USAARL-TECH-FR--2023-33

UNITED STATES ARMY AEROMEDICAL RESEARCH LABORATORY

U.S. Army Aeromedical Research Laboratory Editorial Guide

Science Information Center

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Notice

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14. ABSTRACT
This editorial guide provides U.S. Army Aeromedical Research Laboratory (USAARL) personnel with guidance for preparing technical reports and memoranda. This guide also summarizes information regarding publishing in the open literature. With the publishing of scientific material, a standardized publication style is important and necessary. This editorial guide and the examples in it, give USAARL personnel a single, readily available source for answers to questions that may arise when writing technical documents.

15. SUBJECT TERMS
style guide, format, grammar, writing, publication, technical document

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Standard Form 298 (Rev. 8/98)
Prescribed by ANSI Std. Z39.18

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General Information

Introduction

Per Army Regulation (AR) 70-31, researchers must promptly document in a technical document all completed scientific and technical research, development, test, and evaluation (RDTE) efforts sponsored by the Department of the Army (DA). The technical report is the principal document representing the culmination of a completed notable scientific and technical effort (DA, 2018).

A standardized publication style is important when publishing scientific material. This editorial guide gives USAARL employees a single, readily available source for answers to questions that may arise when writing and preparing technical documents. Science Information Center (SIC) personnel are always available to assist.

This guide was prepared in accordance with (IAW) the documents listed in the *References* section of this guide. Current copies of these documents are available in the SIC Editor's office.

Standards and Guidelines

USAARL's technical product development guidelines meet the following standards: ANSI/NISO Z39.18-2005 (R2010), AR 25-30, AR 25-40, AR 25-50, Training and Doctrine Command (TRADOC) Regulation 25-30, and the DoD Visual Information Style Guide. These standards improve the legibility of technical products and define a standard recognizable visual identity for USAARL products.

The SIC houses many excellent reference works on writing. The following manuals provide usage examples, rules of grammar and formatting, and technical writing guidance:

The *U.S. Government Printing Office's (GPO's) Style Manual* (2016) is the standard reference manual for all U.S. Government, U.S. Army, and USAARL investigators and support personnel. This style manual contains much of the information (including capitalization rules, compounding rules, abbreviations and letter symbols, and signs and symbols) necessary to write publications that conform to Government rules and style.

The *Publication Manual of the American Psychological Association (APA)*, *seventh edition*, by the American Psychological Association (2020), is a helpful source of information for formatting references, headings, tables, figures, etc.

The book *How to Write and Publish a Scientific Paper*, *eighth edition*, by Robert Day and Barbara Gastel (2016), provides useful, practical information (including preparing text, tables, and figures; writing a thesis, grant proposal, book chapter, and review paper; and writing with scientific style [e.g., misuse of words, tenses, noun problems, numbers, jargon]).

Responsibilities

It is the responsibility of the originator/originating office to properly identify science and technical information and to understand and comply with controlled unclassified information (CUI) as well as distribution control markings and procedures. Resources:

- Department of Defense Controlled Unclassified Information Program
  URL: https://www.dodcui.mil/
- Defense Technical Information Center (DTIC) – DoDI 5230.24 Distribution Statements on DoD Technical Information
  URL: https://discover.dtic.mil/wp-content/uploads/2023/02/GuideTo MarkingDocuments_2023.pdf

Author Responsibilities

The key characteristic of scientific writing is clarity. A lack of clarity can negate the impact of valid results. It is the author's responsibility to ensure an accurate, clear representation of the science summarized in a technical document to ensure there is no misinterpretation by the reader. As syntax enhances clarity and readability, proper formatting of manuscripts further enhances clarity and readability.

Authorship.

An author is defined as an individual "who actively contributed to the overall conceptualization, design, and execution of the research" (Day & Gastel, 2016). Per U.S. Army Medical Research and Development Command (USAMRDC) policy 2012-79, an author is an individual who has made substantial intellectual contributions to a published study (2012). List authors in order of importance to the research. When naming authors on technical reports, USAARL is inclusive of those who contributed to the RDTE effort.

Contracting officer's representative authorship/coauthorship policy.

The USAMRDC Command Policy Memorandum 2012-79 says to acknowledge as an *author* a Contracting Officer's Representative (COR) if they meet the following criteria:

1. Scholarship. Significantly contributes to the conception and design, acquisition of data, or analysis and interpretation of data;
2. Authorship. Participates in drafting, reviewing, and/or revising the manuscript for intellectual content; and
3. Approval. Approves the manuscript for publication.

A COR's contribution to a publication may not constitute authorship when that contribution includes only administrating, reviewing, and editing the publication, or providing other advice or expertise. Per USAMRDC 2012-79, a COR who contributed to the work in a way not defined as authorship should be listed in the acknowledgments section of the work (2012).

Required Statements and Photo Consent

USAARL publications, no matter the type, require disclaimer and distribution statements, as well as acknowledgement of ORISE participants' contributions, if applicable. The location of these statements in/on a publication depends on the layout and/or the conference/working group's/publisher's guidelines for authors. Only a photograph(s) of a research participant or USAARL contractor who consented to their photograph being taken can be disseminated.

Types of and Format Guidelines for Technical Documents Produced by the U.S. Army Aeromedical Research Laboratory

Technical documents and products published by USAARL researchers often fall into one of the following categories:

- Technical reports
- Technical memoranda
- Articles for open literature
- Book chapters
- Abstracts
- Poster and oral presentations
- Nonprint products

Technical Reports

A technical report (sometimes abbreviated "TR") is a technical document that records and disseminates results obtained from USAARL-, USAMRDC-, or Department of Defense- (DoD-) sponsored or cosponsored scientific and technical activities. Technical reports can be investigative, analytical, or theoretical. USAARL Policy 70-31 (2023) outlines the guidelines for the review, approval, production, and distribution of USAARL technical reports.

Technical reports are USAARL's principal method of in-depth reporting on technical subjects that are of interest not only to the department, agency, or command sponsoring the work, but also to external government groups, laboratories, and the public.

USAARL technical reports contain numerous elements; however, every technical report does not necessarily contain every element. The document subtype and subject matter determines the content of the report. The table below outlines the technical report subtypes. Other types of documents may also be published with a report number and uploaded to DTIC; these report types are detailed in the section titled "Uploading Open Literature Manuscripts or other Technical Products to the Defense Technical

Information Center" and in Table 4. Technical reports should follow the format outlined in the pages that follow, although some exceptions may be made in rare cases.

Table 1. Technical Report Subtypes

Subtype	Definition
Annual Report	a report produced for research or findings conducted in a time period that spans a year
Bibliography	a list of books, articles, websites, or other sources of information by a specific author or on a specific subject
Book Chapter	an excerpt from a book
Briefing Charts	PowerPoint or other types of graphs/slides
Bulletin	a short report issued by an organization or society that may be on a particular subject or a compilation of current efforts, such as a newsletter
Congressional Report	research report or studies created for the purposes of the United States Congress, for example, reports created by the Congressional Research Service
Congressional Testimony	transcript of testimony presented before the United States Congress
Consultative Letter	report in letter format that may present findings and offer recommendations
Contract Report	final report written by a contractor; this label is often found on Canadian reports
Doctoral Thesis	a product of research conducted to fulfill the requirements of a doctoral degree; also known as a dissertation
Environmental Impact Statement	report that documents the findings of an environmental impact study
Final Report*	a report that covers all completed research and presents all findings from a project, contract, or grant
Final Test Report	a report that covers all tests conducted, test methods, data collected and analyses for the item under test
Formal Report	an official report that contains detailed information, research, and data that might be used for decision-making
Graduate Research Project	a product of research conducted to fulfill the requirements of a graduate degree, but is not a [master's or doctoral] thesis paper
Handbook	document that provides guidance or instructions on a particular subject
Inspector General Report	report on the findings of an investigation conducted by an Inspector General
Interim Report	a report on research or findings that are not yet completed
Letter Report	a report which presents findings, analyses, or recommendations in the format of a letter
Manual	document that provides instructions for particular processes or to operate equipment
Master's Thesis	a product of research conducted to fulfill the requirements of a master's degree
Memorandum Report	report that may or may not be of a technical nature, but is created to document findings/analyses
Monograph	a study of a single specialized subject or aspect of it
Monthly Report	report produced for research or findings conducted in a time period that spans one month
Newsletter	a bulletin issued periodically by a society, business, or organization to provide information about current projects/research
Other	"catch-all" for any report/document that cannot be categorized by any of the other sub-types
Patent	the documentation of a granting of a patent or license

Subtype	Definition
Patent Application	the documentation of a request for a patent or license
Progress Report	a report on research that is still ongoing, but covers findings from a short period of time, for example, work conducted on a project/contract within a given month
Quarterly Report	a report produced for research or findings conducted in a time period that spans 3 months
Research Note	can be a short report on completed or ongoing research efforts
Research Paper	used for items related to an academic degree program (but not a thesis)
Research Report	used for findings/analyses on data and conclusions of experiments or surveys based on original research
Security Classification Guide	a document that details how information about a system, program, project, or equipment should be classified and marked
Special Report*	report that may or may not be of at technical nature, but has been created out of a special interest in a particular topic (May be used to document responses to Requests for Information [RFIs])
Study/Analysis	report on findings after researching a particular topic
Summary Report	compilation of research findings and/or analyses
Technical Note	similar to Technical Report, but may vary in length
Technical Paper	similar to Technical Report
Technical Report*	a report on a specialized topic involving research in a technical area
Test and Evaluation Report	a report on tests conducted on equipment or experiments/ simulations that present the test methods followed and data/analyses of the results
Test Plan	a document that outlines objectives of a test, test methods that will be followed, and how results should be documented

Note. The most commonly used Technical Report subtypes are followed by an asterisk.

Listed here are the elements of a technical report. The following pages explain these elements in more detail.

Front content

- Front cover*
- Notice page*
- Report documentation page (Standard Form 298 [SF298])*
- Summary
- Foreword or preface
- Acknowledgments
- Table of contents*

Body

- Introduction*
- Methods*
- Materials*
- Results*
- Discussion
- Recommendations
- Conclusions*

*Required elements of the technical report are followed by an asterisk.

Back content

- References*
- Appendices
- Manufacturer's list
- Glossary
- Acronym list
- Back cover*

Front content.

Front cover.

The front cover must include:

- The technical report number (assigned by the SIC following approval of the technical report);
- The technical report title;
- Each author's name (first and last name);
- The appropriate distribution statement IAW Department of Defense Instruction (DoDI) 5230.24 (2023); and
- The appropriate CUI markings IAW Department of Defense Instruction (DoDI) 5200.48 (2020), if applicable.

An example front cover is located in Figure 1.

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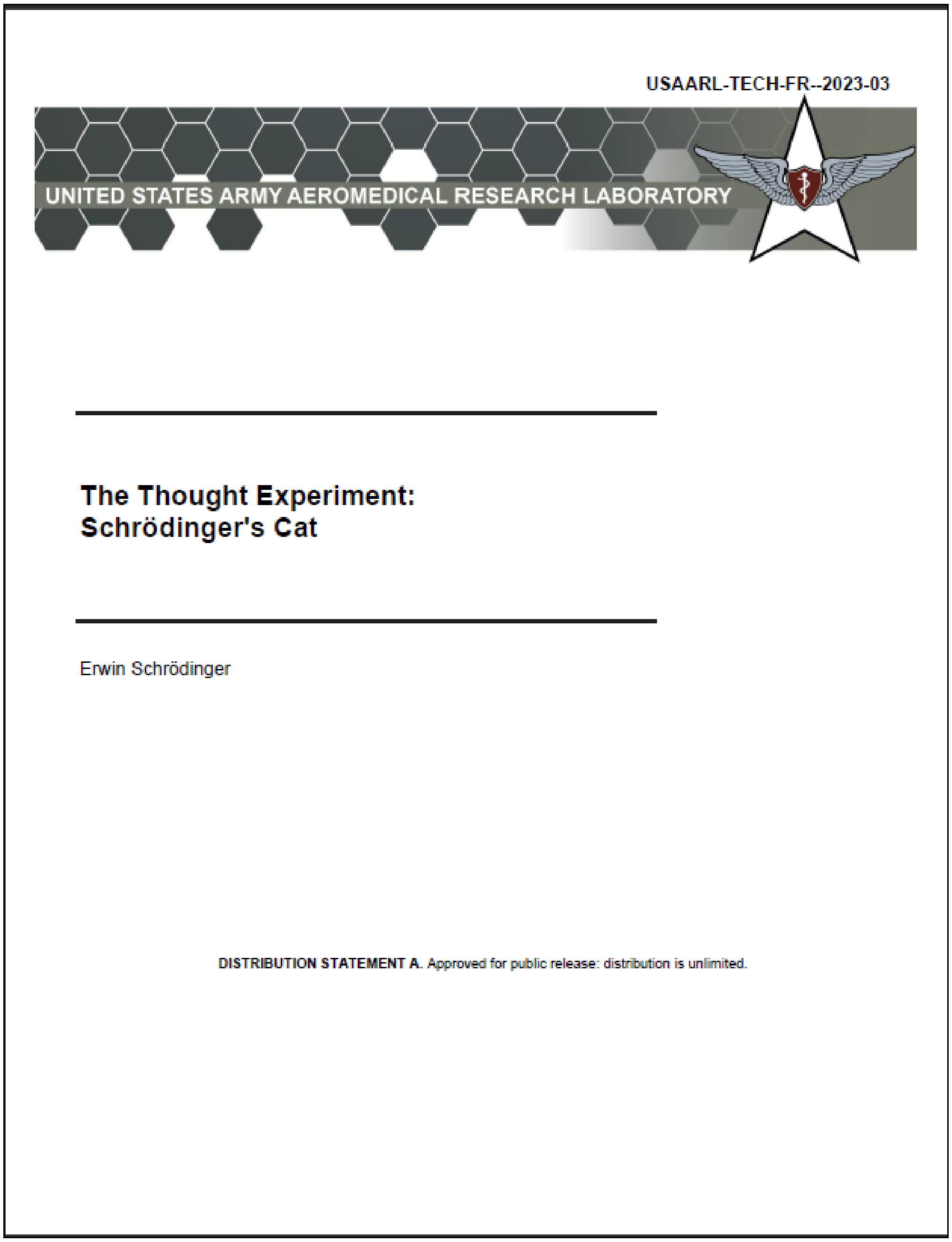
USAARL-TECH-FR--2023-03

UNITED STATES ARMY AEROMEDICAL RESEARCH LABORATORY

The Thought Experiment:
Schrödinger's Cat

Erwin Schrödinger

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Figure 1. Example front cover of a U.S. Army Aeromedical Research Laboratory technical report.

