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List of Abbreviations (optional)

Federal Highway Administration (FHWA)
Nebraska Department of Transportation (NDOT)
Nebraska Transportation Center (NTC)
United States Department of Transportation (USDOT)

Acknowledgments (optional)

This text is left aligned with a standard indent and double spacing. You might use this space to thank researchers or folks who helped with the project in some capacity.

Disclaimer

DISCLAIMER

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. The contents do not necessarily reflect the official views or policies neither of the Nebraska Department of Transportations nor the University of Nebraska-Lincoln. This report does not constitute a standard, specification, or regulation. Trade or manufacturers' names, which may appear in this report, are cited only because they are considered essential to the objectives of the report.

The United States (U.S.) government and the State of Nebraska do not endorse products or manufacturers. This material is based upon work supported by the Federal Highway Administration under SPR-FY(see your contract for this #. Any opinions, findings and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Federal Highway Administration.”

Abstract

This text is left aligned with a standard indent and double spacing. I'm describing what I did in my project, and this text will also appear on the Technical Report Documentation Page.

Executive Summary (optional)

This text is left aligned with a standard indent and double spacing. You may have an Executive Summary in addition to an Abstract, although it is not necessary to have both. One or the other will suffice. If only an Executive Summary appears, it will be the text used as the abstract text on the Technical Report Documentation Page.

Chapter 1 Creating Chapter and Section Headings

Using Word's Styles makes it easy to create headings and automatically update numbers when things move around. This template has already created a List Style in the correct format, found in figure 1.1.

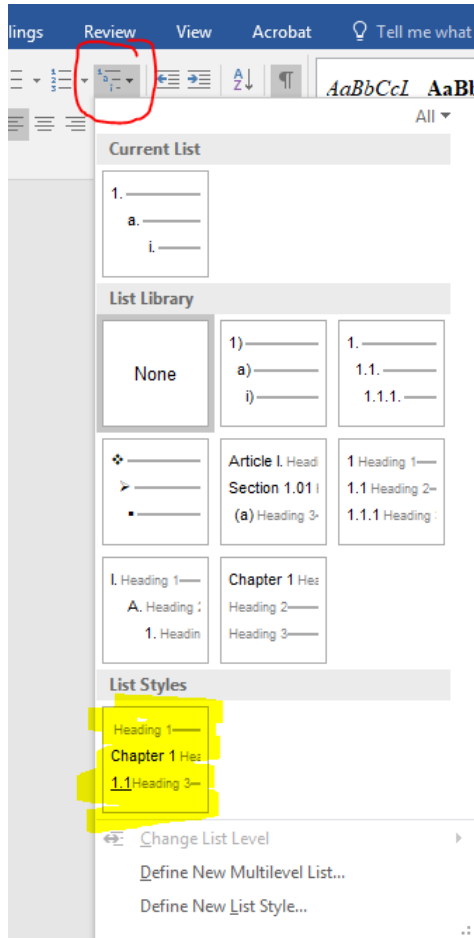


Figure 1.1 List styles location

If the highlighted list does not appear, or you have created a new document for your report, you can create a new list style to fit MATC report formatting.

1.1 Creating a new List Style

Select **Define New Multilevel List** from the figure 1.1 menu and a popup window will appear. Click **More >>** in the bottom left corner and format each level in the popup to look as follows.

The screenshot shows the 'Define New Multilevel List' dialog box. On the left, a list of levels from 1 to 9 is shown, with level 2 selected. The main area displays a preview of the list structure: 'Heading 1' (Chapter 1), 'Heading 2' (Chapter 1), 'Heading 3' (1.1), 'Heading 4' (1.1.1), 'Heading 5' (1.1.1.1), 'Heading 6' (Index A), 'Heading 7' (A.1), 'Heading 8' (A.1.1), and 'Heading 9' (A.1.1.1). The 'Apply changes to:' dropdown is set to 'Whole list'. The 'Link level to style:' dropdown is set to 'Heading 2'. The 'Level to show in gallery:' dropdown is set to 'Level 1'. The 'ListNum field list name:' field is empty. In the 'Number format' section, 'Enter formatting for number:' is set to 'Chapter 1', 'Start at:' is 1, 'Restart list after:' is checked and set to 'Level 1', and 'Legal style numbering' is unchecked. In the 'Position' section, 'Number alignment:' is 'Left', 'Aligned at:' is 0 inches, 'Follow number with:' is 'Space', and 'Add tab stop at:' is unchecked and set to 0 inches. Buttons for '<< Less', 'OK', and 'Cancel' are at the bottom.

Figure 1.2 New list style

Notice that Chapter headings are linked to Heading 2, and a blank heading is linked to Heading 1. Heading 1 is used for Acknowledgements, Disclaimer, Abstract, and Executive Summary so it is easy for them to appear in the Table of Contents. Subheadings one to three are connected to Heading 3, 4, and 5. The Appendix and its subheadings are linked to Heading 6 – 9.

