

Style Guide

Please follow the style guidelines listed below for all ITE publications, including books, brochures, business cards, flyers, *ITE Journal*, letterhead, marketing materials, etc. If a particular item cannot be found on the list below, then please follow *The Chicago Manual of Style* (TCMS). For spelling guidance, please follow *Webster's New World Dictionary*.

Abbreviations

- Use only the two-letter abbreviations (without periods) for states as listed in TCMS, pp. 465–466.
- Abbreviate sec., in., min., ft., which are English units, with periods, except for mph.
 - ft. = foot/ feet
 - sec.= second
 - in.= inches
- 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
- Do not follow the degree abbreviation(s) with the word degree(s); they are redundant (BAD= He earned his M.S. and Ph.D. degrees from UCLA in 1991 and 1993, respectively. GOOD= He earned his M.S. and Ph.D. from UCLA in 1991 and 1993, respectively. OR He earned his master's degree from UCLA...)
- Professional designations should be listed as follows:
 - P.E. for Professional Engineer
 - PTOE for Professional Traffic Operations Engineer

Acronyms (Please see attached list.)

- 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."
- After first mention and if used again, use "FHWA," "IHS" and "ITE," not the FHWA

Addresses

- Institute of Transportation Engineers, 1099 14th Street, NW, Suite 300 West, Washington, DC 20005-3438 USA; +1 202-289-0222; fax: +1 202-289-7722; www.ite.org
- Web addresses do not use http://, even if they do not begin with www (e.g., espn.go.com)

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.

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, 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) and prepositions that are four letters or longer.
- For headline style, do not capitalize articles (a, an, the), coordinating conjunctions (and, but, for, nor, or, yet), and prepositions, if they are less than four letters long; 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.

Equations

- All variables in equations should be italic; all units of measurement should be roman.
- Equations should be centered and numbered (if appropriate).

Figures and Figure Captions

- Figures should be as clear and easy to understand as possible.
- *ITE Journal*:
 - Each figure should be labeled, and caption should be a flush-left sentence with a period as follows: Figure 1. The zig-zag markings on the street mark the approach to a pedestrian crossing in England.
- Non-*ITE Journal* items:

- Figure numbers use en dashes instead of hyphens, and caption should be a flush-left sentence with a period as follows: Figure 2–1. Total expenditures related to automobiles and other motor vehicles.

Footnotes

- Footnotes follow TCMS (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.

Heads/Subheads

- *ITE Journal*:
 - Subheads in *ITE Journal* are bold with all uppercase letters.
 - Sub subheads in *ITE Journal* are italic with initial caps.
- Non-*ITE Journal* items:
 - These should follow European down style (i.e., only the first word is capitalized), and they follow a numerical order (1.7, 1.7.1, 1.7.1.1, etc.). Head A is bolded and set two points larger than body text. Head B is plain and set two points larger than body text. Head C is bold and set in the same point size as body text.
- In titles, known as headline style, capitalize all nouns, pronouns, adjectives, verbs, adverbs, 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), and prepositions of four letters or larger.
- For headline style, do not capitalize articles (a, an, the), coordinating conjunctions (and, but, for, nor, or, yet), and prepositions less than four letters long; only capitalize these items if they are the first word of the headline. The to in infinitives is also lowercased.

- When you have a hyphenated word in a title, always use uppercase letters for the second word.

Meeting Names

- ITE 2003 Annual Meeting and Exhibit
- ITE 2003 Technical Conference and Exhibit

Numbers

- Spell out numbers one through nine (use the numerical for 10 and up). If a paragraph or sentence includes a mix of numbers (e.g., six, 21, 243), please be consistent whether using all numerals or spelling out all numbers.
- With measurements of time (e.g., sec., month, year), numerals should generally be used for consistency, whether or not the term of measurement is abbreviated.
- Spell out first through ninth when they indicate sequence in time or location; use figures starting with 10th.
- Always use numbers with percent. Example: The number of survey respondents increased 3 percent this year compared to last year. Spell out the word percent, but use the symbol in tables and figures to save space.
- Fractions should be hyphenated. Examples: three-fourths, one-quarter, two-thirds.

- For dollars, always use figures and the \$ sign in all except casual references or amounts without a figure. Examples: The book cost \$4.
Can I please have a dollar?
- Always spell out the word cents, using numbers for amounts less than a dollar. Examples: 5 cents, 75 cents, \$2.50, \$35.99.

