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**-Coordinating Council Procedures-
Preparation of Informational Reports**

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ITE COUNCIL INFORMATIONAL REPORT PROCESS SUMMARY

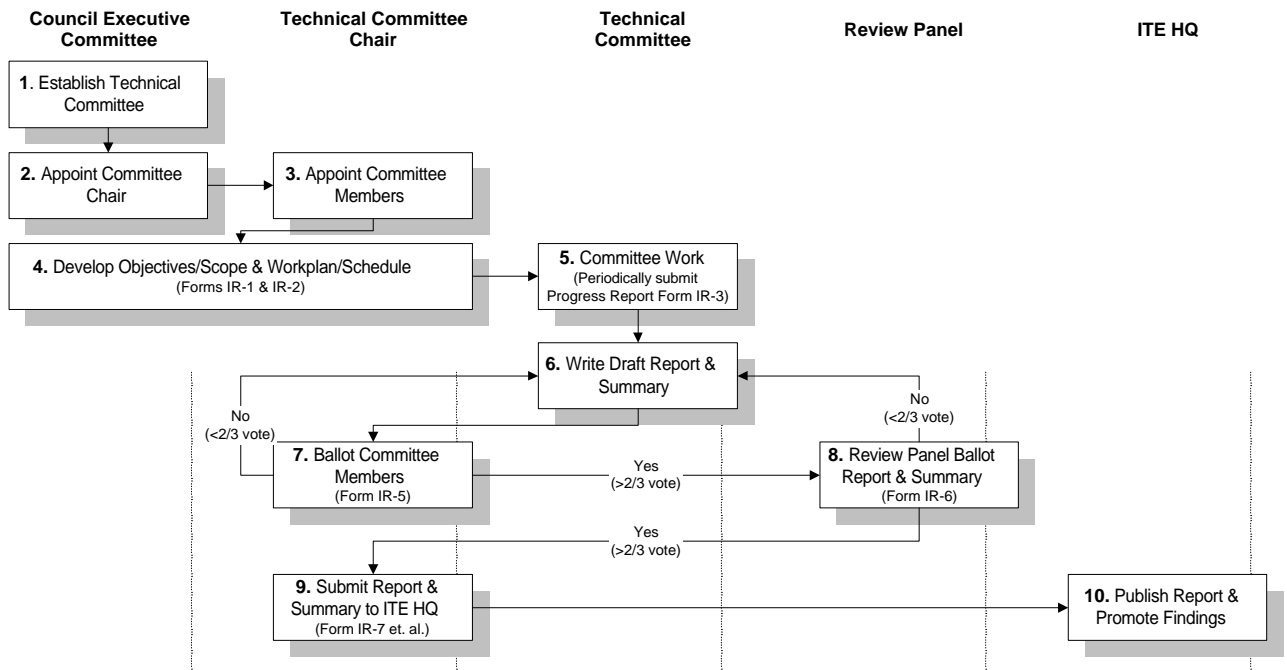


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INTRODUCTION

The purpose of this procedures manual is to provide guidance in the preparation, processing for approval and publication of **Informational Reports**.

ITE Coordinating Council and Specialty Councils

The ITE Coordinating Council serves the members of the Institute of Transportation Engineers (ITE) by encouraging, promoting, and organizing research and technical activities on topics relevant to the transportation engineering profession. These efforts are conducted by volunteer members of technical committees organized to address a specific topic or issue.

The ITE Coordinating Council is headed by a Chair and a Vice-Chair and includes the Chair of each Specialty Council. The Specialty Councils and the activities they lead are shown in Table 1. Each Specialty Council has a Executive Committee which oversees and provides assistance to the technical committees. Each Specialty Council is also assigned an ITE Headquarters staff representative to assist with Council activities. The Council Executive Committee also appoints the Review Panel which reviews and approves the Technical Committee report. Throughout this manual, the Technical Committee's primary Council contact is referred to as the Council Representative. This may be either the Council Chair or a member of the Council's Executive Committee, depending on how the Council is organized.

Types of Technical Committee Reports

There are three types of reports that are prepared by ITE technical committees: Informational Reports (IR), Recommended Practices (RP), and Standards (ST). There are major differences among the types of reports, as described below.

Informational Reports contain information and data on actions or options for use relevant to particular transportation engineering procedures or equipment applications. Content of the report is based on the experiences of practicing transportation professionals and on research. Such reports are prepared for information purposes only and do NOT include Institute recommendations on the course of action or the preferred application of the data contained therein. The majority of ITE reports are Informational Reports.

