Waka Kotahi NZ Transport Agency research report style guide

April 2023

Contents

1 Introduction

1.1 Waka Kotahi NZ Transport Agency

Waka Kotahi NZ Transport Agency is a Crown entity established under the Land Transport Management Act 2003. The objective of Waka Kotahi is to undertake its functions in a way that contributes to an efficient, effective and safe land transport system in the public interest. Each year, Waka Kotahi invests a portion of its funds in innovative and relevant research (including the publication of that research) in order to contribute to this objective.

To assist in the research publication process, Waka Kotahi has prepared this style guide as a tool to be used by researchers and editors. The purpose of the style guide is to establish and promote a consistent document style for preparing reports on research projects.

1.2 Submission requirements

Submit your final draft report in the Waka Kotahi house style set out in this guide, without your company logo. Make sure you have supplied all parts of the report (see checklist in chapter 7).

The report should be a Microsoft Word for Windows file. If you use the Mac platform, convert the file format before submitting your report to Waka Kotahi.

2 Parts of the report

The report should be laid out in the following order.

Front matter

☐ Title page

☐ Title verso page

☐ Disclaimer (An important note for the reader)

☐ Acknowledgements

☐ Abbreviations and acronyms

☐ Contents

☐ Executive summary

☐ Abstract

Main body

☐ Main body chapters (eg, Introduction, Literature review, Method, Results, Discussion, Conclusion)

Back matter

☐ References

☐ Appendices (optional)

☐ Glossary (optional)

The requirements for each section are described below.

2.1 Front matter

2.1.1 Title page

The title page is the first page of the report. Its page number is not shown.

The title is the important message that makes people read your report, so:

- keep it short and to the point
- check that it says what the project really is about
- write it in sentence form first, as a simple statement about the project
- pare off excess words, verbs and prepositions, without losing the meaning.

On the title page, the author must fill in the:

☐ title

☐ subtitle (optional)

☐ date (month and year)

☐ authors (name, affiliation and location of each author)

☐ report number

☐ contracted research organisation.

2.1.2 Title verso page

The title verso page is page 2. It contains copyright and publication details, which are filled in by the editor.

The author must fill in the:

- ☐ report's bibliographic details
- ☐ name of the contracted organisation and the year the contract was signed
- ☐ keywords (in alphabetical order).

2.1.2.1 Keywords

Keywords are single words, or at most three words if the phrase is inseparable. Choose keywords carefully to ensure they:

- enable potential readers, through computer searches of library catalogues, bibliographies etc to retrieve the report by subject
- cover the topics in the report so it can be retrieved by users who do not know the full reference or its title or authorship.

Select keywords by both:

- broad topics that cover the overall content of the report (eg, bitumen, environment, roads)
- specific topics to narrow the options (eg, chipseal, rural).

2.1.3 Disclaimer (An important note for the reader)

The disclaimer must be displayed in all Waka Kotahi research reports. The disclaimer page (titled 'An important note for the reader') is page 3 of the report.

If the Waka Kotahi standard disclaimer is not suitable for a particular publication, refer to the Waka Kotahi Research Programme Coordinator at WakaKotahiresearch@nzta.govt.nz for advice before making changes.

2.1.4 Acknowledgements

Acknowledgements are placed on page 4 of the report.

Please include in your acknowledgements the steering group chair and members and the two peer reviewers by name, as well as anyone else who made a notable contribution to the research project.

In the main body of the report:

- make sure you acknowledge the use of material from outside source(s), as this is a condition of its use, as well as a courtesy
- make sure all publications cited in the text are listed in the 'References' section
- acknowledge all personal communications where they are cited in the text – do not list them in the 'References' section.

Also make sure copyright has not been breached.

2.1.5 Abbreviations and acronyms

Include a list of all abbreviations and acronyms that are defined in the report. If it takes less than one page, place it on page 4 below the acknowledgements. If it is longer than one page, consider making a glossary (see section 2.3.3).

In the definitions, only capitalise terms that are proper nouns (words that refer to a specific person, place or thing).

Examples:

AUT	Auckland University of Technology
BEB	battery electric bus
EECA	Energy Efficiency and Conservation Authority
GHG	greenhouse gas

See section 4.3 for guidance on how to use abbreviations in your report.

2.1.6   Contents

The template includes an automated table of contents. It lists three levels of headings along with their page numbers. To work properly, each heading in the report must be formatted with the correct heading style (see section 3.1.1).

Whenever you make changes to the headings or the layout of the report, you must update the table of contents to reflect those changes.

To update the table of contents:

1. Go to **References** > **Update Table**.
2. In the dialogue box, choose **Update entire table**.
3. Click **OK**.

2.1.7   Executive summary

Begin the executive summary on a new page after the table of contents.

This is the summary that gets the message of the research report across to the readers. It is an overview and summation of the whole report, written by the author.

Make sure it:

*   is simple and clear, and summarises the research, methods and results
*   includes the conclusion, using more or less the same words that are used in the text to avoid confusion
*   is no longer than three pages
*   can be used separately from the report (eg, it has no references, and it defines any acronyms and abbreviations that are used)
*   contains the years over which the research was carried out, and the location if applicable.

Write the executive summary last so you can link it with what is written in the main report.

Use the headings as guides, and include key sentences from the main body for consistency with the rest of the report.

Get someone who is not familiar with your research to read the executive summary and ask if they understand what your research is about.

2.1.8   Abstract

Place the abstract directly below the executive summary or on the following page.

The abstract:

*   summarises the major aspects of the report, including:

- the overall purpose of the study and the research question(s) investigated
- the basic design of the research
- major findings or trends found
- a brief summary of interpretations and conclusions
- is 200–300 words
- does not contain references, figures or tables
- defines any acronyms or abbreviations that are used in the abstract (so it can stand alone)
- contains the years and location in which the research was carried out.

2.2 Main body

The main body is composed of chapters and sections, which are numbered using the number ranking system (ie, 'outline numbered'). This is the key part to the report, so make sure it has:

- a structure and a logical pattern
- chapters that follow a sequence (eg, Introduction, Literature review, Method, Results, Discussion, Conclusion).

