SUBMARINE
TECHNOLOGY SYMPOSIUM

APL

STS SPEAKER'S KIT

Instructions for Preparing Presentations and Papers

A CLASSIFIED SYMPOSIUM

NAVAL SUBMARINE LEAGUE

JOHNS HOPKINS
APPLIED PHYSICS LABORATORY

SPEAKER'S KIT
Instructions for Preparing Presentations and Papers

Table of Contents

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Deadlines

Date (2024)	Event
19 January	First Draft Presentation (PowerPoint file) due to Documentation Lead, Program Chair, and Session Chairs
19 January – 9 February	First Dry Run of Draft Presentations with Session Chair*
9 February	Session Chairs select Primary and Alternate Speakers and order of Primary Speaker appearance
3 March	First draft of optional papers due to Documentation Lead, Program Chair, and Session Chairs
29 March	Second draft of Presentation (PowerPoint file) due to Documentation Lead, Program Chair, and Session Chairs**
29 March – 19 April	Second Dry Run of Presentation (PowerPoint file) with Session Chairs
19-26 April	Final presentation (PowerPoint file with videos, downgrade, and distribution statement) and final optional papers due to Documentation Lead and Program Chair. Program Chair submits presentations and papers to COMSUBFOR for approval.**
19 April	COMSUBFOR reviews presentations and papers for final approval to present and publish.**
13 May	Flip-through of final presentations (PowerPoint file, videos) in Kossiakoff Center. Session Chairs will coordinate.
14–16 May	**Submarine Technology Symposium 2024**

*Session Chairs choose primary and alternate speakers and order of presentation during first dry run based on completeness.
All presentations and papers must have complete downgrades and distribution statements for COMSUBFOR approval.

Contacts

The Johns Hopkins University Applied Physics Laboratory (JHU/APL)

Contact	Phone No.	E-mail
STS-2024 Program Chair: Ray Wiggin*	240-592-1656	Ray.Wiggin@jhuapl.edu*
STS-2024 Assistant Program Chair: Michael Jozkowski	240-228-7251	Michael.Jozkowski@jhuapl.edu
STS-2024 Arrangements Chair: Andrea Bennett	240-228-4275	Andrea.Bennett@jhuapl.edu
STS-2024 Hospitality Coordinator: Carrie Parker	240-228-7841	Carrie.Parker@jhuapl.edu
STS-2024 Documentation Lead: Kathleen Cudmore	240-228-0608	Kathleen.Cudmore@jhuapl.edu*
Video and Graphics (Presentations): **Jon Emmerich (Video), Candece Seling (Graphics)**	240-592-5847 240-228-6745	Jon.Emmerich@jhuapl.edu Candece.Seling@juapl.edu
Editorial Lead (Papers & Presentations): **Shavonne Mott**	240-592-3828	Shavonne.Mott@jhuapl.edu

*Please send all UNCLASSIFIED files to both Ray.Wiggin@jhuapl.edu, Michael.Jozkowski@jhuapl.edu, and Kathleen.Cudmore@jhuapl.edu.
Send all CLASSIFIED files to **SIPRNET email:** subtech@jhuapl.ctr.navsea.navy.smil.mil.
If unable to send CLASSIFIED electronically, mail files to the following address (Refer to instructions for labeling in **Section 3.1.1**):

Ray Wiggin, STS 2024 Program Chair
c/o Kathleen Cudmore, STS 2024 Document Control
The Johns Hopkins University Applied Physics Laboratory
11100 Johns Hopkins Road
Laurel, MD 20723-6099

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1 INTRODUCTION

The Submarine Technology Symposium (STS) Program Chair and Session Chairs are responsible for the orderly conduct of the Symposium and assisting the authors in preparing high-quality presentations and papers. These guidelines and review procedures have been established to expedite the process for authors and Chairs.

The STS 2024 Presentation Power Point template, STS 2024 Proceedings template, and Speaker's Kit are available on the **Speaker Information section of the STS website.**

2 AUTHOR RESPONSIBILITIES

2.1 DOCUMENTATION REVIEW AND EDITING

STS authors are responsible for adhering to the format and classification markings guidelines provided in this document. They are also responsible for obtaining editorial and technical review from their respective organizations. Technical reviews should verify technical approach, analysis, and accuracy. Editorial reviews should concentrate on style and grammar considerations that may confuse the reader and identify any patent or legal issues. In both technical and editorial reviews, security markings should be reviewed and verified to be in accordance with related security classification guides.