Recommended Practices are publications which do include Institute recommendations for rules, conditions, methods, or requirements concerning procedures, performance, design, operations, systems, services, practices, or courses of actions for application to transportation engineering activities and functions. Recommended Practices include appropriate information and data to support the recommendations contained therein. Recommended Practices do not include canons of ethics or other rules of professional conduct. Recommended Practices are often preceded by the development of an Informational Report.

Standards published by ITE include equipment standards and software/protocol standards. Equipment standards describe design, material, processing, safety aspects, or performance characteristics of equipment used for controlling, directing, or informing

users of transportation facilities. An equipment standard allows users and manufacturers to objectively determine if a given product satisfies or complies with the standard. Software/protocol standards define software or communications protocols used in transportation facilities, systems, communications or equipment. They are usually applicable to advanced technologies, including intelligent transportation systems.

It is critical that a Committee Chair knows what type of report the committee is charged with developing, and the associated limitations and requirements.

Committees charged with preparing a Recommended Practice or an ITE Standard should refer to the “ITE Procedures for the Development of Standards and Recommended Practices”, which is available from ITE Headquarters. If you are not sure which type of report your committee should be developing, contact your Specialty Council representative, or the Council staff representative at ITE Headquarters.

When You Have A Question

If, at any time, you have a question regarding committee procedures, please contact your Council Representative or Council staff representative at ITE Headquarters. Assistance and guidance are always available from these sources.

All corrections, questions, or comments regarding this procedures manual should be transmitted to:

Institute of Transportation Engineers
525 School Street S.W., Suite 410
Washington, D.C. 20024-2729
(202) 554-8050
FAX: (202) 863-5486

TABLE 1
ITE COORDINATING COUNCIL AND THE SPECIALTY COUNCILS

The ITE Coordinating Council serves to bring together the activities of 11 specialty councils that, in turn, serve to identify and meet the technical needs of their respective memberships in such disciplines as traffic engineering, transportation planning, other key disciplines and employer types. The technical activities of the Institute are carried out primarily through the appropriate ITE specialty councils. These councils develop and deliver programs, products and services in a timely and effective manner, to meet the needs identified by ITE members and the transportation profession. These products include publications, articles, recommended practices, educational programs, presentations and sessions, informational bulletins and other information and tools for the transportation professional. ITE members are encouraged to participate in these activities. Involvement is open to members and nonmembers of these councils. To become a member of one or more of these councils, contact ITE Headquarters.

Specialty Council	Activity
Goods Movement	The Goods Movement Council provides a focus within the Institute for those interested in freight-related matters. The Council defines goods movement issues, catalogues what others are doing to address them and determines the appropriate role for the Institute.
Industry	The Industry Council includes companies responsible for the manufacture, distribution and sale of products and services related to the transportation safety or traffic engineering field.
Intelligent Transportation Systems	The ITS Council covers advanced electronics and communications technologies for surface transportation systems, including traffic management, traveler information, public transportation and commercial vehicle operations.
Traffic Engineering	The Traffic Engineering Council covers issues, recommended practices, and standards involving the design, operation, traffic control, and maintenance of roads, streets and highways, their networks, terminals and relationships with other modes of transportation.
Transit	The Transit Council covers mass transportation systems and associated facilities, including local transit (bus, light rail), rapid transit (bus, rail), high-occupancy vehicle (HOV) facilities, people movers, waterborne transit (ferries), and related multi-modal interfaces.
Transportation Consultants	Transportation Consultants Council members include transportation consulting firms and are responsible for technical and management issues affecting consultants engaged in transportation or traffic engineering.
Transportation Demand Management	The Transportation Demand Management Council addresses improved management of person and vehicle trip demand by reducing the dependence on, and use of, single-occupant vehicles or by altering the timing of travel to less-congested time periods.
Transportation Education	The Transportation Education Council covers all issues related to and enhancing the professionalism and education of transportation professionals, including the exchange of technical information between transportation educators and other transportation professionals.
Transportation Expert Witness	The Transportation Expert Witness Council covers issues related to expert testimony and enhancing professional growth and technical expertise of those serving as expert witnesses in transportation.
Transportation Planning	The Transportation Planning Council covers the planning of transportation facilities systems for people and goods, assessing land-use impacts, surveying travel and transportation systems, forecasting transportation needs and analyzing and evaluating transportation programs.
Transportation Safety	The Transportation Safety Council covers transportation safety improvements and issues, including accident reduction, design and safety considerations, work zone safety, human factors, pedestrian and bicycle safety, and safety considerations for older and disabled people.

DEVELOPING AN INFORMATIONAL REPORT

The purpose of this manual is to provide the committee chair and its membership general guidance to be followed which will lead to the successful and timely accomplishment of an Informational Report. The steps outlined within the manual describe the process to prepare an Informational Report from committee inception to report publication.

