FHWA-CFLHD TECHNOLOGY DEPLOYMENT PUBLICATION CHECKLIST

This Technology Publication Checklist is to be used to ensure uniform and consistent language and format of the written deliverables for the Federal Highway Administration's (FHWA) Federal Lands Highway (FLH) Technology Program. Please use it to conduct a quality control review of the deliverable.

The FLH promotes new, emerging, innovative, and underused technologies in the form of applied studies. While each publication will include a specific target audience, the general target audience will be supervisors, managers, engineers, trainers, educators, and technicians involved in transportation related functions.

To reach as broad an audience as possible these publications and presentations are to be written in simple and clear language, with good English grammar, consistent verb tense and correctly spelled words. The style for the stereotypical graduate thesis or technical trade journal article is not to be used. The goal of these technology studies is to express, not to impress, and a final review by a skilled technical editor is recommended.

The formal FHWA Publication Guidelines are found in the *Communications Reference Guide (CRG), Publication No. FHWA-RD-03-074*, and can also be found at the website address of: http://www.fhwa.dot.gov/publications/research/general/03074/index.cfm.

This Technology Publication Checklist provides a companion summary of the key document formatting items identified specifically by the FHWA's Central Federal Lands Highway Division (CFLHD). The Technology Publication Checklist items shown below may not include every formatting item, but it reasonably shows most of them. There may also be a few minor items where the preferred CFLHD format varies from that identified in the CRG. Front matter examples are at http://www.cflhd.gov/programs/techDevelopment/ExampleDocuments.cfm.

REPORT ORGANIZATIONAL SEQUENCE
- Cover Page
- Forward, Notice and Quality Assurance Statement Page
- Form DOT F 1700.7 Technical Report Documentation Page (page i, but is not shown)
- SI (Modern Metric) Conversion Factors Page (page ii, begin lower case Roman numeral pagination)
- Table of Contents
- List of Figures
- List of Tables
- Acronyms, Abbreviations and Symbols Page
- Acknowledgements Page (optional) (end of lower case Roman numeral pagination)
- Executive Summary (optional) (Page 1)
- Chapter 1 - Introduction (for example and so on for the subsequent chapters)
- References
- Bibliography (optional)
- Appendix A – Survey Questions (for example and so on for the subsequent Appendices)

OVERALL FORMATTING

- ☐ Report is primarily delivered in Portrait format
- ☐ Body of the text is left justified
- ☐ Text is 12 pt Times New Roman font
- ☐ Pages use 1 inch margins all around
- ☐ A double space is to used between sentences within a paragraph
- ☐ A double line is to be used between paragraphs
- ☐ A double line is to be used before and after the page Title, and the first, second, third, and fourth level text section headers
- ☐ The titles of Forward, Table of Contents, List of Figures, List of Tables, Acronyms, Acknowledgements, Chapter, References, Bibliography, and Appendix are centered justified, bold 12 pt font, all capital letters
- ☐ Text Section Headers are to be unnumbered
- ☐ First Level Text Section Header left justified, bold 12 pt font, all capital letters
- ☐ Second Level Text Section Header left justified, bold 12 pt font, first letter of each word capitalized
- ☐ Third Level Text Section Header left justified, bold italicized 12 pt font, first letter of each word capitalized
- ☐ Fourth Level Text Section Header left justified, bold 12 pt font, first letter of each word capitalized, followed with a colon (use of this fourth level is not encouraged, but may be allowed with adequate justification)
- ☐ Numbering of text sections is to be an exception rather than the rule, and will be considered only when a case can be made that it provides clarity not achievable by the preferred Text Section Header format
- ☐ Each page has a Page Header in the "header portion" that mirrors the chapter title, and is right justified, bold 10 pt Arial font, all capital letters with an underline fitting within the full width of the margins of the page
- ☐ Each page is sequentially numbered in the "footer portion" and is center justified, 12 pt New Times Roman font, with an over line fitting within the full width of the margins of the page
- ☐ Content placed in Landscape format faces to the right side
- ☐ When content is placed in Landscape format, the Page Headers and Pagination are still placed on the page in Portrait format
- ☐ Odd numbered pages are on the right side, even numbered pages are on the left
- ☐ Chapters, References, Bibliography, and Appendices all start on odd numbered pages
- ☐ Appendices do not have separate index or section cover pages, but are similar to the format of preceding chapters
- ☐ References are to be numbered sequentially starting with "(1)" in the order of their citation and placed in a superscript position at the end of the paragraph where the work is referenced (author names in parenthesis are discouraged)
- ☐ Bibliography citations are to be alphabetical
- ☐ Reference and Bibliography citations preferably follow The Chicago Manual of Style format, however other styles may be acceptable with justification as long as the style is consistent, uniform and clear throughout

