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Title of Your Report

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Disclaimer

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Table of Contents (Example)

Acknowledgements and Disclaimer

List of Tables and Figures

1. Introduction	1
1.1 Page Setup	1
1.2 Chapters & Sub-chapters.....	1
1.3 Widows and Orphans	2
2. Research Methodology.....	3
2.1 Tables	3
2.2 Figures.....	4
2.3 Analytical Methodology	4
3. Results	5
4. Implementation/Tech Transfer.....	6
5. Conclusions	7
References, etc.	8
Appendices	9
Abbreviations, Acronyms & Symbols	9
Equations	9

[Note – above Table of Contents is STYLE = “TRC TOC”]

List of Tables – numbered by Chapter first and then numerically

Table 1-1. Title	page #
Table 2-1. Title	page #
Table 2-2. Title	page #

List of Figures – numbered by Chapter first and then numerically

Figure 1-1. Title	page #
Figure 2-1. Title	page #
Figure 2-2. Title	page #

1. Introduction

NOTE: This template contains all required styles and formatting. In your Styles menu, you should see these styles listed as “TRC” styles, i.e. “TRC Chapter Header” should be applied to each of your chapter headers in your report, like the “1. Introduction” above.

You may want to save this word document to your computer and insert your content directly, then save it as your report.

The text of your introduction addresses the research issue, the historical background of the research problem, research goals, the basic approach to the project, and the report organization. Unlike the executive summary, it does not include research results, conclusions, or recommendations.

The report body’s organization and content vary depending on the nature of the research project, but usually follow the direction that the work plan outlines. Most reports should include the background of the research problem, the research approach and methods, an analysis of research results, conclusions, and recommendations for implementation and further testing. Organize the report body in chapters; each chapter starts on its own page, with the introduction as the report’s first chapter.

Text should be as simple as possible—concise and effective.

1.1 Page Setup

Margins - Left 1.25”, Right 1.25”, Top 1.0”, Bottom 1.0”, Header 0.5”, Footer 0.5”

Body text - The font should be Century or equivalent serif font such as Times News Roman, 10 point, left aligned, font style regular, and single spacing. Paragraphs should not be indented but should be separated by a blank line.

Header/Footer - The Header should contain the following text: UVM TRC Report # 09-XXX (to be assigned by TRC). The Footer should contain page numbers, right hand corner of the page. Justify page numbers at the page’s bottom right. Begin page number 1 with Chapter 1. Do not include author name, date, logos, etc. on the top or bottom of the page.

1.2 Chapters and Subchapters

1. Begin each chapter on its own page
2. Include the chapter’s title at the top of the page. [Note - STYLE used for Chapter Headings is “Chapter Header” (Font-Century Gothic, 16 pt, Bold). STYLE used for Sub Chapters is “Heading 1” (Font-Century Gothic, 14 pt, Bold)]
3. To ensure that the table of contents, executive summary, and introduction begin on a right-hand page when printed, leave a blank page after the acknowledgments page and

leave a blank page after the table of contents and executive summary if they end on an odd page.

4. Add blank pages as necessary to ensure that the References and each Appendix begin on a right-hand page when printed.

1.3 Widows and Orphans

1. Avoid leaving a single line of text at the top or bottom of a page.
2. Do not put a header without text at the bottom of a page - move it to the next page.
3. Keep numbers or words that depend on each other for meaning on the same line.

2. Research Methodology

2.1. Tables

[Note: STYLE used for Tables is “Body Text” (Font-Century, 10 pt)]

Tables are used to present short descriptions or numerical listings that are most clearly and effectively presented in tabular form. They should be self-explanatory and should supplement, not duplicate, information given in the text and illustrations. Please be guided by the following instructions:

1. Number all tables by appropriate chapter number and consecutive Arabic numerals (e.g., 1-1, 1-2, ., 2-1, 2-2, ., and so forth).
2. Provide tables embedded within the text of the document (anchor in text), but do not break the table across two pages. Large tables should be in an appendix.
3. Title all tables to identify their contents **above** the table. Note: STYLE used for captions of tables is “Caption” (Font-Century Gothic, 10 pt, Bold)
4. The rows of your tables should alternate shading: use white in the header row, then alternate row colors. From your borders and shading menu, choose “Accent 3, 20% lighter” and “Accent 3, 40% lighter” as the fill color for alternate rows. Keep in mind that your report will sometimes be printed in black and white, so your tables need to be simple and clean to work.
5. Row height should be .2-.25” high.
6. Check the accuracy of all totals included in tables.