Note

The classification level of the symposium is SECRET//NOFORN except for Session V, which is classified SECRET//REL to USA, AUS/GBR. Please ensure that content forwarded to the Johns Hopkins Applied Physics Laboratory does not include the following markings: COMSEC, FGI, NATO, SNWDI, or NNPI.

2.2 RELEASE APPROVAL

STS authors are responsible for obtaining approval for documentation release from their respective organizations. Where subject work was funded by an external organization, sponsor, or customer, that entity must also provide permission for release of any information, whether it is unclassified or classified.

In the case of Independent Research and Development (IR&D) efforts, authors should work with their company representatives to verify procedures for any IR&D efforts related to DoD programs that may require an original classification authority (OCA) review of the information. DoD projects funded with 6.1 and 6.2 Research, Development, Test, and Evaluation (RDTE) appropriation funding come closest to fundamental research under a government contract. For this reason, using the "fundamental research" exemption for public release must be carefully considered as to avoid releasing export-controlled technical data. If the information is deemed "fundamental research," it usually may be publicly released not withstanding any internal or contractual requirements. Where applicable, an Intellectual Property (IP) review should also be part of the process.

Distribution A release is not required. If your presentation or paper is Distribution C–F, it must be marked as such, including those authorized to receive it, the reason, date of determination, and controlling DoD office. Items will only be seen by people with clearances for the Symposium, including Department of Energy (DOE), DoD Offices, and DoD contractors.

3 PRESENTATION GUIDELINES

3.1 SUBMITTING PRESENTATION MATERIALS

Before the live presentation at the Symposium, authors must submit complete PowerPoint files (including videos, downgrades, and distribution statements) according to the review schedule described in **Sections 3.1.1** and **3.1.2**. The PowerPoint file must be formatted to the specifications described in **Section 3.2.1**. The STS 2024 Presentation Template in Microsoft (MS) PowerPoint, which is formatted according to the required specifications, is available for download on the **Speaker Information section of the STS website.**

3.1.1 Deadlines for Draft and Final Reviews

The **first draft** PowerPoint file of the presentation must be submitted to the appropriate Session Chair no later than **19 January 2024**.

> **Note**
> Session Chairs will schedule and conduct dry runs of the first draft presentations and decide primary and alternate speakers between **January 19** and **9 February**.

The **second draft** of the presentation is due to the appropriate Session Chair, the STS Program Chair, and the Documentation Lead no later than **29 March 2024**. The Session Chairs and Program Chair will provide final review and comments. Refer to **Contacts** on Page **1** for email, SIPRNET, and mail addresses.

> **Note**
> For COMSUBFOR to approve presentations for publication on the *Proceedings* DVD, the second draft PowerPoint file **must include the complete downgrade and distribution statement on the first slide**, any videos must be embedded or provided, and all slides must be portion marked. The particular day the presentation is given (14 to 16 May) is the date of origin for the downgrade. Refer to **Section 2.2 Release Approval**.

The **final** PowerPoint file of the presentation, including any videos and downgrade and distribution statement, is due **19 April 2024** to the Program Chair, appropriate Session Chair, and Documentation Lead for submission to COMSUBFOR for final approval.

- Submit **UNCLASSIFIED** PowerPoint files by electronic mail. Refer to **Contacts** for email and the mailing address.

- Submit **CLASSIFIED** PowerPoint files via SIPRNET. Refer to **Contacts** for SIPRNET addresses.

Alternatively, you may mail files of **CLASSIFIED** presentations using DoD security procedures for classified materials. Please mail the electronic file on an appropriately marked CD or DVD (**no USB drives will be accepted**). Label the disk with the title of the presentation, principal author, file name (as described in **Section 5**, **File-Naming Convention**), version (Draft1, Draft2, or Final), and classification. Mail files to the following address (also provided in **Contacts**):

Ray Wiggin, 2024 STS Program Chair
Kathleen Cudmore, 2024 STS Documentation Lead
Mail Stop 7-153
The Johns Hopkins University Applied Physics Laboratory
11100 Johns Hopkins Road
Laurel, MD 20723-6099

3.1.2 Requirements for Presentation at the Symposium

MS PowerPoint. A PowerPoint presentation file is required for the presentation at the Symposium. To be used in the presentation at the Symposium, the PowerPoint files must be received in advance by the STS Program Chair by the deadlines described in the preceding section. All PowerPoint files will be loaded onto the classified display system, and presenters will have the opportunity on **13 May** to review their slides on the display system and ensure viability of the files and proper display of any embedded videos. (Note: this is **not** a full dry run.)