Notice page.

The *Notice page* is located inside (i.e., on the back of) the front cover of the technical report. The following should appear on every Notice page:

- Qualified requestors;
- Change of address;
- Disposition;
- Disclaimer; and
- Additional notice statements, as required.

Figure 2 gives an example Notice page. Additional standardized notice and determination statements are required on this page depending on the type of work reported. For more information about and wording of the standardized statements required on the Notice page, see the Standardized Statements section of this guide.

Notice

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Human Use

Human subjects participated in these studies after giving their free and informed voluntary consent. Investigators adhered to Army Regulation 70-25 and U.S. Army Medical Research and Materiel Command Regulation 70-25 on Use of Volunteers in Research.

Figure 2. Example Notice page with a "human subject use" standardized notice statement. All technical reports require a Notice page, but not all technical reports require the "human subject use" statement.

Report documentation page (Standard Form [SF] 298).

Used by the DTIC, the SF298 is included in each formal technical publication. According to DTIC, the SF298 page is a document within itself. Figure 3 provides a sample SF298. Fill out as many blocks of the SF298 as possible, especially including contract, funding information, and subject terms. Do not include acronyms in the title of a USAARL technical report. The use of acronyms as subject terms in the SF298 is encouraged.

REPORT DOCUMENTATION PAGE						*Form Approved* OMB No. 0704-0188
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.						
1. REPORT DATE *(DD-MM-YYYY)*	2. REPORT TYPE					3. DATES COVERED *(From - To)*
4. TITLE AND SUBTITLE						5a. CONTRACT NUMBER
						5b. GRANT NUMBER
						5c. PROGRAM ELEMENT NUMBER
6. AUTHOR(S)						5d. PROJECT NUMBER
						5e. TASK NUMBER
						5f. WORK UNIT NUMBER
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)						8. PERFORMING ORGANIZATION REPORT NUMBER
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES)						10. SPONSOR/MONITOR'S ACRONYM(S)
						11. SPONSOR/MONITOR'S REPORT NUMBER(S)
12. DISTRIBUTION / AVAILABILITY STATEMENT						
13. SUPPLEMENTARY NOTES						
14. ABSTRACT						
15. SUBJECT TERMS						
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES		19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE				19b. TELEPHONE NUMBER *(include area code)*

Standard Form 298 (Rev. 8-98)
Prescribed by ANSI Std. Z39.18

Figure 3. The Standard Form (SF) 298.

An explanation of each block of the SF298 that must be completed by the author team follows:

Table 2. Guidance for Completing the SF298

Block Number	Block Name	Instructions
2	Report Type	See Table 1 and/or Table 4 for Technical Report Subtypes
3	Dates Covered	Indicate the time during which the work was performed, and the report was written, e.g., Jun 1997-Jun 1998
4	Title	Indicate the title of the paper/product
5a-5f	Funding Information	Include contract and grant number[s], program element number, project number, task number, and/or work unit number The Study PI or Resource Management Branch can provide this information
6	Author(s)	List authors here followed by the number referencing the author's affiliation (e.g., Smith, R. J.[1])
7	Performing Organization Name and Address	U.S. Army Aeromedical Research Laboratory P.O. Box 620577 Fort Novosel, AL 36362-0577
9	Sponsoring/Monitoring Agency Name(s) and Address(es)	How was this work funded? Place the name and address of the agency(ies) here
10	Sponsor/Monitor's Acronym(s)	Enter the Sponsor/Monitor's Acronym here
11	Sponsor/Monitor's Report Number(s)	Enter the Sponsor/Monitor's report number(s), if applicable
12	Distribution/Availability Statement	Enter the distribution statement
13	Supplementary Notes	Include useful information about the report that would be helpful to the reader; e.g., Prepared in cooperation with … If the report is a reprint from a journal, include the full name of the journal, year of publication, issue/volume number, and page numbers If any of the authors of the report are contractors or from another organization, include affiliations here, number affiliations to correspond with the order in which they appear in the author list
14	Abstract	Include a brief (maximum of approximately 1250 characters) factual summary of the most significant information contained in the report. The abstract should not carry onto a second page to ensure that the full citation is searchable in DTIC
15	Subject Terms	Include keywords or phrases identifying major subjects in the report. Subject terms should not already be present within the title of the report to enhance findability of the report in DTIC

Summary.

The *summary* explains the reason for the initiation of the work and outlines principal conclusions and recommendations. The summary gives more information on the content of the report than can be presented in the abstract on the SF298.

Foreword.

The *foreword* is a statement by someone other than the author. The foreword presents background material or places into context the report that is part of a series. If desired, the name and affiliation of the author of the foreword may appear at the bottom of the statement. The foreword follows the summary and precedes the preface if both are included in the report.

Preface.

The *preface* is the author's own statement about the work. The preface describes the relationship of the work reported to previous efforts. The author's name and affiliation do not appear in the preface. The preface follows the foreword in the report.

Acknowledgments.

The *acknowledgments* section recognizes the funding source(s), CORs, and/or people who significantly contributed to the work. Acknowledgments recognize people who made significant contributions to data collection, data reduction, statistical analyses, etc., of the RDTE effort. The work routinely performed by support personnel, such as editors, typists, and illustrators, is not ordinarily acknowledged in the report. For more information about various standard acknowledgments in a technical report (e.g., Oak Ridge Institute for Science Education [ORISE], cooperative research and development agreements [CRADAs]), see the Standardized Statements section of this guide.

Table of contents.

The *table of contents* is mandatory in reports of more than *eight* pages, but strongly recommended for all reports. View the table of contents at the beginning of this guide for an example of correct formatting.

The *list of figures* is included in the table of contents if there are at least *five* figures in the report or if the author considers the list of figures essential. List the figure number, title (be as brief as possible), and page number for each figure. The title listed in the table of contents must be identical to the title used in the text of the report. The list of figures precedes the list of tables.

The *list of tables* is included in the table of contents if there are at least *five* tables in the report or if the author considers the list of tables essential. List the table number, title (be as brief as possible), and page number for each table. The title listed in the table of contents must be identical to the title used in the text of the report.

Note. If the report has a few figures and tables, combine them into a single list ("List of Figures and Tables") with figures preceding tables.

Body.

The body of the report provides a complete, accurate account of the work accomplished and the findings of the work. Arrangement of the material within the main text of the report is largely the author's responsibility; however, USAARL technical reports conform to the following basic outline:

Introduction.

The *introduction* states the problem, background information, purpose, and objectives of the RDTE effort. All directives, previously published reports, etc., that led to the research effort are summarized in the introduction. The introduction also reviews other investigator's approaches to studying the same problem.

Methods.

The *methods* section describes the procedures the investigator followed to conduct the RDTE effort. From the information given in the methods and materials sections, any knowledgeable investigator should be able to replicate the experiment summarized in the report. The methods section also describes the subjects (e.g., sample size, demographics, inclusion/exclusion criteria for participation).

Materials.

The *materials* section briefly describes the materials or apparatuses used and their function. When complex or custom-made equipment is used, a drawing or photograph is often beneficial to the reader.

Note. Combine methods and materials into a single section if there are insufficient materials used to warrant creating a separate section solely describing materials. In this case, label the section "Methods and Materials."

Results.

The *results* section includes a factual presentation, using pictures, drawings, graphs, and tables, of data. Explain these images with accompanying narrative. Results include the original output of the investigator's work, not the relative merits or conclusions of the work or comparisons to the work of other studies/investigations.

Never present a result for which the method to obtain that result was not introduced. Include negative results; they are as important as positive ones.

Discussion.

The *discussion* is the narrative of the results obtained from the methods used in the RDTE effort. This section allows the investigator to examine, qualify, and draw inferences from the results. Do not discuss results not summarized in the results section. Explain in the discussion the absence of results from a described method. Also, provide in the discussion the reasons for competing data reported in the results section.

Note. When the results are few, combine the results and discussion sections. In this case, label the section “Results and Discussion.”

Recommendations.

Recommendations present a solution to the problem or the author’s opinion regarding further study or action. If recommendations are given, the conclusions section is the last section of the body of the report.

Conclusions.

The *conclusions* section summarizes the findings of the RDTE effort. Conclusions are summary statements of the results obtained. This section is normally the last major section of the report. Correlate conclusions to the problem(s) stated in the introduction.

Back content.

In general, each technical document includes a reference section prepared by the author and a back cover prepared by the SIC.

References.

List on a separate page following the body of the report, *references* made to specific books, reports, journals, interviews, etc. List all references alphabetically by author.

Cite in the text all references by enclosing the surname of the author and the year of the publication in parentheses; e.g., (Adams, 1994). Place this citation just before a mark of punctuation or at a logical break in the sentence. Place only the year of the cited work in parentheses when an author’s name is part of the text material. Guidance for formatting references is contained in the Formatting for Technical Reports section of this guide.

Appendices.

Include in an appendix materials that supplement the main body of the report but are not an integral part of the publication. An appendix is usually placed immediately after the reference material, or if no references are cited, after the conclusion of the main text.

The appendix is the logical place for raw data accompanying the publication but may distract the reader if inserted into the main text. Also, include in the appendix supporting information such as detailed specifications, complicated mathematical derivations, and similar material. The appendix usually includes some text, but occasionally only a series of equations, figures, or tables. Reference in the main body of the text each appendix.

Manufacturer's list.

Although not required, include in the report a *manufacturer's list* to document brand name pieces of equipment or chemicals used to conduct the RDTE effort. At the first reference of the equipment/chemical in the text, follow the brand name with an asterisk. Insert the following footnote at the bottom of the page on which the brand name appears: "See manufacturers' (or manufacturer's) list." Any brand name that follows in the text needs only an asterisk, no footnote. Title a separate appendix, "Manufacturers' list" and list in alphabetical order the full and complete name of the company and the company's correct mailing address.

Glossary.

The *glossary* is a separate appendix containing a list of uncommon terms. If there are only a few uncommon terms in the report, define the terms in the text or as footnotes the first time used. When many such terms are used, list them alphabetically, with definitions, in the glossary.

Acronym list.

If numerous acronyms are in the report, include an appendix listing in alphabetical order and spelling out the acronyms.

Back cover.

The back cover of a USAARL technical report is part of the wraparound cover. The SIC adds the back cover to each report.

Distribution.

The SIC disseminates to the Laboratory and to a distribution list of companies, organizations, agencies, etc. unlimited distribution USAARL technical reports. The distribution list is comprised of each entity's name, mailing address, and e-mail address. It is the responsibility of the technical report's primary author to provide to the SIC additions or deletions to the distribution list.

The SIC uploads technical reports to DTIC, which handles secondary distribution of reports, announces, and distributes all classified and unclassified reports, and forwards all unclassified unlimited distribution reports to the National Technical Information Service (NTIS) for general public distribution. Limited distribution reports are distributed by DTIC according to the limitations imposed by the sponsoring agency (i.e., controlling DoD office). When distribution limitations are no longer required, the sponsoring agency informs DTIC and entities on the distribution list (AR 70-31, 2018).

Formatting for Technical Reports

Table of contents.

List in the table of contents principal headings in order of appearance in the report and the page number on which the headings occur. Also list subheadings if the report is long or detailed. List appendices in the table of contents as first-order headings. The table of contents should include a list of figures and tables, if applicable.

Note. "Table of Contents (continued)" and the word "Page" should be in bold-face type at the top of each successive table of contents page.

Heading appearance.

Keep headings as brief as possible. Do not use in headings articles (a, an, the) unless the articles are critical to expression. In headings, keep punctuation to a minimum. Observe throughout the report consistency in format and style. Succeeding first-order heading sections normally continue on the same page as the preceding section ended.

Use in USAARL reports up to five orders of headings. It is not always necessary to use all five orders of headings. The five orders of headings are:

First-Order Heading

Center in bold-face type with the capitalization style of title case (up style) all first-order headings. Insert one blank line space between previous text, first-order headings, and the following text.

Second-Order Heading

Left justify in boldface with title case all second-order headings. Insert one blank line space between all previous text, second-order headings, and the following text.

Third-order heading.

Indent one 0.5-in. tab space in bold-face type with the capitalization style of sentence case (uppercase first word, lowercase [down style] other words) all third-order headings. Third-order headings end in a period. Insert one blank line space between previous text, third-order headings, and the following text.

Fourth-order heading.

Indent one 0.5-in. tab space in bold-face, italic type with sentence case all fourth-order headings. Fourth-order headings end in a period. Insert one blank line space between previous text, fourth-order headings, and the following text.

Fifth order heading.

Use fifth-order headings only if necessary. Indent one 0.5-in. tab space in italics with sentence case all fifth-order headings. Fifth-order headings end in a period. Insert one blank line space between previous text, fifth-order headings, and the following text.

Text requirements.

Type in Microsoft® (MS®) Word® all technical reports and format the text of the report according to the Publication Manual of the American Psychological Association (APA), seventh edition (2020). This includes:

- Document typed on 8.5- by 11-in. paper
- Font set to 12-point Times New Roman
- Paragraphs set to left justified
- Tabs set to 0.5 in.
- Left, right, top, and bottom margins set to 1 in.
- Bulleted lists indented to 0.5 in., with text starting at 0.65 in.
- Numbered lists indented to 0.5 in., with text starting at 0.75 in.
- One space following all punctuation when ending a sentence

Single line space the text in a paragraph and the table of contents, but double space (add one line space) between:

- Each heading change in the table of contents ("List of Figures" and "List of Tables")
- Each paragraph
- A heading and the first line of text
- A table title and body of a table
- End of a table and following text
- Text and top of a figure
- End of figure caption and following text

Note. MS® Word® defaults spacing to 1.15 in. Change this setting to 1 in. for USAARL technical reports. The technical report template default spacing is set to 1 in.

