

Insert Report Title Here

Additional Space for Title (if needed)

Volume *xxx* of *xxx* (remove if not needed)  
Insert Subtitle Here (remove if not needed)  
Insert name(s) of author(s)



for the  
Ohio Department of Transportation  
Office of Research and Development

and the  
Insert name of additional sponsoring agencies here  
Do NOT list the contracting agency here  
(Remove this section if not needed)

State Job Number (Insert # here)

Insert Report Date Here



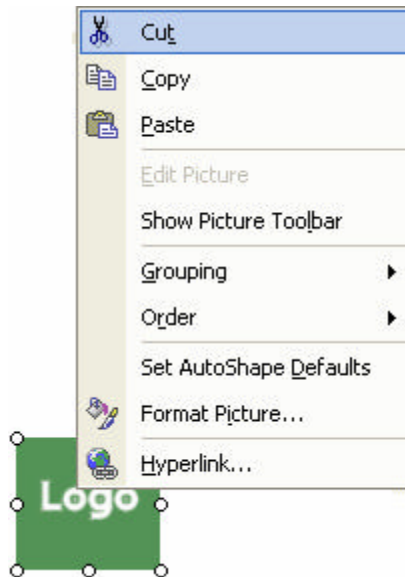
## REPORT COVER INSTRUCTION

### INSERTING YOUR ORGANIZATION'S LOGO

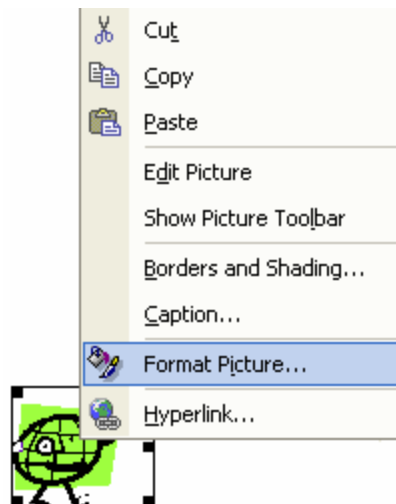
The logo of the contracting agency may be placed in the location with the following symbol:



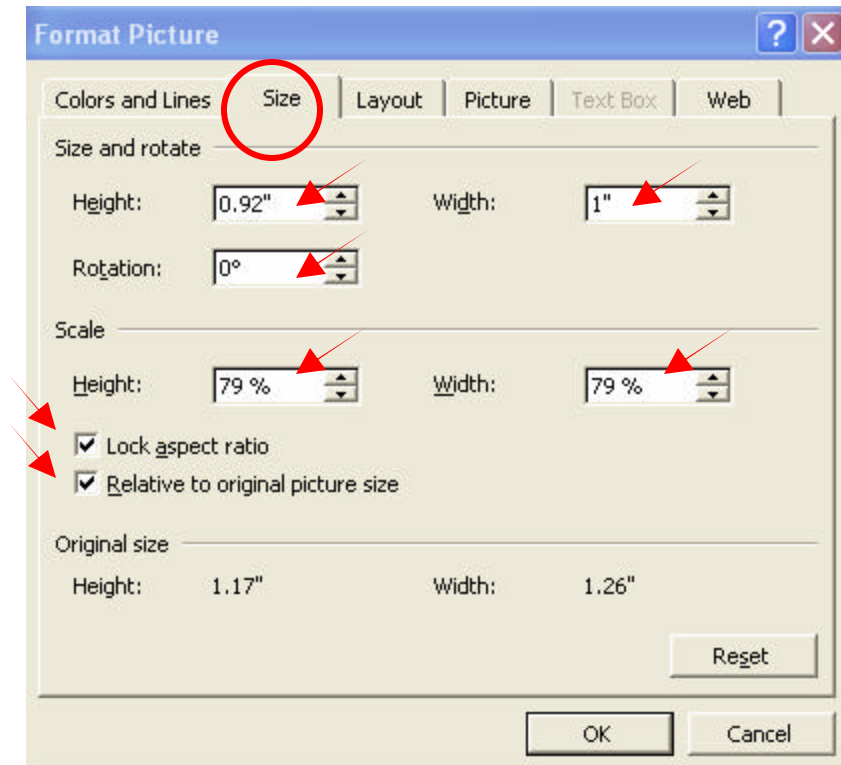
If you do not have a logo or prefer not to include one, simply delete this image. To do so, place the cursor in the center of the image, right click the mouse, and select "cut" from the drop-down menu.



