AGARD-AG-178

AGARD

ADVISORY GROUP FOR AEROSPACE RESEARCH & DEVELOPMENT

7 RUE ANCELLE 92200 NEUILLY SUR SEINE FRANCE

AGARDograph No. 178

A Guide to the Layout of Technical Publications
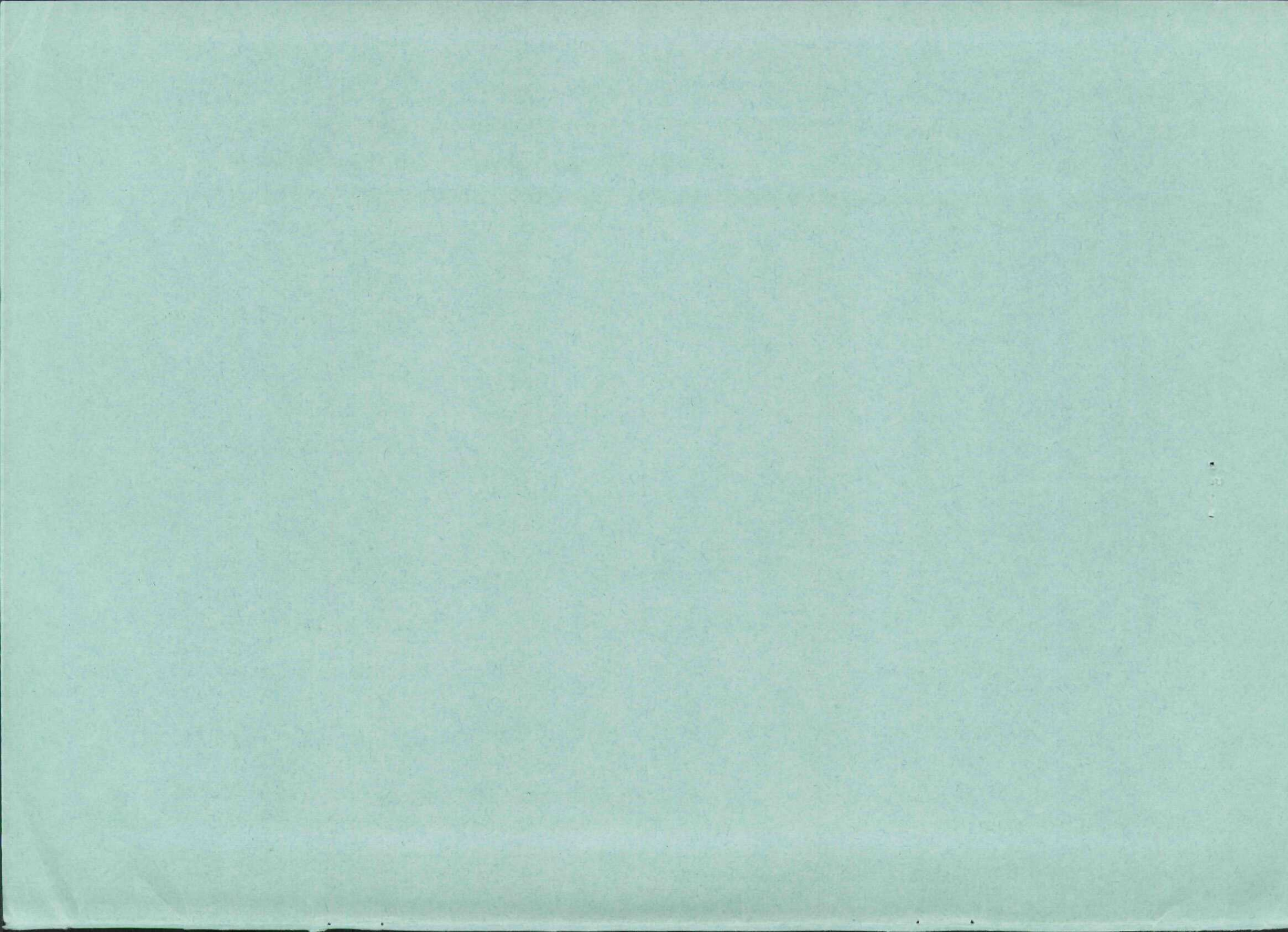
by

A.H.Holloway

NORTH ATLANTIC TREATY ORGANIZATION

**DISTRIBUTION AND AVAILABILITY
ON BACK COVER**

NORTH ATLANTIC TREATY ORGANIZATION

ADVISORY GROUP FOR AEROSPACE RESEARCH AND DEVELOPMENT

(ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD)

AGARDograph No.178

A GUIDE TO THE LAYOUT OF

TECHNICAL PUBLICATIONS

by

A.H.Holloway

THE MISSION OF AGARD

The mission of AGARD is to bring together the leading personalities of the NATO nations in the fields of science and technology relating to aerospace for the following purposes:

— Exchanging of scientific and technical information;

— Continuously stimulating advances in the aerospace sciences relevant to strengthening the common defence posture;

— Improving the co-operation among member nations in aerospace research and development;

— Providing scientific and technical advice and assistance to the North Atlantic Military Committee in the field of aerospace research and development;

— Rendering scientific and technical assistance, as requested, to other NATO bodies and to member nations in connection with research and development problems in the aerospace field;

— Providing assistance to member nations for the purpose of increasing their scientific and technical potential;

— Recommending effective ways for the member nations to use their research and development capabilities for the common benefit of the NATO community.

The highest authority within AGARD is the National Delegates Board consisting of officially appointed senior representatives from each member nation. The mission of AGARD is carried out through the Panels which are composed of experts appointed by the National Delegates, the Consultant and Exchange Program and the Aerospace Applications Studies Program. The results of AGARD work are reported to the member nations and the NATO Authorities through the AGARD series of publications of which this is one.

