

## Guidelines for Submitting Papers

The **Intelligent Transportation Society of America (ITS America)** is now accepting papers for the ITS America Annual Meeting, taking place June 4-7, 2019 in Washington, DC. This year, we are looking for high-quality papers for the Annual Meeting's technical program to narrate our theme, "**Integrated Mobility: Safer. Greener. Smarter.**" Papers should be related to one of the three main topics:

**Intelligent Mobility: Moving People**  
**Intelligent Mobility: Moving Data**  
**Intelligent Mobility: Moving Freight**

## Who Should Submit a Paper?

The ITS America Annual Meeting is a major forum for academic and scientific excellence in the ITS industry. Our technical program is a chance for academics, researchers, and innovators to share their research and recent findings with high level public and private industry leaders, ITS America members, and fellow technical experts.

If you or someone in your company, university, or organization has recently undertaken research on Intelligent Transportation Systems (ITS) related to one of these topics, the Annual Meeting Program Committee formally invites you to submit your findings. Authors of accepted papers (or their assigned speaker), will present findings in a session titled and organized by ITS America's program committee, and moderated by a moderator appointed by ITS America organizers.

Only high-quality papers will be accepted due to a limited number of paper sessions. If your paper is accepted, you will:

- Participate in one of the most highly regarded events in the transportation industry;
- Build your reputation and your organization's status as an information resource within the ITS industry;
- Have your paper published in the online proceedings following the meeting, making your findings available to the ITS Community;
- Add value to the knowledge-base of other transportation, technology, and business professionals;
- Receive a reduced registration fee to attend the ITS America Annual Meeting and Exposition (speakers only/one per paper)

## Important Deadlines

Final paper submitted

By March 1, 2019

Notification of acceptance/rejection

By March 28, 2019

Presenting authors registered and paid

By April 26, 2019

## Paper Submission Guidelines

Sessions are typically 75 minutes and will include 3 – 4 paper presentations with similar or related subject matter. Each session allows for speakers to present for approximately 12 – 15 minutes, followed by time for audience questions. Papers should address technical subjects as well as the institutional, policy, business and economic aspects of ITS. All papers must be original and report on recent, significant and substantive achievements.

Papers will be reviewed by a peer panel that will consider quality, topic relevance, and significance of the findings. Final acceptance will be based on the panel reviews and limited by the number of papers that can be accommodated in the program. Papers of a predominantly commercial nature, or written in any language other than English, will not be selected for presentation.

- **The deadline for submitting papers is March 1, 2019. Papers will NOT be accepted after this date. This deadline will not be extended.**
- Authors may submit up to (3) three papers.
- **Papers must be submitted as final** and should be at least (6) pages and no longer than 10 pages single spaced. Draft papers, PowerPoint presentations, or abstracts will not be considered.
- Graphics are encouraged to enhance the presentation of the technical material.
- To help us organize your paper into a session, please accurately specify the topic area that best describes the subject of your paper, and the subtopics that best categorize your subject matter.
- Paper titles must be entered in Title Case. Please **do not** enter your title in UPPER CASE.
- Papers may have up to five listed authors. By default, the first author entered will automatically be listed as the presenting author. After you have added all of the paper authors, choose the correct author that will be presenting by clicking the radio button next to their name. Please capitalize only the first letter of author First and Last name. Do not use UPPER CASE.
- Note: only one designated presenter will be able to register at the reduced speaker rate. There are no exceptions.

## How to Submit a Paper

- You can submit your final paper through the online submission portal at: <https://protect-us.mimecast.com/s/yu0BCjRB5JfvQwuWv1MI>.
- From there you will find detailed instructions on how to upload your paper. You must navigate the online process through the confirmation page for your submission to be completed.
- Once you have successfully submitted your paper online, only the primary author will receive confirmation by email.
- If a paper is accepted, the primary author will be informed by March 28, 2019.

