



Journal of Transportation of the Institute of Transportation Engineers

A publication of ITE that seeks to publish basic and applied transportation research findings aimed at advancing transportation knowledge and practices for the benefit of society.

All manuscripts submitted for review and consideration for publication must be original work and not have been published elsewhere. The manuscript will be reviewed by at least three of the members of the panel of editors in accordance with the *Journal of Transportation of the Institute of Transportation Engineers* guidelines. The reviews are to be objective and anonymous.

GUIDELINES and PROCEDURES

Guidelines for the Submittal of Manuscripts

1. Manuscripts should be submitted as a PDF with illustrations, tables and graphics embedded in the document. Manuscripts are limited to 30 double-spaced typed pages (approximately 12,000 words).
2. If your article is accepted for publication you must provide all illustrations, tables and graphics as separate files.

Guidelines for Reviewers

1. An impartial review of every submission is essential. If a reviewer feels he/she cannot undertake the review and evaluation of a submitted manuscript with complete impartiality, the reviewer is expected to recuse him/herself.
2. The principal purpose of the review is to evaluate the methodology and the conclusions reached. Are the findings supportable?
3. Does the manuscript represent original work?
4. Do the conclusions represent a valuable contribution to the advancement of the knowledge and practice of transportation?
5. Does the reviewer have observations and/or questions that need to be shared with the author and/or the potential reader?
6. Should the manuscript be rejected or accepted for publication?
7. If accepted, does the reviewer place conditions that must be met before the manuscript is acceptable for publication? And if so what are they?
8. Reviewers should focus on the technical merits of the manuscript. ITE staff will copyedit manuscripts approved for publication for understandability, grammar, and spelling.
9. A timely review of a submitted manuscripts is essential. All submissions must be reviewed and comments provided back to ITE within *four weeks* of receipt. If a reviewer is unable to complete his/her review within the allotted timeframe, he/she must email the journal's editor to advise of the delay. All reviewers' evaluations shall be considered with equal weight. However, final decisions as whether to publish the manuscript lie solely with the journal's editor.
10. Reviewers must destroy the original paper or delete the electronic version once a review is completed.

Procedures for Manuscript Review

1. The manuscript's author's name will be removed from the manuscript before being sent to the reviewers.
2. Three reviewers will be selected from the editorial /associate reviewer panel.
3. Submitted manuscripts will be forwarded in Adobe Acrobat PDF format to the selected reviewers.
4. Each reviewer will be provided with a Review Summary sheet to evaluate each manuscript.
5. Completed reviews must be submitted by the reviewers to the publisher within four weeks of receipt.
6. ITE staff will compile the reviews.
7. The reviews will be sent to authors along with any questions and comments. Authors are encouraged to respond with necessary revisions and/or comments.
8. The revised manuscript will be provided to the chief editor for review and final disposition.
9. Final selection of manuscripts for publication will be up to the editor.
10. Reviewers will be notified of the final disposition of each submitted and reviewed manuscript.
11. The ITE staff will be responsible for copyediting accepted manuscripts for understandability, spelling, and grammar. The copyedited manuscript will be provided to the author for review and comment.
12. A copyright release form will be executed by the author as the last step prior to final acceptance for publication.
13. Accepted manuscripts will be published in full in ITE's *Journal of Transportation of the Institute of Transportation Engineers*, which is distributed to all ITE members in an electronic format. Papers also will be made available on the members-only section of ITE's Web site (www.ite.org) and may be purchased for a fee by nonmembers.

The editorial board is appointed by ITE's International President. Members all have a Ph.D. and are full professors, program heads, or chiefs of staff overseeing the transportation research programs at their respective universities.

Members of the editorial panel are appointed for a three-year term and may be appointed for up to one additional term.

Author Instructions for Article Submissions

General

The *Journal of Transportation of the Institute of Transportation Engineers* is published by the Institute of Transportation Engineers (ITE). The journal is published semiannually. The *Journal* is distributed to key transportation organizations around the world, as well as to ITE's membership as an e-journal.

The journal's editorial board welcomes articles on transportation engineering.

Submission Requirements

The following instructions are designed to assist potential author(s) in submitting articles that are fully compatible with ITE publication requirements.

1. All submissions to the ITE *Journal of Transportation of the Institute of Transportation Engineers* must be full-length, previously unpublished papers that deal with original research work.
2. Number the pages consecutively.
3. For initial submission, embed graphs, diagrams, or illustrations. If your manuscript is accepted for publication you will be required to submit a Word document with the graphics as separate files.
4. All submissions must be received via e-mail or posted mail delivery.
5. All submissions must include the author(s)' name and current contact information, to include business title, business address, e-mail, phone, and fax numbers.
6. If your manuscript is accepted for publication all artwork/graphics should be submitted as photos or originals in TIF or EPS file format. The minimum resolution is 350 dpi.
7. All decisions of the *Journal of Transportation of the Institute of Transportation Engineer's* editorial board are final.

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ITE is now accepting papers for the spring 2012 issue.