KDOT Research Report Style Guide

Thank you for reading this guide to the publication style of KDOT K-TRAN and all other KDOT research-related reports. The purpose of this document is to help authors know how to format and edit their K-TRAN reports. Our house style is based on *The Chicago Manual of Style*, 16th Edition. For any items not discussed in this style guide, please refer to *The Chicago Manual of Style*, 16th Edition. In cases where this style guide and *Chicago* do not recommend the same treatment of a particular item, this style guide should be followed by authors for K-TRAN reports.

All reports must be in Microsoft Word and must be in .docx (preferable) or .doc file format.

Please note that styles have been provided for you in the styles ribbon (see Figure 0.1). Please apply the appropriate styles to your document so that the text will appear in the correct format with minimal manual editing on our part. Authors can locate the style ribbon by clicking on the Home tab in Microsoft Word. Clicking the arrow in the bottom right corner of the ribbon shows all styles at once. To apply a style to your document, simply place the cursor on the text and click on the name of the style.

FIGURE 0.1
The Style Ribbon

Please do not add internal links to your document.

Chapter 1: Organization

1.1 Numbering

Sections should be numbered by chapter, section, subsection, etc. This document is an example of how your K-TRAN reports should be numbered:

Chapter 1: Name of Chapter (the name of this style is Heading 1)

1.1 Name of Section (the name of this style is Heading 2)

1.1.1 Name of Subsection (the name of this style is Heading 3)

1.1.1.1 Name of Next Level Subsection (the name of this style is Heading 4)

1.2 Components

Here is a list of sections and subsections that K-TRAN authors often include:

- Cover page
- Abstract
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Introduction
  - Overview
  - Background
  - Problem Statement
  - Objectives
  - Scope
- Literature Review
- Methodology
- Results
- Discussion
- Applications
- Conclusions and/or Recommendations
- References

1.2.1 Cover Page

The cover page should include the title of the report; each author's name, academic and professional titles, and affiliations; the completion date; and the institution for which the report was prepared.

1.2.2 Abstract

Abstracts must include the results of the project. There may be readers that see the abstract as a standalone piece before they see the report as a whole, so authors must make sure that the abstract is brief (usually not longer than 250 words long) and detailed. An abstract must be able to be read apart from the report as a whole. Other researchers in your field will decide whether or not they want to read your report based on your abstract, so you should tell them why they should be interested (without saying, "You should be interested in reading my report because…").

Here are a few more ideas about what we expect in an abstract:

> In addition to information about the purpose, scope, and research methods used, the informative abstract summarizes the results, conclusions, and any recommendations. The informative abstract retains the tone and essential scope of the report, omitting its details (Alred et al. 2006).

1.2.3 Acknowledgments

Often, people who contributed to the research, but who did not participate in the writing of the report (and who could therefore not be considered co-authors) are listed here. Project managers are often named in this section. Please note that this is a professional acknowledgment section—only persons or institutions that supported your work in a professional aspect should be listed here. Please do not use this place to acknowledge family, friends, or other persons or institutions that supported your work in a personal aspect.

1.2.4 Table of Contents

These can be automatically generated using the Table of Contents feature in Word. Leader dots should be used between the entry and the page number (Figure1.1). This list should include sections, subsections, and appendices (if the report contains them).

Table of Contents

FIGURE 1.1
Leader Dots in a Table of Contents

1.2.5 Conclusions/Recommendations

The conclusions should flow naturally from the information presented in the body of the report and should fulfill the expectations set forth in the introduction. No new information should be presented here. You may wish to address ambiguous data or unanswered questions or concerns in this section. You may also wish to clearly communicate any limitations to your research, i.e., include a mild caution about conclusions that *cannot* reasonably be drawn from the data you have presented. In this section, you should tell the reader the implications of your research—tell the reader why your report is important (again, without saying, “my report is important because…”).

Chapter 2: Layout

The margins for the entire document are one inch.

2.1 Body Text

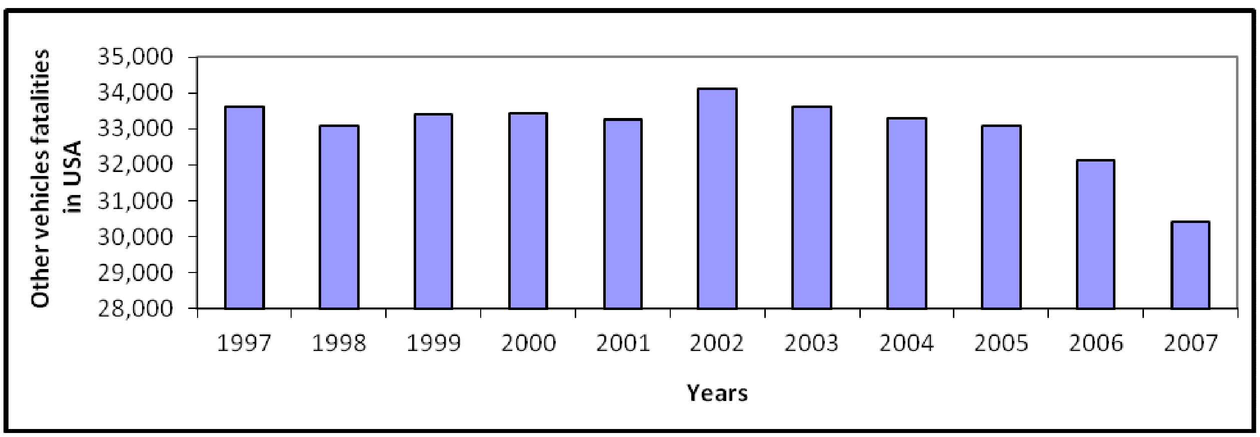
The body text should be set in Times New Roman, 12 point font, with the line spacing set to at least 22 points. The first line of every paragraph should be indented one half-inch. This paragraph style can be found in the ribbon and is called “body text.”

