

JTRP Report Publishing Process

Modern publishing practices require a diverse skill set that often is best outsourced to specialized organizations to produce and effectively disseminate high quality, professional documents. JTRP embraces this concept as the most cost-effective mechanism for managing report production from the submission of a draft to a published report.

An integral component of implementing this process is to engage a production editor. Production editors at professional publishers manage the publishing workflow, incorporate feedback at agreed points, and engage with stakeholders in the case of exceptions to the normal workflow. [Figure 1](#) illustrates the conceptual workflow that Purdue University Press and JTRP have defined for JTRP report production. [Figure 2](#) displays an overview of the production schedule that each report will follow.

For additional information regarding the report production process, contact JTRP's production editor, Kelley Kimm, at kkimm@purdue.edu or (765) 494-8024.

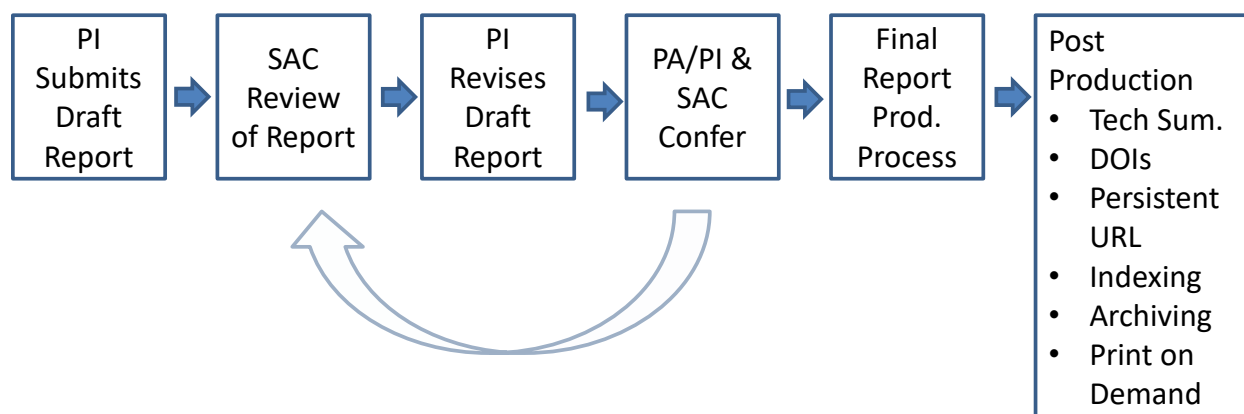


Figure 1: JTRP report production workflow.

		W20	W19	W18	W17	W16	W15	W14	W13	W12	W11	W10	W9	W8	W7	W6	W5	W4	W3	W2	W1
1	Draft Submission																				
2, 3	Technical Review																				
4	Distribution of Reviews																				
5	Revision of Report by PI																				
5	Re-Review by PA and BO																				
5	PI Finalizes Report																				
5	SAC Close-out Meeting																				
6	Prod. Editor Requests Approval to Publish																				
7	Document Processed/Typeset																				
7	Author Review																				
8	Report Finalized for Publication																				

Figure 2: JTRP production schedule overview.

