | | | | |
|  | | | | |  | | | | |
| **\*** SI is the symbol for the International System of Measurement (4-7-94 jbp) | | | | | | | | | |

###### acknowledgements

The author would like to thank the members of the ODOT Research Section for their sage advice and assistance in the preparation of this report.

###### Disclaimer

This document is disseminated under the sponsorship of the Oregon Department of Transportation and the United States Department of Transportation in the interest of information exchange. The State of Oregon and the United States Government assume no liability of its contents or use thereof.

The contents of this report reflect the views of the author(s) who are solely responsible for the facts and accuracy of the material presented. The contents do not necessarily reflect the official views of the Oregon Department of Transportation or the United States Department of Transportation.

This report does not constitute a standard, specification, or regulation.

Oregon dot research section report specifications

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# general format

## paper size

Reports will be on 8.5 x 11 inch paper. Reports will be printed double sided. Proof copy may be single sided.

## margins

### Left/Right/Bottom Margins

Left, right, and bottom margins should always be set at 1 inch. Use Page Setup to change the default margins if necessary.

### Top Margins

#### Cover Page and Appendix Title Pages

The cover page will have a top margin of 2.5 inches. Appendix title pages will have top margins of 4 inches.

#### Chapter Headings

The top margin will be 1.5 inches on pages with chapter headings.

#### Other Pages

The top margin will be 1 inch on all other pages.

#### Instructions

If an electronic version of this document is used as a template, the style “Heading 1” will automatically place the chapter heading at 1.5” from the top of the page, provided the margin is set at 1”. Otherwise, in order to change the margin size from one page to another, a section break must be inserted between the two pages. For example, at the end of a chapter, choose Page Layout at the top of the page menu, then select the “Breaks” drop down list and under Section Breaks select “Next Page.” This will place the cursor at the top of the next page. If another blank page is needed, you may have to repeat the process.

## heading and body text format

Please use the 2014 template and save it to your Desktop under another name. From time to time save your document, but say no when it asks to change the template.

Table 1.1: Style and heading index

|  |  |  |
| --- | --- | --- |
| **STYLE** | **LEVEL** | **NUMBERING** |
| Header, Appendices | Report title, Appendix title(s) | None |
| Heading 1 | Chapter Headings (Level 1) | 1.0 – X.0 |
| Heading 2 | Level 2 | X.1 – X.X |
| Heading 3 | Level 3 | X.X.1 – X.X.X |
| Heading 4 | Level 4 | X.X.X.1 – X.X.X.X |
| Heading 5 | Level 5 | X.X.X.X.1 – X.X.X.X.X |
| Body Text (1,2,3) | Body Text 1/2/3 | None |
| Body Text 4 | Body Text 4 | None |
| Body Text 3 | Text immediately after Heading 5 | None |
| Other styles | Self-explanatory |  |

All text is Times New Roman font. If this document is used as a printed style manual, the following outlines the formatting and numbering to be applied to different heading levels of the report.

Table 1.2: Heading and text formatting rules

|  |  |  |
| --- | --- | --- |
| **STYLE** | **LEVEL** | **NUMBERING** |
| **Report title, Appendix title(s)** | 16 pt. Bold, centered, all caps, 1/2 inch tab, 24 pts. of space before and after. | None |
| **Chapter headings** | 16 pt. Bold, centered, all caps, 1/2 inch tab, 36 pts. of space before, 24 pts. of after. | 1.0 – X.0 |
| **Level 2 subtitles** | 14 pt. Bold, all caps, 1/2 inch tab, 12 pts. of space before and after. | X.1 – X.X |
| **Level 3 Subtitles** | 14 pt. Bold, Title Case, 1/2 inch tab, 12 pts. of space after. | X.X.1 – X.X.X |
| ***Level 4 Subtitles*** | 12 pt. Bold italic, title case, 3/4 inch tab, ½ inch indent, 12 pts. of space after. | X.X.X.1 – X.X.X.X |
| *Level 5 Subtitles* | 12 pt. italic, Title Case, 1 inch tab, 1 inch indent, 12 pts. of space after. | X.X.X.X.1 – X.X.X.X.X |
| Body text after Chapter Headings and Levels 2 and 3 | 12 pt., left justification, 12 pts. of space after. | None |
| Body text after Level 4 | 12 pt., ½ inch indent, left justification, 12 pts. of space after | None |
| Body text after Level 5 | 12 pt., 1 inch indent, left justification, 12 pts. of space after | None |
| **Table Title** | 10 pt. Bold, Title case, left justified | chapter.1 – X.X |
| Figure heading | 10 pt., Title case, centered, 12 pts. of space before, 36 pts. of space after | chapter.1 – X.X |

