



Applied Research and Innovation Branch

Instructions for technical documentation page

1. Enter CDOT-yyyy-##. The final two digits will be determined by the Research Branch, based on the order published during a given year. Use a leading zero for numbers 1-9
4. Enter exact title of report in capital letters
5. Enter month and year of report (no comma)
7. Enter author(s) names separated by commas.
8. Repeat CDOT report number. This space is also available for university/consultant to put in their own number
9. Enter name and address of performing organization.
11. Enter study/file number
13. Enter “final”, “interim”, or “construction” as appropriate.
16. Provide a brief abstract of the report, including research method, findings, and conclusions. Describe implementation recommendations in a separate paragraph under the abstract
17. Enter keywords or phrases that are not part of the title. Use lower case (except for proper nouns and acronyms). Separate with commas. Do not end with a period
21. Calculate total # of pages including front matter and appendices
22. Leave blank

Research Report Format Guidelines

Provide Microsoft Word file to Research. The Librarian will review, convert to PDF, and post online. Reports are published exclusively in electronic format.

Format and Content:

Spacing:

- 1 1/2 spaces between lines and after headings
- Triple space between paragraphs

Fonts:

- Use Times New Roman font, size 12 for text, size 14 for headings

Pagination:

- Use lower-case Roman numerals for front matter
- Use stand-alone Arabic numbers for body of report (no italics or dashes)
- Number pages of appendices A-1, B-1, etc.
- Center page numbers 0.5 inches up from the bottom edge of the page

Chapters:

- Insert 1 1/2 spaces between headings and text - do not underscore headings or use horizontal lines
- Left-justify chapter headings and headings for front matter, capital letters, bold type, one inch from top of page
- Left-justify second-level headings, initial capitals, bold type
- Left-justify third-level headings, initial capitals, italics - do not bold (place on first line of paragraph)

Tables and Figures:

- Number figures consecutively and label with unique captions centered at the bottom, bold type (note: they should be called figures, not photos)
 - **Figure 1. This is how the captions should look.**
- Number tables alphabetically and label with unique captions centered at the top, bold
- Place figures and tables as close as practical to textual references
- Place graphics so that they can be viewed without turning the page sidewise (if a graphic must be placed sideways, the top should be on the left side of the page)
- Tables should supplement, not duplicate, the text

Abbreviations, Acronyms and Symbols:

- Define the first time they are used
- Include list of acronyms if warranted

Numbers:

- Spell out numbers from one through nine
- Use numerals for numbers 10 and above, unless they are the first word of a sentence
- If a number 10 or above is in the same sentence as a lower number, use all numerals
- Use numerals for units of money, measurement, and time

Widows and orphans:

- Avoid leaving a single line of text at the top or bottom of a page
- Do not leave a header without text at the bottom of a page

Disclaimer (use template):

- Place on inside of front cover

Technical Report Documentation Page (use template)

- Use font size 10
- Type report title in all caps
- Report title should be an exact match of title on report cover
- Key words
- Should supplement, not duplicate, words from the title
- Do not capitalize unless they are proper nouns
- Type in continuous line with commas separating key words
- Include front matter in the page count
- Number documentation page as page i.

Acknowledgements

- Include list of study panel members on all reports

Executive Summary

- Place after acknowledgements page
- Should be approximately one-two pages long
- Discuss why research was needed
- Discuss how research was completed
- Compare actual research results with expectations
- Discuss how the research can be used by CDOT
- Include recommendations for action or further research
- Outline cost benefits

Implementation Statement

- Should be subheading under Executive Summary (on same page)
- Identify recommendations to be implemented at CDOT
- Include one or two paragraphs with a specific CDOT implementation strategy
- Discuss who could benefit from this research

Table of Contents:

- Place after executive summary
- Do not include front matter in table of contents
- Consecutively number chapters and break down into numbered sections
- Number appendices A, B, etc.
- Wording and punctuation should exactly match headings in report
- Include List of Figures and List of Tables

Introduction:

- Include background, study objectives and scope of study

Conclusion and Recommendations:

- Conclusions and recommendations should be separate sections of chapter
- Both conclusions and recommendations should be valid, appropriate, and properly supported
- Discuss how research findings should be used

References

- Give credit for all information taken from other sources

- Include author, title, volume and issue or report number, page number, publisher or issuing agency, publication date

Example:

Scheinberg, Phyllis. "Prospects for Innovation Through Research, Intelligent Transportation Systems, State Infrastructure Banks, and Design-Build Contracting." GAO/T-RCED-97-83. General Accounting Office, March 6, 1997.

- To cite files from the Internet, provide the following information:
 - Author's name (if known)
 - Full title of the document in quotation marks
 - Title of the complete work if applicable in italics
 - Date of publication or last revision (if available)
 - Full http address (URL) enclosed within angle brackets
 - Date the source was accessed in parentheses

Example:

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *MUD History*, 1993. <<http://www.ccs.neu.edu/home/lpb/mud-history.html>> (5 Dec. 1994).

Report Preparation Checklist

- Make sure title, report # and date are the same on cover and documentation page
- Make sure keywords are included in documentation page
- Make sure font sizes and types are consistent
- Have all members of study panel review report
- Have at least one person review entire report for clarity and grammar
- Spell check report after all editorial changes have been made