Release Approval. All materials must be received in time for COMSUBFOR final review and approval for release no later than **19 April 2024**. The following sections provide PowerPoint formatting, display and projection specifications, and instructions on providing videos and animations to be displayed during the presentation at the Symposium.

3.2 PRESENTATION FORMAT AND CLASSIFICATION MARKINGS

3.2.1 PowerPoint Formatting

All presentations to be displayed in the Symposium auditorium (Kossiakoff Center at JHU/APL) must be readable from the last row of the 500-seat auditorium. To maximize readability, limit the amount of information on each slide. Limit text to 8 lines or approximately 40 words per slide. Use a sans serif font (e.g., Arial) for text with the following font sizes (as provided in the STS2024 Speaker's PowerPoint Template):

Title slide (first page): 36-pt bold sans serif type for main title; 24-pt minimum for subtitles; 12-pt for downgrade and distribution

Subsequent slides:

- Slide title: 32-pt bold sans serif type (main title); 18-pt subtitle

- First-level text = 24-pt (or 20-pt minimum)
  - Second-level text = 20-pt (or 18-pt minimum)
    - Third-level text = 18-pt (or 16-pt minimum)*

Smaller fonts should be limited to footnotes and image classifications. Minimum font sizes should be 14-pt for footnotes and 11-pt bold all caps for image classifications.

Slide annotations are an important addition to PowerPoint files. Because presentations will not include verbal narrative when published in the *STS Proceedings*, annotations are needed to explain key concepts, data, results, and graphics to the audience who might be unable to attend the Symposium and who will only be viewing the material from the *Proceedings* DVD. For each slide, limit the text of the annotations in the Notes Page view to approximately170 words (14-pt sans serif type) or 230 words (12-pt). If more text is required, repeat the slide and continue the additional text in the notes area. Be sure to include portion markings and page classifications in the Notes Page view.

The STS2024_Speaker_Template is available for download in the **Speaker Information section of the STS website**. The template contains sample font sizes, classification markings, and guidance on inserting videos.

3.2.2 Classification Markings of Presentations

Note

Classification markings must be displayed on all slides in all presentations, even if the entire presentation is unclassified.

The first slide of the presentation (title slide) must indicate the overall classification of the presentation at the top and the bottom and must contain the following information:

- Presentation title (unclassified recommended) preceded by its classification
- Presenter's name
- Presenter's organization
- Sponsoring agency (if applicable)
- Overall classification, declassification, and distribution statements of the presentation

As of June 2021, many agencies and programs have transitioned to the Controlled Unclassified Information (CUI) marking in lieu of FOUO. Presentations that include CUI text and/or figures must be marked as such on the cover and on the respective slide(s). All presentations (classified and unclassified) with CUI content must contain the following on the cover:

> **Controlled by:**
> **Controlled by: CUI Category(ies):** XXX [Add all applicable CUI Category Markings (e.g., CTI, DCRIT, EXPORT, DCNI, NNPI, BUDG, PROCURE, SSEL, etc.]
> [Choose either a Distribution Statement for CTI and Export Controlled Information or enter Dissemination Control(s) below.]
> **Distribution Statement X:** [Delete if dissemination control used.]
> **Distribution/Dissemination Control(s):** [Delete if distribution statement is used.]
> **POC:** Name, Phone, and/or Email [Add the name and contact information for the CUI holder.]

All e-mails sent to STS staff containing CUI (including attachments) should have CUI written in the subject line (e.g., [CUI] Email Title) and be encrypted. Please contact **Shavonne Mott**, editorial lead, if there are questions about CUI marking usage.

