



ELSEVIER

# Advances in Transport Policy and Planning Manuscript Guidelines for Authors

## The basics

- Please save your chapter in final form with a logical file name, excluding spaces or special characters, e.g. Smith.doc, ch001.doc, ch002.doc, etc.
- Save each figure as its own separate file with a logical file name, e.g. Fig1.2.tif. Submit figures with your chapter files, but do not embed them in the manuscript text.
- Keep your presentation simple and consistent. Do not attempt to style your manuscript to make it look like a final typeset, printed book.
- If you intend to prepare your material using software other than Microsoft Word, please consult us before you start writing.
- **Publishing Ethics and GAI:** Elsevier is committed to upholding the highest standards of publishing ethics. Please familiarize yourself with our [Publishing Ethics](#) policies and let us know if you have any questions. Please note our policies regarding the use of generative AI and AI-assisted technologies in the [Writing](#) and [Editing](#) of book manuscripts. We will be asked all Volume Editors and contributors to follow these guidelines.

## Text guidelines

- Use standard United States spelling throughout. Please follow Webster's New International Unabridged Dictionary, 3rd edition, for spelling and hyphenation.
- Use consistent formatting (e.g. bold, font size) across the manuscript to indicate different heading levels, e.g.

### First level heading

#### Second level heading

#### Third level heading

- Use double spacing throughout and standard tab indents, not the space bar, for indenting material. Use only special characters from the 'Symbols' option in Word.
- Order the elements as follows: running title, title, authors, affiliations, abstract (max 250 words), text elements, references, tables, figure legends, footnotes.
- Generate equations using MathType and import these individually into your text, please do not use MS Equation Editor in Word.
- Do not use justification, automatic hyphenation, or double spaces after punctuation.
- Avoid the use of cross-references and footnotes unless absolutely necessary.
- The reference style is the **Harvard** system (**name and date with article titles**)

*Text:* All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication;
3. *Three or more authors:* first authors' names followed by 'et al.' and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown ...."

*List:* References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

*Examples:*

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Reference to a book:

Strunk Jr., W., White, E.B., 2000. *The Elements of Style*, fourth ed. Longman, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), Introduction to the Electronic Age. E- Publishing Inc., New York, pp. 281–304

## Artwork and table guidelines

- Submit figures both in black and white and color. Figures will appear in black and white in the print version and in color in the online version.
- Number and refer to each figure sequentially, e.g. the fifth figure in the chapter would be Figure 5. Consider any type of photograph, line drawing or small 'in-text' image a figure and number accordingly.
- Do not place figures within the manuscript text. Instead, insert a note to indicate figure placement, e.g. [Insert Figure 2 here], along with the caption for the figure and any necessary credit or citation.
- All images should have a resolution of at least 300dpi, except for screenshots which can be 72dpi. Acceptable file types are .jpg, .tif, and .eps.
- Supply original figures and tables if you can, or else ensure permission for use is sought to as appropriate.
- Provide guidance with a note in the text or artwork list if the arrangement or sizing of figures is particularly important, e.g. [Figures 3.1, 3.2 and 3.3. in a row horizontally, total size together half-page].
- Identify figures within the text by figure number as often as possible, e.g. "as you can see in Figure 7" rather than "in the next figure" or "as you can see above".
- Ensure that spellings and abbreviations in figures and tables are consistent with the text.
- Number tables sequentially in the same manner as figures, e.g. Table 1, 2, etc.
- If figures need to be redrawn from drafts or examples, provide as much guidance as possible as to redrawing requirements.

Full details on artwork preparation at: <http://webshop.elsevier.com/illustration-services/>

## Multimedia Content

We have added video functionality for online and ebook versions. If you have supplementary video you would like to include in your chapter please do send it to us via EMSS. We encourage you to submit video(s) with your chapter.

- Video files can be in MP4 (preferable), WMV, MOV, or ATI format. Files should be no larger than 50MB • It is recommended that videos be no longer than 20 seconds.

## Additional deliverables

### Chapter Abstracts and Keywords

You are required to prepare a short abstract and key word list for each chapter and appendix in your book, to be delivered along with each completed chapter.

- Abstracts should be max 250 words long and provide a brief summary of the chapter theme and content.
- Keyword lists should comprise 5-10 words or phrases that describe the contents of a chapter, or would likely be used by someone searching for the specific information provided within the chapter.

Abstracts and keywords are included in electronic versions of your book to improve the discovery of chapterlevel content through online searches. More detailed information is available from your Elsevier editor if needed.

### Contributor information

Please send over full author affiliation information as soon as possible. Remember to indicate the senior author of your contribution, and include each contributors full name (first and last names), address (postal and email), and phone number as soon as possible so that we can issue you with a contributor agreement.

## Permissions

We recommend you use original, unpublished artwork, tables and other content in your manuscript as far as possible.

If you reproduce previously published material, or material from the internet, written permission must be obtained from the copyright holder for re-use in both print and electronic formats, and for all future editions of your work. Unless otherwise stated in your contract, it is your responsibility as the author to obtain permission to use any material for which you do not own the copyright, and to pay any associated permission fees. More information about permissions at: <https://www.elsevier.com/about/ourbusiness/policies/copyright/permissions>

<https://www.elsevier.com/about/ourbusiness/policies/copyright/permissions>

## Submission

- At **final delivery**, your material must be in final form. Further alterations will not be possible once the material has been put into production.
- Submission will be via EMSS.
- Please let your EPM know immediately if you are unsure about or envisage any delay in your delivery schedule.
- **Proofs** will be sent to the corresponding author indicated on the cover page. To avoid delay in publication, only necessary changes should be made, and proofs should be returned promptly by the indicated deadline.

## The use and declaration of AI and AI-assisted technologies in writing for Elsevier

Where authors use artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should:

- Note that the policy only refers to the writing process, and not to the use of AI tools to analyze and draw insights from data as part of the research process.
- Only use these technologies to improve readability and language, not to replace key authoring tasks such as producing scientific or medical insights, developing pedagogy, or drawing scientific conclusions or clinical recommendations.
- Apply the technology with human oversight and control. All work should be reviewed and edited carefully, because AI can generate authoritative-sounding output that can be incorrect, incomplete, or biased.
- Not list AI and AI-assisted technologies as an author or co-author, or cite AI as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans.
- Disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

### **Disclosure instructions**

Authors must disclose the use of AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the References list. The statement should be placed in a new section entitled 'Declaration of AI and AI-assisted technologies in the writing process'. *Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.* This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.

### **Contact Information**

For information from the Publisher please contact:

**Acquisitions Editor**

**Mariana Kuhl**

Email: [m.leme@elsevier.com](mailto:m.leme@elsevier.com)

**Development Editor:**

**Siddharth Khattri**

Email: [s.khattri@elsevier.com](mailto:s.khattri@elsevier.com)