Participation in AGARD activities is by invitation only and is normally limited to citizens of the NATO nations.

SUMMARY

Recommendations are made for the size, shape, layout and content of technical publications. Notes are included to help those responsible for writing, reproducing and handling these documents. A select bibliography and some notes for cataloguers are included. Relevant standards are listed in an appendix with some further notes on bibliographic references.

CONTENTS

INTRODUCTION

This Guide is a revised form of a specification drawn up for the production of documents issued by the NATO Advisory Group for Aerospace Research and Development and by its members for reports and papers submitted to that Group for publication or for reading at its meetings. It was thought that the recommendations made are of wider application and that they would be found useful by those responsible for the production of many other technical publications, particularly in smaller organizations which have no established house style.

The Guide therefore is not strictly confined to the field of layout or to production, but extends to cataloguing and allied procedures. It is as far as possible compatible with the practice of the national report centres of the United Kingdom and of the United States, and will thus be helpful to other centres which deal with these national centres. For the purpose of this Guide, AGARD publications are used as examples.

A short list of relevant books has been introduced. This list is by no means exhaustive, but it includes some which have been found to be particularly useful, and at least one of them is published at a price which makes it easy for anyone interested to possess a copy.

Some relevant standards are also listed in an appendix, with a summary of the main requirements for bibliographical references.

GENERAL

Most publishing organizations have a "House Style" to which authors are expected to conform: this is usually supplied before they commence to write their manuscripts. This Guide is intended to supplement such house styles where they are used and to help authors to whom no such instructions are given.

The instructions to authors may also call for the manuscript to be supplied in "camera-ready" form; this is a great help to the speedy publication of technical reports. Authors are supplied with special paper on which the limits within which the typescript is to be confined are indicated on a printed grid. The typescript is reproduced by photolithography and must show no visible sign of alterations. In the case of AGARD the "Instructions to authors of AGARD manuscripts to be prepared camera-ready" as revised in October 1973 contains the guidance needed apart from the contents of this publication; the AGARD "Instruction to authors of AGARD manuscripts to be set by the printers" contains guidance for authors whose work does not need to be prepared camera-ready.

PART I – REPORTS

1. **FORMAT**

Reports should be of the international standard size A4 (297 x 210 mm).

2. **LAYOUT**

Reports should contain as many as are appropriate of the following elements in the order stated:

1. Introductory material
    - (a) Front cover
    - (b) Title page
    - (c) Preface
    - (d) Summary
    - (e) List of contents
    - (f) Definitions
    - (g) List of symbols
    - (h) List of abbreviations

2. Body of the report
    - (a) Introduction
    - (b) Main text
    - (c) Conclusions
    - (d) Recommendations
    - (e) Acknowledgements
    - (f) Tables
    - (g) Illustrations

3. Reference material
    - (a) List of references
    - (b) Bibliography
    - (c) Appendices
    - (d) Report Documentation Page
    - (e) Index cards
    - (f) Back cover.

1(a) Front Cover

The front cover should carry the report series and number at top right and parallel to the spine at top left. There should also be the name and address of the organization producing the report with any identifying design; below this come the title of the report, the name(s) of the author(s) or editor and the date of issue.

If any report is subject to military or commercial security classification it shall carry the appropriate markings throughout.

1(b) Title Page

The title page should carry the report number at top right.

Centred on the page the following items should appear in the order stated:

> Name of the responsible organization
> Title of the report
> Name(s) of the author(s)
> Affiliation of the author(s) if not the organization responsible for the report.

1(c) Preface

A preface may be included if necessary to state the circumstances in which the report was written or similar explanatory or complementary material.

1(d) Summary (Abstract)

An abstract of the report should be included. It should be 50 to 150 words in length, and in the case of AGARD reports should be in both French and English. It indicates briefly the object of the work, the methods used, the results obtained, the conclusions reached, any recommendations made and the relation to other work. This abstract should not repeat the title of the report, but with the title it should contain all that is needed for a preliminary assessment of the scope and contents of the report.

The summary may be printed on the reverse of the title page; this area may also be used for information about the corporate author, for example, the mission of AGARD.

1(e) List of Contents

This should give the page number for each section and include the titles of illustrations, tables and appendices.

1(f), (g), (h) Definitions, Symbols and Abbreviations

If new or unusual terms, symbols or abbreviations are used in the report, they should be given in these sections with any necessary definitions or descriptions. Whenever possible terms, symbols and abbreviations should be those in general use and care should be taken to avoid any risk of confusion. The SI International System of measurements should be used for preference.

Lower case letters are commonly used for abbreviations except for the initials of proper names and in acronyms the full stops are omitted when the abbreviation is pronounced as a word. Abbreviations should only be used when some definite advantage is to be gained, and short words should be spelled out.

New or unusual terms, symbols or abbreviations should also be defined when they are first used in the text.

2(a) Introduction

This should briefly show the scope and objects of the work described, how it fits in with past work and how it has been tackled.

If there is no separate preface, the information that it would have contained may be included in the introduction.

2(b) Main Text

This should be divided into sections and sub-sections, which should be numbered: it is convenient to use a decimal notation to indicate the sections and sub-sections. To facilitate reading in microform, where possible, complete identification of references should be cited at the bottom of the page on which they first appear. They should also be repeated in a Reference List at the back of a short report or at the end of each section of a long one. They should be numbered consecutively throughout the report. Similarly, small tables should be incorporated in the text; however, long tables and tables which are referred to frequently in the text may be collected together at the end of the report.

