**Appendix D**

**Editing and Publications (E & P) Checklist**

The purpose of the checklist is to ensure that the final project report and recommendations address all the elements that are necessary to facilitate the timely incorporations of the amendments into the Manual of Uniform Traffic Control Devices for Canada (MUTCDC). It is recommended that the E & P Committee read the final report 2 weeks prior to the TOMSC meeting to identify any deficiencies which will delay publication.

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| --- | --- |
| Project Number |  |
| Project Title |  |
| Project Chair |  |
| Chair contact info |  |

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| --- | --- | --- | --- |
|  | Criteria | Yes/No? | Comments |
| 1 | Are the recommendations clearly identified in a separate section of the Final Report? |  |  |
| 2 | Is the language and style (e.g. sequencing of presentation) consistent with the current MUTCDC ? |  |  |
| 3 | Does the recommendation clearly identify the section and exact text that needs to be removed and the new text to be added |  |  |
| 4 | Does the recommendation identify other sections of the MUTCDC that will be affected by the proposed change? For those affected sections the changes must also be detailed. |  |  |
| 5 | Is the proposed text and graphics to be added to the MUTCDC *no longer* than 3 pages in 12 point font? {Note that larger amendments must be discussed with E & P in advance of the final report MUTCDC recommendations} |  |  |
| 6 | Is the amendment provided in MS Word format? |  |  |
| 7 | Are the Figures shown with a title above, a Figure number below and referenced in the text ? Figure numbers must align with the rest of the MUTCDC. |  |  |
| 8 | Are the Tables numbered, titled above the Table itself? Table numbers must align with the rest of the MUTCDC. |  |  |
| 9 | Is the appearance of the Figures consistent with the over-all look of the MUTCDC, i.e.  Lanes are shown as grey,  Pavement markings reflect their true colour,  Font proportional to other Figures . |  |  |
| 10 | Are separate signs designed for English & French? |  |  |
| 11 | Are separate sign tabs designed in both English & French? |  |  |
| 12 | Are the over-all sign dimensions shown (not detail dimensions)? |  |  |
| 13 | Are there recommended sign and tab numbers ? |  |  |
| 14 | Are the Figures, signs and tabs provided separately as .eps files? |  |  |
| 15 | List the signs and tabs to add to the Sign Pattern Manual |  |  |