



MILCOM 2007—PREPARING CLASSIFIED PAPERS

General Information and Instructions

Please follow all instructions carefully. Omitting any step can jeopardize inclusion of your paper in the Classified Technical Program.

Paper Format Specifications

- Prepare your paper using full size format 8-1/2 x 11 in. (21.6 cm x 27.9 cm). Image area is 7-1/2 x 9-1/2 in.
- Top margin is 1/2 in. bottom margin is 1 in.
- Right and left margins are 1/2 in.
- Layout is 2-column, 3-5/8 in. per column, justified.
- Paper title is all capitals, centered, 12 pt., Times Roman bold.
- Headings are all capitals, centered, 11 pt., Times Roman bold.
- Text font is 11 pt. Times Roman, single space.
- Position figure numbers and titles below each figure; position table numbers and titles above each table.
- Embed all tables, charts, scans of photos and artwork within the text
- Page numbers are centered, 9 pt. Times Roman, placed in the footer in the format "1 of 6".
- The first paragraph must be the abstract in 11 pt. Times Roman Italic.
- See figure at right for sample layout.
- Footnotes may be placed at the bottom of the page in 9 pt. Times Roman, single-space.



Title Examples

SAMPLE TITLE OF PAPER WITH ONE AUTHOR OR MULTIPLE AUTHORS ALL HAVING THE SAME AFFILIATION

Jane Doe
Harris Corporation
Melbourne, FL

SAMPLE TITLE OF PAPER WITH ONE AUTHOR OR MULTIPLE AUTHORS ALL HAVING DIFFERENT AFFILIATIONS

JaneDoe
HarrisCorp
Melbourne,FL

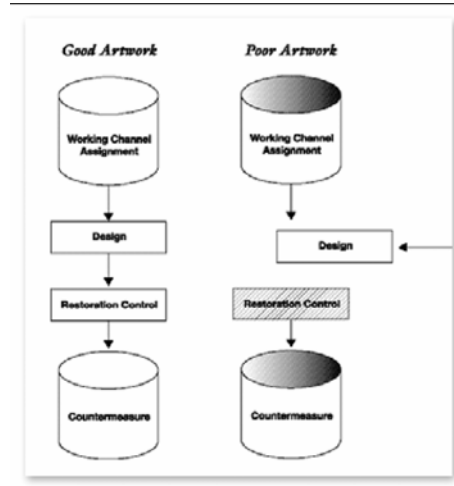
and

JohnSmith
The Mitre Corporation
McLean, VA



Artwork

Artwork will reproduce best if these guidelines are followed: Line selection should be simple (a number 1 line with a number 2 line used for emphasis). Shading should be kept to a minimum: Use only to show emphasis or flow. Text should be 11 pt. Times Roman, black. Do not use color or shadow text. Do not submit any hand drawn artwork or text. Good and poor art examples are shown below.



Transmittal of Classified Material

Transmit classified material in accordance with the DoD National Industrial Security Program Operating Manual (NISPOM) via U.S. Registered Mail or U.S. Express Mail. All applicable Approval Endorsement Forms must be submitted with the Full Paper or FINAL Camera Ready Paper.

**Harris Corporation
Government Communications Systems Division (GCSD)
ATTN: Document Control/MILCOM07
P.O. Box 37
Melbourne, FL 32902**

Instructions for Marking Classified Papers and Presentations

The Classification Marking Example shows a properly marked document. Format, typing and instructions for unclassified papers also apply to classified papers.

The first and last page must reflect the overall classification of the paper and presentation and each subsequent page marked to reflect the highest classification of the information on that page. Be sure to label all pages that do not contain classified material as unclassified and mark all such portions with (U). Use 14 pt. Times Roman **bold** font for the classification markings centered at the top and bottom of the pages.

All of the following information must appear on the first page:

- The level of the highest classification shall be at the top and bottom of title page.
- Derivative classified presentations can only be up to the SECRET level.



- Presentations must be properly marked with the level of classification and appropriate dissemination control markings, etc., SECRET/RelTo.
- The following declassification information shall be included:
 - Derived From: List the name of the document that is the source of derivation classification.
 - Declassify on: indicate date of declassification from the source document.
- Title followed by classification of the title in parentheses. All titles must be unclassified
- Author, organization, and location.
- Enter standard notation "Multiple Sources" on the "Derived from line" of the derivative document to indicate that more than one classified source was used.
- Declassify on: Indicate date which is most remote from Multiple Sources used.

Classification Sources

To complete the "Derived from" line, identify the applicable DD Form 254 or other classification guide. If the source is DD Form 254, include the date and applicable contract number. If the source is a classification guide, identify the guide and its date. If there are two guides, cite both. If there are more than two guides use the phrase "Multiple Sources." Maintain a bibliography of the multiple sources.

Portion Marking

Mark each section, part, paragraph, subparagraph, or portion to show the level of classification or that a portion is unclassified. Use a capital letter in parentheses: (S), (C) or (U) to denote Secret, Confidential, and Unclassified respectively.

Headings, Subheadings, and Captions

Place the abbreviated marking before the first word of a heading, subheading, or caption. This marking must indicate the classification of that item only, except when a second level heading is included in the first line of a paragraph. In this case, the marking must show the classification of the paragraph.

Lists are marked as follows:

1. (U) Items preceded by letters
 1. (C) This subordinate portion contains (CONFIDENTIAL) information.
2. (U) Items in list preceded by numbers
 1. (S) This subordinate portion contains (SECRET) information.
 2. (C) This subordinate portion contains (CONFIDENTIAL) information.

Footnotes

Mark each narrative footnote with its own classification preceding the footnote.

Illustrations

Fully enclose each illustration, photograph, figure, graph, drawing, chart, table and similar display material, and clearly show its classified or unclassified status. Place the unabbreviated classification marking in the lower left corner of the box, i.e. SECRET or CONFIDENTIAL.

Figure Captions

Use a letter in parentheses to indicate the classification of a figure caption. Place the classification marking between the figure number and first word of the caption. Center the caption below the image area.

Figure 1. (U) Sample caption



Table Titles

Use a letter in parentheses to indicate the classification of a table title. Center the table number and title on one line above the table with the classification marking between the number and first word. Type the table classification in the lower left corner of the table.

Table 1. (U) Sample title

Frequency	Gain	Distortion
1.45 GHz	20 dB	0.5 %
2.78 GHz	5 dB	1.1 %

UNCLASSIFIED

References

Place the classification of the document after the title when referencing classified sources. No identifier is required after the title when referencing unclassified sources.