

Alaska DOT&PF Research, Development & Technology Transfer (RD&T2) Final Research Report Guidelines:

General Guidelines:

Use TRB report writing as a guide unless another guide is specified in your contract. TRB NCHRP "Preparing Your CRP Final Report" updated May 2008.

<http://onlinepubs.trb.org/onlinepubs/archive/NotesDocs/CRPReportsPrep.pdf>

Exceptions:

- Use clear, concise, plain language, in the active voice.
- No more than 50 edited pages using readable page formatting (no narrow columns or single space pages). May request more if approved by RD&T2. Appendices may consist of any length but will not be reviewed by RD&T2.
- Use bullets, clear diagrams and graphs when possible.
- Refer to the following style guides:
 - *The Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.
 - *The Elements of Style*. 4th ed. By William Strunk, Jr. and E. B. White.
- Cover Page and documentation pages will be replaced by templates provided on Alaska DOT&PF Research, Development & Technology Transfer (RD&T2) website.
- References to TRB on the cover page and sponsorship etc., will instead refer to Alaska DOT&PF Research, Development & Technology Transfer (RD&T2).
- See example report on RD&T2 website.

Submission Deadlines:

Submit your final report in three stages using the timeline below unless otherwise stated in your contract. All submitted reports need to be edited by an **experienced third party editor** who is not the principle investigator prior to submission to Alaska DOT&PF. These dates can be changed any with approval from RD&T2 staff.

- INTERIM DRAFT FINAL REPORT - due at minimum 6 months before contract completion date.
- DRAFT FINAL REPORT - due 3 months before contract completion date.
- FINAL REPORT - due 1 month before contract completion date with AK DOT &PF requested changes.