Kansas Department of Transportation Research Reports Formatting Guide
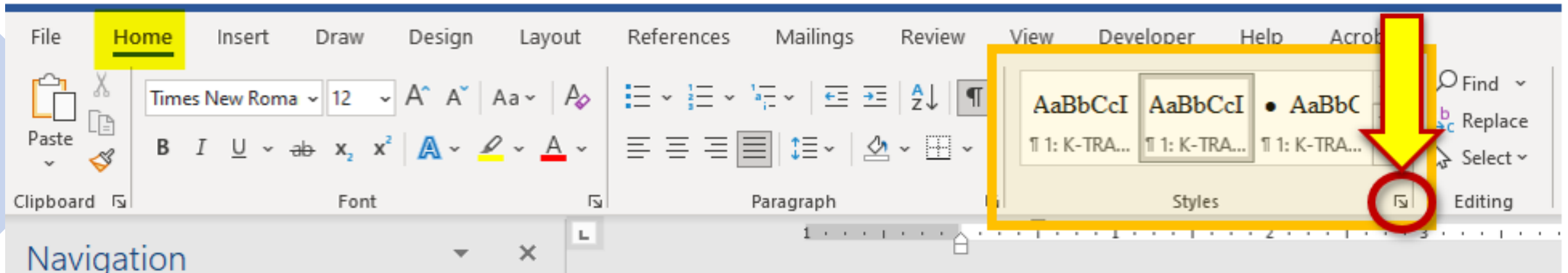
K-TRAN Styles

All reports must be submitted in Microsoft Word .docx (preferable) or .doc file format.

Please apply the appropriate K-TRAN Styles to your document so that minimal manual editing is required on our part before publication. Properly applied K-TRAN styles are necessary for finalizing research reports into PDF format.

The official KDOT Research Report Styles Template should be used to add the K-TRAN Styles to your document.

Styles can be located on the Home tab in Microsoft Word. Click the arrow in the bottom right corner to open a pane showing all Styles.
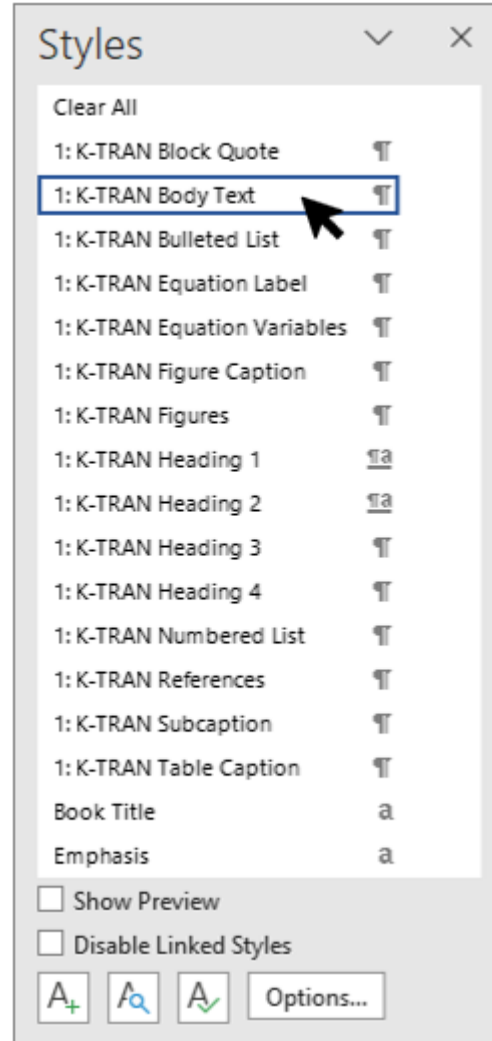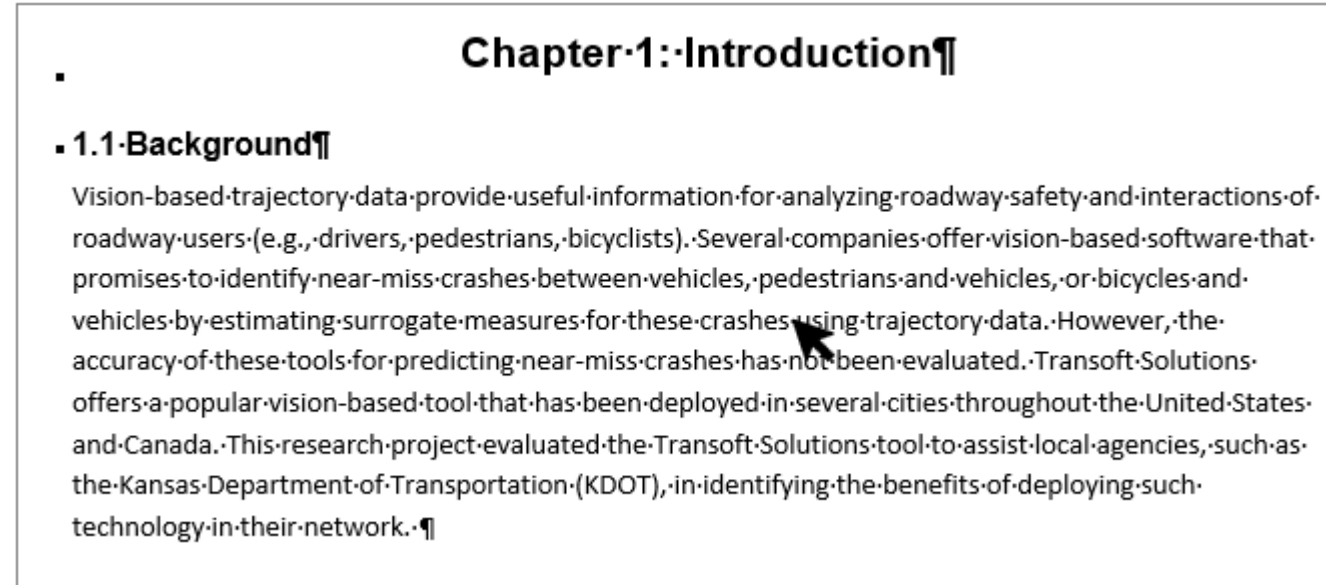
Click to open Styles window.

K-TRAN Styles

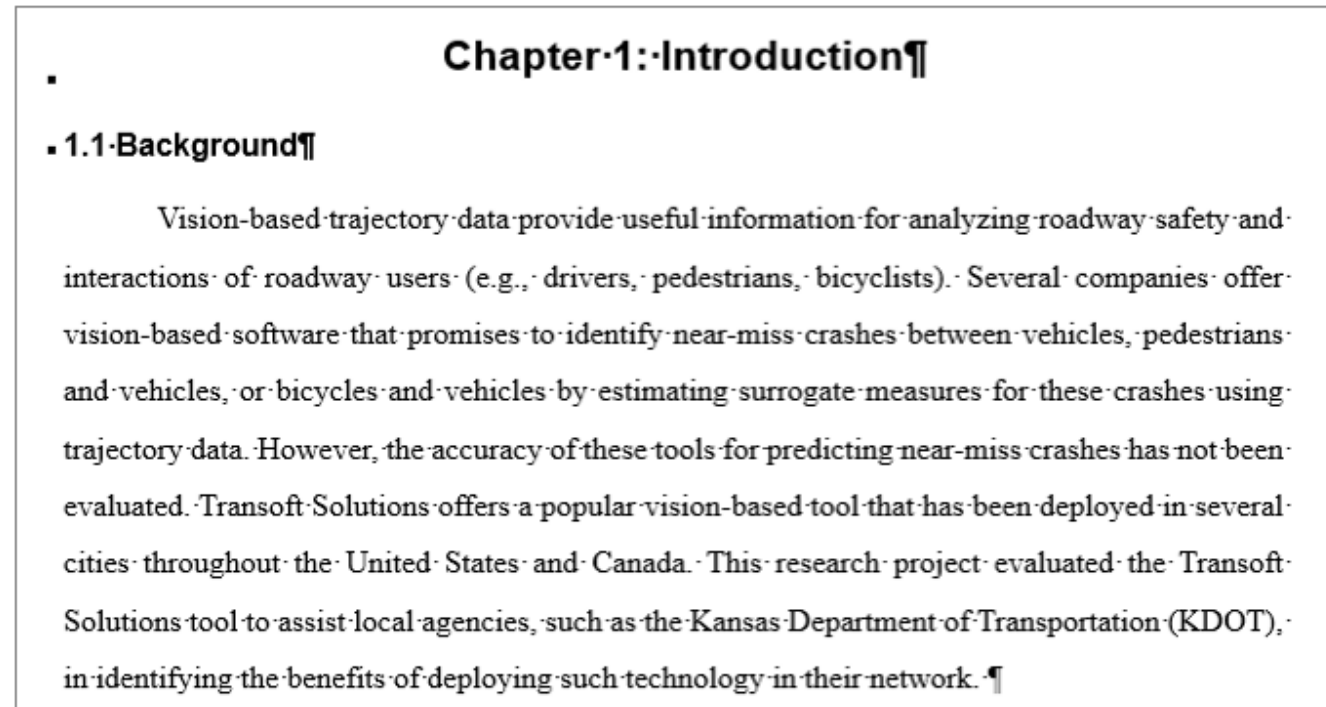To apply a Style, click on the text and then click on the name of the desired Style.

