

Institute of Transportation Engineers

Author Guidelines

Manuscript Format

- Please send us both hard copy and electronic copy of your manuscript. We prefer Microsoft Word but WordPerfect is also acceptable. Attach a cover page with book title, chapter title and your name, title, affiliation, mailing address, phone and fax numbers and email address.
- Leave margins of at least 1 inch on all four sides of your page to allow room for editing marks and number your pages consecutively. Use a serif typeface (such as Times) that is 12 points in size.
- Single spacing is fine for your first draft copy when it goes out for review, but the final copy should be double-spaced.
- Use only one space after a period.
- Include a complete table of contents, listing all the headings used in the text according to level, using different indentations.
- Provide an alphabetized chapter index, using the draft page numbers. This will be the basis for the general index for the book.
- Add numbers to subheadings and individual items for ease of reference in the chapter reviews.

Heads/Subheads

- To indicate level of heading, follow these guidelines:

1 st heading	All caps, bold and centered (for chapter title)
2 nd heading	All caps, bold
3 rd heading	Upper and lower case, bold
4 th heading	Upper and lower case
5 th heading	Italics

Bulleted Lists

- If bulleted item is a sentence, then capitalize and punctuate accordingly.
- If bulleted item is only one word, then no punctuation is necessary.

- If bulleted item is a phrase, then use semicolons between items and a period at the end of the final item.

Figures and Tables

- Submit all artwork electronically, if possible, and include hardcopies with your manuscript.
- DO NOT EMBED artwork (e.g., charts, tables, graphs, figures, photos) into your document file. Supply the art separately from the text, preferably in EPS or TIFF format. Indicate clearly in the text where the art should be placed. Electronic files must be at least 300 DPI.
- When supplying camera-ready (or hard-copies) of the art, follow these guidelines:
 - Black ink on white background for illustrations
 - Submit original photos only. Photocopies are not acceptable.
 - Put a placeholder in the text file to indicate where the figure or table should be placed.
- Provide a master list of all tables and figures in your chapter.
- When typing tables, use only one tab character between columns (even though they might not align correctly on your screen). It is best not to use the table program in Word, just type the data in rows as you'd like it to appear, with one tab between each column and one paragraph return between each row.
- Supply a hardcopy of mathematical formulas showing the formulas exactly as you'd like them to appear. If your computer program does not properly format formulas, write them out neatly by hand and include with the printout.
- Indicate source at the bottom of all figures and tables.
Example: "Source: TRB, Highway Capacity Manual, 1977 Update."

Footnotes

- Footnotes follow The Chicago Manual of Style (Section 15.22), with a few differences; footnotes should be indented.
- Article titles should be consistent with references, meaning they may either be initial-capped or presented in European down style (i.e., only the first word is capitalized), depending on how the author has given them. Page numbers are optional, but they appear last when they are provided.
- "Ibid." and "et al." do not need to be set in italics. No comma precedes the use

- of et al., but a period always follows “al.”
- General style:
 1. Fermator, A.W. et al. *Industrial Development in the Late Twentieth Century*. Colefax, MD, USA: Colefax University Press, 1990, p. 24.
 2. Gimperson, C. “A Suggestion for Combining Seemingly Opposing Processes.” *Industrial Waste Management Review* 9 (April 1989): 12–13.
 3. Ibid., p. 13
 4. Fermator et al., p. 231.

Permissions and Copyrights

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- Complete and sign the “Transfer of Copyright” form enclosed and mail or fax back to ITE.
- When you include an extended quotation or a table or figure from another publication, you must secure permission from the original copyright holder. *ITE cannot publish your manuscript without this written permission.* A “Permission Request” form is enclosed, please make copies if necessary and return the signed permissions to ITE with your manuscript. *Early clearance of permissions is critical so that publication of the book will not be held up.*

References for Further Reading

- List references for further reading alphabetically at the end of the chapter. Example: “Parker, M.R. and C.V. Zegeer. *Traffic Conflicts for Safety Operations*, FHWA-IP-88-027. Washington, D.C.: FHWA, U.S. DOT, 1989.

Brand Names

- Do not include brand names in the text. If brand names must be used, then include the manufacturer’s name and location in parentheses immediately following the first mention of the product.

Units of Measurement

- Use English units with metric in parenthesis (see AASHTO Metric Guidelines). Figures and tables should appear as indicated in the source document. A footnote of conversion factors can be included as appropriate.

Abbreviations

- Use only the two-letter abbreviations for states as listed in The Chicago Manual of Style.

- Abbreviate sec., in., min., ft., which are English units, with periods, except for mph.
- Abbreviate m, km, mm, which are metric units, without periods.

Academic Degrees/Professional Designations

- Academic degrees should be listed as follows:
 - B.S., bachelor's degree, Bachelor of Science in Traffic Engineering
 - M.S., master's degree, Master of Science in Traffic Engineering
 - Ph.D., Doctorate in Traffic Engineering
- Professional designations should be listed as follows:
 - P.E. for Professional Engineer
 - PTOE for Professional Traffic Operations Engineer

Acronyms

- Spell out "Institute of Transportation Engineers" upon the first appearance in the text, followed by the acronym in parentheses. Thereafter, use only the acronym. Do not include the acronym in parentheses if it is not used again.
- After first mention and if used again, use "ITE" throughout; do not refer to the organization as "the Institute."

Addresses

- Institute of Transportation Engineers, 1099 14th Street, NW, Suite 300 West, Washington, DC 20005-3438 USA, Tel: +1 202-289-0222, fax: +1 202-289-7722, www.ite.org

Capitalization

- In general, use "down style" as described in TCMS (e.g., transportation planning, transportation engineers). Exceptions: use Land Use Code when it is used with a number as part of a code title; International Board of Direction; Content Advisory Committee; and capitalize Figure, Table, Chapter, Edition, etc., when used specifically (e.g., Figure 2-1, Table 4-2, Chapter 2, *Transportation Planning Handbook, Second Edition*).
- STOP, YIELD and all other sign markings and all road markings should always be printed in uppercase. Terms like "change" and "clearance" are not capitalized when used to describe traffic signals.
- In titles, known as headline style, capitalize all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (after, although, as, as if, as though, because, even though, if, so that, than, that, unless, until, when, whenever, where, wherever, whether, which, while, who, whom and whose).

- For headline style, do not capitalize articles (a, an, the), coordinating conjunctions (and, but, for, nor, or, yet), and prepositions, regardless of length; only capitalize these items if they are the first word of the headline. The to in infinitives is also lowercased.
- For headline style, do not capitalize: with, into, from, of.
- Capitalize titles of groups, committees, councils: the Transportation Education Council. On the second reference, it is ok to say the Council or the Committee.

Common Sources

- Several sources/publications are often mentioned continuously throughout transportation-related articles and publications. On first mention, please spell out the entire name/title of this source and italicize if it is a publication. After the first reference with acronym in parentheses, use the acronym throughout. These common sources include:
 - HCM = *Highway Capacity Manual*
 - MUTCD = *Manual on Uniform Traffic Control Devices*
 - Handbook = *Transportation Planning Handbook* or *Traffic Engineering Handbook* when either book is referred to specifically, but keep the word handbook lowercase and roman when making a general reference to both publications.

If a particular item cannot be found in the styleguide, follow *The Chicago Manual of Style* (TCMS). For spelling guidance, follow *Webster's New World Dictionary*.