## Agreement

By submitting a paper for the 2019 ITS America Annual Meeting you:

1. Grant permission to the Annual Meeting Organizing Committee to include your paper in the ITS America Annual Meeting proceedings, and to publish, sell, or otherwise distribute these proceedings as the Annual Meeting Organizing Committee may see fit. If you wish that your paper **not be published** to our online proceedings website, you must send a written email to [meetings@itsa.org](mailto:meetings@itsa.org) prior to the ITS America Annual Meeting.
2. Warrant that the submitted content will not infringe or violate any property or other right of any third party.
3. Acknowledge that this paper is meant to be submitted as final and you will not have an opportunity to edit it.
4. Represent that you (or one of the co-authors) will register and attend the ITS America Annual Meeting in Washington, DC. Please note that your paper will be withdrawn from the program if none of the authors register for the Annual Meeting by April 26, 2019

## 2019 ITS America Annual Meeting Information

June 4 – 7, 2019  
Walter E. Washington  
Convention Center  
Washington, DC  
[www.itsamerica2019.org](http://www.itsamerica2019.org)

**Speaker Management:**  
Susan Nicoletti  
ITS America Speaker  
Manager  
[snicoletti@itsa.org](mailto:snicoletti@itsa.org)

**General Information:**  
Rachel Rettberg  
[rrettberg@itsa.org](mailto:rrettberg@itsa.org)

## Formatting Instructions for Papers

### PAPERS MAY BE SUBMITTED IN PDF, .DOC or .DOCX FORMAT

Please follow the sample format and instructions for your submission. All instructional text must be removed from your submission. Footer and header should remain as formatted (.35 inches.)

Page Setup: Paper size: Letter (8.5 inches wide x 11 inches tall); All Margins: 1 inch; Times New Roman text (see template for more details on font size); Papers must be a minimum of 6 pages, and a maximum of 10 pages.

### SAMPLE

**Title of paper** [Times New Roman 12 pt., bold, centered, sentence case, on each page]

**Author<sup>1</sup>**, [name of main author; Times New Roman 10, bold, centred)

**Author<sup>1</sup>**, Affiliation, City, State, Country [Times New Roman 10, regular, centred)

**Author<sup>2</sup>**, [name of other author; Times New Roman 10, bold, centred)

**Author<sup>2</sup>**, Affiliation, City, State, Country [Times New Roman 10, regular, centred)

**Abstract** [Times New Roman 11, bold, sentence case, aligned left)

Text: [Times New Roman 10, regular, justified; indentation: none; line spacing: single; paragraph spacing: none.] [The abstract shall be one paragraph not exceeding 250 words.]

**KEYWORDS:** [Times New Roman 11, bold, uppercase, aligned left)

Text: Keyword, Keyword, Keyword) [maximum 3 key words; Times New Roman 10, regular, sentence case, justified; indentation: none; line spacing: single; paragraph spacing: none]

**Section Title** [Times New Roman 11, bold, sentence case, aligned left)

Text: [Times New Roman 10 regular; alignment: justified; indentation none; line spacing: single; paragraph spacing: none.]

***Section sub-title*** [Times New Roman 11, regular, italic, sentence case, aligned left]

Tables and figures should be centered, and labeled/formatted as follows:

**Table title** [Times New Roman 10, bold, centred, above the table]  
(Table)

(Figure)

**Figure title** [Times New Roman 10, bold, centred, below the figure]

**References Header** [Times New Roman 10, bold, aligned left]

References Text below: [Times New Roman 10, regular, justified; indentation: none; line spacing: single; paragraph spacing: none.]

1. El-Rabbany, A. (2002). *Introduction to GPS, The global positioning system*, Boston, London: Artech House.
2. Evensen, K. (2003). CALM versus DSRC – complementary technologies. In Proceedings *10th World Congress on ITS*, Madrid. ERTICO (ITS Europe).
3. Fäßler, H., J. Widmer, M. Käsemann, M. Mauve, H. Hartenstein (2003). Contention-based forwarding for mobile ad hoc networks, *Ad Hoc Networks*, vol.1, pp.351-369.

**NOTE ABOUT TABLES, FIGURES, AND ILLUSTRATIONS**

You should ensure that illustrations – and especially the texts and hairlines within the figures – would be legible when reduced to 75% of the size of your original (dpi of approximately 300dpi). All figures should be labelled using an appropriate method.