If you need to edit the style later, still choose **Define New Multilevel List** and it will allow you to edit the current list.

1.2 Heading Format

The first subheading (linked to Heading 3) should be underlined. You can set the look of each heading and add them to your document with the Apply Styles pane (**Ctrl+Shift+S**).

All text is size 12. Use standard indent of 0.5” and write in “normal” style for text in paragraphs. Everything should be double spaced with no extra spaces before or after paragraphs.

1.2.1 Second Subheading Should be Italicized

This is an example of the second level subheading. The paragraph style remains in Normal.

1.2.1.1 Third Subheading Is Not Formatted

Here is an example of the third level subheading. The paragraph style remains in Normal.

This is a fourth level subheading. For subheading levels beyond the third level, use a “run-in” heading, which appears as an indented, italicized phrase at the beginning of the paragraph, with sentence style capitalization and a period following it. All subsequent subheadings can be formatted like this one. Other options for division could include numbered lists, although excessive listing is not recommended. These levels will not be included in the table of contents to encourage clarity and concision when viewing the overall organization of the document, so do not need to be associated with a Heading style or List style.

Chapter 2 Formatting Tables, Figures, and Equations

Tables and figures are numbered following the Chicago Manual of Style, and the labeling consists of two numbers separated by a decimal point with a text title following.

To insert a table or figure caption in relation to your headings select the **References** tab and **Insert Caption** (fig. 2.1).

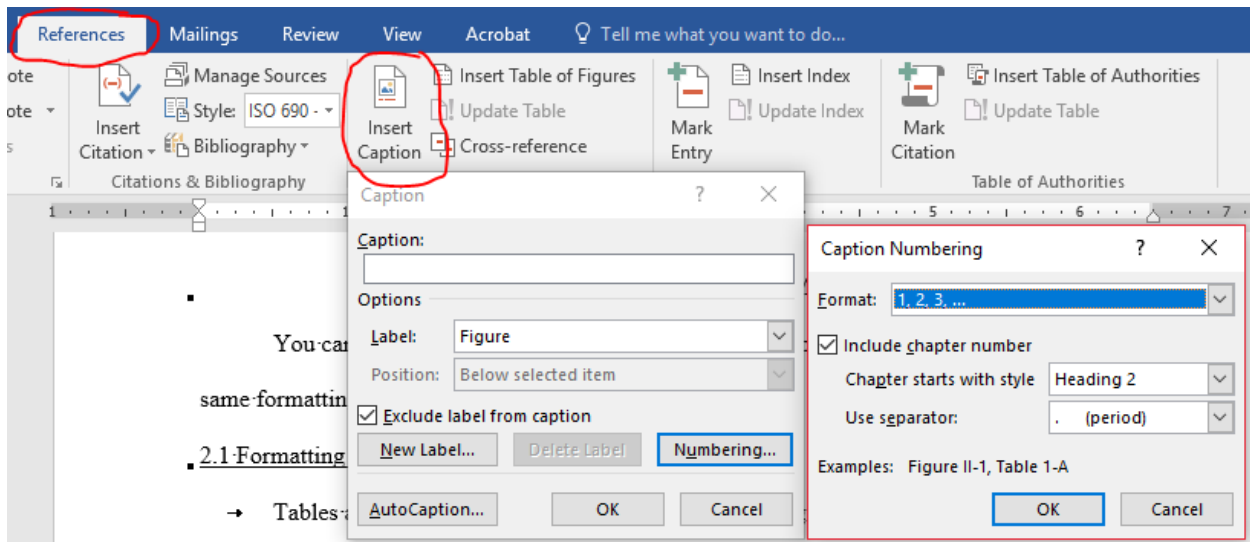


Figure 2.1 Inserting a figure or table caption

In the popup, select the **Label:** dropdown and **Figure** or **Table**, and checkmark **Exclude label from caption**. Select **Numbering**, checkmark **Include chapter number**, and **Heading 2** (remember that we linked the chapter title to Heading 2), and use a period separator before selecting **OK** in both popups.

2.1 Formatting a Figure

When numbering figures, the first number is associated with the chapter (Heading 2), and the second number is sequential, beginning at 1 with each new chapter. The caption is centered below the figure with only the word “figure” and the number bolded as seen in figure 2.2.



Figure 2.2 The caption is placed below the figure

Leave a full space before and after the figure, then continue the text. Notice that in-text references to figures and tables are lowercase. If they happen to appear in parentheses, abbreviate figure (see fig. 2.2).

2.2 Formatting a Table

Tables are numbered in the same numbering style as figures, although the caption appears at the top.

