STO Electronic Publishing – Notes for Authors and Editors

Mr. Phil Reed / Mr. Marcin Kaminski

Information Management & Systems
Branch NATO Science & Technology
Organisation BP 25, F-92201 Neuilly-sur-
Seine Cedex FRANCE

email: phil.reed@cso.nato.int / marcin.kaminski@cso.nato.int

This document contains the information required to prepare a paper or a publication for the STO. Should you require guidance, please contact the Information Management & Systems Branch (IMSB) at the address above.

Language

English or French.

Clearance

Prior clearance must be obtained using STO Form 13 (copies of this form are available from the CSO Panel Executive Office or via the STO website – https://www.sto.nato.int/Pages/support-for-authors.aspx).

Copyright

You must certify (on STO Form 13) that there are no copyright or proprietary objections to your work being presented and published by STO.

Electronic File Format

In order to improve on-screen readability and maintain print integrity, the CSO will produce two electronic versions of the publication – PDF and HTML, both in single column format. To achieve this, it is required that **all** papers, **regardless of their classification**, be provided to the CSO **in their original source format** (preferably but not exclusively MS Word). Exceptions to this are where a document has been produced in LATEX – in this case the CSO will accept the file provided as a PDF[1]. Note that where LATEX /PDF is used, an HTML version of these documents will NOT be produced, hence LATEX should only be used where absolutely necessary.

Files produced in PowerPoint or Excel will only be accepted if accompanied by supporting text.

For users of MS Word

Fully-formatted templates are available via the STO website – https://www.sto.nato.int/Pages/support-for-authors.aspx

---

[1] The CSO will insert the appropriate headers and footers. For EN and MP documents, an additional 2cm of blank space is required above the footer at the bottom of the first page for the publication footnote.

For users of other (source) word processors:

Paper Size	A4 or Letter (8.5" x 11").
Page Layout	Single column, text fully justified, single line spacing.
Page Numbering	Arial 9pt, placed in the footer.
Titles of Pages or Chapters	Times New Roman – 15pt, bold, centred (see title on page 1).
Author's Name and Address	Fully centred (see address on page 1). The full postal address (with the post code) must be provided.
Main Body Text	Times New Roman – 11pt.

For users of L^AT_EX, please refer to the specifications below:

Paper Size	A4 or Letter (8.5" x 11").
Page Layout	Single column[1], text fully justified, single line spacing.
Page Numbering	Helvetica 9pt, placed in the Footer.

Margins, Headers and Footers:

Table 1: A4 Page Set-Up

	Top/Bottom Margins	Left/Right Margins	Headers/Footers
(centimetres):	3.3/2.7	2.2	1.25/1.78
(inches):	1.3/1.06	0.87	0.49/0.7

Table 2: Letter Page Set-Up

	Top/Bottom Margins	Left/Right Margins	Headers/Footers
(centimetres):	2.8/2.7	2.3	0.75/1.68
(inches):	1.1/1.06	0.9	0.3/0.66

Titles of Pages or Chapters	Times – 14pt, bold, centred (see title on page 1).
Author's Name and Address	Fully centred (see address on page 1). The full postal address (with the post code) must be provided.
Main Body Text	Times – 11pt.

For all papers, a classification must be included, centred in the Header and Footer, in accordance with the following table (Table 3).

Table 3: Security Classifications

ENGLISH	FRENCH
UNCLASSIFIED/UNLIMITED*	
NATO UNCLASSIFIED	NATO SANS CLASSIFICATION
NATO RESTRICTED	NATO DIFFUSION RESTREINTE
NATO CONFIDENTIAL	NATO CONFIDENTIEL
NATO SECRET	NATO SECRET

 * This classification does NOT need to appear in the headers and footers.

Print-Outs

In order to verify the electronic files received, paper print-outs of documents are required from Authors. These can be provided either physically on paper (preferred) or electronically as a PDF.
It is VERY important to note that the PDF version is NOT a substitute for the original source, merely an "electronic" paper version to enable us to check the integrity of the electronic (MS Word etc.) source.

Footnotes/Endnotes

Authors are requested to refrain from using Endnotes, and where possible, to place the footnotes on the page where the reference appears. Footnotes should be numbered superscript (see examples used in this document). Note for users of LATEX: Footnote text should be Times – 9pt.

Graphics

When inserting graphics, the use of "float over text' is strongly discouraged since it hinders the production of HTML.

Tables/Figures

All Tables/Figures must bear a suitable caption (i.e. Table 1: Text text, Figure 1: Text text), with the

captions positioned as follows: Tables captions ABOVE the table, Figures captions BELOW the figure. When making references to tables/figures in the text, please refrain from using hyperlinks. Note for users of LATEX: Table/Figure caption text should be **Helvetica 9pt Bold**, centred – see example below.

Figure 1: NATO Logo.

Abstract Text

Individual papers presented at Symposia, Lecture Series etc. must carry an Abstract, which should appear at the beginning of the paper, following the Author's address, in *Times New Roman – 11pt Italic (Times – 11pt Italic* for users of LATEX).

References

References inserted in the text must be numbered and formatted as follows: [1] [2] etc., with the accompanying text contained in a separate 'Reference section', which should appear as follows:

- For Meeting Proceedings and Educational Notes – at the end of the paper.
- For AGARDographs, Technical Memoranda and Technical Reports – either at the end their respective chapter or collectively in a separate chapter.

Annexes and Appendices

Annexes and Appendices must be numbered – the formats are as follows:

- Annexes are numbered alphabetically, i.e. Annex A, Annex B.
- Appendices are numbered numerically (using Arabic numerals), i.e. Appendix 1, Appendix 2.

Accordingly, the page numbers for Annexes and Appendices must reflect their numbering, as follows:

- Annexes: A-1, B-1, etc.
- Appendices: A1-1, A2-1, etc.