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 Papers not meeting this requirement may be withdrawn from the peer review process at any time.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
the article or revising it critically for important intellectual content; and (3) final approval of version to be published. All three of these conditions should be met for authorship, (4) anyone credited as an author should have played a significant role in the research and in the writing of the paper (Albert & Wagner 2003).

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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 may be 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, Congress 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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When you submit your paper, you will be asked to agree with the following:

“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.

- Further, I acknowledge that all rights needed to release all such copyrights to Transportation Research Board (TRB), Congress By Design and Association Infra Design, so that these organizations may print and/or distribute the submitted materials either in technical journals, on USB drives, or other electronic means as well as to post the materials on a symposium website for download by Symposium attendees and non-attendees, have been obtained.

- I also consent to being photographed and recorded, and I provide consent to TRB, Congress By Design and Association Infra Design to use these photographs and/or audio and video (AV) recordings singularly or in conjunction with other photographs and/or AV recordings for advertising, publicity, commercial or other business and/or educational purposes. I understand that the term “photograph” as used herein encompasses both still photographs and motion picture footage.

- I hereby release Congress by Design, Association Infra Design, TRB, and any of TRB’s associated committees and members and friends of these committees from any and all claims resulting from breach of any copyright infringements.”

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.

TRB Presentation Papers

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


TRB Publications

Book

Chapter in a Book

Government Report

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,


**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.


**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

<table>
<thead>
<tr>
<th>When You Know</th>
<th>Multiply by</th>
<th>To Find</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inches (in.)</td>
<td>25.4</td>
<td>millimeters (mm)</td>
</tr>
<tr>
<td>feet (ft)</td>
<td>0.305</td>
<td>meters (m)</td>
</tr>
<tr>
<td>yards (yd)</td>
<td>0.914</td>
<td>meters (m)</td>
</tr>
<tr>
<td>miles (mi)</td>
<td>1.61</td>
<td>kilometers (km)</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>square inches (in.²)</td>
<td>645.1</td>
<td>millimeters squared (mm²)</td>
</tr>
<tr>
<td>square feet (ft²)</td>
<td>0.093</td>
<td>meters squared (m²)</td>
</tr>
<tr>
<td>square yards (yd²)</td>
<td>0.836</td>
<td>meters squared (m²)</td>
</tr>
<tr>
<td>acres</td>
<td>0.405</td>
<td>hectares (ha)</td>
</tr>
<tr>
<td>square miles (mi²)</td>
<td>2.59</td>
<td>kilometers squared (km²)</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fluid ounces (fluid oz)</td>
<td>29.57</td>
<td>milliliters (mL)</td>
</tr>
<tr>
<td>gallons (gal)</td>
<td>3.785</td>
<td>liters (L)</td>
</tr>
<tr>
<td>cubic feet (ft³)</td>
<td>0.028</td>
<td>meters cubed (m³)</td>
</tr>
<tr>
<td>cubic yards (yd³)</td>
<td>0.765</td>
<td>meters cubed (m³)</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ounces (oz)</td>
<td>28.35</td>
<td>grams (g)</td>
</tr>
<tr>
<td>pounds (lb)</td>
<td>0.454</td>
<td>kilograms (kg)</td>
</tr>
<tr>
<td>short tons (2,000 lb)(T)</td>
<td>0.907</td>
<td>megagrams (Mg)</td>
</tr>
<tr>
<td><strong>Temperature (exact)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fahrenheit temperature (°F)</td>
<td>(F – 32)/1.8</td>
<td>Celsius temperature (°C)</td>
</tr>
<tr>
<td><strong>Illumination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>footcandles (fc)</td>
<td>10.76</td>
<td>lux (lx)</td>
</tr>
<tr>
<td>footlamberts (fl)</td>
<td>3.426</td>
<td>candela/m² (cd/m²)</td>
</tr>
<tr>
<td><strong>Force and Pressure or Stress</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>poundforce (lbf)</td>
<td>4.45</td>
<td>newtons (N)</td>
</tr>
<tr>
<td>poundforce per square inch (psi)</td>
<td>6.89</td>
<td>kilopascals (kPa)</td>
</tr>
</tbody>
</table>

**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 i (“el”) and number 1 (one);
  - Letter X, Greek chi (χ), and multiplication sign ×;
  - 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), ν and nu (ν),
    • u and upsilon (υ), 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

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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.