Highlighting the text isn't necessary but you can apply a style to multiple paragraphs at once by highlighting them together.`

Chapter·1:·Introduction¶

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·1.1·Background¶

Vision-based·trajectory·data·provide·useful·information·for·analyzing·roadway·safety·and·interactions·of· roadway·users·(e.g.,·drivers,·pedestrians,·bicyclists).·Several·companies·offer·vision-based·software·that· promises·to·identify·near-miss·crashes·between·vehicles,·pedestrians·and·vehicles,·or·bicycles·and· vehicles·by·estimating·surrogate·measures·for·these·crashes·using·trajectory·data.·However,·the· accuracy·of·these·tools·for·predicting·near-miss·crashes·has·not·been·evaluated.·Transoft·Solutions· offers·a·popular·vision-based·tool·that·has·been·deployed·in·several·cities·throughout·the·United·States· and·Canada.·This·research·project·evaluated·the·Transoft·Solutions·tool·to·assist·local·agencies,·such·as· the·Kansas·Department·of·Transportation·(KDOT),·in·identifying·the·benefits·of·deploying·such· technology·in·their·network.·¶

After:

Chapter·1:·Introduction¶

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·1.1·Background¶

Vision-based·trajectory·data·provide·useful·information·for·analyzing·roadway·safety·and· interactions·of·roadway·users·(e.g.,·drivers,·pedestrians,·bicyclists).·Several·companies·offer· vision-based·software·that·promises·to·identify·near-miss·crashes·between·vehicles,·pedestrians· and·vehicles,·or·bicycles·and·vehicles·by·estimating·surrogate·measures·for·these·crashes·using· trajectory·data.·However,·the·accuracy·of·these·tools·for·predicting·near-miss·crashes·has·not·been· evaluated.·Transoft·Solutions·offers·a·popular·vision-based·tool·that·has·been·deployed·in·several· cities·throughout·the·United·States·and·Canada.·This·research·project·evaluated·the·Transoft· Solutions·tool·to·assist·local·agencies,·such·as·the·Kansas·Department·of·Transportation·(KDOT),· in·identifying·the·benefits·of·deploying·such·technology·in·their·network.·¶
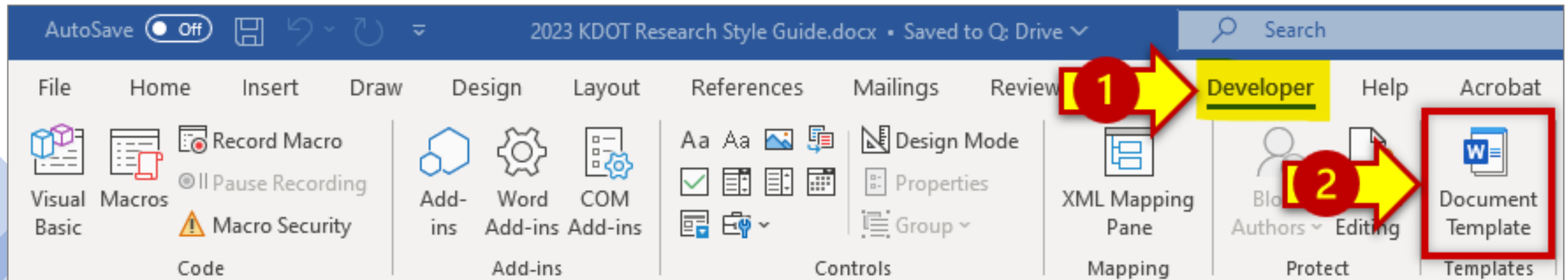
KDOT Research Report Styles Template

If you're just starting to write your report, you can use the KDOT Research Report Styles Template to create a new Word document with the K-TRAN Styles already included.

If you've already written your report, you can use the KDOT Research Report Styles Template to add the K-TRAN Styles to your document.

The easiest way to attach the template to your document is using the Developer tab.
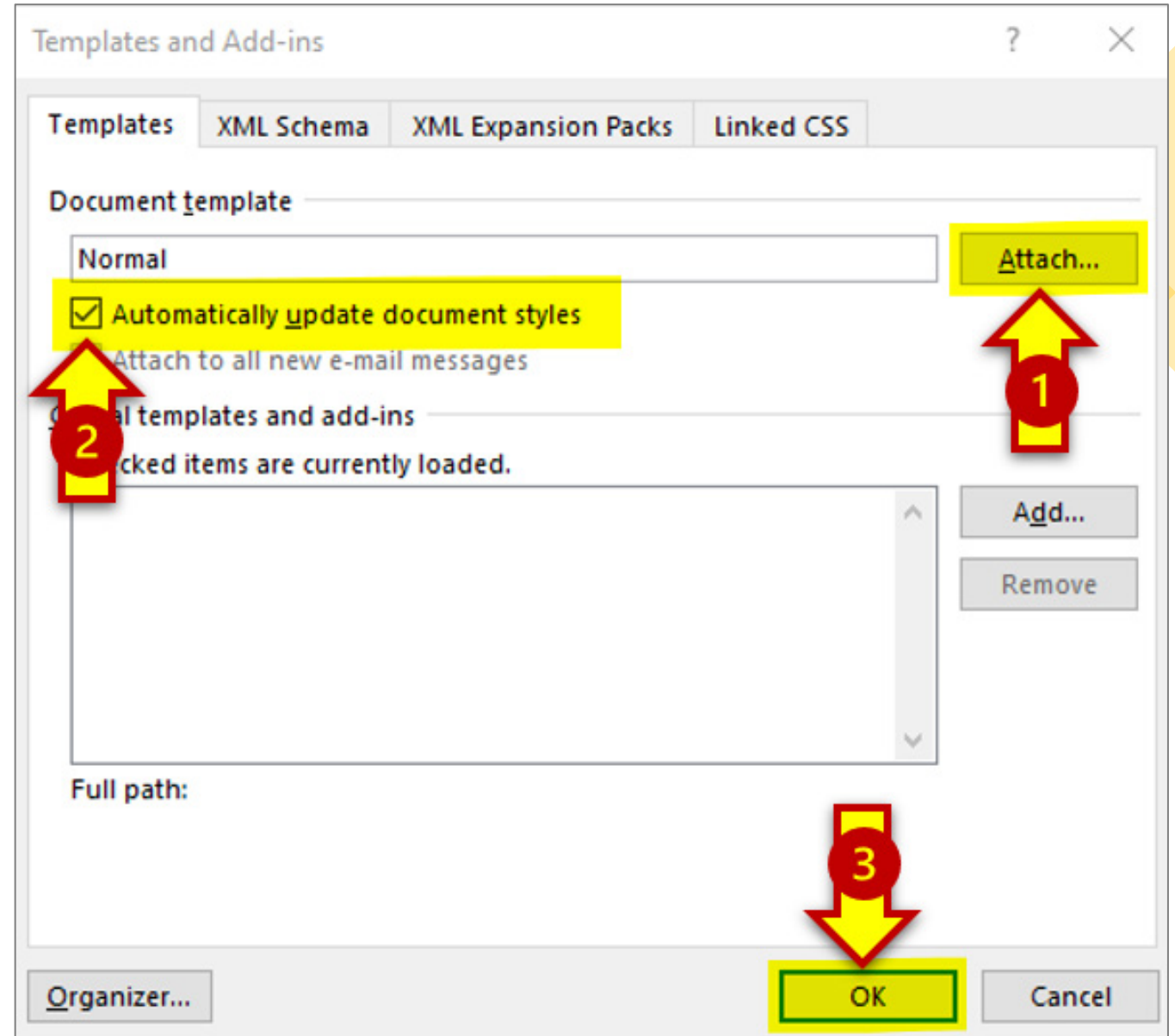
1. Select the Developer tab

2. Click "Document Template" to launch the "Templates and Add-ins" pane.

If the Developer tab is missing from your Ribbon, see page 6 to add it.

KDOT Research Report Styles Template

1. Click "Attach" to browse and select the template document.

2. Be sure to check the box beside "Automatically update document styles."

3. Click OK to add the K-TRAN styles to your document.

Missing Developer Tab
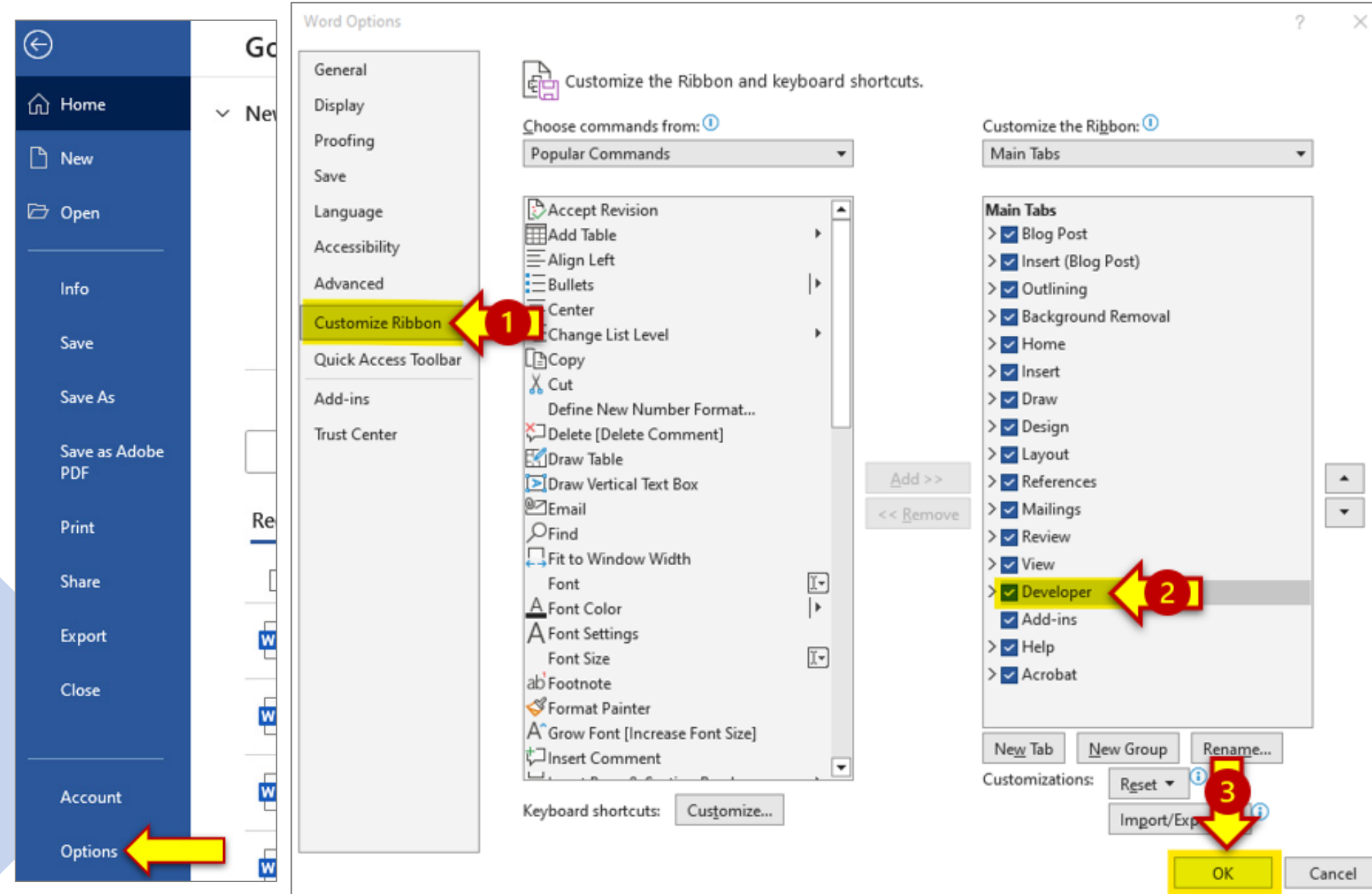
Click "File," then click "Options."

