

Formatting Papers and Reports For The University of Utah Traffic Laboratory (UTL)

Working Papers & Research Deliverables

Research Paper

UTL – (Month/Year) – (Sequence #: See Daryl)

Principal Investigator:

Dr. Peter T. Martin, Associate Professor
University of Utah

Principal Author:

Michael Wright, Research Assistant
University of Utah

Secondary Authors:

(None)

Date of Documentation: September 1998
Date of Research: June-September 1998

This document is proprietary to The University of Utah Traffic Laboratory as defined in research contract, # (Account #). The information is privileged and may not be reproduced, copied, or transmitted without the written permission of the Principal Investigator.

September 14, 1998

TABLE OF CONTENTS

List of Figures	3
List of Tables	4
List of Acronyms	5
Executive Summary	6
Introduction	7
Formatting Rules	8
Spacing	8
Fonts	9
Headings	10
Page Numbers / Headers	11
Lists / Figures / Tables	12
Conclusion	16
References	17

Appendix A: Title Of The Appendix As Shown In The Table Of Contents

LIST OF FIGURES

Figure 1	Example of Text & Graphics Figure	14
----------	-----------------------------------	----

LIST OF TABLES

Table 1 Example Data Table

15

LIST OF ACRONYMS

UTL University of Utah Traffic Laboratory

TRB Transportation Research Board

EXECUTIVE SUMMARY

This document represents the new ‘Research Paper’ format for all current and future papers put forth by The University of Utah Traffic Laboratory (UTL). The formatting is loosely based upon the format of Joe Perrin’s Ph.D Thesis (which in turn is based upon ASCE standards) and the development of the first ESGORTS Working Paper, UTL-0798-06. Dr. Martin has requested that a strict standard be developed to identify uniquely the work produced by this group, and would like to us the format presented in and exemplified by this paper. (This format is only for research deliverables and reports. It is not meant to be used as a publishing format for journals, TRB, etc.)

INTRODUCTION

This document conforms to the desired UTL format. Each of the following sections review in detail the various settings to be used in obtaining this format for a paper. The formatting of this paper is also done in the desired way so as to be useful as an electronic template.

When drafting a new working paper, an electronic copy of this paper should be downloaded from the server (HAL) and overwritten (if desired) to save time and energy in identifying various styles, spacing, etc. A permanent copy of this document will be kept on (HAL) within the 'Research' folder.

FORMATTING RULES

3.1 Spacing

Margins should be set to allow for papers to be bound and to allow ample spacing for reader notes. The desired settings are the default MS-Word settings, with Left and Right margins set at 1.25 inches and Top and Bottom margins set at 1 inch.

All text – including section headings and subheadings but excluding figure headings, table headings and title page information – should be double spaced. All paragraphs within a document should also be given a 12pt. spacing before and after the paragraph to allow for sufficient white space without inserting hard carriage returns.

All sections should begin on a new page with the appropriate section heading. Similarly, all figures, tables, pictures, or other objects should occupy their own pages exclusively and should also be inserted as close to the section of reference as applicable.

All paragraphs should be Left justified throughout, with no Tabs or new paragraph indentations. The exception to this rule is when quoting a block of text

from another source and it is the author's desire to separate this text from the rest of the paragraph as follows.

“Using either the indent command or by resetting margins – these commands can be set as ‘Styles’ in both MS-Word and WordPerfect if they are to be used frequently – the blocked text should be set in from the rest of the document approximately one-half an inch on both the left and right sides of the paper.”

For spacing the cover sheet text, all research papers will have a plastic cover sheet placed over the top of the bound document which has the UTL identification information along the right 1/3 of the sheet. so, all text on the cover sheet must be spaced to allow room for the text on this plastic cover to be seen against a clear white background on the cover sheet. The vertical spacing of the cover sheet should be set so that it includes all the necessary information (title, working paper #, authors, proprietary statement, date) as shown on the cover of this guide.

3.2 Fonts

The default font for all text within working papers should be 12 point, Arial (with the exception of special fonts that may be contained within a figure or table).

