**CSCRS Quality Control Process/Style Guide**

**(Adapted from NCHRP 17-73 Quality Control Process)**

* EDITORIAL/CONTENT/FORMATTING CHECKLIST
  + Check for sensitive content including that personal contact information (e.g., for survey participants and others) is not included.
  + Flag instances of passive voice, or use active voice where appropriate.
  + Hyperlink all web addresses and make sure they are listed without “http://” (e.g., www.roadsafety.unc.edu as opposed to http://roadsafety.unc.edu).
  + Spell out the names of states (e.g., Maryland and not MD).
  + Define acronyms on first use only (and confirm that they are listed in the acronym list in the front matter):
    - Check for common ones: NCHRP, FHWA, NHTSA, AASHTO, HSM, HSIP, HSRC, DOT, PAB, MPO, MUTCD, ADA, etc.
  + Check punctuation and consistency:
* Comma use:
  + In series of three or more words, phrases, letters, or figures: X, X, and/or/nor X.
  + Always inside quotation marks: “X,”
  + Avoid comma splices: sentences in which two independent clauses are joined by a comma with no conjunction.
* Periods (or semi-colons):
  + Always inside quotation marks: “X.”
* Use an em dash—instead of a hyphen—as shown here to set off a particular phrase. There should be no spaces around the em dash.
* When parentheses or brackets are used to enclose an independent sentence, the period falls inside as in the following example. (See sample here.) If the enclosed matter is part of a sentence, the period falls outside (when the enclosed matter completes the sentence).
* Use semicolons to separate groups of items only when commas are already used within each group.
  + Check capitalization and consistency:
* Consistency in headings and subheadings for Title Caps vs. Sentence caps.
* Consistency in table and figure captions for Title Caps vs. Sentence caps.
* Consistency in TOC for Title Caps vs. Sentence caps.
* Consistency in terminology: “stop” sign, “walk” signal, “guide,” etc.:
  + Titles: Capitalize a person's title when it precedes the name. Do not capitalize when the title is acting as a description following the name (except on signature line). Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
  + Federal, City, State: Capitalize federal or state when used as part of an official agency name or in government documents where these terms represent an official name or governmental entity. If they are being used as general terms, you may use lowercase letters.
  + Web site should be two words and Web is capitalized.
* References:
  + Confirm that references are included for all works cited in text, and no additional references are included that aren’t cited in the text.
  + Confirm that all references (in text and in reference sections) are consistent (e.g., remove comma after last author name and before date in citations if the CPR requires this, and remove excess (), etc. between citations relating to citations that resulted from using Word biblio).
  + Check consistency of formatting of document titles (italics or in quotes).
* Check document spacing and fonts:
  + Single space between sentences.
  + Consistency in spacing between lines, paragraphs, headers, etc.
  + Spacing/alignment of bulleted lists.
  + Consistency in font type and size.
* Check the consistency of wording, capitalization, and punctuations in all headers.
* Check all bulleted lists:
  + Consistency in bullet type, size (1st, 2nd, and 3rd level bullets).
  + Consistency in indention and spacing (1st, 2nd, and 3rd level bullets); if there are 3 or more lines of text for a bulleted item, then put a blank line between each bulleted item.
  + Consistency in punctuation.
* Check all figures and tables:
  + Make sure numbering is correct.
  + Make sure captions/titles are appropriately located (e.g., caption above table or below figure).
  + Make sure tables and figures have consistent styles (e.g., borders, shading, centered vs left aligned, etc.).
  + Check the consistency of wording/naming conventions, capitalization, and punctuations in all figure and table captions.
* Check content in header/footer (font size, style, tabs, punctuation, etc.).
* Run spell check and grammar check and look for commonly missed issues:
* It’s vs. its.
* There vs. they’re vs. their.
* Use of “which” vs. “that” (X, which does X; or X that does X).
* Parallel structure for bulleted list or items in a series.
* FINAL FORMATTING CHECKLIST
  + Provide all content that should be included on the title page:
    - Project title.
    - Author and research team names and affiliations/organizations in the preferred order of authorship.
    - Month and year of project completion.
    - Additional sponsors.
  + Include this disclaimer on the inside front cover of your report:
    - *The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information presented herein. This document is disseminated in the interest of information exchange. The report is funded, partially or entirely, by a grant from the U.S. Department of Transportation’s University Transportation Centers Program. However, the U.S. Government assumes no liability for the contents or use thereof.*
  + Include this acknowledgment on the inside front cover:
    - *This project was supported by the Collaborative Sciences Center for Road Safety, www.roadsafety.unc.edu, a U.S. Department of Transportation National University Transportation Center promoting safety.*
  + Include the following report elements as appropriate:
    - Abstract (250-word limit).
    - Table of contents.
    - List of figures.
    - List of tables.
    - List of abbreviations, acronyms, key terms, etc. (optional).
    - Main body - may include project background, an introduction, research methods, findings, discussion, conclusions.
    - Executive summary (2-page limit).
    - Acknowledgements (if any).
    - References.
    - Appendices (if any).
  + Check for widows and orphans and add page breaks if necessary.
  + Review each page of the document to ensure that:
  + Pages are numbered, and the page numbers are sequential (by chapter is acceptable).
  + No artwork or text is cut off, runs off the page, or overlaps.
  + There are no other obvious malfunctions in page layout.
  + Check artwork to ensure that:
  + Artwork is credited if it is taken from another source (i.e., not produced for this project by the contracting team).
  + Permission has been obtained to use all copyrighted artwork.
  + Check the table of contents to ensure that:
  + All listed parts/sections/appendixes are in the document.
  + Listed headings/sections track with those in the document [it is OK if only the highest-level heading(s) are listed in the table of contents].
* PACKAGING CHECKLIST
  + Create PDF and confirm that there were no issues in file creation.
  + Package Word doc and PDF and PPT and supplemental files into a ZIP file:
    - “Native” files for artwork not originally created in MS Word (i.e., before being embedded into a Word document, they were a .jpg, .xls, .ppt, or another file) have been enclosed/attached/transmitted.
    - Check that supplemental products (e.g., spreadsheets, software tools) are complete and function correctly.