1. *Establish Technical Committee*

There are frequently topics of interest to the ITE membership or the membership of a Specialty Council for which a timely report should be prepared. Such topics can be identified by Institute leadership, the Coordinating Council or a Specialty Council. Often these topics span the discipline areas of several Specialty Councils. In forming the committees for such an informational report, it is important that the proper disciplines be represented and committee members be committed to the timely preparation, approval and distribution of the Report.

Most Technical Committees are established as a result of a suggested topic submitted to the Coordinating Council or ITE Headquarters. New ideas received by Coordinating Council or ITE Headquarters are transmitted to the appropriate Specialty Council Chair. The Council Executive Committee determines whether the suggested topic would best be addressed by a committee, or by some other ITE technical group, agency or organization. For many topics, it may be desirable to have representation from multiple Councils in the committee so that the appropriate disciplines can address the topic.

Upon the decision to establish a committee, the appropriate Specialty Council Executive Committee will assign a study title, and work with the Committee Chair (if already selected) to prepare the initial objectives and scope for the committee. The objectives and scope are to be developed so that a timely and effective report of use to the profession can be developed. Recognizing that ITE technical committees are staffed by volunteers, and that the amount of work required should be compatible with the volunteer resources and time available.

2. *Appoint Committee Chair*

Potential Committee Chairs are identified by the Institute leadership, considering past performance on previous committees, and/or interest/knowledge in the topic. Committee Chairs must be voting members of ITE. The Committee Chair is selected and appointed by the Specialty Council Executive Committee. The Committee Chair is responsible for: selecting other committee members, keeping committee members involved throughout the course of the committee's work, providing periodic progress updates, and seeing that the assigned project is pursued and completed to the fullest degree possible.

3. *Appoint Committee Members*

The committee may consist of both members and non-members of the Institute. A list of potential committee members may be provided to the Committee Chair by the ITE Staff Representative. Committee Chairs may also staff the committee with professional acquaintances or referrals from others. The Committee Chair should also coordinate

with the Council Representative so that a “call” for volunteers can be included in the upcoming Council newsletter.

Once the committee members are selected, the Committee Chair should send the complete membership roster to the Council Representative and ITE Headquarters, and indicate if the selected committee member is a member of the Institute. For committee members who are not members of the Institute, the roster should contain the complete names, titles addresses, phone numbers, e-mail address and fax numbers. The Committee Chair will officially appoint the selected committee members.

A committee may be composed of "active" and "review" members. "Active" members are those who will collect data or information, perform analyses and draw conclusions, and prepare the report. "Review" members participate only in the review process, and may be asked to review draft work plans, questionnaires, and reports. All members (both "active" and "review") are considered voting members of the committee. The number of members on a committee can range from one to as many as 20, depending on the project.

4. *Revise Objectives and Scope & Develop Work Plan and Schedule*

Within one month of the appointment of the committee members, the Committee Chair and committee are to finalize the committee scope and objectives (Form IR-1, Appendix A) in consultation with the Council Representative, and prepare a detailed work plan and schedule (Form IR-2, Appendix A) for completing each of the project tasks. The detailed plan should contain a step-by-step outline of tasks to be accomplished. It is desirable that the type or source of information needed to complete the tasks also be stipulated. A time schedule should be developed for each task, which reflects the need to allocate work tasks to members of the committee in an organized fashion.

It is the goal of the Coordinating Council that Informational Reports not take longer than two years to complete. It is desirable for many reports to be completed in significantly less time to facilitate timely distribution of information to the membership.

5. *Committee Work*

The Committee Chair is both the leader and manager of the committee. It is the Chair's responsibility to see that the committee makes continuing progress and stays focused on its objectives and scope. Thus, it is important that the Committee Chair stay in regular and frequent communication with the committee members. Contact should be made at least monthly to all members and ITE Headquarters with current work assignments.

The majority of the committee work can be accomplished through the mail, e-mail or fax. However, Committee Chairs are welcome to schedule needed committee meetings at the ITE Spring Conference and Annual Meeting, and the Transportation Research Board Annual Meeting. Attendance at the committee meetings should be encouraged, but it is not mandatory. Coordination of meeting space and time will be made with the ITE Staff Representative not later than 90 days prior to the meeting.

Once the work plan and schedule are developed, the committee chair should make assignments to the committee members. The three types of information gathering activities typically used by committees are literature reviews, questionnaires, and field data. A committee does not need to perform all of these activities; it should only perform those activities necessary to address the issues identified.