If the first slide (title slide) of a CONFIDENTIAL or SECRET presentation is UNCLASSIFIED, add "This Slide Unclassified" under the overall classification of CONFIDENTIAL or SECRET (title slide only). Place the classification markings at the top right and bottom left of each subsequent slide; each slide classification must reflect the highest classification of any content on that slide.

Place the classification marking before the banner heading on all slides (UNCLASSIFIED recommended). Each subheading, paragraph, bullet, or single sentence must be preceded by its classification marking. Each table or figure image on the slide must be marked with its classification (at the top of the table or figure). Annotations in the Notes Page view must also have appropriate classification portion and page markings.

Marketing material is not appropriate on presentation graphics. However, slides may display the logos of the author's organization and the sponsor.

3.3   DISPLAY AND PROJECTION SPECIFICATIONS FOR PRESENTATIONS

Presentations are projected from the JHU/APL audiovisual control room. Two-screen capability is not available for electronic projection. Formats supported are 4 x 3 and 16 x 9 in PowerPoint. This year, Windows 10 OS and Microsoft Office 2019 will be running on the classified presentation laptops.

Speakers will have a remote control and pointer to control the display. An operator in the control room will monitor display and can respond to speaker commands (e.g., "next slide," "launch video") if the speaker prefers (Refer to **Section 3.5 How to Use the Remote Control for Advancing Slides**).

3.4   SPECIFICATIONS FOR VIDEOS AND ANIMATIONS

Video Format. WMV, AVI, or MP4 files are required. Try to keep videos under 5 minutes. If you need help editing or compressing video files, please contact **Jon Emmerich** in advance to complete the video processing before **29 March 2024** (when the second draft of the presentation is due to the session chair and STS Program Chair).

Embedding Videos in PowerPoint. Use the following instructions to embed videos in your PowerPoint file for "autoplay" or "play on click." Instructions are also provided in the STS2024_Speaker_Template, which can be downloaded from the STS 2024 Website. Alternatively, APL's audiovisual team can set up the movies for you. Provide instructions on how you want the movies set up when you submit the second draft of the presentation (due **29 March**). If preferred, contact **Jon Emmerich** in advance for help with video processing and embedding videos for automatic or controlled launch in the presentation. If the play-on-demand option is used, speakers will need to verbally queue the A/V booth during their presentation as to when they want to start playing the movie.

- ## Auto play
  - **Insert movie.**
  - **With movie selected, choose Video Tools, Playback, Start Automatically**
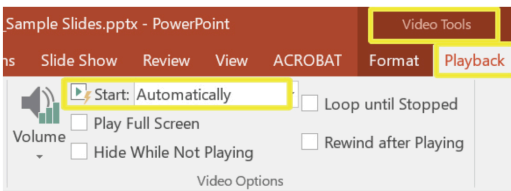
Inserting Movies that Play Automatically
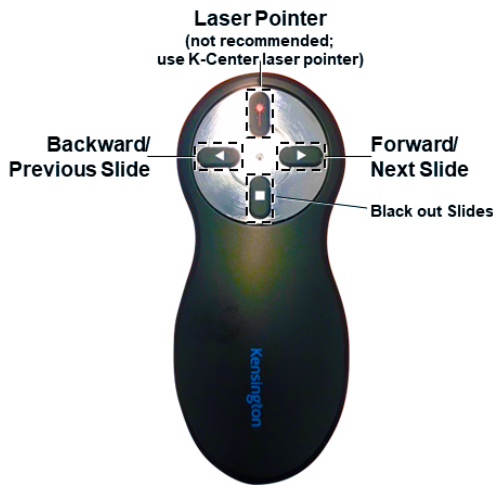
- ## Play on Click
  - Insert movie
  - Duplicate slide
  - Right mouse click on the movie, copy. Go to first slide, right click, paste as a picture.
  - Align picture with movie.
  - Send picture to the back, deselect.
  - Select movie, delete.
  - Then go to the second movie slide and do the auto playback described earlier.

Still Picture

3.5   HOW TO USE THE REMOTE CONTROL FOR ADVANCING SLIDES

Laser Pointer
(not recommended;
use K-Center laser pointer)

Backward/
Previous Slide

Forward/
Next Slide

Black out Slides

The speaker can control presentation PowerPoint files projected from the JHU/APL audiovisual control room using the hand-held remote control (shown left).

Use the remote control only for advancing to next slide or returning to previous slide.