Report Production Workflow

1. The Principal Investigator (PI) submits the Draft Final Report to e-Pubs in Word format. (To view screenshots of this process, see [Exhibits 1 through 6](#).)
 - a. To submit a draft, go to JTRP's page on e-Pubs: <http://docs.lib.purdue.edu/jtrp/>.
 - i. On the left, there [Submit Research](#) link. (If you do not already have an e-Pubs account, you will need to create one to log in.)
 - ii. Check the box to "Agree to terms," then click "Continue."
 - iii. Enter your title, authors, and all other information about your report in the fields provided, and upload your report. Click "Submit."
 - iv. Your Technical Summary text, Form 1700, appendices, or any other content not part of the body of the report should be submitted using the "Supplemental content" tab after you have uploaded your report.
 - b. The Draft Final Report Submission needs to include the following documents in order to proceed to the review stage:
 - i. Draft Final Report
 - ii. Technical Summary text
 - iii. Form 1700
2. The Production Editor verifies that all necessary materials have been submitted and distributes the Form 1700, Technical Summary text, and Draft Final Report via the e-Pubs system to the Study Advisory Committee (SAC) for review. The Production Editor will also send an email to the JTRP Managing Director to alert her that the review is underway.
 - a. The SAC members will each receive an email (see [Exhibit 7](#)) requesting that they review the Draft Final Report. They will be asked to follow a link to e-Pubs and to either "confirm" or "decline" the review request (see [Exhibit 8](#)).
 - b. After confirming the request, a SAC member will receive another email with instructions for completing the review (see [Exhibit 9](#)). This email will include a link to download a blank review form (see [Exhibit 10](#)).
 - c. After completing the review, the SAC member will upload his or her review form to e-Pubs. For screenshots detailing the review process on e-Pubs, see [Exhibits 11 through 14](#).
3. The SAC has 4 weeks to review Draft Final Report. System-generated reminders are sent to SAC members who have not yet responded to the request or submitted a review (see Exhibits [15a](#) and [15b](#)).
4. At the 4-week deadline, as long as both the Project Administrator (PA) and Business Owner (BO) have submitted reviews, the Production Editor compiles the reviews and sends them to the PI for revisions (see [Exhibit 16](#)).
 - a. If the PA and BO have not both submitted reviews, the Production Editor will contact PA and develop plan to resolve.
 - b. When the review period is closed, the authors will receive an email with a link to access the reviews. This email will state a due date that is 3 weeks from the date sent.
 - c. To view and download reviewer comments, the author needs to click on the link at the bottom of the email where it says "To view the Draft Final Report review forms submitted by your reviewers, click here." Once that window opens, login may be prompted, then the author should scroll down and click on a link that will be named with the SPR number and "reviews." From that link, the comments can be downloaded.

5. The PI makes any necessary corrections to the report and then provides revised copy to the PA and BO prior to the close-out SAC meeting. At the discretion of the PA and BO, additional subject matter experts on the SAC may be consulted as well.
 - a. The PI schedules a close-out SAC meeting at which the Final Report is presented to the SAC.
 - b. The SAC approves the Final Report. (If SAC members have additional corrections, the report may go back and forth several times at this stage, until it is approved. This review process occurs between the PI and the SAC and does not involve e-Pubs.)
6. Once approved by the SAC, the PI submits the Final Report, Technical Summary, and Form 1700 to e-Pubs.
 - a. Go to e-Pubs and log in. Your existing reports will be listed under “My Account.” Choose the report for which you are uploading a final report.
 - b. Go to “Revise Technical Report.” You will see the metadata you filled in when submitting the draft. Make any necessary changes and then upload the final report in word format.
 - c. The Technical Summary text should be submitted as “supplemental content” and should include 1 to 2 figures selected from the report.
7. At this time, the Production Editor sends the final report, Technical Summary text, and Form 1700 to the JTRP Managing Director to confirm that all requirements for publication have been met. JTRP Managing Director contacts JTRP Research Program Director for approval to publish the report. There is a one-week deadline for approval or additional changes.
8. Upon approval, the Production Editor prepares the report for publication.
 - a. Report number and DOI are assigned.
 - b. Production Editor edits the report for quality:
 - i. Checks hierarchy of headings throughout report for consistency.
 - ii. Checks figure/table numbering, captions, callouts.
 - iii. Verifies that reference list is correctly formatted, that each entry has complete information, and that in-text citations are present and correctly formatted. Will query author if necessary.
 - c. Document sent to vendor partner for preprocessing. Upon return of preprocessed file, Production Editor does the following:
 - i. Checks document against original word file submitted by the PI to ensure accuracy.
 - ii. Prepares the document for typesetting; communicates any necessary changes to vendor partner.
 - d. Document is sent to vendor partner for typesetting.
 - e. Production Editor creates PR version of Technical Summary and submits it to JTRP Director (Darcy Bullock) and JTRP Managing Director (Debbie Horton) for approval.
 - f. Production Editor creates title and acknowledgments pages and report cover mock-up for print on demand (POD) version of report.
 - g. Typeset report, title and acknowledgments pages, cover mock-up, and Technical Summary are sent to authors for review. Production Editor will ask for high-resolution photos (300 dpi) for use in Technical Summary and on report cover for POD if not already submitted.
 - i. Production Editor will send files via email, Dropbox, or Filelocker.
 - ii. Authors have one week to review the documents for errors that may have occurred during typesetting and to respond to queries. Significant content changes are not acceptable at this stage.
 - iii. Any necessary changes should be submitted to Production Editor.
 - h. Production Editor sends corrections to vendor partner. Upon receipt of corrected pdf, the Production Editor checks that corrections were implemented and requests final deliverables from vendor partner.
 - i. Final document is produced.
 - i. Production Editor assembles Final Report consisting of cover, title page, Form 1700, executive summary, body of report, and appendices (if applicable).

