



GUIDELINES TO PREPARE AND SUBMIT PROGRAM MATERIALS

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2017 International Conference on
Ecology & Transportation

*Beyond Boundaries:
Building on Common Ground*

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Organized by the
Institute for Transportation Research and Education
(ITRE) at North Carolina State University

www.icoet.net

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Overview

Congratulations on your selection for presentation at the 2017 International Conference on Ecology and Transportation!

This document is for all abstract authors selected for presentation, including session Organizers and Presenters invited for Podium (oral) sessions, Lightning Talks (oral), and Posters. The document provides complete guidelines for preparing and submitting your final abstract, optional technical paper manuscript, and other materials required for the conference program and proceedings.

Pre-Conference Requirements

Organizers and Presenters must complete the following requirements by the specified dates prior to conference to ensure that (a) your attendance and presentation at ICOET are confirmed for the program; (b) your presentation summary, presenter name(s) and affiliation(s) are correctly listed in the printed program booklet and on the conference website; and (c) your abstract and paper will be published electronically in the online conference proceedings.

Where noted below, please visit the ICOET website www.icoet.net for additional information.

1. Within two (2) weeks following receipt of your invitation email to present, reply by email to confirm or decline the invitation. If you need additional time to confirm your attendance and travel arrangements, you must request an extension within the initial two week reply period. ICOET will do its best to hold your place in program; however, if a reply is not received within two weeks, your place may be re-assigned to another presenter.
2. Register as a Presenter via the ICOET website by **March 15, 2017** and make your hotel and travel arrangements to attend. When registering, you may choose the discounted Presenter fee. Qualifying Student presenters may register at the Student fee. Registration and hotel information are available on the ICOET website.
3. Submit a **Program Materials Packet**, including your final abstract, optional technical paper manuscript, and other required documents, by **April 30, 2017**. See pages 3-11 of this document for complete instructions.
4. Review the **Presenter Guidelines** document on the ICOET website, once it has been posted, for instructions on contacting your session moderator, preparing presentation slides and poster displays, and making special audiovisual arrangements. You will receive an email announcement when these guidelines are available.
5. Review the **Program Agenda** on the ICOET website, once it has been posted, to confirm the scheduled date and time of your presentation. You will receive an email announcement when the agenda is available.
6. Contact ICOET organizing staff Andrea Jarus (aljarus@ncsu.edu) and Eugene Murray (eemurra2@ncsu.edu) for additional information to help prepare for your presentation.

We look forward to your presentation at the conference!

Program Materials Packet

Please carefully follow these instructions for submitting the necessary documents and information to finalize your ICOET presentation in the program and conference proceedings. Contact staff Andrea Jarus (aljarus@ncsu.edu) and Eugene Murray (eemurra2@ncsu.edu) with any questions.

Your complete packet must be received by **April 30, 2017** to ensure your presentation is included in the printed program booklet. Materials received after this deadline may result in your presentation being excluded from the conference program and proceedings.

The Program Materials Packet includes:

1. A final **Abstract** of your presentation for publishing in the conference proceedings. You may re-submit the text of your original abstract if there have been no changes since its submission, or you may revise as needed to include updated information. Submit your abstract in **Microsoft Word** and in **PDF** formats. Carefully follow the guidelines for writing, organizing, and formatting your abstract as described on pages 4-10 of this document.
2. A **Summary** paragraph of your presentation, up to **75 words** in length, for publishing in the program booklet and on the ICOET website. Your summary should briefly describe the key information that ICOET participants will learn by attending your presentation. Submit the Summary text in a separate file from your final abstract.
3. A signed **Presentation Copyright Verification Form**, included on page 11 of this document. Print, complete, sign, and submit this form in either **PDF** format (scanned with your signature) or in hard copy.
4. **Podium, Lightning Talk, and Organized Session Presenters Only:** An optional Technical Paper manuscript of your presentation which also includes your final abstract. Submit your paper in **Microsoft Word** and in **PDF** formats in a separate file from your Summary. Carefully follow the guidelines for writing, organizing, and formatting your paper on pages 4-10 of this document.
5. **Poster Presenters Only:** An optional PDF file of your **Poster** for the online proceedings.

