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SUFFIELD SPECIAL PUBLICATION NO. 126

# CONVENTIONS FOR THE FORMATTING OF DRES PUBLICATIONS

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by

A.M. Dickason

February 1989



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SPECIAL PUBLICATION 126

CONVENTIONS FOR THE  
FORMATTING OF DRES PUBLICATIONS

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A.M. DICKASON

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ACKNOWLEDGMENT

The author would like to thank John Currie and Ruth Letersky for their invaluable help in preparing these conventions.



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ABSTRACT

This guide briefly describes the conventions to follow for formatting Suffield Reports, Suffield Memoranda and Special Publications. The guide states: the items included in each publication; the information that is to appear on the title page; the definition and length of the abstract; the formatting of the text itself; the conventions to follow for references and citations; the placement and numbering of tables and figures; and procedures to follow for submission to open literature. These conventions are intended to standardize publications within DRES.

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INTRODUCTION

This guide has been prepared at the request of the Director/Defence Sciences Division. It describes in a brief manner, conventions for the formatting of Suffield Reports (SRs), Suffield Memoranda (SMs), and Special Publications (SSPs). Research Notes are not included as they are not formal DRES publications.

The purpose of this guide is to aid in standardizing publication formats within DRES. These conventions are to be used hand in hand with Suffield Memorandum, No 1058, "Authors's Guide to the DRES Publishing Procedures (u) " and Security Orders for the Department of National Defence (Chapter 3).

DRAFT

Before submitting for typing, please ensure that drafts are doubled spaced if handwritten, or one and a half spaced if done on a PC. Make all corrections in color (i.e. red) rather than in black pen or pencil.

OUTLINE OF PUBLICATION

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

- . A title page
- . An acknowledgement page (optional)
- . An abstract
- . Table of contents
- . The text. It consists of:
  - An Introduction
  - Methods or Experimental Section
  - Results
  - Discussion (if appropriate)

Recommendations (if appropriate)  
Conclusions  
References  
Tables, Figures and Annexes

TITLE PAGE

The following information appears only on the title page, not on the abstract page and not at the beginning of the text:

- . Security classification
- . Distribution limitation
- . DRES publication type and number
- . Title
- . Author(s)
- . Project No. (when required)
- . Date (month, year)

An example is shown in Figure 1.

ABSTRACT

The purpose of the abstract is to inform, that is, to state in brief form the contents of the document. It should summarize the report or memorandum by saying briefly what was done and why (introduction); how it was done (methods); what was found (results); and what these results mean (discussion). Abstracting services do not accommodate abstracts exceeding 250 words.

An example is shown in Figure 2.

TEXT

1. Do not number paragraphs or headings.
2. Security classification is to be placed one inch from the top and bottom of all pages. It is underlined, centered and in capital letters.
3. Main headings are underlined and in uppercase; subheadings are underlined and in lowercase.
4. Words or phrases in a language other than English or French are to be underlined.
5. Each new paragraph is indented 7 spaces and typed on the 8th space.
6. Format for the text consists of approximately 70 characters per line with one and a half inch margin on the left and one inch margin on the right.

Examples are shown in Figure 3.

REFERENCES AND CITATIONS

1. References and citations are not to be confused with a bibliography. If appropriate, include the bibliography after the references.
2. List references as they appear in the text.
3. The names of all authors of a work are listed in the reference. Each author's name is listed by surname followed by initials. Each name is separated by a comma.
4. Titles of journals and monographs are underlined. Titles of articles and R&D reports are placed in quotation marks.
5. Do not indent references.
6. Do not underline volume number.
7. The citation in the text is by number, placed within parenthesis at the point of citation.

Examples are shown in Figure 4.

TABLES AND FIGURES

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

Examples are shown in Figures 5 and 6.

PAGINATION

1. Use lowercase roman numerals for the abstract and table of contents pages (i, ii, iii, etc., typed bottom center).
2. Use consecutive arabic numbers (1, 2, 3, etc., typed top right-hand corner). Do not use punctuation such as an oblique before or period after the number.
3. 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 upper-right hand corner).

An example is shown in Figure 7.

OPEN LITERATURE

It is the authors responsibility to ensure that the manuscript is in the exact format required by the journal. A copy of the Instruction to Authors is to be attached to the draft.

FUTURE DEVELOPMENT

It is important to realize that these formatting conventions may change. Changes will be communicated by memo and then included in revised editions of this guide. For example, conventions presently

under consideration by the department are: the inclusion of an executive summary to facilitate comprehensibility to the lay reader; and a bilingual abstract to reflect the Government language policy.

CONCLUSION

These conventions are intended to standardize publication formats within DRES.

