



Amsterdam - The Netherlands 28 June-1 July 2020

Featuring the 6th Urban Street Symposium

Instructions for Authors Submitting a Paper for the 6th ISHGD / 6th USS

Final Paper Submission Deadline: March 1, 2020

Submitted papers must meet the following requirements:

- Title Page
 - Each word capitalized in the title (except conjunctions, prepositions, and articles).
 - All coauthor names, affiliations, and email addresses.
 - Coauthor's ORCID numbers; <https://orcid.org/register> (optional but encouraged).
 - Word count (7500 max minus 250 for each table and 250 for each figure after the first 6 figures).
- PDF manuscript file
 - Tables and figures embedded in text.
 - 8.5"x11" page (not A4) with normal margins.
 - Use Times Roman font for text, 11 pt size or larger.
 - Use Times Roman font for tables, preferred 11 pt size or larger (will consider 10 pt font size if table is legible).
 - Indent each paragraph. No additional space between paragraphs. Double spaced between sections.
 - Single spaced.
 - 5MB max in file size.
- Remove line numbers (as used in the draft paper for review)

- Abstract (250 words max).
- Figures, preference is to limit to 6 figures. Additional figures can be included; however, each additional figure is to be counted as 250 words.
- Numeric or Harvard Style (Name, Year) references are acceptable.

[View Sample Paper](#)

Note: this sample paper has line numbers, they should be removed.

AUTHOR RESPONSIBILITIES

Paper Criteria

Manuscript Length

The length of each paper, including the abstract, text, references, and tables, must not exceed 7,500 words. Each table counts as 250 words and each figure after the first 6 figures counts as 250 words. Papers not meeting this requirement may be withdrawn from the peer review process at any time.

Manuscript Format

Include a title page with title, authors, affiliations, and word count. Place tables and figures within the text, near the text that discusses the item. Pages must have line numbers and should start again on each page. The abstract should describe the work and findings and be no more than 250 words.

Language and Readability

All papers must be submitted in English. It is the author's responsibility to ensure that the nature and conclusions of the work are easily understood. **Authors are encouraged to engage editorial services prior to the paper submission.**

Plagiarism

Plagiarism is the use of information or concepts from another article, website, or report without clearly attributing the source. Plagiarism is not acceptable.

Phrases, sentences, or sections taken from another document, even if written by the same author(s), must appear within quotation marks and the source must be credited.

Fragmented Publication

Breaking a single piece of work into many papers dilutes the information and makes it difficult for reviewers and readers to assess the advances that may have been made. Papers submitted for review should stand on their own; **papers submitted as Part I, Part II, etc., will not be accepted for review.**

Authorship Disputes

The generally accepted rules for authorship credit are stated in the 2003 Annual Report of the Committee on Publication Ethics (COPE) are as follows: "(1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; (2) drafting

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Authors are responsible for ensuring that submitted papers do not advocate special interests and are not commercial in nature. Papers that fall within these categories will be removed from the Symposium program. A paper also maybe removed from the Symposium program if it describes the properties of a product without disclosing its composition or manufacture. Generic names of products and equipment should be used unless the author considers the trade names or manufacturer’s names essential to the purpose of the paper.

Author Contribution Statement

Authors must have concurrence from coauthors or coworkers before submitting papers for presentation or publication by TRB, Conference by Design and Association Infra Design, and all contributions to the work must be properly acknowledged. Include the following section in your paper as the last section before the References section:

AUTHOR CONTRIBUTION STATEMENT

The authors confirm contribution to the paper as follows: study conception and design: XX, YY, ZZ; data collection: XX, YY, ZZ; analysis and interpretation of results: XX, YY, ZZ; draft manuscript preparation: XX, YY, ZZ. All authors reviewed the results and approved the final version of the manuscript.

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“By submitting your paper or your presentation you agree to the following:

- As the designated primary author, I acknowledge that my coauthors and I hold the intellectual property rights and copyrights to the submitted paper/presentation, and all works by others have been appropriately referenced.
- I also acknowledge that all the required approvals to use intellectual and copyrighted materials belonging to others that have been used or will be used in

the submitted paper, and any subsequent presentations and posters to be presented at the 2020 ISHGD/USS, have been obtained.

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Papers that are submitted to the Symposium are not considered formally “published” and may be submitted later for consideration to publish in other technical and scholarly publications and journals, such as the Transportation Research Record, through their usual submission processes.

Reference Guidelines

Guidelines for References

- The reference list should contain only references that are cited in the text, either numbered in the order in which they are first cited or, if using Harvard Style, alphabetical by author last name.
- Bibliographic lists will not be published. Papers that do not conform to a standard reference style may be rejected.
- Do not denote references within the paper’s text with superscripts and footnotes.
- Do not include in the reference list personal communications or similar material that would not be available to readers. Instead, cite the unpublished work in the text and enclose the author’s name along with the term “personal communication” in parentheses.
- You may use the following content guidelines and samples in preparing reference lists:

TRR Journal Articles

Note: Do not add “In” before the journal title; do not include the publisher or place of publication.

Dewan, S. A., and R. E. Smith. Creating Asset Management Reports from a Local Agency Pavement Management System. Transportation Research Record: Journal of the Transportation Research Board, 2018. Volume: doi or page range.

TRB Presentation Papers

Ghiasi, A., J. Ma, F. Zhou, and X. Li. Speed Harmonization Algorithm using Connected Autonomous Vehicles. Presented at 96th Annual Meeting of the Transportation Research Board, Washington, D.C., 2017

Please check references citing papers presented at the Annual Meeting to see whether the paper was subsequently published in the Transportation Research Record (TRR). If the paper was published in the TRR, the reference should be changed to the corresponding TRR citation.

