

STRIDE

Southeastern Transportation Research,
Innovation, Development and Education Center

Final Report Guidelines for STRIDE Grant Recipients

Updated Fall 2013

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FINAL REPORTS

GENERAL INFORMATION

Principal Investigators (PIs) of each STRIDE grant-funded project are required to prepare and submit a preliminary draft final report for peer review and a final report incorporating the review comments. The preliminary draft final report is due one month after project completion and must be submitted for peer review as an MS Word file to the STRIDE coordinator at iaviles@ce.ufl.edu. PIs will be responsible for incorporating peer-review comments into the final report. Final reports must be submitted as a PDF document, which will be posted on the TRB's Research in Progress (RiP) database and on the STRIDE Web site two months after project completion. The final report should explain the problem, list the project objectives, provide a summary of the relevant literature, describe the research approach, outline the methodology, and provide a discussion of the results/findings, conclusions, and recommendations. Final reports will assist the STRIDE with reporting requirements of the U.S. DOT/Research and Innovative Technology Administration (RITA). Delays or failure to submit a final report will negatively affect the consideration of future proposal submitted by the PI to the STRIDE.

GUIDELINES

The STRIDE guidelines are similar to the Transportation Research Board (TRB) Cooperative Research Program (CRP) final report guidelines.

Organization of Final Report

To facilitate consistency in the final reports, report material should be presented in the following order.

1. Front matter:
 - a. Cover sheet for draft and revised final reports (see layout on page 3), note that PI and all other authors should be listed on the cover.
 - b. U.S. DOT Disclaimer (see page 2) and Acknowledgment of Sponsorship
 - c. List of Authors
 - d. Table of Contents
 - e. List of Tables and List of Figures
 - f. Abstract (max 200 words)

- g. One-page Executive Summary
2. Body of the report (sequence is recommended, not required):
- a. Chapter 1 Background
 - b. Chapter 2 Research Approach
 - c. Chapter 3 Findings and Applications
 - d. Chapter 4 Conclusions, Recommendations, and Suggested Research
 - e. References
3. Appendices

Front Matter

Cover Sheet

A sample cover sheet layout for the preliminary draft and revised final reports follows in Figure 1 with blank lines denoting information to be filled in by the PI. Please, note the STRIDE logo/banner in the header of these guidelines may be reproduced as the header for final reports.

U.S. DOT Disclaimer and Acknowledgment of Sponsorship

One or two statements should appear on the page following the cover sheet, exclusive of any other information. Under the heading, “Disclaimer,” the following statement should appear in paragraph form:

“The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information presented herein. This document is disseminated under the sponsorship of the U.S. Department of Transportation’s University Transportation Centers Program, in the interest of information exchange. The U.S. Government assumes no liability for the contents or use thereof.”

The second statement is optional. If the author wishes to include it, a blank line should be inserted followed by the heading, “Acknowledgment of Sponsorship,” followed by the statement: “This work was sponsored by a grant from the

Table of Contents

A sample table of contents is provided in Figure 2. Chapter and appendix titles, and at least the principal section headings within chapters, should be included.

List of Tables and List of Figures

All tables and figures should be included (the titles listed can exclude parenthetical material). If the two lists are short enough to fit onto one page together, please do so to conserve space. Sample lists of tables and figures are included in Figure 3.

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Figure 2. Sample table of contents for STRIDE draft and revised final reports

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Figure 3. Sample list of tables and list of figures for STRIDE draft and revised final reports (both may be on same page if lists are short enough).

List of all authors with their affiliations and contact information

Acknowledgements (if appropriate)

Abstract

An abstract of no more than 200 words on a separate page should be included. The abstract should describe the work scope and principal findings.

Executive Summary

A one-page executive summary, on a separate page, should provide comprehensive, essential information for a busy transportation administrator to gain understanding of the findings and how they relate to the solution of operating problems.

Body of the Report

Four chapters are recommended, each beginning on a new page. It is suggested that each chapter have subheadings to separate subject matter and facilitate readers and users. A recommended sequence for report chapters follows.

Chapter 1 Background

Suggested material for Chapter 1 includes a problem statement, information on the research objective, and the scope of the study. Details of surveys, test procedures, forms soliciting information, or mathematical analyses should not be presented in the body of the report, they should be placed in appendices.