Descriptions of test apparatus, test methods, measured results and discussion of results should be in separate sections. If the publication is a single report, equations should be numbered consecutively throughout, and in a long report a later reference to an equation should indicate the page on which it is to be found. All pages should be numbered consecutively throughout the report (excluding the preliminaries) unless it contains a number of separate papers, as is the case with conference proceedings, when each may be treated as a separate report, particularly if the authors supply their text in camera-ready condition.

2(c) Conclusions

The main text should be followed by a separate section containing any conclusions drawn from it, and new facts should not be introduced in these conclusions. Any summary of the argument in the main text should be part of that text and not included in the conclusions section.

2(d) Recommendations

This section should contain any recommendations arising from the work described for action to be taken or further work which may be intended or thought useful.

2(e) Acknowledgements

It is not useful to acknowledge every piece of assistance or advice which has been received in the work described or in the preparation of the report, but major such items should be acknowledged in this section.

2(f) Tables

Tables should be situated so as to facilitate reading in microform as discussed in paragraph 2(b) above. They should be numbered consecutively and given titles which adequately describe their content. Care is necessary in the design of tables to see that the column headings are clear and unambiguous and that the arrangement is logical and leads towards whatever the measurements were intended to demonstrate.

2(g) Illustrations

To facilitate reading, especially in microform, it is clearly desirable that illustrations of all kinds should appear close to the references to them, and if possible on the same page. Obviously, however, compromises will often be necessary, as, for example, when two or more scattered references refer to the same illustration. In such cases, it is probably most appropriate to place the illustration as close as possible to the first reference. There may, however, be occasions when figures may appropriately be grouped to follow the text.

It should also be borne in mind that with most reproduction processes, some economies are to be gained if illustrations are grouped on separate pages; this is especially so in the case of half-tones.

All illustrations should be numbered consecutively in the order in which they appear in the text.

Each illustration should be self-explanatory in order to avoid constant reference to the text. Colour should only be used when it is absolutely essential, and thought should always be given in the preparation of illustrations to difficulties which may arise in their reproduction: thus any legends in the figures must be legible after any reduction in size that may be necessary, and half-tone illustrations often do not reproduce well. It is possible to fold illustrations that will not go into the print area, but they should only be used if their presence is essential — the reproduction facilities may not be able to cope with them and in any case they are difficult to accommodate.

In graphs the graticule should be plainly indicated without obscuring the graph itself. It may sometimes be desirable to display only the crucial part of a curve on an enlarged scale, but if the origin is not on the curve shown the scales should make this obvious, and any breaks in the scales should be plainly shown.

The copyright status of the illustrations, if different from that of other material, should be shown on each of them.

3(a) References

References should be as short as possible consistent with enabling the reader to locate the original article: they should be listed in the order in which they appear in the text and should be numbered consecutively and not arranged in the alphabetical order of authors' names; care should be taken to see that there is no possibility of confusion between references to, say, the same author and year. References to long papers or books should indicate the specific pages.

The order for references varies with the form of material referred to. For books it should be: author(s)' name(s), title, edition number, place of publication, publisher, year of publication, page numbers. For periodical articles: author(s)' name(s), title of article, title of periodical, volume and part number, date, page numbers. Titles of periodicals may be abbreviated, preferably according to some well-known system, such as that used in the World List of Periodicals. The abbreviations should, whenever possible, be recognizable by a user reasonably familiar with the relevant literature without error and without reference to the standard list. For reports: author(s)' name(s), corporate author, title, year of issue, report reference number, page numbers.

3(b) Bibliography

This is a list of other publications which contain important information relevant to the subject of the publication but which have not been specifically used by the author(s) in its preparation. The details given should be as for References (paragraph 3(a) above).

3(c) Appendices

These contain material which it would not be appropriate to include in the main body of the text, but is relevant to it or is necessary to the understanding of the argument or to the establishment of some principle used. In particular they provide a means of introducing detailed information or results without interrupting the flow of the narrative.

Each appendix should be complete in itself and should have its own designation, title and pagination, e.g. Appendix A, Derivation of Equation 17, Pages A1 to A7.

3(d) Report Documentation Page (Documentation Control Sheet)

The development of computerized information retrieval services and the provision of bibliographic data bases on magnetic tape make it useful to include in a report, a sheet on which bibliographic and other cataloguing information are collected together to form a ready-made punching document for use by a recipient organization. The Report Documentation Page (or Document Control Sheet) provides for this. Figure 1(a) and (b) shows a Report Documentation Page with notes on its completion, applicable to AGARD documents.

The Report Documentation Page may also be found useful in manual systems and by the individual scientist or engineer using the report.

3(e) Index Cards

With the development of computerized information services the use of index cards has decreased, but they still serve a useful purpose in many information departments and AGARD reports should continue to contain them. A sheet of four 75 mm x 125 mm index cards should be included. They should be of sufficient substance to stand the handling they are likely to receive in a busy information centre. The sheet should be loose in the report and an example of a suitable layout is given in Figure 2.

The cards may contain some of the following items of information:

1. Report Series and number
2. Title
3. Author's name (surname first)
4. Date of issue
5. Pagination
6. Descriptors
7. Subject Classification (UDC and/or other)
8. Abstract
9. Corporate author
10. Space for User's Reference
11. Security Classification.

3(f) Back Cover

The back cover, inside or outside, may be used to show the initial distribution of a report. The outside should have no other markings unless these are called for by security regulations.

For thin reports a wrap-round cover may be used, but otherwise the two covers will be separate. When there is space on the spine for markings these should be the report series and number, the title and the author's name.