List numbering and bullets.

Use *numbered lists* to indicate a list of items by chronology, importance, or priority. Use *bulleted lists* for items in a series without the implication of priority. Refer to the Publication Manual of the APA, seventh edition (2020).

Page numbering.

Format page numbers in Times New Roman, 12-point font. Center page numbers 0.5 in. from the bottom of the portrait-style page.

In *technical reports*:

- Consider the SF298 as page "i" although the SF298 is neither numbered nor listed in the table of contents.
- Number all pages following the SF298 in lower-case Roman numerals, beginning with page "ii" and continuing.
- Begin the table of contents in technical reports on an odd-numbered, right-hand page. Page "iii" often begins the table of contents, but page "iii" may be the summary or preface followed by the table of contents.
- Begin the introduction with an Arabic numeral "1" on a right-hand page (insert a blank page as necessary). Number the remainder of the document in Arabic numerals.
- Begin the end-of-report reference section on an odd-numbered, right-hand page. Add in a page with "This page is intentionally blank." Centered at the top if necessary.

Note. If the report includes a summary, label it page "iii." In order for the table of contents to become a right-hand page, insert a blank page labeled, on the first line of text, "This page is intentionally blank." This page is numbered "iv" at the bottom of the page. The table of contents then starts on page "v" (an odd-numbered, right-hand page).

Note. Label blank pages "This page is intentionally blank." Likewise, label large blank sections of pages "This space is intentionally blank."

Turn a photograph, figure, or table presented on a landscape-style page (11 by 8.5 in.) to a portrait-style page before adding the page number (i.e., center the page number on the 8.5-in. bottom edge of the paper). Consult the SIC for assistance with page numbering.

Figures.

Use a figure to convey significant information more effectively than information stated in words. The reader should easily understand, with minimum effort, each figure. Consequently, a figure should be of a familiar form, free of all lines and lettering not essential to the reader's clear understanding of the figure's message.

Treat figures consistently throughout the report. Do not add a border frame or a background tone in line drawings unless the border frame or background tone contributes substantially to clarity. Crop photographs to eliminate insignificant detail.

Handle photographs taken during the conduct of a research study according to the approved consent form signed by the research participant (civilian or military). Only a photograph(s) of a research participant who consented to his/her photograph being taken can be disseminated in a technical document. It is the responsibility of the research study's principal investigator to ensure use of a photograph(s) in accordance with the research participant's signed, approved consent form. All photographs (e.g., of a research participant with photograph consent, research staff, research equipment, laboratory space) included in a technical document are public affairs and operational security approved prior to release.

Numbering.

Place one blank line space below the figure (see Figure 4). Number figures in the text consecutively in Arabic numerals (1, 2, 3, etc.), preceded by the word "*Figure.*" Label the figure "*Figure X.*" (with "*X*" representing the figure number). The figure label is left justified, italicized, and followed by a period. Do not number the figure if only one figure is in the technical report or appendix. Number any figure included in an appendix IAW the appendix in which the figure appears (e.g., "*Figure C1.*").

Captions.

Following "*Figure X.*," the figure title should be brief, clearly describe the figure, and appear as written in the table of contents. A more detailed explanation of the figure, i.e., a caption, may follow the title. The caption serves as a brief explanation of the figure and appears in the down style of writing in sentence form. Do not include the caption in the table of contents.

Legends.

The descriptive legend explains symbols, coding, etc., so the figure can stand alone as understandable without references to the text. Legends appear inside the illustration. Use title case for major words in the legend.

Placement.

Center figures on the page. Insert one blank line space between preceding text and the figure. Locate figures as near as possible after the first reference in the text except in special situations, such as the report containing only a few text pages and many figures. In such cases, place the figures in numerical sequence in the back of the report as an appendix. Place all figures (in the body of the report and in the appendix) in the portrait-style layout. If this is not possible, place the figures in the landscape-style view by rotating the page clockwise.

Note. When referencing a figure in the text of the report, capitalize the word "Figure."

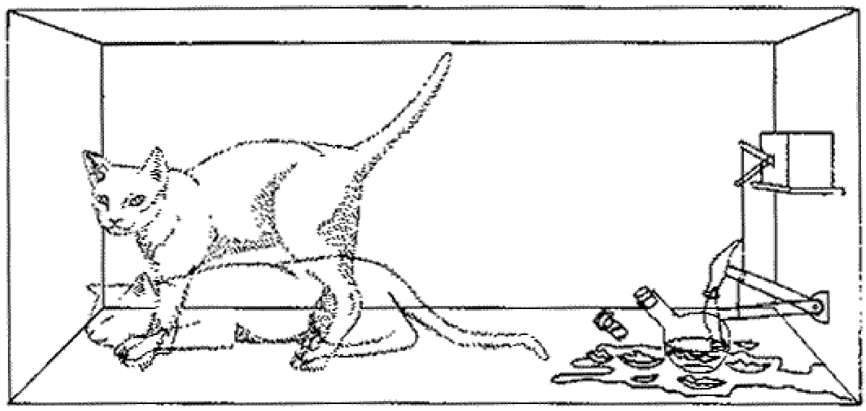

Figure 4. Example figure title and caption placement. The first statement serves as the figure title. Consider the sentences following the title as the captions, i.e., notes, to the figure title. The figure title and caption begin left justified (without a hanging indent) one blank line space below the figure.

Tables.

A table is a systematic, condensed presentation of data for ready reference. Tables are widely used in technical reports to show multiple relationships that would otherwise be difficult or lengthy to express. Tables should be as simple as possible so the reader can easily grasp the meaning of the data. Avoid vertical and horizontal lines wherever spacing is more effective.

Numbering.

Place one blank line space below the text preceding a table (see Table 3). Number tables in the text consecutively in Arabic numerals (1, 2, 3…), preceded by the word "*Table.*" Label the table "*Table X.*" (with "*X*" representing the table number). The table label is left justified, italicized, followed by a period. Do not number the table if only one table is in the technical report or appendix. Number any table included in an appendix IAW the appendix in which the table appears (e.g., "*Table C1.*").

Titles.

Following "*Table X.*," the title should be brief, clearly describe the table, and appear as written in the table of contents.

Notes.

Include explanatory material as a "*Note*" that starts on the first line below the title. Left justify notes (without a hanging indent).

Columns and column headings.

Include applicable units of measure or degree in the column heading; do not repeat the units in the rows below the heading. When tables continue on two or more pages, repeat the title *without* the word “continued.” Repeat on each page the column headings and rules/legends (for both portrait- and landscape-style pages).

Placement.

Locate tables as near as possible after the first reference in the text, except in special situations such as the report contains only a few text pages and many tables. In such cases, place the tables in numerical sequence in the back of the report as an appendix. Center tables on the page. Place tables in a portrait style layout (see Table 3). If this is not possible, place the table landscape style by rotating the page clockwise.

Note. When referencing a table in the text of the report, capitalize the word “Table.”

Table 3. An Independent Coffee Temperature Study

Time (min)	**Temperature (°C)**	**Observations**
0.0	80	scalding
1.0	75	painful tongue burn
1.5	70	mild tongue burn
5.5	65	blow on it, take a small sip
8.0	62	perfect to sip
13	55	perfect to gulp
20	50	good, not great
26	45	pretty warm and passable
33	40	warm and slightly unpleasant
41	35	cool and uninviting

Note. This is an example of the proper formatting for notes made to tables. There is no blank line space between the table and the note, and there is no hanging indent.

Footnotes.

C*omment footnotes* provide additional information pertinent to the text, but not an integral part of it. Any information that aids the reader in better understanding the text may be included in comment footnotes. Use footnotes to identify proprietary or trademark information. DoDI 5230.24 (2023) and DoDI 5200.48 (2020), respectively, give specific instructions about the proper identification of distribution and proprietary information.

Always begin a comment footnote on the page that references the comment. A comment footnote for 12-point font type is set in 8-point font type. Footnotes are set as paragraphs at the bottom of the page. Separate footnotes from the text with a 2-in. long line, beginning at the left margin of the page. Place the first asterisk directly under this line at the left margin and begin the footnote immediately following the asterisk. Footnotes are single-spaced and use regular sentence punctuation.

If the entire footnote does not fit on the first cited page, continue the footnote at the bottom of the next page. When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, set the word “*(Continued)*” inside parentheses in italics below the last line of the footnote where the break occurs. When a footnote breaks from an even page to an odd page, do not repeat the “*(Continued)*” line. For both continuations, duplicate the 2-in. long line.

Symbols with established meanings, such as the percent sign (%) and the number mark (#), are likely to cause confusion when used as footnote marks. Therefore, use the symbols: *, †, ‡, §. When using these symbols as footnote references, type them as superscripts (i.e., *, *not* *).

A footnote symbol follows all punctuation marks except a dash but falls inside a closing parenthesis or bracket if the footnote applies only to matter contained within the parentheses or brackets.

Note. MS® Word® contains the correct footnotes symbols as a default selection.

This space is intentionally blank.

---

*A comment footnote begins here.
†This is an example of a second footnote.
‡A third footnote follows.
§Using beyond four footnotes is highly discouraged.

Within text references.

Include in a *reference section* at the end of the report an alphabetical listing of all author and date citations. In the text, enclose in parentheses the surname of the author and the year of the publication. Place this parenthetical citation just before a mark of punctuation or at a logical break in the sentence. Refer to the Publication Manual of the APA, seventh edition (2020) regarding basic citation styles.

For example: “(Adams, 1995)”

When an author’s name is part of the text material, place in parentheses the year of publication of the cited work. When listing multiple authors in a sentence, do not use an ampersand.

For example: “Most…experience reported by DeHart and Beers (1985).”

When a work has two authors, cite both names every time the reference occurs in the text. Enclose in parentheses both names.

For example: [At the end of the sentence:] “(Adams & Marshall, 1995).”

[In a sentence that mentions the authors:] “Famed scholars, Adams and Marshall, proved through their work that science is neat” [at the end of the sentence, cite the year of publication:] “(1995).”

When a work has three or more authors, cite only the surname of the first author followed by “et al.” and the year of publication for all citations in the body of the text.

For example: Adams et al. (1995)

If there is another work by the same author set published in the same year, i.e., that also abbreviates “Adams et al. (1995),” cite the first alphabetical reference (as listed on the reference page) as “Adams et al. (1995a)” and the second reference as “Adams et al. (1995b).”

If there is another work by the same first author, but a different second author, published in the same year, i.e., that also abbreviates “Adams et al., 1995,” avoid ambiguity by citing each reference in text using the first and second authors names followed by et al.

For example: Adams, Baker, et al. (1995)

Adams, Clark, et al. (1995)

For more information on works with multiple authors, consult the Publication Manual of the APA, seventh edition (2020).

List two references cited in the same sentence as: “(Brown et al., 1997; Prasad & Carrol, 1994).”

When referencing a citation with only a corporate name and no author, use the organization’s entire name in place of the author’s surname.

Personal communications.

Personal communications may be private letters, memos, some electronic communications, personal interviews, telephone conversations, and the like. Personal communications, because they do not provide recoverable data, are not included in the reference list. Cite personal communication in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

For example: [In-sentence citation:] “T. K. Lutes stated. (personal communication, April 18, 2001).”

[End-of-sentence citation:] “(T. K. Lutes, personal communication, April 18, 2001).”

End-of-report reference section.

Figure 5 shows an example of the reference section. All end-of-report reference sections, in general, must contain the following:

- Begin on an odd-numbered, right-hand page
- Font set to 12-point Times New Roman
- Single space between lines of the same reference; however, double space between references
- Order references alphabetically by surname of the first author
- Hanging indent of 0.5 in.

References

Angeli, E. L. (2012). *Networks of communication in emergency medical services* (Publication No. 3544643) [Doctoral dissertation, Purdue University]. ProQuest Dissertations Publishing.

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, *6*(1), 11–16. https://doi.org/10.5703/1288284316979

Huang, S., Pierce, R., & Stamey, J. (Eds.). (2006). *Proceedings of the 24th annual ACM international conference on the design of communication*. ACM Digital Library. https://dl.acm.org/citation.cfm?id=1166324&picked=prox

Figure 5. Example references.

If a work has fewer than 20 authors, list each author by their last name and initials with commas separating each author's name. The last author name is preceded by an ampersand.

If a work has more than 20 authors, list the first 19 authors' names and use an ellipsis in place of remaining author names. End with the final author's name (do not place an ampersand before it). The reference should have no more than 20 names in total.

For example:

Smith, K., Boggs, G., Swensen, F., Hayes, J., Lunsford, D., Yeager, B., Rash, M., Russo, T., Letowski, T., Durden, I., McPherson, W., Williams, P., Jones, O., Wilson, C., Crowley, H., Jones, C., Howard, E., Love, B., Tish, V., … Williams, C. (1987). Time machines. *Aerospace Innovation, 9*(21), 5–12.

The following examples show the spacing and format of commonly used references:

Books.

Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of Book* (pp. xx-xx). Publisher.

Bayer, M. M., Rash, C. E., & Brindle, J. H. (2009). Introduction to helmet-mounted displays. In C. E. Rash, M. Russo, T. Letowski, & E. Schmeisser (Eds.), *Helmet-mounted Displays: Sensation, Perception, and Cognition Issues* (pp. 47-108). U.S. Army Aeromedical Research Laboratory.

Technical reports.

Author, A. A., Author, B., & Author C. (year). *Title of report* (Report No. xx). Publisher.

Webb, C. M. (2010). *Simulator sickness in the MH-47G simulator* (Report No. 2010-11). U.S. Army Aeromedical Research Laboratory.

Kinsler, R., Caruso, K., Lloyd, A., Kroening, L., & Molles, J. (2023). *En route care in confined spaces: Loading and unloading effect on patients* (USAARL-TECH-FR--2023-18). U.S. Army Aeromedical Research Laboratory.