Chapter 2 Research Approach

This chapter is utilized for presenting the approach used in addressing the problem presented in Chapter 1.

Chapter 3 Findings and Applications

Material for Chapter 3 includes findings resulting from the research and can include summary data; principal mathematical formulas developed; what the findings mean; what the findings add to understanding the problem; what effects the findings may have in application; an assessment of the limitations of the findings; and related items of immediate use to users, e.g., software, design charts, spreadsheets, etc.

Chapter 4 Conclusions, Recommendations, and Suggested Research

The most important findings should be emphasized as part of the conclusions. As part of the recommendations, information on potential benefits to be expected should be included, as well as a plan for implementing the research product(s). If the findings have identified areas for further research, the areas should be described in this chapter.

References

The list of references cited in the final report concludes the body of the report. Specific formatting style is presented in “References” section at bottom of page 11.

Appendices

Detailed support data and information, e.g., case study reports, survey interview forms, test procedure details, mathematical analyses, should be provided in appendices and not in the body of the final report. References to the appendices should be made appropriately in the text, with the first body of data referenced as Appendix A, the second as Appendix B, etc., and should be respectively page numbered as A-1, A-2, A-3, ... etc., and B-1, B-2, B-3, ... etc.

FORMATTING STYLE REQUIREMENTS (In Microsoft Word)

Basic Setup

1. Page setup for standard 8.5" × 11" paper:
 - Margins = 1" for top, bottom, right, and left
 - Header and footer = 0.5" (the same STRIDE logo/banner in the header of these guidelines may be reproduced in the header for draft and final reports).
2. Font style: Times New Roman (12 pt size)
3. Text settings: Left alignment and widow/orphan control on
4. Text line spacing: Single space text, except for draft final report, in which case paragraph text is double spaced.
5. Page numbering, step-by-step instructions for MS Word (after making settings 1 through 3 above):
 - a. At the bottom of the cover sheet page, place a "Next page" section break [select "Insert"; "Break"; then select section break type as "Next page"].
 - b. On the next (second) page, insert page number centered at bottom [select "Insert"; "Page Numbers"; select position as "Bottom of page (footer)"; select alignment as "Center"].
 - c. While on this same page, go inside the footer by double-clicking on it, find the header/footer toolbar and select the "Format Page Number" icon. In the resulting menu, change the "Number format" style to Roman numeral (i, ii, iii) and change the "Page numbering, Start at" box to "i" (or 1), click "ok" button – the number on this page should now appear as "i"). On the header/footer toolbar, select close to close the footer. Pagination for the remaining front matter should continue as Roman numerals.
 - d. After typing the front matter, format the page numbers for the body of the report: At the bottom of the executive summary page (before starting Chapter 1) again, place a "Next page" section break [select "Insert"; "Break"; choose section break type as "Next page"].

- e. On the first page of Chapter 1, double-click on the footer, then find the header/footer toolbar and select the “Format Page Number” icon. In the resulting menu, change the “Number format” style to Arabic numbers (1, 2, 3) and change the “Page numbering, Start at” box to “1”, click “ok” button – the number on this page should now appear as “1”). Close the footer. Pagination for the body of the paper should continue the Arabic number sequence.
- f. If there are appendices in the report, on the last page of the References, create another “Next page” section break (as in “5d” above).
- g. On the first page of the first appendix (Appendix A), double-click on the footer, then find the header/footer toolbar and select the “Format Page Number” icon. In the resulting menu, make sure the “Number format” style is still Arabic numbers (1, 2, 3) and change the “Page numbering, Start at” box to “1”, click “ok” button. While still in the footer, place cursor in front of the page number box (highlighted as gray box) and type the appendix identification letter followed by a hyphen, e.g., for Appendix A, type A- and close the footer. Pagination for the first appendix should continue as A-1, A-2, etc.
- h. Each appendix will begin with the letter id followed by a hyphen and Arabic numerals beginning with 1, e.g., Appendix B will be paginated as B-1, B-2, etc. This will require a “Next page” section break at the end of each appendix (except the final appendix) following the same sequence as “5d” above, followed by the same sequence as “5g”.

