GUIDELINES FOR ILLINOIS CENTER FOR TRANSPORTATION (ICT) REPORTS

(updated July 2023)

Reports should fulfill project objectives set forth in the workplan, show adequate documentation, and clearly present the research. Beginning July 2020, all Illinois Center for Transportation and Illinois Department of Transportation technical reports must comply with Section 508 standards. Section 508, an amendment to the 1973 Rehabilitation Act, requires federal agencies to make their electronic materials accessible to people with disabilities. While our IDOT reports are not yet required to meet this standard, we are excited to take this important step forward in making our research available to all users.

To assist Principal Investigators (PIs) in preparing ICT reports, specific instructions are summarized below. Complying with these formatting guidelines will minimize publication delays. Please utilize the Section 508 Author Checklist before submitting your final report.

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVIEW PROCESS, CRITERIA, AND SUBMISSION</td>
</tr>
<tr>
<td>REPORT SUBMISSION</td>
</tr>
<tr>
<td>CLEARANCES AND COPYRIGHTED MATERIALS</td>
</tr>
<tr>
<td>OTHER REQUIREMENTS</td>
</tr>
<tr>
<td>REPORT ORGANIZATION</td>
</tr>
<tr>
<td>REPORT COMPONENTS</td>
</tr>
<tr>
<td>EXECUTIVE SUMMARY</td>
</tr>
<tr>
<td>BODY OF REPORT</td>
</tr>
<tr>
<td>Headings and Subheadings</td>
</tr>
<tr>
<td>Figures</td>
</tr>
<tr>
<td>Tables</td>
</tr>
<tr>
<td>Equations</td>
</tr>
<tr>
<td>Sensory Characteristics (Color, Size, Shape)</td>
</tr>
<tr>
<td>REFERENCES</td>
</tr>
<tr>
<td>APPENDICES</td>
</tr>
</tbody>
</table>

1
REVIEW PROCESS, CRITERIA, AND SUBMISSION

The following are the report review and publication phases. This process will take three months, beginning with report submission and ending with report publication.

Note that poor sentence structure and grammar can lead to delays in ICT’s technical editing process and final publication. Reports containing excessive errors in grammar, syntax, spelling, and punctuation will be returned to the PI. The PI is responsible for ensuring that the report conforms to standards of good writing. Therefore, if someone else writes a report (such as a coauthor or student), the PI should review the report before submitting it to ICT for editing.

• PRELIMINARY EDIT PHASE (Month One – 30 days): The PI submits the completed report, formatted using the ICT report template, to ICT Project Management (ICTProjectManagement@illinois.edu). Reports that are not properly formatted or Section 508 compliant will be returned to the PI for reformattting and resubmission. Note that extensions will not be provided if the report is returned solely for formatting issues.

A comprehensive technical edit of the report will be performed and then returned to the PI for review and revision.

• PI/TRP EDIT PHASE (Month Two – 30 days): The PI reviews the technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project’s TRP Chair for review. The TRP reviews and provides comments to the PI within 21 days of receipt. The PI incorporates the feedback and returns the report to the TRP Chair for approval before sending the final version to ICT Project Management for finalediting. All discussion and updating of the report between the PI and TRP Chair should be complete at this time.

• FINAL EDIT PHASE (Month Three – 30 days): When the PI sends the final version of the report to ICT Project Management, ICT will obtain the final approval form from the TRP Chair. Upon receipt of the approval form, ICT Project Management performs a final editorial review and publishes the report. The TRP Chair must sign the approval form prior to report publication.

• PUBLISHING PHASE: ICT Project Management assigns an ICT report number and publishes the report to several sources, including the ICT website, the Transportation Research Board database, and various transportation libraries. ICT Project Management also prints hard copies and CDs for distribution.

Report Submission

To submit reports for editorial review or for additional assistance, contact:

ICT Project Management
ICTProjectManagement@illinois.edu

Clearances and Copyrighted Materials

It is the authors’ collective responsibility to obtain all copyright permissions before submitting the manuscript for TRP review.
Other Requirements

- Measurements: Measurements generally should be provided in SI (metric) measurements with equivalent US measurements in parentheses.

- Abbreviations, Acronyms, and Symbols: Abbreviations, acronyms, and symbols must be fully defined at first use in the report. The definition should be given first, followed by the abbreviated term in parentheses.

- Footnotes: Do not use footnotes in the text. Incorporate the information into the text or delete the notes.

- In-text Citations: Smith (2006) (for one author); Smith and Patterson (2006) (for two authors); Smith et al. (2006) (for more than two authors; “et al.” is not italicized).

Report Organization
Submit the report in a single electronic file (using the ICT report template) organized in the following sequence. Start each section on a new page.

Cover Page
Technical Report Documentation Page
Front Matter
  - Acknowledgment, Disclaimer, Manufacturers’ Names
  - Executive Summary
  - Table of Contents [optional: List of Acronyms, List of Figures, List of Tables]
Body of Report
Back Matter
  - References
  - Appendices (if applicable)

REPORT COMPONENTS
The maximum length for reports is 75 pages (not including covers, front matter, or appendices). The page count starts on the first page of Chapter 1 and ends on the final page of the References section. Any exceptions should be approved by ICT and IDOT prior to submission.

