

Guidelines For Authoring K-TRAN Reports

The following explains the formatting required for K-TRAN reports submitted to the Kansas Department of Transportation for publication. Following the guidelines below, will expedite the publication process through our office.

Tables and Figures: All tables and figures within a given chapter should be in the following format. Text for these should be Arial, bold, 11 font. The text for a Table should be left aligned with the left side of the actual Table while the text for a Figure should be centered with the figure. Both should have a semi-colon between the Figure or Table number and the description of the Figure or Table.

Table [Chapter number].[Table number]:
Figure [Chapter number].[Figure number]:

Examples:
Tables

Table 3.1: Shrinkage factor γ_{cp}

Moist-curing saturation, days	Shrinkage factor γ_{cp}
1	1.2
3	1.1
7	1.0
14	0.93
28	0.86
90	0.75

Figures

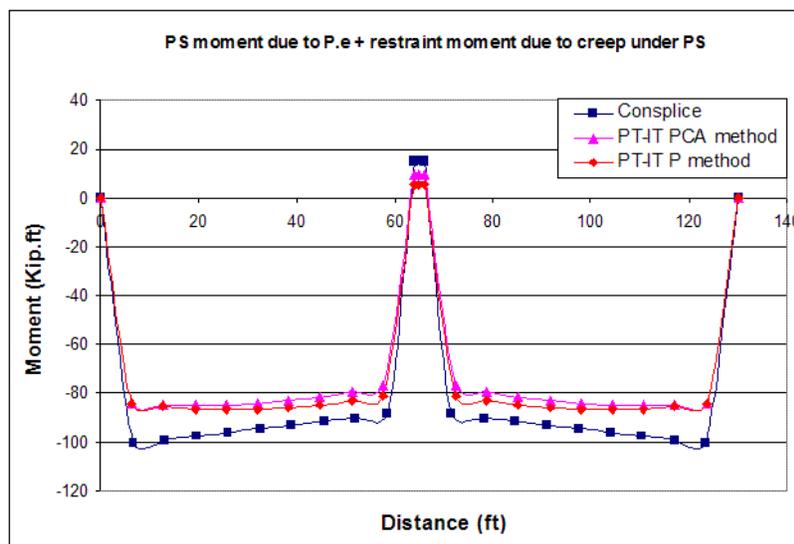


Figure 3.1: Example 2- Moments resulting from pre-stressing forces

**Labeling of Tables and Figures does not restart with each section within a given chapter; they restart only with each new chapter.*

Spacing & Text: All body text in the report should be 12 pt, double-spaced. Arial font is preferred as this is the font in which the report is sent to the printer. If another font is used, it will be changed to Arial in order to make the report easier to read.

Report Contents: Report should include the following:

- Abstract
- Acknowledgements*
- Table of Contents*
- List of Tables*
- List of Figures*
- Report body
 - Chapters
 - References*
 - Appendices*

*optional (Table of Contents, List of Tables and List of Figures can be inserted by KDOT).

Photos and Images: All images should be a .jpg with a resolution of 200 dpi to 300 dpi. This is easy to attain with the use of programs like Microsoft Office Picture Manager or Adobe Photoshop. You can also compress pictures within Microsoft Word in order to reduce the file size. If you are unable to compress the images within your report, we can compress them for you.

Graphs: All graphs should be formatted so they are interpretable in black and white print.

Author Information: We make every effort to be precise when it comes to including information on authors such as credentials and positions held, however we do ask that you include this information on the title page of your report prior to submission. This will help ensure that we include the most accurate information possible and expedite the publication process.

Failure to follow the above guidelines may result in the report being returned to bring it into compliance and/or increase production times.