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CONVENTIONS FOR THE FORMATTING OF DRES PUBLICATIONS

2ND EDITION

by

A.M. Dickason

September 1992

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WARNING

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ACKNOWLEDGMENT

The author would like to thank all those who contributed to the preparation of these revised conventions.

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ABSTRACT

This guide briefly describes the conventions to follow for formatting Suffield Reports, Memoranda and Special Publications. The guide states: the parts included in each publication; the information that is to appear on the title page; a description of an abstract and executive summary; general guidelines for the text itself; the conventions to follow for references and citations; and the placement and numbering of tables and figures. Examples are included. These conventions are intended to standardize publications within DRES.

RÉSUMÉ

Le présent guide décrit brièvement les conventions de présentation à suivre pour les rapports, notes et publications spéciales du CRD Suffield. Il y est précisé: les parties à inclure dans chaque publication, l'information à donner en page titre; une description du résumé et du sommaire; des lignes directrices générales relatives au texte même; la forme des références et des citations; et la place et le numérotage des tableaux et des figures. Des exemples sont inclus. Les conventions ont pour but d'uniformiser les publications du CRDS.

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INTRODUCTION

This guide is the revised edition of Suffield Special Publication (SSP) 126, first published in 1989. It describes the conventions for the formatting of Suffield Reports (SRs), Suffield Memoranda (SMs), and Suffield Special Publications (SSPs). Research Notes are not included as they are not formal DRES publications and are intended for internal use only.

The purpose of this guide is to aid in standardizing publication formats within DRES. These conventions are to be used hand in hand with SSP-132 "Authors Guide to the DRES Publishing Procedures (U)" and Chapter 6 of "Security Orders for the Department of National Defence and the Canadian Forces" (A-SJ-100-001/AS-000).

Formatting conventions will be reviewed on a regular basis and changes will be communicated by memo and included in revised editions of this guide. Although these conventions are to be followed by everyone, there is flexibility. Exceptions are at the discretion of the Section Heads and must be approved by the Document Review Panel (DRP).

OUTLINE OF PUBLICATION

Each publication is to consist of the following items in this order:

- A title page.
- An acknowledgement page (optional).
- An abstract.
- Executive summary (optional).
- Table of contents.
- The text.
- References.
- Bibliography (optional).

- Tables (or in the appropriate place in the text).
- Figures (or in the appropriate place in the text).
- Annexes.

TITLE PAGE

The following information appears on the title page:

- Security classification.
- Distribution limitation.
- DRES publication type and number.
- Title: It is strongly recommended that all titles of papers be unclassified. Classified titles cannot be retrieved on library or commercial data bases.
- Author(s) should adopt only one form of their name. However, it is suggested that two initials and a surname be used (this is the format used in DRES' library database). Ranks and educational distinctions, i.e., Major and Ph.D. are not included.
- Project No. (when required).

An example is shown in Figure 1.

ABSTRACT

The purpose of the abstract is to state in brief form the content of the paper. It should summarize the paper by saying briefly what was done and why (introduction); how it was done (methods); what was found (results); and what these results mean (discussion). Abstracts are translated into French so it is important that they be clearly written and in as simple a language as possible. Abstracting services do not accommodate abstracts exceeding 250 words.

An example is shown in Figure 2.

EXECUTIVE SUMMARY

An executive summary is more detailed than an abstract. It provides a summary in several paragraphs and gives the highlights of the paper, in non-technical terms. It is thorough enough so the reader understands the key points and knows how the work relates to the Canadian forces requirements, without having to read the entire paper.

TEXT

The body of the text will consist of an introduction and, if applicable, may include the following, but not necessarily in this order: methods or experimental section; results; discussion; recommendations; conclusions and nomenclature.

- Do not number paragraphs.
- Numbering of headings is optional. If numbering is chosen it will be numbered accordingly:
 - 9.0 **MAIN HEADING**
 - 9.1 **Sub Heading**
 - 9.1.1 **Sub Sub Heading**

Headings are left justified. Regardless of whether headings are numbered or not the following format is to be followed:

- **MAIN HEADING** - Bold, upper case and may be in a larger font e.g. 18 point.
- **Sub Heading** - Bold, lower case, except for initial letters on important words.
- **Sub Sub Heading** - No bold, lower case, except for initial letters on important words.