Executive Summary
The executive summary must be no longer than three pages. It should present the study’s primary objectives and scope or the reasons for writing the report. The techniques or approaches should be described only to the extent necessary for comprehension. Findings and conclusions should be presented concisely and informatively. The executive summary should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or displayed equations or lists.

Body of Report
In each chapter, you will introduce the research, document the tasks that were completed, and make conclusions and recommendations for future research.
Headings and Subheadings
Do not number headings/subheadings (e.g., 1.1 Introduction, 1.2 Research Objectives, etc.).

Figures
Each figure should be separate and should have its own figure number and caption. The basic requirements to create Section 508 compliant figures are listed below:

- Do not use sub-numbers (1-1, 1.2, etc.) with figures.
- Number figures consecutively throughout the report and appendices, not per chapter.
- Provide alternative text that describes the information conveyed in the figure. To add alternative text, right click on the figure and select “Edit Alt Text.”
- Include a description of the figure type in the caption (photo, graph, equation, chart, illustration, etc.).
- Avoid composite figures with multiple captions (see Figure 4).

Figure 1. Photo. After grouting large-scale beam specimen 4F1.
Source: Provines et al. (2019)
Figure 2. Graph. AUC profile of reference (original data), predicted (ARMA) method, and VAR method.

*Source: Flannagan et al. (2019)*

![Graph](image)

Figure 3. Photo. Transverse cracking in a concrete bridge and steel girder bridge.

*Source: ICT (2020)*

A. Transverse cracking in a concrete bridge.

B. Transverse cracking in a steel girder bridge.
Figure 4. Multiple elements. Example of a Section 508 noncompliant composite figure.

Source: FHWA (2017)
Tables
The basic requirements to create Section 508 compliant tables are listed below:

- Create tables using the built-in feature in Microsoft Word. Do not include pictures of tables.
- Do not use sub-numbers (1-1, 1.2, etc.) with tables.
- Consecutively number tables throughout the report and appendices, not per chapter.
- Avoid using complex tables with merged and/or split cells (see Table 2).

**Table 1. Mix Designs**

<table>
<thead>
<tr>
<th></th>
<th>Control Mix</th>
<th>Type K Mix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water*</td>
<td>267</td>
<td>286</td>
</tr>
<tr>
<td>Type I Cement*</td>
<td>608</td>
<td>455</td>
</tr>
<tr>
<td>Type K</td>
<td>—</td>
<td>90</td>
</tr>
<tr>
<td>Fine Aggregate*</td>
<td>1129</td>
<td>1069</td>
</tr>
<tr>
<td>Coarse Aggregate*</td>
<td>1825</td>
<td>1831</td>
</tr>
<tr>
<td>W/C Ratio</td>
<td>0.44</td>
<td>0.52</td>
</tr>
</tbody>
</table>

* Quantities are in lb/yd³ (1 lb/yd³ = 0.59 kg/m³)

**Table 2. 508 Noncompliant Complex Table Using Merged Cells**

<table>
<thead>
<tr>
<th>Division A</th>
<th>Division B</th>
<th>Future Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiated Pending / Ongoing</td>
<td>Completed</td>
<td>Initiated Pending / Ongoing</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>
Equations
The basic requirements to create Section 508 compliant equations are listed below:

- Label equations as figures (see Figure 5).
- Format equations as .jpg files. Note that not all computers and operating systems can interpret special math and scientific fonts.
- Provide alternative text with equations.

\[
\left(\frac{y - \mu_2}{3\sigma_2}\right)^2 + \left(\frac{z - \mu_3}{3\sigma_3}\right)^2 = 1
\]

Figure 5. Equation. Simplified equation for two-dimensional ellipsoid to represent the second and third PCs. 
Source: Flannagan et al. (2019)

Sensory Characteristics (Color, Size, Shape)
Information represented by color or another sensory characteristic (size, shape, position) must not be the only way to convey that meaning.

- Avoid using only color to convey information. Instead, use textures or patterns with colors in tables and figures.
- Use WebAim’s Color Contrast Checker to determine the color contrast. The contrast ratio should be greater than or equal to 4.5:1
- Avoid using the following color combinations:
  - Green & Red
  - Green & Brown
  - Blue & Purple
  - Green & Blue
  - Light Green & Yellow
  - Blue & Grey
  - Green & Grey
  - Green & Black
References
In the reference section, please list all references in alphabetical order. Below are examples of references following the APA citation style. If possible, please include the DOI. You are not required to follow this exact formatting style for references. However, you must be consistent in how you format each type of reference in terms of author names, year, date of publication, title, city of publication, etc.

Book

Chapter in an Edited Book

Conference Proceedings

Doctoral Dissertation

Government Reports


Periodical


Website
Appendices

Appendix number and title should be the same style as used for chapter titles.

Appendix pages should be numbered as part of the report. For example, if the last page of the report is 75, then the first page of the appendix would be 76.

If there are multiple appendices, name the appendices as follows: Appendix A, Appendix B, and so on.