- ii. Production Editor uploads Final Report and Technical Summary (and appendices, if not included in body of report) and again checks all of the report's metadata in e-Pubs for accuracy.
9. The report is published.
 - a. The Production Editor registers the DOI through CrossRef and ensures that it is operational.
 - b. Once the report is live on e-Pubs and the DOI is operational (which can take several hours), the Production Editor sends an email to the authors ([see Exhibit 17](#)) and cc's the PA, the SAC members, the JTRP Administrative Assistant (Bridget Brunton), the JTRP Director (Darcy Bullock), the JTRP Managing Director (Debbie Horton), the Head of Civil Engineering (Prof. Rao Govindaraju), the Civil Engineering Marketing and Communications Director (Drew Stone), the INDOT JTRP Research Program Director (Barry Partridge), the INDOT Senior Systems Analyst (Karen Zhu), and the INDOT Research & Development JTRP Program Manager (Samy Nouredin).

The JTRP Administrative Assistant then sends the link of the published report and a Qualtrics survey to the BO and SAC members.
10. The Production Editor distributes a link to the report to the following libraries and offices in accordance with SPR reporting requirements:
 - **Federal Highway Administration Research Librarian**
FHWA Research Library
6300 Georgetown Pike
McLean, VA 22101-2296
fhwalibrary@dot.gov
 - **Office of Corporate Research, Technology, and Innovation Management**
Federal Highway Administration, HRTM-10
Turner-Fairbank Highway Research Center, Room T-305
6300 Georgetown Pike
McLean, Virginia 22101
john.moulden@dot.gov
 - **National Transportation Library (NTL)**
NTLDigitalSubmissions@dot.gov
 - **NTIS**
input@ntis.gov
 - **Transportation Research Board Library (TRID)**
500 Fifth Street, NW
Washington, DC 20001
<http://trid.trb.org/submit.aspx>
 - **Roberto Sarmiento**
Transportation Library, Northwestern University
1935 Sheridan Road
Evanston, IL 60208
r-sarmiento@northwestern.edu
11. The Production Editor updates Mendeley for JTRP Director (Darcy Bullock).
12. The Production Editor prepares a high resolution pdf of the report with appendices and cover and uploads files to print on demand vendor partner. After approving POD proof, Production Editor creates e-Pubs buy link for POD copy.

Exhibits

The screenshot shows the Purdue University e-Pubs website. At the top is a dark banner with the Purdue University logo and the text "e-Pubs". Below the banner is a navigation bar with links: Home, About, FAQ, and My Account. The main content area is divided into three columns. The left column contains a search bar with the text "Enter search terms:" and a "Search" button, a dropdown menu for "in this series", a link to "Advanced Search", a notification option "Notify me via email or RSS", a section for "Links for Authors" with links to "Policies and Help Documentation", "Links", "Purdue Libraries", "Purdue University Press Journals", and "Joint Transportation Research Program", and a "Browse" section with links to "Collections" and "Authors". The middle column is the login area, featuring a "Login" heading, fields for "Email address:" (with the example "epubstemp@gmail.com") and "Password:" (with masked characters "****"), a "Remember me" checkbox, a "Login" button, a link to "Forget your password?", and a note about updating email addresses. The right column is for creating a new account, with the heading "Create new account", a message stating "You will need to create an account to complete your request. It's fast and free.", and a "Sign up" button.

Exhibit 1: e-Pubs login page.

