



**(U) Unclassified Title of a Submarine Technology Symposium  
Proceedings Paper,  
14-pt Arial Initial Capitals, Bold, Centered**

**Allen B. Primary**  
Widgets International<sup>1</sup>

**Carmine D. East, Frank G. Holst, Jr., Ingrid J. Keppler**  
XYZebron, Inc.

**(U) Abstract**

(U) Center the title Abstract, as shown, in 12-pt Arial (sans serif) bold font above the text of the abstract. Indent the left and right margins of the abstract 1.75 in. from the edge of the page. The text of the UNCLASSIFIED abstract is 10-pt Times (serif) font, left and right justified, and **≤ 500 words**; limit the text of the abstract to the first page. **Do not begin the main text on the first page.** Mark the overall classification of the paper on the title page, followed by “This Page Unclassified,” as shown on this page. In a footnote to the title page, include the primary author’s address (optional) (footnote 1), copyright, downgrade (including name of document originator and job title, derivation authority and date, and declassification date), distribution statement, applicable warnings, and destruction notice.<sup>2</sup> On the left side of the page header, if desired, add the logo or name of the authoring organization followed by the address. In the page footer, fill in the appropriate session number and primary author’s last name. **Each paper is limited to a total of 30 pages including all text, tables, figures, and references.**

---

<sup>1</sup> Author’s address: Widgets International, 12345 Constitution Ave., Washington, DC 22222; e-mail: Primary.Author@widgets.org. Include addresses of other authors in their biographies, if desired.

<sup>2</sup> Copyright 2021© by The Johns Hopkins University Applied Physics Laboratory

Classified by: Name of document originator and job title

Derived from: OPNAVINST SXXXX.XC-XX.X, -XX.X, OPNAVINST SXXXX.XB-XX.X, -XX.X, -XX.X. [include date]

Declassify on: YYYYMMDD

Distribution Statement C: Distribution authorized to U.S. Government agencies and their contractors (Critical Technology) (Date of Determination). Other requests for this document shall be referred to [Controlling DoD Office].

WARNING – This document contains technical data whose export is restricted by the Arms Export Control Act (Title XX XXXX), as amended, Title XX, USC, App. XXXX et seq. Violators of these export laws are subject to severe criminal penalties. Disseminate per the provisions of OPNAVINST XXXX.XXX.

Destruction Notice – For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

This Page UNCLASSIFIED

**CLASSIFICATION**

STS 2024, SESSION XX (PRIMARY AUTHOR’S SURNAME)

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

(U) Begin the main text on the second page of the document (12-pt serif type). The first page contains the unclassified title, authors, and abstract only. Keep all content on the first page UNCLASSIFIED. Indent paragraphs 0.75 in. Include classifications of all headings and titles before the heading or title. The Styles menu contains a set of paragraph styles with the prefix “STS” [e.g., STS (U) Body, STS Body Text (no classification)]; text styles (for use in applying *italics*, **bold**, etc.) begin with the “aSTS” prefix. Note that heading styles do not have the STS prefix and do not contain classifications; add heading classifications manually before the title on all heading levels. The STS2019 Speaker’s Kit contains details on format specifications for *Proceedings* papers.

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

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

(U) Use decimal numbering for section headings, which should be unclassified if possible but always require classification markings as shown here. Cite references by numbers in square brackets in text as shown in the preceding paragraph. Include the complete reference citation in the [References](#) section; use a consistent style for reference citations (e.g., as shown in the [References](#) section of this sample paper or *IEEE Editorial Style Manual* [6]).

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

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

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

(U) Fourth- and fifth-level headings are not recommended unless needed to provide information essential to understanding the full scope of the paper.

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

(U) Indent numbered and bulleted lists as shown. Classify the paragraph introducing lists with the highest classification of any item in the list. Precede each bullet item with its classification marking, even if all items in the list have the same classification as follows:

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

---

<sup>3</sup> (U) Provide the classification of each footnote as shown here. Footnotes (except for those on the title page) are 10-pt Times font.

**CLASSIFICATION**



*Ohio-class SSBN USS Henry M. Jackson (SSBN-730), 21 October 2020. U.S. Navy Photo*

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

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

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

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

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

**CLASSIFICATION**

<b>Year</b>	<b>Development</b>	<b>Developer<sup>a</sup></b>	<b>Sound Level (dB)</b>	<b>Depth (kft)</b>	<b>Cost (\$)<sup>b</sup></b>
1999	Name of Device	DADBT, Inc.	0	00.00	00.00
2000	Development No. 2	LMN Co.	0	00.00	000.00
2001	End of second phase	Abe See Associates	0	00.00	0000.00
2002	Start of final phase	TBD	0	00.00	00,000.00

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

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

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

## 1.2 SAMPLE PARAGRAPH CLASSIFICATION STYLES

### Note

The following examples of STS paragraph styles are for illustration only. All content in this Sample Paper is UNCLASSIFIED. STS paragraph styles are precoded with the classification and paragraph indentation tabs.

(U) This paragraph is an example of the UNCLASSIFIED body text style [Style Name: STS (U) Body].

(C) This paragraph is an example of the CONFIDENTIAL body text style [Style Name: STS (C) Body]. This paragraph is for illustration only. All content in this Sample Paper is UNCLASSIFIED.

