Don't Let Your Report Get Delayed on the Publications Highway

Follow these 5 steps, and your documents will be on the fast lane to publication.

1 **Make sure to attribute all images.** A leading reason reports are held up in the legal department is because images or charts have no photo credit.

2 **Use the right template.** The ITS JPO has an approved template that you can obtain at *www.its.dot.gov/template.htm*

3 **Make the report 508 compliant.** It's the law. We can't post your report unless everybody is able to read it.

4 **Check your e-mail.** We send out regular notes to program managers regarding edits to each report. If you have not heard anything lately, please e-mail Kristy Frizzell at *Kristy.Frizzell@dot.gov* or call her at (202) 366-0722.

5 **Follow the checklist.** The publications checklist on the back of this flyer should address all potential problems.

Please don't let your contract expire before completing these steps.

U.S. Department of Transportation

ITS JPO Publications Checklist

Guidelines for reports produced or funded by the ITS JPO

☐ Have you received your publication number? If so, have you placed it on your document where indicated (cover page, page three and back cover)? If you have not received a publication number, please go to the online database at *https://one.dot.gov/rita/ProgOffs/ITS/Publications*

☐ Do you plan to list more than one USDOT agency on the report? If so, please list the names of the agencies on the inside cover of the report. USDOT graphic standards only allow the USDOT signature and ONE modal administration to be listed in the lower right corner of the report cover. If two or more agencies are included they must be listed on the inside cover of the report.

☐ Have you had your publication professionally proofread for typographical and grammatical errors as well as for accuracy?

☐ Have you filled in all the blanks on the Technical Report Document page (page 3)? Please leave empty spaces blank by removing the template language that was there.

☐ Do you have full legal rights to any images that are used in this report? This is especially true for images downloaded from the Internet. USDOT cannot feature images without obtaining full legal rights to use them.

☐ Does every picture, graph, chart, or other artwork in the publication have the name of the source of that work? Is all artwork in high-resolution format (300 dpi minimum)? All charts and tables need to have the data source and the date cited.

☐ Are you submitting this document as a 508-compliant PDF? We only accept 508-compliant PDF documents.

☐ Did you make sure there are no corporate logos, signatures, or other branding images in the report? Only federal government images can be on a US DOT report.

☐ Is your publication formatted to fit the template posted on the ITS JPO website? The template can be found at *www.its.dot.gov/template.htm*

Questions? E-mail Mike Pina at *mike.pina@dot.gov*

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