1. Click "Customize Ribbon"

2. Check the box for "Developer" in the Main Tabs list on the right side.

3. Click "OK" to add the Developer tab to your Ribbon.

Table of Contents

The Table of Contents can be automatically generated in Word using the K-TRAN Heading styles. This list should include all sections, subsections, and appendices (if applicable).

Leader dots should be used between each entry and its page number.

Table of Contents

Table of Contents

To create a Table of Contents (TOC):

1. Click the "References" tab on the Word ribbon.

2. Click on the "Table of Contents" icon, which opens a drop-down list of options.

3. Select "Custom Table of Contents..."
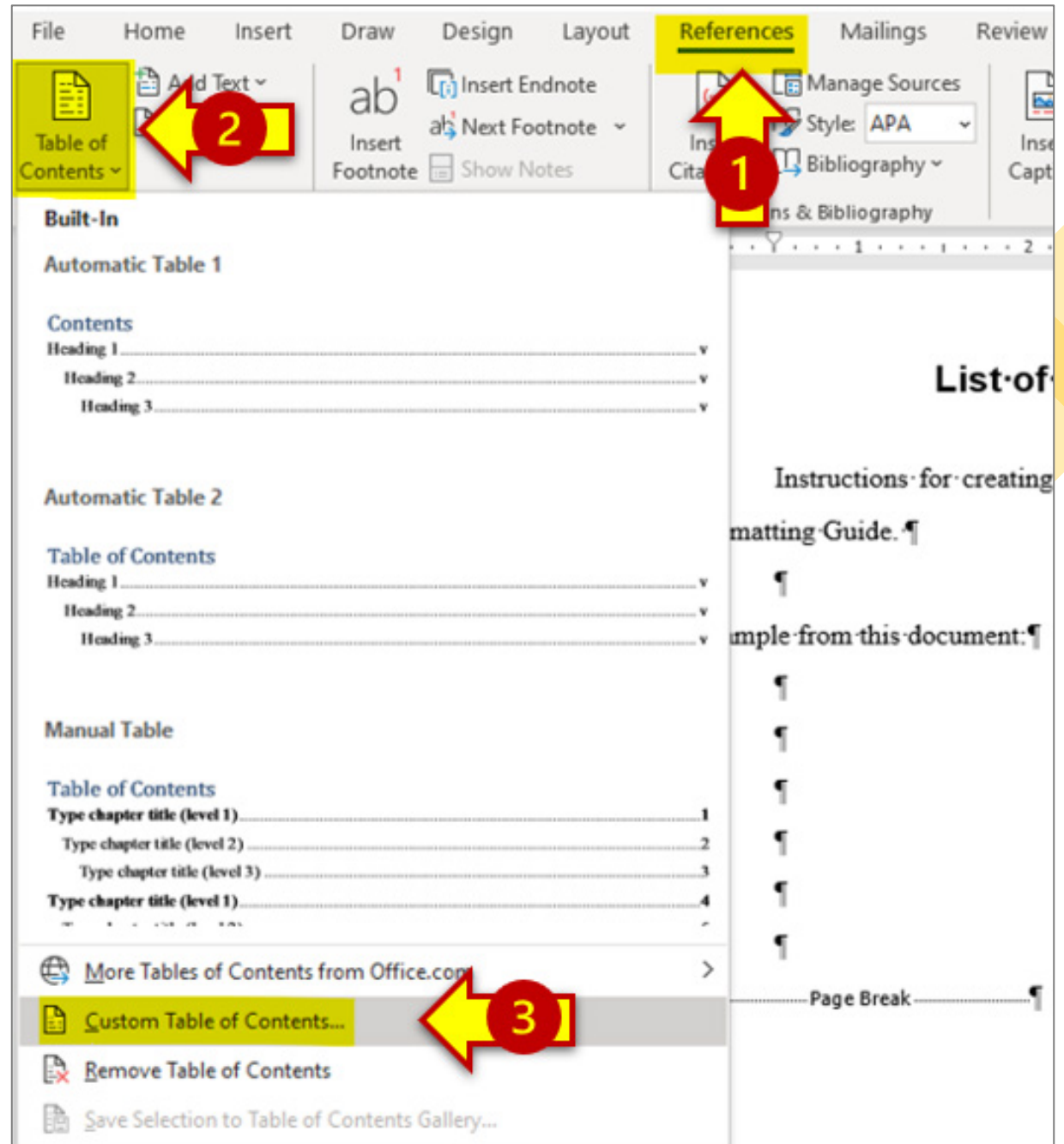
Table of Contents

In the "Table of Contents" tab, click "Options."
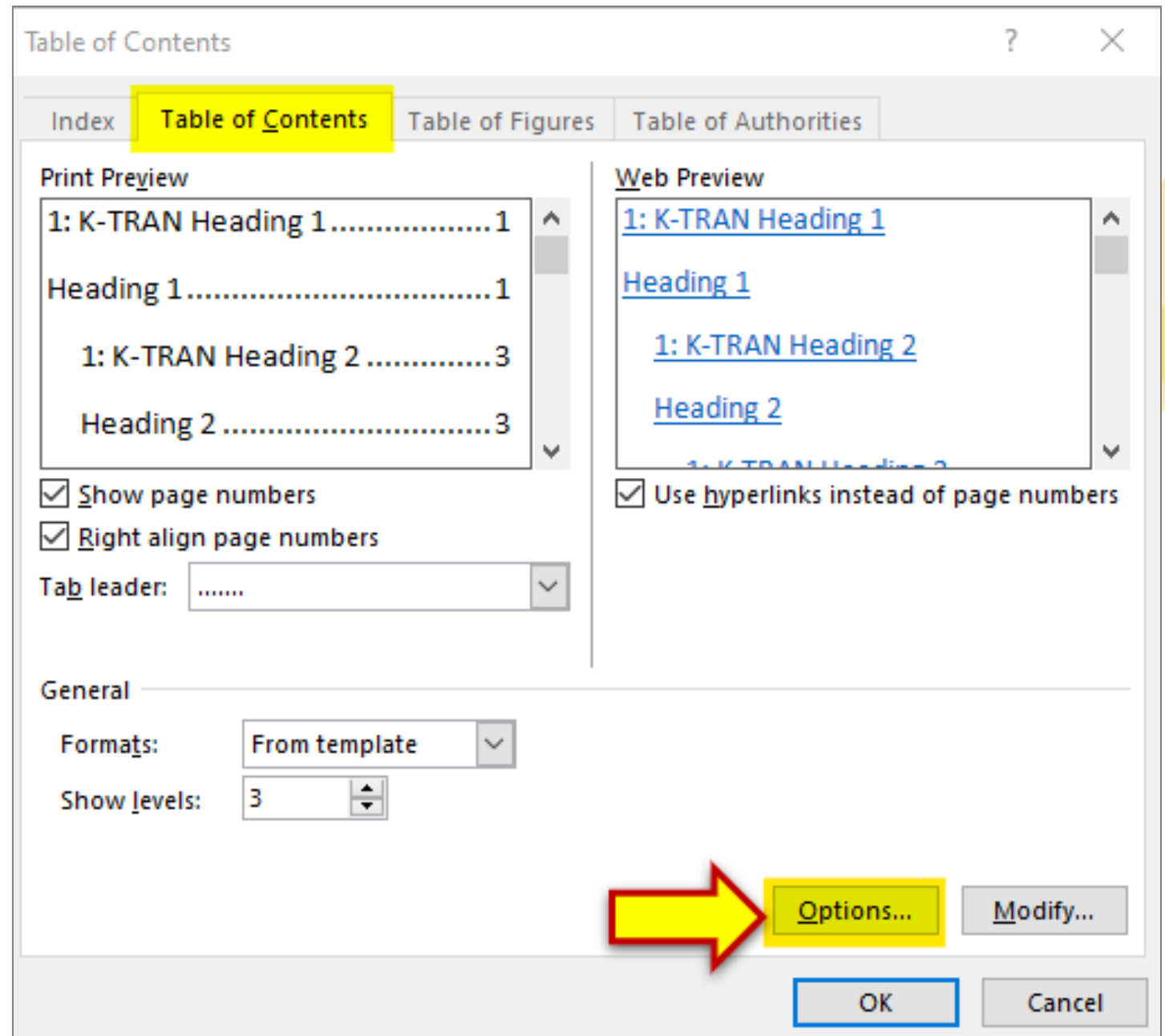
Table of Contents

