State DOT Research Report Guidelines, Templates & Publication Contacts
Notes: Updated entries for KY and SD (11/13/2018)

State DOT & Related	Research report guidelines	Research templates	Publication editors/contacts
Alabama			
Alaska	RD&TT Program Manual See chapter 5.3.3 Final report See chapter 5.4 Publication and distribution	Research Report Cover Page (.doc) Disclaimer (.dot) Metric (SI*) Conversion Factors (.doc) Research Report Documentation Page (.doc) Draft/Final Report Template (.pdf)	
Arizona	ADOT Specifications for Preparing Research Reports		Evelyn Howell, Technical Editor, AZDOT Research Center. She performs in-house editing and manages contract editors, as well.
Arkansas			We not have an assigned publication editor for our reports. Contact: Robin Russell, Research Assistant, ARDOT
California	Final Report Instructions and Outline		There is no one contact. The various universities are responsible for editing and publishing our research reports. Contact: Pete Zaniewski, Caltrans
Colorado	Instructions for Principal Investigator	Final report cover, disclaimer, tech doc (.docx)	
Connecticut	CTDOT Research Report Development Guide	Template (.docx) included in Guide	
Delaware			
District of Columbia			There is no dedicated editor. The research staff generally handles the editing internally. We can access a technical editor via our university partners, but have only done so in just a few cases. Contact: Stephanie Dock,

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			Research Program Administrator, DCDOT
Florida	Guidelines for University Presentation and Publication of Research Guidelines for Vendor Presentation and Publication of Research	Metric Conversion Table (HTML) Technical Report Documentation Page (.doc)	Jessica VanDenBogaert, T2 Coordinator, FDOT
Georgia	Final Report Guidelines		
Hawaii			
Idaho			
Illinois	Report Guidelines	Template for ICT Reports (.docx)	The IDOT/ICT publications editor position is in transition. For more information, contact Kristi Anderson, ICT Financial Operations Manager.
Indiana	JTRP Report Publishing Process JTRP Author Guidelines		Kelley Kimm, Purdue University Library. INDOT uses Purdue University for publication editing (contracts with the library) and publishing the reports. All research projects, including in-house research projects, have to go through Purdue University using their standard publication format.
Iowa			We do not have an in-house publication editor. We require the reports to be edited prior to submission to the research section for approval and publication. Contact: Brian Worrel, Research Program

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			Manager, IADOT
Kansas	KDOT Research Reports Style Guide		Audrey Atkinson, KDOT
Kentucky			Jarrod Stanley, Research Coordinator, Kentucky Transportation Cabinet
Louisiana	LTRC Publication Guidelines Report Distribution Checklist Form	Final Report Word 2010 Template (.docx) Final Report Word 2016 Template (.docx) Technical report standard page form (.rtf)	
Maine			We don't have an editing or publishing person. Dawn Bickford, Pamela Shofner and Dale Peabody assist with distribution of reports to our website and national libraries.
Maryland	Guidelines for Preparing Research Reports (2018)		Publication responsibility contact: Allison R. Hardt, Deputy Director, Office of Policy and Research, MDDOT SHA
Massachusetts	Final Report Instructions	Final Research Report Template (.doc)	
Michigan	Research & Implementation Manual See chapter 3 for final report process See appendix 3.15 for final report format		Jennifer Herron, MDOT Librarian. No one person edits or publishes all research reports. They are reviewed by a Research Advisory Panel and edited by the Principal Investigator's agency so it is a group effort. Jennifer posts the report on our website and distributes Spotlights, Tweets and Facebook posts accordingly.

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Minnesota	Research Report Publishing Guidelines	Report Template (.docx) Blank Tech Doc Page (.docx) Video: How to Use the Report Template User Manual Cover Options (.pdf) User Manual Template (.docx)	Beth Andrews, University of Minnesota Center for Transportation Studies, coordinates the final editorial review of most MnDOT research reports, helps develop research report guidelines and oversees students who perform ADA checks; Shannon Fiecke, Lois Butcher, and Sandy McCully from MnDOT Research Services oversee the publication and distribution of research deliverables. We have various roles in checking and reformatting documents for ADA, and providing guidance to consultants and researchers; Robert Filipczak, who works in MnDOT road research, has ADA responsibility for reports from his office that don't go through Research Services. Mark Linsenmayer, Carol Rolland, Josh Casey and Maina Tran from CTC & Associates are involved in producing technical summaries and transportation research syntheses.
Mississippi	MDOT Final Research Report Guidelines	MDOT Final Report Template (.docx)	There is no one person in charge of editing. Each project technical advisory committee (TAC), which

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			includes one person from Research, reviews the report and provides comments. Contact: Cindy Smith, State Research Engineer, MSDOT
Missouri	Publication Guidelines for MoDOT Research Reports Checklist for Guideline Adherence		Renée McHenry, MoDOT Librarian
Montana	Research Report Writing Guidelines		
Nebraska		NDOR Final Report Formatting Template (.doc) Technical Doc. Page for Final Reports	
Nevada	TRB Research Report Guidelines		C. Mitch Ison, Research Librarian, Nevada DOT
New Hampshire			Research reports are prepared by universities/consultants and distributed by NHDOT. Contact: Deirdre T. Nash, Assistant Research Engineer, NHDOT
New Jersey	Final Report and Technical Brief Guidelines	Technical Brief Example (.pdf) FHWA Form 1700 (.pdf)	
New Mexico	Style Manual	Cover Page Template (.pdf)	
New York			
North Carolina	Research & Development Manual 6.5.1 Final Report Procedure 6.5.2 Final Technical Report Format		We hold responsibility at the university level. Last year, we added a line-item to our projects that allow the universities to pay in-house editors or external contract editors. Our one requirement is that they have a legitimate technical writing/editor background. Otherwise, our volunteers look for issues during