Submittals by Email, File Transfer and Postal Service

Authors are encouraged to submit your materials by email or by an online file transfer service such as [Google Drive](#). Send files by email to Andrea Jarus (aljarus@ncsu.edu). Files larger than 5MB combined may need to be sent as separate e-mails. Files too large for email can be submitted using an online file transfer service. ICOET staff recommends [Google Drive](#) and will set up a transfer folder for your files on request.

Files on a Windows PC-formatted disc/flash drive may be sent by U.S. Mail or postal courier to:

Via U.S. Mail:

Andrea Jarus, ICOET Coordinator
ITRE North Carolina State University
Box 8601
Raleigh, NC 27695-8601

Via Courier (FedEx, UPS, etc.):

Andrea Jarus, ICOET Coordinator
ITRE North Carolina State University
909 Capability Drive, Suite 3600
Raleigh, NC 27606
Phone: 919-515-8041

Preparing Your Final Abstract

ICOET abstracts must be submitted in English. Please follow these guidelines to help the conference maintain uniformity and consistency with all abstracts published in the proceedings.

Abstract Organization

- Title of presentation.
- Name, affiliation and contact information for authors, presenters and session organizers.
- Abstract text, not to exceed 500 words (Podium, Lightning Talk, and Poster presenters) or 1000 words (Session Organizers only).
- Acknowledgements (if any).
- Biographical sketch(es) of the presenter(s), not to exceed 200 words per person.
- References (if any).
- Bibliography (if any).

Abstract Length

Podium, Lightning Talk and Posters presenters, your abstract text **may not exceed 500 words**.
Session Organizers, your abstract text **may not exceed 1000 words**.

Write the abstract as concisely as possible, providing only essential information of interest to the reader. The presentation title, author/presenter information, biographical sketches, and any acknowledgements, references, or bibliography are not counted in the total number of words.

Abstract Content and IMRaD Format

The abstract must be self-contained and must not require reference to other materials (e.g., your technical paper or poster) to be understood. The abstract should present the primary objectives and scope of your research project, case study or best practice. Techniques or approaches should be described only to the extent necessary for comprehension; and findings and conclusions should be presented concisely and informatively. The abstract should not contain unfamiliar terms that are not defined, undefined acronyms, or any displayed equations, tables, figures, or lists.

Podium, Lightning Talk and Poster Presenters: As appropriate for your presentation topic, the abstract should follow the IMRaD (Introduction, Methods, Results and Discussion) format to help ensure that all important elements are covered systematically and in a sequence that readers can follow easily. IMRaD should be used only as a general structure for your abstract; some topics may not conform exactly to the format. Your abstract should include the following content:

- Concise statement of the project or study objectives;
- Methodology, techniques, and approaches used;
- Current or anticipated results or outcomes;
- Major significance, conclusions, and implications of the results or outcomes; and
- Recommendations on future research, if applicable.

Session Organizers: Include in your abstract enough detail to convey both what is to be presented and learned from the session. Your abstract should include:

- Description of the session's subject, issue, problem, or question to be addressed;
- Discussion of the presentation goals and objectives;
- Relevance to current or emerging issues in ecology and transportation;
- Applicability of the concepts, practices, and/or lessons learned;
- Sequence of the presenters and description of their individual sub-topics;
- Outcomes or insight to be gained from the presentations, panel discussion, and audience participation; and
- Recommendations on future research or action, if applicable.

Preparing Your Technical Paper

ICOET technical papers must be submitted in English language. Follow these guidelines to help you write, organize, and format the content of your paper's manuscript. This will also help maintain the uniformity and consistency of all papers published in the ICOET proceedings.

Manuscript Organization

- Title page, with author names and affiliations.
- Abstract, not to exceed 500 words.
- Body of paper, with tables or figures embedded as close as possible to the related text.
- Acknowledgements (if any).
- Biographical sketch of the author(s), up to 200 words per author.
- References.
- Bibliography (if any).
- Appendices (if any).