Journal articles.

Author, A., & Author, B. (year). Title of article. *Title of Journal, vol*(issue), pages.

Hewett, K. J., Curry, I. P., & Gaydos, S. J. (2010). Subtle cognitive effects of moderate hypoxia. *International Journal of Applied Aviation Studies, 10*(1), 249–260.

Online publications.

Author, A., & Author, B. (year). Title of article. *Title of Journal, vol*(issue), pages. (website URL)

Gaydos, S. J. (2010). Case report: Sublingual immunotherapy for allergic rhinitis. *Federal Air Surgeon's Medical Bulletin, 48*(1), 8-9. http://www.faa.gov/library/reports/medical/fasmb/media/201001_color.pdf

Unpublished raw data from study, untitled work.

Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies the rat auditory cortex]. Unpublished raw data.

Exerpts from the Code of Federal Regulations.

Computation of the noise-reduction rating (NRR), 40 CFR § 211.207 (2012). https://www.govinfo.gov/app/details/CFR-2012-title40-vol26/CFR-2012-title40-vol26-sec211-207

Appendices.

Identify each appendix by a letter and given title (Appendix A, Appendix B, etc.). If only one appendix is included in the report, label it "Appendix."

Format appendix headings as first-order headings (e.g., "**Appendix A. Technical Specifications**"). Figure 6 provides an example appendix.

Figures or tables in an appendix are numbered with the letter designation of the appendix in which the figures or tables fall ("Figure A1," "Table B1," etc.). Even if there is only one appendix in the report, still label the figures and tables "Figure A1," "Table A1," etc., to distinguish the figures and tables in the from those in the body of the report (i.e., "Figure 1," "Table 1," etc.).

Appendix A. Technical Specifications, Noise Immune Stethoscope

BACKGROUND: A stethoscope is one of the few diagnostic tools available to emergency medical personal far-forward in the battlefield or in the civilian pre-hospital environment. However, the ability to hear subtle physiological sounds (auscultation) and detect life threatening conditions is frequently compromised by competing noises and commotion at the scene of injury or aboard medical transports.

Figure 6. Example title of an appendix.

Technical Memoranda

Effective 24 Apr 1996, the USAARL Commander authorized the use of technical memoranda (sometimes abbreviated “TM”) as a way to provide technical information to customers without the creation of a full technical report. USAARL Policy 70-31 (2023) outlines the guidelines for the review, approval, production, and distribution of USAARL technical memoranda.

A technical memorandum is used to document a technical consultation; short technical evaluation; assessment of a process, procedure, or materiel; research methodology; test and evaluation results/data; or equipment standard operating procedure. A technical memorandum functions as an internal working document or as a method of information transfer from USAARL to the user/sponsor of the requested work (i.e., customer). A technical memorandum is not a substitute for a technical report detailing the results of scientific and technical efforts of USAARL; it is not a publication. Report technical memoranda in data calls and Laboratory metrics.

Formatting of Memoranda.

A memorandum consists of a memorandum, and, usually, an enclosure(s) (e.g., the paper, data). Prepare the memorandum IAW AR 25-50 (2020). Note that there are different formatting requirements for memoranda addressed to military personnel and to non-military personnel. See Figure 7 for a sample template of a memorandum addressed to a military individual and Figure 8 for a sample template of a memorandum or letter addressed to a non-military individual. The USAARL Commander signs the memorandum.

General formatting guidelines for technical memoranda.

- Font set to 12-point Arial
- Margins set at 1 in.
- Left justified
- Express dates as 5 January 2018 or 5 Jan 18
- Place one space between the punctuation and the text that immediately follows it, including colons and periods
- Commander’s signature set at 3.25 in. indent

For memoranda addressed to military personnel, the Commander’s signature should be in a digital format. In memoranda addressed to non-military personnel, the Commander’s signature should be a physical “wet” signature

DEPARTMENT OF THE ARMY
U.S. ARMY AEROMEDICAL RESEARCH LABORATORY
BUILDING 6901 FARREL ROAD
FORT NOVOSEL, AL 36362-0577

FCMR-UAC (1200B) 6 December 1935

MEMORANDUM FOR Commander, U.S. Army Medical Research and Development Command (FCMR-ABC/COL Goose), 500 Scott Street, Fort Detrick, MD 21702

SUBJECT: The Thought Experiment: Schrödinger's Cat, USAARL Technical Memorandum No. 20XX-XX

1. As requested, the results of the thought experiment are enclosed. Assessments were completed in accordance with approved USAARL test plan 1935-09.

2. Information enclosed consists of a thought experiment/paradox illustrating the problem of the Copenhagen interpretation of quantum mechanics.

3. Results of the assessment show if one has left his entire system to itself for an hour, one would say that the cat still lives if meanwhile no atom has decayed. The psi-function of the entire system would express this by having it in the living and dead cat mixed or smeared out in equal parts.

4. DISTRIBUTION STATEMENT A. Approved for public release: distribution is unlimited.

5. The technical point of contact for this memorandum is Dr. Erwin Schrödinger, Quantum Mechanics Division, USAARL, (334) 255-0001, or erwin.r.schrodinger.civ@mail.mil.

[place digital signature block here]
Encls CALVIN N. HOBBES
Colonel, MC
Commanding

Figure 7. Example of a memorandum addressed to military personnel.

DEPARTMENT OF THE ARMY
U.S. ARMY AEROMEDICAL RESEARCH LABORATORY
BUILDING 6901 FARREL ROAD
FORT NOVOSEL, AL 36362-0577

December 6, 1935

Mr. Niels Bohr
Niels Bohr Institute
University of Copenhagen
Copenhagen

Dear Mr. Bohr,

As requested, the results of the thought experiment are enclosed. Assessments were completed in accordance with approved USAARL test plan 1935-09.

Information enclosed consists of a thought experiment/paradox illustrating the problem of the Copenhagen interpretation of quantum mechanics.

Results of the assessment show if one has left his entire system to itself for an hour, one would say that the cat still lives if meanwhile no atom has decayed. The psi-function of the entire system would express this by having it in the living and dead cat mixed or smeared out in equal parts.

Sincerely,

Calvin N. Hobbes
Colonel, U.S. Army
Commanding

Enclosure

Figure 8. Example of a memorandum or letter addressed to non-military personnel.

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Articles for Open Literature

An article written for publication in a refereed or nonrefereed journal (to include conference proceedings) follows the format and editorial guidelines of the journal to which the manuscript will be submitted. Articles for open literature require disclaimer and distribution statements. Acknowledgement of ORISE participants' contributions is also required, if appropriate. The journal's guidelines for authors determine the location(s) of these statements in the manuscript. Only a photograph(s) of a research participant or USAARL contractor who consented to his/her photograph being taken can be disseminated in an article for open literature.* USAARL Policy 70-31 (2023) outlines the guidelines for the review and approval of articles for open literature.

Book Chapters

Book chapters follow the format and editorial guidelines of the book to which the chapter will be submitted. Book chapters require disclaimer, and determination statements. Acknowledgement of ORISE participants' contributions is also required, if appropriate. The publishing company's guidelines for authors may specify the location(s) of these statements in the chapter. Only a photograph(s) of a research participant or USAARL contractor who consented to his/her photograph being taken can be disseminated in a book chapter.* USAARL Policy 70-31 (2023) provides guidelines for the review and approval of book chapters.

Abstracts

Abstracts for conferences and working groups follow the format and editorial guidelines of the conference or working group to which the abstract will be submitted. Only a photograph(s) of a research participant or USAARL contractor who consented to his/her photograph being taken can be disseminated in an abstract.* USAARL Policy 70-31 (2023) outlines the guidelines for the review and approval of abstracts.

Poster and Oral Presentations

Poster and oral presentations for conferences and working groups follow the format and editorial guidelines of the conference or working group to which the presentation will be submitted. Presentations should include USAARL branding (e.g., logos, colors) as provided by the SIC. Presentations require disclaimer and distribution statements. Acknowledgement of ORISE participants' contributions are also required, if appropriate. The location of these statements in/on the presentation depends on the presentation layout and/or the conference/working group's guidelines for authors. Only a photograph(s) of a research participant or USAARL contractor who consented to his/her photograph being taken can be disseminated in a poster or verbal presentation.* USAARL Policy 70-31 (2023) provides guidelines for the review and approval of poster and oral presentations.

Uploading Open Literature Manuscripts or other Technical Products to DTIC

According to AR 70-31 (2018), DoDI 3200.12 DoD Scientific and Technical Information Program (2018), and the DoD Plan to Establish Publish Access to the Results of Federally Funded Research (2015), as well as the DoD Grants and Agreements Regulations, 2 CFR 1134.140, all government grant awardees are required to upload all significant results to DTIC. This means that USAARL is required to upload all research published in the open literature to DTIC. There is no need to re-format a journal article into the USAARL Technical Report format to submit to DTIC. DTIC has negotiated with major publishers to allow for a 12-month embargo period prior to open access. To upload an open literature manuscript into DTIC, submit into routing the following:

- A PDF version of the article (the published article)
- A notice page
- An SF298 (Fill in Block 16 with the article's full citation from the journal [e.g., journal name, year of publication, issue/volume number, page numbers, etc.])

Note that other products, including briefing slides, posters, and conference proceedings, quarterly and annual reports, among others can and should be uploaded to DTIC.

To upload briefing charts, conference posters, or oral presentations to DTIC, submit into routing the following:

- The final PowerPoint or PDF version of the product
- A notice page
- An SF298 (if the product has been previously published or presented, include the citation in Block 16)

To upload other documents to DTIC that have been published previously, the documents should remain in the specified format of the previous publisher. If the document has not been published previously, it should conform as closely as possible to the USAARL Technical Report format described in this guide. Table 4 below defines other types of documents that can and should be uploaded into DTIC.

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Table 4. Other Report Types

Journal Article Open Access	
Journal articles that have been published under an Open Access agreement with the publisher or published under a Creative Commons license (it will say this on the article itself). These articles allow for free distribution and do not require a subscription or a fee to obtain a copy. Journal article open access articles should follow the format specified by the journal. If the journal does not specify a format, the report should follow the USAARL Technical Report format.	
Subtype	**Definition**
Publisher’s Version	**a journal’s authoritative copy of the article as published, including all peer review edits, copy editing, stylistic elements and publisher’s formatting. Also known as a “postprint” or “reprint.”**
Author’s Final Manuscript	**a manuscript of a journal article that has been accepted for publication in a journal. This usually means that it has also completed peer review and includes all modifications from the peer review process, but before it has undergone formatting for publication.**
Author’s Initial Manuscript	a manuscript of a journal article that has been submitted to a publisher for consideration of publication in a journal; also known as a “preprint.” This is a version of an article before it has been accepted or gone through peer review. Note that author’s initial manuscripts must be followed up by the published version.
Journal Article Embargoed Text	
Journal article embargoed text articles should follow the format specified by the journal. If the journal does not specify a format, the report should follow the USAARL Technical Report format.	
Subtype	**Definition**
Publisher’s Version	**a journal’s authoritative copy of the article as published, including all peer review edits, copy editing, stylistic elements and publisher’s formatting. Also known as a “postprint” or “reprint.”**
Author’s Final Manuscript	**a manuscript of a journal article that has been accepted for publication in a journal. This usually means that it has also completed peer review and includes all modifications from the peer review process, but before it has undergone formatting for publication.**
Author’s Initial Manuscript	a manuscript of a journal article that has been submitted to a publisher for consideration of publication in a journal; also known as a “preprint.” This is a version of an article before it has been accepted or gone through peer review. Note that author’s initial manuscripts must be followed up by the published version.
Any report that results from a Small Business Technology Transfer contract or grant; either work in progress or final results. An STTR project is usually a collaboration between a small business and an educational institution, such as a university. An STTR report should follow the USAARL Technical Report format unless specified by the grant or contract.	
STTR Report	
Subtype	**Definition**
Annual Report	report produced for research or findings conducted in a time period that spans a year.
Final Report	**the version of a report that covers all completed research and presents all findings from a project, contract, or grant.**

Interim Report	report on research or findings that are not yet completed.
Progress Report	report on research that is still ongoing, but covers findings from a short period of time, for example, work conducted on a project/contract within a given month.
Quarterly Report	report produced for research or findings conducted in a time period that spans 3 months.
Summary Report	compilation of research findings and/or analyses.
SBIR Report	
Any report that results from a Small Business Innovation Research contract or grant; either work in progress or final results. An SBIR report should follow the USAARL Technical Report format unless specified by the grant or contract.	
Subtype	**Definition**
Annual Report	report produced for research or findings conducted in a time period that spans a year.
Final Report	**the version of a report that covers all completed research and presents all findings from a project, contract, or grant.**
Interim Report	report on research or findings that are not yet completed
Progress Report	report on research that is still ongoing, but covers findings from a short period of time, for example, work conducted on a project/contract within a given month.
Quarterly Report	report produced for research or findings conducted in a time period that spans 3 months.
Summary Report	compilation of research findings and/or analyses.
Conference Proceedings	
Whole collections/compilations of all papers presented at a workshop or symposium. Conference proceedings should follow the format specified by the conference. If no format is specified, conference proceedings should follow the USAARL Technical Report format.	
Subtype	**Definition**
Conference Paper Abstracts	collection/compilation of only the abstracts of the reports/papers prepared for or presented at a meeting, workshop, symposium. Reports will only consist of abstracts, and perhaps references, but not include findings or research.
Conference Proceedings	collection/compilation of all reports/papers that have been prepared for or presented at a workshop, meeting, or symposium.
Conference Paper	
An individual paper, briefing charts, or poster session presented at a workshop or symposium. Conference papers and briefing charts should follow the format specified by the conference.	
Subtype	**Definition**
Briefing Charts	PowerPoint or other types of viewgraphs/slides that are prepared for/presented at a workshop, meeting, or symposium.
Conference Paper	a report that is prepared for or presented at a professional/academic/association meeting, workshop, or symposium. Usually contains an abstract and a presentation of findings.