Larger point fonts should be used on the title page as follows: the title line is 20

point bold-italic, the subtitle line (if needed) is 16 point bold-italic, the working paper # is 16 point underlined, the names of the PI and Authors are 14 point with bolded titles, and the proprietary disclaimer and date are 10 point text.

3.3 Headings

Section and page headings are hierarchal to three levels, as shown in this document. Section headings (Table of Contents, List of Figures, Formatting Rules) should be set as MS-Word Heading 1 in all-caps, with bold 12 point font. Subsection headings (Spacing, Fonts, Headings) should be set as MS-Word Heading 1 without all-caps. Subsection and third-level headings should also make use of a logical numbering system, as outlined in this working paper. No such section numbers should be applied to the section headings themselves.

3.3.1 Third Level Headings

If a third level section heading is used, then a standard capitalized text, without bold, should be used. No research paper should ever utilize more than three heading levels.

3.4 Page Headers & Footers

Headers should be provided on each page of the paper – except the title page – as follows:

1. The ownership of the paper (UTL – Proprietary Document)
2. The paper identification number (0798 means July, 1998 as the start date of the project – 000 means this is the first ever working paper)
3. The Revision number (always begin with 0)
4. The date of printing.
5. Five carriage returns (blank lines) below the line of text to separate the text of the working paper from the header.

Footers should be provided on each page of the paper – except the title page – as follows:

1. A 'DO NOT COPY' statement, protecting the proprietary nature of the paper – unless requested otherwise by the Principal Investigator.
2. A statement defining the time period in which the research resulting in the working paper was conducted.
3. A page number, formatted as 'Page XX', in the lower right corner. These numbers must be formatted to begin with 'Page 2' due to the presence of an un-numbered title page.

Header and Footer text should be set as 8 point, Arial text. Research Paper identification numbers can be obtained from Daryl, and any new research paper titles should be registered with him prior to commencement.

3.5 Lists / Figures / Tables

Lists of information should be formatted according to one of the following two conventions:

1. Using a simple number and period, followed by a tab indent.
- Using only round, solid bullets if not using numbered lists.

Text, font, and spacing rules, as well as all other settings, should all still apply when formatting lists. Unless desired by the author, the 12pt. spacing before and after the ‘paragraphs’ defined by the list items should be set to 0pt. to allow normal double-spaced lists, without excessive white space between items.

Figures, pictures, or tables that are inserted into the text should each have their own page at the desired point of insertion within the document. Reference should be made to the embedded object within the text of the paper as a natural sentence, “.....as shown in Figure 1.” or “that can be seen in Figure 1.”. All such objects should likewise be titled on their own page, using 14 point Arial font. Figures should be titles below the object, while tables should be titled above the object.

Any material used as an object which requires referencing (borrowed graphics, data, etc.) should be cited directly below the object using 10 point italicized text, as well as within the references at the end of the paper. The citation should include the source, author, and date of the cited material's publication.

Figure 1 and Table 1 within this paper illustrate the format for both picture and text based objects (figures and tables).