2.2 Figures

Figures should be detailed and should contribute to the understanding of the information presented in the report. Figures are numbered according to their chapter and order. For example, the first figure in Chapter 1 would be called Figure 1.1. Next would be Figure 1.2, Figure 1.3, and so on. Chapter 2 would start with Figure 2.1, Figure 2.2, etc.

Please make sure that the figure is editable in every way by not embedding the figure caption or number in the figure itself.

Captions should appear on the line after the figure label. Each word in the caption except for prepositions should be capitalized. Figure captions and labels appear underneath the figure, as shown:



(Source: Traffic Safety Facts: 2008, NHTSA)

FIGURE 1.1
Trend in Other Vehicle Fatalities in the U.S., 1997–2007

This style can be found in the ribbon, and it is called “figure caption.”

Charts and graphs should be designed in such a way that they are easily understood when rendered in black and white. We do not print publish reports; however, many readers choose to print the PDF of reports, and they usually do so in black and white.

Please do not link figures or tables to separate files.

If you are including photographs as figures, please insert them directly into the document. Please make sure that the photos are high resolution and that they show exactly what you want them to feature with minimal background detail. Any unnecessary elements should be cropped out. Please make sure that the size of your photo is appropriate—small enough to economize space and not to give any undue emphasis, but large enough to show detail where necessary. Photos should be .jpg with a resolution of 200 to 300 dpi.

Please do not submit the photos or figures as separate files—insert them into the document.

2.3 Tables

The guidelines for tables are similar to those for figures. If a table is the first table in the first chapter of the report, then the label should be Table 1.1, followed by Table 1.2, Table 1.3, and so on. Chapter 2 would start with Figure 2.1, Figure 2.2, etc. Tables that appear in the body of the report must be fully editable as well.

Table labels appear above the figure, with the caption between the line containing the label and the table itself.

As a general rule, the text within a table should be oriented toward the bottom of the cell with the cells sized in order to economize vertical space within the report. The column on the left should be left aligned, with the other columns centered under their headings, as in the example below:

TABLE 6.2
Method Quality Matrix

	Method			
Item	New Method*	LCA	EIO-LCA	DEP
Method of Acquisition	2	2	2	2
Independence of Source	1	1	1	1
Data Representation	1	1	1	2
Time Relevance	1	2	2	1
Graphical Representation	1	2	2	2
Technological Representation	1	1	1	1

*Using the Example Agency of 941 buildings

**All values come from the information each method would utilize from the same source

This style can be found in the ribbon, and it is called "table caption."

Please do not link tables or figures to separate files.

2.4 Equations

Equations should be numbered by chapter as well: the first figure in the first chapter is numbered Equation 1.1. If the equation is short enough, the equation should appear on the left side of a single line, with the equation label on the right side of the line:

$$\mathbf{IQ} = \left(\frac{SL}{\mathbf{PL} - 10}\right) * \mathbf{V} * 0.55$$ **Equation 2.6**

If the equation is too long for this type of layout, please place the equation label on the second line on the right-hand side:

$$Y = 0.19955 + 0.01468ALCO - 0.0722HL - 0.0674PCI + 0.0095AFAM - 0.0677HMRR$$

Equation 4.1

The Microsoft Word add-in application MathType is a helpful tool when writing and formatting complex equations. We use this application when publishing reports.

2.6 Appendices

Appendices should contain any information that can be considered supplemental or tangential to the information supplied in the main body of the report. Appendices should be labeled using the Heading 1 style and should be lettered Appendix A, Appendix B, and so on.

Chapter 3: Usage Items

3.1 Numbers

Spell out numbers zero through nine; use numerals for numbers 10 and greater. (*Chicago* 9.3)

Always spell out numbers beginning a sentence, or recast the sentence so that the number does not appear at the beginning (*Chicago* 9.5).

Use numerals to express a quantity if an abbreviation is used for the unit of measure. Hyphens are not used between the numeral and the abbreviation or symbol, even when they are used in adjectival form (*Chicago* 9.16 and 7.85). A few examples:

50 km; a 50 km race	240 V
21 ha	10°C, 10.5°C
4.5 L	3′6″
85 g	

Chicago notes that units of measurement used without a numeral should always be spelled out.