- Words or phrases in a language other than the language of the document are to be italicized. Words, phrases or abbreviations that are in common use in English are not italicized: vs., ibid, sic, e.g., etc.
- DRES publications are printed on both sides of the paper, so left and right margins must be equal at 1-1/4 inches (3 cm). No major adjustment in the printing equipment is required when done in this format.
- Text is to be fully justified.
- Line spacing is one and a half times the single spacing for the font.
- Avoid hyphenation whenever possible. If it is necessary, check the dictionary for syllabication.
- Each page of the document (except for title page and acknowledgment) will have the publication number on the same line as "UNCLASSIFIED" on the bottom inner corner (in small type) e.g.:

UNCLASSIFIED

DRES-SSP-126

This provides an easy reference when photocopying excerpts from a document.

An example of formatting within the text is shown in Figure 3.

FONT

The font for text should be a serif font such as "Times-Roman" at 12 point.

SECURITY CLASSIFICATION

- Security classification is to be placed 1/2 inch (1.25 cm) from the top and bottom of all pages. It is centred, underlined and in uppercase.
- Individual paragraphs in a classified document (confidential or secret) are to be marked at the beginning of the paragraph with the classification of that paragraph. The classification will be abbreviated and in parenthesis, (S), (C) or (U).
- It is strongly recommended that all titles of papers be unclassified. Classified titles cannot be retrieved on library or commercial data bases.
- A classification is the overall security grading of a document, e.g., "UNCLASSIFIED", "SECRET". A limitation determines who may receive the document, e.g., "Limited to Departments of Defence", "Limited to TTCP". An unclassified document may have a distribution limitation.
- The limitation statement appears in the upper right hand corner of both the cover and the title page.
- Official warning terms "Eyes Only" specify the nationality of who may receive the document, e.g., "Canadian Eyes Only". The warning terms must appear on the line under the security classification on every page. Official warning terms should only be used when absolutely necessary (consult the DND security manual for further information: "Security Orders for the Department of National Defence and the Canadian Forces", A-SJ-100-001/AS-000).

REFERENCES AND CITATIONS

- References and Citations are not to be confused with a bibliography. If appropriate, include the bibliography after the references.

- List references in the order they appear in the text.
- The names of all authors, if three or less, are listed in the reference. If four or more are listed use the first author followed by et al. Each author's name is listed by surname followed by two initials. Each name is separated by a comma.
- If citing a journal, the order is as follows: author(s), title of article, journal title, volume, issue (if given), pagination, e.g., 121-133, and year. If citing a chapter in a book the order is as follows: authors, title of chapter, editors, title of book, publisher, city where it was published, year, complete pagination. If citing a document the order is as follows: authors, title, report number, corporate author, geographic location, date, classification.
- Do not indent references.
- The citation in the text is by arabic number in square brackets [] at the point of citation.
- Use end notes not footnotes for references.
- Footnotes are used for out of context clarification. Use standard superscript number for footnotes.

An example is shown in Figure 4.

TABLES AND FIGURES

- Tables and figures may be placed either in the appropriate place in the text or following the references. When placed after the references, the order is tables, figures and annexes.
- Tables are numbered with roman numerals (IV); and figures, with arabic (4).

Examples are shown in Figures 5 and 6.

Here are some hints, for giving your tables and figures, a professional look. These suggestions will provide greater legibility if the table or figure is to be reduced.

- In a caption, only the first letter of a word should be capitalized.
- Numbers and axis labels on a graph should be smaller than that used for a caption.
- A sans serif font such as Helvetica is the preferred font.
- Figure and table numbers should be centred and above the caption. This allows the figures or tables to be used for slides.
- Captions should be centred.

ANNEXES

Annexes are additions to a document and placed at the end of the text. Annex pages are numbered with a combination of the annex letter and the page number (A-1, A-2, A-3, etc., typed in the top outer corner of the page).

