

# MPC REPORT FORMAT GUIDELINES



## 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 presented. 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 follows:

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

## Pagination

- Page numbering - bottom center, 11pt font.
- Preliminary page numbering (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 report text.

## Section Headings

- **LEVEL 1 HEADING**  
Left justification, ALL caps (14 pt) - Arial Bold font
- **Level 2 Heading**  
Left justification, upper/lower case (13 pt) - Arial Bold
- **Level 3 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.)

## Peer Review

- Submit Peer Review information through the online submission form.

## Images

Submit images at 200-300 dpi. If using image(s) taken off the web, try obtaining a high resolution copy and always get permission to use the image(s).

It's preferable to have an actual photo representing the research in the report versus a graphic when available.

## 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.

Submit an electronic copy of the report to the Mountain-Plains Consortium at [https://ndstate.col.qualtrics.com/jfe/form/SV\\_0cUHidhac7WHBLT](https://ndstate.col.qualtrics.com/jfe/form/SV_0cUHidhac7WHBLT). Before you begin the process, review the entire form. This will be the **ONLY** means of submitting final reports by PI(s). Contact Bev Trittin @ [bev.trittin@ndsu.edu](mailto:bev.trittin@ndsu.edu); (701) 231-7137 if you have questions.

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