Should the committee determine that additional assistance is needed to facilitate the timely completion of the data collection task, then the committee chair may request Specialty Council financial support. Specialty Council Executive Committees may grant the expenditure of Council funds for such activities. Due to the limited nature of such funds specific guidance for their expenditure is provided in the Council Operating Procedures. One resource that should not be overlooked are ITE Student Members. In some cases, they can be an excellent resource for conducting data collection activities. ITE Headquarters must serve as the contracting agency for any such services. Additional information is available by contacting the ITE staff representative.

Literature Review

The committee should determine what information is already available on its assigned topic from ITE and other sources. Upon request, ITE Headquarters can provide a copy of relevant ITE published materials, and can notify the Committee Chair of any ITE committees that are currently addressing related subjects. The committee should attempt to locate literature from other appropriate sources, the names and addresses of which can be obtained from ITE Headquarters. ITE Headquarters will assist the Committee Chair in obtaining a Transportation Research Information Service/Highway Research Information Service (TRIS/HRIS) search from the Transportation Research Board if needed.

Questionnaire

A questionnaire should be used only if the needed information cannot be secured in any other reasonable manner. **Approval must be given by the ITE Headquarters for all questionnaires.** If a questionnaire is used, it should be professional in appearance and wording; presented on 8 ½ by 11 inch ITE Council stationery. It is recommended that the questionnaire be kept short, as response will diminish as length increases. Guidance in the preparation of the questionnaire is shown in Form IR-3 shown in Appendix A. The draft questionnaire should be prepared and reviewed by the committee. It may be helpful to use persons not familiar with the project to help develop/review and pretest the questionnaire. ITE Headquarters can work with the Committee Chair to determine the best target audience for the questionnaire. Once a draft questionnaire is prepared, the Committee Chair should submit the questionnaire with Form IR-3 to the Council Representative and ITE Headquarters for review.

ITE Headquarters will reproduce and distribute approved questionnaires. Four weeks is usually required by ITE Headquarters to print and mail questionnaires. The transmittal letter, questionnaire, and mailing list should be provided on a diskette, along with a hard copy. The Committee Chair should indicate on the disk label which operating system and software were used.

Field Data

ITE Headquarters is typically not involved in the data assembly or collection efforts beyond assisting the Chair with acquiring relevant publications on issues related to the committee work.

6. Draft Report and Summary

After the data are collected and analyzed, the Committee Chair should prepare a report outline and make writing assignments. The Committee Chair or designated representative will be responsible to coordinate the writing assignments and graphics preparation for the draft report. For each project, a summary article should also be prepared for publication in the *ITE Journal*. The draft report and summary article should be circulated for review to committee members (both "active" and "review" members) and other interested individuals as identified by the Committee Chair or Council Executive Committee. Comments received should be considered in the preparation of any revised draft(s).

Recommendations should not be included in an Informational Report. If recommendations are present (e.g.; use of the words "should", "shall", "are to") they should be rewritten into informational form or removed. Otherwise consideration should be given to the need to develop a Recommended Practice. If the committee decides to pursue a Recommended Practice, the Council Representative must be notified and grant approval, and the report must be prepared and reviewed in accordance with the "ITE Procedures for the Development of Recommended Practices". Recommended Practices require more extensive review and approval processes.

7. Ballot Committee Members

When the Committee Chair feels the committee has a satisfactory draft report, the report should be balloted for approval using Form IR-4, Technical Committee Ballot on Proposed Informational Report (from Appendix A). The summary article should be balloted in conjunction with the full report. The ballots and any additional comments should be returned to the Committee Chair within the specified time frame (generally 3 to 4 weeks). The Committee Chair is to provide copies of the ballot package to ITE Headquarters.

Approval is achieved with affirmative votes two-thirds of those voting, with a majority of all (active and review) committee members constituting a quorum. If approval cannot be achieved on the first ballot, or if significant disagreements exist, further refinements should be made and the report subsequently re-balloted as many times as necessary.

8. Review Panel Ballot Report and Summary

Following approval by the committee, the Committee Chair should make any final refinements reflecting comments on the last committee ballot, and forward one copy of the report and summary article along with copies of the committee ballots to ITE Headquarters.

Within four weeks of receipt of the report and summary article from the Committee Chair, ITE Headquarters should transmit the complete report, summary article, copies

of all of the committee ballots, and Form IR-5, Review Panel Ballot on Proposed Informational Report (from Appendix A) to each member of the Review Panel. The Review Panel consists of three to five individuals with knowledge in the Informational Report subject area. They are selected by the Council Representative. Typically the Council Representative will serve as chair of the Review Panel. The ballots and any additional comments should be returned to the Council Representative within the specified time frame (generally 3 to 4 weeks).

The Panel may approve the report and summary article as is, or contingent upon specified changes or considerations, or it may return the report to the committee for additional work and re-review after completion. If returned, the report should be accompanied by specific direction from the Review Panel. Two-thirds affirmative votes by the Review Panel is required for approval.

9. Submit Report to ITE Headquarters

Upon receiving approval from the Review Panel, the Committee Chair should submit the camera-ready document(s) including original artwork, a diskette containing the file(s), noting which operating system and software were used, and a head and shoulders photograph of the Committee Chair. A checklist for submitting publications to ITE Headquarters is provided as Form IR-6 in Appendix A.

10. Promote Findings

Summary Article Published in ITE Journal or on ITE Web-site

A summary of the full report may be published in the *ITE Journal* or on the ITE web site after receiving the necessary approvals. The publication date may vary depending on the *ITE Journal* publication schedule.

Informational Report Published

When the full report is published, ITE Headquarters will send one complimentary copy to each committee member with a certificate recognizing their work in the committee.

Presentation of findings at ITE Annual Meeting and/or Other ITE Meetings

Technical Committee Chairs are encouraged to submit abstracts for consideration for presentation at ITE Annual Meetings and Spring Conference. A Call for Papers for the International Annual Meeting and Spring Conference technical program is published annually in the *ITE Journal*. A copy is also sent directly to each Committee Chair. Abstracts should identify the topic as being the result of a technical committee's work.

ITE Coordinating Council Award

The ITE Coordinating Council Award recognizes an outstanding contribution to the Institute of Transportation Engineers through excellence in a Specialty Council committee report. The Coordinating Council Award is a plaque presented to the Chair of the recognized committee at the Institute's Annual Meeting. Certificates to members of the recognized committee are mailed out after the Annual Meeting.

Committee informational reports from the Specialty Councils which were received for publication by ITE Headquarters during the preceding calendar year are eligible for nomination for the Award by the Council of origination. Each Council nominates one candidate, selected by the Council Executive Committee.

The criteria used to review reports which are submitted for the Coordinating Council Award include, but are not limited to:

- The report must be a significant contribution to the profession.
- The report must have successfully met the assigned objective of the committee.
- The report must have been prepared in a meaningful and usable form.

APPENDIX: FORMS AND CHECKLISTS

Form/List	Title	Action
IR-1	Committee Objectives and Scope	Revise and submit within 1 month of appointment of the Committee members.
IR-2	Committee Work Plan and Schedule	Submit within 1 month of appointment of the Committee members
IR-3	Progress Report	Will be faxed to Chair prior to Council meetings. Please respond within a week of receipt.
IR-4	Questionnaire Checklist	Attach to questionnaire when submitting for review.
IR-5	Committee Ballot	Typically allow 3 to 4 weeks for review of report.
IR-6	Review Panel Ballot	Typically 5 to 6 weeks from time submitted to Council Representative to receipt of ballot results.
IR-7	Checklists for Submitting Report for Publication	Submit with final report after Council approval.
IR-8	Format and Style Requirements for Reports	Refer to during report preparation and review prior to final submission
IR-9	Transfer of Copyright Agreement	Submit completed form for each person who prepared portion(s) of report

IR-1: Committee Objectives and Scope

Committee Number	
Council	
Committee Chair	
Council Representative	
Prepared by	
Date	

OBJECTIVES:

SCOPE:

Form initially completed by the Council Representative and then revised by the Committee Chair. The revised form should be submitted to the Council Representative and ITE Headquarters.

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Washington, DC 20024
Phone: 202 554-8050
FAX: 202 863-5486
Website: www.ite.org

IR-2: Committee Work Plan and Schedule

Committee Number: _____

Date: _____

Committee Title: _____

Committee Chair: _____

Step	Task (see corresponding sections in the flowchart and manual)	Responsible	Proposed Party Schedule	Date Completed
1	Establish Technical Committee	Specialty Council		
2	Appoint Committee Chair	Specialty Council		
3	Appoint Committee Members	Committee Chair		
4	Revise Objectives and Scope & Develop Work Plan and Schedule	Committee Chair		
5	Committee Work	Technical Committee		
6	Draft Report and Summary	Technical Committee		
7	Ballot Committee Members	Committee Chair		
8	Panel Review Report (and Summary)	Review Panel		
9	Submit Report to ITE Headquarters	Committee Chair		
10	Promote Findings	Committee Chair		

Form completed by the Committee Chair and then submitted to Council Representative.

