**Kansas Department of Transportation
Research Reports Formatting Example**

This document demonstrates the proper use of
K-TRAN Styles for research report submissions.

K-TRAN Styles are prefaced with “1:” to appear first in the Styles window.

The correct K-TRAN Style is noted in brackets with each component that follows this page.

**KDOT will add the technical documentation page, disclaimer, and other front matter before publication. Please provide the following information with each submission:**

Report Number

Report Title

Authors

Address of performing organization

Project/contract numbers if available

Keywords

Abstract [K-TRAN Heading 1]

[K-TRAN: Body Text]

The abstract should be brief (~250 words) but detailed. Provide an overview of the report with enough context to stand alone separate from the rest of the document. A well-written abstract will help readers decide whether to read the full report.

The abstract addresses the following (usually 1–2 sentences per topic):

* Key aspects of the literature review
* Problem under investigation or research question(s)
* Clearly stated hypothesis or hypotheses
* Methods used (including brief descriptions of the study design, sample, and sample size)
* Study results
* Implications (i.e., why this study is important, applications of the results or findings)

*Note: Abstract appears on page v of finalized reports*

Acknowledgments [K-TRAN Heading 1]

[K-TRAN Body Text]

Often, people who contributed to the research, but who did not participate in the writing of the report (and who would therefore not be considered co-authors) are listed here. Project monitors are often named in this section. Please note that this is a professional acknowledgment section—only persons or institutions that supported your work in a professional capacity should be listed here. Please do not use this space to acknowledge family, friends, or other persons or institutions that supported your work in a private or personal capacity.

Table of Contents [K-TRAN Heading 1]

Manually typing your Table of Contents is unnecessary. After you’ve completed writing the report and have your chapters and sections settled into their final numbering sequence, you can create a Table of Contents using the K-TRAN Heading styles. Make sure you have each of your heading levels in the correct K-TRAN Heading style before you begin.

Instructions for creating a Table of Contents can be found in the KDOT Research Reports Formatting Guide.

An example Table of Contents using the Headings in this document appears on the following page.

[Abstract [K-TRAN Heading 1] v](#_Toc128665388)

[Acknowledgments [K-TRAN Heading 1] vi](#_Toc128665389)

[Table of Contents [K-TRAN Heading 1] vii](#_Toc128665390)

[List of Tables [K-TRAN Heading 1] ix](#_Toc128665391)

[List of Figures [K-TRAN Heading 1] x](#_Toc128665392)

[Chapter 1: Title of Chapter [K-TRAN Heading 1] 1](#_Toc128665393)

[1.1 Title of Section [K-TRAN Heading 2] 1](#_Toc128665394)

[1.1.1 Title of Section [K-TRAN Heading 3] 2](#_Toc128665395)

[1.1.1.1 Title of Section [K-TRAN Heading 4] 3](#_Toc128665396)

[1.2 Title of Section [K-TRAN Heading 2] 3](#_Toc128665397)

[Chapter 2: Title of Chapter [K-TRAN Heading 1] 4](#_Toc128665398)

[2.1 Title of Section [K-TRAN Heading 2] 4](#_Toc128665399)

[2.2 Title of Section [K-TRAN Heading 2] 4](#_Toc128665400)

[2.2.1 Title of Section [K-TRAN Heading 3] 4](#_Toc128665401)

[2.2.1.1 Title of Section [K-TRAN Heading 4] 4](#_Toc128665402)

[2.3 Title of Section [K-TRAN Heading 2] 4](#_Toc128665403)

[Chapter 3: Title of Chapter [K-TRAN Heading 1] 5](#_Toc128665404)

[3.1 Title of Section [K-TRAN Heading 2] 5](#_Toc128665405)

[3.2 Title of Section [K-TRAN Heading 2] 5](#_Toc128665406)

[3.2.1 Title of Section [K-TRAN Heading 3] 5](#_Toc128665407)

[3.2.1.1 Title of Section [K-TRAN Heading 4] 5](#_Toc128665408)

[3.3 Title of Section [K-TRAN Heading 2] 5](#_Toc128665409)

[Chapter 4: Conclusions and Recommendations [K-TRAN Heading 1] 6](#_Toc128665410)

[4.1 Conclusions [K-TRAN Heading 2] 6](#_Toc128665411)

[4.2 Recommendations [K-TRAN Heading 2] 6](#_Toc128665412)

[References [K-TRAN Heading 1] 7](#_Toc128665413)

[Appendix A: Title of Appendix [K-TRAN Heading 1] 8](#_Toc128665414)

[Appendix B: Title of Appendix [K-TRAN Heading 1] 9](#_Toc128665415)

[Appendix C: Title of Appendix [K-TRAN Heading 1] 10](#_Toc128665416)

List of Tables [K-TRAN Heading 1]

Instructions for creating a List of Tables can be found in the KDOT Research Reports Formatting Guide.

Example from this document:

[Figure 1.1: Stack of Books [K-TRAN Figure Caption] 1](#_Toc128665417)

[Figure 1.2: Balloons [K-TRAN Figure Caption] 1](#_Toc128665418)

[Figure A.1: Scribble [K-TRAN Figure Caption] 8](#_Toc128665419)

[Figure B.1: Scribble [K-TRAN Figure Caption] 9](#_Toc128665420)

[Figure C.1: Scribble [K-TRAN Figure Caption] 10](#_Toc128665421)

List of Figures [K-TRAN Heading 1]

Instructions for creating a List of Figures can be found in the KDOT Research Reports Formatting Guide.

