Checklist when MoDOT research reports are submitted

# When the draft report is submitted initially

Draft report accepted; will be sent to technical panel for review

Draft report is NOT accepted; will be sent back to researcher for additional revisions and must be resubmitted

## Must be met otherwise the report will not be accepted

| **Acceptable?** | **Requirements** | **PM[[1]](#footnote-1) Comments** |
| --- | --- | --- |
| Yes  No  No – Exception granted by PM | The body of the report (minus the appendices) does not exceed 100 pages (single-spaced) or 150 pages (double-spaced). Appropriate documentation is included in the appendices. | NOTE(S): |
| Yes  No | Report has a table of contents and, when appropriate, a list of figures and list of tables. All use dot leaders and link to text. | NOTE(S): |
| Yes  No | Report has been spell-checked and grammar-checked within Microsoft Word. | NOTE(S): |
| Yes  No | Formatting is consistent throughout the report, e.g.   * Reference styles * Figures and tables along with captions * Punctuation | NOTE(S): |
| Yes  No | Report’s writing style is concise, well-organized and easy to read  NOTE: Reports with poor sentence structure or that lack [syntax](https://writingexplained.org/grammar-dictionary/syntax) or that have grammatical errors will not be accepted. Corrections will have to be made prior to PM review. | NOTE(S): |

# When the draft report is submitted initially (cont’d)

## Strongly preferred

If multiple elements below are not met, the report will not be accepted. It will be sent back to the researcher before it is reviewed by the technical panel.

| **Acceptable?** | **Requirements** | **PM Comments** |
| --- | --- | --- |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Submitted as a single electronic file in Microsoft Word format. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted | Includes copyright notice and disclaimer language. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted | Includes an abstract and executive summary (latter 3 pages or less) | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Figures have captions and tables have titles. Figures have brief alternative text descriptions and tables have titles and brief alternative descriptions (if possible) | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Copyrighted content has been attributed appropriately. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Equation variables are defined. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Headings use quick styles so that navigation pane is automatically generated | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | The usage of measurement units (when appropriate) is consistent. English units are used unless a test method specifies metric. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Font size used is 12 points or higher.  Text is left justified.  Paragraphs are separated by 12 points or by 2 lines (double spaced). Single spacing within a paragraph. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Page numbers are centered.  Body of report uses Arabic numbers.  Front matter uses lower case Roman numerals.  Appendices are separately numbered. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Abbreviations or acronyms are spelled out the first time they are used. | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Each chapter or appendix starts on a new page. | NOTE(S): |
| Yes  No – MoDOT will fix  No – Exception granted by PM | Line numbering enabled for easier commenting | NOTE(S): |
| Yes  No but must be fixed by researcher when final report is submitted  No – Exception granted by PM | Report uses correct tense and third person point of view (see guidelines) | NOTE(S): |

# When subsequent draft reports are submitted

| **Acceptable?** | **Requirements** | **PM Comments** |
| --- | --- | --- |
| Yes  No – Researcher must fix  No – Exception granted by PM | **No new content** has been added to the original draft report without prior PM approval | NOTE(S): |

# When the final report is submitted

| **Acceptable?** | **Requirements** | **PM Comments** |
| --- | --- | --- |
| Yes  No – Researcher must fix  No – Exception granted by PM | The main report is submitted as a Word document with Final (not Draft) indicated on title page and/or TRDP.  Line numbering has been removed. | NOTE(S): |
| Yes  No – Researcher must fix  No – Exception granted by PM | Minimum accessibility requirements have been met (see publication guidelines) | NOTE(S): |
| Yes  No – Researcher must fix | Abstract and executive summary are included. | NOTE(S): |
| Yes  No – Researcher must fix | Any content or formatting corrections specified by PM have been made.  **No new unapproved content has been added**. | NOTE(S): |
| Yes  No – Researcher must submit one  No – Exception granted by PM | PI identifies or provides a representative photo (that is copyright approved for publication) for the report cover. | NOTE(S): |

# PM acceptance of final report

| **Yes or No** | **Requirements** | **PM Comments** |
| --- | --- | --- |
| Yes  No | The report fulfills project objectives. | NOTE(S): |
| Yes  No  No – Exception granted by PM | The report meets minimum satisfactory requirements (which means adherence to guidance in this document, including accessibility, unless exceptions have been made by the PM). | NOTE(S): |
| Yes  No  No – Exception granted by PM | The report has been submitted as a Microsoft Word document (unless the PM has agreed to accept other files formats, e.g. PDFs for the appendices). | NOTE(S): |

# When the research summary is submitted

Note: Can be up to a week or so after final report is submitted.

| **Done?** | **Requirements** | **PM Comments** |
| --- | --- | --- |
|  | Report uses template provided or text and graphics have been submitted for use in the template. | NOTE(S): |

1. MoDOT Project Manager [↑](#footnote-ref-1)