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 525 School Street SW, Suite 410
 Washington, DC 20024
 Phone: 202 554-8050
 FAX: 202 863-5486
 Website: www.ite.org

IR-3: Committee Progress Report

Date: _____

Committee Number: _____

Committee Title: _____

Committee Chair: _____

Current Committee Status

Committee Work Completed Since Last Report

Committee Goals for Next Reporting Period

Are you having any problems with your committee's project? Yes No

When do you expect your project will be completed? _____ (Month and Year)

Please return to:

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Institute of Transportation Engineers
525 School Street SW, Suite 410
Washington, DC 20024
Phone: 202 554-8050
FAX: 202 863-5486
Website: www.ite.org

IR-4: Questionnaire Checklist

Committee Number: _____
Committee Title: _____
Committee Chair: _____
Date: _____

TRANSMITTAL LETTER CRITERIA

- Hard copy and electronic version
- Short and clear
- Indicates the committee's number and name
- States purpose of study
- Indicates how results will benefit respondent
- Indicates that recipient should fill out and return form even if unable to answer all questions
- Letter is personalized to the extent possible
- Highlights definite deadline for return of completed questionnaire
- Clearly indicates who to contact if there are questions about the survey

QUESTIONNAIRE CRITERIA

- Provide hard copy and electronic version
- Provide space for name, title, address and phone number of respondent
- Professional in appearance and wording
- Does not exceed two pages (desirably)
- Multiple choice or limited choice fill-in questions used to maximum extent possible
- Allows for some latitude of answers (i.e., use of 'other' space)
- Adequate space allowed to explain responses
- Questions are clearly worded, using precise terminology understood by the intended audience
- Slang or idiomatic expressions are avoided
- Number of questions is desirably 20 or less if multiple choice, and 10 or less if search of documents at hand by respondent is required
- Requests, where applicable, copies of photographs, plans, diagrams, and/or specifications which the respondent can provide
- Clearly indicates name and address of person to whom the completed questionnaire should be returned
- Indicates who to contact if there are questions about the responses, if appropriate
- Establishes and highlights the deadline for receipt of returned questionnaires by the committee (normally about three weeks)
- Analysis procedures have been, at minimum, tentatively designed
- Questionnaire has been carefully pretested desirably using persons not familiar with the project or questionnaire development

Submit this form with the draft questionnaire to ITE Headquarters, 525 School Street SW, Suite 410, Washington, DC 20024, Phone: 202 554-8050, FAX: 202 863-5486, Website: www.ite.org

IR-5: Committee Report Ballot

PROPOSED INFORMATIONAL REPORT (AND SUMMARY ARTICLE)

Committee Number & Title: _____

Committee Chair: _____

Report Title: _____

Return Ballot To Committee Chair By: _____

Reviewer: _____ ITE Member Grade (if any): _____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Does the report satisfy the objectives and scope of the committee?	<input type="checkbox"/>	<input type="checkbox"/>	
Have interested parties had a chance to provide input and to express their views?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has consideration been given to the existence of other publications that address this topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the findings appropriate and valid, and have they been properly supported?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the report qualify as an "Informational Report", avoiding specific recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the report technically adequate and consistent throughout?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the grammar, spelling, and editorial presentation satisfy the high quality expected from Institute publications?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the tables, charts, and figures clear and easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>	

Based on the above, I (select one):

- Approve the Informational Report.
- Approve the Informational Report with minor changes (attach comments).
- Disapprove - major rework needed (attach comments).

Continued

FORM IR-5
Committee Report Ballot
Proposed Informational Report (and Summary Article)
Page 2

	<u>Yes</u>	<u>No</u>
As a matter of policy, all committee members who submit a ballot will be listed in the published version of the report, unless requested otherwise. If this report is approved for publication, do you wish your name to be listed?	<input type="checkbox"/>	<input type="checkbox"/>

Summary Article

Does the summary article accurately summarize the material in the Informational Report?	<input type="checkbox"/>	<input type="checkbox"/>
Does the summary article qualify as an informational article by avoiding specific recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the material selected for inclusion in the summary article represent the most valuable information from the Informational Report for the profession?	<input type="checkbox"/>	<input type="checkbox"/>

Based on the above, I (select one):

- Approve the summary article.
- Approve the summary article with minor corrections (attach comments).
- Disapprove - major rework needed.

Comments (attach additional pages if necessary)

IR-6: Review Panel Ballot

PROPOSED INFORMATIONAL REPORT (AND SUMMARY ARTICLE)

- I approve of the publication of the full report as an Informational Report. Included below are any editorial comments I have.
- I do not approve of this publication as an Informational Report at this time for the substantive reasons stated below.

