



# Report Guide for Authors

**Mineta Transportation Institute  
Report Guide for Authors**

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## Mineta Transportation Institute Report Guide for Authors

This style guide is designed to assist authors in their preparation of Mineta Transportation Institute (MTI) publications. Although the *Chicago Manual of Style* (15<sup>th</sup> edition, print or online) is the primary guide, in certain cases MTI publications require different treatment. For all other issues, consult *CMS* or *Webster's* first, then the Resources section at the end of this guide, and finally, for unresolved issues, the MTI research director.

For examples of standard page layouts and content, authors may wish to view the most recent MTI publications on the website:

<http://transweb.sjsu.edu/MTIportal/research/publications.html>.

An Author's Checklist is included at the end of this guide. The checklist should be used to ensure that all aspects of the document preparation process are complete before returning files to MTI. In addition to being in the body of the report, send all original graphics separately in their original format to MTI (jpg, Excel, Word, Illustrator, and so on).

### **Specific Parts of MTI Final Report**

Parts are listed in the order in which they should appear in the document. Headings and subheadings must be clear.

### **FRONT MATTER**

#### **Title Page**

Provide title and name(s) of author(s) with degrees, if applicable.

#### **Abstract**

Write a brief, concise summation of the document. This is used for the report "home page" on the MTI website, in the MTI annual report, and in press materials, so it should be both informative and compelling.

#### **Acknowledgments**

Contributors normally are listed in order of the significance of their contribution to the publication, which is determined by the author(s). *MTI staff/editors*: A paragraph will be added by the editor at the end of the acknowledgments to thank MTI staff and editors for their assistance with the publication.

#### **Table of Contents**

Do not use the word "chapter" in the Contents or the body of the document. The main divisions of the document, which in other publications would be called chapters, are called "sections" in MTI publications.

**List of Figures**

Provide a list of figures in the order in which they appear in the document. Each figure must have a distinct number. Numbering begins with 1 and runs sequentially through the document: Figure 1, Figure 2, and so on (numbering does not restart with each new section).

**List of Tables**

Provide a list of tables in the order in which they appear in the document. Each table must have a distinct number. Numbering begins with 1 and runs sequentially through the document: Table 1, Table 2, and so on (numbering does not restart with each new section). Footnotes should appear immediately below the table, not at the bottom of the page.

**BODY OF REPORT****Executive Summary**

This section, two pages or less in length, should provide a more complete description of the report than the abstract. Cover the background (why this research), the most interesting findings, and the conclusions or recommendations. It can include graphics. MTI may use this section separately on the Web page and possibly for publicity purposes. It should convey the essence of the report and serve to entice the reader to proceed to the full report.

**Introduction**

Not all authors use an introduction. Some prefer to move directly from the Executive Summary to the first section. If you do write an introduction, it can be used to expand on the background—give the reason for the research, tell how it differs from past research, introduce the methodologies used, or otherwise set the stage for the report itself.

**Main Text**

Organize the sections of the report as desired.

**Conclusions/Summary/Recommendations**

While conclusions and recommendations can occur in connection with sections of the main text, the end of the report should present a summary of the report and clearly state all the findings and/or conclusions reached as well as any recommendations generated by the research. This is also the place to discuss future research needs.

**BACK MATTER****Appendixes**

Place in alphabetical order—Appendix A, Appendix B, and so on. Follow with the title of the appendix (for example, Appendix D: Walkability Study Questionnaire).

**Documentation**

MTI uses the notes and bibliography system of documentation and all citations must be in endnotes using the *Chicago Manual of Style*, 15<sup>th</sup> edition (CMS; Chicago: University of Chicago Press, 2003). <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html>. For your convenience, page 6 of this document provides a Quick Reference Guide to the CMS Notes and Bibliography system.

**Endnotes**

Number endnotes consecutively throughout the document, including the appendixes. Use superscript numbers.

*Author names:* In endnotes, authors' names should be given as they appear on the title page of their publication (that is, initials may be used for first names if that is the form used on the title page); in bibliographic entries, however, authors' first names and surnames must be spelled out.

**Bibliography**

*Author names:* Use first name and surname of author, not simply initials, for example, Norman Y. Mineta (not N. Y. Mineta). It is the responsibility of report authors to provide the names.

*Internet citations:* Citations of Internet websites should include the month, day, and year of access (for example, July 8, 2008). Place access dates at the end of the citation and follow with a period.

**About the Author(s)**

Include a short (one- or two-paragraph) biographical-style entry for each author. These should be in the same order as the list of authors on the title page.

## Quick Reference Guide: Notes and Bibliography

See the *Chicago Manual of Style*, 15th edition, for more information. References to particular sections or topics in the *Chicago Manual of Style (CMS)* will be indicated by the pertinent chapter number and section number. For example, for an overview of the documentation style, see *CMS* 16.3 (chapter 16, section 3), and for specific content, see *CMS* 17 (chapter 17). Authors may also consult the *CMS* online quick reference guide (see Resources).

### **Key**

N: = Note

B: = Bibliography

### **Book with One Author (CMS 17.26)**

N: 1. Mark D. Abkowitz, *Transportation Risk Management: A New Paradigm* (Knoxville, TN: Southeastern Transportation Center, 2002).

