



# Authoring Support: Help and Guidance for the Preparation of Papers

## Templates and Guides

- General Notes and Guidance for Authors
- Guide to Executive Summaries
- Guidance Notes for Usage of STO Templates
- Technical Evaluation Reports Guidelines (English or French)
- **MS Word Templates** Below lists various (MS Word) templates that can be used to format papers prior to submission. **Authors are free to use whichever format (A4 or US-Letter) they feel most comfortable with.**

### Please Note:

- Users of MS Word are requested to use the available templates wherever possible;
- Users of alternative products are requested to follow the formatting instructions contained in the "General Notes and Guidance for Authors" closely in order that your paper can be published to the required STO formatting standards.  
If you require further assistance in using STO Templates, or have any questions, comments or suggestions or any other matter, please contact the CSO Scientific Publications Manager .

## Sample Papers

Below list two sample papers from previous STO reports:

- Sample Symposium Paper
- Sample Paper from Technical Report

## Clearances Required for Submission of Papers (Form 13)

Below lists the various clearance forms necessary to provide the release authority in order that the STO can publish the submitted material:

If your paper forms part of a STO Symposium use the following form:

- Presentation / Publication Release and Clearance Certificate
- Certificat d'autorisation de présentation / publication Version française.

If you are a member of a STO Task Group or Workshop use the following form:

- Task Group or Workshop Individual Publication Release and Clearance Certificate
- Task Group or Workshop Publication Release and Clearance Certificate for Task Group Chairs.

If you are a member of a STO Task Group working on an AGARDograph use the following form:

- AGARDograph Individual Publication Release and Clearance Certificate - for UK and US contributors only
- AGARDograph Publication Release and Clearance Certificate - for Task Group Chairs.

## Classification and Copyright

CSO Form Presentation/Publication Release and Clearance Certificate (CSO Form 13), requests that you ensure that your paper is free from any copyright restrictions that may prevent the STO from publishing your work. It is requested that you pay particular attention to this clause.

Further, you are required to give your paper a suitable security classification. In this regard, the STO would prefer that the use of **NATO** Unclassified be avoided wherever possible, particularly if you wish your paper to reach a wide unrestricted audience. If this is the case then please you mark your paper free for public release on the Form 13. Clearly, this may not always be possible and of course we will process the material based upon the classification you provide.

Symposium or Lecture Series Paper (MP-EN) Template - A4 Download

Symposium or Lecture Series Paper (MP-EN) Template - US-Letter Download

Task Group Report (AG-TM-TR) Template - Entire Report including Wrapper - A4 Download

Task Group Report (AG-TM-TR) Template - Entire Report including Wrapper - US-Letter Download

Task Group Report (AG-TM-TR) Template - Individual Chapters only - A4

Task Group Report (AG-TM-TR) Template - Individual Chapters only - US-Letter

All MS Word 2010 templates

MS Word 2007 Templates

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