

3rd URBAN STREET SYMPOSIUM

HELP FOR AUTHORS

see www.urbanstreet.info

5 For those authors presenting papers in podium sessions, the allotted time for your actual presentation is a minimum of 15 minutes, a **maximum of 20 minutes**. If you complete your presentation in less than 20 minutes, the remaining time can be used to respond to any questions from the audience.

10 *from the invitation letter to sent to authors in February:*

Whether presenting a paper or a poster, the author should **prepare a paper** for inclusion in the Symposium Proceedings, on a CD to be distributed to those attending the 3rd Urban Street Symposium. Please develop a full paper using the requirements for pre-print TRB papers, available on the TRB web site (<http://www.trb.org/guidelines/InfoForAuthors.asp>).

15 The **due date** for the submitting the paper is ~~April 16, 2007~~ **May 7, 2007**. Please prepare your final manuscript as a **Microsoft Word (6.0 or later version)** or PDF document (Word is preferred), and submit it as an attachment to an e-mail to Jill Graham at jlg002@uark.edu.

In the subject line of your email, enter

20 "surname of author USS3 paper" Example: Smith USS3 paper

(The following information was taken from <http://www.trb.org/guidelines/InfoForAuthors.asp> , and condensed and modified.)

GENERAL

25 All papers must be written in English.

- The abstract should concisely convey the meaning of the paper.
- The text should be written in simple, concise, and effective language.
- Coverage of the subject should be complete, well organized, and supported by understandable and useful tables, figures, and references.
- 30 • Conclusions should be valid, appropriate, and properly supported.
- If the paper addresses government policies, programs, or procedures, the author should offer conclusions and recommendations in a way that recognizes sensitivities and alternative approaches.
- 35 • Papers in which special interests are advocated, papers that are of a commercial nature will not be considered. A paper also may be rejected if it describes the properties of a product whose composition or manufacture is not disclosed. Generic names of products and equipment should be used unless the author considers the trade names or manufacturers' names essential to the purpose of the paper.

CLEARANCES AND COPYRIGHTED MATERIAL

40 Authors must secure necessary clearances and written permissions for presentation or publication from any contracting or supervisory agencies involved in the research or from holders of copyrights on material used in the paper. Authors must have concurrence from coauthors or coworkers before submitting papers for presentation or publication by TRB, and all
45 contributions to the work must be properly acknowledged. If a paper accepted for publication contains previously copyrighted material, authors must obtain written permission from the copyright holder(s).

50 *On the last two pages of this file, there is a brief example showing formatted parts of a paper.*

FORMAT AND ORGANIZATION OF MANUSCRIPT

Submit the manuscript in a single electronic file, organized in the following sequence.

First page: Title; Author's names, affiliations, addresses, phone numbers, fax numbers, and emails; Abstract.

Body of paper: with figures and tables embedded in the text, as close as possible to the related text.

Acknowledgment (Authors of papers that report results of research sponsored directly or indirectly by federal programs should indicate this sponsorship in an Acknowledgment section at the end of the text; otherwise, Acknowledgment is optional).

References

Exhibits, tables, figures, and equations must be embedded in the file.

Page Size: 8.5 inches x 11 inches

Margins: On all sides of the text area, have 1 inch or 25.4 mm margins.

Font (typeface): Times New Roman, 12 point (can use other font in tables and figures)

Spacing: Single space; do not insert an extra line space between paragraphs; indent the first line of each paragraph. All subheads should be flush with the left margin, with one line space above.

Header and Page Numbering: Both the header and the page number will be outside of the 1 inch margin. Insert page numbers at upper right of each page. Insert name(s) of author(s) at upper left of each page.

Footnotes: Do not use footnotes to the text; incorporate the information into the text.

Appendices: Do not use appendices.

Heading Style:

FIRST-LEVEL SUBHEAD

(all capitals, boldface, on separate line)

Second-Level Subhead

(initial capitals, boldface, on separate line)

Third-Level Subhead

(initial capitals, italic, on separate line)

Fourth-Level Subhead

(initial capitals, boldface, on same line as text, with extra letter space between the subhead and text)

Style for Exhibits, Tables, Figures:

TABLE 5 Effects of All Factors

(Insert title above the table; "Table" is all capitals; title is initial capitals; all type is boldface; extra space but no punctuation after number; no punctuation at end of title.)

FIGURE 3 Example of results

(Insert caption below the figure; "Figure" is all capitals; caption is sentence case; all type is boldface; extra space but no punctuation after number; period at end of caption.)

LENGTH AND CONTENT OF ABSTRACTS

Each paper must have an abstract. The abstract must be no longer than 250 words, it must be self-contained, and it must not require reference to the paper to be understood. The abstract should present the primary objectives and scope of the study or the reasons for writing the paper; the techniques or approaches should be described only to the extent necessary for

comprehension; and findings and conclusions should be presented concisely and informatively. The abstract should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or displayed equations or lists.