Manuscript Length

The length of each paper, including its abstract, author biographical sketch(es), and references, **should not exceed 20 pages**. Authors are encouraged to write papers as concisely as possible, providing only essential information of interest to the reader. The Title page, bibliography (if any) and appendices (if any) are not counted in the total number of pages.

Manuscript Abstract Content

Each paper must include an abstract. The abstract must be self-contained and must not require reference to the paper to be understood. The abstract should present the primary objectives and scope of the study or the reasons for writing the paper. Techniques or approaches should be described only to the extent necessary for comprehension; and findings and conclusions should be presented concisely and informatively. The abstract should not contain unfamiliar terms that are not defined, undefined acronyms, reference citations, or any displayed equations or lists.

Formatting for Final Abstracts and Technical Papers

Names and Affiliations

Below your abstract title, or on your manuscript title page, list the name, contact information (telephone number and e-mail address), current organizational affiliation, and mailing address of each author, presenter and session organizer. If preferred, you may include only the contact information for the primary author or organizer. Format each person's information as shown below, with one line space between multiple persons. Include middle name initials and abbreviations of academic and professional credentials (M.S., Ph.D., P.E., CWB, etc.) as appropriate:

Firstname Lastname (Telephone Number, E-mail Address), Professional Title, Organizational Affiliation, Mailing Address

Page Formatting

- Paper Size: 215.9 mm by 279.4 mm (8.5 in. by 11 in. U.S. Letter)
- Orientation: Portrait
- Margins: 25.4 mm (1 in.) on all sides. Adjust margins so that the body text area is not more than 165.1 mm by 228.6 mm (6.5 in. by 9 in.).
- Font (typeface): Times New Roman, no smaller than 10 points.
- Headers and Numbering: Insert page numbers **inside the header** at the upper right of each page. Insert name(s) of author(s) **inside the header** at the upper left of each page. Do not place other text inside the headers or footers.
- Text: Single-spaced.
- Paragraphs: Flush with the left margin; do not indent the first line. Use an extra line space between paragraphs.
- Title: Abstract title, Title of paper, and appendix titles should be in the same font and size as the body, all caps, bold, and centered at top of the page.
- Subheads: All subheads should be flush with the left margin, with one line space above.

FIRST-LEVEL SUBHEAD

(all capitals, boldface, on separate line)

Second-Level Subhead

(initial capitals, boldface, on separate line)

Third-Level Subhead

(initial capitals, italic, on separate line)

Fourth-Level Subhead (initial capitals, boldface, on same line as text, with extra letter space between the subhead and text)

Fifth-Level Subhead (initial capitals, italic, on same line as text, with extra letter space between the subhead and text)

- Bulleted and numbered lists: Indent first line 12.7 mm (0.5 in.); indent text runovers.

Tables and Figures (for Technical Papers only)

Tables are useful for presenting large amounts of detailed information in a short space. Tables should supplement, not duplicate, the information given in your text or illustrations. Format the tables to be 'in line' with the body text. Tables are numbered (use Arabic numerals) in the order in which they appear. Each table should be titled, with the title centered above the table.

TABLE 1 Example of Text for a Table Title

(Insert and center title above the table; "Table" is all capitals; the title is initial capitals; all type is boldface; extra space but no punctuation after number; no punctuation at end of title.)

Figures include images of line drawings, photographs, charts, graphs, and maps. Images (i.e., pictures) inserted into your Microsoft Word document should be of print quality (i.e., high resolution image files at least 300 dpi at a size of 4 in. × 5 in.).

Figures should be placed as close as possible to the first text reference to it, or after that point, but not before it. Figures are numbered (use Arabic numerals) in the order in which they appear. Each figure should be titled, with the title centered below the figure. Text references to figures should be by numbers, for example: "Figure 1 shows . . .," "see Figure 2," "(Fig. 3)." Format the figures to be "in line" with the body text.

FIGURE 1 Example of text for a figure caption.

(Insert and center caption below the figure; "Figure" is all capitals; caption is sentence case; all type is boldface; extra space but no punctuation after number; period at end of caption.)

