Instructions to Authors – AAPT 2019 (Updated 12 September)

Please note that the submission deadline (now September 24, 2018) and the submission, review, and acceptance procedure for the 2019 papers have changed. Thoroughly read the instructions below before submitting your paper for review. All papers must be submitted in Word 2003 or later; PDF versions will not be accepted. A Word template for writing the paper, Paper Template – AAPT 2019, can be downloaded at asphalttechnology.org*. To ensure consistency and to facilitate the review process the template should be used by all authors.*

Papers will be submitted to (http://acamedics.com/submissions/aapt/2019/index.php/aapt/aapt2019 *and available to the reviewers at this URL. When the expected contract with the publisher is signed, the review and acceptance process will be moved to the publisher's website in a process transparent to the authors.*

Timeline for Acceptance and Publication

The timeline for publishing the 2019 papers is shown in Figure 1. AAPT is trying to condense the time between initial submission and publication. The timeline is compromised because much of the review process occurs over the holidays and the complete paper with discussions cannot be published until after the Annual Meeting and the oral discussions are added to the paper. The goal is to post an initial version of the accepted paper, that can be cited by the authors as being accepted for publication, on the Publisher/AAPT website prior to the Annual Meeting.
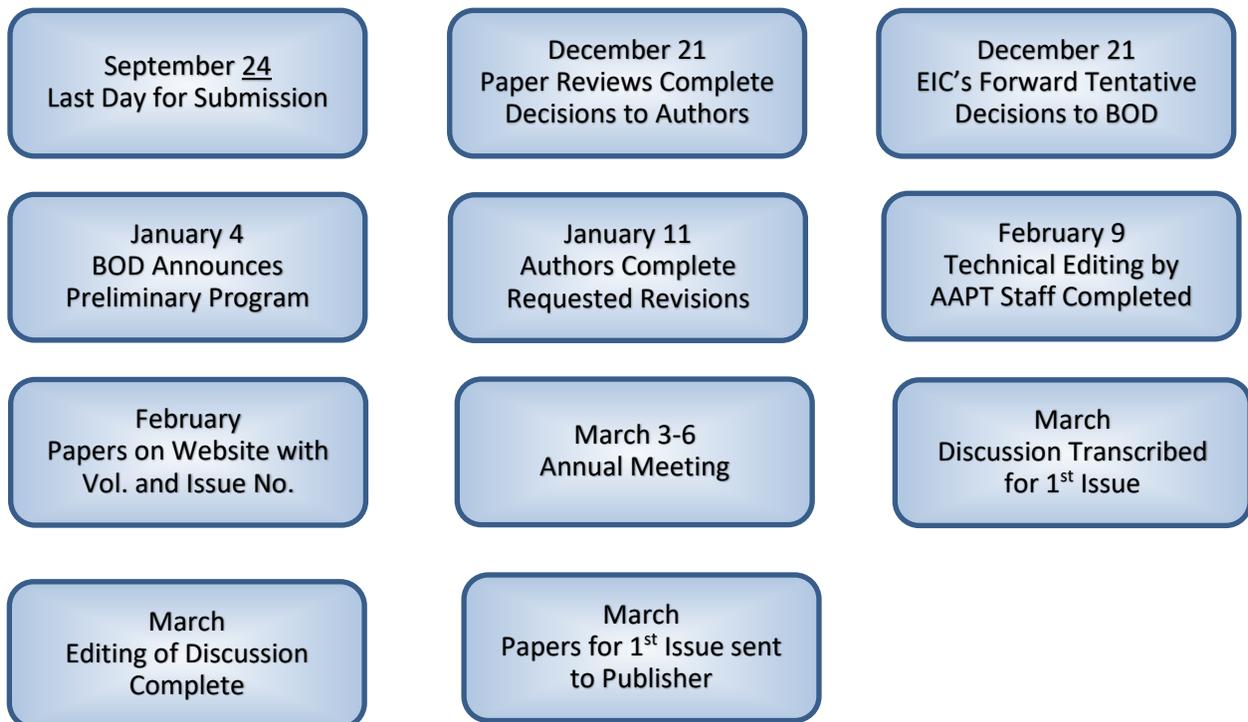
September 24 Last Day for Submission	December 21 Paper Reviews Complete Decisions to Authors	December 21 EIC's Forward Tentative Decisions to BOD
January 4 BOD Announces Preliminary Program	January 11 Authors Complete Requested Revisions	February 9 Technical Editing by AAPT Staff Completed
February Papers on Website with Vol. and Issue No.	March 3-6 Annual Meeting	March Discussion Transcribed for 1st Issue
March Editing of Discussion Complete	March Papers for 1st Issue sent to Publisher	

Figure 1. Timeline for Acceptance and Publication.