2.2.1 Headings

Write about the topics in the headings and keep the topics distinct. Especially avoid running the 'Method' chapter into the 'Results' chapter.

Number the sections to rank the headings up to four levels. The following list gives an example of the format used to rank headings (see section 3.1.1 for guidance on how to format headings).

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1 CAPTIF test parameters

1.1 Testing schedule

1.1.1 Construction testing

1.1.1.1 Subgrade testing

Check that the sequence of headings is logical and shows the development of the research. Check if any headings are out of place, missing or unnecessary. At the early stage of report writing, it may be helpful to use more numbered headings to identify the topics of the paragraphs and to check that the argument is developing logically. These extra headings can be omitted later.

2.2.2 Introduction

The introduction is the first page of the main body. It must include:

- the years the project was carried out and the country or location to which the project relates
- the aims and objectives of the research, to show what the final report is about
- any special references to other people's input and their work, including published and/or unpublished material (use the correct titles of these people and companies).

2.2.3   Conclusion

The conclusion is an important part of the report because it addresses the purpose and objectives of the research as agreed in the project brief that is part of the contract for the research. The conclusion must:

- be written simply and effectively
- state clearly whether the research achieved the purpose and each of the objectives outlined in the project brief
- state if the research did not achieve the purpose and objectives, and why
- concur with the executive summary
- **not** include any new material – the conclusion must only refer to issues addressed in earlier chapters
- not include observations or opinions.

2.3   Back matter

2.3.1   References

The reference list must contain all sources that are cited in the report. References should be formatted in American Psychological Association (APA) 7th edition style. See chapter 6 for more details.

2.3.2   Appendices

An appendix provides supplementary material that contributes to the report but is not essential for inclusion in the main body. It should be referred to in the main body. If it cannot be referred to, it may not be relevant, so consider if it is needed at all.

Appendices that are reprinted from another source can be left in their original styles. Appendices that are written for the report should be formatted in the Waka Kotahi research report style.

Appendices should be numbered in alphabetical sequence (ie, Appendix A, Appendix B etc) so that references to them are distinct from the numbering system used for the chapters, figures and tables in the main body. See section 3.1.1.3 for guidance on how to format appendix headings.

2.3.3   Glossary

A glossary lists technical or unfamiliar words, terms, equations, abbreviations, acronyms etc with explanations. It can incorporate abbreviations and acronyms, in which case a list of abbreviations and acronyms is not required in the front matter (see also section 2.1.5 above). If you include a glossary, place it at the end of the report as the final appendix.

3   Formatting

3.1   Styles

In Microsoft Word, a **style** is a collection of formatting instructions. Many of Word's automated features (including the table of contents and heading numbers) depend on styles to work properly, so it is essential that you use the correct styles to format the text in your document.

The Waka Kotahi research report template has preset styles for headings, body text and table/figure text. To avoid formatting problems, type your report into the report template. It's easier to apply the correct styles as you type than to reformat text that is copied and pasted from other documents.

The template's preset styles are described below.

3.1.1   Heading styles

Every heading should be formatted with a heading style. If a heading is formatted with the default 'Normal' style, it will be omitted from the table of contents and it may corrupt the sequence of the automatic numbering.

Use sentence case for all headings (ie, capitalise only the first letter and any proper nouns).

3.1.1.1   Front matter headings

Headings of sections before the main body (eg, 'Executive summary', 'Abstract') are not numbered. Use **Heading 1 no number** style to format the main headings of these sections.

3.1.1.2   Main body headings

In the main body, use **Heading 1** style to format chapter headings. Format the subsequent section headings hierarchically using **Heading 2**, **Heading 3**, **Heading 4**, and **Heading 5** styles.

Heading styles 1 to 4 automatically insert a heading number based on its sequence in the document. If you add, delete or move a chapter or section, the heading numbers will automatically change to maintain the sequence. Do not type heading numbers manually.

Here are some examples of the heading styles:

Style	Example
Heading 1	**1 CAPTIF test parameters**
Heading 2	1.1 Testing schedule
Heading 3	**1.1.1 Construction testing**
Heading 4	**1.1.1.1 Subgrade testing**
Heading 5	*Level 5 subheading*

Note: The 'References' section is not part of the main body, so its heading should not be numbered. Use **Heading 1 no number** style to format the 'References' heading, and use **Reference** style to format the list of references.

3.1.1.3 Appendix headings

Appendix headings are numbered in alphabetical sequence. Use **Heading 6** style to format the main heading of an appendix. Heading 6 style automatically inserts a label (eg, 'Appendix A:') to the left of the heading text.

Use heading styles 7 to 9 to format subsequent sections in the appendix. These styles automatically insert a heading number that begins with the letter assigned to the appendix (eg, 'A.1.1').

Here are some examples of the appendix heading styles:

Style	Example
Heading 6	**Appendix A: CAPTIF test parameters**
Heading 7	A.1 Testing schedule
Heading 8	**A.1.1 Construction testing**
Heading 9	**A.1.1.1 Subgrade testing**

3.1.2 Body text styles

Use **Normal** style to format regular text (like this paragraph).

Use the following preset styles to format bulleted lists, numbered lists and block quotes:

Style	Example
List Bullet	• First-level bullet point
List Bullet 2	– Second-level bullet point
List Bullet 3	▪ Third-level bullet point
List Number	1. First-level numbered point
List Number 2	a. Second-level numbered point
List Number 3	i. Third-level numbered point
Quote	*Indented block quotation*

3.1.3 Table and figure text styles

Use the following preset styles to format text for tables and figures:

Style	Example
Caption	**Caption text**
Table heading	**Column heading**
Table text	Regular text inside table cells
Table bullet points	• Bullet points inside table cells
Note	Notes placed below a table or figure

See chapter 4.10 for examples of formatted tables and figures.

4   Language usage

4.1   Plain language

Plain language ensures your work is accessible. Please use plain language so that people can easily understand your writing.

- Use everyday words and language.
- Avoid jargon – this can slow the reader down.
- Use acronyms and initialisms sparingly.
- Don't take the reader's knowledge for granted – explain terms and concepts.
- Write concisely.
- Use simple sentences and paragraphs.
- Be consistent in the way you use grammar (eg, capitalisation, punctuation and spelling).

