Kansas Department of Transportation
Checklist for Submission of Research Reports

Report No:

Report Title:

Any project deliverables beyond the final report (software program, pamphlets, etc.) are included.

Document has been spell checked.

References are provided in APA format, where all reference list entries correspond with an in-text reference and vice versa.

All measurements provided as English units. Metric may follow in parentheses. Instances where SI/metric is the standard accepted practice are excluded from this requirement.

Abbreviations/acronyms have been defined where they first appear in the text.

Tables and figures have been reviewed. Numbering is consistent and in-text references correspond to the correct table and figure numbers.

All figures and graphs have been converted to a .jpeg or .png file for accessibility purposes. No object links to other files.

Alternative text description has been added for all figures.

Report Headings and Table/Figure numbers appear as static text, rather than automatically numbered by Word.

Reference list and in-text citations appear as static text (i.e., MS Word Citations & Bibliography function not used).

K-TRAN Styles have been applied for formatting

All copyright permissions have been secured.

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By entering your name below, you confirm that the named research report has undergone review by a Technical Editor and that the items on this checklist have been addressed.

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Date:

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