Review and Acceptance Process

After a 1-day Administrative Review for paper completeness by AAPT Staff, the Editors in Chief (EIC) will assign an Associate Editor (AE) and four reviewers to each paper. Three reviewers will be chosen from the Board of Editors (BOE) with one reviewer from the membership at large or, if needed, from outside the membership to provide the required technical expertise for a thorough review.

   The AE's will compile the reviewer's comments, prepare a recommendation regarding publication for each paper, and forward the recommendation to the EIC's. Based on the recommendations of the AE's, the EIC's will select the papers that will be published and inform the corresponding author of the tentative decisions regarding publication.

   The corresponding author for each paper, accepted as well rejected for publication, will be informed of the rationale for the respective decision. Simultaneously, to assist them in the process of developing a program for the Annual Meeting, the AAPT Board of Directors (BOD) will be informed of the tentative acceptance decisions and the BOE's recommendations for presentation. The review process will group the papers into three categories: a) Accepted for publication pending requested revisions, b) Rejected for publication with current set of papers but of enough merit that it should be revised and resubmitted for future consideration, c) Rejected completely and resubmittal is not advised.

   Following review and tentative acceptance, the authors will be asked to address or otherwise resolve the revisions recommended by the AE's. Final acceptance will be based on the revised manuscript. As they have done in the past, AAPT staff will perform preliminary technical copyediting to ensure technical continuity in the manuscripts. The version of the paper posted prior to the Annual Meeting will include the technical copyediting, an expected publishing date, and an expected Volume and Issue number.

Overall Paper Layout

The overall layout of the paper is defined below. Required content and formatting details are given in sections that follow.

Number of Pages

- Papers must not exceed 35 pages using the formatting in Table 1 and the other information specified below.
- Pages with tables, figures and the list of references count as text.

Line and Page Numbers

- Insert the page number at the bottom center of each page.
- Insert line numbers that reset (start at 1) on each page. Click on the Layout Ribbon and choose Line Numbers in the Page Setup block to insert line numbers. Papers without line numbers will not be reviewed.

Do Not Use a Title Page

- AAPT uses a double-blind review system. Therefore, do not include the authors' names or affiliations on the first page of the paper. Your paper will be identified by author and assigned a review number when it is submitted to the website.

Paper Size and Margins

- Set the paper size to a width of 8.5 inches and a height of 11 inches (Not A4).
- Set the Top and Bottom margins at 2.0 in. and Left and Right margins at 1.75 in.
- All text, including tables and figures, must fit within the page margins.

Headers/Footers

- Do not use headers or footers.

Tables and Figures

- **<u>HEADS UP!</u>** The publisher may request the originals of figures and tables when the paper is copyedited by the publisher. Be safe, retain an electronic original (not PDF) of all figures and tables.

Review Criteria

For the paper to be accepted for publication it must be written in English in a clear and concise technical style and must lead to sound, well based findings and conclusions.

The author must clearly differentiate between findings and conclusions in separate sections - conclusions are based on findings reported in the paper and always follow findings. The paper should conclude with an explanation of how the paper furthers asphalt paving technology and how the findings and conclusions can be implemented in practice.

The criteria that will be used by the reviewers to review the paper are summarized below. Emphasis will be given to:

- Is the paper clearly written and organized?
- Can the needed revisions be realistically completed within the time allocated for manuscript revision or should this paper be revised and submitted later?
- Does the paper contain a concise but thorough literature review that cites the relevant literature and is an appropriate building block for this paper?
- Does this paper contain new and innovative information that expands the pavement engineering knowledge database?
- Will this paper be of long-lasting value as a reference?
- Are the experimental methods and equipment used to develop the paper sufficiently described so that they may be duplicated by another researcher?
- Do the data and other information reported in the paper appear reasonable and valid?
- If this is a review paper, is the review comprehensive with alternative interpretations clearly expressed and compared?
- Are the tables and figures clear and readable?
- Are the units consistent with commonly accepted symbols and definitions?
- Are equations in the text properly developed and defined with commonly accepted symbols and definitions?
- Are the findings adequately supported by the methodology and analysis reported in the paper?
- Are the conclusions adequately supported by the findings?
- Is this a complete work with definitive conclusions that can serve as the basis for additional work or implementation and not a work in progress?