An example is shown in Figure 7.

PAGINATION

- Use lowercase roman numerals for the abstract, executive summary and table of contents pages (i, ii, iii, etc., typed bottom centre, above classification).
- As DRES publishes on both sides, the pagination must appear in arabic numbers on the top outer corner of each page i.e., odd numbers appear on the top right and even numbers on the top left corner of the page. Do not use punctuation.

CONCLUSIONS

These conventions are intended to standardize publications within DRES. They will be reviewed regularly and amended as the technology requires.

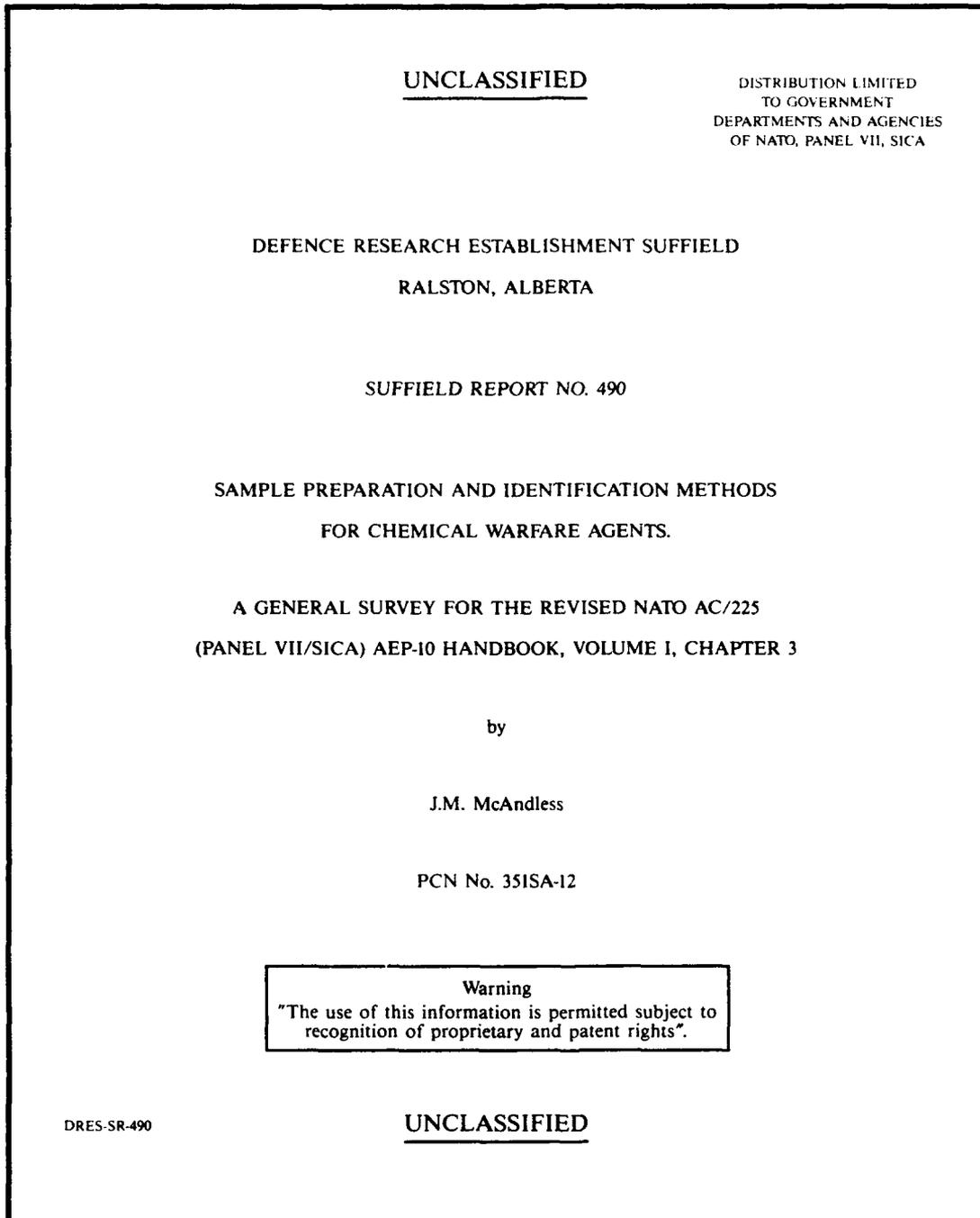


Figure 1
A Title Page

UNCLASSIFIED**ABSTRACT**

Twenty-nine samples, reported to be taken during an inspection of a "Schedule 3" chemical industry, were received by Defence Research Establishment Suffield as part of a United Nations sponsored international round robin analytical exercise designed to evaluate laboratory capabilities. This report summarizes Canada's contribution to the round robin analytical verification exercise. Part I provides the results of the chromatographic analyses (GC-MS, GC-FTIR, GC-FID and GC-FPD) and Part II provides the results of NMR analysis and synthesis of authentic standards. Canada confirmed Dichlorvos production and identified more than 20 compounds in the samples, including a group of previously unreported dioctyl methylphosphonates, which would be scheduled under the proposed Chemical Weapons Convention.

RÉSUMÉ

Le Centre de recherches pour la défense de Suffield a reçu 29 échantillons prélevés, signalés, au cours de l'inspection d'une usine chimique inscrite à "l'annexe 3", dans le cadre d'une campagne d'analyses interlaboratoires menée à l'échelle internationale sous l'égide des Nations-Unies en vue d'évaluer la capacité des laboratoires. On résume dans ce rapport les travaux réalisés par le Canada dans le cadre de cette campagne de vérification de la capacité analytique des participants. La Partie I renferme les