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DEFENCE RESEARCH ESTABLISHMENT SUFFIELD  
RALSTON ALBERTA

SUFFIELD REPORT NO. 490

SAMPLE PREPARATION AND IDENTIFICATION METHODS  
FOR CHEMICAL WARFARE AGENTS.

A GENERAL SURVEY FOR THE REVISED NATO AC/225  
(PANEL VII/SICA) AEP-10 HANDBOOK, VOLUME I, CHAPTER 3

by

J.M. McAndless

PCN No. 351 SA 12

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EXAMPLE OF A TITLE PAGE

Figure 1

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ABSTRACT

A rewritten version of the computer program MULTIMUNS (HBMUNS) from CDE Porton Down, Salisbury, Wiltshire, England, has been produced. The program which is called Multiple Chemical Munition Simulation (MCMS) is written in a well-documented and structured top-down style which will facilitate future revisions and enhancements. The simulation has been modified to make it easier to use, and people with limited computer experience and knowledge of chemical munition characteristics should have no difficulty using the program successfully. The computer program simulates the effects of a user specified attack by chemical munitions against a user specified target. The simulation is based on Gaussian diffusion theory for an instantaneous volume source. The simulation can take into account random placement of munitions related to ballistic uncertainty, and provides an analysis of the variability of results.

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**EXAMPLE OF AN ABSTRACT**

**Figure 2**

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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), Crotalinae (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, 5, 6). While not as well studied, the non-protein fraction of snake venom has been characterized and reviewed by Bieber (7). 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 (8, 9, 10). As well, riboflavin, nucleosides (especially guanosine), peptides and amides (including serotonin and bufotonin) have been detected in some snake venoms (11, 12, 13, 14). 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 (15).

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 (16, 17).

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**EXAMPLE OF FORMATTING WITHIN THE TEXT**

**Figure 3**

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1. Pope, A., "Neuroglia: quantitative aspects". Schoffeniels, E., Franck, L. and Hertz, D.B. (Eds.), Dynamics Properties of Glia Cells, Pergamon, NY, 1978, pp. 13-20.
2. Cohen, R.S., Plant, H.C., House, S. and Gainer, H., "Biochemical and Immunocytochemical Characterization and Distribution of Phosphorylated and Nonphosphorylated Subunits of Neurofilaments in Squid Giant Axon and Stellate Ganglion", J. Neurosci., 7 (1987) pp. 2056-2074.
3. Berger, B.J. and Bhatti, A.R., "Snake Venom Components and Their Cross Reactivity: A Short Review (U)", SM 1257, Defence Research Establishment Suffield, Oct. 1988, UNCLASSIFIED.
4. Maniatis, T., Fritsch, E.F. and Sambrook, J., Cloning: A Laboratory Manual, Cold Spring Harbor Press, Cold Spring Harbor, NY, 1982.
5. Balcarek, J.M. and Cowan, N.J., "Structure of the Mouse Glial Fibrillary Acidic Protein Gene: Implication for the Evolution of the Intermediate Filament Multigene Family", Nucleic Acids Res., 13 (1985) pp. 5527-5443.
6. Valdes, J.J., "Characterization of Bovine Brain ATP-ASE", CRDEC-TR-88052, Chemical Research Development and Engineering Center, July 1988, UNCLASSIFIED.