For expressions including two or more quantities, the symbol is repeated because the numerals are separated from the unit of measure by a space (*Chicago* 9.17):

35% to 50%	3°C to 7°C	6½ to 9 ft	2 × 5 cm

3.2 Abbreviations, Acronyms, and Initialisms

Terms, names of organizations, etc., should be spelled out the first time they are used in the abstract and in the body of the report. The acronym, initialism, or abbreviation follows in parenthesis in the text and in the abstract. The acronym, initialism, or abbreviation can be used in the subsequent text in the abstract and in the text of the report.

Units of measure should be spelled out upon the first usage in the abstract and in the body of the report, with the abbreviation following in parentheses. The unit of measure may be abbreviated in subsequent uses. *Inches* should always be spelled out.

Omit the period after every technical abbreviation.

For more information regarding units of measure, please see *Chicago* 10.52, 1067–71.

3.3 Capitalization Style for Titles, Chapter and Section Headings, Figure and Table Captions

From *Chicago* 8.157:

1. Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4)
2. Lowercase the articles *the*, *a*, and *an*.
3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up, down* in *Turn Down*, *on* in *The On Button, to* in *Come To*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.).
4. Lowercase the conjunctions and, *but*, *for*, *or,* and *nor*.
5. Lowercase *to* not only as a preposition (rule 3) but also as part of an infinitive (*to Run*, *to Hide*, etc.), and lowercase as in any grammatical function.
6. Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.
7. Lowercase the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

Chapter 4: References

Please note that any idea that did not originate with you as an author must be attributed to its source whether it is quoted verbatim or not. Please be especially careful with paraphrasing or summarizing:

> A summary condenses information from a source; a paraphrase conveys this information in about the same number of words. When you summarize or paraphrase, it is not enough to name the source; you must restate the source's meaning using your own language. You are guilty of plagiarism if you half-copy the author's sentences—either by mixing the author's phrases with your own without using quotation marks or by plugging your synonyms into the author's sentence structure (Hacker 2004).

Intentional or accidental appropriation of another person's ideas without proper citation is plagiarism. This will not be tolerated by KDOT; further, your universities and other institutions most likely have zero-tolerance policies for any of their faculty or staff practicing plagiarism. Any report with undocumented or improperly documented sources will be returned to the authors for rework.

For help with references, please use *The Chicago Manual of Style,* 16th Edition. Chapters 14 and 15 will be particularly useful. Also, please utilize the resources your university has at your disposal.

4.1 In-Text Citations

We use what *Chicago* calls the author-date system of documentation with a reference list (see *Chicago* 15). Each entry in a reference list must correspond to an in-text citation and vice versa.

The last names of authors of sources cited or referenced in the report are placed in parentheses after the quotation or reference (from *Chicago* 15.5):

> As legal observers point out, much dispute resolution transpires outside the courtroom but in the "shadow of the law" (Mnookin and Kornhauser 1979)…. Here we empirically demonstrate that workers' and regulatory agents' understandings of discrimination and legality emerge not only in the shadow of the law but also, as Albiston (2005) suggests, in the "shadow of organizations."

If there are three or more authors for a given source, only the first author's name with "et al." will appear in the text:

(Funkhauser et al. 2010)

The entry in the reference list will contain the names of all the authors.

4.2 Reference Lists

The reference list appears at the end of the paper. Entries appear in alphabetical order.

Please include enough information in the citation so that KDOT and authors can locate each of your sources. Your reference list should allow readers to assess each source's usefulness and legitimacy, as well as serve as a resource for readers' and your future research.

The reference list entries for the sources cited in 4.1 of this style guide would then be formatted like this:

Albiston, Catherine R. 2005. "Bargaining in the Shadow of Social Institutions: Competing Discourses and Social Change in the Workplace Mobilization of Civil Rights." *Law and Society Review* 39 (1): 11–47.

Mnooking, Robert, and Lewis Kornhauser. 1979. "Bargaining in the Shadow of the Law: The Case of Divorce." *Yale Law Journal* 88 (5): 950–57.

These examples are both articles from a scholarly journal; note the volume, issue, and page numbers.

For sources that are articles in scholarly journals that are accessed online, please provide the DOI or a *stable* URL, along with the date on which it was accessed (From *Chicago* 15.9):

Karmus, Wilfried, and John F. Riebow. 2004. "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls." Environmental Health Perspectives 112 (May): 643–47. http://www.jstor.org/stable/3435987. Accessed on August 3, 2010.

Novak, William J. 2008. "The Myth of the 'Weak' American State." *American Historical Review* 113:752–72. Doi:10.1086/ahr.113.3.752. Accessed June 14, 2011.

When citing a report related to a government agency, please cite the report number:

Brigs. D. W., and B. V. Chatfield. 1987. *Integrated Highway Information Systems*. NCHRP Report 133. Washington, DC: Transportation Research Board, National Research Council.

References

Alred, Gerald J., Charles T. Brusaw, and Walter E. Oliu. 2006. *Handbook of Technical Writing*. 8th ed. New York: Bedford/St. Martin's.

Hacker, Diana. 2004. *A Pocket Style Manual*. 4th ed. Boston: Beford/St. Martin's.

The University of Chicago Press. 2010. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.