résultats des analyses chromatographiques (CG-SM, CG-IRTF, CG-DIF et CG-DPF), tandis que la Partie II contient les résultats des analyses RMN et de la synthèse d'étalons authentiques. Le Canada a confirmé la production de dichlorvos et un groupe de méthylphosphonates de dioctyle non encore signalés, qui seraient des substances désignées dans la Convention sur les armes chimiques que l'on se propose de mettre en application.

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Figure 2
An Abstract

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INTRODUCTION

Research into the contents of snake venom has its roots in the mid-nineteenth century when Lucien Bonaparte precipitated a toxic powder out of *Vipera berus* venom and S.W. Mitchell precipitated toxin out of *Crotalus* venom [1]. Since that time the work on defining the composition of snake venom has continued, with the majority of the studies involving four subfamilies: *Viperinae* (old world vipers), *Crotolinae* (pit vipers), *Elapinae* (cobras and coral snakes), and *Hydrophiini* (sea snakes) [2].

The Components Of Snake Venom

As evidenced by many authors, snake venoms are complex mixtures of organic and inorganic compounds [3, 4]. While not as well studied, the non-protein fraction of snake venom has been characterized and reviewed by Bieber [5]. In general, snake venoms were found to contain sodium, potassium, phosphorus and chloride, as well as tract amounts of calcium, zinc, magnesium, copper and manganese [6]. As well, riboflavin, nucleosides (especially guanosine), peptides and amides (including serotonin and bufotonin) have been detected in some snake venoms [7, 8]. While carbohydrates and lipids (such as the procoagulant glycoprotein in *Vipera russelli*) have been detected in snake venom, little has been published on this aspect [9].

Enzymes

The enzyme components of snake venoms are responsible for much of the visible physiological damage, such as tissue necrosis, coagulant or anticoagulant activity, and pain [10].

