

## 8 PUBLICATIONS

### 8.1 PIARC Publications

The results of the work and activities of the World Road Association (PIARC) are communicated through a variety of different publications:

- Quarterly magazine "*Routes/Roads*",
- PIARC Reports (or Technical Committee reports),
- Dictionary and Lexicon,
- Congress proceedings,
- Software,
- Electronic newsletter,
- Promotional documents – the PIARC brochure,

supplemented by information continually placed on the website (chapter 3).

### 8.2 Ownership of publications

The articles, reports and other publications produced within the framework of the activities managed by PIARC are the collective property of the World Road Association who holds the copyright and all associated rights.

Except in special cases where an explicit prior agreement has been made by the Executive Committee, neither contributors nor their organisations can claim the authorship for these publications.

### 8.3 Magazine « *Routes/Roads* »

*Routes/Roads* is the periodical magazine of the Association. The first version dates back to 1911.

The objective of the magazine is to promote the actions of PIARC internationally by presenting the actions and work of the Association in an attractive format.

The target readership of the magazine comprises the members of the Association and decision makers in the field of road and road transport.

#### 8.3.1 Contents

*Routes/Roads* is a bilingual magazine in the two official languages of the Association (French and English). It also includes abstracts of the feature articles in Spanish, German and Portuguese.

## BLUE GUIDE 2012 – 2015

Routes/Roads is produced under the legal responsibility of the General Secretariat; the Secretary General is the director of the publication. The Secretary General appoints a chief editor from amongst the General Secretariat staff. The magazine is produced with the assistance of an editorial committee.

Each 96 page edition includes:

- An **editorial** written by an official of the Association,
- A « **What's New** » section comprised of
  - o the **agenda** of PIARC seminars, conferences supported by PIARC and coming events,
  - o a **Focus** section making a brief presentation of PIARC seminars and other events linked to the activities of the Association,
  - o a **News** section giving information on the life of the Association
  - o some short articles (papers or reports) on news items coming from various member countries;
- A « **Features** » section containing in depth articles proposed by Technical Committees or on the initiative of other sources;
- A « **Road Stories** » section which deals with cultural, geographic and historic topics linked to the road domain;
- A « **Spotlight on Young Professionals** » section: a short article based on an interview with a young professional working in the Transport sector (500 words in one language + illustrations).
- A « **Summaries** » section containing article summaries from the « features » section in German, Spanish and Portuguese.

### *What's new?*

Concerns short articles (between 500 and 1000 words with figures) allowing road administrations from member countries to present any achievements or recent notable initiatives likely to be of interest to readers from different countries. This section is fed by a network of correspondents coordinated by the General Secretariat.

### *Features*

Routes/Roads publishes synthesised articles on various subjects from the field of road and road transport. They can be articles reporting on the results of research or a notable achievement, stating current knowledge or presenting a point of view on a subject of common interest.

The articles of a length not exceeding 2500 words (plus figures) in one language, must be written to be understood by the broad readership of Routes/Roads. (Note: a more developed version of an article including theoretical developments or technological details can be published as a supplement on the PIARC website).

The electronic version of the latest issue of Routes/Roads is available in pdf format from the Association's website to members and subscribers as soon as the paper copy is released from the printing house.

### ***8.3.2 Editorial Committee***

An editorial committee composed of 8 to 10 people is formed by the General Secretariat following advice from the Communication Commission. The editorial committee is placed under the direction of the Chief Editor of the magazine.

Half of the editorial committee is renewed every two years.

The role of the editorial committee is to:

- advise the General Secretariat on the editorial content of the magazine for the establishment of a one year sliding editorial program, by suggesting appropriate themes for the editions of the magazine and participating in the choice of the articles ;
- supervise the article selection and review process.

The Editorial Committee meets quarterly on the initiative of the General Secretariat in the format of video-conference meetings.