Punctuation

- Commas
 - Do **not** use serial commas with “and.” Example: I like carrots, peas and spinach.
 - Use serial commas with “or.” Example: I want cotton candy, ice cream, or popcorn.
- Em and En Dashes
 - Use an em dash (—) to break apart phrases. Em dashes are stronger than commas. Example: The only article of clothing he wore—a pair of ill-fitting overalls—was torn and filthy.
 - Use an en dash (–) between page numbers and years to give equal weight/significance to numbers and words. Example: The article by Richard Retting appears on pages 24–28.
- Hyphens
 - Hyphens should be used primarily to promote clarity with compound modifiers. Examples: law-abiding citizen, high-speed train, part-time employee, 24-hour day, right-of-way.

- Do not hyphenate long compounds that are likely to be familiar to the ITE audience (e.g., traffic control signals, land use planning, site trip generation analysis), unless meaning is extremely ambiguous without a hyphen.
- Hyphens with Prefixes and Suffixes
 - Generally, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel. Examples: re-enter, re-examine, pre-existing, pre-empt.
- Periods
 - Always end sentences with periods.
- Quotation Marks
 - Always use smart quotes (“bad weather”).

References

- References follow TCMS (Chapter 15), with a few differences. They are listed at the end of each chapter, hang-indented. The “humanities” style described in Section 15.73 is the preferred style (e.g., italicize books and periodicals, use initial capitalization for all titles and enclose article and paper titles in quotes). However, if the author only provides initials for the first names of authors in the bibliography, there is no need to query for the full name.

- When the same organization is both author and publisher, repeat the information in both places (an abbreviation may be used for the second instance).
- “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 for an article:
 1. Nicodemus, D.A. “Safe and Effective Roadways Humps: The Seminole County Profile.” *ITE 1991 Compendium of Technical Papers*. Washington, DC, USA: ITE.
- General style for a book:
 1. Griffin, M.J. *Handbook of Human Vibration*. London, United Kingdom: Academic Press, 1990.
- General Style for *ITE Journal* references:

ITE Journal. Vol. 72, No. 1 (January 2002): 12–16.
- Titles of reports and journal articles should be in quotes when listed in body text and/or reference list.
- Titles of books and journals should be in italics when listed in body text and/or reference list.

Source Information

- Source information for figures and tables should be presented flush, as follows, under the figure or table caption:

- SOURCE: Author (small caps if INDIVIDUAL, regular roman if institution) and/or title of publication, followed by a comma, place of publication followed by a colon, publisher, comma, date, comma, page number if available, period. Example:
SOURCE: *Research on Road Traffic*, London, England: Her Majesty's Stationery Office, Royal Ministry of Public Works, 1965, p. 306.

Spelling and Usage of Special Words

- Use U.S. when used as an adjective. Example: Many attendees of the international conference were U.S. citizens.
- Spell out United States when not used as an adjective. Example: The United States does not have as many roundabouts as Europe.
- Since ITE is an international organization, always include the state and country when a city is first mentioned. Example: The research team from Orlando, FL, USA, traveled to Toronto, Ontario, Canada, where they held a seminar on how Toronto could implement automated enforcement.
- Do not use contractions.
- Set A.M. and P.M. in small caps.
- Always lowercase:
 - interstate
 - the federal government

- For acronyms, years and eras, when plural, use an “s” without an apostrophe. Example: 1970s, DOTs
- The following are correct:
 - countermeasures
 - database
 - daytime
 - decision-makers
 - e-mail
 - jaywalk
 - laptop
 - listserv
 - nighttime
 - nonlocal
 - online
 - on-site registration
 - policy-makers
 - principal engineer
 - retroreflective and retroreflectivity
 - underway
 - Web site

The following phrases or company names are correct:

- Kittelson & Associates Inc.
- Kimley-Horn and Associates Inc.

- Systems Management & Operations

Tables

- Tables should be as clear and easy to understand as possible.
- *ITE Journal*:
 - Table title should include table number and should be a centered sentence with a period as follows: Table 1. Criteria used for comparison neighborhoods.
- Non-*ITE Journal* items:
 - Table numbers use en dashes instead of hyphens, and table title should be centered in title style without a period as follows:
Table 1–1. Personal Travel by Purpose of Trip