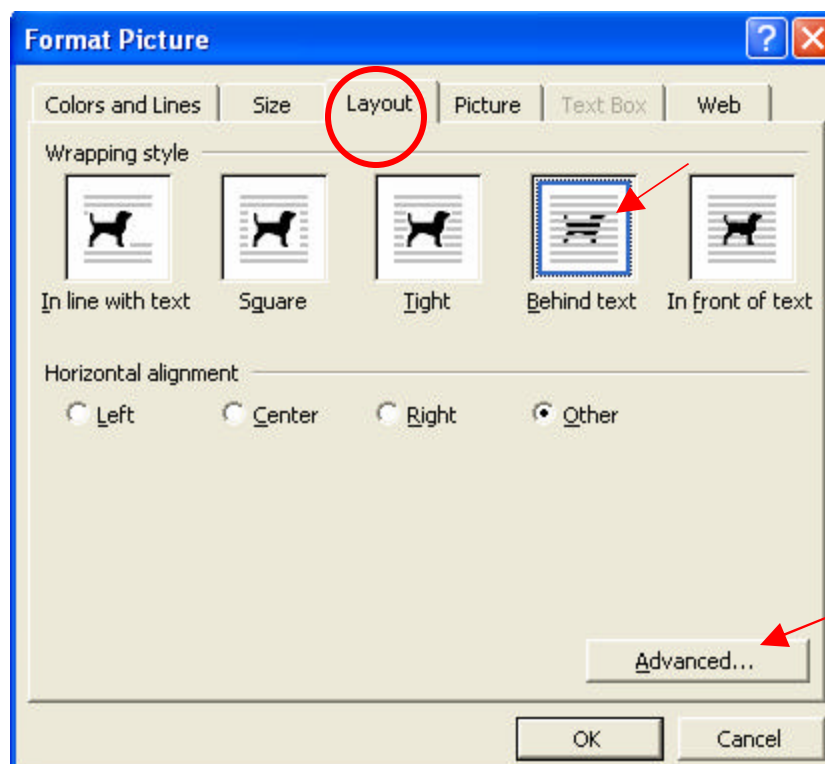
To insert your logo, follow the above directions to delete the image. Insert or paste your logo onto the document without changing the position of the cursor. Once inserted, place the cursor in the center of your logo and right click the mouse. Select "format picture" from the drop-down menu.



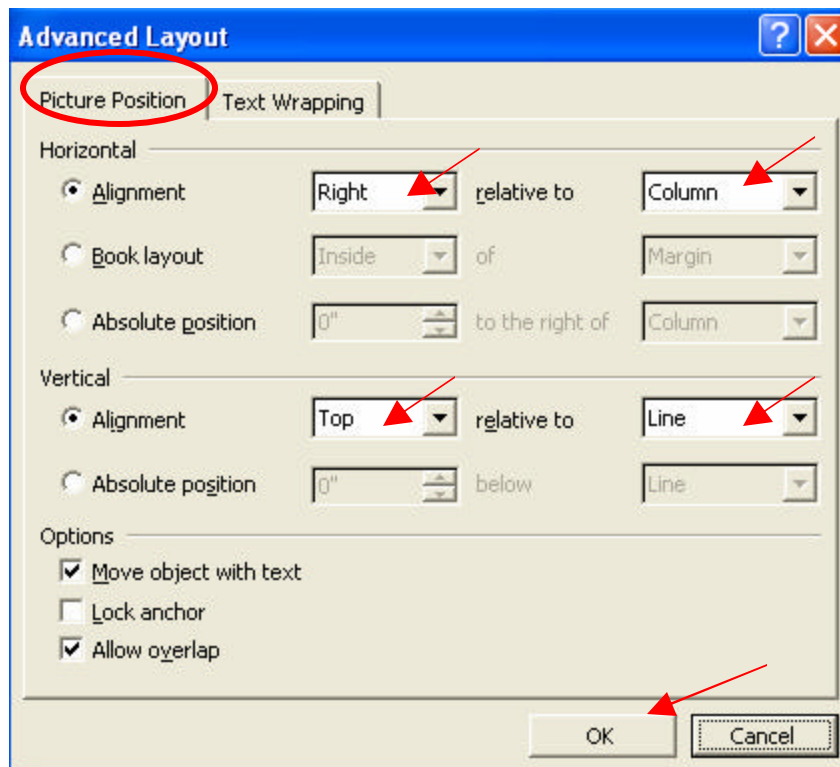
Click on the tab titled “size.” In the “size and rotate” section, set “height” to “0.92,” set “width” to “1,” and set “rotation” to “0.” In the “scale” section, set “height” to “79%” and “width” to “79%.” Select the options “lock aspect ratio” and “relative to original picture size.” This will make your logo be the appropriate size.