4.2   Spelling

Use New Zealand English spelling, which is based on British English. Set your computer's language default to 'English (New Zealand)'.

Preferred spellings include:

- organise (not organize)
- focused (not focussed)
- colour (not color)
- travelled (not traveled)
- centre (not center)
- tyres (not tires)
- programme (not program, unless referring to a computer program)
- practice (noun), practise (verb)
- licence (noun), license (verb).

Note: Do not change American spelling to New Zealand spelling in direct quotations, titles or names. Spell the name of an organisation the way the organisation spells it (eg, World Health Organization, Center for Global Development).

4.3   Abbreviations

4.3.1   Usage

To maximise clarity, use abbreviations sparingly. Writing is generally easier to understand when most words are spelled out than when it is overflowing with abbreviations. Only abbreviate when it helps the reader.

Use an abbreviation at least three times in a report if you are going to use it at all. If you won't use it at least three times, then spell out the term every time.

The first time you use an abbreviation in the text, present both the spelled-out version and the short form – for example, vehicle kilometres travelled (VKT). After this, use only the abbreviation. Do not alternate between spelling out the term and abbreviating it.

4.3.2   Full stops

For Waka Kotahi reports, most abbreviations do not use full stops – for example, eg, ie, vs, etc, am, pm, km/h. However, to comply with APA style referencing (and reference management software), full stops are used in the following abbreviations:

- et al. (and others)
- n.d. (no date)
- p. (page)
- pp. (pages).

4.3.3   Eg and ie

The meanings of 'eg' and 'ie' are often confused – 'eg' means 'for example', and 'ie' means 'that is to say'.

- Use 'eg' when you're providing one or more examples (eg, apples, oranges, bananas).
- Use 'ie' when you're going to expand on or explain one point (ie, where you could say 'in other words').

Note: Use 'eg' and 'ie' inside brackets (eg, like this). Otherwise, spell out 'for example' and 'that is'.

4.3.4   Country names

In general, country names should not be abbreviated. Two exceptions are 'UK' and 'USA', which are widely used and understood.

Do not use 'NZ' for 'New Zealand' in the text unless it is part of the official name of an organisation (eg, Waka Kotahi NZ Transport Agency).

4.3.5   Waka Kotahi

Use the agency's full name – Waka Kotahi NZ Transport Agency – the first time it is mentioned, then use the abbreviated name – Waka Kotahi – after that.

Do not use 'NZTA' or 'WK'.

4.3.6   Variables

Italicise statistical symbols and algebraic variables (eg, n = 111, p < .01, R^2, t-test, Cohen's d, SD).[1]

4.4   Lists

Bulleted lists and numbered lists are useful for splitting up long sentences. If they are written clearly, they make complex lists easier to understand.

When compiling lists:

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[1] For further guidance, see 'The Grammar of Mathematics: Writing About Variables' at
https://blog.apastyle.org/apastyle/2011/08/the-grammar-of-mathematics-writing-about-variables.html

- keep the same structure (eg, either phrases or clauses) throughout a list
- use bullets if the sequence doesn't matter
- use numbers if the list is sequential (eg, a list of steps).

4.4.1   Bulleted lists

There are two main types of bulleted list:

1. a stem followed by sentence fragments
2. a lead-in sentence followed by complete sentences.

When you write a bulleted list, make sure it consistently follows the structure for one type or the other. Never mix the styles. If a list contains some points that are sentence fragments and some points that are complete sentences, it is ungrammatical and difficult to understand.

The two main types of bulleted list are described below.

1.   A stem followed by sentence fragments

In this type of list, there is some lead-in text that is not a complete sentence (this is called the stem), and the bulleted items flow on from it.

In this type of list, there is:

- a colon after the stem
- a lower-case letter at the start of each bullet point (unless the point begins with a proper noun)
- no punctuation at the end of each bullet point (except for the final point)
- a full stop after the final point.

The list above is an example of a stem followed by sentence fragments. Together, they form one grammatically complete sentence.

When you write this type of list, check carefully that each point flows on grammatically from the stem. The best way to make sure whole the list works as one complete sentence is to read it out loud.

Don't start a new sentence part-way through the list. If you feel you need to include complete sentences, then the whole list should be composed of complete sentences, as follows.

2.   A lead-in sentence followed by complete sentences

This type of list starts with a complete sentence, and each bullet point contains one or more complete sentences.

The following rules apply to this type of list.

- The lead-in text is a grammatically complete sentence. It ends with either a colon or a full stop.
- Each point is composed of one or more grammatically complete sentences.
- Each point begins with a capital letter and ends with a full stop.

The list above is an example of a lead-in sentence followed by complete sentences. If the lead-in text was written as a sentence fragment (eg, 'The rules include:'), the list would not be grammatical.

4.4.1.1 Formatting bulleted lists

Use **List Bullet** style to format bulleted lists. If your list contains a sub-lists, use **List Bullet 2** or **List Bullet 3** styles. The hierarchy is:

- List Bullet (first-level bullets)
  - List Bullet 2 (second-level bullets)
    - List Bullet 3 (third-level bullets)

4.4.2 Numbered lists

Use a numbered list when:

- there is a sequence of events with steps to follow
- a specific number of items are referred to in the 'stem' or lead-in sentence.

Example:

The research approach guiding this project involved four stages:

1. inception and information sharing
2. literature review and stocktake
3. analysis
4. reporting and dissemination.

4.4.2.1 Formatting numbered lists

Use **List Number** style to format numbered lists. If your list contains sub-lists, use **List Number 2** and **List Number 3** styles. The hierarchy is:

1. List Number (first-level bullets)
   a. List Number 2 (second-level bullets)
      i. List Number 3 (third-level bullets).

Tip: By default, **List Number** style continues the numbering from any previous list. If you need to restart the numbering of a new list so it begins at 1, follow these steps:

1. Place the cursor in the first line of the list.
2. Right-click the mouse.
3. Choose 'Restart at 1'.

4.5 Hyphens, dashes and minus signs

Hyphens (-), dashes (–) and minus signs (−) look similar, but they have distinct roles. This section explains how to use them properly.

