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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.]

# IMPLEMENTATION STATEMENT

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# LIST OF FIGURES

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# 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.]

# OBJECTIVE

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

# 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 METHODOLOGY), information may be subdivided as follows:

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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

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TRB Publications

1. Zahavi, V., and Ryan, J.M. “Stability of Travel Over Time.” In Transportation Research Record 750. Transportation Research Board, National Research Council, Washington, D.C., 1980, pp. 70–75.

Book

1. Shinar, D. Psychology on the Road: The Human Factor in Traffic Safety. John Wiley and Sons, Inc., New York, 1978.

Article in Journal or Other Periodical

1. Jolliffe, J.K., and Hutchinson, T. P. “A Behavioral Explanation of the Association Between Bus and Passenger Arrivals at a Bus Stop.” Transportation Science, Vol. 9, No. 3, May 1975, pp. 248–282.

Government Report

1. Dempsey, B. Climatic Effects of Airport Pavement Systems: State of the Art. Report DOT2DRD-75-196. FHWA, U.S. Department of Transportation, 1976.

Other Irregular Publications (Reports, Theses, Dissertations, etc.)

1. Jones, J. J. “Glass-Resin Composites.” NASA Report CR-518, National Aeronautics and Space Administration, Washington, D.C., Aug. 1966.

2. Jones, J. J. “Fatigue at Interfaces.” Technical Report NONR 200 (90), No. 100, Columbia

University, New York, 1970.  
  
Web Page

1. Stevens, R.C. Testimony Before United States Senate Special Committee on the Year 2000 Technology Problem, September 10, 1998. http://www.senate.gov. Accessed October 5, 1998.

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# 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.]