Nonprint Products

Nonprint products include data files, databases, and software available in electronic and video formats. An example nonprint product is a computer program developed as a part of USAARL research. Nonprint products can be submitted to the DTIC database for distribution. A nonprint product is a means of securing development of the product for the researcher's and USAARL's credit; however, a nonprint product does not satisfy the requirement of a technical report, which details the results of the scientific and technical efforts of USAARL. Only a photograph(s) of a research participant or USAARL contractor who consented to his/her photograph being taken can be disseminated in a nonprint product.* USAARL Policy 70-31 (2023) provides guidelines for the review and approval of nonprint products.

Nonprint products such as data files, databases, and software created by USAARL may be listed in DTIC's DoD Dataset Directory. To submit a nonprint product to the DoD Dataset Directory, route the following:

- The data file or software you wish to list in the directory
- A completed technical product approval form
- A DTIC DoD Dataset Directory Listing Form
- Written approval from USAARL Regulatory Compliance Office for data files and databases collected under a USAARL research protocol.

Each section of the DTIC DoD Dataset Directory Listing Form is shown in Table 5 with a brief description of the information that should be provided. Information included in the form should be unclassified.

This space is intentionally blank.

Table 5. DTIC DoD Dataset Directory Listing Form Instructions

Field	Definition
Dataset Title*	Human-readable name of the dataset. Should be in plain English and include sufficient detail to facilitate search and discovery
Dataset Description*	Human-readable description (e.g., an abstract) with sufficient detail to enable a user to quickly understand whether the asset is of interest. (Maximum length of 2000 characters)
Dataset point of contact (POC)*	The contact information of the individual(s) that are responsible for the dataset. Name, email, and telephone number
Dataset Creator(s)*	The contact information for the main researcher(s) involved in producing the data
Creator Organization(s)*	The contact information of the organization(s) affiliated with the creator(s)
Funding Organization(s)*	The contact information of the organization(s), which funded the research involved in producing the data
Dataset Date*	Most recent date corresponding to when the dataset was created, changed, updated, or modified
Performance Method	The type of funding vehicle used to perform the work. Enter grant, contract, CRADA, DoD in-house, or foreign co-development
Grant Number, if applicable	The number for the grant under which the work was performed.
Contract Number, if applicable	The number for the contract under which the work was performed
Dataset Subject Terms	Subject terms/tags to help users discover your dataset
Dataset Update Frequency	The frequency with which the dataset is published
Dataset Rights	This may include information regarding access or restrictions based on privacy, security, Creative Commons rights, or other policies
External Journal Article(s), if applicable	Journal article citation: Author, title, journal title, date, volume, pages, and DOI/URL
Technical Report Accession Number, if applicable	The accession number for a related product (technical report, journal article, etc.) in the DTIC database
URED Accession Number, if applicable	The accession number for a related URED work unit
Other Related Product	Such as software required to use the data
Dataset File Link	The URL or FTP link to the dataset
Dataset Distribution Statement*	Distribution statement of the dataset IAW DoDI 5230.24 (2023)
Additional Information	Field to enter any other information/notes, etc. regarding the dataset

*Required Field

Copyright Information

Government employees cannot copyright material prepared as part of their work performed at USAARL. Section 105 of the copyright statute denies copyright protection to “any work of the U.S. Government,” which is “a work prepared by an officer or employee of the U.S. Government as part of that person’s official duties” (Copyright Act of 1976). The rationale for this is that government work is financed with tax funds and should be available for use by the public.

Reproductions of copyrighted material may be made for research purposes and for scholarship. If copyrighted material is used in USAARL publications, etc., written permission must be obtained from the copyright owner. The U.S. Government is not exempt from copyright infringement liability. It is a criminal offense to remove or alter any notice of copyright appearing on a copy of a copyrighted work and USAARL may have to pay monetary damages for the infringement if it should occur.

When using in technical documents images obtained from a Google image search, filter the image search by “Labeled for noncommercial reuse with modification.” If none of the images resulting from the search are usable, assume any image resulting from another unfiltered search (i.e., any Google image search without the “Labeled for noncommercial reuse with modification” filter) is copyrighted, in which case obtain consent from the publisher/photographer/owner of the image before using it in a technical document.

All USAARL military and civilian employees are advised not to sign a copyright transfer agreement form for technical documents prepared as part of their official duties. To sign this form would create an inference that a copyright exists. Instead, the USAARL author should inform the publisher that the article is not copyrightable.

General Writing

Adhere to the following general writing style for USAARL technical reports. For other technical documents, not including technical reports, the writing style may vary based on guidelines for authors, type of document, journal to which the article is submitted, etc.

Tense

When a paper has been previously published in a journal, the information it contains becomes established knowledge. Treat this work with respect by using the present tense. Work that is currently being reported must be referred to in the past tense, as it is not presumed to be established knowledge until *after* it is published (Day & Gastel, 2016).

In a typical paper, the tense may change from section to section. The abstract, materials, methods, and results sections should be in the past tense, as those sections described the current work being reported; whereas much of the introduction and discussion may be in the present tense because these sections often reference previously established knowledge (Day & Gastel, 2016).

For example: “This antibiotic *inhibits* the growth of certain other strains…” vs. “The effect of streptomycin *was* tested against…”

Use of Participant, Volunteer, or Subject

Technical documents involving research should use the words “participant,” “volunteer,” or “subject.” Technical documents describing activities determined not to be research (i.e., test and evaluation) should not use the word “subject,” but should use the words “participant” or “volunteer.” Keep usage consistent throughout the technical document to ensure clarity.

Capitalization

Capitalize:

- The first word beginning a sentence
- The first word following a colon, if the following phrase is a complete sentence or independent clause that requires special emphasis or is presented as a formal rule
- Major words in first- and second-order headings
- Titles of tests
- Names of conditions or groups in an experiment
- Titles of headings, tables, and figures referenced in the same article
- Soldier, Service Member (in technical reports)
- Service Member, Warfighter, Wounded Warrior (in technical memoranda)

Capitalize “government” when referring to the Government of the United States. This applies even when other words or abbreviations are not included. Capitalize the word “laboratory” when referring to USAARL. Always use capital letters to identify an organization or company before abbreviating it, i.e., U.S. Army Aeromedical Research Laboratory (USAARL). However, do not capitalize complete terms identifying various systems or procedures before abbreviating them. Examples include: Airborne warning and control system (AWACS), nap-of-the-earth (NOE), standard operating procedure (SOP), in accordance with (IAW), etc. Do not capitalize the words simply because they are abbreviated.

Capitalize the first word following a colon if it is a formally introduced series of items or phrases. See the GPO’s Style Manual (2016) for more information.

For example: The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Acronyms, Initialisms, and Symbols

An acronym is an initial abbreviation pronounced as a word, such as NASA (National Aeronautics and Space Administration). The term “initialism” refers to a series of initials pronounced individually, such as FBI (Federal Bureau of Investigation).

Cite acronyms, initialisms, or symbol abbreviations (including unit symbols) in parentheses following the complete term the first time it is used. If the acronym, initialism, or symbol abbreviation appears in both the abstract and body of the document, redefine it in the body of the document when it appears again. If a phrase is used only once throughout the entirety of a document, do not define the acronym.

Do not use an acronym, initialism, or abbreviation in the title, headings, figure titles, and table titles of USAARL technical reports. Spelling out all terms ensures complete, accurate indexing of the document. The only exception is the use of the abbreviation for the United States (U.S.). Do not use acronyms or initialisms at the beginning of a sentence; rather, spell out the phrase or rearrange the sentence so that the acronym is not at the beginning.

Articles with acronyms and initialisms.

When using the articles “a” and “an” with acronyms and initialisms: Use “a” before consonants and “an” before vowels. However, when doing this, consider the sound (how the acronym or initialism is pronounced), not the spelling.

For example: An HIV (“aitch-eye-vee”) patient; a HIPAA (“hip-puh”) form; a LAN (“lan”) schematic; an LAPD (“el-a-pee-dee”) officer.

Do not precede acronyms pronounced as words (e.g., NASA, USAARL) with the definite article “the” (i.e., “Budget cutbacks hit NASA hard”).

Initialisms require the use of the article “the” (i.e., “The FBI announced his capture several hours later”).

Use of Numbers

The GPO’s Style Manual (2016) is an excellent source of answers to questions regarding the use of numbers and fractions. Do not use figures at the beginning of a sentence; rather, spell out the figure or rearrange the sentence so that the figure is not at the beginning.

Numbers of nine or below are written as words (two systems; five men, etc.) unless they are units of measurement, time, or money.

For example: We used to have two dogs, one cat, and one rabbit.

Use a figure for a single number of *10 or more*, with the exception of the first word of the sentence. When two or more numbers appear in a sentence and one number is 10 or larger, use figures for all numbers.

For example: We now have 5 dogs, 11 cats, and 1 rabbit.

Express units of measurement, time, or money (actual or implied) in *figures*. This does not affect the use of figures for other numerical expressions within a sentence.

For example: This procedure usually requires from two to five washes and a total time of 2 to 4 hours.

Do not use an “x” when giving dimensions.

For example: 2 by 4 inches, a 4- by 6-in. container, etc.

A comma is not necessary in a 4-digit number (4000) but is always required in a 5-digit number (10,000).

Use the percent symbol (%) in text, tables, and graphs without a space between the figure and symbol.

When listing multiple percentages or measurements, list only until the last figure, then use the symbol.

For example: In that period, the price rose 12, 15, and 19%.

When writing decimals, include a zero before a decimal point, and omit zeros after the decimal point unless the zero indicates an exact measurement.

For example: 0.25 in., silver 0.900 fine, gauge height 10.0 ft

Abbreviations for units of measure are in the GPO’s Style Manual (2016). Always use unit abbreviations with a figure (e.g., 6 m, 9 sq in., 4 p.m.), but never let unit abbreviations stand alone in a sentence (e.g., use “the egg fell many meters before hitting the ground,” not “the egg fell many m before hitting the ground”). The first time a unit of measure is used, spell out the entire unit, place in parentheses the abbreviation or symbol, and use that abbreviation or symbol henceforth. Units are not to be pluralized (i.e., do not use lbs, cms, etc.). When used in USAARL technical documents, only the abbreviation for inch (in.) keeps a period.

Use of Statistics

The Publication Manual of the APA, seventh edition (2020) provides guidance regarding the use of statistics. When deciding to display data, follow these general rules:

- Try using a sentence to present 3 or fewer numbers
- Try using a well-prepared table to present 4 to 20 numbers
- Try a graph to present more than 20 numbers

When reporting statistics in text (e.g., *t*-tests, *F* tests, χ^2 tests, and associated effect sizes and confidence intervals), include sufficient information to allow the reader to fully understand the analyses conducted. The data supplied should allow the reader to confirm the basic reported analyses (e.g., cell means, standard deviations, sample sizes, and correlations). In the case of multilevel data, present summary statistics for each level of aggregation.

For example: For immediate recognition, the omnibus test of the main effect of sentence format was statistically significant, $F(2, 177) = 6.30$, $p = .002$, est $\omega^2 = .07$. The one-degree-of-freedom contrast of primary interest (the mean difference between conditions 1 and 2) was also statistically significant at the specified .05 level, $t(177) = 3.51$, $p < .001$, $d = 0.65$, 95% CI [0.35, 0.95].

For example: High-school grade point averages statistically predicted college mathematics performance, $R^2 = .12$, $F(1, 148) = 20.18$, $p < .001$, 95% CI [.02, .22]. The four-subtest battery added to this prediction, $R^2 = .21$, $\Delta R^2 = .09$, $F(4, 144) = 3.56$, $p = .004$, 95% CI [.10, .32].

Note. If descriptive statistics are presented in a table or figure, the statistics need not be repeated in text; rather, the table in which the data are presented should be mentioned.

When enumerating a series of similar statistics, ensure the relation between the statistic and their referents is clear. Words such as *respectively* and *in order* can clarify this relationship.

For example: Means (with standard deviations in parentheses) for trials 1 through 4 were 2.43 (0.50), 2.59 (1.21), 2.68 (0.39), and 2.86 (0.12), respectively.

When reporting confidence intervals, use the format 95% CI [LL, UL], where LL is the lower limit of the confidence interval and UL is the upper limit. When a series of confidence intervals repeats in a series or within the same paragraph and the level of confidence (e.g., 95%) has remained unchanged, the “95% CI” does not need to be repeated as long as the meaning is clear.

For example: …95% CIs [5.62, 8.31], [-2.43, 4.31], and [-4.29, -3.11], respectively.

When a confidence interval follows reporting of a point estimate, do not repeat the units of measurement.

For example: M = 30.5 cm, 99% CI [18.0, 43.0]

When using a statistical term in text, use the term and not the symbol.

For example: The means were… *NOT* The *M*s were…

Greek letters usually represent population parameters. Italicized Latin letters represent most estimators. Represent the population correlation as ρ and the estimator as *r*. Some test statistics are represented by italicized Latin letters (e.g., *t* and *F*), and a few are represented by Greek letters (e.g., Γ).

Use an uppercase, italicized *N* to designate the number of members in the total sample (e.g., N = 135) and a lowercase, italicized *n* to designate the number of members in a limited portion of the total sample (e.g., n = 30).

Statistical symbols and mathematical copy in manuscripts are prepared with three different typefaces: standard (sometimes called "roman"), **boldface**, and *italic*. Use the same typeface in text, tables, and figures.

Greek letters, subscripts, and superscripts that function as identifiers (i.e., are not variables), and abbreviations that are not variables (e.g., log, GLM, WLS) are set in standard typeface.

For example: $\mathrm{\mu_{girls}}$, $\mathrm{\alpha}$, $\mathrm{\beta_i}$

Symbols for vectors and matrices are set in boldface.

For example: **V**, **Σ**

All other statistical symbols are set in italics.

For example: N, $M_{X,}$ *df*, *SSE*, *MSE*, *t*, *F*

Note. An element may serve as both an abbreviation and a symbol (e.g., SD); in those cases, use the typeface that reflects the function of the element. The Publication Manual of the APA, seventh edition (2020) may help with this differentiation.