Example of a Table:

Table 2-1. Fuel Sold in Vermont for the Transportation Sector (in millions of gallons.)^[1]

	2002	2003	2004	2005	2006	2007
Gasoline	346	357	355	361	344	348
Diesel	66.7	68.4	68.3	68.0	72.2	69.8
Bio-Diesel	N/A	0.01	0.06	0.28	1.40	N/A
Total	413	425	423	429	418	418

2.2 Figures

Figures should convey information clearly and completely. Lettering and numerals must be adequate size and clarity to be easily read. Please be guided by the following instructions:

1. Provide figures (including photographs) embedded within the text of the document.
2. Number all figures by appropriate chapter number and consecutive Arabic numerals (e.g., 1-1, 1-2., 2-1, 2-2, and so forth).
7. Caption all figures to identify their contents **below** the figure. Note: STYLE used for captions of figures is “Caption” (Font-Century Gothic, 10 pt, Bold)
3. Cite the outside source of the figure if applicable.
4. Use figures of comparable size and scale when they are intended to be compared.

Example of a Figure:

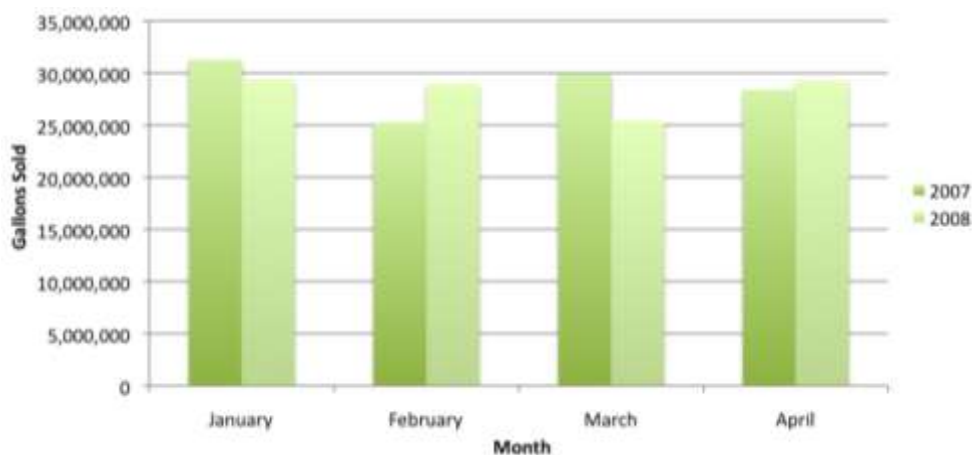


Figure 1-1. Gasoline Sold in Vermont January through April 2007 and 2008^[2]

2.3 Analytical Methodology

Accepted and reproducible methods should be used for the research and cited within the report. The methodology should include a description of materials, apparatus or equipment, treatment of data (whether computer, statistical or mathematical), standard sampling and test methods, etc. All standardized test procedures must be referenced but should not be described. Variations from standard procedures must be explained in an appendix.

3. Results

This section contains the results of the research.

4. Implementation/Tech Transfer

This chapter will be based on the Implementation / Tech Transfer plan as described in each agreement. Any lessons learned and opportunities for technology transfer should be detailed in this section. An implementation plan for the research should be included in this section.

5. Conclusions

This section should contain the conclusion(s) and recommendation(s) of the research.

References, etc.

The listing of references demands absolute accuracy. Because they come from a wide variety of sources, definite rules for the identification of reference materials have been adopted. They should be carefully observed. Reference sections list only sources cited in the text and in the order of citation.