Styles to Use in STRIDE Draft and Revised Final Reports

Formatting Text

- **Headings:**

CHAPTER TITLE	(all caps, boldface, 14-pt font size, centered)
FIRST LEVEL	(all caps, boldface, 12-pt font size, flush left)
Second Level	(initial caps, boldface, 12-pt font size, flush left)
<i>Third Level</i>	(initial caps, italic, 12-pt font size, flush left)
Fourth Level.	(Embed in paragraph, indented 0.5”, initial caps, boldface, 12-pt font size, followed by a period and paragraph text).

First-level headings have two blank lines above and one below.

Second- and third-level headings have one blank line above and one below.

- **Paragraphs:** Indent paragraph text by 0.5” and line space, accordingly to report type:
 - > Preliminary draft report – double space text.
 - > Revised final report – single space text and place a blank line above each paragraph.
- **Bulleted and numbered lists:** Set continuous text to align under the first line of the list (as in this bulleted list).

Formatting Tables

- Each table should be referred to in the text and numbered using the chapter number, a hyphen, and consecutive Arabic numeral, e.g., Table 1-2 (second table in Chapter 1).

- Table captions are inserted above the table and have a blank line above and below the caption, as well as a blank line following the table (or table footnotes, if present). In the caption, the table number is followed by a period, and the paragraph format should use a hanging indent of 0.92" to align subsequent lines of the table title. The title uses initial caps for major words, Times New Roman 12-pt font, boldface, aligned flush left, without a period at the end.

- Within tables, Times New Roman 12-pt font is the preferred font to use, but if needed, 11 pt or 10 pt may be used, and line spacing should be single spaced. Decimal values in a column should be aligned on the decimal.
- Each column in a table should be identified with a heading aligned either flush left or centered. If noted in a column heading, a unit of measure is placed within parentheses.
- If a footnote is necessary, use lowercase italic superscript letters to make notation.
- Table sample:

The rating system scores a roadway from the criteria listed in Table 2-12. The test is conducted in accordance with the ASTM E-950 test method.

Table 2-12. International Roughness Index

FHWA Highway Statistics Categories (inches per mile) ^a	Interstate Routes	National Highway System (NHS) Non Interstate Routes	Non-NHS Traffic Routes & Other Routes with ADT ≥ 2000	All Other Routes
<60	Excellent	Excellent	Excellent	Excellent
60-94	Good	Good	Good	
95-119	Fair	Fair		Fair
120-144				
145-170				
171-194	Poor	Poor	Poor	Poor
195-220				
>220				

^aSample footnote placement.

Formatting Figures

- Each figure should be referred to in the text and numbered using the chapter number, a hyphen, and consecutive Arabic numeral, e.g., Figure 3-2 (second figure in Chapter 3).
- Figure captions are inserted below the figure and have a blank line above and below the caption, as well as a blank line above the figure itself. In the caption, the figure number is followed by a period, and the paragraph format should use a hanging indent of 0.92" to align subsequent lines of the figure title. The title uses sentence case (capitalizing only proper nouns), Times New Roman 12-pt font, boldface, aligned flush left, with a period at the end.

- Figures should be clear and legible. A sans serif font type, such as Arial, is quite readable. It is preferable for the font in figures to be consistent type and size, and for line weights (other than those indicating different data series in a graph) to be uniform.
- A figure may be a photograph (should be high-resolution scans, that is at least 300 dpi at a size of 4" × 5"), artwork, or spreadsheet charts. Avoid use of dots or any filler that will reproduce poorly.
- Do not place a box or ruled frame around a finished figure.
- Figure sample:

The nine solutions calculated for the two-dimensional cross-section with an upstream specified-flux boundary condition and a zero pumping rate for the pumped well were plotted and compared (see Figure 3-12).