Add Table of Contents levels to:

K-TRAN Heading 1,

K-TRAN Heading 2,

K-TRAN Heading 3, and

K-TRAN Heading 4

(or as many Heading levels

exist in your document).
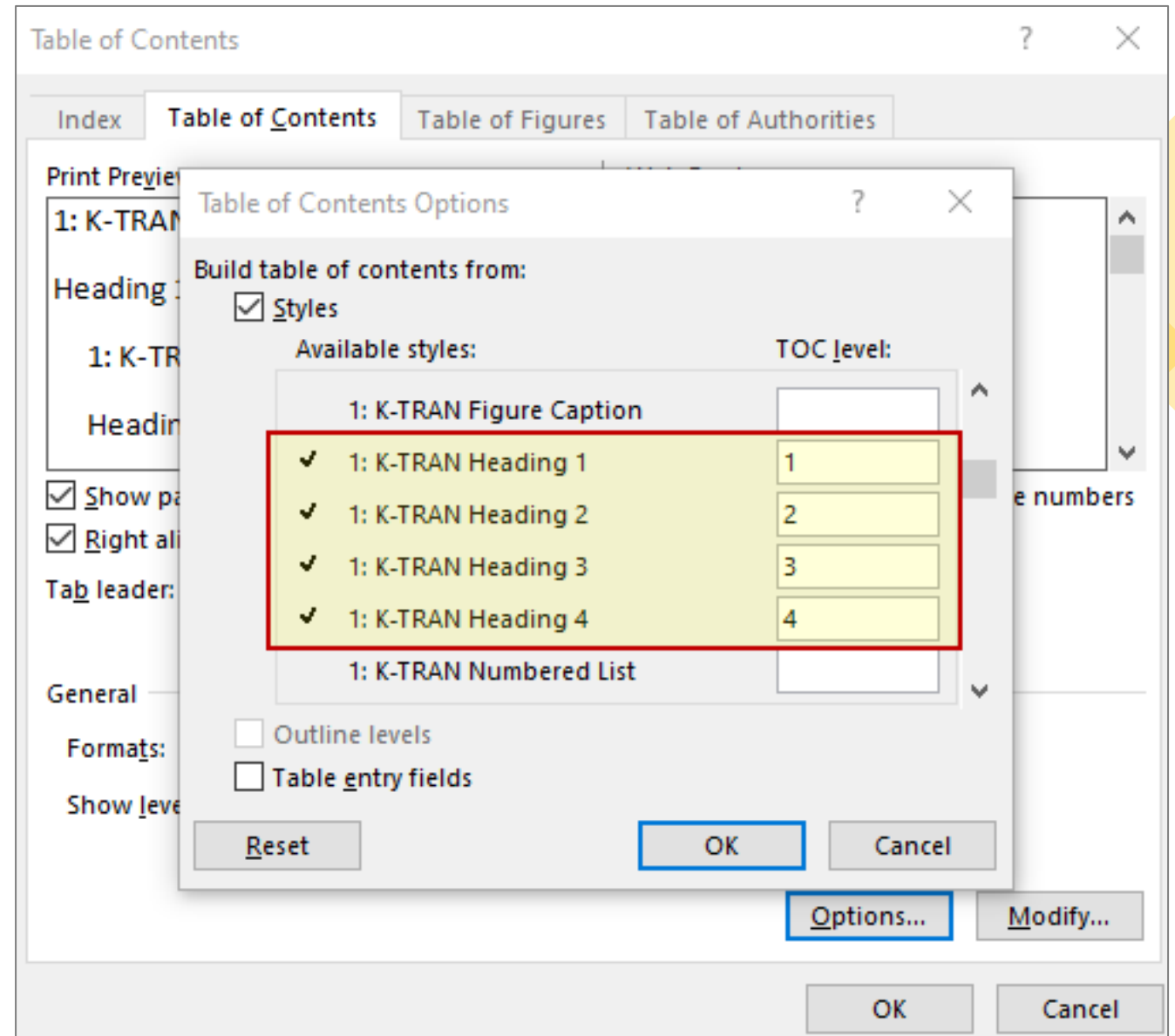
Table of Contents

Scroll through the rest of the list to clear the checkmarks from any other styles that are selected. Then click OK.
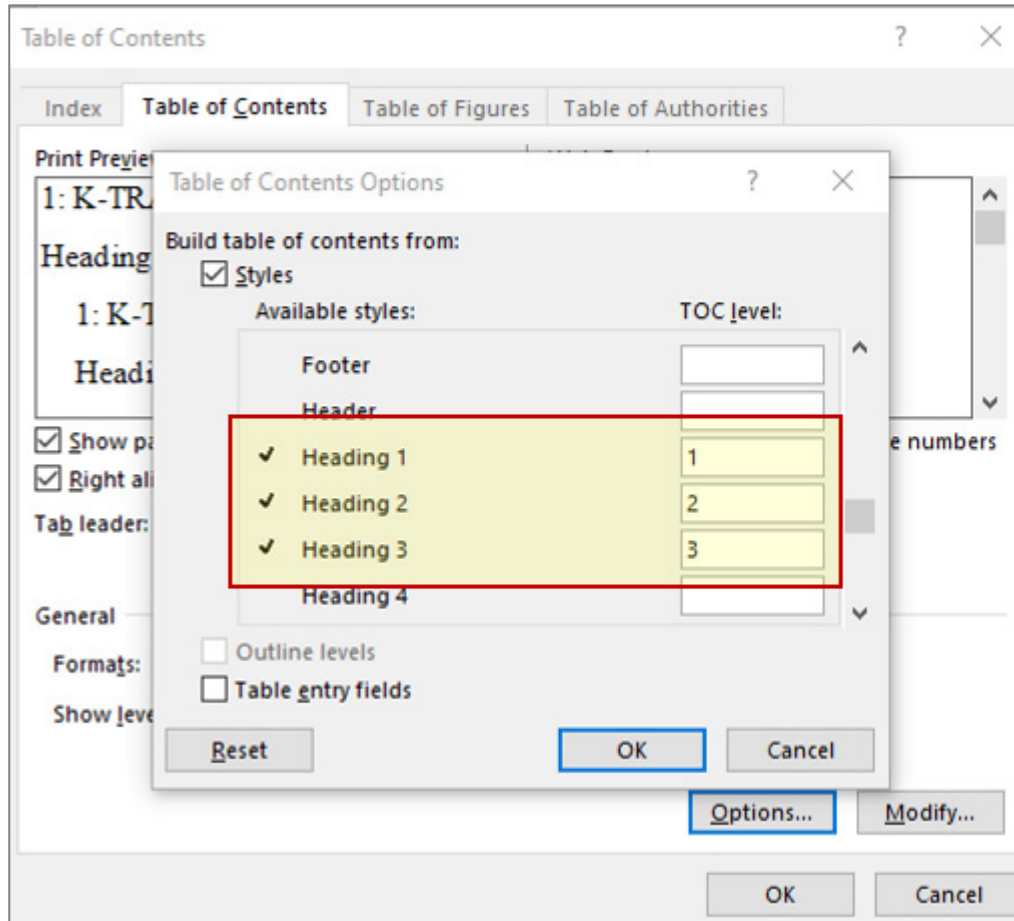
Before
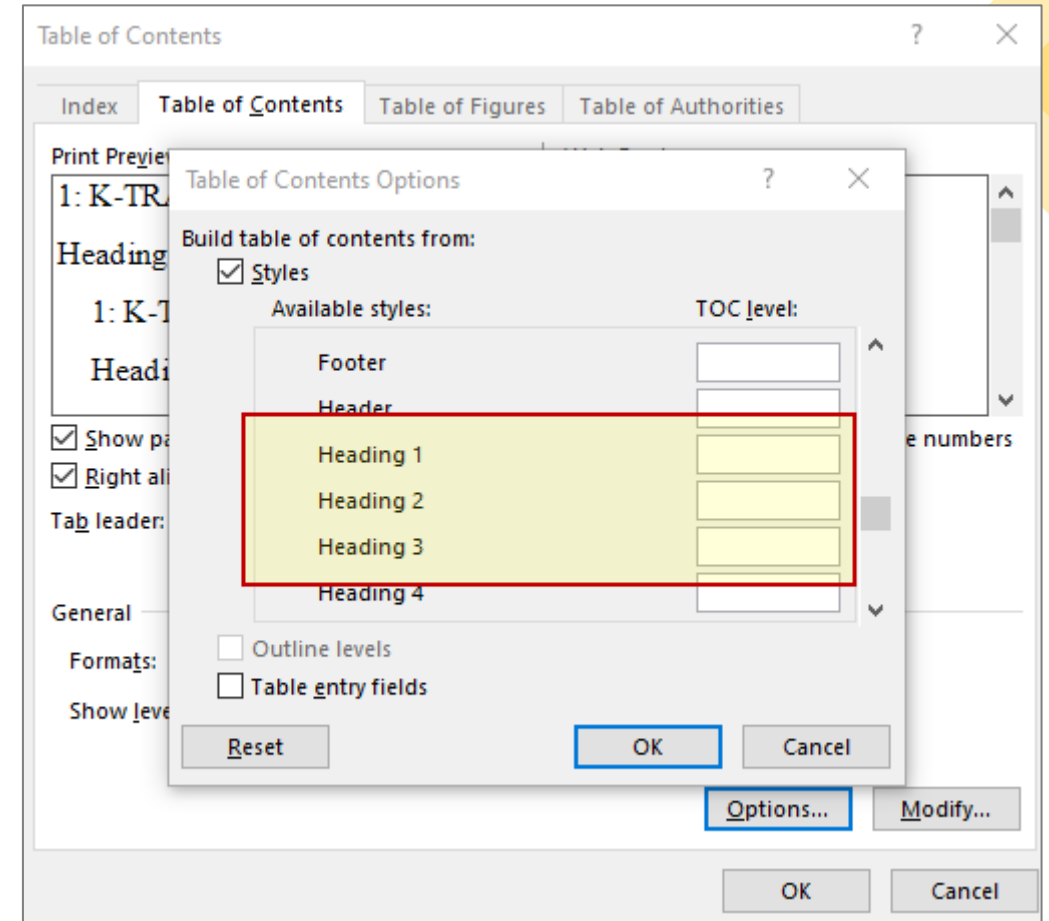
After

Table of Contents

Optional:

Next you can click "Modify" to specify formatting for each Heading level in the Table of Contents.