### ***8.3.3 Review of Proposed Articles***

Instructions for authors can be found on the internet site and are referred to in each edition of the magazine (last page).

The articles emanating from a Technical Committee must be the subject of an examination by the Technical Committee before being proposed for publication to the General Secretariat.

The articles proposed by external parties are communicated to the appropriate Technical Committee for their opinion. In the absence of a Technical Committee competent on the subject, the article is submitted for a peer review on the initiative of the General Secretariat.

A response is provided to the authors in the 2 months following the receipt of the proposed article by the General Secretariat.

The General Secretariat reserves the right to not publish an article, to reduce the content according to the available space in the magazine and to delete or modify paragraphs containing information of a commercial nature. The editorial committee is consulted on all decisions regarding non-publication. In the instance where an article is reduced or modified, the author is informed of the proposed changes to the article.

**8.3.4 Formatting of the Magazine**

The formatting of various articles in the magazine is defined in the document « **Routes/Roads Graphic Charter** ».

**8.3.5 Calendar for preparation and publication**

Routes/Roads is a quarterly magazine publishing in January, April, July and October.

The time limits for receiving articles in relation to the month of publishing are as follows:

N°	Deadline for reception of articles	Date of publishing
I	End of September	Start of January
II	End of December	Start of April
III	End of March	Start of July
IV	End of June	Start of October

**8.3.6 Distribution of the magazine**

Routes/Roads is distributed free to the members of the Association according to the provisions made in the statutes. A copy is also provided free to the members of the Technical Committees as well as to the authors.

Routes/Roads is also sold by subscription and separately by edition.

**8.3.7 Publicity**

Routes/Roads can include public announcements on the front and back inside covers and the back cover as well as on a maximum of 8 internal pages between articles.

Three copies of the magazine are provided to the advertisers.

Relationships with advertisers are managed by the General Secretariat.

**8.3.8 Satisfaction Survey**

Customer satisfaction surveys are carried out on the initiative of the Communication Commission on the basis of drafts submitted for the approval of the Executive Committee.

## **8.4 PIARC Reports**

The **PIARC Reports** are produced by the Technical Committees of the Association in response to the terms of reference assigned to the Technical Committees in the Association's Strategic Plan. The reports are for the purpose:

- of presenting the state of the art and to formulate recommendations for specific topics,
- to increase international exchanges of information between countries.

They include both policy and road engineering documents.

### **8.4.1 Contents**

Reports are organised according to the following structure:

- about the Association,
- note on the authors,
- summary,
- abstract,
- introduction,
- body of the report,
- conclusions,
- bibliography / references,
- glossary,
- appendices.

Appendix B1 Technical Committee Reports – Drafting guide, formulates together the recommendations for the editing and presentation of the reports.

### **8.4.2 Preparation**

Each Technical Committee is responsible for setting up an internal process for quality assurance of the reports including an internal review group.

All of the reports must be prepared by the Technical Committees in the two official languages of the Association, French and English, by using the collective competencies of the members of the Technical Committee. Reports should be generally limited to a core of no more than 50 pages of text complemented by appendices. The delivery of a technical report in a single language must be an exception and must result from prior agreement with the General Secretariat. In cases where the report is initially available in only the original language, translation, including quality review, should occur within no more than three months of publication in the original language.

In all cases, a native language speaking member of the Committee will be charged with the validation of the translation, whether this be carried out by the Technical Committee, or be entrusted externally. It should be noted that the General Secretariat does not possess all of the technical knowledge necessary to guarantee the quality of translations in all fields.

The report is transmitted by the Chair of the Technical Committee to the General Secretariat for publication with the indication of which version should be considered as the original.

***8.4.3 Formatting of the reports***

For the preparation of the reports, the Technical Committees shall use the style sheet and the model defined in appendices B1 and B2.

The final editions of the reports are produced by the General Secretariat following the process outlined in the document « **PIARC Reports Graphic Charter** ».