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Figure 3
Formatting Within the Text

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Figure 4
References

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Table VII

Potency Against GD in the Presence of Water

Lotion	Procedure	Water Content (%)	ALD
RSDLp	1	< 1	6.3
RSDLp + H₂O	1	10	10
RSDLd	3	< 1	10
RSDL	3	10	17.9

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Figure 5
A Table

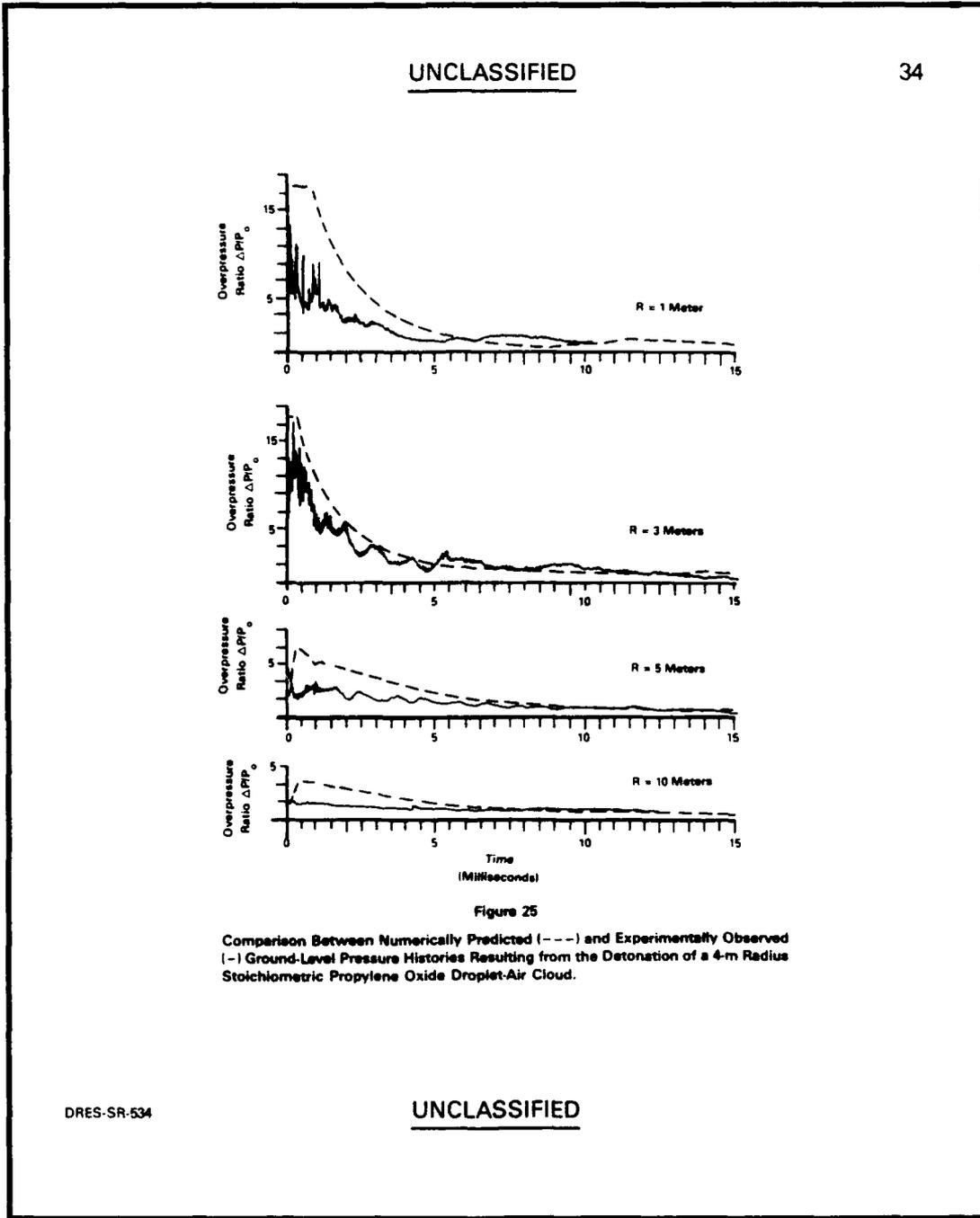


Figure 6
A Figure

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C-1

ANNEX C

SUMMARIES OF TERRAIN FEATURES OF FRG AND CFB PETAWAWA
OFF-ROAD TERRAIN TRANSECTS

Characteristics of Off-Road Terrain Units

1. Terrain unit number
2. Soil type (fine grained, coarse grained, CH)
3. Soil strength (RC) - dry season
4. Soil strength (RCI) - average season
5. Soil strength (RCI) - wet season
6. Topographic slope (percent)
7. Obstacle approach angle (degree)
8. Obstacle height (inches)
9. Obstacle width (inches)
10. Obstacle length (feet)
11. Obstacle spacing (feet)
12. Obstacle spacing type (avoidable or non-avoidable)
13. Surface roughness (rms inches)
14. Spacing of vegetation in class size 1 (in feet)
15. Spacing of vegetation in class size 2 (in feet)
16. Spacing of vegetation in class size 3 (in feet)
17. Spacing of vegetation in class size 4 (in feet)
18. Spacing of vegetation in class size 5 (in feet)
19. Spacing of vegetation in class size 6 (in feet)
20. Spacing of vegetation in class size 7 (in feet)
21. Spacing of vegetation in class size 8 (in feet)
22. Recognition distance
23. Area of terrain unit (square miles)

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Figure 7
An Annex

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SECURITY CLASSIFICATION OF FORM
(highest classification of Title, Abstract, Keywords)

DOCUMENT CONTROL DATA

(Security classification of title, body of abstract and indexing annotation must be entered when the overall document is classified)

1. ORIGINATOR (the name and address of the organization preparing the document. Organizations for whom the document was prepared, e.g. Establishment sponsoring a contractor's report, or tasking agency, are entered in section 8.)		2. SECURITY CLASSIFICATION (overall security classification of the document including special warning terms if applicable)	
DEFENCE RESEARCH ESTABLISHMENT SUFFIELD		UNCLASSIFIED	
3. TITLE (the complete document title as indicated on the title page. Its classification should be indicated by the appropriate abbreviation (S,C,R or U) in parentheses after the title.)			
CONVENTIONS FOR THE FORMATTING OF DRES PUBLICATIONS 2ND EDITION			
4. AUTHORS (Last name, first name, middle initial. If military, show rank, e.g. Doe, Maj. John E.)			
A.M. DICKASON			