If you skip this step, you will need to change the font and line spacing after the Table of Contents is created or updated.
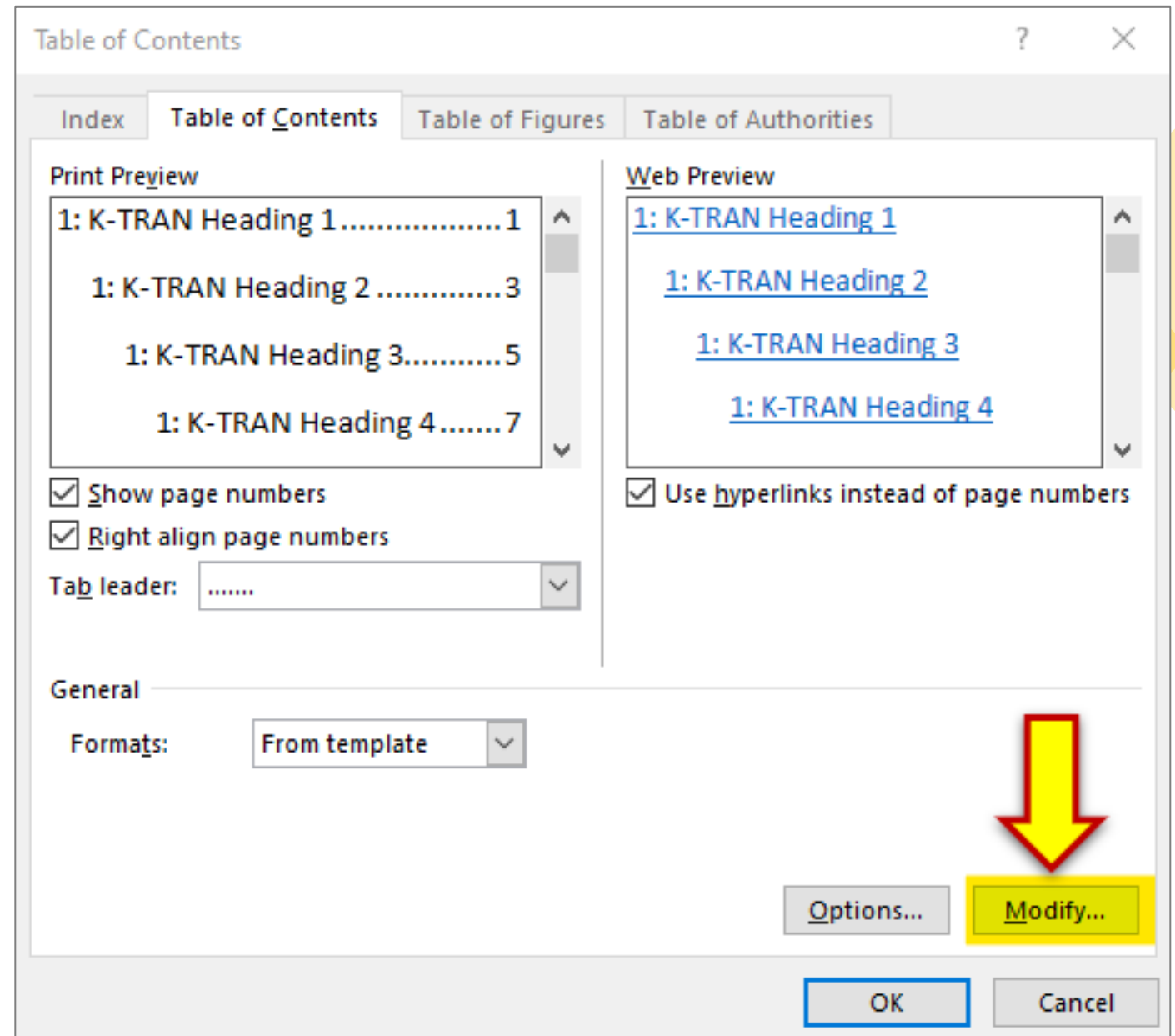
Table of Contents

1. Select a TOC level to format
2. Click Modify

Use Times New Roman 12 pt font and 1.5 line spacing for all levels.

Level 1 = 0" left indent
   Level 2 = 0.15" left indent
      Level 3 = 0.30" left indent
         Level 4 = 0.45" left indent

Click OK when you're finished.
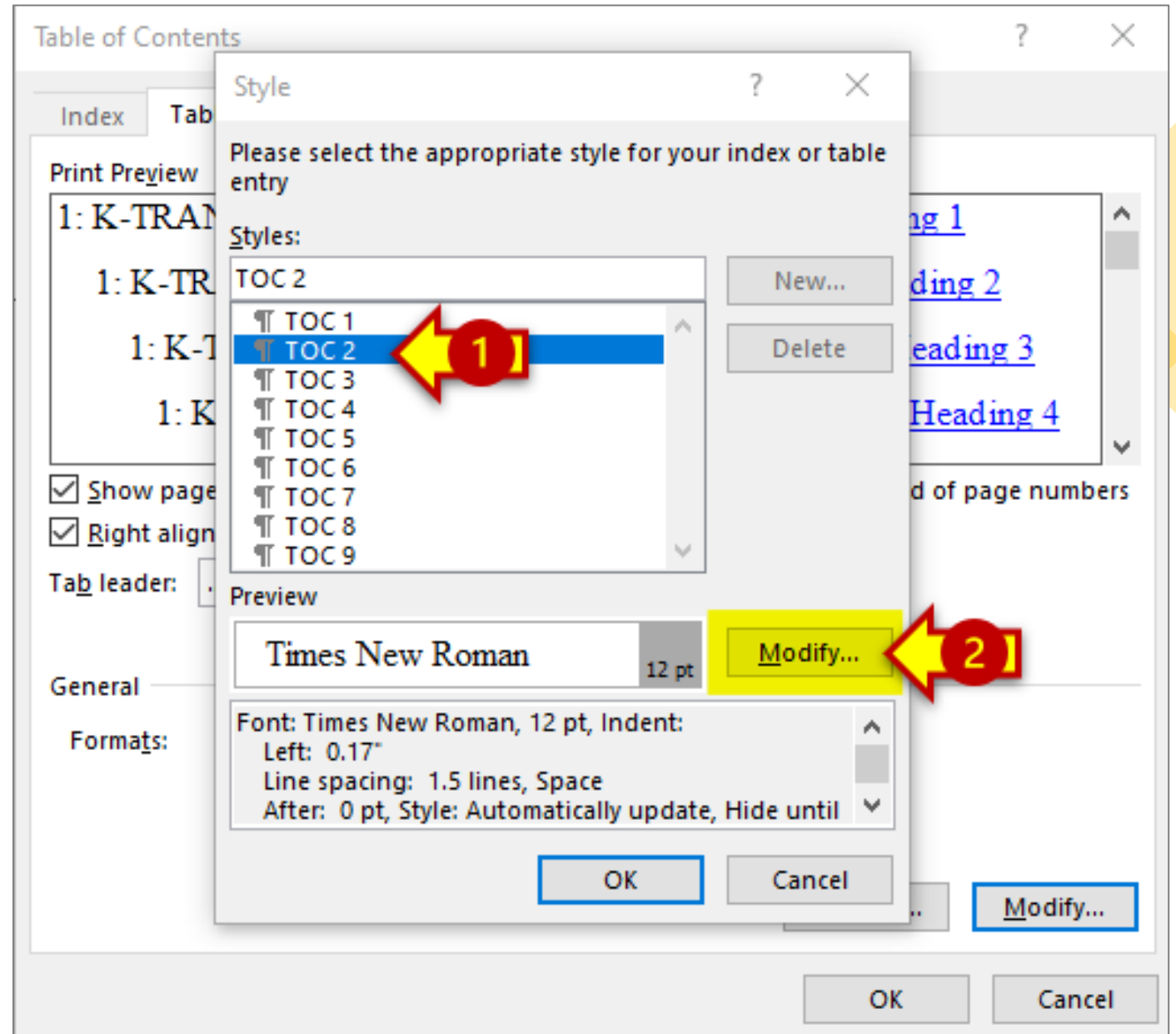
Table of Contents
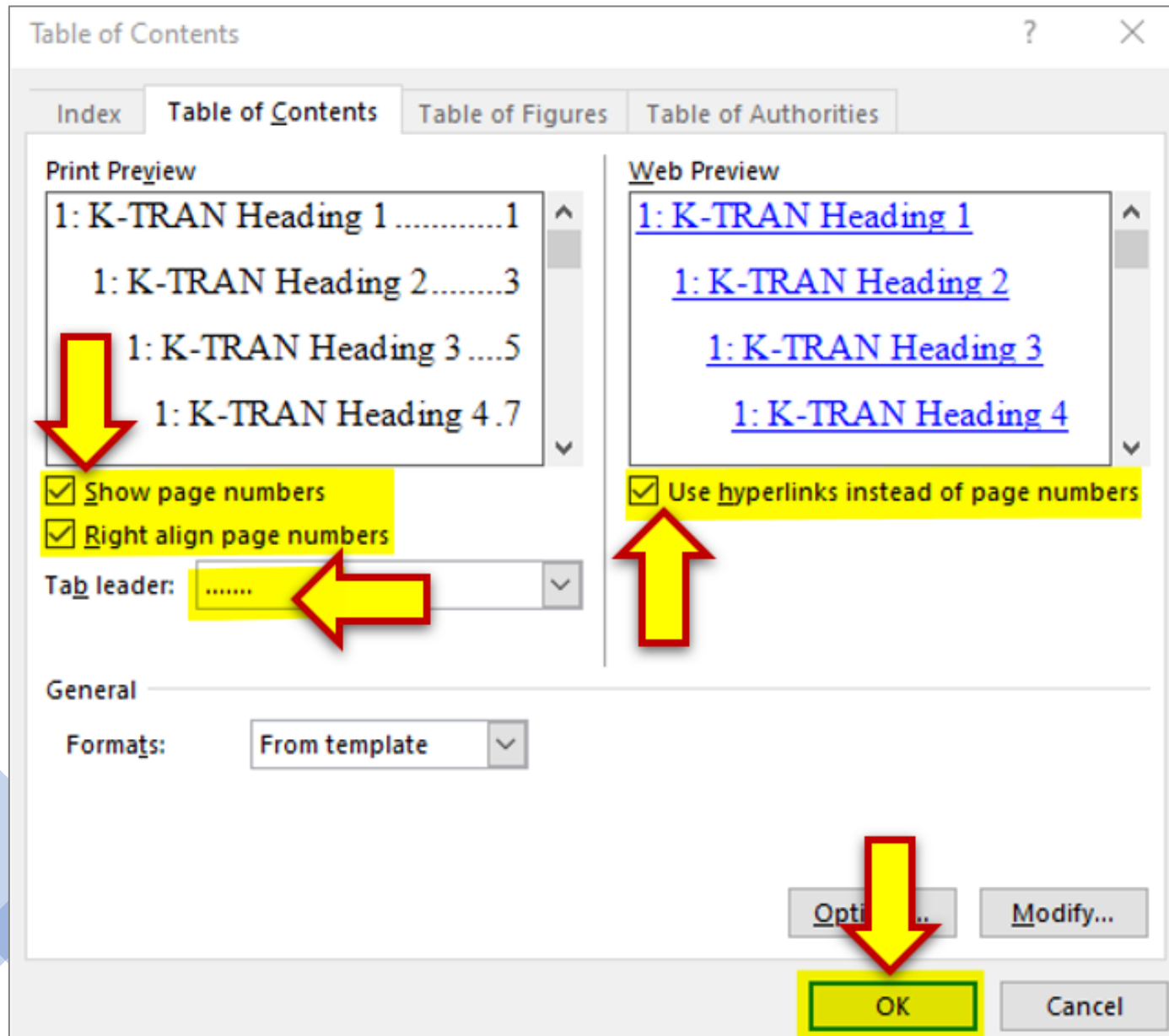
Next, add checkmarks to:

- "Use hyperlinks instead of page numbers."

  With this selection, page numbers will still appear in your table of contents along with an added hyperlink.

- "Show page numbers"

- "Right align page numbers"

Select dots for the Tab leader.

Then Click "OK" to create the Table of Contents.
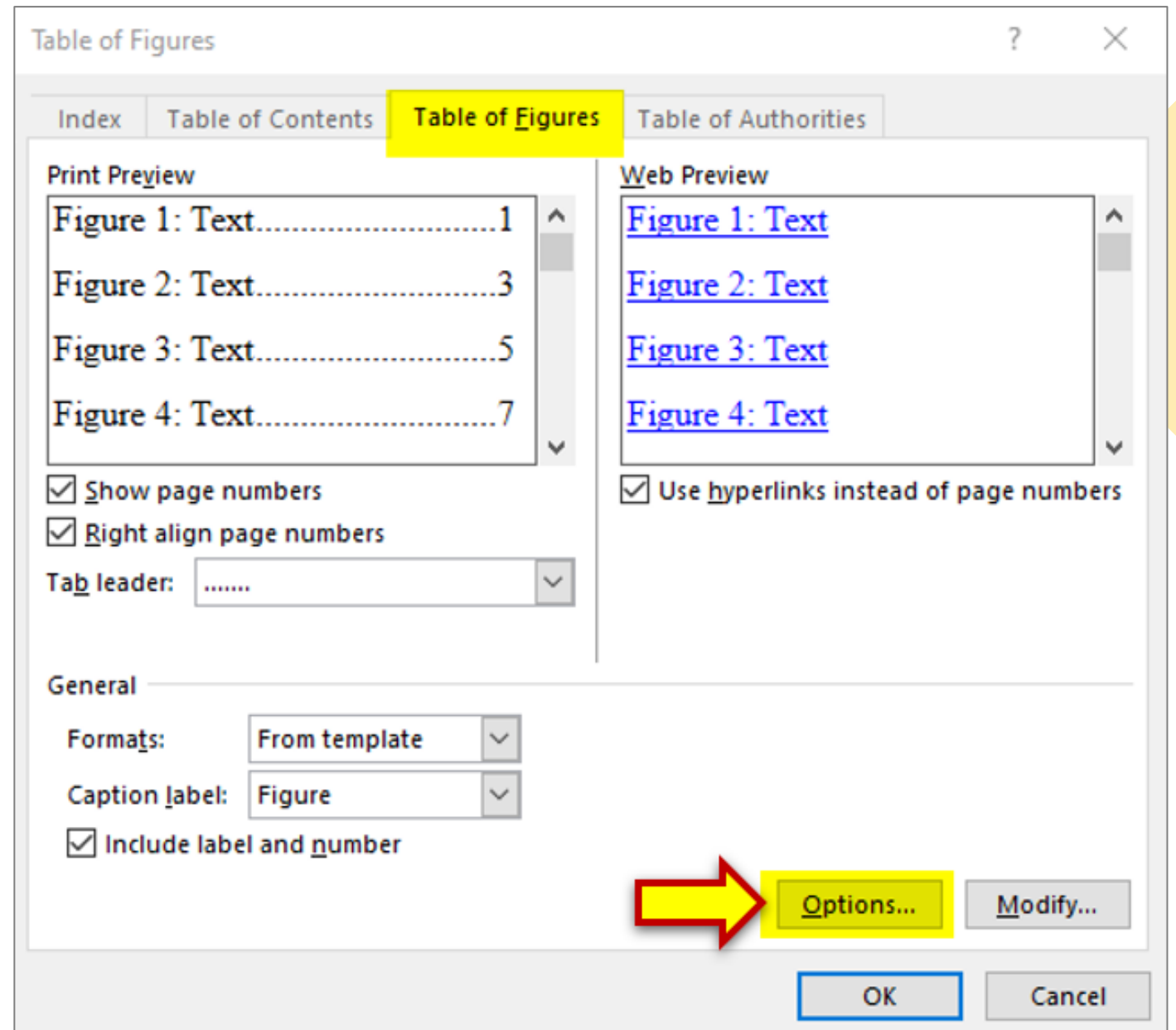
List of Tables / Figures

Creating a List of Tables or List of Figures is a similar process. Before starting, be sure that your table and figure captions are in the correct K-TRAN Style.