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




**EXAMPLE OF REFERENCES**

**Figure 4**

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Table II

## COMPOUNDS IDENTIFIED IN GROUND WATER SAMPLE EXTRACTS

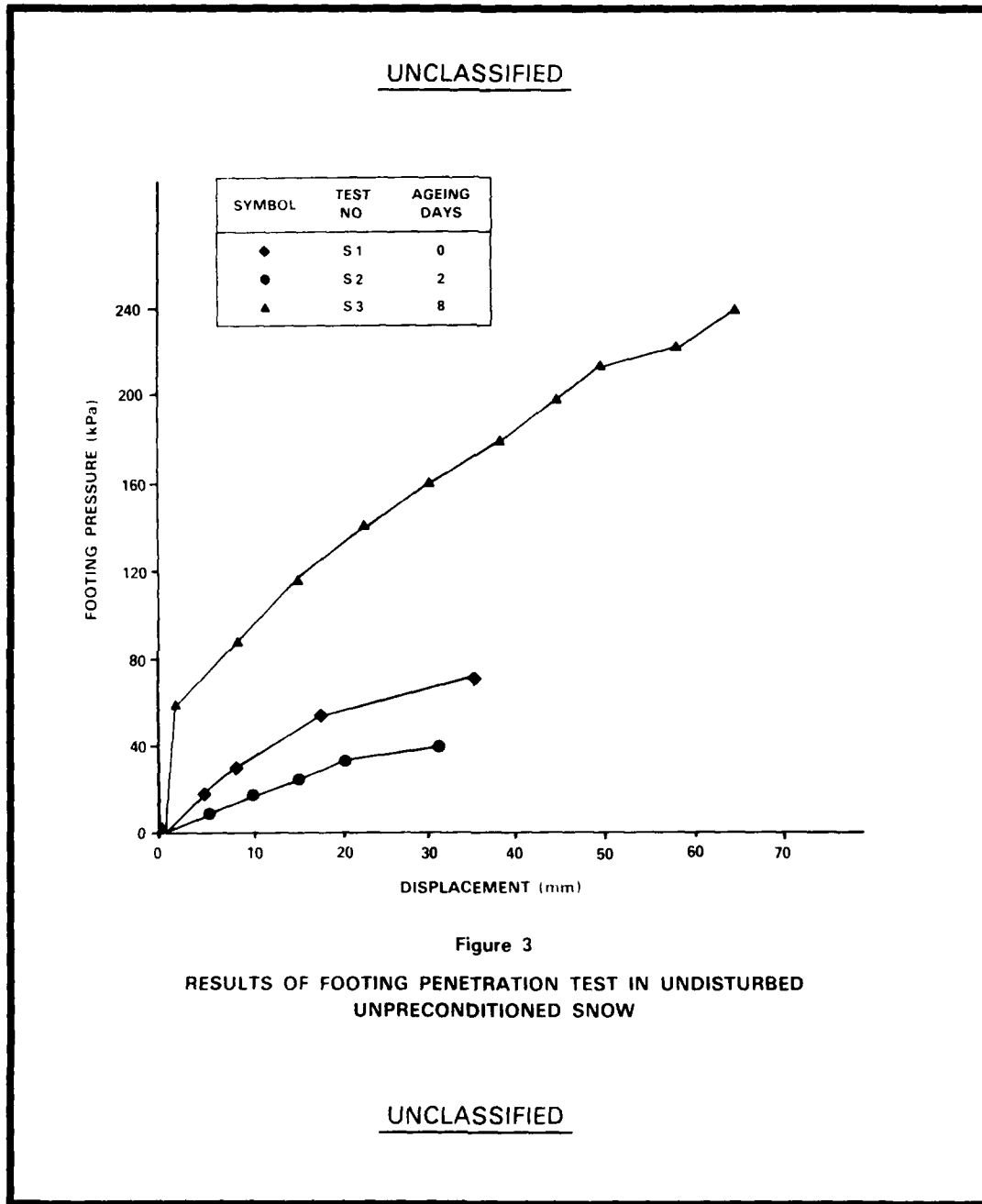
Chromatogram Peak Number <sup>1</sup>	Mol Wt	Compound	Sample Presence				MS Data
			84-5	86-5	87-5	87-6	
1	104	1-Oxa-4-thiane 	✓	✓	✓	✓	Fig. 6
2	104	(2-Vinylthiol)ethanol $\text{CH}_2=\text{CH}-\text{S}-\text{CH}_2\text{CH}_2\text{OH}$	✓	—	✓	—	Fig. 7
3	106	1,3-Dithiolane 	✓	✓	✓	✓	Fig. 8
4	142	Bis(2-chloroethyl)ether $(\text{ClCH}_2\text{CH}_2)_2\text{O}$	✓	✓	✓	—	Fig. 9
5	120	1,4-Dithiane 	✓	✓	✓	✓	Fig. 10
6	136	1-Oxa-4,5-dithiapane <sup>2</sup> 	✓	✓	✓	✓	Fig. 11
7	148	1,4-Dioxa-7-thionane <sup>2</sup> 	✓	✓	✓	—	Fig. 12
8	166	(2-Chloroethylthio)ethyl vinyl ether <sup>2</sup> $\text{ClCH}_2\text{CH}_2-\text{S}-\text{CH}_2\text{CH}_2-\text{O}-\text{CH}=\text{CH}_2$	✓	✓	✓	—	Fig. 13

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EXAMPLE OF A TABLE

Figure 5

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EXAMPLE OF A FIGURE

Figure 6

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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 (RCI) -- 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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EXAMPLE OF AN ANNEX

Figure 7

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(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.)			
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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)	
February 1989	13	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.)			
SPECIAL PUBLICATION 126			
8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.)			
9a. PROJECT OR GRANT NO. (if appropriate, the applicable research and development project or grant number under which the document was written. Please specify whether project or grant)		9b. CONTRACT NO. (if appropriate, the applicable number under which the document was written)	
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)	
SPECIAL PUBLICATION 126			
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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, Suffield Memoranda and Special Publications. The guide states the items included in each publication: the information that is to appear in the title page; the definition and length of the abstract; the formatting of the text itself; the conventions to follow for references and citations; the placement and numbering of tables and figures; and procedures to follow for submission to open literature. These conventions are intended to standardize publications within 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 (TES<sup>2</sup>) 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