Units of Measure

Authors are encouraged to provide measurements in both SI (metric) and U.S. customary units. The measurement unit of the original research should be followed by the equivalent conversion in parentheses. Abstracts and technical papers submitted without unit conversions will be published 'as is' with the measurement units as submitted.

Abbreviations, Acronyms, Symbols, and Standardized Terminology

Abbreviations, acronyms, and symbols used in your abstract or technical paper must be fully defined at first use; the full term should be spelled out first, followed by the abbreviated term in parentheses.

Defining acronyms (e.g., NEPA, EIS, SAFETEA-LU, etc.) and technical terminology (e.g., streamlining, conformity, banking, etc.) is helpful to ICOET participants who may be unfamiliar with these terms. International participants, for example, may not recognize many acronyms common to U.S. practitioners. Using standardized terminology also helps clarify your results and allows greater comparison between studies presented at ICOET. Refer to the **Recommended Terminology** section of this document for some standardized terms to help in your presentation.

Style Guides

In matters of spelling, definition, and compounding of words, follow the *Merriam-Webster's Collegiate Dictionary* (11th edition). *The Chicago Manual of Style* (16th edition) should be followed for all other matters relating to grammar, punctuation, capitalization, use of numbers, equations, quotations, and formats for references and bibliographies.

Footnotes and Endnotes

Do not use footnotes and endnotes in your abstract or technical paper. Cite all information within the body text.

References

A list of references is required for all documents cited in the abstract or technical paper. Within the body text, provide the author's last name and date of publication italicized within parentheses, for example (*Smith 2010*), and keyed to a list of references provided at the end of your document. The reference list should be arranged alphabetically by author's last name and include standard bibliographic data.

Bibliography

A bibliography should be provided if any documents are used as background materials in the preparation of your abstract, but are not specifically cited in the text. A bibliography may also be used to list documents that supplement the information given in the text.

Appendices (for Technical Papers only)

Appendices are used to present material that supplements the information given in the text, but that cannot be conveniently inserted in the text. Appendices should not be used to present information that is crucial to understanding the subject matter; such information should appear in the body of the manuscript. Letter and title each appendix, and center on page, for example:

APPENDIX A: SURVEY QUESTIONNAIRE

Recommended Terminology

Use the following terminology to help in preparing your ICOET abstract or technical paper. These standardized terms can help to clarify your study results and allow for greater comparison between studies presented at the conference.

1. Describe wildlife or aquatic crossing structures from the animal's perspective rather than the driver's perspective, using the modifier 'wildlife' or 'aquatic' where appropriate to help clarify the perspective.

Example: *"Our study investigated the effect of vegetation at the entrances of wildlife underpasses."*

2. Describe wildlife or aquatic crossing structure dimensions in a consistent format, especially in tables. Describe 'span' (width) first, then 'rise' (height). Span and rise are standard engineering terms that reduce perspective confusion. Label all numbers with dimension and unit. Use both metric and English units, with metric units first.

Examples: *"The box culvert is 6.1 m (20') span x 2.4 m (8') rise."* or *"The bridge has a 6.1 m span by 3.0 m rise (20' x 10') at low water level."*

3. Use the term 'length' when referring to the distance of a wildlife underpass or overpass perpendicular to the road.

Example: *"The elliptical culvert is divided into two lengths by the open median."*

4. Describe measurements of structures of varying spans using the largest measurement. Further clarification in the text may be needed for V-shaped structures or asymmetrical shapes. Measure rises from the center of the structure.

Examples: *“The span of the arch culvert is 7.6 m (25’).” or “The bridge’s rise varies from 2.4 m (8’) at water’s edge to 1 m (3.1’) at the top of the abutments.”*

5. Carefully distinguish ‘underpasses,’ ‘culverts,’ ‘bridges’ and ‘fences’ because this terminology is easily confused. The term ‘underpass’ is a general term that includes several structure types such as culverts and bridges.

