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**Carmine D. East, Frank G. Holst, Jr., Ingrid J. Keppler**  
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<sup>1</sup> Author’s address: Widgets International, 12345 Constitution Ave., Washington, DC 22222; e-mail: Primary.Author@widgets.org. Include addresses of other authors in their biographies, if desired.

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## 1 (U) FIRST-LEVEL HEADING: ALL CAPITALS BOLD

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(U) Adopt a standard set of style rules for grammar, punctuation, and hyphenation such as those in the *Government Printing Office Style Manual*, *Chicago Manual of Style*, or *IEEE Editorial Style Manual* [1–3]. Refer to the National Institute of Standards and Technology (NIST) publications [4 and 5] for standards on units of measure.

### 1.1 (U) SECOND-LEVEL HEADING: INITIAL CAPITALS, SMALL CAPS BOLD

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#### 1.1.1 (U) Third-Level Heading: Initial Capitals Bold

(U) Use consecutive superscript numbers for page footnotes.<sup>3</sup> Refer to tables and figures by number in text. Figure 1 provides an example of the figure format. [Table 1](#) provides guidelines on table formatting including fonts, spacing, title style, and placement of classification markings and footnotes to the table.

##### 1.1.1.1 (U) Fourth-Level Heading: Initial Capitals Italics

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##### 1.1.1.1.1 (U) Fifth-Level Heading: Initial Capitals 11-pt

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- (U) Indent bullets beginning at 0.75 in. Indent subordinate items as shown below. Wrap the text as shown in this example. Add classification marking manually.
  - (U) Use a consistent subordination scheme for items in bullet lists.
  - (U) See Section [1.3](#) for further examples of numbered lists.

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STS – Submarine Technology Symposium (Define acronyms directly below figure.)

PDF – Portable Document Format      NIST – National Institute of Standards      XYZ – Etc.

Note: (U) Place extended captions, legends, and definitions of abbreviations directly below the figure in 8-pt sans serif font. Include the classification of notes. The figure title should be a short, unclassified descriptor as shown here.

**Figure 1 (U) Figure Title in 10-pt Arial Bold Initial Capitals, Centered**

**Table 1 (U) Table Title in 10-pt Arial Bold Initial Capitals, Centered**

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1999	Name of Device	DADBT, Inc.	0	00.00	00.00
2000	Development No. 2	LMN Co.	0	00.00	000.00
2001	End of second phase	Abe See Associates	0	00.00	0000.00
2002	Start of final phase	TBD	0	00.00	00,000.00

DADBT – Define Acronyms Directly Below Table      LMN – Letters Mean Nothing      TBD – To Be Determined

<sup>a</sup>(U) Original name at time of development

<sup>b</sup>(U) 2019 dollars

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  - b. (Y) Another subordinate item with the highest classification in the list
- (2) (Z) This is another item in a numbered list with individually classified items. It is an example of an item with the highest classification in the list, which must be reflected in the parent paragraph introducing this list.

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**Table 2. (U) Standard Page Elements**

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Element	Position	Font and Style <sup>a</sup>	Size (pt)	Comments	Style Name
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<ul style="list-style-type: none"> <li>Corporate logo &amp; address</li> <li>STS Logo</li> </ul>	<ul style="list-style-type: none"> <li>In header, 0.5 in. from top and left</li> <li>In header, centered</li> </ul>	<ul style="list-style-type: none"> <li>Arial bold, initial caps</li> <li>Provided</li> </ul>		All pages	<ul style="list-style-type: none"> <li><b>STS Organization Name</b></li> <li>Header</li> </ul>
Title of Paper <sup>b</sup>	Centered, 2 in. from top of page	Arial bold, initial caps	14	<b>Title Page only.</b> Title should be unclassified and preceded by (U).	<b>STS Title of Proceedings</b>
Author(s) Name(s)	Centered below title	Times bold, initial caps	12	<b>Title Page only.</b> Use full name. Include military ranks but no titles (e.g., Mr., Dr.). List primary author first; alphabetize other authors.	<b>STS Author Name</b>
Author's Organization	Centered below author name(s)	Times, initial caps	12	<b>Title Page only.</b> Official name only. Group authors by organization alphabetically.	<b>STS Authors Company</b>
Abstract Title <sup>b</sup>	Center the word Abstract	Arial bold, initial caps	12	<b>Title Page only.</b> Justify within 1.5-in. margins.	<b>STS Abstract Title</b>
Abstract Text <sup>b</sup>	0.75 in. L & R justified	Times	10	Single-column, single-spaced	<b>STS Abstract Text</b>
Main Text <sup>b</sup>	Begin on second page (first page after Title Page).	Times	12	Single-column, single-spaced; left-justified (ragged right)	<b>STS Body Text</b> (plain, without classification), <b>STS (U) Body, STS (C) Body, STS (SREL) Body</b>
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	<b>STS Classification Top</b> <b>STS Classification Bottom</b>
"This Page UNCLASSIFIED"	One line above and below bottom and top page classifications	Arial, initial caps, UNCLASSIFIED all caps	11	<b>Title Page only.</b> (Use only if overall classification is higher than unclassified.)	<b>STS TOP This page Unclassified</b> <b>STS Bottom This page Unclassified</b>
Lead Author's Address, Copyright, Distribution, Downgrade	Footnote to Title Page, left justified	Times	8	<b>Title Page only.</b>	<b>aSTS Downgrade Information</b>
Footnotes <sup>b</sup>	After text, separated by a line	Times	10	Keep footnotes short	<b>Footnote Text</b>
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 2025, SESSION IV (AUTHOR'S LAST NAME)	<b>aSTS Session # Footer</b>