3.   BINDING

Reports which are printed on double sheets and have wrap-round covers should be fastened by saddle stitch staples; other reports should be fastened by side stitch staples. In either case there should be no sharp ends of staples sticking out. Adhesive "perfect" binding when used alone is not suitable for reports as pages can easily become detached, but a strip of adhesive tape along the spine improves appearance and durability.

4.   STYLE

Reports should be written in clear, simple language without unnecessary verbiage. They are intended to be read to produce their effect and it is therefore necessary that they should be readable: this applies particularly to the summary and conclusions, which are the parts which senior staff commonly read first. Literary embellishments are out of place in a report and such devices as elegant variations should be avoided, especially as near synonyms have differences in meaning which are probably not intended. It is always necessary to avoid ambiguity, and this, as well as readability, is helped by the use of short sentences and the absence of grammatical complexity. It was formerly considered that reports should be written in the passive voice, but this is no longer the case and the use of the active voice leads to greater directness.

In the abstract the prime necessity is to get the essence of a report into about a hundred words, but it still needs to be read and to be written in recognizable sentences. "Telegraphese" should not be used.

5.   MATHEMATICS

Mathematical equations are frequently introduced into reports, but their manipulation or derivation is best left to an appendix unless it is vital to the understanding of the work described or, of course, it is itself the subject of the report.

As most reports are typewritten, mathematical equations should be laid out in a form convenient for presentation by a typewriter.

6.   CATALOGUING NOTES

The section numbers in these notes refer to the box numbers on the Report Documentation Page in Figure 1(a). Some of them are not relevant to every report, but they are included since they are frequently applicable and useful.

1. **Recipients reference** — This is listed first for quick identification and easy filing. It will be assigned by the information centre and used as the unique brief symbol for the report; it will normally be an accession number, but if long runs of a particular series of reports are frequently used it may be desirable to use the originator's reference as the main reference rather than the accession number.

2. **Originator's reference (Primary report number)** — This should be a clear, concise and easily recognized abbreviation indicating the report series and number.

> Examples: AGARD AR 58
> ARC R & M 2345
> NRL Rep. 6989
> ONERA NT 18
> RAE TR 73012

3. **Further references** — These should be recorded as clearly and concisely as the originator's reference.

   If the report is a re-issue of an earlier report or a compilation of several reports, record the number and date of the previous issues.
   > Example: Trans. from Z. Phys. 117, 1940, pp 23-40.

4. **Security classification** — This should be recorded, even if the report is not classified, and such markings as "Unlimited" should be noted.

5. **Originator** — Use the official name of the establishment, agency or activity responsible for the production of the report, current at the time of its production, with a cross reference to any recent change of name.

   In the case of larger organizations, enter under the name of the smallest part which is responsible for the report and is generally recognizable.

   Do not enter government agencies under the country unless this is the first part of the official title, but if there are establishments with identical or very similar names in more than one country, add the name of the country to the title.
   > Example: National Aeronautical Establishment, Canada

   In an information centre in which reports from many different originators are handled it is often useful to use a code, perhaps a single number, to distinguish them rather than an abbreviation of their names.

6. **Title** — Give the title in English here, and if the report is in some other language, state that language after the title in English.

   Use capital letters or distinctive type for the title and quote it as it appears on the cover.

   If the report is a translation, add (Translation) after the translated title.

   For foreign language reports and translations add the title in the original language. If the original title is not in Latin letters, it should be transliterated.

7. **Presented at** (for conference papers) — The title, place and date of the conference should be entered here.

8. **Authors** — Give the names as they appear on the report, surname first, followed by given names or initials. Give as much detail as is necessary to avoid confusion, but omit any indication of academic degrees, professional distinctions, rank etc. unless this is needed to avoid confusion.

9. **Date** — Use the date of issue with an abbreviation for the month but omit the day of the month.

10. **Author's address**: Use address of organization for which author works if different from Originator (see 5 above).

11. **Pages and references** — This is the description of the make-up of the document and gives the number of pages including illustrative material. A statement of the number of references, if significant, is also included here.

If the pages are numbered, record the highest number, but if they are not numbered an approximate count should be recorded in brackets.

12. **Contract number** — If a report has been issued under a contract or describes work done under one, the designation of the contract should be entered here.

13. **Sponsoring agency** — The name of the organization paying for the work, if different from the Corporate Author.

14. **Agency references** — The agency for which a report was produced may assign an identification of its own and this should be recorded as the report may be requested by this number.

15. **Distribution statement** — If the report has a price on the cover it should be recorded here, and if copies are obtainable from some particular source, this should be recorded. Any limitations on distribution should be stated.

16. **Keywords** — Any number of descriptors or keywords may be entered. These should preferably be selected from the Thesaurus of Engineering and Scientific Terms (TEST), but if some other thesaurus or descriptor system is used, this should be specified.

If the information centre uses a classification system, the classification should be recorded here.

17. **Abstract** — The abstract from the report or one specially compiled may be used.

General

Any features of special interest in the report, such as a glossary, should be noted at the end of the abstract.

PART II — OTHER PUBLICATIONS

INTRODUCTION

There are other types of technical publications which, although not reports in the usual sense of that word, are essentially similar in their nature or are associated with reports in various ways. Examples of the first kind are monographs, lecture series and conference proceedings, and of the second kind there are calendars of meetings, annual reports, membership lists, handbooks and other administrative publications.

The requirements for these publications will be considered separately, but the only details dealt with will be those in which the requirements differ from those in Part I. The various notes included in Part I are of general application to technical publications, though some of the details on handling reports in information centres and libraries will not be required for the more emphemeral types of publications.