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			report reviews. Contact: Neil Mastin, Manager, TPM-R&D, NCDOT
North Dakota			
Ohio	Report Formatting Requirements Fact Sheet Guidance with Samples	Interim Report Opening pages (.docx) DraftFinalReportOpeningPages (.docx) ORILDraftFinalReportOpeningPages (.docx) ORILExecSummary (.docx) Fact Sheet Template (.docx) 1700 Page (.xlsx)	Ohio DOT does not have a publication editor for our reports. We have standard templates that researchers follow and all reports are reviewed by the technical experts who provided guidance during the project. Once the reports have been approved, our office forwards files for to be posted on the internet and with various repositories. Contact: Vicky Fout, Research Program Manager, ODOT
Oklahoma		Final Report Title Page (.doc) Public Disclaimer (.docx) Disclaimer Page (.doc) SI Metric Page (.docx) Technical Rept. Doc. (TRD) Page (.docx)	Michael Molina, OK Transportation Library
Oregon	Research Section Report Specifications Word 2010 Version ODOT Research Section Review and Publication Process	Research report template (.docm)	Heather Livingston, copy editor, ODOT. Eight research coordinators are assigned content editing responsibilities based on subject expertise. They work with PIs who are responsible for the technical

State DOT & Related	Research report guidelines	Research templates	Publication editors/contacts
			content of the reports. Our administrative staff provides a copy editing service for our research reports. Copy editing prepares a manuscript for publication and is responsible for 1) The detection and correction of errors in style, spelling, punctuation, grammar and syntax; 2) application of the ODOT Research's standards regarding typeface, paper, and design elements for publication; reviews graphics to be used and plans formatting accordingly; assembles edited materials; and 3) documentation and updating records in national databases (e.g. TRID, RiP). Our copy editor works with ODOT research Coordinators and PIs to finalize a report for publication.
Pennsylvania			
Rhode Island			We don't have a formalized system. The professors submit draft reports to me and I send them to the project technical monitors for review. I will also typically review them myself. Our UTC used to assist us with publication. Contact: Michael

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			Sock, RIDOT
South Carolina			Meredith Heaps, Research Program Manager, SCDOT
South Dakota	2011 Guidelines for Performing Research See Reports chapter		Research Office employees comment on drafts and do the editing. Contacts: Daris Ormesher
Tennessee			
Texas	Guidelines for Preparing, Editing, and Submitting TxDOT RMC Reports		
Utah	Guidelines for Preparing UDOT Research Reports Final Report Process Flow Chart	Report Template (.docx)	Research report editor: Joni DeMille. Our Research PMs do the initial edit. Joni does the final edit.
Vermont			We do not have a publication editor. Contacts at VT Agency of Transportation: Emily Parkany, Research Manager; Ian Anderson, Research Engineer
Virginia			
Washington	Guidelines for WSDOT Research Reports and Interim Reports		Kathy Szolomayer, WSDOT Librarian
West Virginia	Final Report Specification	US DOT Form 1700.7 (.doc) Disclaimer (.doc)	
Wisconsin	Final Research Report Requirements	WHRP front cover (.doc) WHRP disclaimer (.docx) Technical documentation page (.doc)	Andy Eiter, WisDOT Research Communications Coordinator, publishes reports to our website. The project oversight committees review the report drafts and then the PIs make the changes. The PIS are ultimately

State DOT & Related	Research report guidelines	Research templates	Publication editors/contacts
			responsible for the editing of their reports. Contact: Diane Gurtner, WisDOT Office of Management & Budget Research & Library Services
Wyoming	Research Development, and Technology Transfer and Data Archiving Guidelines See Section 3: Proposals and Reports		We use an outside editor for most of our research reports. I will jump in and assist with editing when necessary. We are looking at doing some changes in who we have edit our reports. Contact: Enid White, Research Manager, WYDOT
National			
FHWA	Turner-Fairbank Highway Research Center R&D Communication Reference Guide (February 2017) FHWA Publications and Printing Manual (December 1987)		
GPO	GPO Style Manual (2016)		
TRB	Procedural Manual for Contractors Conducting Research in the Transportation Research Board's Cooperative Research Programs (March 2018)		
Regional UTCs			
Region 4 Southeastern Transportation Research, Innovation, Development and Education	Final Report Guidelines (not yet linked on Deliverables page)	Cover and Inner Page Template (.docx)	

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Center (STRIDE)			
Region 5 Center for Connected Automated Transportation			
Region 6 Transportation Consortium of South-Central States (Tran-SET)	Final Report Requirements	Final Research Report Templates (.docx)	
Region 7 Mid-America Transportation Center (MATC)	Research Report Style Guide	Report Documentation Template (.docx) MATC Final Report Formatting Template (.docx)	Amber Hadenfeldt, MATC
Region 8 Mountain-Plains Consortium (MPC)	Report Format Guidelines		
Region 9 Pacific Southwest UTC	METRANS Publications Style Guide	Sample cover (.pdf) Sample Research Brief (.pdf)	
Region 10 Pacific Northwest Transportation Consortium (PACTRANS)			