4.5.1 Hyphens

Hyphens are used to join two or more words (or parts of words) together.

Hyphens are primarily used to create compound adjectives, which are two or more words used together to describe a noun (eg, long-term plan, 36-year-old woman). Compound adjectives should be hyphenated when they are used before a noun.

Examples:

- a well-known book
- the land-use policy
- the decision-making process

but

- the book is well known
- the policy on land use
- the process of decision making

Exception: If one unit of the compound adjective is an adverb ending in *ly*, a hyphen is not used.

Examples:

- a frequently used vehicle
- naturally occurring substances

4.5.2   Dashes

Dashes are longer than hyphens and are commonly used to indicate a range or a pause.

- When used to indicate a range (eg, 7–10 years), there should be no blank space before or after the dash.
- When used to indicate a pause – for example, the dashes in this sentence – there should be a single space before and after each dash.

Dashes are also used to join two nouns with equal relationships.

Examples:

- student–teacher ratio
- public–private partnership
- Auckland–Wellington flight
- Shapiro–Wilk test
- cost–benefit ratio

Unfortunately, there is no 'dash' key on the keyboard. To insert an 'en' dash (the standard dash used in Waka Kotahi reports), use the shortcut **Ctrl + minus** on the numeric keyboard (or type **Alt + 0150**).

4.5.3   Minus signs

Use a minus sign – not a hyphen – to indicate a negative value (eg, −7.2). Unfortunately, the 'minus' key on your keyboard's number pad produces a hyphen, not a minus sign.

To insert a minus sign, type **Alt + 8722**.

4.6   Numbers

4.6.1   Words vs numerals

Numbers are written as words or numerals depending on various factors. Here are some general guidelines:

- Use **words** for numbers from one to nine (eg, six culverts).

- Use **numerals** for numbers from 10 to 999,999 (eg, 10 bridges, 1,250 participants).
- Use **numerals and units** for round numbers greater than 999,999 (eg, 3.5 million people, $1.5 billion).
- Use **numerals** for measurements (eg, 5 cm, 2 km) and percentages (eg, 6%).
- Do not start a sentence with a numeral. Spell out the number (and its unit, if relevant) or re-arrange the sentence.

    Example:

    Forty-eight percent of respondents reported using the app.

    Or

    Nearly half (48%) of those surveyed said they used the app.

4.6.2   Punctuation

- Use commas to separate numbers greater than 999 (eg, 1,250; 14,650; $150,000).
- Add a space between a number and the unit (eg, 15 m, 50 km/h, 30 °C).
- For ranges, use an en dash between the numbers (eg, 10–15 years, 2015–2025).

4.6.3   Percentages

Use numerals and the % symbol for percentages (eg, 3%), unless a sentence begins with a percentage, in which case it is spelled out (eg, 'Three percent of road users…').

4.6.4   Dates

Follow the New Zealand style of day/month/year (eg, 10 April 2023).

4.6.5   Currencies

- For amounts in New Zealand dollars, use the '$' symbol (eg, $2,000).
- For other dollar-based currencies, use a country prefix followed by the '$' symbol (eg, A$15,000, US$25, CAN$4,000).
- If the report includes different dollar-based currencies, use 'NZ$' to identify New Zealand dollar amounts (NZ$2.5 million).
- Use the '€' symbol for euros and the '£' symbol for British pounds (eg, €25, £1,500).

4.6.6   Equations

Equations should be labelled and centred on a separate line. The report template provides the following example of an equation:

$$E_{PM_{10}(B+T)} = (e_{PM_{10}(B)} + Ee_{PM_{10}(T)})\ number\ of\ axles \qquad \text{(Equation 4.1)}$$

The equation is set in a borderless table with three cells. The first cell is empty, the second cell contains the equation (created using Word's 'Insert new equation' function), and the third cell contains the label (created using Word's 'Insert caption' function).

4.7 Quotations

4.7.1 Quotation marks

Always use single quotation marks, except when you have a quote within a quote, then use double quotation marks.

4.7.2 Direct quotations

Direct quotations must be reprinted verbatim. They must match the wording, spelling and punctuation of the original source. If you add or change any words in a direct quote, use square brackets [like this] to identify the altered text. If you omit words from a direct quote, insert an ellipsis in place of the omitted text.

For direct quotations, cite the author, year, and page number of the quotation (eg, 'Smith, 2008, p. 5').

Short quotations (under 40 words) may be placed inline (ie, within a paragraph). Longer quotations (40+ words) should be formatted as block quotes. These two styles are described below.

4.7.2.1 Inline quotations

Inline quotations are distinguished by single quotation marks.

Example:

Congestion charging or road pricing is defined as 'charging vehicles for use of specific roads during specific times and days, in order to reduce the severity and duration of congestion on the network' (Ministry of Transport, 2020, p. 3).

4.7.2.2 Block quotations

Block quotations are indented and italicised. They are not enclosed in quotation marks.

Use **Quote** style to format block quotations.

Example:

> *Freedom to manoeuvre within the traffic stream is noticeably restricted, and lane changes require more care and vigilance on the part of the driver. Minor incidents may still be absorbed, but the local deterioration in service will be substantial. Queues may be expected to form behind any significant blockage.* (Hensher et al., 2009, p. 11)

Note: For block quotes, the in-text citation is placed in brackets after the ending punctuation, and it is not italicised.

4.8 Footnotes

Include a footnote (at the bottom of a page) when you consider it necessary or useful to provide the reader with additional information that is not an essential part of the main text.

To add a footnote, go to **References > Insert Footnote**.

Footnote numbers in the text should follow punctuation and preferably be placed at the end of a sentence.[2]

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[2] Footnotes are numbered sequentially with Arabic numerals and formatted in **Footnote Text** style.

4.9　Te reo Māori

Under the Māori Language Act 1987, Māori became an official language of New Zealand. This Act also established Te Taura Whiri i te Reo Māori the Māori Language Commission to promote the language and encourage correct usage. Māori words and expressions in both English and Māori documents must be written in accordance with guidelines from Te Taura Whiri i te Reo Māori.[3]

4.9.1　Macrons

A macron is the horizontal line above any of the five vowels (eg, the 'ā' in 'Māori'). It indicates a long vowel sound, which influences a word's meaning and pronunciation.