5 LENGTH OF MANUSCRIPTS

Each table, figure, or photograph accompanying the text counts as 250 words. The length of each paper, including the abstract and references, plus the word equivalent for tables and figures, may not exceed 7,500 words. For example, if two figures and three tables are submitted, the actual text may not exceed 6,250 words.

10 GUIDELINES FOR REFERENCES

1. The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited. Bibliographic lists will not be published.
2. Denote a reference at the appropriate place in the text with an italicized Arabic numeral in parentheses, e.g., (2). Do not denote text references with superscripts.
3. Do not cite as a reference personal communications, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency. Instead, cite the unpublished work in the text and enclose the author's name along with the term "unpublished data" in parentheses.
4. Do not repeat a reference in the list, and do not use *ibid.*, *idem*, *op. cit.*, or *loc. cit.* If a reference is cited more than once in the text, repeat the number first assigned to the reference.
5. Use the following content guidelines and samples in preparing reference lists.

- Printed sources. Be sure that references to printed sources are complete. Include names of corporate or personal authors or editors, or both; title of article, chapter, book, or report; publisher or issuing agency; volume and issue or report number; page numbers; location of publisher; and year of publication.

30 TRB Publications

Dewan, S. A., and R. E. Smith. Creating Asset Management Reports from a Local Agency Pavement Management System. In *Transportation Research Record: Journal of the Transportation Research Board*, No. 1853, TRB, National Research Council, Washington, D.C., 2003, pp. 13-20.

35 Book

Newland, D. E. Random Vibrations: *Spectral and Wavelet Analysis*. John Wiley and Sons, Inc., New York, 1998.

40 Periodical

Dawley, C. B., B. L. Hogenwiede, and K. O. Anderson. Mitigation of Instability Rutting of Asphalt Concrete Pavements in Lethbridge, Alberta, Canada. *Journal of Association of Asphalt Paving Technologists*, Vol. 59, 1990, pp. 481-508.

Sansalone, M., J. M. Lin, and W. B. Streett. Determining the Depths of Surface-Opening Cracks Using Impact Generated Stress Waves and Time-of-Flight Techniques. *ACI Materials Journal*, Vol. 95, No. 2, 1998, pp. 168-177.

Government Report

Von Quintus, H. L., and A. L. Simpson. *Documentation of the Backcalculation of Layer Parameters for LTPP Test Sections*. Publication FHWA-RD-01-113. FHWA, U.S. Department of Transportation, 2002.

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- CD-ROMs. References to CD-ROMs should include the same information as references to printed sources and have "CD-ROM" after the title.

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Solaimanian, M., J. Harvey, M. Tahmoressi, and V. Tandon. Test Methods to Predict Moisture Sensitivity of Hot-Mix Asphalt Pavements. In *Moisture Sensitivity of Asphalt Pavements*. CD-ROM. Transportation Research Board, National Research Council, Washington, D.C., 2004, pp. 77-110.

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- Websites. References to websites should include corporate or personal authors, title of document, date of document (if available), web address (complete URL), and date accessed by the author.

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Value Pricing Homepage. University of Minnesota, Hubert H. Humphrey Institute of Public Affairs, Minneapolis. www.hhh.umn.edu/centers/slp/projects/conpric/index.htm. Accessed July 15, 2002.

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Guide to Developing Performance-Related Specifications. FHWA-RD-98-155, FHWA-RD-98-156, FHWA-RD-98-171, Vol. III, Appendix C. www.tfhrc.gov/pavement/pccp/pavespec. Accessed March 5, 2003.

30

- Unpublished papers. References to unpublished papers presented at meetings should include name(s) of author(s); title of paper; and title, sponsor(s), location, and dates or year of meeting.

Corbett, J. J. Toward Environmental Stewardship: Charting the Course for Marine Transportation. Presented at 83rd Annual Meeting of the Transportation Research Board, Washington, D.C., 2004.

35

- Program manuals, tapes, or other documentation for models. References to these items should cite the specific edition, the department responsible, and the year of release.

MINITAB User's Guide 2: Data Analysis and Quality Tools. Minitab, State College, Pa., 2000, pp. 27-52.

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If a reference has no date, use "undated." Detailed reference style instructions are available on request from the Publications Office.

TITLE OF PAPER, CENTERED, ALL CAPITAL LETTERS

on all sides, 1" margins
(exception: header and page
number are outside of the margin)

AUTHORS:

Anne Thracks, Ph.D., P.E.
University of X
190 Engineering Center
City, State, Zip code
email: at@ux.edu

Milton Snow, P.E.
Frost Engineering
500 Main Street
City, State, Zip code
email: ms@frost.com

ABSTRACT

Maximum of 250 words.

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EXAMPLE FORMAT

TITLE OF PAPER, CENTERED, ALL CAPITAL LETTERS
by Anne Thracks and Milton Snow

INTRODUCTION

The urban transportation

THE END