Final – April 13, 2010

TRC Research Reports

The TRC publishes reports for many of its research activities. This report series includes final technical reports for UTC funded projects (sometimes more than one report per project), but also reports from other activities (example – the Vermont Transportation Energy Report is funded by the Clean Cities Program). Not all reports produced by TRC faculty and staff for work associated with the TRC are published as TRC reports (for example, reports for NEUTC funded work are published by NEUTC and, while they may be included on our website, they are not numbered in the TRC report series). The TRC Director and Program Administrator make decisions based on internal and/or external review as to whether reports are published. If the work is not considered sound, or the report appropriately presented, publication may be denied. Reports are sometimes produced in partnership with other groups such as Clean Cities, the Snelling Center or VTrans.

Procedures:

1. Authors submit a complete report to the Program Administrator for initial evaluation. The overall report quality, including required elements such as table of contents, is considered, as well as general technical results. The report should utilize the TRC final report template. If authors have received peer reviews from a journal or conference, these can also be provided to assist in the review process.

2. If the report is to be considered for publication, it is provided to the Communication Coordinator (CC) for numbering and formatting and is entered into the report database.

3. The Program Administrator seeks internal or external review as appropriate. This decision is based on project size, technical area and existing reviews. If the Director or family co-authors the report, it is externally reviewed.

4. Authors may be asked to revise the report based on reviews and are expected to reply to the reviewers' comments, particularly when reviewer suggestions are not taken. The reply should be sent to the Program Administrator.

5. A final publication decision is made by the Program Administrator in consultation with the Director.

6. If published, the Communication Coordinator conducts final editing and formatting. The information in the report database is updated as necessary. The CC checks that acknowledgements to funding agency are present.

7. The report is posted to the web and hard copies are made and distributed as needed on a report by report basis. On a case by case basis, press releases are prepared and information is published in our newsletter as requested.

8. One file is submitted electronically to the National Transportation Library at librarian@bts.gov by the CC. Hard copies of Microsoft Word and pdf versions are archived in a TRC file folder maintained by the CC. Full pdfs and any edited word doc's are returned to authors.

9. The CC distributes a total of five printed copies to the following addresses (one copy each to each address):

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