Some words are spelled with or without a macron depending on the meaning. For example, 'wahine' means 'woman', and 'wāhine' means 'women'.

Māori words should be spelled with macrons where appropriate. Here are some online resources for guidance on macron usage:

- Te Aka Māori Dictionary
  https://maoridictionary.co.nz/
- Ratonga Whakaora Tohutō Māori The Māori Macron Restoration Service
  http://community.nzdl.org/macron-restoration/jsp/en/main.jsp
- Toitū Te Whenua Land Information New Zealand – 'Place names of New Zealand'
  https://www.linz.govt.nz/products-services/place-names/place-names-new-zealand

4.9.2　Plurals and possessives

There is no 's' in the Māori alphabet. If a Māori term is plural or possessive, don't add an 's'.

Examples:

- seven marae (not seven maraes)
- iwi land (not iwi's land)
- the Waka Kotahi website (not Waka Kotahi's website)

4.9.3　Capitalisation

Capitalise proper nouns (eg, Māori, Pākehā, Te Tai Tokerau, Taura Whiri i te Reo Māori).

Don't capitalise common nouns (eg, hapū, iwi, kaupapa, tikanga, te ao Māori, te reo Māori).

4.9.4　Organisations with both English and Māori names

Many organisations in New Zealand have a Māori name as well as an English name. Find out the organisation's preferred name by looking at its website.

If appropriate, use both names the first time you mention the organisation. Place the preferred name first, followed by the other name, with no punctuation in between.

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[3] The *Guidelines for Māori Language Orthography* are available at https://www.reomaori.co.nz/orthography.

Examples:

- Te Manatū Waka Ministry of Transport
- Te Uru Rākau New Zealand Forest Service
- Ministry for Primary Industries Manatū Ahu Matua
- Department of Conservation Te Papa Atawhai

From then on, use only the preferred name. For example, use 'Waka Kotahi NZ Transport Agency' the first time it is mentioned, then use 'Waka Kotahi' after that.

4.9.5   Aotearoa New Zealand

Using the Māori word for the name of our country is discretionary. If you do to use it, write 'Aotearoa New Zealand'.

4.10   Data – plural or singular?

Technically, 'data' is a plural noun, so it takes a plural verb (eg, the data were analysed). However, 'data' is commonly used as a singular mass noun (like 'information'), in which case it takes a singular verb (eg, the data was analysed). Whichever usage you prefer, please use one style consistently throughout the report.

5   Tables and figures

Use tables and figures to add to the readability/understanding of the report, but be sparing with your use of colour images and graphs and ensure they are indispensable to the report.

Tables and figures are used to present information concisely and with maximum impact.

- Develop them while writing the text to ensure they are relevant.
- Make sure the facts they contain agree with the text and vice versa, and the facts are accurate.
- Keep them simple and clear.
- If they are many, repetitive and/or disruptive to the text, consider putting them together in an appendix.

5.1   Captions

Each table and figure must include a caption. Captions should be placed directly above the tables/figures as part of the text and not embedded in the graphics.

Captions should include:

- a **label** that is numbered by chapter (ie, the first figure in chapter 1 is labelled **Figure 1.1**; the first figure in chapter 2 is labelled **Figure 2.1** etc)
- a **description** that clearly explains what the table/figure contains so it can be understood without referring to the main text
- a **reference citation** if the table/figure is copied from another source (see section 5.3).

Use Word's 'Insert Caption' feature to add captions. This feature automatically generates a label with a number based on its sequence in the document. Using this feature ensures that the table/figure numbers remain accurate, even if tables/figures are added, deleted or moved.
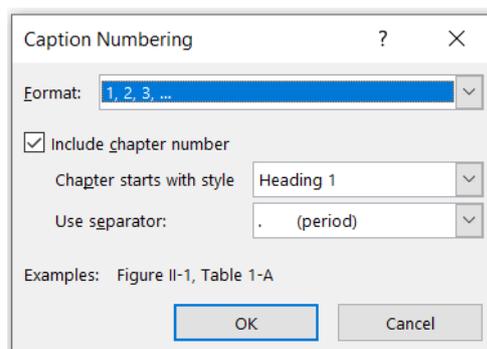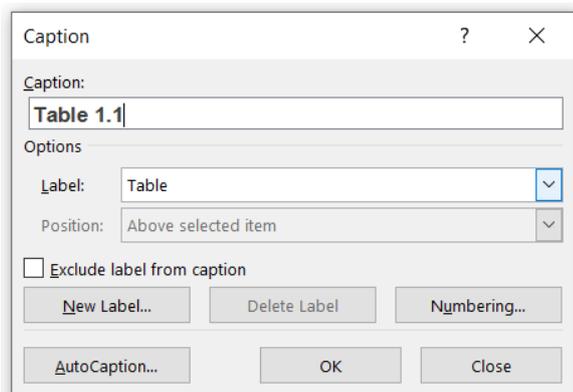
To insert a caption:

- go to **References > Insert Caption**
- under **Options**, choose **Table** or **Figure**.

If the label in the **Caption** box does not show the chapter number:

- click on **Numbering**
- check the box next to **Include chapter number**
- make sure **Use separator** is set to **(period)**.

The settings should look like this:

5.2   Tables and figures outside the main body

If you include tables or figures in the executive summary, label them with 'ES' in place of the chapter number (eg, Figure ES.1).

If you include tables or figures in appendices, label them with the appendix letter in place of the chapter number (eg, Figure B.1 in Appendix B).

Unfortunately, Word's 'Insert Caption' feature is not well-suited for labelling tables and figures outside the main body, so these labels should be typed manually.

5.3   Citing the source

If you create a table or figure yourself, you don't need to name the source – it is assumed to be the work of the author.

If you copy or adapt a table or figure from another source, you must cite the source. Provide a complete reference for the source and cite it in the caption.

In the citation, indicate whether it is **reprinted from** or **adapted from** the source, and include the page number of the original table or figure.