Comments (attach additional pages if necessary)

Name: _____

Date: _____

As a matter of policy all panel members who submit a signed ballot will be listed in the originally published version of the report. If you do not wish your name to appear in the originally published version of this report, initial and date here _____

Return to:

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Institute of Transportation Engineers
525 School Street SW, Suite 410
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IR-7: Checklists for Submitting Reports for Publication

PART I: SUBMITTING FULL REPORTS FOR PUBLICATION

Please adhere to these procedures when preparing to submit publications (i.e., informational reports, recommended practices, handbooks) to ITE Headquarters. Please review your report carefully to check its organization and to catch any typing errors or omissions. Check the presence and numbering of all figures and tables with great care, and verify all cross references to them.

Hard Copy and Electronic Version of Report

- Submit a hard copy of the full report with tables, charts, graphs, and art in place. If this is not possible, then use a pen to mark the locations in the report where such artwork should be inserted. (See Format and Style Requirements for Reports, IR-8.)
- Submit word processed files (preferably MS Word or Wordperfect) of the complete, edited report without tables, charts, graphs, and art.
- Submit formatted copies of tables, figures, charts and graphs each in a separate electronic file, if possible.
- Otherwise, please supply us with original artwork. Photocopies of artwork are usually not acceptable, unless they are top quality. Each piece of artwork should be on a separate page with a descriptive title and a source note to be used in the caption.

Title Page, Copyright Page, Tables of Contents

- Inside title page text that includes at least (a) the title of the report, (b) the date, (c) the committee or Council that prepared it, and (d) that Council or committee's chair.
- Copyright page text (always appears on page ii of the report/backside of title page), which must include the following elements.
 - A one or two sentence description of the intent and scope of the report (it may have already been prepared by the principal author of your report).
 - A lineage of the report. If you are working on a recommended practice or a standard, for instance, then include information on when it was approved, which report it supercedes, when the comment period closed, and whether comments have been incorporated. If you are working on a proposed recommended practice, then state what the deadline is for comments.
 - Name of originating committee
 - Names of committee members, with committee chair and vice chair denoted.
 - Name of overseeing council: Example: Transportation Planning Council.
- A table of contents, including all the headings used in the text according to level, using different indentations.

Permissions

- Submit completed and signed copyright agreement form(s) for each individual who authored a portion of the report. (See Form, IR-9: Transfer of Copyright Form)
- Submit specific contact information for the sources of extended quotes, figures and artwork that have been previously published elsewhere so that ITE may obtain the necessary permissions.

PART 2: SUBMITTING SUMMARY REPORTS FOR PUBLICATION IN ITE JOURNAL

- Submitted text for summary report should be approximately 600 words.
- Submit the report on disk in ASCII, text only, or MS Word. WP 6.1 or lower is acceptable but not preferred. (See Format and Style Requirements for Reports, IR-8.)
- Include title of report
- Include name and number of originating committee and sponsoring Council
- Artwork and charts should be reserved for the full report; however, if it is important to publish some of these in the summary, then please be advised that artwork and charts will shorten the allowable length of the text.
- Please note that most readers should receive the Journal by the 10th or 15th of the issue month. Keep this in mind when establishing a deadline for any requested comments/information/feedback.
- Include committee chair information and photograph. A nonreturnable, head-and-shoulders, black-and-white photo is preferable. It should be wallet size or larger.
- Committee members should be listed alphabetically, with committee chair and vice chair denoted. For our reference, please indicate those committee members who are not ITE international members.

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IR-8: Format and Style Requirements for Reports

Page Layout

Manuscripts should be printed double-spaced on 8.5 x 11 inch paper, single-sided, with 1 inch margins. Number your pages consecutively. Use a serif typeface (such as Times) that is 12 points in size. Use as little word-processing formatting as possible.

Abbreviations

Please define all abbreviations at their first mention in the text. ITE's publications are read by a diverse, international audience, and abbreviations that are familiar to you may not be understood by readers outside your country or area of expertise.

For example:

Incident management is usually handled through a traffic operations center (TOC). It is the job of these TOCs to detect, verify, and quickly clear these incidents.

Units of Measurement

Throughout the manuscript, use the units of measurement most familiar to you (i.e., U.S. customary or metric). ITE Headquarters normally inserts the following conversion page in reports. Please notify ITE Headquarters if any changes need to be made in the this page for your report.

STANDARD ITE METRIC CONVERSION INSERT

During the service life of this document, use of the metric system in the United States is expected to expand. The following common factors represent the appropriate magnitude of conversion. This is because the quantities given in U.S. Customary units in the text, tables or figures, represent a precision level that in practice typically does not exceed two significant figures. In making conversions, it is important to not falsely imply a greater accuracy in the product than existed in the original dimension or quantity. However, certain applications such as surveying, structures, curve offset calculations, and so forth, may require great precision. Conversions for such purposes are given in parentheses.