1. Click on the "References" tab on the main Word ribbon.
2. Find "Insert Table of Figures" on the References tab and click on it. This will open the Table of Figures pane.
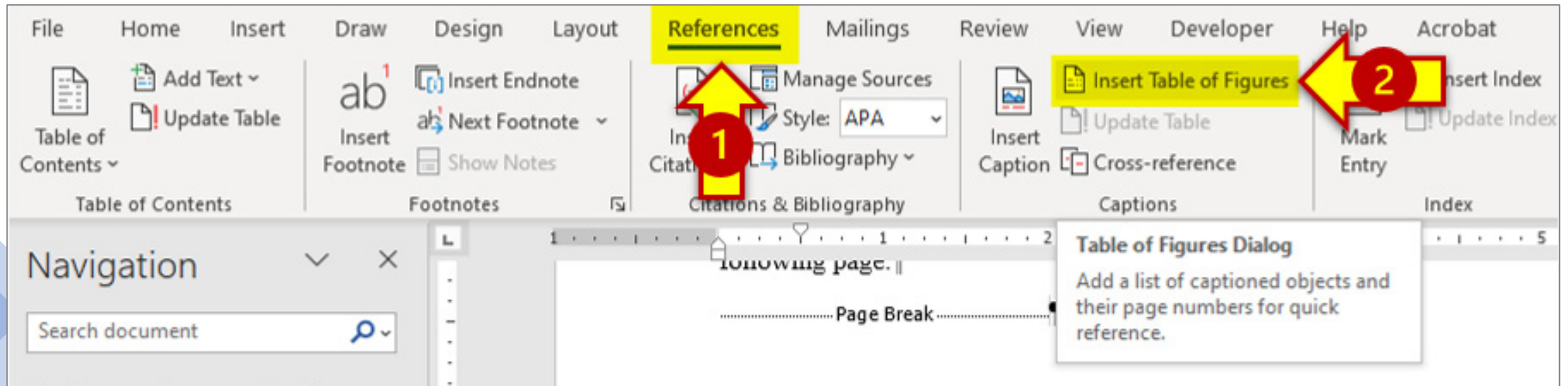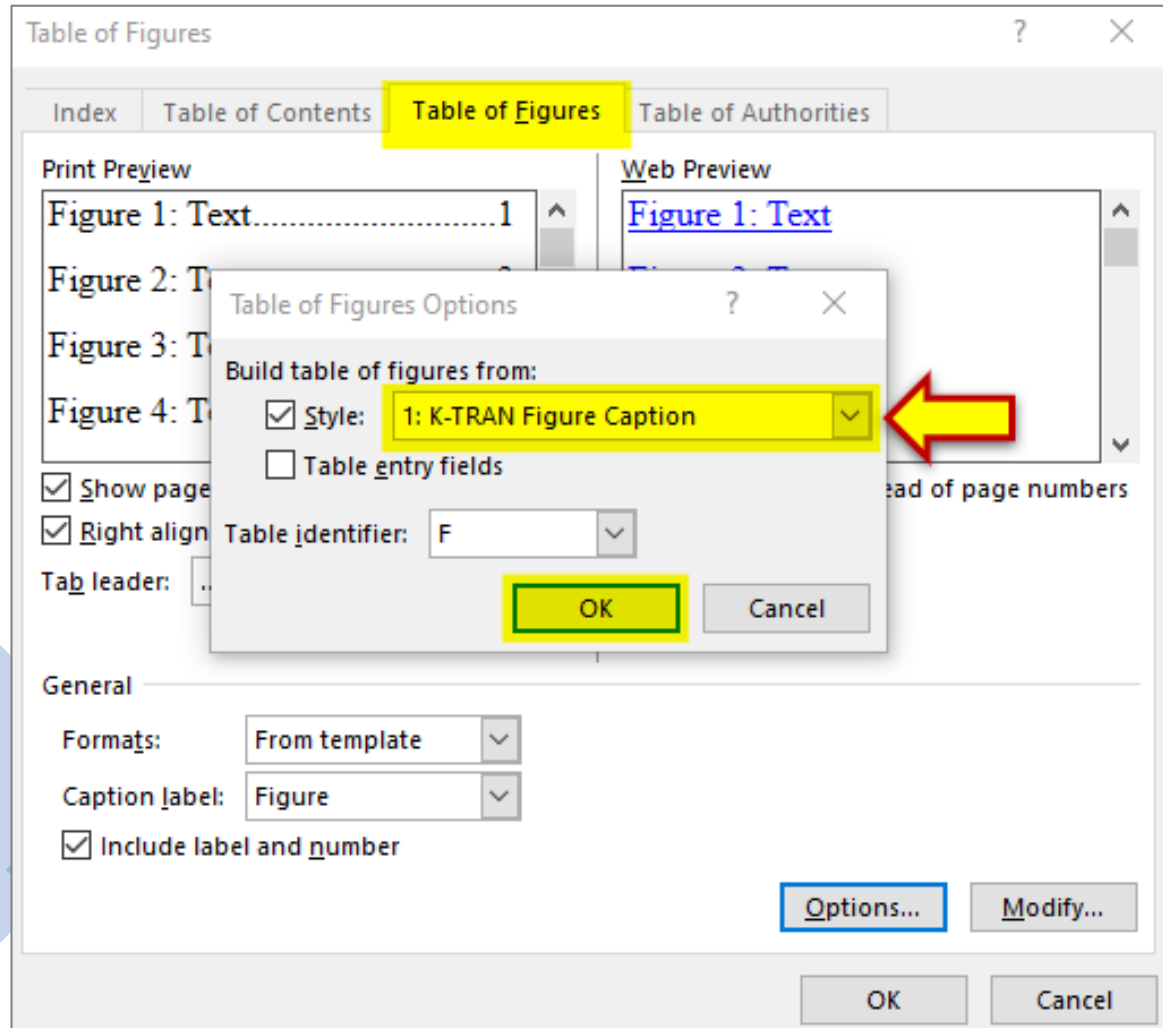
List of Tables / Figures

On the Table of Figures pane, click "Options" to launch Table of Figures Options.
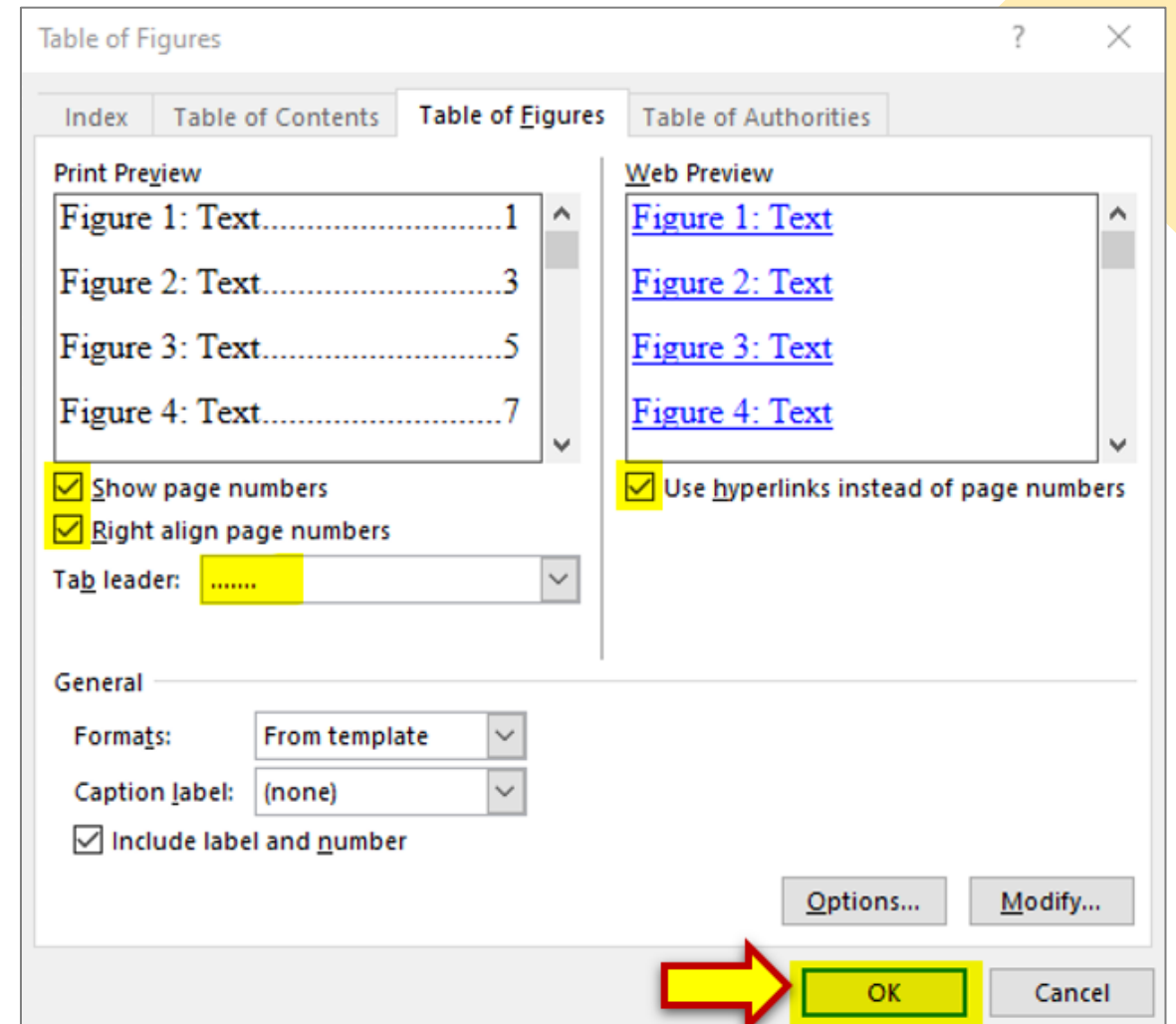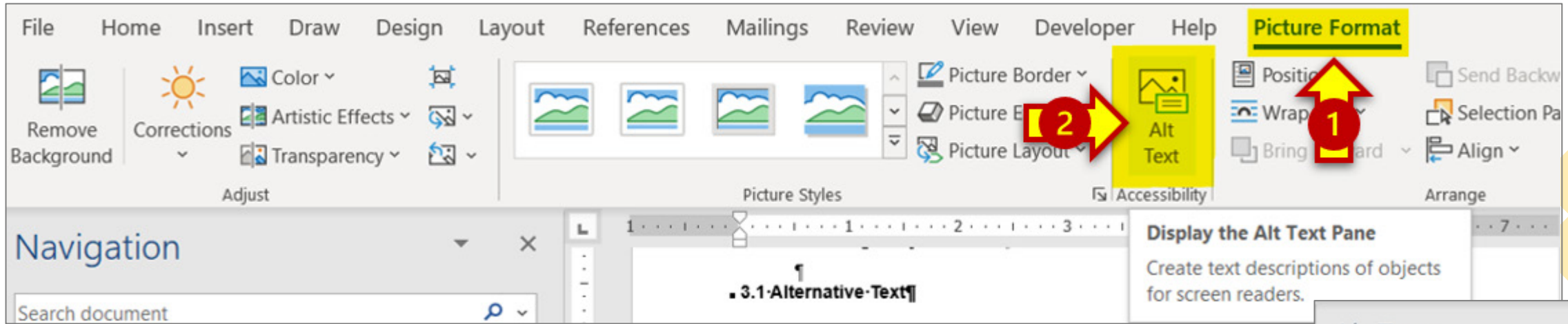
List of Tables / Figures

Select "K-TRAN Figure Caption" or "K-TRAN Table Caption" from the drop-down menu. Then click "OK."