Required Sections and Their Content

The sections that should be included in the paper are described below. Additional sections may be used at the discretion of the authors.

Abstract

An abstract of 300 words or less must contain a description of the objective and scope of the project, the key findings and conclusions, and must precede the body of the paper. Do not simply copy text from the main body to generate the abstract. The abstract should allow a reader to determine if the paper is of enough interest for a full read and reflect the content of the paper.

Keywords

Immediately after the Abstract, insert four or five keywords that are most likely to identify the paper during a literature search or by internet search engines.

Introductory Material

A statement of objective and scope must appear and be clearly identified in the introductory material, either under individual or combined headings at the authors option. The introduction should give the reader a sense of purpose for the paper and serve as a road map for what will follow in the paper.

Literature Review and Background Information

A literature review pertinent to the objective and scope of the paper should bring the reader to the current state-of-the-art and serve as a foundation for the remainder of the paper. The Scope, Objective, Literature Review and Background may be organized at the discretion of the authors if they are clearly identified.

Methodology

The methodology used to develop the information upon which the findings and conclusions are based must be clearly described or referenced so that they may be verified by the reader. All equations and formulae should be sufficiently referenced or developed so that they can also be verified by the reader. The proper use of statistical methods is encouraged, and numbers should always be rounded to realistic significant digits. (e.g. reporting an R2 as 0.8712 is not realistic).

Analysis

The analytical methods used should be clearly identified or referenced so that they may be duplicated by the reader. For example, showing a master curve for mix stiffness is inadequate unless the protocol for its development is clearly referenced or described.

Findings

The findings should be clearly summarized under a findings heading without simply repeating material presented earlier in the paper.

Conclusions

Conclusions are based upon and always follow the findings under a separate heading.

Relevance to Practice

The authors should indicate how the findings and conclusions can be implemented or what additional work is needed for implementation. To simply state that further work is needed is not acceptable. Explain why it is needed and how the additional work will further the technology and practice of pavement engineering.

Statement of Author Participation

The draft that is posted prior to the Annual Meeting will require an Author Participation Statement. Because the review is double-blind, do not include this statement in the initial manuscript.

Acknowledgements

The acknowledgements section should credit those who have contributed to the paper including sponsors of the work.

List of References

References must be listed in a references section at the end of the paper in alphabetical order by first author's last name.

Appendices

Do not use appendices. Include all pertinent information in the main body of the paper.

Lead Author's Responsibility

The lead author is responsible for making certain that the items listed below are addressed in the paper:

- The Acknowledgements section reflects sources of sponsorship and support from others.

- The Statement of Author Participation accurately identifies the role that each author has played in the writing and developing the paper. A Statement of Author Participation should not appear in the initial submission because the review is double-blind.
- Plagiarism is not present in the paper. Plagiarism is defined as the unaccredited use of information or concepts from another source. Material taken from another source must appear in quotes and be appropriately credited.
- Special interests are not represented or advocated.
- The contents of this paper have not been published or are not in the process of being published elsewhere.
- The paper has not been submitted for publication elsewhere and will not be submitted elsewhere. while it is under consideration by AAPT.
- Necessary written permission has been obtained for any copyrighted material included in the paper.

Formatting Requirements

The formatting requirements are summarized in Table 1 and are consistent with the AAPT Word template.

Table 1. *Formatting Requirements.*

Style	Font	Justification	Spacing		
			Line	Before pp	After pp
Title	**18 pt. B**	Left Justified	12pt	18 pt.	12 pt.
Abstract	*10 pt. I*	Left Justified	12 pt.	3 pt.	6 pt.
Keywords	*10 pt. I*	Left Justified	12 pt.	0 pt.	12 pt.
Heading 1	**10 pt. B**	Left Justified	12 pt.	12 pt.	12 pt.
Heading 2	*10 pt. BI*	Left Justified	12 pt.	6 pt.	6 pt.
Heading 3	*10 pt. I*	Left Justified	12 pt.	6 pt.	6 pt.
First pp	10 pt.	Left Justified	12 pt.	0 pt.	0 pt.
Following pp	10 pt.	Justified, Indented 0.2 in.	12 pt.	0 pt.	0 pt.
Figure Caption[A]	10 pt. *I*	Centered, below the figure	12 pt.	0 pt.	6 pt.
Table Caption[A]	10 pt. *I*	Left, above the table	12 pt.	0 pt.	6 pt.
Equations	10 pt.	Left, Indented 0.4 in.			
Bullets	10 pt.	Left, Indented 0.25 in.	12	6	6
References	10 pt.	Justified, Hang 0.2	12 pt.	0 pt.	0 pt.