Punctuation

Hyphens.

Use hyphens when a compound adjective can be misread, if a term expresses a single thought, when a compound adjective precedes the term it modifies, and when two or more compound modifiers have a common base. There is no space before or after a hyphen. The prefixes "non," "post," "pro," "pre," "semi," and "sub" are more commonly used as one word than hyphenated. In general, only use a hyphen if the word can be misread (e.g., un-ionized salt vs. unionized workers, repair vs. re-pair). The GPO’s Style Manual (2016) is very helpful for determining how to use properly a hyphen. Additionally, the GPO’s Style Manual (2016) contains a large table with compounding examples.

For example: Active-duty (adj.) Soldier, high-anxiety group, all-or-none questionnaire, meta-analysis, re-pair (pair again), re-form (form again), *t*-test results, same-sex volunteers *but* Active Duty (n.), group with high anxiety, results from the *t*-tests, volunteers of the same sex.

Dashes.

An en dash is longer than a hyphen. En dashes are used between words of equal weight in a compound adjective; in a combination of figures, capital letters, or figures and capital letters; and in the absence of the word ‘to’ when denoting a span of time. Do not insert spaces before or after an en dash.

For example: Chicago–London flight, 111–11–1111, $15–$20, DC–14, January–June, 77–100

Note. Do not use an en dash when the word “from” precedes the first of two related terms (i.e., *Correct*: From June 1 to July 30, 2005; *Incorrect*: From June 1–July 30, 2005).

An em dash is longer than both a hyphen and an en dash. Use an em dash to set off an element added to amplify or to digress from the main clause. Do not insert spaces before or after an em dash.

For example: Studies—published and unpublished—are included.

Latin Abbreviations

Use the Latin abbreviations as outlined in Table 6.

Table 6. Latin Abbreviations

e.g.*	for example	i.e.*	that is
et al.	and others	vs.	versus
etc.	and so forth	viz.*	namely

Note. The Latin abbreviations with an asterisk (*) are Latin transitional phrases.

Transitional Phrases

Latin transitional phrases.

A Latin transitional phrase can have a semicolon before it or can be placed in parentheses. Use the format that best assists the reader in understanding the sentence's intent. Always place a comma after a Latin transitional phrase.

Other transitional phrases.

Use a semicolon before a transitional phrase if the first part can stand alone as a sentence. If the first part of the sentence suggests that an important explanation or illustration follows, use a colon before the transitional expression to emphasize what follows.

For example: "It was raining; therefore, I wore my rain boots." vs. "My assistant has three important duties: Namely, attending all meetings, writing the minutes, and sending out notices."

Use two commas to set off a transitional expression or an independent comment when it occurs as a nonessential element within the sentence.

For example: The doctors tell me, however, that I will walk again.

If, however, the expression is used as an essential element, omit the commas.

For example, nonessential: Let me say, to begin with, that I have always thought highly of him.

For example, essential: If you want to improve your English, you ought to begin with a good review of grammar.

Note. In many sentences, the only way to determine if an expression is nonessential or essential is by the way the expression is spoken. If the voice tends to *drop* as the expression is uttered, the expression is nonessential.

We concluded, nevertheless, that their offer was not serious.
- or -
It is critical, therefore, that we rework all these cost estimates.

If the voice tends to *rise* when the expression is spoken, the expression is essential.

We nevertheless concluded that their offer was not serious.
- or -
It is therefore critical that we rework all these cost estimates.

If commas were inserted in the previous example, the entire reading of the sentence would change. The voice rises on the word *is* and drops on *therefore*. (If this is the inflection intended, then commas around *therefore* are appropriate.)

For example: It is, therefore, critical that we rework all these cost estimates.

Geographic Terms

Spell out *United States* when appearing in a sentence containing the name of another country. Use the abbreviation *U.S.* if preceding the word *Government* or the name of a Government organization. Do not abbreviate the names of foreign countries, with the exception of the former U.S.S.R. (abbreviated due to its length).

For example: "U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy" *but* "British, French, and United States Governments work together to increase commerce."

Use the abbreviation *U.S.* when the term is in the adjective position but spell out the term when used as a noun.

For example: U.S. foreign policy, U.S. citizen, foreign policy of the United States

In other formal usage, all States of the United States are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery, naval shipyard, proving ground, reservation, and reserve or station. See Table 77 for a complete list of state abbreviations.

For example: Mount Rainier National Forest, WA; Stone Mountain, GA; National Naval Medical Center, Bethesda, MD; Aberdeen Proving Ground, MD *but* Leavenworth freight yards, Kansas; Altoona sidetrack, Wisconsin.

Write out state names in the text of a publication (Alabama's main attraction *not* AL's main attraction). Do not abbreviate Fort Novosel, Fort Campbell, etc. Abbreviate "Saint" when it is a name of a U.S. city (St. Paul, St. Louis, etc.). There is only one space between a state and zip code when typing an address (AL 36362-5000).

Note. When writing a technical memorandum, there are two spaces between a state and zip code when typing an address. See AR 25-50 (2020).

The GPO's Style Manual (2016) details the use of geographic terms.

Names and Titles

When a name follows abbreviations designating religious and fraternal orders and scholastic and honorary degrees, the abbreviation order is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal. See Table 7 for a list of state abbreviations. See Table 8 for a complete list of U.S. Army rank abbreviations.

For example: Henry L. Brown, D.D., A.M., D.Lit.
T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.

Table 7. State Abbreviations

AL	Alabama	ME	Maine	OR	Oregon
AK	Alaska	MD	Maryland	PA	Pennsylvania
AZ	Arizona	MA	Massachusetts	RI	Rhode Island
AR	Arkansas	MI	Michigan	SC	South Carolina
CA	California	MN	Minnesota	SD	South Dakota
CO	Colorado	MS	Mississippi	TN	Tennessee
CT	Connecticut	MO	Missouri	TX	Texas
DE	Delaware	MT	Montana	UT	Utah
FL	Florida	NE	Nebraska	VT	Vermont
GA	Georgia	NV	Nevada	VA	Virginia
HI	Hawaii	NH	New Hampshire	WA	Washington
ID	Idaho	NJ	New Jersey	WV	West Virginia
IL	Illinois	NM	New Mexico	WI	Wisconsin
IN	Indiana	NY	New York	WY	Wyoming
IA	Iowa	NC	North Carolina		
KS	Kansas	ND	North Dakota	DC	District of Columbia
KY	Kentucky	OH	Ohio		
LA	Louisiana	OK	Oklahoma		

Table 8. U.S. Army Rank Abbreviations

PVT	Private	CWO	Chief Warrant Officer
PFC	Private First Class		(2, 3, 4, and 5)
SPC	Specialist	2LT	Second Lieutenant
CPL	Corporal	1LT	First Lieutenant
SGT	Sergeant	CPT	Captain
SSG	Staff Sergeant	MAJ	Major
SFC	Sergeant First Class	LTC	Lieutenant Colonel
MSG	Master Sergeant	COL	Colonel
1SG	First Sergeant	BG	Brigadier General
SGM	Sergeant Major	MG	Major General
CSM	Command Sergeant Major	LTG	Lieutenant General
WO1	Warrant Officer 1	GEN	General

Note. Other U.S. military titles and abbreviations are in the GPO's Style Manual (2016).

Miscellaneous Word Usage

A collective noun (e.g., USAARL), units of measurement, and a period of time are singular.

For example: We thought 140 pounds was too heavy. Four years is a long time. We know that ten dollars is all it is worth. A thousand pounds is all we can carry.

Per the GPO's Style Manual (2016):

- *Datum* is singular; *data* are plural
- *Memorandum* is singular; *memoranda* are plural
- *Criterion* is singular; *criteria* are plural

That vs. which.

Use *which* with nonrestrictive (nonessential) clauses. Always precede *which* with a comma. A nonrestrictive clause tells the reader something about a preceding subject, but does not limit, or restrict, the meaning of that subject.

For example: Diamonds, which are expensive, elicit forgiveness. (This sentence implies diamonds elicit forgiveness and just so happen to be expensive.)

Use *that* with restrictive (essential) clauses. Do not precede *that* with a comma. A restrictive clause tells the reader something about the subject but limits the possible meaning of that subject.

For example: Diamonds that are expensive elicit forgiveness. (This sentence implies only expensive diamonds elicit forgiveness.)

Distribution Statements and Controlled Unclassified Information Guidance

Mark technical documents (e.g., technical reports, technical memoranda, poster, and oral presentations) with a distribution statement IAW DoDI 5230.24 (2023) and, when applicable, with CUI dissemination control labels IAW DoDI 5200.48 (2020).

Technical documents shall be conspicuously marked (i.e., on the front page or cover of the document) with a distribution statement or dissemination control. Do not modify the wording of the distribution statements to specify additional distribution. A listing of DTIC Distribution Statements is in Figure 9 and instructions for building a compliant distribution statement are in Figure 10.

Per DoDI 5230.24 (2023), the controlling DoD office (i.e., sponsoring agency) that created or sponsored the work that results in the technical document is inherently responsible for determining the appropriate distribution statement and ensuring the technical document is marked correctly. Only the controlling DoD office or higher authority may authorize distribution of a technical document beyond the distribution statement. Per USAARL Policy 70-31 (2023), the Team Chief is responsible for determining a technical document's distribution statement or dissemination control IAW DoDI 5230.24 (2023) and DoDI 5200.48 (2020) when USAARL is the controlling DoD office.

U.S. Army Aeromedical Research Laboratory
DISTRIBUTION STATEMENTS CHEAT SHEET

Distribution Statements are governed by DoD Instruction 5230.24, updated January 10, 2023

Distribution Statements and Their Corresponding Categories for Use
DISTRIBUTION STATEMENT A. Approved for public release: distribution is unlimited.
DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies; category; date of determination. Other requests for this document must be referred to U.S. Army Aeromedical Research Laboratory (FCMR-UAC/Commander), Bldg 6901 Farrel Road, Fort Novosel, AL 36362.
DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors; category; date of determination. Other requests for this document must be referred to U.S. Army Aeromedical Research Laboratory (FCMR-UAC/Commander), Bldg 6901 Farrel Road, Fort Novosel, AL 36362.
DISTRIBUTION STATEMENT D. Distribution authorized to Department of Defense and U.S. DoD contractors only; category; date of determination. Other requests for this document must be referred to U.S. Army Aeromedical Research Laboratory (FCMR-UAC/Commander), Bldg 6901 Farrel Road, Fort Novosel, AL 36362.
DISTRIBUTION STATEMENT E. Distribution authorized to DoD Components only; category; date of determination. Other requests for this document must be referred to U.S. Army Aeromedical Research Laboratory (FCMR-UAC/Commander), Bldg 6901 Farrel Road, Fort Novosel, AL 36362.
**Note.* Highlighted items must be updated by the individual assigning the distribution statement. **Note.* Use categories as written.

Category	**Distribution Statement**				
	A	B	C	D	E
Public Release	X				
Controlled Technical Information (CTI)		X	X	X	X
Contractor Performance Evaluation		X			X
Critical Technology		X	X	X	X
Direct Military Support					X
Export Controlled		X	X	X	X
Foreign Government Information		X	X	X	X
International Agreements (IAs)		X	X	X	X
Operations Security		X			X
Patents and Inventions		X			X
Proprietary Business Information		X			X
Small Business Innovation Research (SBIR)		X			X
Software Documentation		X	X	X	X
Test and Evaluation		X			X
Vulnerability Information		X	X	X	X

Example of a compliant Distribution Statement

DISTRIBUTION STATEMENT D. Distribution authorized to Department of Defense and U.S. DoD contractors only; CTI; 14 Feb 23. Other requests for this document must be referred to U.S. Army Aeromedical Research Laboratory (FCMR-UAC/Commander), Bldg 6901 Farrel Road, Fort Novosel, AL 36362.

February 2023

Figure 9. Defense Technical Information Center's distribution statements and their corresponding reasons for use.

Building Compliant Distribution Statements

DoD Instruction 5230.24 (http://www.esd.whs.mil/dd/),
Enclosure 4: DISTRIBUTION STATEMENTS FOR USE ON TECHNICAL DOCUMENTS provides guidance for constructing and using DoD approved distribution statements and their accompanying reasons.

Paragraph 1a. Requires: "The wording of the distribution statements specified by this Instruction may **not** be modified to accommodate additional distribution, such as distribution to foreign governments. Such release is outside the scope of secondary DoD distribution." Other markings may be also used.

Paragraph 1b. Shows the format: Distribution Statements B, C, D, and E are expressed in a **standard format** comprising **four components** presented in the **following order**:

1. Authorized Audience or **Who Can Access**
2. Reason for Control or **Why/Reason***
3. **Date of Determination**
4. Controlling Office or **Releasing Authority**

*More than one reason may apply and may be used in a distribution statement.

Anatomy of a Distribution Statement

1. 2.

Distribution authorized to U.S. Government agencies only; Proprietary Information†; 15 Apr 05. Other requests for this document shall be referred to AFRL/VSSE, 3550 Aberdeen Ave. SE, Kirtland AFB, NM 87117-5776.

3. 4.

4. *Continued*

- Use listed distribution reasons **as written**
- Use **complete mailing address** for the **releasing authority** (including office symbols)

† For Export Controlled Information: Include "**Export Control**" as a reason

Distribution Authorized to U.S. Government Agencies only; Proprietary Information; **Export Control;** March 2013. Other requests for this document shall be referred to AFRL/RITF, Rome, NY 13441-4505.

If in doubt as to which distribution statement to apply, consult your contract/grant technical monitor. All other information email dtic.belvoir.ecm.mbx.acquisitions@mail.mil or telephone, 1-800-225-3842 (menu selection 6).

Figure 10. Defense Technical Information Center's instructions for building compliant distribution statements.

Per 32 Code of Federal Regulations (CFR), part 2002 (2017), any unclassified information throughout the executive branch that requires any safeguarding or control of dissemination is considered CUI.