Other Journals

Dawley, C. B., B. L. Hogenwiede, and K. O. Anderson. Mitigation of Instability Rutting of Asphalt Concrete Pavements in Canada. *Journal of Association of Asphalt Paving Technologists*, 2018. 59: 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*, 2018. 95: 168–177.

TRB Publications

Morcous, G., K. Wang, P. C. Taylor, and S. P. Shah. *NCHRP Report 819: Self-Consolidating Concrete for Cast-in-Place Bridge Components*. Transportation Research Board, Washington, D.C., 2016. <http://dx.doi.org/10.17226/23626>.

Book

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

Chapter in a Book

Shunk, G. A. Urban Transportation Systems. In *Transportation Planning Handbook* (J. D. Edwards, Jr., ed.), Prentice Hall, Englewood Cliffs, N.J., 1992, pp. 88–122.

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.

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.

State and Local Policy Program

Value Pricing. Hubert H. Humphrey Institute of Public Affairs, University of Minnesota,

Minneapolis. www.hhh.umn.edu/centers/slp/vp/vp_org. Accessed Feb. 5, 2008.

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

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., 2018.

Metrication

Authors are encouraged to provide measurements in both SI (metric) and U.S. customary units. The measurement unit of the original research should be followed by the equivalent conversion in parentheses. TRB and Congress by Design will not supply specific conversions for the papers; Table 1 supplies some frequently used unit conversion factors.

Note: When converting U.S. customary measures of weight (force) and mass into SI units, express weight (force) in newtons and mass in kilograms; express pound force per square inch (psi or lbf/in.²) of pressure or stress in kilopascals (kPa). For SI units, use prefixes instead of powers of 10.

For tables and figures, provide only the units of the original research and show the base unit conversion in a footnote; for example, NOTE: 1 mi = 1.61 km. Alternatively, in figures, equivalent units may be shown on the top and right axes of data plots.

TABLE 1 Measurement Conversions

When You Know	Multiply by	To Find
Length		
inches (in.)	25.4	millimeters (mm)
feet (ft)	0.305	meters (m)
yards (yd)	0.914	meters (m)
miles (mi)	1.61	kilometers (km)
Area		
square inches (in. ²)	645.1	millimeters squared (mm ²)
square feet (ft ²)	0.093	meters squared (m ²)
square yards (yd ²)	0.836	meters squared (m ²)
acres	0.405	hectares (ha)
square miles (mi ²)	2.59	kilometers squared (km ²)
Volume		
fluid ounces (fluid oz)	29.57	milliliters (mL)
gallons (gal)	3.785	liters (L)
cubic feet (ft ³)	0.028	meters cubed (m ³)
cubic yards (yd ³)	0.765	meters cubed (m ³)
Mass		
ounces (oz)	28.35	grams (g)
pounds (lb)	0.454	kilograms (kg)
short tons (2,000 lb)(T)	0.907	megagrams (Mg)
Temperature (exact)		
Fahrenheit temperature (°F)	$(F - 32)/1.8$	Celsius temperature (°C)
Illumination		
footcandles (fc)	10.76	lux (lx)
footlamberts (fl)	3.426	candela/m ² (cd/m ²)
Force and Pressure or Stress		
poundforce (lbf)	4.45	newtons (N)
poundforce per square inch (psi)	6.89	kilopascals (kPa)

Equations

All variables should be defined at first use, either in the text or where the equation is listed.

- Fractions in displayed equations should be stacked, in accordance with preferred mathematical practice.
- If a displayed equation is numbered, use an Arabic numeral in parentheses, placed flush right.

- Carefully distinguish the following:
 - All capital and lowercase letters;
 - Capital *O* (“oh”), lowercase *o* (“oh”), and 0(zero);
 - Lowercase *l* (“el”) and number 1 (one);
 - Letter *X*, Greek chi (χ), and multiplication sign \times ;
 - Prime \prime , apostrophe $'$, and superscript one 1 ; and
 - English and Greek letters such as
 - *B* and beta (β), upper- or lowercase *k* and kappa (κ),
 - *n* and eta (η), *v* and nu (ν),
 - *u* and upsilon (υ), *u* and mu (μ), and
 - Upper- or lowercase *p* and rho (ρ), and *w* and lowercase omega (ω).

Footnotes

Do not use footnotes to the text. Incorporate the information into the text or delete the notes.

Abbreviations, Acronyms, and Symbols

Abbreviations, acronyms, and symbols must be fully defined at first use in both the abstract and the paper; the full term should be spelled out first, followed by the abbreviated term in parentheses. The following acronyms may be used without definition:

AASHO	American Association of State Highway Officials
AASHTO	American Association of State Highway and Transportation Officials
ACRP	Airport Cooperative Research Program
APTA	American Public Transportation Association
ASCE	American Society of Civil Engineers
ASTM	American Society for Testing and Materials (known by abbreviation only)
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
IEEE	Institute of Electrical and Electronics Engineers
ISO	International Organization for Standardization
ITE	Institute of Transportation Engineers
NASA	National Aeronautics and Space Administration
NCHRP	National Cooperative Highway Research Program
NHTSA	National Highway Traffic Safety Administration
SAE	Society of Automotive Engineers
SHRP	Strategic Highway Research Program
SHRP 2	Second Strategic Highway Research Program
TCRP	Transit Cooperative Research Program
TRB	Transportation Research Board

Acknowledgments

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, above References.

Appendices

Do not use appendices. Include pertinent material in the paper itself or, where necessary, include a note that background material—such as derivation of formulas, specifications, or survey forms—is available from the author or in another report, which should be cited in the reference list.