The screenshot shows the "Joint Transportation Research Program" website. The main heading is "Joint Transportation Research Program", followed by the sub-heading "Draft Final Report Upload Instructions". The text instructs users to follow the instructions below to upload their draft final report to the Joint Transportation Research Program. A bold section titled "Before you begin, please be sure you have the following information at hand:" lists the required information: the project title, the full names and institutional affiliations of the authors, an abstract of about 250 words, a list of descriptive keywords, the project SPR number, the draft final report in an editable file format (e.g., Microsoft Word), and a Technical Summary (with a link to a Word template available here). A bold section titled "The upload process consists of the following steps:" lists three steps: 1. Read and accept the Purdue Libraries license agreement below, 2. Enter information collected in the steps above, and 3. Upload your draft final report, technical summary, and any supplementary documentation. At the bottom, a note states: "The following agreement applies to the published report as it will appear publicly, following the Study Advisory Committee (SAC) review".

Exhibit 2: Instructions and License Agreement page for uploading Draft Final Report.

REQUIRED Title


Use headline-style capitalization (e.g., *Stiffness of Hot-Mix Asphalt*)


Enter title:

REQUIRED Authors

1. Use the green "plus" button to add co-authors.
2. Order the authors by using the number field to the left of the author names.

Search For An Author Using: Last Name, First Name, or Institution

1 Temporary Account 



Abstract

Enter your report abstract here.





Exhibit 3: Project title and authors. Enter report information in the fields provided. Make sure the SPR number appears in the title field before the title. For example: "3115 Project Management Training." Enter each author's name and email address to ensure that person will receive any necessary correspondence from e-Pubs.

Abstract

Enter your report abstract here.



Keywords

Provide keywords/keyword phrases to assist with searches for the report. Separate these with commas below.

Enter Keywords:

Exhibit 4: Project information. Enter the abstract and keywords in the fields provided.

SPR Number

Please enter the report code digits only (e.g., for SPR-2934, enter 2934)

Upload File

Select an option below to upload your draft final report.

If you have questions, please contact the Digital Collections Librarian at Purdue University (epubs@purdue.edu) for assistance.

☐ Upload file from your computer
 ☐ Import file from remote site

Additional Files

Check here if you will be uploading the Technical Summary or any other supplementary documentation for the report.

Check here: ☐

Exhibit 5: Report information and upload. Enter the SPR number and select the appropriate option to upload your file. Check the box for additional files if you are uploading files other than the report itself (e.g., appendices or other supplementary material, the Technical Summary, or Form 1700.).

Joint Transportation Research Program

Upload Technical Summary & Other Supplemental Files

Attach the completed technical summary file here. If your report includes additional supplementary material—spreadsheets, audio clips, or other material apart from the text—you can attach these files here as well. Use the form below to locate the supplemental files on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file chosen

Filename	Description	Upload new version	Sort	Show
Please click the Continue button once after you've attached your supplemental files.				

Continue

Exhibit 6: Additional files. Upload the additional files as Supplemental Files. The screen will look like this.

Dear Tommy Nantung:

A new Joint Transportation Research Program (JTRP) draft SPR-3200 report entitled “Durability of Saw-Cut Joints in Plain Cement Concrete Pavements” has been submitted by Javier Castro, Wenting Li, Mohammad Pour-Ghaz, Mike Golias, Bernie Tao, Hongfang Sun, and W. Jason Weiss.

Our Records indicate you are a member of the Study Advisory Committee (SAC) and I am writing to ask you complete a review of this technical report by June 23, 2017.

Please confirm or decline this review request by clicking the following link:

http://docs.lib.purdue.edu/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=jtrp&article=2589&.authT=%2FHbqXQJpmaaP%2BVZbswC4BkOi1QMCPQ&login=1491326

After confirming, you will receive a separate email with detailed instructions for completing the review.

For your reference, the current JTRP technical report collection is available at <http://docs.lib.purdue.edu/jtrp>.

If you have any trouble accessing the report draft, please contact Kelley Kimm at kkimm@purdue.edu or (765) 494-8024.

Please confirm receipt of this request in 7 days.

<text of report abstract>

Exhibit 7: Request to review email. This is sent to SAC members (including the PA and the BO) to initiate the 4-week review period. SAC members use the links in this email to confirm or deny that they will review a report.