<sup>a</sup> All titles, headings, and paragraphs in the main text require classification markings. For content within tables, the table classification (top right) indicates the highest classification of the contents of the table (i.e., classification by compilation); add classifications of individual items in the table if desired.

<sup>b</sup> Use the styles with the STS prefix in this template for title text and body text (e.g., STS Table Cell Left).

**2 (U) REFERENCES**

1. *United States Government Printing Office Style Manual 2000*, Washington, DC: U.S. Government Printing Office, 2008: <https://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008>
2. *The Chicago Manual of Style, The Essential Guide for Writers, Editors, and Publishers (14<sup>th</sup> Edition)*, Chicago, IL: The University of Chicago Press, 1993.
3. *IEEE Editorial Style Manual*, Piscataway, NJ, USA: IEEE Periodicals: 30 October 2014: [http://www.ieee.org/publications\\_standards/publications/authors/authors\\_journals.html](http://www.ieee.org/publications_standards/publications/authors/authors_journals.html).
4. A. Thompson and B. N. Taylor, “Guide for the Use of the International System of Units (SI),” National Institute of Standards, NIST Special Publication 811, 2020 Edition, March 2020: <https://www.nist.gov/pml/special-publication-811>.
5. “International System of Units (SI),” *The NIST Reference on Constants, Units, and Uncertainty*, Internet Site: <http://physics.nist.gov/cuu/Units/index.html>.
6. IEEE, “Editing References,” in *IEEE Editorial Style Manual*, Piscataway, NJ, USA: IEEE Periodicals: Chapter V, Vol. 8, 30 October 2014, pp. 34–48: [http://www.ieee.org/publications\\_standards/publications/authors/authors\\_journals.html](http://www.ieee.org/publications_standards/publications/authors/authors_journals.html).
7. K. L. Williams and D. R. Jackson, “A Model for Bistatic Scattering into Ocean Sediments for Frequencies from 10–100 kHz,” *Journal of Underwater Acoustics* **47**: 795–810, 1997.
8. C. H. Noll, W.L. Cowher, and M. P. Tomlin, “(U) Excellence in Group Management and Leadership,” The Rooney University, FPS-R-21-999, February 2051, CONFIDENTIAL.



**3 (U) ACRONYMS AND ABBREVIATIONS**

CD	Compact Disk
COMSUBLANT	Commander, Submarine Forces, Atlantic
IEEE	Institute of Electrical and Electronics Engineers
NIST	National Institute of Standards
PDF	Portable Document Format
STS	Submarine Technology Symposium

**4 (U) ACKNOWLEDGMENTS**

(U) The Acknowledgments express appreciation to other contributors. Place the Acknowledgments at the end of the main text after the References or Acronyms and Abbreviations, if included.

**5 (U) BIOGRAPHIES**

(U) In the final section of the paper, provide each author’s full name, occupational title, military rank, and professional affiliations. Limit each author’s biography to 125 words. Place a marker between authors’ biographies (a simple line or graphical symbol).



(U) **Dr. Adam B. Primary** is the Director of Research and Development at Widgets International. He has conducted research in widget development for 35 years and is a member of several boards of directors, including Chair of the XYZebon Board of Directors.



(U) **Dr. Carmine D. East** heads the Undersea Research Team at XYZebon, Inc. She has 40 patents for inventions that have advanced the state of the science of submarine technology. She serves as Chair of the Board of Directors of Widgets, International.



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