MONOGRAPHS

Some technical organizations issue major series of monographs, which can be expected to be established sources of technical information with a continuing useful life and to be a credit to the reputation both of the organization and of the authors. In the case of AGARD there is the series known as AGARDographs, which are commissioned by the various panels on subjects of special interest; they are usually strictly monographs but some contain a small number of papers on different aspects of a single subject by different authors. A few AGARDographs are essentially large bibliographies, with or without commentaries.

Monographs may be issued as bound books and may be put on public sale, but there is an increasing tendency for them to be issued with card covers, and AGARDographs in this form are issued gratis from the usual National Distribution Centres.

The particulars by which monographs differ in their layout from large reports are considered below:

1(b) Title Page

If several discrete papers are included, the titles and authors of each should be given, following the general title of the monograph.

1(d) Summary

If several discrete papers are included, a summary of each paper should be given.

1(e) List of Contents

If several discrete papers are included, the major elements of each should be included in the contents list.

2(b) Main Text

If the monograph is in fact a bibliography, the main text will consist mostly of references, which should be divided into subject sections, each of which may be provided with a descriptive introduction. In a large bibliography the main subjects should be sub-divided. Within each section or sub-section the references should be presented in chronological order, although in a few cases it may be preferable to arrange them in alphabetical order of authors, the papers of each author being arranged in chronological order.

2(d) Recommendations

It is unlikely that recommendations will be made in monographs.

3(c) Appendix

If a monograph is essentially a bibliography an alphabetical list of authors should be included.

LECTURE SERIES PUBLICATIONS

AGARD, like other technical organizations, arranges symposia at which distinguished specialists present state-of-the-art reviews of particular fields of development as lectures, usually with subsequent discussion.

In order to assist those attending the lectures the full texts are reproduced beforehand whenever possible and distributed not later than the opening of the lecture series. Since the texts commonly arrive at different times and some are received very late, it is convenient that each paper should be reproduced separately by the author's organization, but since the resulting publications have a great and continuing value it is desirable that the separate papers should be collected together in a single volume, the layout of which should be essentially similar to that prescribed for Conference Proceedings.

Since the individual papers are often reproduced in some haste and consultation with the authors may not be practicable, the ancillaries will be kept to a minimum and the papers will consist of the main text with any references, tables and illustrations preceded only by a title page which should give the title, place and date of the lecture series as a whole, the title and author of the paper, and, if possible, a summary of about 100 words indicating the substance of the lecture.

CONFERENCE PROCEEDINGS AND PREPRINTS

It is important from the point of view of the dissemination of knowledge as well as for the reputations of the organizers and of the speakers that the papers presented at conferences should be made available and that this should be done as soon as possible after the conference takes place. It is also important that preprints should be available at conferences, and preferably beforehand, particularly when papers contain detailed tabulated information which might otherwise be lost or not grasped unless and until the conference proceedings are published at some later date.

Preprints will normally be produced by the authors of the papers or by their organizations in sufficient quantity for distribution to those attending the conference. It is sometimes possible, if only a few copies of the preprints are available, to make photocopies, but this is expensive and the necessary facilities may not be available. The copies may be produced from stencils, but it is increasingly likely that they will be made by photolithography, and in this case it is not difficult to make the master copy in the format and layout required for the volume of conference proceedings and in the camera-ready form which is needed; indeed there is no reason why the number of copies necessary for the proceedings should not be rolled off with the preprints. If this is not practicable, at least the master plates can be used for both purposes and the time and expense of producing them twice can be avoided. There is thus every reason for producing the preprints in as final a form as possible.

1(c) Preface

A preface may be included if desired; this should deal with the reason for holding the conference and include any necessary acknowledgements to those responsible for its organization.

1(d) Summary

This should be a short general description of the conference as a whole with the place, date and the object and a mention of the promoting group. The individual papers should not be mentioned, but if the conference is in several sections with separate themes, these can be included in the summary. It should also state if there is any account of the discussions following the papers.

1(f), (g), (h) Definitions, Symbols and Abbreviations

It is desirable that all authors should use the same terms with the same definitions, the same symbols and the same abbreviations, and they should be asked beforehand to use some standard system, but it is unlikely that such requests will be entirely successful. Authors should therefore be asked to provide at the head of the text of their papers tables of the non-standard definitions, symbols and abbreviations that they use.

2(a) Introduction

An introduction may be included if needed to explain the arrangement of the conference or of the volume of proceedings.

2(b) Main Text

Each paper should be printed as it appears in the author's preprint, but if an author fails to produce a written text of his paper for the Proceedings the summary should, if possible, be extended to give as full an impression of the paper as can be produced.

It is useful to give a summary of any discussion which took place after each paper or group of papers, and the author(s) should be invited to comment on his recorded replies to questions or comments.

3(e) Index Cards

It will not usually be practicable to give a list of the papers and authors on the index cards, so the abstract space should be occupied by the summary of the whole conference.

MISCELLANEOUS TECHNICAL PUBLICATIONS

There are many technical publications which do not come into any of the categories already dealt with. They may be of the general nature of reports, but with less substance, for example interim reports or technical memoranda, or of an administrative nature, for example calendars of meetings or membership lists.

Interim reports and technical memoranda should follow the layout of formal reports as far as is practicable in view of their slighter content and the time and resources which may be available for their production; as some at least of these need to be produced quickly and a number of them are of an emphemeral nature it may not be necessary to give them the finish associated with formal reports but there is no less need for them to have a clear and regular layout.

The administrative publications are seldom subject to the need for quick publication and they should be compiled with care. Outsiders are apt to form conclusions about an organization from the appearance of its administrative publications and they should therefore be distinctive and attractive in appearance and clear, neat and uniform in layout.

The format should be the same as for reports (A4) or half that size (A5) and covers should be provided laid out in a similar way to reports. A contents list should be included and the initial distribution should be stated; when appropriate there should be a summary, but some of the elements needed in reports may not be needed for these publications.

