Reports must provide information clearly, concisely, and consistently in design, style, grammar, spelling, composition, and format. **Deliverables intended for publication or external audiences shall be reviewed and edited by a Technical Editor *prior* to submission to the COR.**

All reports, unless otherwise directed by the COR, shall follow the guidelines defined in the current edition of NHTSA’s editorial style guide (Swanson, W. C., & Jones, M. F. (2021, February). *NHTSA in-house editorial style guide (Revised)* (Report No. DOT HS 812 689). National Highway Traffic Safety Administration.).

Reports must use transportation standard terminology and definitions (e.g., SAE J3016). Reports must not use vernacular synonyms for specific technical terms (e.g. ‘rotary’ or ‘traffic circle’ to describe what is specifically a ‘roundabout’).

Additional requirements (the COR will provide more details and examples after contract award):

* Report language shall describe the scientific methodology used with sufficient detail
	+ Experimental design shall be clearly written so that others are able to replicate the research
	+ Statistics and significant/non-significant findings shall be clearly reported. Descriptions of statistical results shall include model specifications and analysis software with version number. Descriptions of statistical methods shall distinguish between analysis methods and assumptions specified prior to data collection and analysis methods and assumptions specified during data analysis.
* Conclusions shall be limited to observations that are closely tied to data (i.e., do not make broadly applicable conclusions).
* Text shall be written objectively using evidence-based statements.
* Use of policy setting words shall be avoided (e.g., must, need, required, propose, should, recommend, etc.)
* The passive voice shall be used sparingly
* Short, clear sentences are preferred over longer, more complex sentences
* Tell the reader why the research is valuable in the executive summary
* Reports shall be accessible to individuals with vision impairments and shall comply with the requirements of Section 508 of the Rehabilitation Act.
	+ For example, to support readers with color vision deficiencies, authors shall use color in graphics only in a way supplementary to shapes and symbols, and shall not depend on color alone to differentiate elements of a chart or graph.
* The performing contractor name, or research institute shall not appear outside of the front matter.
* The report shall be void of unnecessary branding or imagery that may appear to promote and/or endorse a specific product or vendor
* Statements of fact, especially in background or literature review sections, shall be properly supported with citations