1. List numerous references together at the end of the text in the **order in which they are cited in the text**. An item in this list is referenced in the text by an italic (or underscored) Arabic numeral in brackets, and set in superscript if possible, at the pertinent point.
Example: Beskow ^[2] says...
2. Be sure that names are spelled correctly and consistently.
3. Avoid unpublished references.
4. Print the names of journals, proceedings, bulletins, and so forth in italics; print the titles of papers in roman and in quotation marks.
5. In citing (and in listing), if reference is made to the whole work, give the total number of pages; if only to a specific part, give the pages involved. If several separate pages or parts of the same work are referred to at different places in the text, give the entire work in the 10 reference list; in the text, simply use (3, pp. 16-21), (3, p. 24), (3, Ch. 5). A reference in the list should not be repeated or be referred to by the use of *ibid.*, *loc. cit.*, and so forth.
6. Be sure that entries agree with text and other citations of references.
7. Use the following guide for treatment of reference items:

Periodical:	Egar, S. L., "Resurfacing Methods Used Successfully on Chicago's Streets." <i>Engineering News-Record</i> , Vol. 243, No. 18 (June 23, 1963) p. 25.
Proceedings:	Leadabrand, J. A. and Norling, L. T., "An Example of Soil-Cement Treatment." 2nd Int. Conf. on Soil Mech. and Found. Eng., Rotterdam, The Netherlands, Proceedings Vol. 4 (1956) pp. 62-84.
Title:	"New Cement Additive." <i>Engineering</i> , Vol. 196, No. 5072 (July 1963) p. 9.
Abstract:	"Directional Signing on Metropolitan Freeways." Automobile Club of Southern California, Los Angeles, Calif. (July 3, 1963) 11 pp. <i>Highway Research Abstracts</i> , Vol. 34, No. 6 (June 1964) p. 10.
Corporate author:	Automotive Safety Foundation, "Traffic Control and Roadway Elements: Their Relationship to Highway Safety." Washington, DC (1963) 124 pp.
Report:	Author(s), "Title." <i>NCHRP Report XXX</i> , Transportation Research Board, National Research Council, Washington, DC (1975) xx pp.
Book:	Author(s), Title. Publisher (year) xx pp.
Part of book only:	Hickok, B., "Highways." <i>Sources of Information in Transportation</i> , Evanston, IL, Transportation Center, Northwestern Univ. (1964) pp. 201 - 234.
Highway Dept. report:	New York Dept. of Public Works, "Asbestos Admixture in Asphalt Concrete." Physical Research Proj. No. 11. <i>Engineering Research Series</i> , Research Rept. RR60-5 (Dec. 1960) 22 pp.
Congressional document:	U.S. Cong., 77th 2d SESS., Committee on Roads, Proposed Highway to Alaska. Hearings ... on H.R. 3095, a bill authorizing the construction of a highway to Alaska, Feb. 4, 5, and 6, 1942. Washington, DC, U.S. Govt. Print. Office (1942) 151 pp.
Electronic Journal	Hlatky, Mark A., 2002. Stone Matrix Asphalts. American Asphalt Association Journal 287, no. 5 (February 6), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2002).
Book both in print and digital	Kurland, Philip B., and Ralph Lerner, eds. The Founders' Constitution. Chicago: University of Chicago Press, 1987. Also available online at http://press-pubs.uchicago.edu/founders/ and as a CD-ROM.

Appendices

Include relevant data summaries, graph and charts not used in the report, lab reports, non-standard protocols, glossary, and other information relevant to the report in appendices.

Abbreviations, Acronyms, and Symbols

Abbreviations, acronyms, and symbols must be fully defined the first time they are used in the report; the definition should be given first followed by the abbreviated term in parentheses.

Equations

All equations should be created and inserted as part of the text, or they may be submitted as embedded images within the text. Each variable and constant in the equation must be explained or identified. The source for equations must be cited, as well.

Be sure that all symbols, Greek letters, and mathematical signs are exact, defined, and absolutely unambiguous; for example:

- w versus ω [omega]
- capital O versus θ [theta] versus 0 [zero]
- p versus ρ [rho]
- capital X versus χ [chi] versus \times [times sign]
- Y versus Ψ [psi]
- lowercase l [el] versus number 1 [one]

Show the relative positions in equations and formulas of all subscripts, superscripts, fractions, and operators.