Joint Transportation Research Program

Email administrator
My account

Title: Durability of Saw-Cut Joints in Plain Cement Concrete Pavements
Authors: Javier Castro (Purdue University), Wenting Li (Purdue University), Mohammad Pour-Ghaz (Purdue University), Mike Golias (Purdue University), Bernie Tao (Purdue University), Hongfang Sun (Purdue University), W. Jason Weiss (Purdue University)

Current File(s):

Download PDF

I will review it I will not review it

Abstract:

The objective of this project was to evaluate factors influencing the durability of the joints in portland cement concrete pavement in the state of Indiana. Specifically this work evaluated the absorption of water, the absorption of deicing solutions, the relationship between the degree of saturation and concrete deterioration, and the role of Soy Methyl Esters as a potential concrete sealant. The aforementioned items were studied in conjunction with the observation of premature joint deterioration in concrete pavements. Previous work by the PI identified that deteriorating joints were observed to frequently have standing water and damaged joint sealant. To better understand the potential mechanisms responsible for joint deterioration, a series of mortars were tested that are consistent with the mortar fraction of concrete paving mixtures. The first portion of the work examined the role of deicing salt solutions on the wetting and drying behavior of concrete elements (this was a joint series of experiments with SPR 3093). It was observed that salts altered the equilibrium relative humidity of the solution, as such concrete containing deicing solutions dried less frequently than concrete containing only pore solution. Further, it was observed that the rate of water absorption was related to the square root of ratio of surface tension and viscosity. Salt solutions have a slower rate of absorption than plain water. It was also observed that concrete previously exposed to deicing salts also exhibited an altered rate of water absorption. The second portion of the work examined the concept of the degree of saturation and its relationship with freeze-thaw damage. Specifically mortars with different air contents were examined. Fagerlund developed a model that proposed a critical degree of saturation could be correlated with the onset of freeze-thaw damage. The work suggests that absorption testing should be used to determine the degree of saturation which can be used to estimate the time to reach a critical degree of saturation. Once this critical degree of saturation was reached freeze-thaw damage was inevitable. While entrained air was observed to slow the time to reach a critical degree of saturation, this critical degree of saturation could not be avoided. The final portion of the work examined the potential use of penetrating concrete sealers (like soy methyl esters) to reduce water absorption and the corresponding freeze-thaw damage. While absorption testing was able to show the benefits of sealers, differences were observed regarding the influence of sealer composition on freeze-thaw damage.

Exhibit 8: Reviewers confirm that they will review the report or decline to review the report.

Dear Tommy Nantung:

Thank you very much for agreeing to review the draft SPR-3200 report entitled “Durability of Saw-Cut Joints in Plain Cement Concrete Pavements” by Javier Castro, Wenting Li, Mohammad Pour-Ghaz, Mike Golias, Bernie Tao, Hongfang Sun, and W. Jason Weiss.

Please take the following steps to prepare your review:

1. Download a blank review form:

http://www.lib.purdue.edu/escholar/epubs/jtrp_form.pdf.

2. Download the draft report and supplemental files (“additional files”) at the following address (scroll down the page to access the additional files):

<http://docs.lib.purdue.edu/cgi/preview.cgi?article=2589&context=jtrp&login=1509505>

3. Complete the blank review form and save it to your computer.

In addition to the ratings requested on the review form, you are strongly encouraged to provide detailed comments in the spaces provided on the review form, in a separate document, or directly onto a copy of the draft report itself.

4. Upload the completed review form (required) and any separate files with your comments (optional) at the following address:

<http://docs.lib.purdue.edu/cgi/preview.cgi?article=2589&context=jtrp&login=1509505>

Should you encounter any difficulties in this process, please contact Kelley Kimm at kkimm@purdue.edu or (765) 494-8024.

The Joint Transportation Research Program thanks you for your review of this report.

Exhibit 9: Reviewer Instructions email. This is sent to SAC members upon confirming that they will review a report. This email will contain instructions and links required for the review process.