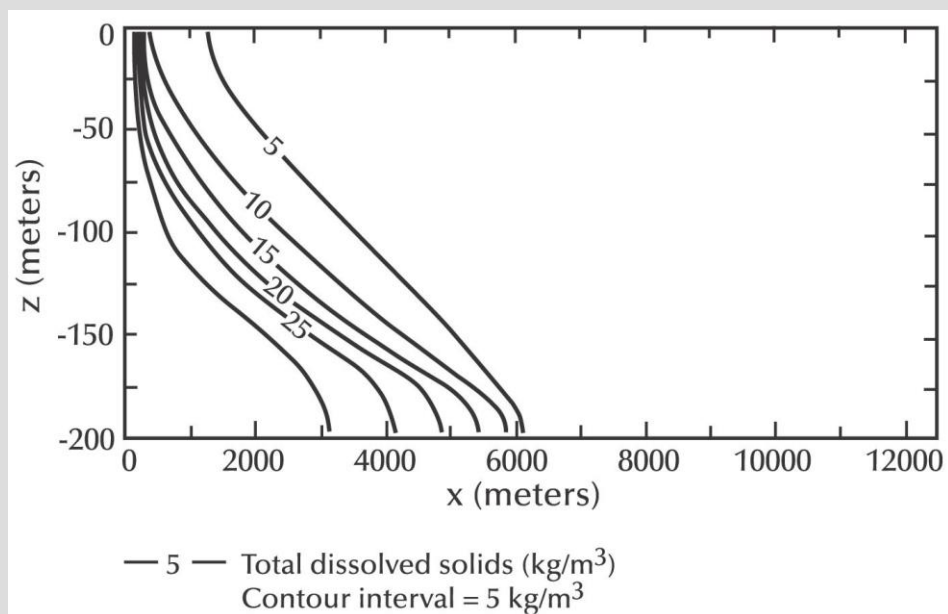


Figure 3-12. TDS concentrations calculated using SEAWAT for solution one for two-dimensional cross-section with upstream specified-flux boundary condition.

Also, the hydraulic heads from the MODFLOW solutions in the freshwater zone at the upstream specified-flux boundary were tabulated and compared to the head at the same . . .

Formatting Equations

- Equations are centered with a blank line before and after. An equation number inside parentheses is placed flush to the right margin. *MathType 5*® software (or lower) may be used to create the equation.
- Equation sample:

The linear regression was performed using a logarithmic relation. The equation of the regression curve was as follows:

$$\%G_{mm} = m * \ln(Ngyr) + c \quad (3)$$

where m is the slope of the curve at a given gyration and c is a regression constant.

Formatting References

- References cited in the text are denoted with an italicized Arabic numeral in parentheses, as in the following two examples:
 - Location of the no-flow boundary may be determined based on predevelopment (3).
 - Both Ryder and Smith indicate the location of the no-flow boundary may be determined based on predevelopment (3, 5).
- References are numbered in the order they appear in the text. If the same reference is cited more than once in the text, repeat the number first assigned to the reference.
- References to web sites should include the date the site was accessed (see sample on following page).
- See samples inside box on following page.

QUESTIONS

For questions on the preparation of the final reports, please contact:

Ines Aviles-Spadoni, M.S.
STRIDE Research Coordinator

Morgan Witter, B.A.
Copy Editor & STRIDE Program Assistant

Lily Elefteriadou, Ph.D.
Professor & STRIDE Director
352-392-9537, Ext. 1452
elefter@ce.ufl.edu

- Samples of types of references:

LIST OF REFERENCES	
1. Vanek, F. M., and E. K. Morlok. Energy Use Disaggregated by Commodity: Comparisons and Discussion. In <i>Transportation Research Record 1641</i> , TRB, National Research Council, Washington, D.C., 1998, p. 3-8.	TRB Publication
2. Shinar, D. <i>Psychology on the Road: The Human Factor in Traffic Safety</i> . John Wiley and Sons, Inc., New York, 1978.	Book
3. Jolliffe, J. K., and T. P. Hutchinson. A Behavioral Explanation of the Association Between Bus and Passenger Arrivals at a Bus Stop (in Japanese). <i>Transportation Science</i> , Vol. 9, No. 3, May 1975, pp. 248-282.	Periodical
4. Smith, J. M., and A.B. Jones. Challenges to Traffic Mitigation. <i>Proceedings, 5th International Conference on Enhancing Transit</i> , Vol. 5, 2009, pp. 121-128.	Proceedings
5. Dempsey, B. J. <i>Climatic Effects of Airport Pavement Systems: State of the Art</i> . Report DOT-RD-75-196. FHWA, U.S. Department of Transportation, 1976.	Government Report
6. Martinelli, D. R. A Systematic Review of Busways. <i>Journal of Transportation Engineering</i> (CD-ROM), Vol. 122, No. 3, May-June 1996.	CD-ROM
7. Stevens, R. C. Testimony Before United States Senate Special Committee on the Year 2000 Technology Problem. Sept. 10, 1998. http://www.senate.gov/~y2k/statements/091098stevens.html . Accessed Oct. 5, 1998.	Web site