



# **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* (16<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 in their original format in separate files (Fig.1.docx, Fig.2.docx, etc.) to MTI (jpg, Excel, Word, Illustrator, and so on).

### **General Information**

The report should be single spaced and all headings, subheadings, table captions, figure captions, and table column headings should be entered in title case. Table row headings should be entered in sentence case.

Please avoid the use of first person singular and plural in writing the final report. For example, rather than writing "In our study we found..." please revise the wording to "The authors found..."

After professional editing, the final report is formatted using InDesign software. During this phase of the publication process content may be shifted (not relocated within the body of the report), as such, please avoid indicating that a table or figure appears below or above.

To increase production efficiency during the formatting process, MTI also requests that you:

- Use just one space between sentences.
- Use paragraph alignment, margins and indents, rather than spaces, to position text and other elements horizontally.
- Use "space before" and "space after" (from Format > Paragraph), rather than extra paragraph returns, to position text and other elements vertically.
- In tables, use tabs (left, center, right or decimal) and/or cell formatting (top, middle or bottom alignment), rather than spaces, to align columns and rows of text. (When a tab marker is added to the ruler of a table column, there's no need to press the tab key. Word automatically moves the text.)

- Avoid using empty columns or rows for spacing purposes in tables (they have to be removed one-at-a-time later). Instead, use the alignment techniques mentioned above and/or resize rows and columns.
- Run your report through a free online consistency-checking tool that scans Word documents for inconsistent use of language. It's fast, easy, and—best of all—FREE. <https://www.intelligentediting.com/onlinechecker/default.aspx>

### **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.

### **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 though the document: Figure 1, Figure 2, and so on (numbering does not restart with each new section). Captions should appear below the figure and should be in title case.

### **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 though the document: Table 1, Table 2, and so on (numbering does not restart with each new section). Number should be aligned on the implied decimal in all tables. The following guidelines should also be taken into consideration:

- Table captions embedded in a table row should be moved out of (above) the table.
- Table captions should be in title case.
- Table notes and sources embedded in a table row should be moved out of (below) the table.
- Delete empty rows and/or columns.

- Ensure correct capitalization of table header rows and text. Header row text should be in title case unless there is a specific reason to do otherwise.
- Phrases at the end of table titles indicating the number of participants—e.g., n=1,700—should be in parentheses like this: (n=1,700). (This allows MTI styles to automatically eliminate the number from the list of tables.)
- The height of table rows should not be specified in the Table Properties, or they should be set to a height of "at least" XX, not "exactly" XX, because a fixed height may hide some of the text.

## **BODY OF REPORT**

### **Executive Summary**

This section, three 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**

Use the introduction 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).

### **Acronyms and Abbreviations**

Place in alphabetical order.

### **Documentation**

MTI uses the notes and bibliography system of documentation and all citations must be in endnotes using the *Chicago Manual of Style*, 16<sup>th</sup> edition (CMS; Chicago: University of Chicago Press, 2003). <http://www.press.uchicago.edu/Misc/Chicago/cmofstyle/cmofstyle.html>.

For your convenience, MTI has created a document titled “Bibliography and Endnote Style - Quick Reference” that organizes the citation styles into a tabular format and color-codes them by medium (see page 6 of this document).

### **Endnotes**

Number endnotes consecutively throughout the document, including the appendices. 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 before 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.

## **Author's Checklist**

### **Front Matter**

- Title page
- Abstract
- Keywords (select up to five keywords from the TRB Thesaurus (available at [http://transportation.njit.edu/nctip/InfoForPI/bTRB\\_keywords.htm](http://transportation.njit.edu/nctip/InfoForPI/bTRB_keywords.htm).)
- Acknowledgments
- Table of Contents
- List of Figures
- List of Tables

### **Body**

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

### **Back Matter**

- Appendices
- 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, have appropriate titles, and are lined up on the implied decimal.
- Figure captions are informative and appropriate.
- Heading levels and content are clear.
- In notes, authors' names and order appear as they do on the title page of their publication.