Joint Transportation Research Program Draft Final Report Review Form

Project SPR Number: _____
Project Title: _____
Reviewer: _____
Organization: _____
Role in Project: Select Your Role

Score and provide comments on the following questions about the draft final report.
(Note that you will be provided with the opportunity to submit either a "marked-up" report or a document containing review comments in addition to this review form.)

a. The draft final report should contain the following features: Problem Statement; Objectives or Purpose; Work Plan; Analysis of Data; Conclusions; Recommendations; Expected Benefits, Deliverables, Implementation, and Cost Savings; and Technical Summary. How would you rate the overall report in terms of meeting this requirement?	Score Select Rating Comments
b. How would you rate the report in terms of understanding of the intended user?	Score Select Rating Comments

1 of 3

If the draft report is not acceptable in its present form or if it is acceptable but could be improved, you would help the author and JTRP very much by suggesting revisions, both general and specific. We realize there is not room on this form for extensive evaluation. Please prepare separate sheets containing deeper analysis if you are so inclined. Some of our most helpful comments have come from the extra evaluation included by thoughtful and insightful readers. You may also provide your detailed comments on the draft report in the space below or provide a digitally "marked-up" copy of the report when prompted at the review submission site.

Additional Comments

When you have completed your review, please save this PDF with your changes and then submit the PDF file by following the link you received by e-mail after agreeing to review the report.
JTRP thanks you sincerely for taking the time to provide this important review.

3 of 3

c. How would you rate the report in terms of supporting the project findings and conclusions?	Score Select Rating Comments
d. The Technical Summary should contain a short introduction of the study's background; a concise summary of the research results; and the highlights of proposed implementation. How would you rate the Technical Summary?	Score Select Rating Comments
e. Do you accept the Final Report?	Decision Register Decision Comments

2 of 3

Exhibit 10: Blank review form.

Joint Transportation Research Program

[Submit review](#)
[I will not complete my review](#)
[Email administrator](#)
[My account](#)
[Log out](#)

Title: Sample JTRP Final Manuscript
Authors: Temporary Account (Temp University)

Current File(s):

Download PDF

Thank you for agreeing to review this technical report.

Your review is due: Fri Dec 31 2010.

Submit review

Abstract:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ultricies mi sit amet ante accumsan vel faucibus uma ornare. Integer vel sapien quis massa egestas commodo sed eget risus. In hac habitasse platea dictumst. Nam eleifend pulvinar iacus, in malesuada sem hendrerit interdum. Vestibulum quis tellus nisi. Vivamus metus sem, vehicula dictum mollis eu, iaculis ac nunc. Nullam imperdiet nisi orci. Nam mi magna, aliquet ut dignissim at, ultricies id justo. Sed non placerat risus. Sed volutpat commodo ultricies. Duis diam libero, facilisis ac consequat vel, condimentum at quam. Sed feugiat aliquet est, a commodo diam euismod nec. Ut placerat tincidunt odio, quis blandit sapien facilisis in. Praesent eu feugiat eros. Cras id vulputate tellus. Sed aliquet nisi vel metus dapibus in sollicitudin mi pretium. In hac habitasse platea dictumst. Cras iaculis justo euismod elit mollis pharetra. Aenean aliquam dapibus risus at tincidunt. Sed gravida nibh in sapien tempor laoreet. Nullam vulputate facilisis elit, in dapibus dolor ornare nec. Nam et tortor turpis. Etiam sed molestie turpis. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sit amet dictum nisi. Maecenas non aliquam tellus. Maecenas tincidunt odio quis ligula tincidunt at commodo nibh placerat. Fusce in mauris risus, nec varius erat. Morbi non malesuada sapien. Cras tempus elementum dui quis hendrerit. Quisque quis velit et eros bibendum elementum nec quis diam. Vestibulum condimentum eleifend tellus, ut eleifend nulla gravida at. Sed tincidunt mauris nec velit molestie mattis. Curabitur et arcu a diam adipiscing ultrices et id uma. Praesent sit amet.

Exhibit 11: Download file for review.

Revision History

User	Comment	Date	Native	PDF
Temporary Account	testing	Tue Apr 5 07:03:00 2011		
Temporary Account	continuing supp. testing	Tue Apr 5 06:56:00 2011		
Temporary Account	testing suppl. file screen	Tue Apr 5 06:29:00 2011		
Temporary Account	test revised supp. file screen	Tue Apr 5 06:12:00 2011		
Temporary Account	loading new supp. file screen	Tue Apr 5 06:01:00 2011		
Temporary Account	Initial Submission Auto-converted to PDF: Fri Dec 10 07:58:50 2010	Fri Dec 10 07:58:00 2010	MS Word 2007	PDF
Temporary Account	Initial Submission	Fri Dec 10 07:55:00 2010	MS Word 2007	
Temporary Account	Initial Submission	Fri Dec 10 07:48:00 2010	MS Word 2007	
Editor selected version		NOTE: All times are in PT (Pacific Time)		