Examples:

Figure 2.4   Average event rate per group per month (reprinted from Farah et al., 2013, p. 31)

Table 6.3   Percentage of recidivist offenders in Aotearoa New Zealand between 2005 and 2014, by driving offence type (adapted from Hatfield et al., 2019, p. 93)

5.4   Table and figure notes

Table and figure notes should be placed immediately below the tables and figures. Do not use the 'Insert Footnote' feature, which places footnotes at the bottom of the page.

Use superscript letters (eg, $^{a, b, c}$) to identify figure and table notes. See Tables 5.1 and 5.2 for examples.

5.5   Cross-references

Each table and figure should be referred to (ie, cross-referenced) in the main text. To add a cross-reference, use Word's 'Insert Cross-reference' feature. This will link the cross-reference to the figure/table caption.

To insert a cross-reference to a table or figure:

1.   go to **Insert** > **Cross-reference**
2.   under **Reference type**, choose **Table** or **Figure**
3.   under **Insert reference to**, choose **Only label and number**
4.   under **For which caption**, choose the table or figure
5.   click **Insert**.

Note:

- Capitalise the first letter of the label when cross-referencing figures, tables, equations, boxes and appendices (eg, Figure 2.2, Table 1.1, Equation 4.1, Box 2.1, Appendix C). The 'Insert Cross-reference' feature does this automatically.
- Do not capitalise the first letter of 'chapter', 'section' or 'page' (eg, chapter 5, section 5.5, page 22).

5.6 Copying graphs from Excel

If you create a graph in Excel, copy and paste it into your report using these steps:

1. In Excel, select the graph and copy it (Ctrl + C).

2. In Word, go to **Home** > **Paste**

3. Under **Paste options**, choose the first option: **Use Destination Theme & Embed Workbook**.
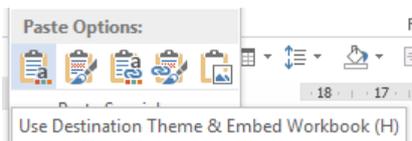
This option preserves the best image resolution and allows the editor to make adjustments for best appearance (without affecting the data). Using the 'paste as picture' option reduces the resolution and limits the editor's ability to make adjustments.

5.7 Table examples

If you copy a table as an image from another source, label it as a table, not a figure.

If you create a table for your report, use the table style shown in Tables 5.1 and 5.2 below. (This is the default style for tables in the research report template.)

Table 5.1   Example table

Table heading	Table heading[a]	Table heading
Table text	Table text	• Table bullet points • Table bullet points
Table text	Table text	• Table bullet points • Table bullet points
Table text[b]	Table text	• Table bullet points • Table bullet points

Note: [This note applies to the whole table.]
[a] [This note applies to the second column.]
[b] [This note applies to the first cell in the third row.]

Table 5.2   **Value of reduced injuries as a fraction of value of a statistical life for the USA (adapted from US Department of Transportation, 2021b, p. 10).**

MAIS[a] level	Severity[b]	Fraction of VoSL[c]
1	Minor	0.003
2	Moderate	0.047
3	Serious	0.105
4	Severe	0.266
5	Critical	0.593
6	Unsurvivable	1.000

[a] MAIS = Maximum Abbreviated Injury Scale.
[b] More detail on severity descriptions is provided in Federal Aviation Authority (n.d.).
[c] VoSL = value of a statistical life.

5.8 Figure examples

Figures include line drawings, graphs and photographs. To avoid layout problems, place all images 'In Line with Text', left-aligned (for examples, see Figures 5.1 and 5.2 below).

Text in low-resolution images can be difficult to read. If you use an image that contains text, make sure the resolution is high enough that the text is clear and easy to read (preferably 300 dpi).

Colour-blind people find it difficult to differentiate between certain colours. When designing graphs, choose colours that are colour-blind friendly (eg, avoid combining red and green).[4]
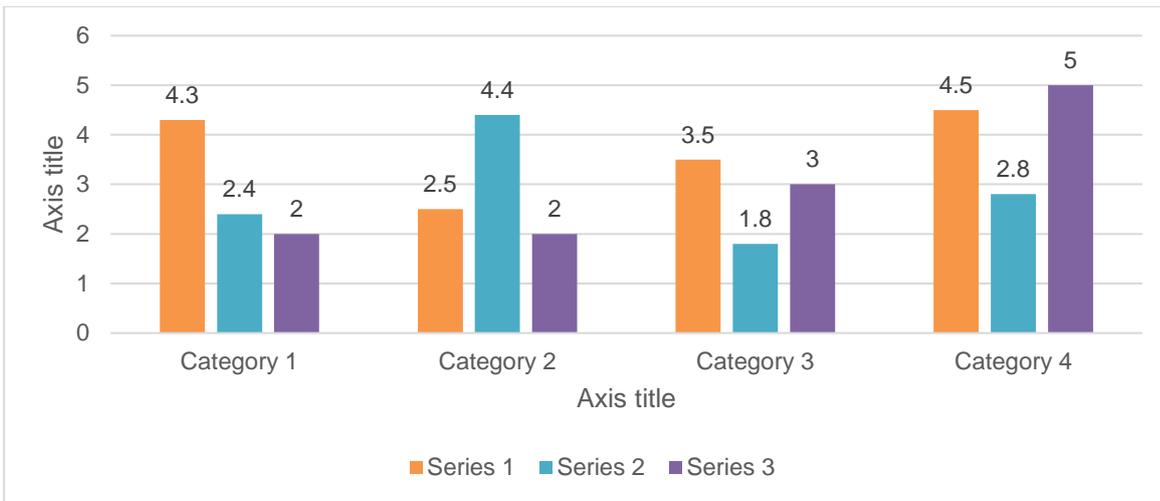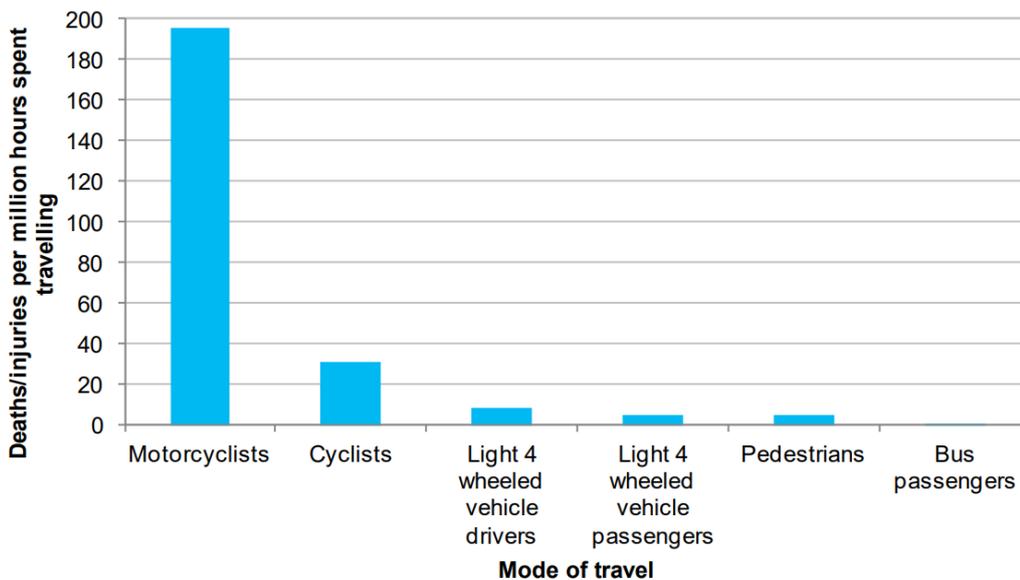
Figure 5.1   Example figure