The reports are published in separate linguistic versions.

The early publication of reports in the original language can be undertaken, without waiting for translation into other language.

The final electronic file in PDF format includes a summary and the links allowing direct access to the different chapters.

***8.4.4 Online access to reports on the internet***

The formatted reports are made available online as PDF files on the Virtual Library section of the PIARC website. Reports can be downloaded for free by members and the general public.

## 8.5 Dictionary and Lexicon

Since the 1930's PIARC has continued to work on a lexicon in the road and road transport field in order to facilitate communication between countries. This work materialized firstly through the creation of a **Technical dictionary of road terms** and a **Lexicon of Road and Traffic Engineering**.

As of the end of 2012, the base version of the dictionary (French-English) has been translated into 30 languages: Arabic, Chinese, Croatian, Czech, Danish, Dutch, Estonian, Finnish, German, Greek, Hungarian, Icelandic, Italian, Korean, Japanese, Latvian, Lithuanian, Norwegian, Persian, Polish, Portuguese, Romanian, Russian, Serbian, Slovakian Slovene, Spanish, Swedish, Ukrainian and Vietnamese.

The most current hardcopy edition of the Dictionary is the 2007 edition in five languages: English, French, German, Spanish and Portuguese.

The base version of the Lexicon (French-English) has been translated into Dutch and Russian (1991 edition). The most current hardcopy version is the 2000 edition.

Since February 2005, these versions and other specialised dictionaries can be consulted online in the Association website. The updating of these documents and the addition of versions in new languages is carried out via the internet under the responsibility of the Committee on Terminology. This updating and enrichment is undertaken with the cooperation of correspondents from the various Technical Committees and from various PIARC member countries.

As of the end of 2012, the following documents are accessible via the website <http://www.piarc.org/en/Terminology-Dictionaries-Road-Transport-Roads/term-search/>

- the **Technical dictionary of road terms** is accessible in 12 languages (English, French, Dutch, German, Hungarian, Italian, Japanese, Portuguese, Russian, Serbian, Spanish, Vietnamese),
- the **Lexicon** exists in 3 languages (English, French, Dutch),
- the **Road transport informatics dictionary** exists in 6 languages (German, English, Danish, French, Norwegian, Swedish),
- the **Winter maintenance dictionary** exists in 9 languages (German, English, Spanish, Finnish, French, Hungarian, Italian, Dutch, Swedish),
- the **NVF bridges dictionary** exists in 4 languages (German, English, Finnish, Swedish)
- the **SVECO bridges dictionary** exists in 3 languages (German, English, Russian),
- the **Weigh in motion dictionary** exists in 3 languages (German, English, French),
- the **Sustainable transport dictionary** exists in 2 languages (English, French).

## **8.6 Congress proceedings**

For the World Road Congresses and the International Winter Road Congresses, the proceedings are published on a CD ROM.

A provisional version (pre-congress) is distributed to congress participants with the papers available at the time, a final version being produced and distributed six months after the Congress.

The guidelines (nature of the papers, presentation instructions, production calendar etc.) are contained in the Congress Handbook which is updated for each congress.

### **8.6.1 World Road Congress**

The **pre-congress proceedings** of the World Road Congress are comprised of the following documents:

- PIARC presentation;
- Congress program;
- Practical information for participants;
- Introductory reports for sessions;
- PIARC activity report for the period between congresses;
- National reports;
- Individual papers accepted;
- Technical visits offered;
- Accompanying persons program;
- Exhibition (list of exhibitors, plan of the exhibition).

The **proceedings** of the World Road Congress are produced supplementing the pre-congress proceedings with the following documents:

- addresses from the opening and closing ceremonies;
- speeches from the ministers' session;
- general report of the Congress and conclusions from the sessions;
- photographic report of the different Congress events;
- reproduction of the Congress daily newspaper ;
- list of participants.

The proceedings can also include videos of sessions taken during the congress.