An additional laser pointer is provided as an alternative to the laser pointer included in the remote.

3.6   FILE-NAMING CONVENTION FOR PRESENTATIONS

Name the PowerPoint files as follows:

- Primary author's last name_
- Paper_ or Presentation_
- Version: Draft1_, Draft2_ (ppt only), or Final_
- Date of version: yyyymmdd
- File extension: .doc or .docx, .ppt or .pptx

Example (First Draft Paper 3 March 2024): Wiggin_Paper_Draft1_20240303.docx

4   GUIDELINES FOR OPTIONAL PROCEEDINGS PAPERS

Note

The *Submarine Technology Symposium Proceedings* will be produced from publication-ready materials the author must prepare and submit in MS PowerPoint (presentations) or Word (papers). The STS Proceedings staff will create Portable Document Format (PDF) versions of your original files. Refer to **Section 4.2** for text format specifications and **Section 6 Specifications Used for PDF Files** for information on PDF.

4.1   SUBMITTING PAPERS

4.1.1   Draft Papers

The first draft of your optional *Proceedings* paper is due to the STS Program Chair and Documentation Lead no later than **3 March 2024** with the second draft due no later than **19 April 2024**. Please submit an MS Word file of your paper, including all text and figures, using the format specified in **Section 4.2 Text Format**.

- Submit MS Word files of **UNCLASSIFIED** papers to the Program Chair, the Program Chair Assistant and Documentation Lead via email: Ray.Wiggin@jhuapl.edu, Michael.Jozkowski@jhuapl.edu, and Kathleen.Cudmore@jhuapl.edu.

- Send MS Word files of **CLASSIFIED** papers via SIPRNET to: subtech@jhuapl.ctr.navsea.navy.smil.mil.

Alternatively, you may mail files of **CLASSIFIED** papers using DoD security procedures for classified materials (see **Contacts** on Page **1)**. Please mail the electronic file on an appropriately marked CD or DVD (**no USB drives will be accepted**). Label the disk with the title of the paper, principal author, file name (as described in **Section 5**, **File-Naming Convention**), version (Draft1, Draft2, or Final), and classification.

The Program Chair will forward the draft paper to the appropriate Session Chair and to the Commander, Submarine Forces (COMSUBFOR) for review and comment. The Session Chair will then return review comments to you for consideration in the final paper due in MS Word to the Program Chair **3 May 2024**.

Note

For COMSUBFOR to approve papers for publication on the *Proceedings* CD, the final draft MS Word file must include the downgrade and distribution statement on the first page. The particular day the presentation is given (14 to 16 May) is the date of origin for the downgrade. Refer to **Section 2.2 Release Approval**.

4.1.2 Final Papers

Final papers (**30 pages, maximum**) are due to the Program Chair no later than **3 May 2024**. Submit the final MS Word file using one of the methods described in **Section 4.1.1**. Name files as specified in **Section 5**, **File-Naming Convention**.

4.2 TEXT FORMAT

4.2.1 Basic Format Specifications

The paper is limited to **30 pages maximum** including text, figures, tables, and references. The text and layout of each paper should generally conform to the basic specifications shown in the following tables:

- **Table 1** – Order of Assembly

- **Table 2** – Margins and Page Layout

- **Table 3** – Heading and Title Styles

- **Table 4** – Standard Page Elements

The specifications are also illustrated in the *STS 2024 Proceedings Paper*, which is included for download on the **Speaker Information section of the STS website** as a separate MS Word template. You may use your organization's logos and other style conventions as long as they generally conform to the basic standards presented here. The *STS 2024 Proceedings Paper* provides classification guidance**.**

Table 1. Order of Assembly

Section	Comments
Title Page with Abstract	Refer to Section 4.2.4. Title and Abstract must be **UNCLASSIFIED**.
Main Text	Begins on page after Title Page. Paginate with Arabic numeral 1.
List of References	Refer to **STS 2024 Proceedings Paper** template for format.
List of Acronyms	Recommended
Acknowledgments	Optional
Author Biography	Include bios of all authors.
Tables	Place tables and figures in order at the end of the paper or embed them in text as close as possible to their first mention (Section 1.5.4).
Figures	
Last Page	End paper on an even-numbered page; if blank, add "This page intentionally left blank."

Table 2. Margins and Page Layout

Element	Margins and Layout
Abstract	Indented 0.75 in. left and right from 1-in. margins, justified text, single space, **≤ 500 words**, <u>on Title Page only</u>, **Unclassified**
Body text and page margins	1-in. left and right margins, align text left (aka "ragged right"), single space, single column
Paragraph indent	0.75 in.
First page, top	1 in.
All subsequent pages, top	1.25 in.
All pages, bottom	1.25 in.

4.2.2   Fonts

Use the following fonts:

- Body text: 12-pt serif [e.g., Times, Times New Roman (recommended), New Century Schoolbook, Century Schoolbook]

- Main title: 14-pt **bold** sans serif (e.g., Arial, Helvetica, or Gill Sans)

- Table and figure titles: 10-pt **bold** sans serif (e.g., Arial, Helvetica, or Gill Sans)

- Footer (page number and running session/author ID): 10-pt sans serif, small capitals (caps)

Table 3 provides heading and title fonts and styles, **Table 4** lists standard page elements, and the **STS 2024 Proceedings Paper** contains examples.

Table 3. Heading and Title Styles

Element	Position	Font	Size (pt)	Example	Style Name
First-level heading[a]	Flush left; title begins at 0.75 in.	Arial bold, all uppercase	12	**1 (U) FIRST-LEVEL HEADING**	Heading 1
Second-level heading[a]	Decimal. no., Flush left; title begins at 0.75 in.	Arial bold, small caps, initial caps	12	**1.1 (U) SECOND-LEVEL HEADING**	Heading 2
Third-level heading[a]	Same as second-level heading	Arial bold, initial caps	12	**1.1.1 (U) Third-Level Heading**	Heading 3
Fourth-level heading[a]	Decimal no., flush left; title begins at 1.0 in.	Arial italic, initial caps	12	*1.1.1.1 (U) Fourth-Level Heading*	Heading 4
Fifth-level heading[a]	Decimal no., flush left; title begins at 1.0 in.	Arial, initial caps	12	1.1.1.1.1 (U) Fifth-Level Heading	Heading 5
Figure Title	Consecutive no., center under figure	Arial bold, initial caps	10	**Figure 1 (U) Title**	STS TableFigure Title
Table Title	Consecutive no., center above table	Arial bold, initial caps	10	**Table 1 (U) Title**	STS TableFigure Title

[a] If possible, please limit the paper to three heading levels, five maximum.
[b] All titles, headings, and paragraphs require classification markings; Refer to the **STS 2024 Proceedings Paper** template.

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Table 4. Standard Page Elements

Element	Position	Font and Style[a]	Size (pt)	Comments	Style Name
Page Margins	1 in. left and right	–	–	All pages	
• Corporate logo & address • STS Logo	• In header, 0.5 in. from top and left • In header, centered	• Arial bold, initial caps • Provided		All pages	• STS Organization Name • Header
Title of Paper[b]	Centered, 2 in. from top of page	Arial bold, initial caps	14	**Title Page only**. Title should be unclassified and preceded by (U).	STS Title of Proceedings
Author(s) Name(s)	Centered below title	Times bold, initial caps	12	**Title Page only**. Use full name. Include military ranks but no titles (e.g., Mr., Dr.). List primary author first; alphabetize other authors.	STS Author Name
Author's Organization	Centered below author name(s)	Times, initial caps	12	**Title Page only**. Official name only. Group authors by organization alphabetically.	STS Authors Company
Abstract Title[b]	Center the word Abstract	Arial bold, initial caps	12	**Title Page only**. Justify within 1.5-in. margins.	STS Abstract Title
Abstract Text[b]	0.75 in. L & R justified	Times	10	Single-column, single-spaced	STS Abstract Text
Main Text[b]	Begin on second page (first page after Title Page).	Times	12	Single-column, single-spaced; left-justified (ragged right)	STS Body Text
Page Classification Markings	0.5 in. from top and bottom edges, 1 in. from right and left edges	Arial bold, all uppercase	14	All pages	STS Classification Top STS Classification Bottom
"This Page UNCLASSIFIED"	One line above and below bottom and top page classifications	Arial, initial caps, UNCLASSIFIED all caps	11	**Title Page only**. (Use only if overall classification is higher than unclassified.)	STS TOP This page Unclassified STS Bottom This page Unclassified
Lead Author's Address, Copyright, Distribution, Downgrade	Footnote to Title Page, left justified	Times	8	**Title Page only**.	STS Downgrade Information
Footnotes[b]	After text, separated by a line	Times	10	Keep footnotes short	Footnote Text
Page Numbers	0.5 in. above bottom edge, centered	Arial	10	All pages	–
Running Footer	0.75 in. from bottom edge, flush right	Arial small caps, initial caps, right justified	10	All pages. Example: STS 2024, SESSION IV (AUTHOR'S LAST NAME)	STS Session # Footer

[a] Choose one sans serif font for titles and one serif font for body text and use them consistently throughout the document. In this guide, "Times" is shorthand for a serif font and "Arial" is shorthand for sans serif.

[b] All titles, headings, and paragraphs require classification markings; Refer to the **STS 2024 Proceedings Paper** template.

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4.2.3 Classification Markings

Note

Because the *Proceedings* is published on classified media, every page of every paper must display classification markings for the page, headings, text, and table and figure titles, even if the entire paper is unclassified. The highest permissible classification is SECRET//NOFORN. The *Proceedings* will not be distributed to AUKUS partners.

Add classification markings as follows:

- Mark the overall classification of the paper at the top right and bottom left of the first page. Refer to the **STS 2024 Proceedings Paper** for placement and **Table 4** for format.

- Any required declassification and distribution statement must be placed at the bottom of the first page. Refer to **STS 2024 Proceedings Paper** for placement and **Table 4** for format.

- Mark each page with the highest classification of the contents on that page.

- Mark the classification of each heading, paragraph, and figure and table title.

- Place the overall classification of figures and tables at the top and bottom; Refer to STS 2024 Proceedings Paper for placement.

4.2.4 Title Page

The Title Page should include the following elements (Refer to **Table 4** for format and **STS 2024 Proceedings Paper** for an example):

- The source organization's logo and address at the top left

- Unclassified title of the paper preceded by (U)

- Authors' full names and organizations[1]

- An UNCLASSIFIED abstract of no more than 500 words

- Copyright, distribution, and downgrade notices as a footnote

- Classification markings

- A running footer at the bottom right of every page indicating the STS year and session number in capital Roman numerals followed by the lead author's surname in parentheses [e.g., STS 2024, Session IV (Author)]

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[1]In addition (optional), include the address of the lead author (or designated contact) as a footnote on the Title Page.

4.2.5 Main Text

4.2.5.1 Page Limits

Each paper is limited to a total of **30 pages** of text, tables, figures, and references. Author biographies are not included in the page count.

4.2.5.2 Section Numbers

Number sections of the paper using decimal subordination (e.g., 1, 1.1, 1.2, 1.2.1) and provide titles for each section or subsection. Section headings should be unclassified (recommended) and must have classification markings preceding the heading. Refer to **Table 3** and the *STS 2024 Proceedings Paper* for the subordination scheme for section titles.

4.2.5.3 Reference Numbers

Number references consecutively in the order in which they appear in text using Arabic numerals in square brackets, e.g., [1]. List references in a separate section after the text. Use a consistent format for citing references. The **STS 2024 Proceedings Paper** includes a typical format for a List of References.

4.2.5.4 Table and Figure Numbers

Number tables and figures consecutively with Arabic numbers. Refer to them in text as "Table 1" or "Figure 1" (**not** "fig. 1"). Refer to **Section 4.3** for details on preparing tables and figures.

4.2.5.5 Equations

Number all equations consecutively throughout the paper. Cite equations consistently throughout the paper by number without parentheses, e.g., Equation 1. Center equations and place the equation number at the right margin in parentheses. Define terms used in the equation as shown in the following example:

$$z = B^w x \tag{1}$$

where:

B = the first definition

w = the second definition

x = the third definition

4.2.5.6 Acronyms and Abbreviations

Spell out each acronym followed by its definition in parentheses at its first use and use the acronym thereafter. If you wish to include a list of Acronyms and Abbreviations, please refer to the **STS 2024 Proceedings Paper** for placement and format. You may omit the list if the acronyms are defined in the text.

4.2.5.7 Author Biographies

Include a biography of each author (no more than 125 words each) at the end of the paper. Please provide full formal name, occupational title, military rank, and professional affiliations. Place the lead author's biography first, followed by other authors alphabetically, separated by a line (Refer to Biography in the *STS 2024 Proceedings Paper*).

4.3 TABLES AND FIGURES

4.3.1 Table and Figure Fonts and Sizing

Table 5 shows the specifications for type in tables and figures. Type must be large enough to be easily read, both on the screen and when printed. Fit figures on portrait or landscape pages and size them to be readable without magnification.

Table 5. Type Specifications for Tables and Figures

Elements	Font	Size (pt)
Body of Table Column Headings	Arial (san serif) Arial bold	10 10
Notes to Tables or Figures	Arial (san serif)	8
Figures	Arial (sans serif)	≥ 6

4.3.2 Table Format

Use a consistent format for all tables in the paper. In the recommended format shown in the *STS 2024 Proceedings Paper* and these guidelines, all rows and columns are ruled, the column headings are followed by a double rule, the font is 10-pt sans serif, and column headings are bold with units of measure abbreviated in parentheses.

4.3.3 Titles and Classifications of Tables and Figures

Number and title each table or figure as indicated in **Table 3** and illustrated in the *STS 2024 Proceedings Paper.* Make all titles UNCLASSIFIED (recommended), and mark each title with the classification as shown in the examples in **Table 3**. Keep titles brief. Convert long captions to notes placed immediately below the table or figure image area in Arial 8-pt type.

Mark the classification of each table and figure at the top right and bottom left (8-pt Arial bold, all uppercase) as shown in the *STS 2024 Proceedings Paper.*

4.3.4 Table and Figure Placement

Either place all tables in order at the end of the paper, followed by all of the figures (recommended), or embed the tables and figures in text as close as possible to their first mention. Embedding a few small tables and figures may enhance readability, but if the paper contains many tables and figures, place them all at the end.

If you choose to place your tables and figures at the end of the paper instead of embedding them in the text, link them to their citations in text as an aid to the reader. Use blue text to indicate links, which will enable navigation when the *STS Proceedings* staff creates the final PDF (e.g., Refer to **Figure 1** in the **STS 2024 Proceedings Paper**). When placing them at the end of the paper, group all tables first, followed by all of the figures.

4.3.5 Figure Production and Resolution

Produce figures using professional graphics applications (e.g., Illustrator, Photoshop, PowerPoint); hand-drawn figures are not acceptable. The *Proceedings* is published on DVD to allow both computer viewing and high-resolution color printing. Figure resolution should support full-color printing; a minimum resolution of 144 dots per inch (dpi) is recommended (288 dpi preferred). **Section 6** provides PDF specifications the *STS Proceedings* will use when creating the final PDF. The *STS Proceedings* staff will create the PDF. Submissions should be MS PowerPoint or MS Word format only.

5 FILE-NAMING CONVENTION

Name the MS Word, PowerPoint, and PDF files as follows:
- Primary author's last name_
- Paper_ or Presentation_
- Version: Draft1_, Draft2_ (ppt only), or Final_
- Date of version: yyyymmdd
- File extension: .doc or .docx, .ppt or .pptx

Example (First Draft Paper 3 March 2024): Wiggin_Paper_Draft1_20240303.docx

6 SPECIFICATIONS USED FOR PDF FILES

STS Proceedings staff will create a PDF file from your MS Word file for the classified DVD using Adobe Acrobat. PDF is a Postscript-based electronic format for viewing and printing text and graphics from any platform. A PDF file preserves fonts, images, layout, and links exactly as they were saved from the source application.

6.1 GENERAL PDF SETTINGS

The *STS Proceedings* staff will prepare the final PDF of your MS Word submission for inclusion on the classified DVD. The final PDF will have the following settings:

- Embed All Fonts (This includes in the PDF all the fonts you used so the user does not need to have them on his or her computer.)

- Optimize PDF (Optimizing the PDF file creates a smaller file.)

- Resolution: 288 dpi with automatic, high-quality compression

- Default page size: 8.5 x 11 in.

6.2 PDF SECURITY

- No passwords will be assigned to your PDF file.

- No security settings will restrict printing or copying unless required by your organization.