The following page shows how the formats and numbering should appear.

# Section/Chapter titles

## paragraph format

All paragraphs shall be left justified, single spaced, and indented the same as the appropriate heading. (Body Text 1/2/3) For example, paragraphs under a Level 4 heading will be indented 0.5” from left margin. (Body Text 4)

## page numbering

### Position

Page numbers will be centered within the footer, ½ inch from the bottom of the page. All page numbers will be in 12 pt. Times New Roman font.

### Numbering, Sequence and Style

#### Blank Pages

Blank pages, such as blank left-facing (even) pages before new chapters, should be numbered. Inserting a Page Break (Insert Menu) will create numbered even pages as needed.

#### Title Pages

The front cover page (see Sec. 3.1) will not be numbered. Subsequent title pages (see Section 3.0) shall be numbered sequentially, using lower case roman numerals (i.e. i, ii, iii, iv...), starting with the Technical Documentation Report page through to the first page of the body of the report.

#### Chapters

Chapters shall begin on odd numbered pages on the right-facing page.

#### Main Body and References

The main body of the report, including References, shall be numbered sequentially, using Arabic numerals (i.e. 1,2,3...), starting with the first page of the body of the report.

#### Appendices

Appendices are to be numbered sequentially using the format “A-1”. The appendix title page is not numbered. Page numbering begins with the body of the Appendix on the right-facing page and is continuous throughout, including tables, graphs, figures, etc.

# title pages

Title pages are all pages from the front cover up to the first page of the main body.

## front cover

Conforms to Research Unit requirements. See front cover of this report for an example. The front cover is not numbered. Begin the title of the report 2.5 inches from top. Title should be centered and in 16 pt. bold or larger, as space allows.

## technical report documentation page. (Page i)

### Federal Studies and SPR-funded State Studies

use fhwa form dot f 1700.7 for all fhwa or usdot sponsored reports. This form may be electronically copied from this document. For ODOT employees, the form can be imported into your document from “*\\Scdata\6450only\\_Procedures\_Manual\Appendix\_D--Report\_Specs\*” See sample located on page i of this report.

### State Studies

Use the above form or a similar substitute.

## METRIC CONVERSION FACTORS (Page ii)

The conversion factors table may be electronically copied from this document. For ODOT employees, the form can be imported into your document from “*\\Scdata\6450only\\_Procedures\_Manual\Appendix\_E--Publishing\2014\_Template.dotx*.”

## ACKNOWLEDGMENTS (Page iii)

If possible the ‘ACKNOWLEDGMENTS’ should share the same page as the Disclaimer. The word ‘ACKNOWLEDGMENTS’ should be 14 point, bold, all caps and centered. The text shall be flush with the left margin, using the same style as the main body text (12 pt Times New Roman).

## disclaimer (Page iii)

There are two disclaimers, one for projects funded only through State dollars, and one for projects funded entirely or in part by Federal dollars.

If possible the Disclaimer should share the same page as the Acknowledgments. Place it below the Acknowledgments with about one inch separation. The word ‘disclaimer’ should be 14 pt. Bold, all caps and centered. The text shall be flush with the left margin, using the same style as the main body text (12 pt Times New Roman). The text can be imported from “*\\Scdata\6450only\\_Procedures\_Manual\Appendix\_D--Report\_Specs\Federal DISCLAIMER.doc*”, or copied from this report. See examples below or on page iii.