5. DATE OF PUBLICATION (month and year of publication of document)	6a. NO. OF PAGES (total containing information. Include Annexes, Appendices, etc.)	6b. NO. OF REFS (total cited in document)	
SEPTEMBER 1992	15	N/A	
6. DESCRIPTIVE NOTES (the category of the document, e.g. technical report, technical note or memorandum. If appropriate, enter the type of report, e.g. interim, progress, summary, annual or final. Give the inclusive dates when a specific reporting period is covered.)			
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8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.)			
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10a. ORIGINATOR'S DOCUMENT NUMBER (the official document number by which the document is identified by the originating activity. This number must be unique to this document.)		10b. OTHER DOCUMENT NOS. (Any other numbers which may be assigned this document either by the originator or by the sponsor)	
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13. ABSTRACT (a brief and factual summary of the document. It may also appear elsewhere in the body of the document itself. It is highly desirable that the abstract of classified documents be unclassified. Each paragraph of the abstract shall begin with an indication of the security classification of the information in the paragraph (unless the document itself is unclassified) represented as (S), (C), (R), or (U). It is not necessary to include here abstracts in both official languages unless the text is bilingual).

This guide briefly describes the conventions to follow for formatting Suffield Reports, Memoranda and Special Publications. The guide states: the parts included in each publication; the information that is to appear on the title page; a description of an abstract and executive summary; general guidelines for the text itself; the conventions to follow for references and citations; and the placement and numbering of tables and figures. Examples are included. These conventions are intended to standardize publications with DRES.

14. KEYWORDS, DESCRIPTORS or IDENTIFIERS (technically meaningful terms or short phrases that characterize a document and could be helpful in cataloguing the document. They should be selected so that no security classification is required. Identifiers, such as equipment model designation, trade name, military project code name, geographic location may also be included. If possible keywords should be selected from a published thesaurus. e.g. Thesaurus of Engineering and Scientific Terms (TEST) and that thesaurus-identified. If it is not possible to select indexing terms which are Unclassified, the classification of each should be indicated as with the title.)

STYLE MANUAL

FORMATTING

TECHNICAL WRITING

REPORT WRITING

DRES