Additional Files

Filename	Description	Upload new version	Sort	Show
jtrp_tech_summary.docx	<input type="text" value="Technical Summary"/>	No file chosen	1	
supplemental.docx	<input type="text" value="Supplemental Content"/>	No file chosen	2	

Exhibit 12: Revision history. This screen displays the versions of the report that have been uploaded, as well as any additional files.

Exhibit 13: Submit your review. Log back in to e-Pubs to submit your review form from this screen.

Exhibit 14: Submit your review. On the next screen, you will upload your review form and indicate whether you are suggesting “major” or “minor” revisions.

Dear Tommy Nantung:

This is an automatically-generated note to remind you that we recently asked you to review the draft SPR-3801 report entitled “Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements” by Miguel A. Montoya, W. Jason Weiss, and John E. Haddock.

Please confirm receipt of the review request for this report by going to the following link:

<http://docs.lib.purdue.edu/cgi/preview.cgi?article=1849&context=jtrp&login=1442890>.

Once you click on the above link, details for downloading the draft report and procedures for submitting your review will be emailed to you.

Exhibit 15a: Reminder to confirm or deny review request. If a SAC member has not responded to the initial Request to Review email after 7 days, they will receive this reminder.

Dear Tommy Nantung:

Thank you for agreeing to review the draft SPR-3801 report entitled “Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements” for Joint Transportation Research Program. This is just a gentle reminder that this review is due in 1 day/ was due ____ days ago.

Please send an email to kkimm@purdue.edu or give Kelley Kimm a call at (765) 494-8024 indicating when you expect to complete the review.

You may submit your report by visiting the URL below.

Thank you very much for your hard work as a reviewer. We appreciate your efforts.

<URL>

Exhibit 15b: Reminder to review report. If a SAC member has agreed to review a report, but has not yet submitted a completed review form, they will receive a reminder after 7 days. Additional reminders will go out 3 days prior to the due date, and 1 day before the due date.

Dear :

Your Draft Final Report “Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements” (SPR-3801) has been reviewed for publication in the Joint Transportation Research Program technical report series (<http://docs.lib.purdue.edu/jtrp/>).

The reviewer comments are attached. Please contact me at kkimm@purdue.edu or (765) 494-8024 if you encounter any difficulties in viewing your reviewer comments.

To keep the editorial process on schedule, we would like to receive the following documents by_____.

- Revised technical report
- Revised technical summary

If you do not think you can meet this deadline, please send an email to the PA and me stating when you will be able to complete this submission.

Reviewer comments and a preview of the report's title page may be viewed here:

<http://docs.lib.purdue.edu/cgi/preview.cgi?article=1838&context=jtrp>

To view the Draft Final Report review forms submitted by your reviewers, click here:

<http://docs.lib.purdue.edu/cgi/preview.cgi?article=1838&context=jtrp&window=viewdecision&decision=0>

Exhibit 16: Review completed. At the end of the review process, the Production Editor will compile the review forms, and the PI will receive this email with the attached reviews.

Greetings, Authors!

Your final report, *Quantifying Asphalt Emulsion-Based Chip Seal Curing Times Using Electrical Resistance Measurements* (SPR-3801), has been published in the JTRP series. A recommended citation with link to the technical report is shown here:

Montoya, M. A., Weiss, W. J., & Haddock, J. E. (2017). *Quantifying asphalt emulsion-based chip seal curing times using electrical resistance measurements* (Joint Transportation Research Program Publication No. FHWA/IN/JTRP-2017/05). West Lafayette, IN: Purdue University. <https://doi.org/10.5703/1288284316389>

The JTRP series is incorporated in the Purdue Library Digital Commons collections, and usage statistics are tracked via Google Analytics. In early January of each year, we coordinate with the JTRP office to provide you with usage statistics that you may want to include in your annual professional activity report.

Congratulations on your publication!

Exhibit 17: Report publishing notification email. Upon publication of the report, the PI and any other authors listed for the report will receive this email.