Once you've selected settings, click "OK" again to create the List of Tables or List of Figures.
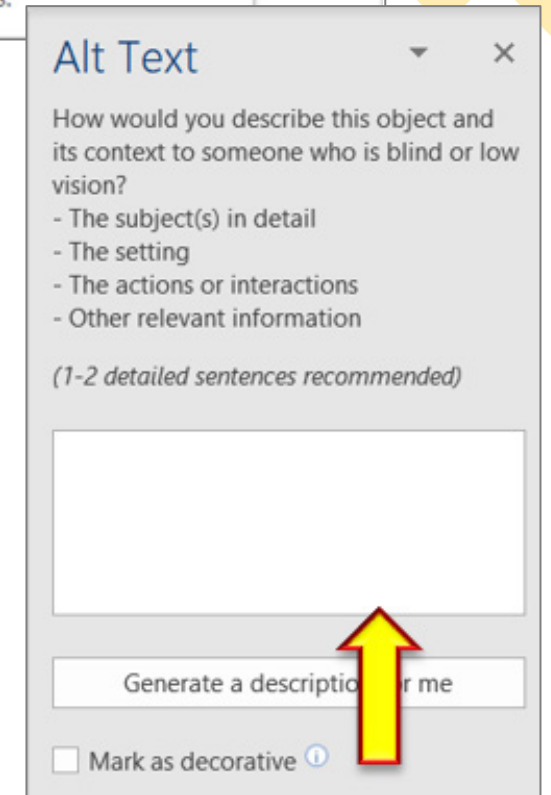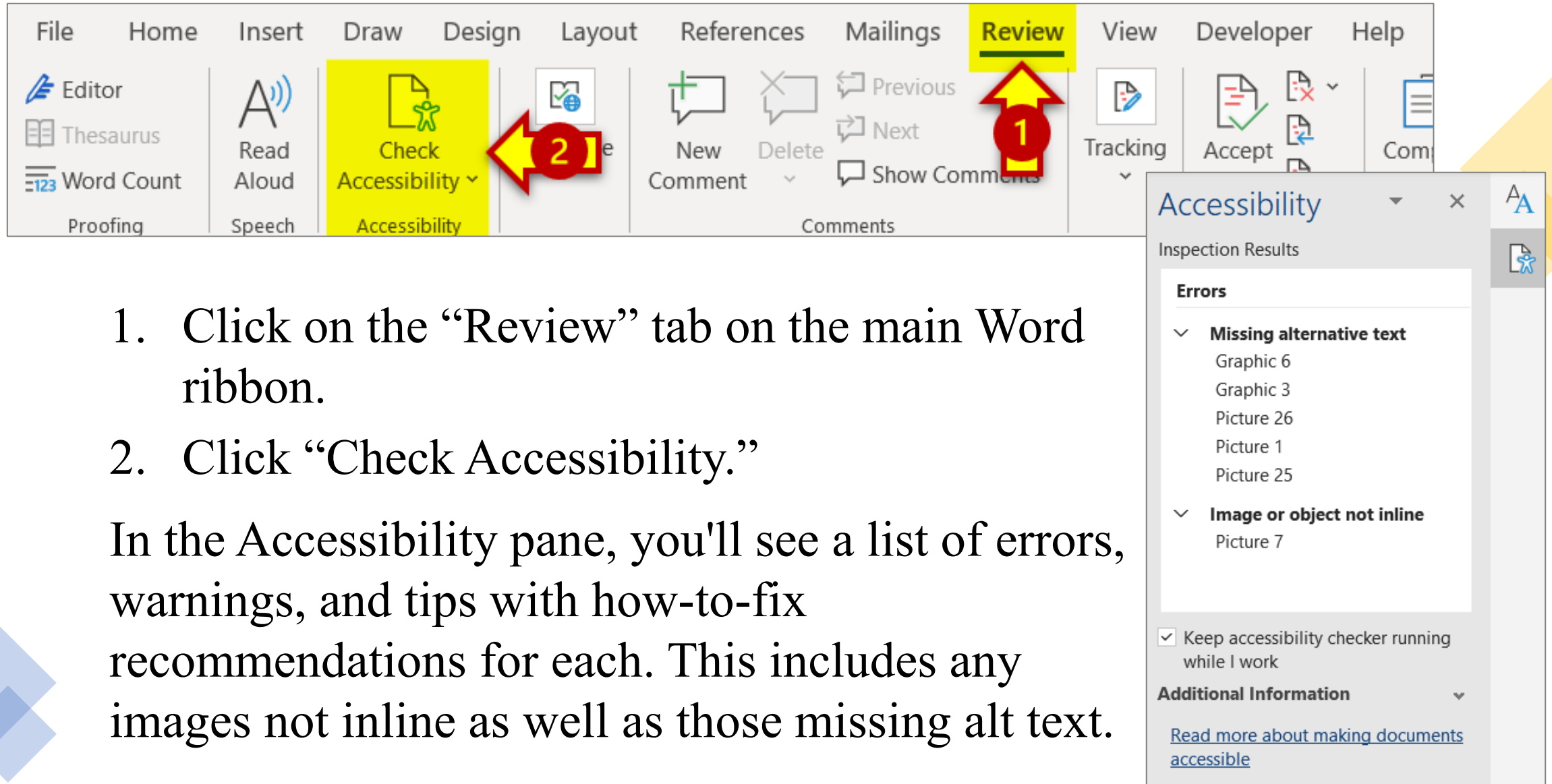
Adding Alt Text to Figures

To access the "Picture Format" tab, click on any image in your document.

In this tab you'll find the Alt Text function.

Click to open the Alt Text pane. Alt text descriptions must be added to the text box for each figure.

Microsoft Word Accessibility Checker

1. Click on the "Review" tab on the main Word ribbon.

2. Click "Check Accessibility."

In the Accessibility pane, you'll see a list of errors, warnings, and tips with how-to-fix recommendations for each. This includes any images not inline as well as those missing alt text.

Show/Hide Paragraph Marks and Other Formatting Symbols

This setting allows you to see "invisible" elements of your Word document, including paragraph breaks, page breaks, spaces, tabs, etc.

You can toggle this setting on/off by pressing Ctrl + Shift + 8.

Or you can find it on the Home tab of your Ribbon as shown below.
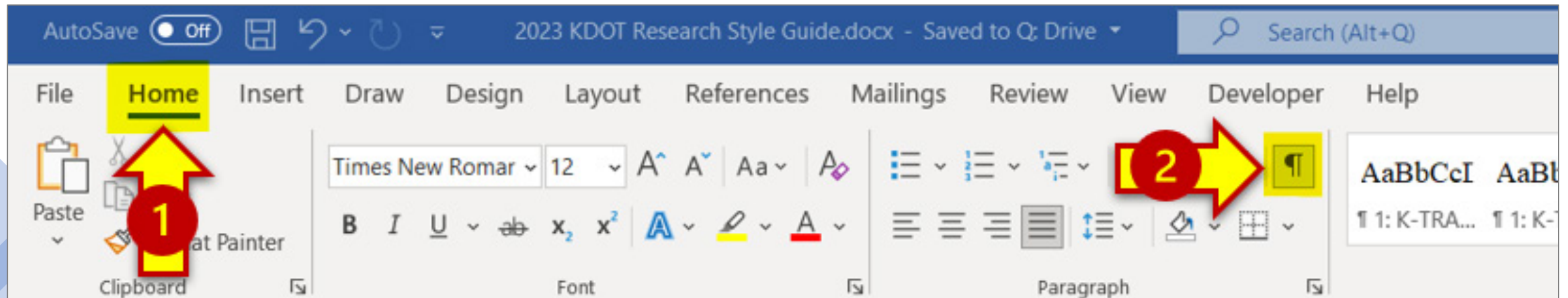
Field Codes

Field codes are used in Microsoft Word to automate certain aspects of a document.

Reports submitted to KDOT should not contain field codes for:

- Reference Lists
- In-Text Citations
- Heading level numbers (i.e., Chapters, sections, subsections)
- Table/Figure/Equation caption numbering

Any of the above information held in field codes should be converted to static text before final submission to KDOT.

To unlink field codes, select all text (Ctrl+A), then press Ctrl+Shift+F9

According to (Wong & Shaheen, 2020), the state of Cal

References:¶
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2020 VDOT Connected and Automated Vehicle Program Plan (Issue September). (2020).¶
Act, A. N. (2015). House Bill 4063. 4063(xv), 1–3.
https://olis.leg.state.or.us/liz/2018R1/Downloads/MeasureDocument/HB4063¶
ARGO AI texas testing. (n.d.). Retrieved August 5, 2021, from https://medium.com/self-driven/austin-here-we-come-8740ec6681a9¶
Arizona Revised Statutes. (n.d.). Retrieved August 4, 2021, from
https://www.azleg.gov/arsDetail/?title=28¶
Automated Vehicle Test Tracking Tool | NHTSA. (n.d.). Retrieved August 5, 2021, from
https://www.nhtsa.gov/automated-vehicle-test-tracking-tool¶
Autonomous Bots as Personal Delivery Devices in Oklahoma | Robinson+Cole Data Privacy +
Security Insider - JDSupra. (n.d.). Retrieved December 3, 2021, from
https://www.jdsupra.com/legalnews/autonomous-bots-as-personal-delivery-4214417/¶

Chapter 1 - Introduction

1.1 Overview:

ode and conducted to the cathode. The remaining ions from the anode are
A simple diagram of this process is shown in Figure 2.1.

O_2

Figure 2.1: Diagram of the

uced by an applied pressure as displayed in Eq. (1-6):¶

$$_1 = \frac{1}{h}\left[\sqrt{\frac{r^2 p}{\Delta \sigma_{zi}}} - r\right]$$¶

(1-6)¶

Set Field Shading to "Always"

You can easily spot existing field codes by turning on field shading:

Click "File," then click "Options."

1. Click "Advanced"

2. Scroll down to "Show document content" and select "Always" in the drop-down menu for Field shading.

3. Click OK.