## MTI Bibliography and Endnote Style - Quick Reference

Medium	Authors	Endnote	Bibliography
<b>Book</b>	<b>1 author</b>	Mark D. Abkowitz, <i>Transportation Risk Management: A New Paradigm</i> (Knoxville, TN: Southeastern Transportation Center, 2002).	Abkowitz, Mark D. <i>Transportation Risk Management: A New Paradigm</i> . Knoxville, TN: Southeastern Transportation Center, 2002.
	<b>2-3 authors</b>	Kelly Clifton and Andrea Livi, <i>Pedestrian Environment Data Scan (PEDS)</i> (College Park, MD: University of Maryland, 2005).	Clifton, Kelly, and Andrea Livi. <i>Pedestrian Environment Data Scan (PEDS)</i> . College Park, MD: University of Maryland, 2005.
	<b>4-10 authors</b>	John Smith et al., <i>Contemporary Transportation Studies</i> (San José, CA: MTI Publications, 2009), 37–65. <i>(For 11+ authors, see <a href="http://www.chicagomanualofstyle.org/tools_citationguide.html">http://www.chicagomanualofstyle.org/tools_citationguide.html</a>)</i>	Smith, John, Mark Jones, Diane Clement, and Cecil Brown. <i>Contemporary Transportation Studies</i> . San José, CA: MTI Publications, 2009.
	<b>Compilation w/ editor</b>	Clara H. Mulder and Pieter Hoimeijer, eds., <i>Residential Relocations in the Life Course—Population Issues: An Interdisciplinary Focus</i> (New York: Kluwer Academic/Plenum Publishers, 1999), 25–28.	Mulder, Clara H., and Pieter Hoimeijer, eds., <i>Residential Relocations in the Life Course—Population Issues: An Interdisciplinary Focus</i> . New York: Kluwer Academic/Plenum Publishers, 1999.
	<b>Section or chapter in book or volume</b>	John A. Harrison, “Corridor and Land Use Planning Considerations,” in <i>High Speed Rail in the U.S.: Super Trains for the Millennium</i> , ed. Thomas Lynch, 21–51 (Amsterdam: Overseas Publishers Association, 1998).	Harrison, John A. “Corridor and Land Use Planning Considerations.” In <i>High Speed Rail in the U.S.: Super Trains for the Millennium</i> , edited by Thomas Lynch, 21–51. Amsterdam: Overseas Publishers Association, 1998.
<b>No author given</b>		<i>Transportation Issues in Silicon Valley</i> , CD-ROM (San José, CA: Mineta Transportation Institute, 2011).	<i>Transportation Issues in Silicon Valley</i> . CD-ROM. Mineta Transportation Institute, 2011.
<b>Interviews - unpubl.</b>		Monica Newhouse (airport noise program manager, SCAS), interview by Richard Lee, October 4, 2004.	Unpublished interviews are not included in the bibliography.
<b>Journals</b>		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,” <i>Journal of Planning Education and Research</i> 22 (2003): 213–25.	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.” <i>Journal of Planning Education and Research</i> 22 (2003): 213–25.
<b>Papers presented at meetings</b>		Lowell Clary and others, “Alternative Transportation Revenue Sources” (paper presented at the Second National Conference on Transportation Finance, Scottsdale, AZ, August 20–23, 2000).	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.
<b>Websites</b> (NOTE: Access date is given in biblio just as it is in the note form.)		State of California, “California State Budget, 2006–2007 (June 30, 2006), <a href="http://www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf">www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf</a> (accessed September 27, 2006).	State of California. “California State Budget, 2006–2007.” June 30, 2006. <a href="http://www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf">www.ebudget.ca.gov/pdf/Enacted/BudgetSummary/FullBudgetSummary.pdf</a> (accessed September 27, 2006).