

Name of PI, degree
Title of PI
Department
Affiliation of PI

Name of Co-Author, degree
Title of Co
Department
Affiliation of Co

Report Title

The Title Page - Report Title

[Name of PI, degrees]

[Title of PI]

[Department]

[Affiliation of PI]

[ORCID identifier as URL]

[Name of Co-PI, degrees]

[Title of Co-PI]

[Department]

[Affiliation of PI]

[ORCID identifier as URL]

[Name of researcher/co-author, degrees]

[Title of research/co-author]

[Department]

[Affiliation of researcher/co-author]

[ORCID identifier as URL]

[Name of Researcher/co-author, degrees]

[Title of research/co-author]

[Department]

[Affiliation of researcher/co-author]

[ORCID identifier as URL]

[Name of researcher/co-author, degrees]

[Title of research/co-author]

[Department]

[Affiliation of researcher/co-author]

[ORCID identifier as URL]

[Name of researcher/co-author, degrees]

[Title of research/co-author]

[Department]

[Affiliation of researcher/co-author]

[ORCID identifier as URL]

A Report on Research OR Education Sponsored by

SAFER-SIM University Transportation Center

Federal Grant No: 69A3551747131

August 2021

*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 herein. This document is disseminated in the interest of information exchange. The report is funded, partially or entirely, by a grant from the U.S. Department of Transportation’s University Transportation Centers Program. However, the U.S. government assumes no liability for the contents or use thereof.*

Technical Report Documentation Page

*General instructions: To add text, click inside the form field below (will appear as a blue highlighted or outlined box) and begin typing. The instructions will be replaced by the new text. If no text needs to be added, remove the form field and its instructions by clicking inside the field, then pressing the Delete key twice.*

*Please remove this field before completing form.*

|  |  |  |
| --- | --- | --- |
| **1. Report No.** [SAFER-SIM admin at UI to complete] | **2. Government Accession No.** | **3. Recipient’s Catalog No.** |
| **4. Title and Subtitle**Enter title and subtitle (use mixed case with initial caps for first word in title and subtitle) with volume and part numbers, if applicable. | **5. Report Date**Enter same date as is on the report cover. Enter full publication date, including month and date, if available, and full year. Example: June 5, 2014 or June 2014 or 2014 |
| **6. Performing Organization Code** Enter any/all unique numbers assigned to the performing organization, if applicable. |
| **7. Author(s)**Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. Form of entry is first name, middle initial (if applicable), last name, and any additional qualifiers. Primary author is listed first. After each author name, enter ORCID (https://orcid.org/) URL, when available. Example: Josiah Carberry, Ph.D. https://orcid.org/0000-0002-1825-0097 | **8. Performing Organization Report No.** Enter any/all unique alphanumeric report numbers assigned by the performing organization, if applicable. |
| **9. Performing Organization Name and Address**Enter the name and address of the organization(s) performing the research. | **10. Work Unit No.** |
| **11. Contract or Grant No.**Safety Research Using Simulation (SAFER-SIM) University Transportation Center (Federal Grant #: 69A3551747131) |
| **12. Sponsoring Agency Name and Address**Safety Research Using Simulation University Transportation CenterOffice of the Secretary of Transportation (OST)U.S. Department of Transportation (US DOT)  | **13. Type of Report and Period Covered**Final Research Report (Month YYYY – Month YYYY) |
| **14. Sponsoring Agency Code**  |
| **15. Supplementary Notes**This project was funded by Safety Research Using Simulation (SAFER-SIM) University Transportation Center, a grant from the U.S. Department of Transportation – Office of the Assistant Secretary for Research and Technology, University Transportation Centers Program.*The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information presented herein. This document is disseminated in the interest of information exchange. The report is funded, partially or entirely, by a grant from the U.S. Department of Transportation’s University Transportation Centers Program. However, the U.S. government assumes no liability for the contents or use thereof.* |
| **16. Abstract**Enter a brief factual summary of the most significant information, including the purpose, methods, results, and conclusions of the work. When appropriate, the abstract should include advice on how the results of the research can be used. For guidance, please see ANSI/NISO Z39.14-1997 (R2015) Guidelines for Abstracts (https://www.niso.org/publications/ansiniso-z3914-1997-r2015-guidelines-abstracts). |
| **17. Key Words**Enter words, terms, or phrases that identify important topics in the report. When possible, terms should be selected from the Transportation Research Thesaurus (TRT) (http://trt.trb.org) in addition to terms not found in the TRT. | **18. Distribution Statement**No restrictions. This document is available through the [SAFER-SIM website](http://safersim.nads-sc.uiowa.edu/), as well as the [National Transportation Library](https://ntl.bts.gov/ntl)  |
| **19. Security Classif. (of this report)**Unclassified | **20. Security Classif. (of this page)**Unclassified | **21. No. of Pages**Enter the total number of pages in the report, including both sides of all pages and the front and back covers. | **22. Price**  |
| Form DOT F 1700.7 (8-72) | Reproduction of completed page authorized |

Table of Contents

[List of Figures viii](#_Toc459197181)

[List of Tables ix](#_Toc459197182)

[Abstract x](#_Toc459197183)

[1 Title of the First Section in Bold (Heading 1) 1](#_Toc459197184)

[1.1 Heading 2 1](#_Toc459197185)

[1.1.1 Heading 3 1](#_Toc459197186)

[2 Formatting Tables and Figures 2](#_Toc459197187)

[2.1 Formatting a Table 2](#_Toc459197188)

[2.2 Formatting a Figure 3](#_Toc459197189)

[3 Alternative Text Guidelines for Images 4](#_Toc459197190)

[3.1 Alternative Text Guidelines 4](#_Toc459197191)

[3.2 Figure Example with Alternative Text 5](#_Toc459197192)

[References 6](#_Toc459197193)

[Appendix A: Extra Information 7](#_Toc459197194)

List of Figures

[Figure 2.1 - The title is placed below for figures 3](#_Toc459197026)

[Figure 3.1 - This is another example 3](#_Toc459197027)

List of Tables

[Table 2.1 - The title goes above the table 3](#_Toc446499117)

Abstract

This text is left aligned with a standard indent and double spacing. The font is Arial, size 11. An executive summary is optional, but not required.

