

The MARKETING and COMMUNICATIONS TEAM

PUBLICATION QUESTIONS?

TFHRC TURNER-FAIRBANK HIGHWAY RESEARCH CENTER



The Marketing and Communications Team

(HRTM-20) helps TFHRC researchers publish documents, including TechBriefs, reports, newsletters, manuals, flyers, and more!

Our editors help you create the best, most professional product possible by ensuring that your documents are complete, consistent, and compliant with the *Communications Reference Guide (CRG)* and your chosen style guide.

They also perform the following tasks:

- Reviewing your document for consistency.
- Ensuring style guide adherence.
- Ensuring accuracy of punctuation and grammar.
- Suggesting changes to text for organization and readability.
- Confirming receipt of written permission for all copyrighted images and ensuring proper credit lines are used.
- Flagging instances in which contractor or manufacturer names are mentioned.
- Ensuring that all the sources cited in your document are included in the reference list.
- Formatting your document and setting it in a professional layout.



QUESTIONS?

HRTM-20 is here to help! Contact Maria Romstedt, TFHRC's publication manager, at the following:

Email: maria.romstedt@dot.gov

Phone: 202-493-3432

For more information about the TFHRC publication process, including the latest version of the *Communications Reference Guide (CRG)* and other helpful links, please visit our Publication Development Tools page at <https://highways.dot.gov/research/publication-tools>.



PUBLICATIONS

Sharing the results of your highway research with the world

FHWA-HRT-19-022
HRTM-20/02-19(500)E



U.S. Department of Transportation
Federal Highway Administration

THE PUBLICATION PROCESS



1 INTAKE

Providing an intake package is the first step in the publication process. A complete intake package includes the following files at a minimum:

- An HRTM Service Request (Intake) Form.
- A finished, *Communications Reference Guide* (CRG)-compliant Microsoft Word document.
- A separate Microsoft Word document with alternative-text captions for all figures and equations in compliance with Section 508 of the Rehabilitation Act.
- Documentation of permission for use of all copyrighted materials and model releases for all identifiable individuals who appear in photographs in the document.
- Separate high-resolution image files of at least 300 dots per inch (dpi) (*for hard-copy print documents only*).

HRTM-20 will review your intake package to confirm receipt of all required materials and CRG compliance. HRTM-20 will notify you if changes are needed before forwarding your document for editing.

ARE YOU PLANNING AHEAD?

- Budget at least six months for the publication process.
- Familiarize yourself with the CRG and discuss any possible issues or publication preferences with HRTM-20 before you submit your document for editing.

2 EDITING

Once the initial edit is complete, the editorial contractor will provide you with the following:

- Editorial notes summarizing the changes made and items you need to address.
- An edited version of your document with Track Changes and comments.
- An edited version of the alternative-text captions with Track Changes and comments.
- A permissions table that lists all figures in the document, to whom they belong, and whether you have obtained permission to use them (if applicable).
- A blank Public Affairs form (Form FHWA-1528) for you to complete electronically before the final, approved document is sent to Public Affairs for review.

Carefully review the editorial notes, revisions, and comments. Accept Track Changes for edits with which you agree. For edits with which you do not agree, provide a comment to the editor stating your position. Reply to all comments.

If your document requires additional editing, subsequent rounds of edit will continue until no outstanding comments or issues remain. Return your completed response files by the editorial contractor's requested date so that your document can stay on schedule.

CHECKPOINT

ARE YOU READY TO SUBMIT YOUR RESPONSE FILES?

- Respond to all of the editor's comments in the Microsoft Word files.
- Revise the main document and the alternative-text captions using Track Changes.
- Complete the permissions table and obtain any outstanding permissions.

3 LAYOUT AND FINAL APPROVAL

During the final-approval round of edit, the editors will put your document into final layout and provide an Adobe Acrobat PDF.

When you receive the final-approval files, you should do the following:

- Carefully review the PDF and all other final-approval files and respond to any outstanding questions or action items.
- Comment in the PDF if further changes are necessary; the editors will make the revisions and send you an updated PDF.

Subsequent rounds of revision will continue until no outstanding comments or issues remain and you grant final approval.

CHECKPOINT

ARE YOU READY FOR PUBLIC AFFAIRS?

- All edits completed.
- Document layout finalized.
- Final files approved.
- Foreword approved (if applicable).
- Public Affairs form signed.

4 OFFICE OF PUBLIC AFFAIRS REVIEW

Public Affairs must grant approval before *any content* can be released to the public—either in print or on the web. This review may take up to three weeks.

When HRTM-20 submits your document for Public Affairs review and approval, expect the following:

- If Public Affairs identifies any changes that need to be made, the editors will work with you to make the changes.
- After Public Affairs notifies HRTM-20 that your document is approved, the editors will assemble and provide the final publication files to HRTM-20.

5 PRINTING AND WEB PUBLICATION

TFHRC research documentation is published online. Some documents may also be printed in hardcopy.

Regarding hardcopy publications, note the following:

- You will have an opportunity to review a printout of the document to identify any layout problems. You will also be asked to confirm the distribution lists for your publication.
- Once you approve the printout and confirm the distribution lists, HRTM-20 will send the document to the printer and notify you when the proof is available. **Proof return deadlines are tight, so review your proof promptly.**
- The printer will mail your printed document according to the approved distribution lists.

Regarding all publications, note the following:

- HRTM-20 will work with our web contractors to publish the document online.
- HRTM-20 will notify you once you can review your document online.