Table 2.1 The title goes above the table

Animal	Color	Age (in years)
Dog	Brown	3
Cat	Black	4
Fish	Orange	1

2.3 Formatting an Equation

An equation can be formatted using a table so that the equation will be centered and the numbering will be right aligned.

$$X^2 = 100 \tag{2.1}$$

where $X = 10$

There is a space before the equation and after the ledger.

Chapter 3 Accessibility in Word

Section 508 of the Rehabilitation Act of 1973 ensures that U.S. federal agencies create, buy, and use information and communications technology that is accessible to people of all abilities. In these reports, 508 compliance largely has to do with providing information for figures and tables that make them understandable to screen readers.

3.1 Alternative Text Guidelines for Images

3.1.1 Alternative Text Guidelines

Alternative text is text associated with an image that serves the same purpose and conveys the same essential information as the image. In situations where the image is not available to the reader (perhaps because they have turned off images in their web browser or are using a screen reader due to visual impairment), the alternative text ensures no information or functionality is lost.

The following guidelines should be used when writing alt text:

- Alt text should describe all the important information in the image but not every physical detail: only what is important to its meaning and understanding.
- Alt text should not duplicate information provided in the content of the page or in the caption.
- Alt text should begin with the figure number and a word that describes the type of image, e.g., “Figure 3.1 is a photo of ...” or “Figure 5.1 is a graph of ...”
- For a simple or decorative image, such as a logo, provide only a brief description. If more information would be useful to convey the meaning of the image, this should be included. Purely decorative images, which add no meaningful information to a page, such as bullets or page dividers, do not require alt text.

- Alt text for images that contain detailed information, such as technical diagrams, charts, or graphs, must include all relevant data, unless already described in the page text.
- Images that are linked must include a description of the destination or the purpose of the link.
- Information that would benefit both sighted viewers and those using screen readers should not be included in alt text but should be included in the image's caption. The alt text and caption should supplement each other, with the alt text written for screen readers and the captions written for all readers.

Inserting Alt Text:

- Right click the image. Select **View Alt Text**. There you can add your description.
- **NOTE:** Changing alternate text in older versions of word might have a slightly different process, but most will be found within the **Format Picture...** option.

3.1.2 Figure Example with Alternative Text

Below is another figure example with alternative text.



Figure 3.1 This is another example

Notice the space before and after the figure.

3.2 Table Headers

To make a document fully accessible, header rows in the table must be defined.

Table 3.1 Header row example

Header Row Cell	Header Row Cell	Header Row Cell	Header Row Cell
Data cell	Data cell	Data cell	Data cell
Data cell	Data cell	Data cell	Data cell

Steps to defining the header row:

1. Highlight cells in the header row.
2. Select **Layout** under **Table Tools** in the toolbar.
3. Select **Repeat Header Rows**.

References

- American Association of State Highway and Transportation Officials (AASHTO). 1997. "Segregation: causes and cures for hot mix asphalt." Publication by the Joint Task Force on Segregation of AASHTO Subcommittees on Construction and Materials, and National Asphalt Pavement Association, Washington, D.C.
- Amirkhanian, Serji N., and Bradley J. Putman. 2006. "Laboratory and field investigation of temperature differential in HMA mixtures using an infrared camera." *Report No. FHWA-SC-06-06*, Clemson University, Clemson, SC.
- Brock, J. Don. 1986. "Segregation of Asphaltic mixtures." *Proceedings of the Association of Asphalt Paving Technologists*, 55: 269-277.

Appendix A Extra Information

Here, you might include extra information that the reader might find useful. It's also where you could put information that did not warrant the space in the body of the report.

Appendix headings and subheadings are linked to Heading 6 – 9.

A.1 First Subheading in Appendices

A.1.1 Second Subheading in Appendices

A.1.1.1 Third Subheading in Appendices

A.2 Tables and Figures in Appendices

Figures and tables may appear in the appendices and use the same numbering system as the rest of the document, as seen below in figures A.1 and A.2. Since the label “Figure” is based on Heading 2, you will need to create a new label “Figure_Apx” and “Table_Apx” and select Heading 6 in **Caption Numbering** (see fig. A.1).