Length

1 inch = 25 mm (millimeters—25.4)
1 inch = 2.5 cm (centimeters—2.54)
1 foot = 0.3 m (meters—0.3048)
1 yard = 0.91 m (0.914)
1 mile = 1.6 km (kilometers—1.61)

Volume

1 cubic inch = 16 cm³ (16.39)
1 cubic foot = 0.028 m³ (0.02831)
1 cubic yard = 0.77 m³ (0.7645)
1 quart = 0.95 L (liter—0.9463)
1 gallon = 3.8 L (3.785)

Speed

foot/sec. = 0.3 m/s (0.3048)
miles/hour = 1.6 km/h (1.609)

Temperature

To convert °F (Fahrenheit) to °C (Celsius), subtract 32 and divide by 1.8.

Area

1 square inch = 6.5 cm² (6.452)
1 square foot = 0.09 m² (0.0929)
1 square yard = 0.84 m² (0.836)
1 acre = 0.4 ha (hectares—0.405)

Mass

1 ounce = 28 gm (gram—28.34)
1 pound = 0.45 kg (kilograms—0.454)
1 ton = 900 kg (907)

Light

1 footcandle = 11 lux (lumens per m²—10.8)
1 footlambert = 3.4 cd/m² (candelas per m²—3.426)

For other units refer to the American Society for Testing and Materials (ASTM), 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, USA, *Standard for Metric Practices E 380*.

System of Documentation

The "Works Cited" and the "Bibliography" are the two lists used to document sources; they each serve a different purpose.

Works Cited: Works Cited should include citations ONLY for those references cited in the text. Do not use footnotes, etc. Use the author-date system, which is comprised of two indispensable parts: 1) the in-text citation, usually enclosed in parenthesis, with brief identifying information; and 2) the Works Cited section at the end of the manuscript, with full documentation.

Please double-check that all in-text citations are listed under Works Cited and, likewise, that all references listed under Works Cited have at least one corresponding in-text citation.

1) The basic form of the in-text citation consists of the author's last name and the year of publication of the work. In this context, "author" means the name under which the work is alphabetized in Works Cited and may thus refer to an editor, compiler, or organization as well as to a single author or to multiple authors. For example:

Any delays in production can be a disaster, with each delay bumping a schedule back exponentially (Holsinger 1993, 125).

Nationalists believe the national government stands for all people, while each state speaks only for part of the people (Remy, Elowitz, and Berlin 1984, 93).

In the last 25 years, Doppler images have confirmed important mid-level storm features, such as the initiation of the highly organized rotation in severe thunderstorms at or above 14,000 feet in altitude (NSF 1997).

2) An example of the form of the Works Cited section at the end of the manuscript is:

Holsinger, Erik. 1993. *Guide to Desktop Video*. Emeryville, Ca.: Ziff-Davis.
Remy, Richard C., Larry Elowitz, and William Berlin. 1984. *Government in the United States*. New York City: Scribner MacMillan.
National Science Foundation. February 1997. "Tracking Tornadoes: Nature's Most Powerful Winds." *Frontiers*. Arlington, Va.: NSF.

Bibliography: All general sources to be included (i.e., books, articles, papers) should be alphabetically arranged, by the last names of the authors, in a single list. Incomplete or inaccurate citations can make it difficult for readers to locate referenced publications.

Books:

Book references should include: Name of the author(s), the editor(s), or the institution responsible for writing the book; Full title of the book, including any subtitle; Volume number or total number of volumes of a multivolume work; Edition number (if not the original); City of publication; Publisher's name; Date of publication. For example:

Stover, Virgil G., and Frank J. Koepke. *Transportation and Land Development*. Washington, D.C.: Institute of Transportation Engineers, 1987.

Journal/Magazine Articles:

References for articles in a journal or magazine should include: Author's name(s); Article title in quotes; Title of journal/magazine; Volume number and issue date; Inclusive page numbers. For example:

Jain, Rajendra. "Traffic Management During Reconstruction of I-91 in Connecticut." *ITE Journal* 57 (October 1987): 29-32.

Artwork Format

Original hard copies of all artwork (e.g., charts, tables, graphs, figures, photos) must be included with your manuscript, each on a separate page with a descriptive title and

identification of the source to be used in the caption. Photocopies are not acceptable unless they are top quality. Lettering within artwork should be large enough that the smallest elements will still be legible when the illustration is reduced for publication.

If possible, all artwork should be submitted on disk, including both the original file and the tiff or eps format for each.

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IR-9: Transfer of Copyright Form

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