|  |  |  |  |
| --- | --- | --- | --- |
| **1. Report No.**  **FHWA/LA.0x/** | | **2. Government Accession No.** | **3. Recipient's Catalog No.** |
| **4. Title and Subtitle** | | **5. Report Date** | |
| **6. Performing Organization Code**  **LTRC Project Number: 00-XXX**  **State Project Number:** | |
| **7. Author(s)** | | **8. Performing Organization Report No.** | |
| **9. Performing Organization Name and Address**  **Department of Civil and Environmental Engineering**  **Louisiana State University**  **Baton Rouge, LA 70803** | | **10. Work Unit No.** | |
| **11. Contract or Grant No.** | |
| **12. Sponsoring Agency Name and Address**  **Louisiana Department of Transportation and Development**  **P.O. Box 94245**  **Baton Rouge, LA 70804-9245** | | **13. Type of Report and Period Covered** | |
| **14. Sponsoring Agency Code** | |
| **15. Supplementary Notes**  **Conducted in Cooperation with the U.S. Department of Transportation, Federal Highway Administration** | | | |
| **16. Abstract** | | | |
| **17. Key Words** | | **18. Distribution Statement**  **Unrestricted. This document is available through the National Technical Information Service, Springfield, VA 21161.** | |
| **19. Security Classif. (of this report)** | **20. Security Classif. (of this page)** | 21. No. of Pages | 22. Price |

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Louisiana Department of Transportation and Development

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# ABSTRACT

[Enter the report abstract information here. This portion of the report should generally be about one page in length.]

# ACKNOWLEDGMENTS

[Significant contributions by personnel not directly responsible for the study may be acknowledged. The support and direction of the Project Review Committee may be acknowledged and the names of committee members listed. No social titles (e.g., Mr., Mrs., Ms.) are to be used, only professional or academic titles (Dr.) are acceptable.]

# OBJECTIVE

[The objective of the report should be a clear, concise, and comprehensive description of the goals of the research study.]

# IMPLEMENTATION STATEMENT

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[The corresponding page numbers will automatically change as you paste your content into the file. This line should be deleted before submitting the report.]

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# LIST OF FIGURES

[This page may be omitted if the number of figures in the report is less than five. Otherwise, use the table of figures function under “Insert” to create.]

# INTRODUCTION

[The introduction is not only desirable, but necessary. Its purpose is to supply sufficient background information to allow readers to understand and evaluate the results of the present study without referring to previous publications on the topic. The introduction should briefly and clearly state your purpose in conducting the study.

This information is generally about a page in length, but may be longer if necessary. It is not, however, the appropriate place to examine the research topic in detail. A general overview is all that is required.]

# SCOPE

[This must not be confused with the objective. The objective defines the goal to be attained. The scope determines the boundaries of the ground to be covered. It governs the degree of comprehensiveness to be adopted and the consequent scale of the report. It also acts negatively by ruling out irrelevant items. In other words, the scope answers the questions of what shall be put in and what shall be left out.]

# METHODOLOGY

[The reader of the report may place a greater confidence in its conclusions if he knows how they were approached. Hence, a brief and definite statement of the nature of the study is essential. This can be recounted chronological order. The methodology should include a description of materials, apparatus, or equipment, treatment of data (whether computer, statistical, or mathematical), standard sampling and test methods, etc.

At this point in the report, you may need to break the information presented into subsequent and various levels. Under each main heading (like AMETHODOLOGY@), information may be subdivided as follows:

## Heading 2

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# DISCUSSION OF RESULTS

[This element is as difficult as it is crucial. It is the very kernel of the report, since it is the basis from which conclusions are drawn. Hence, it is imperative that the evidence be organized and presented so that the reader can follow the thinking, step by step, to the writer’s conclusions. This element of the report should present a comprehensive analysis of the entire problem. When writing it, keep in mind logical order, interdependence of parts, relative importance of parts, emphasis, and sequence.

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# CONCLUSIONS

[The findings of the investigation are presented in the order of their importance, the most important first. Conclusions must be drawn from unquestionable premises and be based on adequate data. They must agree in every respect with the details presented in the preceding pages. If the conclusions are made on the basis of limited materials, equipment, etc., then a statement to that effect must be made.]

# RECOMMENDATIONS

[Sometimes this may be part of the conclusions. However, it is best to separate this element whenever feasible. It should include any future course of action that may be or should be taken to confirm the findings. This may involve either field evaluation of materials and /or equipment or cost analysis and savings in cost. In general, recommendations should be made concerning the integration of the findings into the highway system by their inclusion into specifications, standards, procedures, methods, or techniques.]

# ACRONYMS, ABBREVIATIONS, & SYMBOLS

[List, in alphabetical order, all abbreviations, acronyms, and symbols used in the report.]

# REFERENCES

[A full list of references cited should be given at the end of the report. It is necessary that each numbered reference in this section correspond to the designated number (in parenthesis and italicized) in the body of the report.

The proper format for references follows.

For books:

1. Leick, A., *GPS Satellite Surveying*. John Wiley & Sons, New York, 1995, pp. 560-572.

For journals, proceedings, transactions:

2. Robertson, H.D., ATravel Time and Delay Studies,@ *Manual of Transportation Engineering Studies*, H.D. Robertson (ed.), Institute of Transportation Engineers, 4th Edition, Washington, D.C., 1994, pp 52-68.

3. Pittman, M.E., APrecision Direct and Inverse Solutions of the Geodesic,@ *Surveying and Mapping*, Vol. 46, No. 1, 1986, pp. 47-54.

For reports, bulletins, theses, dissertations, and other irregular publications.

4. Rouphail, N.M.; Anwar, M.; Fambro, D.B.; Sloup, P.; and Perez, C.E.; *Validation of a Generalized Delay Model for Vehicle-Actuated Traffic Signals*, 76th Annual Meeting Transportation Research Board, Preprint 970837, Washington, D.C., 1997.

5. TRB, *Highway Capacity Manual*, Special Report 209, 3rd Edition Update, National Research Council, Washington, D.C., 1994.

For more examples, refer to the *LTRC Research Manual of Procedures*, pp. B-16 and B-17.]

# APPENDIX

[All data which cannot be worked into the body of the report without interrupting the thought or which are too technical are put in the appendix.]