Figure 5.2   Deaths or injuries in motor vehicle crashes per million hours spent travelling (reprinted from Ministry of Transport, 2015, p. 6)

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[4] For more information, see https://www.datylon.com/blog/data-visualization-for-colorblind-readers.

6   References

The purpose of referencing is to (a) acknowledge your sources and (b) give readers the information they need to find those sources.

Waka Kotahi research reports follow the American Psychological Association (APA) 7th edition referencing style, which uses brief in-text citations and a full alphabetical-by-author reference list placed at the end of the report before the appendices.

There are many free online resources that explain how to use APA style referencing. For example, Massey University's 'APA Interactive (7th ed.)' web page provides interactive examples of how to format references and in-text citations in APA style (see https://owll.massey.ac.nz/referencing/apa-interactive.php).

Your reference list should contain every reference that is cited in your report, and it should not contain references that are not cited in your report.

6.1   Reference management software

We encourage the use of reference management software (eg, EndNote, Mendeley, Zotero) in the writing process. At the copyediting stage, however, the field codes created by the software must be converted to plain text because they are not compatible with Word's 'Track Changes' and 'Comments' features.

If you use reference management software, please follow these guidelines:

1. Use your reference management software while writing your report. The output style should be set to 'APA 7th edition'.

2. Before submitting your report to Waka Kotahi, convert all reference and citation field codes to plain text. The editor will copyedit the references and citations using tracked changes and comments.

3. When you receive your copyedited report from the editor, review the tracked changes and comments and make any necessary changes manually. Do not use your reference management software to replace the copyedited reference list or citations. If you wish to update your reference database with the editor's changes, do it separately from the copyedited report.

6.2   In-text citations

Use APA's author–date citation system to cite references in the text (eg, 'Smith, 1999'). Each in-text citation must correspond with a listed reference.

When citing a direct quote or a table or figure copied or adapted from another source, include the page number in the citation – eg, '(Department of Conservation, 2018, p. 5)'.

When citing works by three or more authors, list the first author and add 'et al.' (eg, 'Smith et al., 2013').

Here are some examples of in-text citation styles:

Author type	Parenthetical citation	Narrative citation
One author	(Breese, 2012)	Breese (2012) examined…
Two authors[a]	(Omar & Bernløv, 2020)	Omar and Bernløv (2020) examined…
Three or more authors	(Williams et al., 2017b)	Williams et al. (2017b) examined…

[a] For references with two authors, use '&' between their names in parenthetical citations, and use 'and' between their names in narrative citations.

6.2.1   Parenthetical citations

If you cite two or more references within parentheses, list them alphabetically, separated by semicolons – for example, '(Garg et al., 2000; Sanders et al., 2003; Williams, 2001)'.

If you cite two or more references by the same author, write the name once followed by the publication dates in chronological order, separated by commas – for example, '(Smith, 2015, 2016, 2020)'.

6.2.2   Hyperlinks

Do not embed hyperlinks (eg, 'click here', 'available on the Ministry's website') in the text.

If you are citing specific information from an internet source, provide a complete reference and cite it by author and date. The reference should include a uniform resource locator (URL) that links directly to the source. Do not provide a link to a home page unless that page contains the information you are citing.

If you wish to direct readers to a website where they can find general information, create a footnote with the hyperlinked URL.[5]

6.3   Reference list

Use **Heading 1 no number** style to format the 'References' heading, and use **Reference** style to format the list of references.

6.3.1   Order

References are listed in alphabetical order of authors' surnames.

- Alphabetise by first author's name, then by second author if you have the same first author, etc.
- If there are two or more entries with the same author(s) but different dates, order them chronologically.
- If there are two or more entries with the same author(s) published in the same year, list them alphabetically by title and add a lower-case letter after the year (eg, 2003a, 2003b etc).
- If a reference has no publication date, use 'n.d.' in place of the year (eg, 'Smith, n.d.').
- For a work with up to 20 authors, include all the names in the reference. For a work with 21 or more authors, include the first 19 names, an ellipsis, and the final name.

6.3.2   Digital object identifiers

A digital object identifier (DOI) is a unique and never-changing alphanumeric string assigned to online articles, books and other works.

If a DOI is available, it should be included in the reference as a hyperlinked URL beginning with 'https://doi.org/'. For example, if the DOI is 10.3141/1992-09, it should be listed as https://doi.org/10.3141/1992-09.

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[5] For example: 'For more information, visit www.15minutecity.com.'

6.3.3   Retrieval dates

When you reference an online source, do not include a retrieval date unless the source is likely to change. For example, if you cite a statistic from a web page that is continually updated, cite the date you retrieved the statistic.