The author(s) of a technical document is responsible for determining at origination whether the information in the technical document may qualify for CUI, and if so, applying the appropriate CUI markings as described in DoDI 5200.48 (2020). Any document that is marked with a distribution other than “Approved for public release: Distribution is unlimited” is subject to CUI markings. Further, IAW DoDI 5230.24, any document that contains CUI is subject to portion markings. DoDI 5230.24requires that every paragraph, subject, or portion of the document be marked as either controlled unclassified information (with a marking of [CUI]) or unclassified information (with a marking of [U]). Questions related to the security classification of information in a technical document should be directed to the USAARL Security Office – S2. Further information about how to mark a document for CUI follows.

Technical documents containing CUI are required to be marked in multiple ways. Technical documents containing CUI information must:

- Include banner markings at the top and bottom of each page
- Include a designation indicator (Figure 11) on the front cover or first page of the report
- Contain the parenthetical notation of (U) or (CUI) for all subjects, titles, and each section, part, paragraph, or similar portion to indicate they contain information requiring protection. Figure 12 shows an example of a portion-marked document

Controlled by: U.S. Army Controlled by: USAARL CUI Category: CTI Distribution Statement: C POC: usarmy-usaarl-sic@health.mil

Figure 11. Example CUI designation indicator.

The designation indicator should include the entity controlling the information, the specific organization from which the document originated, CUI categories within the document, the distribution statement, and the point of contact. Commonly used CUI categories are described in Table 9. A full listing and descriptions of possible CUI categories are available at https://www.archives.gov/cui/registry/category-list. Possible dissemination controls are listed in Table 10.

Table 9. Common CUI Categories

Category	Description	Banner Marking
Controlled Technical Information (CTI)	Controlled Technical Information means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information is to be marked with one of the distribution statements B through F, in accordance with Department of Defense Instruction 5230.24, "Distribution Statements of Technical Documents." The term does not include information that is lawfully publicly available without restrictions. "Technical Information" means technical data or computer software, as those terms are defined in Defense Federal Acquisition Regulation Supplement clause 252.227-7013, "Rights in Technical Data - Noncommercial Items" (48 CFR 252.227-7013). Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.	CUI//SP-CTI// DISSEMINATION CONTROL
Contract Use (CONTRACT)	Stipulations for a contractor to meet before material may be used in performance of certain contracts.	CUI//SP-CONTRACT// DISSEMINATION CONTROL
Toxic Substances (TSCA)	Health, safety, and exposure information related to chemical substances, chemical mixtures, and articles as defined under the Toxic Substances Control Act (TSCA).	CUI//SP-TSCA/ /DISSEMINATION CONTROL
General Privacy (PRVCY)	Refers to personal information, or, in some cases, "personally identifiable information," as defined in OMB M-17-12, or "means of identification" as defined in 18 USC 1028(d)(7).	CUI//DISSEMINATION CONTROL
Health Information (HLTH)	As per 42 USC 1320d(4), "health information" means any information, whether oral or recorded in any form or medium, that (A) is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and (B) relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual.	CUI//SP-HLTH// DISSEMINATION CONTROL
Student Records (STUD)	As per 20 USC 1232g, the Family Educational Rights and Privacy Act of 1974, an education record which is comprised of those records, which are directly related to a student.	CUI//SP-STUD// DISSEMINATION CONTROL
Statistical Information (STAT)	Refers to information collected by a Federal statistical agency, unit, or program for statistical purposes or used for statistical activities; under law, regulation, or Government-wide policy such 'Statistical' CUI requires: (1) protection from unauthorized disclosure; (2) special handling safeguards; and/or (3) prescribed limits on access or dissemination.	CUI//SP-STAT// DISSEMINATION CONTROL

Operations Security (OPSEC)	Unclassified information that could constitute an indicator of U.S. Government intentions, capabilities, operations, or activities or otherwise threaten/compromise operations security.	CUI//OPSEC// DISSEMINATION CONTROL
Small Business Research and Technology (SBIZ)	Relating to certain "Small Business Innovation Research Program" and "Small Business Technology Transfer Program" information in a government database, as referenced in 15 USC 638(k)(2).	CUI//SBIZ// DISSEMINATION CONTROL
Patent Applications (APP)	Application for patent filed under 35 U.S.C. 111(a) that includes all types of patent applications (i.e., utility, design, plant, and reissue) except provisional applications. The nonprovisional application establishes the filing date and initiates the examination process. A nonprovisional utility patent application must include a specification, including a claim or claims; drawings, when necessary; an oath or declaration; and the prescribed filing fee.	CUI//APP// DISSEMINATION CONTROL
Inventions (INVENT)	An invention is any art or process (way of doing or making things), machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, or any variety of plant, which is or may be patentable under the patent laws of the United States, in which the federal government owns or may own a right, title, or interest.	CUI//INVENT// DISSEMINATION CONTROL
Accident Investigation	Related to information obtained during the course of an accident or incident investigation. Including but not limited to information related to wreckage, records, mail, or cargo.	CUI//SP-AIV// DISSEMINATION CONTROL

Table 10. Possible Dissemination Controls (DC).

DC Marking	Distribution
NOFORN	No Foreign Dissemination
FED ONLY	Federal Employees Only
FEDCON	Federal Employees and Contractors
NOCON	No Dissemination to Contractors
DL ONLY	Dissemination List Controlled
REL TO, USA*	Authorized for Release to Certain Foreign Nationals Only
DISPLAY ONLY	Display Only

Controlled Technical Information (CTI) is to be marked with a distribution statement in accordance with DoDI 5230.24 (see Figure 9). All other categories of CUI are to be marked with a dissemination control (Table 10).

* Consultation with the Foreign Disclosure Office regarding the release of CUI to any foreign entity is required.

CUI//SP-CTI

DEPARTMENT OF THE ARMY
U.S. ARMY AEROMEDICAL RESEARCH LABORATORY
BUILDING 6901 FARREL ROAD
FORT NOVOSEL, AL 36362-0577

FCMR-UAC (1200B) 6 December 1935

MEMORANDUM FOR Commander, U.S. Army Medical Research and Development Command (FCMR-ABC/COL Goose), 500 Scott Street, Fort Detrick, MD 21702

SUBJECT: (U) The Thought Experiment: Schrödinger's Cat, USAARL Technical Memorandum No. 20XX-XX

1. (U) As requested, the results of the thought experiment are enclosed. Assessments were completed in accordance with approved USAARL test plan 1935-09.

2. (U) Information enclosed consists of a thought experiment/paradox illustrating the problem of the Copenhagen interpretation of quantum mechanics.

3. (CUI) Results of the assessment show if one has left his entire system to itself for an hour, one would say that the cat still lives if meanwhile no atom has decayed. The psi-function of the entire system would express this by having it in the living and dead cat mixed or smeared out in equal parts.

4. (U) DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies; test and evaluation; December 6, 1935. Other requests for this document shall be referred to Program Manager, Niels Bohr Institute, University of Copenhagen, 2100 Copenhagen.

Controlled by: U.S. Army
Controlled by: USAARL
CUI Category(ies): CTI
Distribution Statement: B
POC: usarmy-usaarl-sic@health.mil

5. (U) The technical point of contact for this memorandum is Dr. Erwin Schrödinger, Quantum Mechanics Division, USAARL, (334) 255-0001, or erwin.r.schrodinger.civ@mail.mil.

[place digital signature block here]
CALVIN N. HOBBES
Colonel, MC
Commanding

(U) Encls

CUI//SP-CTI

Figure 12. Example of a portion-marked document containing CUI.

Preparing a Limited Distribution Technical Product for Broader Dissemination

A limited distribution technical product, for which USAARL is the Department of Defense controlling office, may be re-written for dissemination to a broader audience. In other words, a technical product for limited distribution (Distribution Statements B, C, D, E, and F) may be re-written as a technical product for unlimited distribution (Distribution Statement A).

The person who made the controlled unclassified information (CUI) determination at product origination, or the For Official Use Only determination for older products, reviews the product and removes all information that was determined to be CUI, or FOUO, in part or in aggregate. If that person is unavailable, one of the co-authors of the product or a subject matter expert in the field reviews the product and removes all information determined to be CUI, or FOUO, in part or in aggregate. The new technical product, intended for dissemination to a broader audience, routes for approval to release in accordance with USAARL Policy 70-31.

Standardized Statements

All technical documents require standardized disclaimer, notice, and determination statements. The nature of the work reported in the technical document dictates the standardized statements required.

Disclaimers

The location of the disclaimer statement depends on the layout and/or author guidelines of the technical document. The following disclaimer statement should be used in technical documents: “The views, opinions, and/or findings contained in this [REPORT, PRESENTATION, MANUSCRIPT, MEMORANDUM] are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision, unless so designated by other official documentation.”

Per AR 70-31 (2018), do not include in technical documents material that implies that the Government endorses or favors a product or service manufactured or provided by a specific supplier. However, the use of a trade name or product name may be necessary for better understanding of the material; for example, a technical report involves the evaluation of a commercially available product. If a trade name or the name of a manufacturer is included in a technical document the disclaimer reads: “The views, opinions, and/or findings contained in this [REPORT, PRESENTATION, MANUSCRIPT, MEMORANDUM] are those of the author(s) and should not be construed as an official Department of the Army (DA) position, policy, or decision, unless so designated by other official documentation. Citation of trade names in this [REPORT, PRESENTATION, MANUSCRIPT, MEMORANDUM] does not constitute an official DA endorsement or approval of the use of such commercial items.”

Note. In each disclaimer statement, the use of all capitals for listing the document types is for example purposes only. Do not replicate all capitals when naming the document type in the disclaimer statement.

Notices

The following sections provide the notice statement language that is required, as applicable, per USAMRDC Office of Research Protections Suggested Language (2015).

Human subject use.

Include the following statement on the Notice page of any technical document summarizing work performed under an approved research protocol involving human subjects: "In the conduct of research involving human subjects, the investigator(s) adhered to the policies regarding the protection of human subjects as prescribed by Department of Defense Instruction 3216.02 (Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research) dated 8 November 2011." Place the statement under a second-order heading titled, "Human Subject Use."

Human data use.

Include the following statement on the Notice page of any technical document summarizing work involving human data that is determined by the USAARL Exempt Determination Official (i.e., Regulatory Compliance Office [RCO]) to not be human subject research: "The USAARL Determination Official has determined that this activity does not constitute research as defined under the human subjects protection regulations, as it is not "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." [32 CFR 219.102(d)]." Place the statement under a second-order heading titled, "Human Data Use."

Animal use.

Include the following statement on the Notice page of any technical document summarizing work involving the use of animals: "The animal [RESEARCH, DEVELOPMENT, TEST, AND EVALUATION; EDUCATION; TRAINING] reported herein was conducted in compliance with the Department of Defense Instruction 3216.01 (September 13, 2010) and referenced federal statutes; the Animal Welfare Act/Regulations and the PHS Policy on Humane Care and Use of Laboratory Animals/Guide for the Care and Use of Laboratory Animals." Place the statement under a second-order heading titled, "Animal Use."

Cadaver use.

Include the following statement on the Notice page of any technical document summarizing work involving the use of cadavers: "In conducting [RESEARCH, DEVELOPMENT, TEST, AND EVALUATION; EDUCATION; TRAINING] using human cadavers, the investigator(s) adhered to the Army Policy for Use of Human Cadavers for Research, Development, Test and Evaluation, Education or Training and other statutes relating to the use and transportation of anatomical gifts." Place the statement under a second-order heading titled, "Cadaver Use."

Note. In each notice statement, the use of all capitals for listing the RDTE effort is for example purposes only. Do not replicate all capitals when naming the effort in the notice statement.

Determinations

Refer to the memorandum provided by the exempt determination official for the appropriate determination statement to include in technical documents. Consult the RCO with questions about determination statement(s).

Acknowledgments

Cooperative research and development agreement partner.

When the work being reported was conducted through a CRADA partnership, include in the acknowledgments section a statement similar to the following: “This work was supported by Cooperative Research and Development Agreement [USAMRDC CONTROL NUMBER, e.g., W81XWH-xx-xxxx] between the U.S. Army Aeromedical Research Laboratory and [CRADA PARTNER]” or “The data reported in this manuscript was collected under Cooperative Research and Development Agreement [W81XWH-xx-xxxx] between the U.S. Army Aeromedical Research Laboratory and [CRADA PARTNER].”

Oak Ridge Institute for Science and Education statement.

When an ORISE participant contributed to the project reported in a technical document, the acknowledgments section must state: “This research was supported in part by an appointment to the [PROGRAM NAME] Program at the U.S. Army Aeromedical Research Laboratory administered by the Oak Ridge Institute for Science and Education through an interagency agreement between the U.S. Department of Energy and the U.S. Army Medical Research and Development Command.”

U.S. Army Medical Research and Development Command funded work.

When the USAMRDC sponsors (e.g., contract, cooperative agreement, grant) the reported work, include in the acknowledgments section a statement similar to the following: “This work was supported by the U.S. Army Medical Research and Development Command under Contract/Project Number [CONTRACT NUMBER, e.g., W81XWH-xx-x-xxxx, or PROJECT NUMBER X].”

Note. In each statement, the use of all capitals for listing programmatic details is for example purposes only. Do not replicate all capitals when specifying these details in the acknowledgments statement.

508 Compliance

Section 508 of the Rehabilitation Act of 1973 mandates that Federal agencies make their electronic information accessible to people with disabilities (Section 508 of the Rehabilitation Act, 1973). Any material posted to the World Wide Web on a government owned website or any material posted to the World Wide Web by a Federal agency must be accessible to people with disabilities, namely the blind. Complying with Section 508 requires categorizing the metadata of a product in specific way, with a specific reading order, for a computer to read the product's text. Images must be assigned "alternate text" that describes to a blind reader the content. All USAARL products intended for web-based dissemination must be made accessible, and products may be manipulated to enable accessibility. To learn more about 508 compliance, visit https://www.section508.gov/.

Routing of Technical Documents

Technical products developed by USAARL employees are required to undergo a routing procedure to ensure that USAARL products are of the highest quality. USAARL approves technical products at the local level when the scope and content of the product are entirely within the mission area of the laboratory.

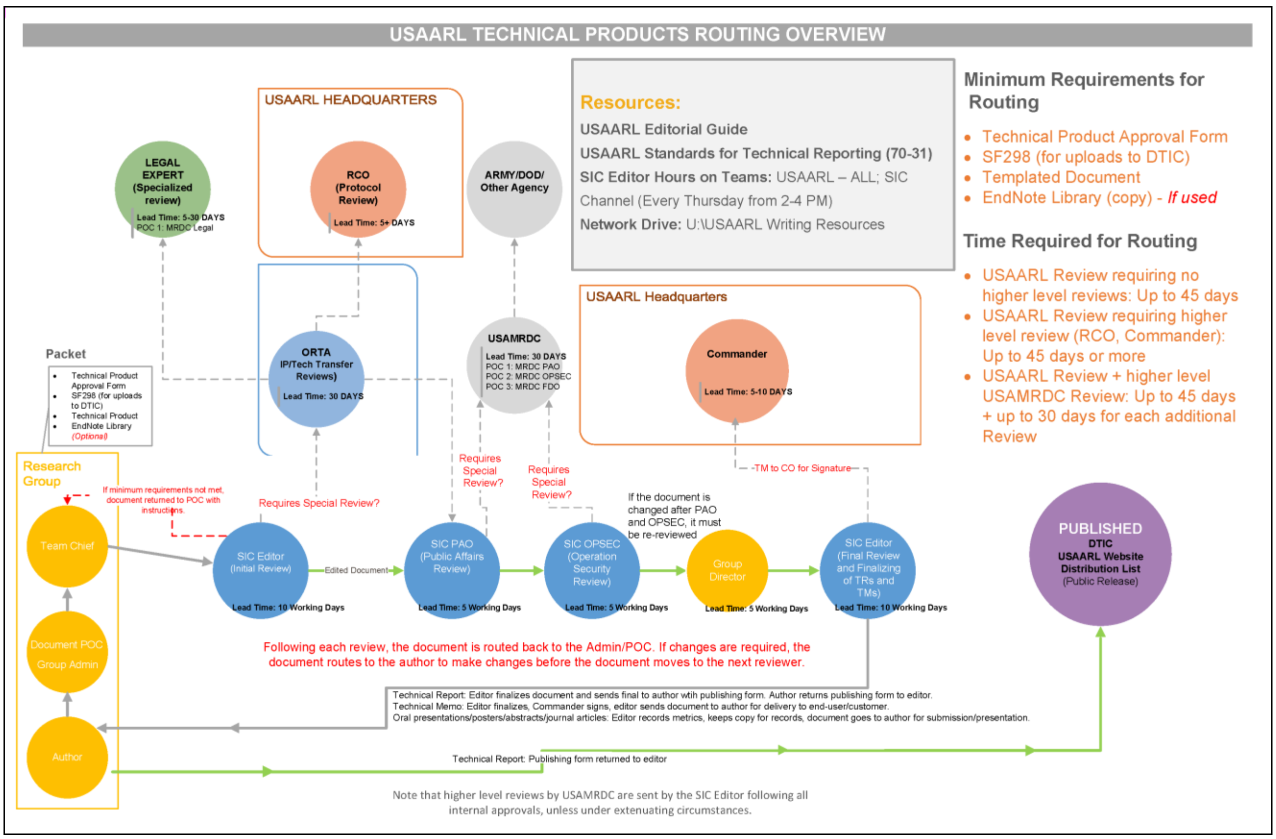

Figure 13. USAARL technical products routing overview.

Standards for Technical Product Routing

Technical products should be routed with the appropriate lead-time required for routing. A minimum of 45 days should be allowed to route documents entirely within the scope of USAARL's mission area. The need for author re-work of technical products may add more days to the 45-day minimum routing time. Documents requiring outside and/or requiring special reviews require an additional 30 days minimum lead-time for routing. Documents requiring outside and/or requiring special reviews may require a minimum of 75 days to complete routing.

Technical products will be routed for review via the Laboratory's approved electronic routing software or via email (by exception). If technical products are routed via email, the product to be reviewed, the Technical Product Approval Form and any associated documentation will be placed in a shared folder. Products and Technical Product Approval Forms will not be sent via email.

A complete packet, containing the following, will be submitted:

- A Technical Product Approval Form (fillable PDF) (Figure 13)
- An SF298 (for submissions to DTIC)
- The formatted technical product
- The EndNote library, if EndNote was used
- If routing a previously approved product for distribution to a new audience or in a new format, a copy of the previously signed Technical Product Approval Form and final technical product
- Email verification or other documentation stating that external reviews were completed, and that the product was approved

This space is intentionally blank.

USAARL Technical Product Approval Form Ver. 8Jan21

Group Administrative POC: ______________________ **Tracking #:** ______________

Title: ____

Author(s): ____

USAARL Study #: ______________________ **Study Approval Date:** ______________

Type of Document: Abstract **Intended Audience:** Public

Request Upload to DTIC Following Approval (posters and conference briefings only) ☐

Name/Title of Journal, Book, or Conference: ______________________________

Name and Location of Publisher: ______________________ **Submission Deadline:** ______________

Location and Dates of Conference: ______________________

Research?: Not Applicable **Type of Study/Test:** Other

Chief, ________ Team: The product has been reviewed for technical information including the design, methodology, data analyses, results, and conclusions in accordance with the approved protocol or test plan.

☐ Editor review is waived for this peer-reviewed journal/peer-reviewed proceedings paper. Operations Security and Public Affairs reviews are required.

The designated distribution statement for this product is (Select one):

☐ Approved for Public release; distribution unlimited.

☐ This document contains CUI IAW AR 5200.48, AFC OPORD 006-21, and DoDI 5230.29 (portion markings required):

CUI Category: Other Dissemination Control: Dissemination List Controlled

Other Category (if applicable): ______________________________

Name and email address of individual designating distribution statement: ______________________________

Date Sent to: **Signature:** **Date:**

Editor: The product has been reviewed for grammar and format, contains the SF298, disclaimer statement, distribution statement, and classification markings, as required.

Date Sent to: **Signature:** **Date:**

Public Affairs Specialist: This product has been reviewed for public release IAW Army & USAMRDC Regulation 360-1, AR 530-1, DoDD 5205.02E and OTSG/MEDCOM Policy Memo 16-024. Select One: Refer for USAMRDC review

Date Sent to: **Signature:** **Date:**

Operations Security Reviewer: The product has been reviewed for OPSEC IAW Army and USAMRMC Regulation 360-1, AR 530-1, DoDD 5205.02E, and OTSG/MEDCOM Policy Memo 16-024. Select One: Approved for limited release

Date Sent to: **Signature:** **Date:**

Director, ________ Group: This product has been cleared for publication/presentation. This product is consistent with the group's overall research objectives, mission, and vision. Funds are available to support costs and travel related to this publication/presentation.

Date Sent to: **Signature:** **Date:**

Author: No substantive changes have been made since the product's final approval. The product is cleared for publication/printing. I understand that I am responsible for submitting the product to the journal/conference/working group and for keeping the SIC and USAARL leadership of the product's publication/presentation status. I submitted to the Editor electronic versions of the final product and signed approval form for final processing.

Date Sent to: **Signature:** **Date:**

Editor: This product has been finalized and archived according to USAARL policy. **TR/TM #** ______________

Date Sent to: **Signature:** **Date:**

*Routing of documents requiring higher level review continues on page 2.

Notes. [1]The Division Chief may waive the Editor review of peer-reviewed journal/peer-reviewed proceeding papers only.
[2]The SIC will refer to USAMRDC products requiring higher level review.

USAARL Technical Products Approval Form Ver.8Jan21

*Higher Level Review Required: The individual who sent and received reviewed document should sign; include copy of approval in packet.

USAMRDC PAO: Date Sent to: Date Returned:
Sent by:

USAMRDC FDO: Date Sent to: Date Returned:
Sent by:

USAMRDC Legal: Date Sent to: Date Returned:
Sent by:

Partnering Organization (Please name): POC:
Sent by: Date Sent to: Date Returned:

USAARL RCO: Date Sent to: Date Returned:
Sent by:

Figure 14. Technical Product Approval Form.

Prior to routing a document for publishing, a Technical Product Approval Form should be completed in full. Instructions for completing each section of the Technical Product Approval Form are as follows.

- Group Administrative POC. (The name of the Group Administrative Assistant or consistent document POC)
- Tracking #. (The group's internal tracking number, if applicable)
- Title. (The title of the report, article, or presentation)
- Author. (The list of authors)
- USAARL Study #. (The number assigned by the Regulatory Compliance Office to the study on which the data/paper/material is related to or based on)
- Study Approval Date. (The date the study was approved by the Institutional Review Board or if a test plan, the USAARL RCO)
- Type of Document. (Use the drop-down menu to identify the type of document being submitted for publication)
- Intended Audience. (Use the drop-down menu to identify the intended audience of the document)
- Request Upload to DTIC Following Approval. Use the check box to indicate if the product should be uploaded as a Report to DTIC upon approval. Note that this is applicable to posters and conference briefings only.
- Name/Title of Journal, Book, or Conference. (The name of the journal, book, or conference that the document will be submitted to, if applicable)
- Name and Location of Publisher. (The name and location of the publisher of the journal, book that the document will be submitted to, if applicable)
- Location and Dates of Conference. (The location and dates of the conference that the document will be submitted to, if applicable)
- Submission Deadline. (Use the drop-down menu to indicate the submission deadline of the document to the journal, conference, etc., if applicable)

- Research? (Use the drop-down menu to indicate whether the study was research, a test plan, other, if applicable)
- Type of Study/Test. (Use the drop-down menu to indicate whether the study used human subjects, cadavers, animals, or not applicable)
- Chief, ______ Team. (Type the team Acronym on the line)
- Editor review is waived. (The Team Chief may check this box and waive Editor review for journal or peer-reviewed papers. OPSEC and PAO are required)
- Approved for public release. (Check this box if the document is cleared for public release)
- This document contains CUI. (Check this box if the document is not cleared for public release/contains CUI)
- CUI Category. (Use the drop-down menu to identify which category of CUI is identified in the document)
- Limited Dissemination Control. (Use this drop-down menu to identify the limited dissemination control or distributions statement [CTI only] of the document)
- Other Category. (If CUI that falls within a category not listed in the CUI Category drop-down menu, identify the category here)
- Name and Email Address of Individual Designating Distribution Statement. (Place the name and email address of the individual who assigned the distribution statement here)
- Date Sent to. (The individual sending the document to the next reviewer should use the drop-down box to indicate the date that the routing packet was moved forward)
- Signature. (Click on the red tab to digitally sign here)
- Date. (Use the drop-down box to indicate the date of the signature here)
- Higher Level Review Required (page 2.)
- USAMRDC PAO, USAMRDC FDO, USAMRDC Legal, Partnering Organization, USAARL RCO. (These areas are to indicate which, if any, external reviews are necessary. The individual who sent the packet to the external reviewer should sign this area and indicate the date the packet was sent to the reviewer and the date the determination was received back from the reviewer.
- Partnering Organization (Please name). (The name of the partnering organization, if applicable)
- POC (The point of contact at the partnering organization)

After completion of routing and clearance, the author will submit the document to the intended publisher.

Once submitted/accepted by the journal, conference, etc., submit to the SIC Editor:

- The author’s page proof or final version
- The completed Technical Product Approval Form

If returned from the external publisher with substantial changes, edits, or rewrites, the author will ensure a second OPSEC and public affairs review of the changed material is conducted.

Documents produced by USAARL and required to be printed or saved to different media formats primarily include poster and oral presentations.

For poster presentations, after completion of routing and clearance, the author will submit to the Visual Information Specialist and the SIC Editor:

- The clean, final version of the poster presentation
- The completed Technical Product Approval Form

For oral presentations, after completion of routing and clearance, the author will submit to the SIC Editor:

- The clean, final version of the oral presentation
- The completed Technical Product Approval Form

In accordance with AR 360-1, USAARL approves documents that are within the scope of the Laboratory. USAARL is required to submit documents to USAMRDC if:

- A trained PAO or OPSEC Level II reviewer is unavailable;
- The content is beyond the lab's scope;
- The work will be presented overseas and contains CUI;
- The work is intended to be published or presented for an international audience (e.g., an international conference or journal or if known international guests will be in attendance at a conference in CONUS) and contains CUI;
- The content is high visibility, politically sensitive, or likely to generate media attention; or if
- The content deals with chemical or biological defense.

Retractions and Revisions of a USAARL-published Technical Document

Requests to revise or retract a USAARL-published publication (Technical Memorandum or Technical Report) should go to the Editor. Major revisions and retractions require a Request for a Retraction or Revision of a USAARL Publication form. Minor revisions do not require an approval form. Technical products that undergo major revisions will have their report number updated to include all revision numbers (Example: USAARL-TECH-FR--2023-01 Rev. 1). Also, a paragraph will be added to the front cover saying "This report was revised DAY MONTH YEAR for major corrections. It supersedes the previous version."

The SIC Editor will determine if the changes requested are minor or major by using the examples below. Note that the examples below do not include every possible scenario. Please contact the SIC Editor to determine whether the changes you'd like to request are major or minor.

USAARL Retraction/Revision Request Form Version 15 Sept 23

Group Administrative POC: ________________________________**Tracking #:**________________________

Author Making Request: _________________________________**TR or TM Number:** __________________

TR or TM Title: ____

☐ I request that this technical be retracted.

☐ I request that this technical product be revised. A track-changed Word version of the product with revision(s) is attached.

Justification:

Team Chief ________ I concur/non-concur with this retraction request.

Group Director ________ I concur/non-concur with this retraction request.

Figure 15. USAARL Retraction/Revision Request Form.

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U.S. Army Aeromedical Research Laboratory
Fort Novosel, Alabama

All of USAARL's science and technical
information documents are available for
download from the
Defense Technical Information Center.

https://discover.dtic.mil/results/?q=USAARL

Army Futures Command
U.S. Army Medical Research and Development Command