(S) This paragraph is an example of the SECRET body text style [Style Name: STS (SNF) Body]. This paragraph is for illustration only. All content in this Sample Paper is UNCLASSIFIED.

(S//NF) This paragraph is an example of SECRET NOFORN body text [Style Name: STS (C) Body]. This paragraph is for illustration only. All content in this Sample Paper is UNCLASSIFIED.

(X) This is an example of a plain paragraph style [Style Name: STS Body Text], It does not have a classification or indentation tab, which must be added by the user.

## 1.3 MARKING CLASSIFICATIONS IN NUMBERED LISTS

(Z) Mark each of the items in a bulleted or numbered list individually (as shown in the following items) if you wish to show that their classification differs from that of the paragraph introducing the list, which has the highest classification of any item in the list [indicated in the following numbered list by (Z)]:

- (1) (U) This is an example of a numbered list with an introductory paragraph of the highest classification and individually classified items of classifications, some of which are different from that of the parent paragraph.
  - a. (X) Subordinate item in a numbered list
  - b. (Y) Another subordinate item with the highest classification in the list
- (2) (Z) This is another item in a numbered list with individually classified items. It is an example of an item with the highest classification in the list, which must be reflected in the parent paragraph introducing this list.

(U) The following page is preceded and followed by a section break to illustrate how to insert a landscape page. [Table 2](#) contains a detailed listing of standard page elements used in this template.

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

UNCLASSIFIED

Element	Position	Font and Style <sup>a</sup>	Size (pt)	Comments	Style Name
Page Margins	1 in. left and right	–	–	All pages	
<ul style="list-style-type: none"> <li>Corporate logo &amp; address</li> <li>STS Logo</li> </ul>	<ul style="list-style-type: none"> <li>In header, 0.5 in. from top and left</li> <li>In header, centered</li> </ul>	<ul style="list-style-type: none"> <li>Arial bold, initial caps</li> <li>Provided</li> </ul>		All pages	<ul style="list-style-type: none"> <li><b>STS Organization Name</b></li> <li>Header</li> </ul>
Title of Paper <sup>b</sup>	Centered, 2 in. from top of page	Arial bold, initial caps	14	<b>Title Page only.</b> Title should be unclassified and preceded by (U).	<b>STS Title of Proceedings</b>
Author(s) Name(s)	Centered below title	Times bold, initial caps	12	<b>Title Page only.</b> Use full name. Include military ranks but no titles (e.g., Mr., Dr.). List primary author first; alphabetize other authors.	<b>STS Author Name</b>
Author's Organization	Centered below author name(s)	Times, initial caps	12	<b>Title Page only.</b> Official name only. Group authors by organization alphabetically.	<b>STS Authors Company</b>
Abstract Title <sup>b</sup>	Center the word Abstract	Arial bold, initial caps	12	<b>Title Page only.</b> Justify within 1.5-in. margins.	<b>STS Abstract Title</b>
Abstract Text <sup>b</sup>	0.75 in. L & R justified	Times	10	Single-column, single-spaced	<b>STS Abstract Text</b>
Main Text <sup>b</sup>	Begin on second page (first page after Title Page).	Times	12	Single-column, single-spaced; left-justified (ragged right)	<b>STS Body Text</b> (plain, without classification), <b>STS (U) Body</b> , <b>STS (C) Body</b> , <b>STS (S) Body</b> , <b>STS (SNF) Body</b>
Page Classification Markings	0.5 in. from top and bottom edges, 1 in. from right and left edges	Arial bold, all uppercase	14	All pages	<b>STS Classification Top</b> <b>STS Classification Bottom</b>
"This Page UNCLASSIFIED"	One line above and below bottom and top page classifications	Arial, initial caps, UNCLASSIFIED all caps	11	<b>Title Page only.</b> (Use only if overall classification is higher than unclassified.)	<b>STS TOP This page Unclassified</b> <b>STS Bottom This page Unclassified</b>
Lead Author's Address, Copyright, Distribution, Downgrade	Footnote to Title Page, left justified	Times	8	<b>Title Page only.</b>	<b>aSTS Downgrade Information</b>
Footnotes <sup>b</sup>	After text, separated by a line	Times	10	Keep footnotes short	<b>Footnote Text</b>
Page Numbers	0.5 in. above bottom edge, centered	Arial	10	All pages	–
Running Footer	0.75 in. from bottom edge, flush right	Arial small caps, initial caps, right justified	10	All pages. Example: STS 2019, SESSION IV (AUTHOR'S LAST NAME)	<b>aSTS Session # Footer</b>

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

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

**2 (U) REFERENCES**

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



**3 (U) ACRONYMS AND ABBREVIATIONS**

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

**4 (U) ACKNOWLEDGMENTS**

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

**5 (U) BIOGRAPHIES**

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



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



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



**6 (U) LAST PAGE OF PAPER**

(U) End the paper on an even-numbered page. If that page is blank, add the following note, centered on the page (use the style named “STS Intentionally Left Blank Page”):

*This page intentionally left blank.*

The following page is an example.

**Organization Name**  
9999 Development Avenue  
Ourtown, US 99999



**CLASSIFICATION**

*(U) This page intentionally left blank.*

**CLASSIFICATION**

STS 2024, SESSION XX (PRIMARY AUTHOR'S SURNAME)