Click on the tab titled “layout.” Under the “wrapping style” section, select the option “behind text.” Click on the button titled “advanced.”



Under the “picture position” tab, set “horizontal” alignment to “right” relative to “column.” Set “vertical” alignment to “top” relative to “line.” Select “OK” then select “OK” again.



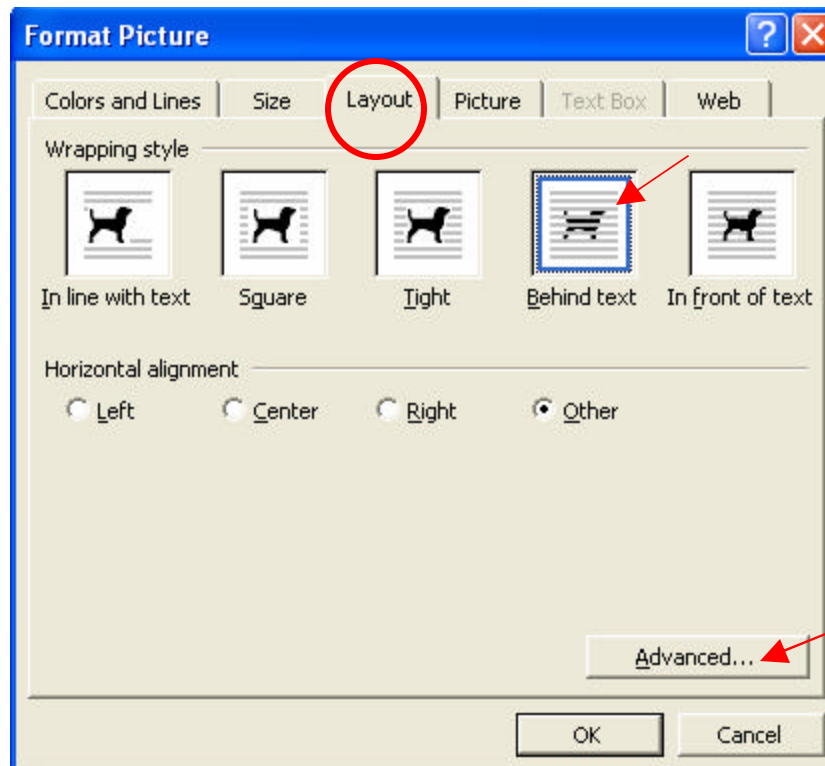
### **INSERTING A REPORT SPECIFIC PHOTO**

A picture, chart, or any graphic of your choice that relates to the subject of the research may be placed in the location with the following symbol:

