

MPC REPORT FORMAT GUIDELINES



Provide the corresponding [MPC project number](#) with your report.

LAYOUT

The layout of the items in this section follows the order they should appear in the report.

- Cover
- Acknowledgements
- Disclaimer (see the following for U.S. DOT required disclaimer):

“The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information pre-sented. This document is disseminated under the sponsorship of the Department of Transportation, University Transportation Centers Program, in the interest of information exchange. The U.S. Government assumes no liability for the contents or use thereof.”

- Abstract (200-word maximum)
- Table of Contents
- List of Tables
- List of Figures
- Executive Summary
- Report Text
- References/Literature Cited
- Appendix

The general format used in the final report should be submitted as:

- Microsoft Word
- Headings will be in the Arial font (see chapter headings below for different levels)
- Body text font – Times New Roman 11 pt
- Single-space
- Left justification
- One-inch margins
- Widow/Orphan turned on

PAGINATION

- Page numbering - bottom center.
- Preliminary pages (abstract, table of contents, lists of tables and figures) should be numbered in lower case Roman numerals.
- Use Arabic numbers (1,2,3) for the main text.

CHAPTER HEADINGS

- Level 1 Heading – Left justification, ALL caps (14 pt) - Arial Bold font
- Level 2 Heading – Left justification, upper/lower case (14 pt) - Arial Bold
- Level3 Heading – Left justification, upper/lower case (12 pt) - Arial Bold
- Level 4 Heading – Left justification, upper/lower case (11 pt) - Arial Bold

TABLES/ FIGURES

- Number all tables/figures to correspond with the sections (Table 1.1, Table 1.2; Figure 1.1, Figure 1.2, etc.)
- When doing a report, print figures/graphs in black and white. If printed in color, do not use light colors such as yellow These do not reproduce well.

PEER REVIEW

- Submit Peer Review Form (page 2)
- Reports must be peer reviewed before they are placed on the web.
- Peer Review Form will be placed in the report file.

IMAGES

Submit images at 200-300 dpi.

PROOFING

An editor proofs the report for grammatical errors and style, NOT report content. If there are any major questions regarding the report, you will be contacted before changes are made.

Indicate if this report has been published as a thesis, journal article, or other publication.

Submit one hard copy and one electronic copy of the report to the Mountain-Plains Consortium, North Dakota State University, NDSU Dept. 2880, PO Box 6050, Fargo, ND 58108-6050. If you have questions, call Bev at 701.231.7137, or email: bev.trittin@ndsu.edu

Mountain-Plains Consortium (MPC) Publication Peer Review

Document Title:	
Authors(s):	
Peer Reviewer:	

1. Do you believe the report will be of interest to the clients of MPC – specifically to: federal, state, local, and other transportation agencies; other government officials; businesses and industries; and/or other researchers, practitioners or consultants?
2. Does the report make a contribution to a relevant research area and have the potential to improve the state of knowledge or practice in that area?
3. Are the methods and data used in the analysis clearly described in the report, and are they appropriate for this topic?
4. Are the conclusions and inferences presented in the report appropriate in light of the data and methods used and other limitations of the study?
5. Is the report well organized, understandable, and appropriately written for the audience?
6. Please provide specific comments on other aspects of the report that may be useful in evaluating its merits for publication.

Peer Reviewers Recommendations:

_____ The manuscript is suitable for publication in its present form.

_____ The manuscript is suitable for publication with minor editorial changes.

_____ The manuscript is not suitable for publication.

_____ The manuscript needs to be revised, taking into consideration the following: