

ICCRTS Author's Guide

Thank you for your participation in the ICCRTS. If accepted, your professional paper will be included in a CD of the Symposium proceedings and also posted on the Events page at www.dodccrp.org. Please review the author guidelines and timelines to ensure that you are aware of and adhere to the ICCRTS submission process.

Because C2 is a richly inter-related field of research, study, and technology, some work will naturally be relevant to more than one topic. For that reason, authors are asked to identify both a primary topic and one or two alternatives for their submissions. This will also assist the ICCRTS Team in ensuring that quality work is included in the Symposium even if some topics have an abundance of submissions.

Authors **must** e-mail abstract submissions by **October 25, 2010**, draft papers by **January 31, 2011**, and final papers by **May 2, 2011**, to: iccrt@odccrp.org. Please make a note of these important deadlines in your calendar. Once assigned, and to facilitate processing, every subject line of your e-mails **must include your assigned paper ID number**. **If you are aware your agency has strict internal approval regulations on your research paper, it is your responsibility to have that approval in place before the ICCRTS deadlines.**

Note: An invitation to submit a paper does not guarantee acceptance. Acceptance will be based on the merits of your final paper. Paper presenters are expected to pay the registration fee and attend the conference for the full 3-day event.

Cover Sheet

Please include a cover sheet with your final paper. You can refer to the ICCRTS Call for Papers for an example of a cover sheet. This sheet should contain the title of your submission and all author(s) information. Affiliations and complete addresses of all authors should be placed directly below the authors' names. Please refrain from using ALL CAPS. If it is a student paper submission (see eligibility requirements below), this should also be indicated, with *the student clearly identified*.

In order for author names to be properly indexed in the conference proceedings and program, if an author has more than one paper submission (whether on a team or not), they need to ensure that the names provided are identical in spelling. It is the *author's responsibility* to make sure the point of contact or paper assembler/submitter is supplied the correct information. Please do not include nicknames inside quotation marks ("Smitty") on papers, as this creates a tagging problem when creating indexes. If you have a nickname, you can use that identity on your presentation.

If your paper contains multiple authors, the agency that each person is affiliated with must appear with their name. Please refrain from using asterisks, symbols, numbers, or lettering. Keep in mind this is how you wish to be identified in the official Symposium program.

Eligibility for Student Paper

All students who are currently enrolled as graduate students and have 6 credit hours or more or are undergraduates and have 12 credit hours or more (or the European Credit Transfer and Accumulation System (ECTS) equivalent) of courses are eligible to submit ICCRTS abstracts/papers as a student. The level and current stage of study must be included (undergraduate: e.g., sophomore, or graduate: Master's or Research Doctoral degrees, number of years in program).

Abstract submissions must provide proof of student status with either a written statement from the department chair or a copy of the college or university course schedule for the current or immediate past quarter or semester. When more than one author is listed on the paper, it may be designated as a student paper if and only if the student applicant is the primary author (listed first and identified as student). If the other authors are faculty members, the faculty adviser must provide a written statement affirming that the student contributed to over 50 percent of the content.

Abstract

Each paper must begin with an abstract not to exceed 200 words. This synopsis will be used as a summary of your presentation in the program. *Abstracts that exceed 200 words will be rejected.*

Text

Paper page limit is 20 pages (not including appendices, endnotes, or references). **Because hundreds of papers must be reviewed, the ICCRTS Team and ICCRTS Chairs will enforce this page limit.** There is no template for the paper. Feel free to use the font and format of your preference, ensuring that all text is legible.

Statistical Results/Data

When reporting any set of statistical results, make sure that these data are fully reported (central tendency, distribution, number of cases in the analysis, confidence intervals, etc.). These may be presented in the body of the paper, or in an appendix.

Reporting Results of Analyses & Experiments

When reporting experimental results, you must provide sufficient information so that the experiment could be repeated, as per accepted scientific studies. This means providing an overview of the experimental design (within-subject, between-subject, Latin square, etc.), describing statistical processing methods used (ANOVA, Regression Analysis, etc.), providing the measure of statistical validity for any conclusions you draw (in the body of the paper), and explaining the implications of your conclusions.

References

References can be acknowledged as footnotes throughout the text, or as a list at the end of your document.

Proprietary Information

The ICCRTS is an open, unclassified, international meeting with many nations present. Authors are responsible for ensuring that papers are unclassified for public release and should not present sensitive material verbally at this event. Presentations authors send in advance of the event are posted to a site where ICCRTS Chairs have access, and the final versions of the presentations presented at the conference are posted to the CCRP site for public use. For this reason, proprietary information should be avoided in all ICCRTS submissions: abstracts, papers, and presentations. All ICCRTS presentations are to be unclassified, any sensitive material removed. Multiple versions will not be accepted.

ITAR Export Control (United States ONLY)

The CCRP wishes to remind authors of its non-liability for information distributed to the general public attending the symposium. The U.S. government's International Traffic in Arms Regulations (ITAR) prohibits disclosing or transferring regulated technical data to a foreign person, whether in

the United States or abroad. Companies that export information or products—particularly in the high-tech, aviation, and military sectors—must put in place mechanisms that prevent violations of U.S. export laws. It is the author's responsibility to ensure that submissions comply with this regulation. More information on this subject matter can be accessed on the Department of State site found at <https://www.pmdtc.org/reference.htm>.

In the past, the ICCRTS organizers have worked very hard to accommodate author needs and requests. This has sometimes resulted in extending deadlines. However, as the conference has grown, so has the workload on ICCRTS Chairs, as well as the ICCRTS Team. Less flexibility is now possible. As a result, ***authors are expected to meet deadlines for abstracts, draft papers, final papers, and presentations. Those who cannot meet these deadlines may find their papers dropped from the Symposium or excluded from the CD and the proceedings.***

Guide for Presentations

Each presentation is slotted for 30 minutes (20 minute presentation, 5 minutes for Q&A, and 5 minutes to move to the next track). All session rooms will be equipped with projectors. It is **not guaranteed** that podiums or lecterns will be available in all of the rooms. Please send the electronic versions of your presentation in PowerPoint or PDF (we also accept zipped presentations).

Please e-mail your presentation **NO LATER THAN June 6, 2011** to:

iccrtts@dodccrp.org

The subject line of your e-mail ***must include your assigned paper ID number.***

Your presentation will be scheduled during one of the 3 afternoons of the conference once your paper has been submitted. However, if unavoidable schedule constraints arise, we will attempt to accommodate them up until **May 13, 2011**, when the conference schedule goes to press. Additionally, except in unusual circumstances, presentations should be made by one or more of the listed authors. Therefore please plan to attend the entire conference for the scheduled 3 days. This will ensure a fair and equitable distribution of audience participation for all author presentations. Respect and support your colleagues.

It is imperative that we collect presentations prior to the Symposium start date in order to facilitate our AV requirements. The ICCRTS Team recommends saving your presentation on a USB to have with you at the event. However, the presentation on the USB should be very similar or identical to the one submitted prior to the Symposium and reviewed by the ICCRTS Chair. ***Do not plan on bringing your laptop and downloading your presentation.*** Each room will have a dedicated laptop or PC connected to the projector. All presentations will be loaded onto the designated computer. If relevant, have your statistical data available either in the body of your presentation or in backup slides. If you know that you will require special assistance outside these arrangements, please contact the ICCRTS Team prior to the conference.

Copyrights

The papers presented at the CCRTS and ICCRTS remain the intellectual property of their authors. While they may be cited, they may not be reproduced without the author's permission. The CCRP does not hold any rights over these materials and cannot negotiate on the author's behalf.

Inquiries

Please continue to monitor the conference site at www.dodccrp.org for updates and the latest information. If you have any questions about the preparation or submission of your paper, send an e-mail to: iccrtts@dodccrp.org.

On the following pages are the evaluation criteria used by ICCRTS Chairs for paper acceptance and award nominations. This example is provided so authors have knowledge of the review standards used by the ICCRTS organizers.

Example for Information Only

ICCRTS Chair Evaluation Report

Track: _____

Chair: _____

TITLE: _____

AUTHOR(S): _____

PAPER NUMBER: _____

Please choose one answer for each of the following questions and the overall recommendation:

Evaluation:	Very False	False	True	Very True
1. The paper is appropriate for the theme and topics of Symposium.	[]	[]	[]	[]
2. The paper is intellectually stimulating.	[]	[]	[]	[]
3. The literature review is adequate/appropriate.	[]	[]	[]	[]
4. The research design is adequate/appropriate.	[]	[]	[]	[]
5. The data analysis is adequate/appropriate.	[]	[]	[]	[]
6. The conclusions are reasonable.	[]	[]	[]	[]
7. The paper advances the state of knowledge.	[]	[]	[]	[]
8. The paper is logical and consistent.	[]	[]	[]	[]
9. The paper's argument is persuasive.	[]	[]	[]	[]
10. The writing is clear and readable.	[]	[]	[]	[]

Recommendation (Select One):

Accept

The paper is well researched and written and there are no revisions required or the revisions are so minor that they do not need to be checked.

Accept with minor revisions

The paper is well researched and written and on a topic of importance to the field and the symposium, with no significant gaps in methodology or analysis. The paper may require small additions or may need to be edited, but does not require any significant additional research or restructuring.

Request major revisions

The paper is on a topic of importance to the field and the symposium, but requires significant additional research or re-writing before it will be suitable for publication. The review identifies several significant gaps in methodology, analysis, or theoretical/scholarly background, or identifies a need for the paper to undergo significant re-organization or re-writing. The reviewer is confident that such revisions can be successfully completed in a reasonable time frame, or feels that the symposium would benefit from the inclusion of the paper and its publication as part of the conference proceedings.

Reject

The paper is not appropriate for the theme and topics of the symposium, and requires significant additional research or re-writing before it will be suitable for inclusion. There is little confidence that such revisions can be successfully completed in a reasonable time frame.

Comments (to the Author):

Nominations for Best Paper Awards

Paper reviews and nominations for the Willard S. Vaughan, Jr. Best Student Paper Award (refer to Eligibility of Student Paper) and the Gary F. Wheatley Best Paper Award are due May 9, 2011. *Papers authored or co-authored by ICCRTS Chairs are not eligible for nomination. Student papers containing an ICCRTS Chair as an adviser or co-author are not eligible for nomination.*

The criterion for selection is high scores across the board on the paper evaluation, and:

1. Introduction of a strong new technique.
2. Solution of a long-standing open problem.
3. Introduction and solution of an interesting and important new problem.

While the ICCRTS organizers may choose to accept papers to appear in the Symposium while lacking confidence that the paper is correct, such papers should not be nominated for a Best Paper Award. If no paper in an ICCRTS Track meets the criteria, then that Track will not have a nominee.

ICCRTS Chairs nominate one paper per Track for Best Student and Best Paper Award. Nominated papers are then reviewed and voted on by all ICCRTS Chairs, one vote per ICCRTS Chair. ICCRTS Chairs will not cast votes toward the paper they nominated. The voting ballot is secret, and the ICCRTS Team will compile results and return to the ICCRTS Chairs in case of a tie or a 1-point difference among the 3 top papers.

[] I would recommend this paper for the Best Paper Award.