Example: Stats NZ. (n.d.). *Population clock*. Retrieved January 20, 2023, from
https://www.stats.govt.nz/tools/population-clock/

6.4   Reference examples

This section gives examples of the most common types of references. For examples of other reference types, see Massey University's 'APA Interactive (7th ed.)' web page:
https://owll.massey.ac.nz/referencing/apa-interactive.php

6.4.1   Book

Format: Author(s). (Date). *Title of book* (edition). Publisher.

Example: Huang, Y. H. (2004). *Pavement analysis and design* (2nd ed). Prentice Hall.

6.4.2   Part in a book

Format: Author(s). (Date). Title of chapter or section. In Editor(s), *Title of book* (edition, page numbers). Publisher.

Example: Rosenthal, S. & Strange, W. (2004). Evidence on the nature and sources of agglomeration economies. In V. J. Henderson & J. F. Thisse (Eds.), *Handbook of regional and urban economics* (Vol. 4, pp. 2119–2171). North-Holland.

6.4.3   Journal paper

Format: Author(s). (Date). Title of paper. *Title of Journal, volume no.*(issue no.), page numbers. DOI.

Example: Jakobsson, C., Fujii, S., & Gärling, T. (2002). Effects of economic disincentives on private car use. *Transportation*, *29*(4), 349–370. https://doi.org/10.1023/A:1016334411457

6.4.4   Published report

Format: Author(s). (Date). *Title of report* (report no.). Publisher and/or URL.

Example: Wallis, I. P., & King, M. A. (2020). *Valuing freight transport time and reliability* (Waka Kotahi NZ Transport Agency research report 665). https://nzta.govt.nz/resources/research/reports/665/

6.4.5   Unpublished material

Format: Author(s). (Date). *Title of work* [Publication status]. Title of report series or file, number of the work if applicable or available, or title of institution responsible for the work. URL if available.

Example: Reay, J. (1981). *Roads in forested hill land* [Unpublished document]. New Zealand Department of Lands and Survey.

Refer to the final published version of your sources where possible. Unpublished documents are often difficult to cite. If in doubt, include more rather than less in your reference to help readers find the source.

6.4.6 Web page

Format: Author(s). (Date). *Title of work.* URL

Example: Waka Kotahi NZ Transport Agency. (2020). *The official New Zealand road code online.* https://www.nzta.govt.nz/roadcode

6.4.7 Conference proceedings

If a conference paper has been formally published, reference it like a chapter in an edited book.

Format: Author(s). (Date). Title of chapter or section. In Editor(s), *Title of book* (page numbers). Publisher.

Example: Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11–19). Springer. https://doi.org/10.1007/978-981-10-4241-6_2

If a conference paper has not been formally published, identify the type of presentation and give the name, date, and location of the conference.

Format: Author(s). (Dates of conference). *Title of paper* [Paper presentation]. Conference name, city, country.

Example: Bland, A. (2017, November 26–30). *The implementation of a junior Samoan language programme in a South Island, New Zealand secondary school context* [Paper presentation]. Australian Association for Research in Education (AARE) Conference 2017, Canberra, Australia.

6.4.8 Newspaper article

Format: Author(s). (Date). Title of article. *Newspaper Title*, page number if source is in print. URL if source is online

Example: Orsman, B. (2020, August 6). Auckland Transport's new camera car issues nearly 8000 tickets. *New Zealand Herald.* https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12354332

If the article does not list an author, use the article title in place of the author name.

Example: Research awards draw industry attention. (2009, January 12). *Albany Times*, p. 22.

6.4.9 Online news source

For online news sources that are not newspapers (eg, Stuff, Newshub, RNZ, BBC News), use the following format.

Format: Author(s). (Date). *Title of article.* Name of source. URL.

Example: Pennington, P. (2022, December 22). *Congestion charging possible under proposed new NZ-wide transport ticketing system.* RNZ. https://www.rnz.co.nz/news/national/481255/congestion-charging-possible-under-proposed-new-nz-wide-transport-ticketing-system

6.4.10 Legislation

Legislation does not need to be listed in the references.

In the text, refer to legislation by its title and year (eg, Land Transport Management Amendment Act 2013) the first time it is mentioned. After that, you can use the title without the year.

7   Checklist

Your research for Waka Kotahi plays a critical role in contributing to the government's goals for transport. Your report will be read by transport planners, policymakers, researchers and other experts, and it will be publicly available online. It is therefore critical that your report meets a high standard of quality.

Before submitting your report, please read it, preferably aloud, to check for errors. Also check that all the tasks listed below have been attended to.

Please check that the report contains the following parts:

- ☐ Title page (with each author's name, affiliation, and city)
- ☐ Title verso page (with bibliographic details, contract details and keywords)
- ☐ Disclaimer page (ie, 'An important note for the reader')
- ☐ Acknowledgements
- ☐ Abbreviations and acronyms (or a glossary as the final appendix)
- ☐ Contents
- ☐ Executive summary (no longer than three pages)
- ☐ Abstract (200–300 words)
- ☐ Main body chapters (eg, Introduction, Literature review, Method, Results, Discussion, Conclusion)
- ☐ Reference list
- ☐ Appendices (optional)
- ☐ Glossary (optional)

Please check that:

- ☐ the names of companies, people, places, etc are spelled correctly
- ☐ the title page, verso title page and acknowledgments page are filled in with the information that is available to you
- ☐ all abbreviations and acronyms are defined in the text and compiled in an alphabetised list
- ☐ the references conform to APA 7th edition style
- ☐ each in-text citation corresponds with a listed reference
- ☐ each listed reference is cited in the report
- ☐ the heading levels follow a logical, hierarchical outline
- ☐ all figures and tables are numbered sequentially by chapter
- ☐ each figure/table is referred to (cross-referenced) in the body text
- ☐ for each figure, table and quote that is copied from another source, the source is cited by author, year, and page number
- ☐ the text in the figures is legible (ie, not too pixelated to read)
- ☐ quotation marks are single, not double (eg, like 'this', not like "this").

After submitting your report, please be available for, and responsive to, further communications from us and the contract editors.