Example from this document:

[Table 1.1: Generic Table [K-TRAN Table Caption] 1](#_Toc128665422)

[Table A.1: Generic Table [K-TRAN Table Caption] 8](#_Toc128665423)

[Table B.1: Generic Table [K-TRAN Table Caption] 9](#_Toc128665424)

[Table C.1: Generic Table [K-TRAN Table Caption] 10](#_Toc128665425)

Chapter 1: Title of Chapter [K-TRAN Heading 1]

[K-TRAN Body Text]

1.1 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

There is no required K-TRAN Style for data presented in tables, but table formatting should be consistent throughout the report.

Table 1.1: Generic Table [K-TRAN Table Caption]

|  |  |
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| Data cell | Data cell |
| Data cell | Data cell |
| Data cell | Data cell |

All figures should be positioned in-line with text. The “K-TRAN Figure” style should be applied to the line containing the image. (Note: Alt Text has been included as an example.)

 [K-TRAN Figure]

Figure 1.1: Stack of Books [K-TRAN Figure Caption]

For references or notes that follow a table or figure, use the “K-TRAN Subcaption” style. The default alignment is justified but you may center the text or use tabs as needed for formatting.

 [K-TRAN Figure]

Figure 1.2: Balloons [K-TRAN Figure Caption]

Source: Author (2023) [K-TRAN Subcaption]

Equations should be placed on a separate line before their label. There is no required style for the equation line itself, but equations should be indented by 1 inch.

 $IQ =\left(\frac{SL}{PL-10}\right)\*V\*0.55$

 Equation 1.1

 [K-TRAN Equation Label]

If the equation contains variables that must be defined, you should use the “K-TRAN Equation Variables” style to format these below the equation.

*n = (z\* σ/ME)2*

 Equation 1.2

 [K-TRAN Equation Label]

Where:

n = desired sample size,

z = z-score,

σ = standard deviation for the sample, and

ME = margin of error.

[K-TRAN Equation Variables]

1.1.1 Title of Section [K-TRAN Heading 3]

[K-TRAN Body Text]

* [K-TRAN Bulleted List]
* Generic bullet point
* Generic bullet point
* Generic bullet point
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* Generic bullet point
* Generic bullet point

1.1.1.1 Title of Section [K-TRAN Heading 4]

[K-TRAN Body Text]

1. [K-TRAN Numbered List]
2. Generic numbered point
3. Generic numbered point
4. Generic numbered point
5. Generic numbered point

1.2 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

Chapter 2: Title of Chapter [K-TRAN Heading 1]

[K-TRAN Body Text]

2.1 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

2.2 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

2.2.1 Title of Section [K-TRAN Heading 3]

[K-TRAN Body Text]

2.2.1.1 Title of Section [K-TRAN Heading 4]

[K-TRAN Body Text]

2.3 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

Chapter 3: Title of Chapter [K-TRAN Heading 1]

[K-TRAN Body Text]

3.1 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

3.2 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

3.2.1 Title of Section [K-TRAN Heading 3]

[K-TRAN Body Text]

3.2.1.1 Title of Section [K-TRAN Heading 4]

[K-TRAN Body Text]

3.3 Title of Section [K-TRAN Heading 2]

[K-TRAN Body Text]

Chapter 4: Conclusions and Recommendations
[K-TRAN Heading 1]

[K-TRAN Body Text]

This is just an example—use as many chapters as you need to for your report and give your conclusions and recommendations in the final chapter.

4.1 Conclusions [K-TRAN Heading 2]

[K-TRAN Body Text]

4.2 Recommendations [K-TRAN Heading 2]

[K-TRAN Body Text]

References [K-TRAN Heading 1]

[K-TRAN References]

Do not assign a chapter number to the references section.

Appendix A: Title of Appendix [K-TRAN Heading 1]

[K-TRAN Body Text]

If you have further information to present which did not fit into the main report, it can be added in one or more appendices at the end of the report. If the appendices are exceptionally long, or contain many pictures or figures, they may need to be split into a separate document for length/size consideration.

If you only need to add one Appendix section, a letter designation, such as “A” is unnecessary. If you add multiple Appendices, designate them with letters in alphabetical order: Appendix A, Appendix B, Appendix C, etc.



[K-TRAN Figure]

Figure A.1: Scribble [K-TRAN Figure Caption]

Table A.1: Generic Table [K-TRAN Table Caption]

|  |  |
| --- | --- |
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| Data Cell | Data Cell |

Appendix B: Title of Appendix [K-TRAN Heading 1]

[K-TRAN Body Text]



[K-TRAN Figure]

Figure B.1: Scribble [K-TRAN Figure Caption]

Table B.1: Generic Table [K-TRAN Table Caption]

|  |  |
| --- | --- |
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| Data Cell | Data Cell |
| Data Cell | Data Cell |

Appendix C: Title of Appendix [K-TRAN Heading 1]

[K-TRAN Body Text]



[K-TRAN Figure]

Figure C.1: Scribble [K-TRAN Figure Caption]

Table C.1: Generic Table [K-TRAN Table Caption]

|  |  |
| --- | --- |
| **Header Cell** | **Header Cell** |
| Data Cell | Data Cell |
| Data Cell | Data Cell |