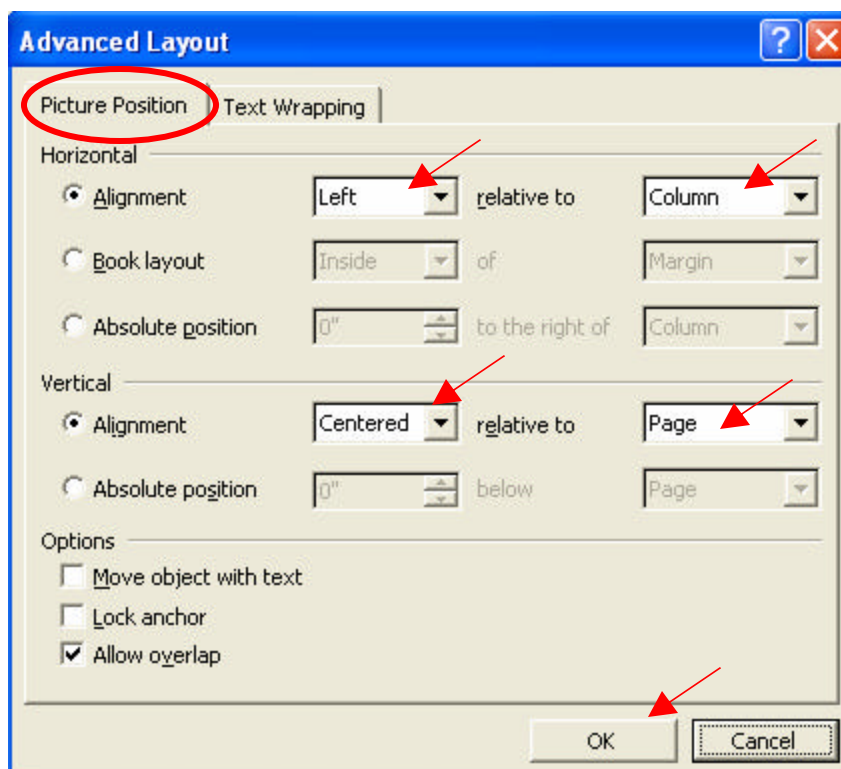


If you choose not to include a graphic, delete this image following the instructions provided in the section pertaining to your organization’s logo.

To insert a graphic, delete this image following the instructions provided in the logo section. Insert or paste a new image into the document. Once inserted, place the cursor in the center of the graphic and right click the mouse. Select “format picture” from the drop-down menu. Click on the tab titled “layout.” Under the “wrapping style” section, select the option “behind text.” Click on the button titled “advanced.”



Under the “picture position” tab, set “horizontal” alignment to “left” relative to “column.” Set “vertical” alignment to “centered” relative to “page.” Select “OK” then select “OK” again.



There are no size requirements for this graphic. It can be as large or as small as you desire, so long as all of the text on the page is clear and readable.

## **REQUIRED TEXT**

The following text should be included on all report covers:

**Report Title** - Two lines are provided for long titles. The title must be as it appears on the 1700.7 technical report documentation page provided by ODOT's Office of R&D

**Volume (*insert volume #*) of (*insert total # of volumes*)** – Remove this section if this is not a multi-volume report.

**Subtitle** – Remove this section if the report does not have a subtitle. Multi-volume reports should have subtitle to assist in distinguishing between volumes.

**Name(s) of author(s)** – List the names of all authors of the report. These individuals should also be listed on the 1700.7 technical report documentation page.

for the  
Ohio Department of Transportation  
Office of Research and Development

The above text must appear, as written, on all report covers.

**and the (*insert name of additional sponsoring agencies*)** – List other agencies who contributed funds to the study. For example, if a University Transportation Center co-sponsored the study, list their name here. Do not list the name of contracting agency or the Federal Highway Administration. Space is provided for organizational logos to provide credit to these institutions. Remove this section if there are no additional co-sponsoring organizations.

**State Job Number (*insert # here*)** – The state job number, as assigned by ODOT's Office of R&D and listed on the 1700.7 technical report documentation page, should be listed.

**Report Date** – The date of the report, as assigned by ODOT's Office of R&D and listed on the 1700.7 technical report documentation page, should be listed.

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If you have any questions on the formatting of report covers, please contact the Office of R&D at 614-644-8135 or via email at [research@dot.state.oh.us](mailto:research@dot.state.oh.us)