### State Reports (with No Federal Funding)

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*The State of Oregon and the United States Government do not endorse products of manufacturers. Trademarks or manufacturers’ names appear herein only because they are considered essential to the object of this document.*

## This report does not constitute a standard, specification, or regulation.table of contents (Page v)

### Title

The title of the report is 14 pt, bold, all caps, centered at the top (1” margin) of the first page of the Table of Contents and on an odd (right facing) page. Insert a section break if needed.

The words “TABLE OF CONTENTS” in 16 pt., bold, all caps, are centered 24 pts. below the report title. Leave 24 pts. of space between the words “TABLE OF CONTENTS” and the first entry. See page v of this report for example.

### Format

Do not attempt to generate the Table of Contents until all of the chapter headings and subheadings have the correct “Heading” styles applied to them. If this document is used as a template, creating a Table of Contents is very simple. Just position the pointer anywhere within the existing Table of Contents, right click the mouse, and select “Update field”. Then choose “Update entire table”. This should automatically generate a Table of Contents with the correct formatting.

Other wise, the Table of Contents should be generated with the Table of Contents template. The first step is to create a Table of Contents page. Once all of the chapter headings and subheadings have the correct styles applied, go to the line 24 pts below the words “TABLE OF CONTENTS”. From the “Insert” menu, choose “Reference”, then “Index and Tables…”, and select the “Table of Contents” tab. Uncheck the Hyperlinks box; then click “OK”.

See page v for an example.

### References

The reference section is usually the last item in the Table of Contents and formatted the same as chapter headings (Heading 1).

### Appendices

A list of Appendices follows the Table of Contents. The format is similar to the Table of Contents. See attached example on page vi.

## list of tables

### Title

The words ‘list of tables’ is 14 pt, bold, all caps, centered and follows the Appendices in the Table of Contents. The format is similar to the Table of Contents above. See attached example on page vi.

### Format

The words ‘Table 1’ are to be flush left, the page numbers are to be flush right, and there should be a dotted line leader between the table titles and page numbers. Font is to be 12 pt bold. See attached sample on page vii.

## list of figures/photos

### Title

The words ‘list of figures (photos)’ in 14 pt, bold, are centered following the List of Tables. The format is similar to the List of Tables.

### Format

The words ‘Figure 1’ are to be flush left, the page numbers are to be flush right, and there should be a dotted line leader between the figure titles and page numbers. Font is to be 12 pt, not bold. See attached sample on page vii.

## EXECUTIVE SUMMARY

The executive summary should follow the general format of the report, except that the headings will not be numbered. Begin on the first odd, right-facing page after the Table of Contents. Page numbers will be roman numerals.

Not all reports will require a Table of Contents. Check with Research Unit.

# tables

## font

The title of the table will be in Times New Roman, 10 pt bold, Title Case. The contents of the table will be in Times New Roman 10 pt (not bold).

1.5 Pt

## format

Refer to The Chicago Manual of Style. See below for general format.

0.75 Pt

Table 4.1: Steps for inserting a table

|  |  |  |  |
| --- | --- | --- | --- |
| step # | choose/select | from | to get |
| 1 | “Insert Table” | “Table” Menu | Table size |
| 2 | # of columns and rows desired | Popup window | Correct # of columns and rows |
| 3 | “Borders and Shading…” | “Format” Menu | “Borders” tab |
| 4 | “Borders” tab | Popup window | Border/grid design tools |
| 5 | “Grid” | “Setting” | Correct top/bottom border and gridline weights |
| 6 | Left and right sides | Preview picture | No grid or border lines on sides of table |

## setup

0.75 Pt

Follow the steps in Table 4.1 to insert a table.

## numbering

Tables shall be sequentially numbered throughout the report. The format shall be “Table (Chapter#).(# of table within Chapter): Description or Title”.

## LOCATION

Tables should be on the same page as the text reference whenever possible.

