

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.

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,
- a network of correspondents.

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 « **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 between 2500 and 3000 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).

8.3.2 Editorial Committee

An editorial committee composed of 4 to 6 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 two times per year on the initiative of the General Secretariat. In the interval, the committee corresponds electronically.

8.3.3 Network of Correspondents

The network of correspondents is made up of people designated by the first delegates of the member countries on the request of the General Secretariat, in order to propose short articles to the General Secretariat for the « What's new » section of the magazine.

This network of correspondents is coordinated by the General Secretariat who assess progress every month via email in order to prepare the future editions. A workspace is reserved for the network of correspondents on the PIARC website.

8.3.4 Review of Proposed Articles

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

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.

8.3.5 Formatting of the Magazine

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

8.3.6 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°	Time limit for reception of articles in the instance where the articles are submitted:		Date of publishing
	in one language	in two languages	
I	15 September	15 October	Start of January
II	15 December	15 January	Start of April
III	15 March	15 April	Start of July
IV	15 June	15 July	Start of October

8.3.7 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.

8.3.8 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.

8.3.9 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.

Since the beginning of 2005, a feedback form has been available on the internet site allowing the readers of the magazine to express their comments and opinions.

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 PIARC Strategic Plan. The PIARC 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 PIARC,
- 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.

All of the PIARC reports must be prepared by the Technical Committees in the two official languages of PIARC, French and English, by using the collective competencies of the members of the Technical Committee.

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 all cases, a French or English 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 PIARC General Secretariat does not possess all of the technical knowledge necessary to guarantee the quality of translations in all fields.

The report in the two languages 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** ».

Except when justified by the size of the document or its method of distribution, the reports published are bilingual. The texts in French and English are laid out on facing pages with each paragraph aligned.

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

Unless excepted, the formatted reports are made available online as PDF files on the Publications section of the PIARC website that is accessible by the public.

8.4.5 CD-ROUTE

CD-ROUTE was issued for the first time in 1995 and then reissued in 1997 and 2000. The 2000 edition grouped all of the technical reports and other documents published in the period from 1991 to the time of the World Road Congress in Kuala Lumpur in 1999.

CD-ROUTE 2000-2004 contained all of the technical reports produced in the cycle between the Kuala Lumpur and Durban congresses.

8.4.6 Distribution of reports

From the products of the 2004-2007 cycle, there will no longer be systematic printing and diffusion of the technical reports. The General Secretariat will investigate on a case by case basis and on request, the option for printing and paid distribution of technical reports.

CD-ROUTE is distributed to all member countries according to the provisions set out in the statutes for the distribution of publications as well as to the members of the Technical Committees who have been active during the cycle.

CD-ROUTE can be purchased from the General Secretariat.

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 2007, the base version of the dictionary (French-English) has been translated into 21 languages: Arabic, Chinese, Croatian, Czech, Danish, Dutch, German, Greek, Hungarian, Italian, Japanese, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian, Serbian, Slovakian, Spanish 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, some of these versions and other specialised dictionaries can be consulted online in the members section of the PIARC website. The updating of these documents and the addition of versions in new languages will, in future, be carried out via the internet under the responsibility of the Committee on Terminology and Translation Assistance. 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 2007, the following documents are accessible via the website <http://termino.piarc.org/>

- 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, Finish, French, Hungarian, Italian, Dutch, Swedish),
- the **NVF bridges dictionary** exists in 4 languages (German, English, Finish, 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.

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.

The general report is presented at the closing ceremony by a person chosen by the host country of the Congress.

The final version of the general report is prepared by the General Secretariat and submitted for examination by the Strategic Planning Commission before publication in the Congress proceedings and in the Routes/Roads magazine.

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 (see the website <http://publications.piarc.org/en/technical-reports/part4.htm>).
- The quantitative risk assessment model (**QRA model**) for evaluating the risks from the transportation of dangerous goods through road tunnels, developed jointly by PIARC and the OECD (see the website <http://publications.piarc.org/en/technical-reports/part5.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 PIARC 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.

Newly updated at the beginning of 2006, the brochure is available in three languages, French, English and Spanish.

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 following address:

ANR Services

32 rue du Marché commun

Centre de gros, BP 33245,

44332 NANTES Cedex 03 (FRANCE)

Fax: +33 (2) 40 50 15 72 – E-mail: logistique-nantes@anr-service.com

The General Secretariat maintains an electronic version of the catalogue of publications which can be consulted and downloaded from the PIARC website.