[A] Note: **Figure X.** and **Table Y.** are in bold. The Title is in un-bolded italics.

Abstract

Start the 300-word abstract with the word Abstract formatted in capitalized bold italics (***ABSTRACT***) followed on the same line by the text in italics.

Keywords

Add the keywords immediately after the abstract with the word Keywords formatted in capitalized bold italics (***KEYWORDS***) followed the keywords on the same line in italics.

Headings

All headings have the first letter of each word capitalized (except words such as and, for, etc.) with no period at the end of the heading. Formatting requirements for the three heading levels are given in Table 1 below. Do not use Level 4 Headings.

Text

The required styles are described in Table 1 with additional comments given below.

General

- Do not italicize, bold or underline words within the text except when quoting from other publications.
- When referring to an equation in the text, do not use the brackets; use Equation 1.
- All units in the paper must be consistently S.I. or English units or both (with the units used in original research listed first with converted values in parentheses).
- .

Symbols, Subscripts, Etc.

- Do not insert symbols (e.g. °, ±, $\sum$, π, etc.) as drawing objects or equations within the text as these can interfere with line spacing. Instead, on the Insert Ribbon, select Symbol, and then when Font appears select New Times Roman and choose from the symbols shown. The symbols will be in the same font as the text.
- Unit symbols do not change in the plural and are not followed by periods (e.g. 3 km, not 3 kms). If an abbreviation of a unit consists of a word, use a period (e.g., inch is abbreviated in., not in).
- Do not put a space between number and % or ° symbols. Be sure to insert the degree symbol, not a superscript O or 0.
- Holding down the ALT key while pressing 0176 will give the ° symbol; ALT0177 will give the ± symbol etc.
- Write out in words the numbers from one to ten unless they describe units of measure, tables or figures (e.g., four samples were tested at a temperature of 4°C).

Citing References in Text

- Cite references in text by author and year in parentheses (e.g., Brown, 2013). If there are two authors, use both last names (e.g., Deacon and Monismith, 1967). For three or more authors, cite by first authors last name et al. (Di Benedetto et al., 2011). When citing more than one reference by different authors, separate by semi-colons (e.g., Hughes, 1989; Huber, 2013).
- When a given author has more than one reference published in the same year, label them with a letter after the year (e.g., Anderson, 2010a, 2010b). When using the name of the author(s) in a sentence, cite only the year in parentheses (e.g., "According to Decker (2006c) …").

Bullets and Numbered Lists

- Bullets or numbers should be indented 0.2 in. from left margin with a hanging indent of 0.2 in. for the text in the list. Numbered lists should be formatted in the same manner.

Equations

Equations must be inserted using the Word equation editor, not inserted as pictures, which tend to look blurry or fuzzy in print and font size is difficult to control.

All symbols used in equations, including their units, shall be defined when first used within the text or in a listing as the end of the equation where they first appear.

Right justify equation numbers at the end of the respective equation in brackets, e.g. [1.]. Equations should be numbered in consecutive order with the number right justified in brackets [1].

$$A = \pi r^2 \hspace{10cm} [1]$$

3. Tables and Figures

Do not embed figures or tables in the manuscript, i.e. do not link them to sources outside the paper.

Tables should not be copied into the document as photographs; insert them as editable tables. To ensure readability, all font sizes within the table must be the equivalent of 9pt Times New Roman or larger. Figures should be entered as JPG, PNG or other files compatible with Word.

Column and row headings in tables may be in bold. Border lines may be used at the option of the author and of varied widths for emphasis. Remember the paper will be printed in black and white, so avoid use of colors or heavy shading. Ensure that figure axes, legends, headings, patterns and symbols are readable when printed in black and white. Consider using different line and symbol styles and fill patterns instead of colors for tables and figures.