COVER PAGE
- ☐ Main Title: Left justified, all capital letters, black bold 22 pt Arial font (preferably no more than five words that fit on one line; no extraneous words)
- ☐ Subtitle: Left justified, first letter of each word capitalized, black bold 20 pt Arial font (preferably no more than five words that fit on the second line; no extraneous words)
- ☐ Title Bracket Lines: The main and subtitles are to be bracketed top and bottom with lines fitting within the full width of the margins of the page
- ☐ The top bracket line is heavier than the lower bracket line
- ☐ Publication number is left justified and the date right justified on the same line
- ☐ Publication number and date have first letter of each word capitalized, black bold 12 pt Arial font
- ☐ Publication number is written as Publication No. FHWA-CFL/TD-xx-xxx with "xx" being the year, and "xxx" the publication numerical sequence assigned by the CFLHD Technology Engineer
- ☐ Date is written for example as "August 2011" (excluding the quotation marks)
- ☐ Publication Number and Date Bracket Lines: The publication number and date are to be bracketed top and bottom with lines fitting within the full width of the margins of the page
- ☐ The publication number and date top bracket line is the same line as the bottom line for the title line, and both upper and lower publication number and date lines are the same
- ☐ Page has 1 inch margins all around
- ☐ Illustration: Selected to excellently illustrate the topic in a clear and tasteful manner, is not labeled, may be a montage of several images, and may be framed
- ☐ US DOT Logo: Left justified under the illustration, black 1-1/4 inch vertical size
- ☐ FLH Commitment to Excellence Logo: Right justified under the illustration, black 1 inch vertical size
- ☐ CTIP Logo: Center justified under the illustration, white and green 1 inch vertical size
- ☐ Other Logos: When used they are sized similar to the current logos, placed between the US DOT and FLH logos, or to the left of a readjusted CTIP logo (all logos should then be horizontally balanced)
- ☐ Publishing Office Address: Center justified under the logos at the bottom of the page, black bold 10 pt Arial font

FIGURE FORMATS
- ☐ Figures are numbered uniquely and sequentially starting with "1" that includes those in the various appendices (at times a montage of several figures may be necessary and sub-labeled as "a, b, or c)
- ☐ Title is center justified, bold, 12 pt New Times Roman placed immediately below the figure and on the same page as the figure
- ☐ Title written as: "Figure 1. Photo. Asphalt Road at Night." (excluding the quotation marks)
- ☐ Figures are to be noted as Photo, Map, Schematic, Chart, Graph, Screenshot (note the terms Image, Picture, Drawing are considered not specific enough to describe the illustration)

☐ Figures are to be cited in the body of the text as part of a sentence such as, "… as shown in Figure 1." Do not use a figure citation that uses parenthesis, such as, "(See Figure 1.)"

☐ Figures are to be placed as soon as is practically reasonable in the body of the text after its first citation

☐ Figures are to be centered and sized appropriately to fit within the margins of the page and properly illustrate the concept

☐ Black and white figures are preferable, but color may be justified if it is the only way to convey the concept

☐ If warranted, credit for figures should preferably be shown by Reference number, or optionally noted in parenthesis following the title text, such as, "Figure 1. Photo. Asphalt Road at Night. (Courtesy: FHWA.)" (excluding the quotation marks)

TABLE FORMATS

☐ Tables are encouraged as a means to more easily convey information that would require more extensive text if written out in the body

☐ Tables are numbered uniquely and sequentially starting with "1" that includes those in the various appendices (at times when tables cross pages show Table 1. Formats. (continued.)

☐ Title is center justified, bold, 12 pt New Times Roman placed immediately above the table and on the same page as the table

☐ Title written as: "Table 1. Asphalt Mix Density by Layer Thickness." (excluding the quotation marks)

☐ Tables are to be cited in the body of the text as part of a sentence such as, "… as shown in Table 1." Do not use a table citation that uses parenthesis, such as, "(Table 1.)"

☐ Tables are to be placed as soon as is practically reasonable in the body of the text after its first citation

☐ Tables are to be centered and sized appropriately to fit within the margins of the page and properly convey the concept

☐ Black and white text is preferable, but color may be justified if it is the only way to convey the concept

☐ If warranted, credit for tables should preferably be shown by Reference number