It is necessary that the documents should be immediately recognizable as emanating from their originator and that they should not reflect discredit on that originator; they should, as far as is practicable in the circumstances, conform to the standards of the originating organization and at the same time clearly indicate their provisional nature, either by being in a special series used for the purpose or by clear labelling.

BIBLIOGRAPHY

There is a number of books and other publications on report writing and production, some of which are more satisfactory than others. The following have been found to be specially useful, but the omission of others does not necessarily mean that they are thought to be unsatisfactory in any way.

Baker, C. *Technical Publications,* Chapman & Hall, London, 1957.

Cooper, B.M. *Writing Technical Reports,* Penguin Books, London, 1964.

Godfrey, J.W. and Parr, G. *The Technical Writer,* Chapman & Hall, London, 1960.

Kapp, R.O. *The Presentation of Technical Information,* Constable, London, 1948 and later editions.

Shearing, H.A. and Christian, B.C. *Reports and How to Write Them,* Chapman & Hall, London, 1965.

Waldo, W.R. *Better Report Writing,* Reinhold Publishing Corp., New York, 1965.

Weil, B.R. (Ed.) *The Technical Report,* Reinhold Publishing Corp., New York, 1954.

REPORT DOCUMENTATION PAGE

OVERALL SECURITY CLASSIFICATION OF THIS PAGE ....

DOCUMENT CONTROL SHEET			
1. Recipient's Reference	2. Originator's Reference	3. Further Reference (Agency Reference in Box 14)	4. Security Classification of Document
5. Originator (Corporate Author)			
6. Title (and its Security Classification)			
7. Presented at (for Conference Papers) Title or Subject of Conference, Place, Date			
8. Author(s)			9. Date
10. Author's Address (if different from Originator's Address)			11. Pages & References pp ref
12. Contract or Grant Numbers	13. Sponsoring Agency		14. Agency Reference
15. Distribution Statement			
16. Keywords			
17. Abstract (and its Security Classification)			

Figure 1(a)

NOTES ON COMPLETION OF REPORT DOCUMENTATION PAGE

The Report Documentation Page (RDP) should be inserted as the last page of the document, immediately inside the cover. In the case of multi-part works such as Conference Proceedings there should be an RDP covering the whole volume of the proceedings and an RDP for each individual paper.

The overall Security Classification of the RDP should be shown at the top and bottom of the sheet.

Box 1   Recipient's Reference: For the accession number or other reference number used by the organization receiving the document.

2   Originator's Reference: Enter main reference number allocated by originator. This number should be unique for the document.

3   Further Reference: Enter any other reference number shown on the report (but enter Agency Reference number in Box 14).

4   Security Classification of Document:
Enter the Security Classification and any other markings which limit access to the documents for security reasons; enter UNLIMITED if it applies.

5   Originator (Corporate Author):
Enter name and location of the organization performing the work reported in the document. The most specific part of the organization's name should be entered first (e.g. Advisory Group for Aerospace Research and Development, North Atlantic Treaty Organization).

6   Title: Enter title of the document in its entirety as it appears on the report, but omitting definite or indefinite articles appearing as the first word of the title. If the report covers a specific period, enter this after the title (e.g. 1.1.71 – 31.12.1971). The security classification of the title should be indicated in brackets at the end of the title. Whenever possible the title should be unclassified.

7   Presented at (for Conference Papers):
Enter the title of the conference, the sponsoring organization, place where the conference was held, and date.

8   Author(s):   Enter name, followed by initials.

9   Date: Enter date of the report in the form month (in figures) followed by year (e.g. December 1971 is entered as 12.1971).

10   Author's Address: Enter name and address of the organization for which the author works if this is different from the originator shown in Box 5.

11   Pages and References: Enter the inclusive number of pages in the report including appendices, tables and illustrations. Enter the total number of references cited.

12   Contract or Grant Number: Enter the contract or grant under which the report was written.

13   Sponsoring Agency: Enter the name of the governmental or other organization sponsoring (paying for) the work reported on in the document.

14   Agency Reference: Enter reference number allocated by the sponsoring agency.

15   Distribution Statement: Enter any limitation on distribution imposed for reasons other than security. If the document is published the name of the publisher and the price should be entered.

16   Keywords: Keywords are the technically meaningful terms that characterize a report and can be used as index entries for subject retrieval. Equipment model designations, trade names, code names etc. can be used as keywords but should be accompanied by broader terms (e.g. Terylene should be accompanied by Polyester fibres). Keywords should not be subject to security classification. If the keywords used are descriptors selected from a standard, published thesaurus (e.g. TEST), the name of the thesaurus should be quoted.

17   Abstract: The abstract should be concise and can be considerably shorter than the abstract provided on the title page of the report. Information given in the report title should not be repeated in the abstract. The security grading of the abstract should be indicated in brackets after the abstract.

Figure 1(b)

AGARD Conference Proceedings No.136 Advisory Group for Aerospace Research and Development, NATO NEW DEVELOPMENTS IN STORAGE, RETRIEVAL AND DISSEMINATION OF AEROSPACE INFORMATION Published December 1973 118 pages The meeting was held to review the state-of-the-art in Storage, Retrieval and Dissemination of Aerospace Information. Fourteen papers were presented, divided up as follows: **Papers 1—3** discussed the mechanisation of information services with particular reference to the development of computer techniques. P.T.O.	AGARD-CP-136 025.5:659.2:778:061.3 Meetings Information centers Information retrieval Information systems Data processing Computers Reprography Reproduction (copying) Microfilm Film readers

If there is insufficient space on the face of the card to contain the whole abstract,
it may be continued on the reverse of the card.

Figure 2

APPENDIX A

BIBLIOGRAPHICAL REFERENCES

The draft recommendation No.722 of the International Standards Organization, which appears as Appendix I in the First Revision of this specification has been replaced by ISO Recommendation 690 – 1968(E), which has been approved by most NATO countries. The following is a brief resume of its main provisions for abridged references, which are all that are necessary in AGARD publications. The British Standard 1629:1950 is in substantial agreement with the ISO Recommendation, and an amended edition which will be in complete agreement is being prepared.

References to Books or Other Separately Issued Publications

These should take the form: Author(s)' name(s) (surname first), followed by given names or initials and any other secondary elements); Title of the book followed by a translation if the title is not readily understood; Edition, if more than one has been issued; Place and year of publication.

If the reference is to part only of the book the relevant page numbers are given.

Example: ESDAILE, Arundell. Student's Manual of Bibliography, 2nd ed., London 1932, pp.178-196.

General References to Periodicals or Other Serial Publications

These should take the form: Title of the periodical or serial; Place of publication; number and year of first volume and of the last if publication has ceased.

If summaries of the articles in other languages are included in the periodical this fact should be mentioned. If a single issue is being referred to, the volume and part numbers and date of that issue should take the place of the particulars of first publication.

Example: HOME ECONOMICS AND DOMESTIC SUBJECTS REVIEW, London, Vol.4, No.3, March 1958.

References to Particular Contributions

These should take the form: Name(s) of author(s) with forenames (given names) and any other secondary elements; Title of the contribution with translation if necessary; the word "in" followed by the reference to the book or other publication (the word "in" is omitted if the contribution is in a periodical).

Examples: RAMSBOTTOM, John. Fungi pathogenic to man, in Med. Res. Council – A system of bacteriology in relation to medicine, Vol.8, London, 1931, 11-70.

GODFREY, G.Bernard. Joints in tubular structures. Struct. Engng. 37(4) '59: 126-135.

Notes

The elements should be cited in the order mentioned except that in a reference to an article in a periodical the principle that the larger unit precedes the smaller may be varied when part of the numeration is replaced by a date.

When there are two authors, both should be given, but when there are more than two, the name of the first may be followed only by "et al.".

The editor or compiler of a collective publication may be considered as the author if his name appears prominently on the title page.

Titles indicating rank, office or status may be retained in the reference if necessary to facilitate identification of the author.

When it is clear that an organization accepts the main responsibility for a publication, this body is treated as the author.

Example: ACADEMIE FRANCAISE. Dictionnaire de l'academie francaise.

The form of the name used in the reference is normally that which appears in the publication, transliterated when necessary.

When the corporate author is a State or a provincial, local or municipal authority, the relevant name in general use may be adopted rather than the full official name.

Example: JUGOSLAVIJA (for Federativna Narodna Republika Jugoslavije).

If the name of the body implies subordination to a more important parent body, the latter is given first in the reference, but if a body, although subordinate to some other, has specific functions of its own, and the full significance of its name is independent of that of the other body, it figures under its own name.

Examples: UNITED STATES. Interstate Commerce Commission
WORLD HEALTH ORGANIZATION (WHO)

The title is given as it appears in the publication referred to, transliterated where necessary.

Example: TNO — Nieuws

A title which is inconveniently long may be shortened, but initial words should never be omitted, nor should the sense be altered.

Sub-titles may be omitted, unless they furnish essential information about the content of the document.

If it is thought necessary to supply a translation of the title in the reference, this should be added in square brackets.

For periodicals and other serial publications, the title is the first item in the reference unless a corporate body has to be given priority.

To distinguish between different periodicals with the same title, the place of publication is added to the title.

In bibliographical references to contributions, the title of the contribution is distinguished from that of the main publication by a change of typeface or by the insertion of some typographical sign.

If the existence of any illustrations, bibliography or summary is mentioned in the reference, the words may be suitably abbreviated if desired.

Any earlier title of a periodical may be mentioned if necessary in the form of a note accompanied by an indication of the period covered.

For a translated document the source language and the original title may be indicated.

Example: GORKI (Maxim). The Artamonovs, trans. from Russ. (Delo Artamonovyh).

Transliteration should conform to the relevant ISO Recommendation (R.9, International system for the transliteration of Cyrillic Characters) or failing that to accepted national or international practice.

It is a general principle that when any information which does not appear prominently in a publication is cited in a reference, it should be enclosed in square brackets.

The ISO Recommendation contains a number of other notes, but those most relevant to AGARD publications have been summarized here.

The ISO Recommendation does not refer specifically to unpublished reports, but references to them would be governed by the recommendations for books.

The ISO Recommendation can be followed either in letterpress printing or in typewriting, and if followed in full would yield clear references. There are, however, conventional abbreviations, as in the example:

GODFREY, G.Bernard. Joints in tubular structures. Struct. Engng. 37(4) Ap. '59: 126-135.

(which is quoted verbatim from the recommendation). This is the normal form of reference used in English language publications except that the volume number (37) is usually printed in heavy type by letterpress or underlined by typewriter.

The recommendation that the opening item in a reference should be printed in upper case letters is often not followed.

APPENDIX B

RELEVANT STANDARDS

Defence Research Information Centre

Station Square House, St Mary Cray, Orpington, Kent, England

DRIC Specification 1000: Format standards for scientific and technical reports prepared for the Procurement Executive, Ministry of Defence.