To ensure readability the font in all tables and figures shall be the equivalent of Times New Roman, 9pt or greater. During the review process the reviewers will assume that the figure and table format in the draft submission is the same as it will appear in the published copy. Therefore, perform a careful review of the table and figure formats in the copy submitted for review.

Computer output must conform to the requirements for Tables and Figures. Computer output may need to be reformatted to be acceptable.

References

The format should follow the example below. Use the Heading 1 style for the heading and select the References Style when entering the actual references.

Authors using Reference Manager Software (such as Endnote, Mendley, Zotero, etc.) can generate references the software.

The first author in a reference should be listed by last name followed by first name (or initials) (e.g. Brown, Stephen F. or Ruth, B.E.). List the other authors by first name or initials then last name (e.g., R. B. Bonaquist, R. Paye and C. Johnson).

It is not necessary to list ASTM and AASHTO standards in the reference list if the standard number is included in the text. It is good practice to also include the year (e.g., ASTM D6925-15) and the title, when first referenced in the text.

Use quotation marks to designate a paper or article title that is part of a larger document. The title of the journal, magazine or book should be italicized. Titles of full reports, books and dissertations are italicized. For websites, include the URL and date accessed.

Do not number the references. The reference list should contain an alphabetical listing of all references cited and all references should be cited.

Sample References

Cooley, L. A., B. D. Prowell, and E. R. Brown, "Issues Pertaining to the Permeability Characteristics of Coarse-Graded Superpave Mixes," *Journal of the Association of Asphalt Paving Technologists*, Vol. 71, 2002, pp. 1-29.

Kandhal, P. S., Ramirez, T. L., and Ingram, P. M., "Evaluation of Eight Longitudinal Joint Construction Techniques for Asphalt Pavements in Pennsylvania," *Transportation Research Record: Journal of the Transportation Research Board,* Vol 1813, 2002, pp. 87-94.

Needham, D., *Developments in Bitumen Emulsions Mixtures for Roads*, Ph.D. dissertation, University of Nottingham, Nottingham, United Kingdom, 1996.

Advanced Asphalt Technologies, LLC, *A Manual for Design of Hot Mix Asphalt with Commentary*, NCHRP Report 673, Transportation Research Board, Washington, DC, 2011.Asphalt Institute, *Mix Design Methods for Asphalt Concrete and Other Hot Mix Types*, Manual Series No. 2, 6th ed., Lexington, KY, 1997.

Pavement Interactive, "Compaction and Measuring Pavement Density," http://www.pavementinteractive.org/compaction-and-measuring-[avement-density/, accessed 7/16/2018.

Roberts, F.L., Kandhal, P.S., Brown, E.R., Lee D.Y., and Kennedy, T.W., *Hot Mix Asphalt Materials, Mixture Design, and Construction*, NAPA Research and Education Foundation, Lanham, MD, 1996.

General Comments on Use of Word Template

The template file, *2019 AAPT Paper Template.docx* can be downloaded from *asphalttechnology.org.* Your downloaded document will be a ***xxx.docx*** file that contains the desired page format and the AAPT formatting styles. Using the template will save you time to in setting up your document and help ensure that your paper meets the formatting requirements.

The Styles in the template are based on the default Normal.dot file which is loaded automatically when Word is opened. If the formatting produced by the AAPT template is not correct, it may be because you may have changed the Normal.dot file, either accidentally or on purpose. In this case, the Normal.dot file may have to be restored to its default configuration. To restore the Normal.dot file quit Word and delete the Normal.dot file from the Templates folder located in the following folder:

(C:\Users\<yourusername>\AppData\Roaming\Microsoft\Templates).

When Word is reopened, it will automatically create a new default Normal.dot file. Note that the Templates file may be hidden and may have to be unhidden to access it.

Always paste text from another source into your document using the **Keep Text Only** option to maintain the template's formatting. Do not use the Ctrl C and Ctrl V because the formatting from the original document will be carried forward. If the formatting in the template has changed after pasting, pressing Crtl Z may give the desired format.

When you click on the style boxes in the home ribbon and right click Modify, the following options should be chosen:

- Do NOT click on the top line which asks you to Update to Match Selection
- Add to the Styles directory – Unchecked
- Automatically update – Unchecked
- Only in this document – Blackened
- New documents based on this template – Not blackened

Caution: If you modify one of the AAPT format styles the modification will be applied throughout the document.

If you have any questions call 651-293-9188, FAX 651-293-9193 or e-mail: aapt@aapt.comcastbiz.net