# figures and photos

## caption

The caption font for figures and photos is Times New Roman 10 pt., sentence case, centered below the figure/photo. Do not bold. (The style is “Figure.”) An example of a figure caption is shown below in Figure 5.1.

## SETUP

Figures and photos should be provided in files separate from the research document. The name of the file should correspond to the number and title of the figure. The location of the figure in the document may be indicated by placement of a non-floating empty rectangle and the Figure Number and Title in the desired location.

Photo files and drawings should be provided in JPEG (.jpg) format if at all possible. Drawings may also be provided as separate Microsoft Word documents.

Graphs and charts should be provided as Microsoft Excel files if at all possible.

Authors should make every effort to produce graphic illustrations which do **not** rely on color printing to be understood. Due to the expense of color printing, research reports will not printed with color pages unless the use of color is essential to the presentation of the information in the report. Thus, charts and graphs should employ the necessary shading and/or texture to distinguish one data series from another. Photos and drawings should be clearly comprehensible in black and white, employing labels if necessary to identify elements the reader should notice.



Figure 5.1: Sample figure

If a hard copy of a figure or photo is to be physically pasted to the correct spot in the report, use the table feature to prepare the location. Insert a “table” with 1 row and 1 column. Click and drag as needed to make the area the finished size for the photo or illustration. Using the “Borders and Shading…” feature on the Format menu, give the area a single line border and 5% shading. Number the photos and figures on the back, and place the corresponding number in the box. Figure 5.2 shows an example of how an area prepared for a figure should look.

|  |
| --- |
| 1 |

Figure 5.2: Sample of area prepared for hard copy of figure or photo

## numbering

Figures and photos shall be sequentially numbered throughout the document. The format shall be as follows:

Figure [Chapter#].[# of figure within Chapter]: Description or Title

Figures and photos should be located as close to the text reference as possible.

# EQUATIONS

## FORMAT

The equation is centered and bolded. The equations are numbered sequentially within each Chapter (i.e. “(6-1)”) and the equation number is flush right. The discussion of the equation follows the equation. See below for example.

## DIRECTIONS

Equations are created by selecting “Insert” and then “Object”. Select “Equation 1.0/2.0/3.0”. A tool bar will appear with equation symbols. Select the appropriate symbol and create the equation. See example below.

 (6-1)

The text discussing the equation is placed here.

# references

References shall include only published works.

## format

### Title

‘references’ in 16 point, bold, centered horizontally on an odd numbered page, insert a blank page if needed. Leave two blank lines between the title and the first entry. Double space between entries.

### Ordering

References shall be alphabetized by last name of author.

## font

Times New Roman 12 point.

## citation format

See attached “TRB Guidelines” for instructions on in text citations and references.

# appendices

## title page

### Format

‘appendix a’ in 16 pt, bold, centered vertically and horizontally on the title page which must be a right facing page. Insert section breaks if needed. See example below.

**Appendix a**

**example of appendix title page**

### Numbering

Appendices are to be individually numbered sequentially using the format “A-1”. The title page is unnumbered. Page numbering begins with the body of the Appendix on a right facing page and is continuous throughout including tables, graphs, figures, etc.

## format

The body of the appendix shall follow the same format as the main body of the document and shall begin on an odd page number (the right hand page of a pair). Insert a section break as appropriate. Any tables or figures in the appendices may be individually numbered but are not required to be.

# ODOT check list (for research unit use only)

When a report is ready for publication, complete the following forms:

|  |  |
| --- | --- |
|  | 1. checklist |
|  | 1. user survey |
|  | 1. dist.list |
|  | spr |
|  | fhwa |
|  | state |
|  | ef |
|  | 1. cover letter |

These forms are located in

“*\\Scdata\6450only\\_Procedures\_Manual\Appendix\_E--Publishing*”.

Note: The checklist is completed as you proofread the report and prepare it for a double-sided proof copy. The proof copy thermal bound with a cover sheet and proofed to ensure blank pages are properly placed and that chapters start on odd pages.