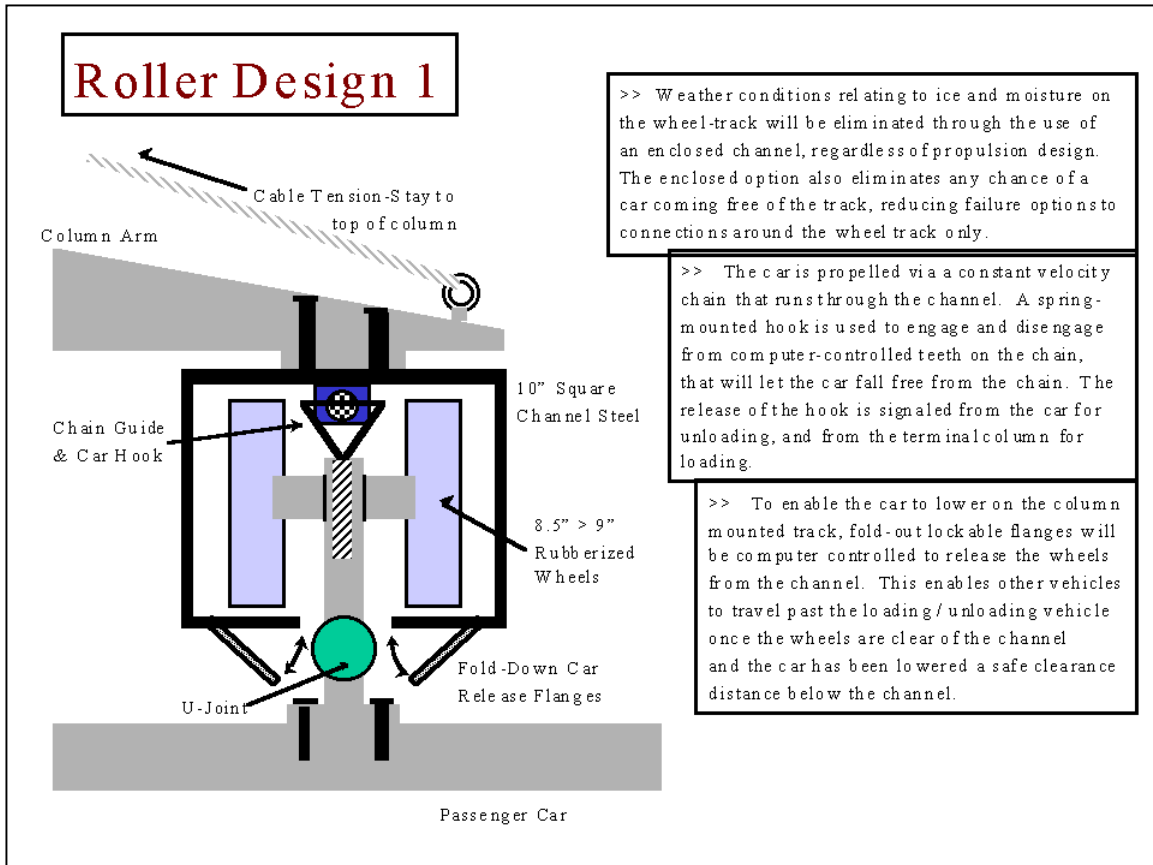


Figure 1 Example of Text & Graphics Figure

Source: ESGORTS Working Paper, UTL-0798-06

Table 1 Example Data Table

Player Name	Court Nickname	Win – Loss Record
Blake Hansen	Fuzzy	5 – 3
Eric Brondum	The Man	5 - 3

From Sports Illustrated, June 1998

CONCLUSION

This working paper is designed to help to produce standardized documents as deliverables from UTL. Adjustments may be made in the future, and if such occurs a notice will be sent out via e-mail to all members of UTL as to the change. Likewise, the electronic template of this document will also be adjusted to reflect the change in formatting.

If there are any comments or concerns regarding the styles used herein, or if you cannot access a copy of the template, please contact Mike Wright.

REFERENCES

The last section of any paper should be the references – this would come after any subject-specific bibliography as well. Referencing of items within the text of the paper should follow TRB style; references for scholarly works should be in the form of (Author, Date) following the paragraph. Non-scholarly references should be numerically listed as (XX) following the paragraph.

The formatting rules pertaining to the document text body are taken from:

1. Perrin, Joseph; '*A Priority Method For Optimizing Network Wide Traffic Detector Location And Allocation*'; Ph.D Thesis; The University of Utah, Department of Civil & Environmental Engineering; July 1998.

The formatting rules pertaining to the title page and the setup of figures and tables are taken from:

2. Martin, Peter; Wright, Michael; Reaveley, Lawrence; '*Alternative System Design For ESGORTS*'; Working Paper UTL-0798-06; The University of Utah Traffic Laboratory; July 1998.

APPENDIX A

Title Of The Appendix As Shown In The Table Of Contents