B: Abkowitz, Mark D. *Transportation Risk Management: A New Paradigm*. Knoxville, TN: Southeastern Transportation Center, 2002.

### **Book with More than One Author (CMS 17.27)**

N: 2. Kelly Clifton and Andrea Livi, *Pedestrian Environment Data Scan (PEDS)* (College Park, MD: University of Maryland, 2005).

B: Clifton, Kelly, and Andrea Livi. *Pedestrian Environment Data Scan (PEDS)*. College Park, MD: University of Maryland, 2005.

### **Book with Four to Ten Authors (CMS 17.29)**

In note, use first author with “et al.” In bibliography, list all authors. For books with more than ten authors, see *CMS* 17.30.

N: 3. John Smith et al., *Contemporary Transportation Studies* (San José, CA: MTI Publications, 2009), 37–65.

B: Smith, John, Mark Jones, Diane Clement, and Cecil Brown. *Contemporary Transportation Studies*. San José, CA: MTI Publications, 2009.

### **Book – Compilation with Editor (CMS 17.41)**

N: 4. Clara H. Mulder and Pieter Hoimeijer, eds., *Residential Relocations in the Life Course—Population Issues: An Interdisciplinary Focus* (New York: Kluwer Academic/Plenum Publishers, 1999), 25–28.

B: Mulder, Clara H., and Pieter Hoimeijer, eds., *Residential Relocations in the Life Course—Population Issues: An Interdisciplinary Focus*. New York: Kluwer Academic/Plenum Publishers, 1999.

**Section or Chapter in Book or Larger Volume (CMS 17.68)**

N: 5. John A. Harrison, "Corridor and Land Use Planning Considerations," in *High Speed Rail in the U.S.: Super Trains for the Millennium*, ed. Thomas Lynch, 21–51 (Amsterdam: Overseas Publishers Association, 1998).

B: Harrison, John A. "Corridor and Land Use Planning Considerations." In *High Speed Rail in the U.S.: Super Trains for the Millennium*, edited by Thomas Lynch, 21–51. Amsterdam: Overseas Publishers Association, 1998.

**No Author Given**

N: 7. *Transportation Issues in Silicon Valley*, CD-ROM (San José, CA: Mineta Transportation Institute, 2011).

B: *Transportation Issues in Silicon Valley*. CD-ROM. Mineta Transportation Institute, 2011.

**Interviews - Unpublished (CMS 17.205)**

N: 8. Monica Newhouse (airport noise program manager, SCAS), interview by Richard Lee, October 4, 2004.

Unpublished interviews are not included in the bibliography.

**Journals (CMS 17.154–179)**

N: 9. Edward Goetz, Karen Chapple, and Barbara Lukermann, "Enabling Exclusion: A Retreat from Regional Fair-Share Housing in the Implementation of the Minnesota Land Use Planning Act," *Journal of Planning Education and Research* 22 (2003): 213–25.

B: Goetz, Edward, Karen Chapple, and Barbara Lukermann. "Enabling Exclusion: A Retreat from Regional Fair Share Housing in the Implementation of the Minnesota Land Use Planning Act." *Journal of Planning Education and Research* 22 (2003): 213–25.

**Papers Presented at Meetings (CMS 17.215)**

N: 10. Lowell Clary and others, "Alternative Transportation Revenue Sources" (paper presented at the Second National Conference on Transportation Finance, Scottsdale, AZ, August 20–23, 2000).

B: Clary, Lowell, Charlotte Hand, Rick Creamer, and Gene Branagan. "Alternative Transportation Revenue Sources." Paper presented at the Second National Conference on Transportation Finance, Scottsdale, AZ, August 20–23, 2000.

**Websites (CMS 17.237)\***

N: 12. State of California, "California State Budget, 2006–2007 (June 30, 2006), [www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf](http://www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf) (accessed September 27, 2006).

B: State of California. "California State Budget, 2006–2007." June 30, 2006.  
[www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf](http://www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf)  
(accessed September 27, 2006).

MTI style differs from *CMS* in the bibliographic entry: access date is given just as it is in the note form.

### **Rights and Permissions**

Rights and permissions are the responsibility of the author(s). MTI prefers to avoid using copyrighted materials and instead prefers the use of original photos and graphics.

However, there are exceptions, such as courtesy permissions from previous MTI authors.

Authors with questions concerning the use of copyrighted materials should contact the MTI research director.

## **Author's Checklist**

### **Front Matter**

- Title page
- Abstract
- Keywords (select up to five keywords from the TRB Thesaurus (available at <http://trt.trb.org/>.)
- Acknowledgments
- Table of Contents
- List of Figures
- List of Tables

### **Body**

- Executive Summary
- Introduction (optional)
- Main Text
- Conclusions/Summary/Recommendations

### **Back Matter**

- Appendixes
- Endnotes
- Acronyms and Abbreviations
- Bibliography/Websites (Author first names and surnames must be spelled out in the bibliography.)
- About the Author(s)

### **OTHER**

- Original graphics in their original format (jpg, Excel, Word, Illustrator, and so on) are ready to submit to MTI (300 dpi preferred). (These should be sent separately from the main document but at the same time.)
- Tables are complete and have appropriate titles.
- Figure captions are informative and appropriate.
- Heading levels and content are clear.
- In notes, authors' names appear as they do on the title page of their publication.