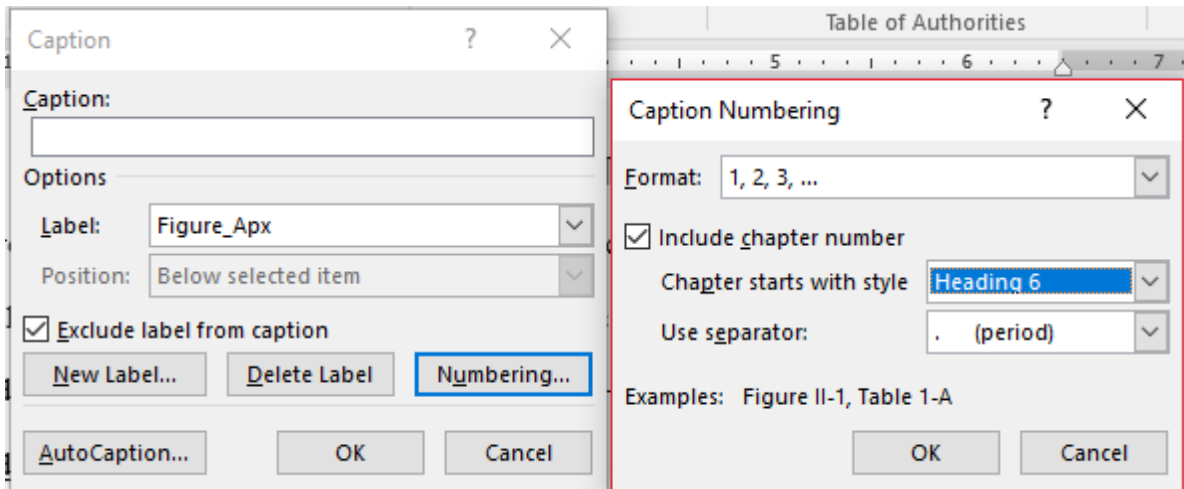


Figure A.1 Creating appendix table and figure labels



Figure A.2 Here is another figure in the appendix

The following pages show how to properly format a figure that is made of many sections and is too big to fit on a single page. Please refer to figure A.3 (a) through A.3 (d) for formatting such figures, and use a similar “continued” label for tables that must be split between pages.



(a)



(b)

Figure A.3 Examples of a pumpkin (a), palm tree (b), kid (c), and rollercoaster (d). A long figure caption is single spaced with extra space after the paragraph



(c)



(d)

Figure A.3 Examples of a pumpkin (a), palm tree (b), kid (c), and rollercoaster (d). A long figure caption is single spaced with extra space after the paragraph

A.3 Creating List of Tables and List of Figures

The lists of tables and figures are at the beginning of the report. Since appendix tables and figures were created with a different label, you will need to create two lists and put them together. To create the lists, select **References** and Insert **Table of Figures**. From there you can choose the label to use in the list (see fig. A.4).

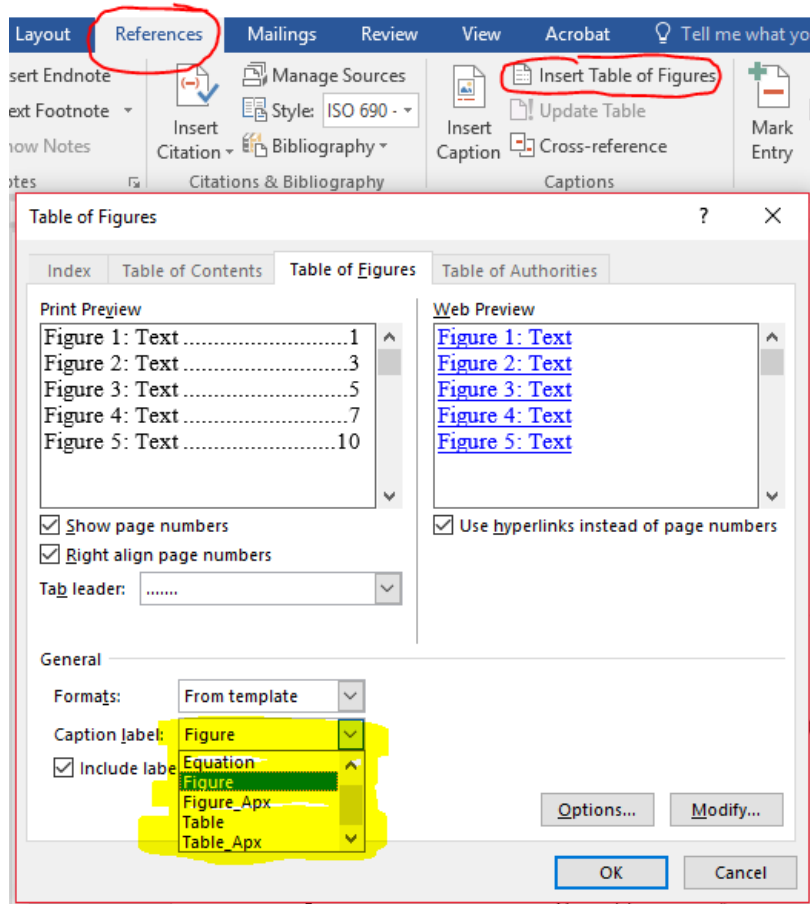


Figure A.4 Creating a table of figures