# Title of the First Section in Bold (Heading 1)

## Heading 2

Use indent of 0.25” and write in “normal” style for text in paragraphs. Everything should be double spaced with “0pt” for “Before” and “After” under Paragraph settings.

### Heading 3

Use indent of 0.25” and write in “normal” style for text in paragraphs. Each chapter is formatted in this same way, please see the next chapter for instructions on formatting figures and tables. New chapters should always begin at the top of a new page.

Equations are numbered according to chapter. Each equation should be formatted as

 *X2=100* (1.1)

where X= the probability of something.

Include punctuation at the end of the equation because it completes the previous sentence. It is not necessary to compile equations in a list at the beginning of the report. They are numbered so that you can reference them easily in text. For example, refer to Equation 1.1 and notice that there should be a blank line before and after the equation. The next equation in this chapter would be 1.2, and the next equation after that would be numbered 1.3, and so on.

If something being described needs to be cited, this can be done parenthetically at the end of the sentence using number of the reference [1]. References should be numbered in order of citation in the text.

# Formatting Tables and Figures

You can put introductory text before you begin the subchapters. It should appear with the same formatting as other paragraphs.

## Formatting a Table

Tables and figures are numbered following the Chicago Manual of Style, and the labeling consists of two numbers separated by a decimal point with a text title following. The first number is the same as the chapter number and the second number is sequential for tables or figures, depending on which it is.

Table 2.1 - The title goes above the table

|  |  |  |
| --- | --- | --- |
| **Data 1** | **Data 2** | **Data 3** |
| x | a | 3 |
| y | b | 4 |
| z | c | 1 |

Thus, since this is the first table of Chapter 2, it is Table 2.1. Notice that on the table, the label appears above. The whole label is centered and uses sentence-style capitalization. Notice that there is one whole blank line before and after the table. The same spacing should be applied to figures.

The next table in this chapter would be 2.2, the following would be 2.3, and so forth. The tables are numbered the same way, but tables and figures are numbered independently of one another. In other words, if I include a figure and then include a table, the figure would be 2.1 and the table would also be 2.1.

## Formatting a Figure

Formatting a figure is essentially the same as formatting a table, but the title goes below the figure (see Figure 1).

Figure 2.1 - The title is placed below for figures

Notice that the title and numbering for figures is below the figure and, similar to the table, it is centered and bolded.

As with the table, please leave a full space before and after the figure, then continue the text. Look at the List of Figures in the beginning of the document. Note that the list is single spaced.

# Alternative Text Guidelines for Images

## Alternative Text Guidelines

Alternative text is text associated with an image that serves the same purpose and conveys the same essential information as the image. In situations where the image is not available to the reader (perhaps because they have turned off images in their web browser or are using a screen reader due to visual impairment), the alternative text ensures no information or functionality is lost.

The following guidelines should be used when writing alt text:

* Alt text should describe all the important information in the image but not every physical detail: only what is important to its meaning and understanding.
* Alt text should not duplicate information provided in the content of the page or in the caption.
* Alt text should begin with the figure number and a word that describes the type of image, e.g., “Figure 3.1 is a photo of …” or “Figure 5.1 is a graph of …”
* For a simple or decorative image, such as a logo, provide only brief description. If more information would be useful to convey the meaning of the image, this should be included. Purely decorative images, which add no meaningful information to a page, such as bullets or page dividers, do not require alt text.
* Alt text for images that contain detailed information, such as technical diagram, chart, or graph, must include all relevant data, unless already described in the page text.
* Images that are linked must include a description of the destination or the purpose of the link.
* Information that would benefit both sighted viewers and those using screen readers should not be included in alt text but should be included in the image’s caption. The alt text and caption should supplement each other, with the alt text written for screen readers and the captions written for all readers.

Inserting Alt Text:

* *Word 2007*: Right-click on the image, select Size. Select Alt Text and replace the image file name that automatically appears with appropriate alt text.
* *Word 2010*: Right-click on the image, select Format Picture. Select Alt Text, then Description and add the appropriate text.

## Figure Example with Alternative Text

Below is another figure example with alternative text.

Figure 3.1 - This is another example

Notice the space before and after the figure.

References

1. American Association of State Highway and Transportation Officials (AASHTO). (1997). *Segregation: Causes and cures for hot mix asphalt*. Washington, D.C.: The Joint Task Force on Segregation of AASHTO Subcommittees on Construction and Materials, and National Asphalt Pavement Association.
2. Brock, J. D. (1986). Segregation of asphaltic mixtures. *Proceedings of the Association of Asphalt Paving Technologists*, 55: 269-277.
3. Amirkhanian, Serji N., & Putman, B. J. (2006). Laboratory and field investigation of temperature differential in HMA mixtures using an infrared camera. *Report No. FHWA-SC-06-06*, Clemson University, Clemson, SC.

Appendix A: Extra Information

Here, you might include extra information that the reader might find useful. It’s also where you could put information that did not warrant the space in the body of the report. Figures and tables may appear in the appendices: they do not need to be listed in the List of Tables or List of Figures, but should be labeled according to appendix and using the same numbering system as the rest of the document, as seen below in figures A.1.

Figure A.1 - Example of figure in appendix