US Department of Defense

MIL-STD-847A 31 January 1973: Format requirements for scientific and technical reports prepared by or for the Department of Defense.
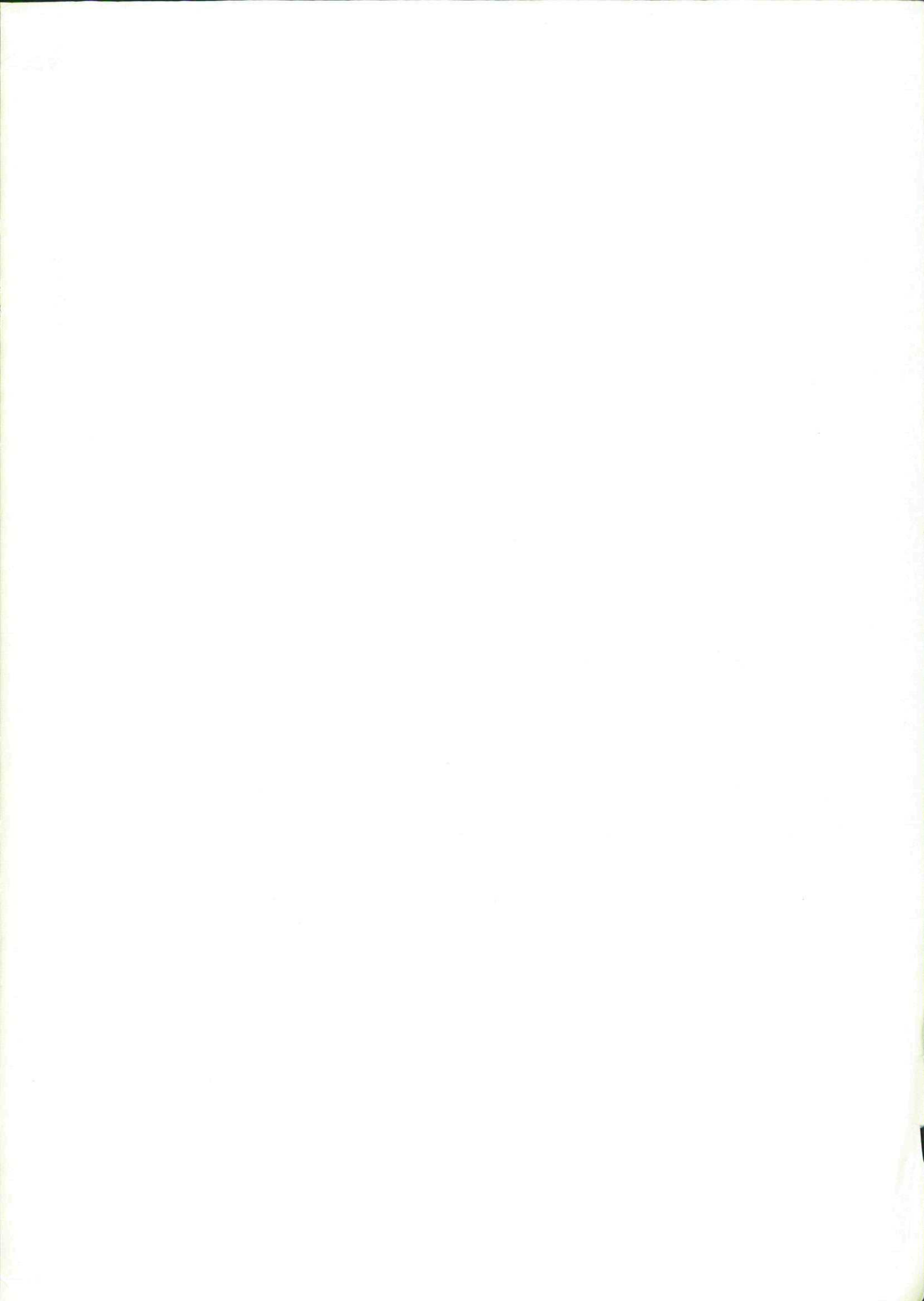
International Organization for Standardization

ISO/R.690:   Minimum requirements for bibliographical references.

British Standards Institution

BS 1000:   The Universal Decimal Classification (UDC)
BS 1629:   Bibliographical references
BS 1991:   Letter symbols, signs and abbreviations
BS 3763:   International System (SI) units
BS 4148:   Abbreviations of titles of periodicals
BS 4811:   The presentation of research and development reports.

The Library Association

Cataloguing Rules: Author and title entries
           (Compiled by committees of the Library Association and of the American Library Association).

AGARDograph No.178 Advisory Group for Aerospace Research and Development, NATO A GUIDE TO THE LAYOUT OF TECHNICAL PUBLICATIONS A.H.Holloway Published June 1974 24 pages Recommendations are made for the size, shape, layout and content of technical publications. Notes are included to help those responsible for writing, reproducing and handling these documents. A select bibliography and some notes for cataloguers are included. Relevant standards are listed in an appendix with some further notes on bibliographic references. P.T.O.	AGARD-AG-178 001.816:655.53 Authors Information Layout Librarianship Publications Reports Reproduction Writing	AGARDograph No.178 Advisory Group for Aerospace Research and Development, NATO A GUIDE TO THE LAYOUT OF TECHNICAL PUBLICATIONS A.H.Holloway Published June 1974 24 pages Recommendations are made for the size, shape, layout and content of technical publications. Notes are included to help those responsible for writing, reproducing and handling these documents. A select bibliography and some notes for cataloguers are included. Relevant standards are listed in an appendix with some further notes on bibliographic references. P.T.O.	AGARD-AG-178 001.816:655.53 Authors Information Layout Librarianship Publications Reports Reproduction Writing
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A GUIDE TO THE LAYOUT OF TECHNICAL PUBLICATIONS
A.H.Holloway
Published June 1974
24 pages

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Orpington, Kent BR5 3RE

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Langley Field, Virginia 23365
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