### PIARC activity report

The PIARC activity report for the period between congresses contains the following elements:

- main section prepared under the responsibility of the Strategic Planning Commission and the General Secretariat which presents the activities of the Association and the results obtained with respect to the objectives of the Strategic Plan;
- the activity reports of the Technical Committees.



Congress general report

The draft Congress general report is prepared by a team appointed by the host country of the congress. The draft is reviewed and revised as required by the Strategic Planning Commission prior to the Congress.

During the Congress, the general report is then enriched with the conclusions drawn from the debates in the various sessions.

Highlights of the Congress are presented at the closing ceremony by a person chosen by the host country of the Congress.

The final version of the general report, including an executive summary, is prepared by the General Secretariat and submitted for examination by the Strategic Planning Commission before publication in the Congress proceedings, in the Routes/Roads magazine and on the Association's website.

***8.6.2 International Winter Road Congress***

The **pre-congress proceedings** of the International Winter Road Congress are comprised of the following documents:

- PIARC presentation;
- Congress program;
- Practical information for participants;
- Individual papers selected;
- Technical visit program;
- Accompanying persons program;
- Exhibition (list of exhibitors, plan of the exhibition).

The **proceedings** of the International Winter Road Congress are produced supplementing the pre-conference proceedings with the following documents:

- addresses from the opening and closing ceremonies;
- speeches from the ministers' session;
- general report of the Congress and conclusions from the sessions;
- photographic report of the different Congress events;
- reproduction of the Congress daily newspaper ;
- list of participants.

Congress general reports

The Congress general report is prepared by the PIARC Winter Maintenance Technical Committee and enriched during the congress with the results of the debates from the sessions.

The general report is presented at the closing ceremony by the Technical Committee.

In the two months following the Congress, the final version of the general report is addressed to the PIARC General Secretariat by the Chair of the Winter Maintenance Technical Committee for publication in the Congress proceedings and in the Routes/Roads magazine.

## **8.7 Software**

When deemed relevant, PIARC can produce software for some projects. For the 2004-2008 period:

- The HDM-4 package (*Highway Development and Management System*) for the analysis of road investment projects. Since 1996, the World Road Association (PIARC) has taken on the responsibility of managing this project following actions initiated by the World Bank. The latest version 2.0 was produced in 2005. Dissemination and assistance to users have been outsourced by the Association via a concession of services contract. Website for HDM Global is: <http://www.hdmglobal.com/>
- The quantitative risk assessment model (**QRA model**) for evaluating the risks from the transportation of dangerous goods through road tunnels, developed conjointly by PIARC and the OECD (see the website <http://tunnels.piarc.org/en/safety/dangerous-goods.htm>).

The terms of development and then of distribution are determined on a case by case basis after review by the Executive Committee. These operations are then followed by the General Secretariat.

## **8.8 The electronic newsletter**

The objective of the PIARC electronic newsletter is 1) to draw attention on the recent productions and actions carried out by the Association and 2) to disseminate the newsletter of PIARC National Committees in order to make known the activities that they carry out and to improve the communication between them.

The editorial content of the National Committees newsletter is provided by the National Committees. The Chairman of the conference of National Committees is the chief editor. The texts translated into English, Spanish and French are addressed to the General Secretariat who is charged with formatting the letter, publishing it online on the PIARC website and, sending an announcement email to those who have subscribed to the distribution list.

The National Committees newsletter is sent quarterly in March, June, September and December.

## **8.9 The Association's brochure**

The brochure is the Association's presentation and promotional tool, notably for the occasions of meetings and other events in which PIARC participates.

The brochure has been updated in December 2012.

National Committees who wish to do so can personalise the brochure and translate it into their own language as the necessary files have been made available to them on the Association's FTP site.

## **8.10 Publication sales**

With a few exceptions, the World Road Association (PIARC) publications in hardcopy or CD ROM format can be bought from the General Secretariat.