Example: *“Two types of wildlife underpasses occur in the project area: bridges and pipe-arch culverts.”*

6. Carefully distinguish between ‘ecosystem’ and ‘landscape’ because these terms are also easily confused. An ecosystem may be defined as *“the complex of a community of organisms and its environment functioning as an ecological unit,”* while Forman and Godron (1986) define a landscape as *“a heterogeneous land area composed of interacting ecosystems that repeat in similar form throughout.”* Give particular attention to scale which can differentiate an ecosystem from a landscape.

7. Describe culvert shape, size and construction materials where possible because they are important for functionality of fauna passages.

Examples: *“I measured the effectiveness of three arch culverts and one round culvert.” or “Round corrugated metal culverts in the study area all span 1 m (39”).”*

8. Differentiate between right-of-way fencing and fencing designed for wildlife, and describe dimensions and materials.

Example: *“Wildlife fencing in the study area is 2.4 m (8’) high and constructed of woven wire.”*

9. Define categories when using relative terms where no standard categories exist, including wildlife crossing structure sizes, traffic volume, and roadkill (carcass or crash data).

Examples: *“Roadkill carcass data in this study were defined as high (>5 per km per year), moderate (2-5 per km per year), and low (<2 per km per year).” or “Traffic volumes were high (>10,000 ADT) on State Route 50 within the study area.”*

10. Define the terms ‘effective’ and ‘effectiveness’ when used to describe your research.

Example: *“In this experiment, an effective escape ramp was defined as one that produced less than 1 minute of hesitation prior to jumping out in 50% of the animals tested.”*

Clearances, Copyright Permission, and Acknowledgements

Authors must secure all necessary clearances and written permissions for their ICOET presentations and published materials from any contracting or supervisory agencies involved in the research or from holders of copyrights on content used in the author's paper.

If a paper submitted for publication by ICOET contains previously copyrighted material (e.g., photographs, tables, figures, charts, etc.), **the authors must obtain written permission from the copyright holder(s)**. Authors also must have concurrence from all coauthors before submitting papers for presentation and publication by ICOET, and all contributions to the work must be properly acknowledged.

An example of a typical acknowledgment would read:

"Reprinted with permission from [Reference 32. Copyright 1983 American Institute of Physics]."

For a figure or photograph, an example of an acknowledgment would read:

"Photo (or graphic) courtesy of [Arizona DOT]."

For a table, reprinted without change, an example of an acknowledgment should read:

"Source: [Houston METRO]."

Permission is not needed for brief quotations (50 words or fewer) when the quotation is properly referenced. Permission must be obtained for longer quotations. Material published by the U.S. government is not usually copyrighted and, if not, does not require permission unless it credits a previously copyrighted source.

The primary author of the ICOET paper is required to sign and return a **Presentation Copyright Verification Form** included in this document. Failure to sign and return this form will result in rejection of your presentation and paper publication.



2017 International Conference on Ecology and Transportation Beyond Boundaries: Building on Common Ground

May 14-18, 2017 | Salt Lake City, Utah, USA

c/o ITRE Center for Transportation and the Environment
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www.icoet.net

Debra Nelson, New York State DOT, Conference Chair
Deborah Wambach, Montana DOT, Program Chair
James Martin, PE, Associate Director, ITRE

Presentation Copyright Verification Form

Primary Authors and Session Organizers: Print, complete, sign, and submit this form for your ICOET 2017 technical paper (podium), poster, or panel session presentation. This form is required to be submitted with the Program Materials Packet to confirm your presentation for inclusion in the conference program and published proceedings.

Title of Paper, Poster, or Session:

Check one of the following:

For the above-named title, I warrant that no permissions are required from any copyright holders for any materials presented in the ICOET 2017 conference or its published proceedings.

For the above-named title, I warrant that I have obtained permission from any and all copyright holders to use their materials in the ICOET 2017 conference and its published proceedings. I agree to defend or settle at my own expense any action brought against North Carolina State University (NCSU), its trustees, officers, or employees to the extent that such action is based on a claim that the materials I used in the above-mentioned conference and published proceedings infringes any U.S. copyright. I further agree to pay the resulting costs, damages, and attorneys' fees finally awarded against NCSU in any such action attributable to any such claim.

Signature: _____ Date: _____

Print Name: _____

Address: _____

Phone: _____ E-mail: _____