1999 Command and Control Research and Technology Symposium
Format Instructions for Print and CD-ROM Versions
Title 14 Point Font; Times New Roman; Bold; Title Capitalization

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Abstract

The *1999 Command and Control Research and Technology Symposium Proceedings* will be printed directly from camera-ready copy and prepared for the CD-ROM version from the electronic media furnished by the author(s). To ensure that all papers in the *Proceedings* have a uniform appearance, authors are asked to adhere to the following instructions. In addition to **two (2)** camera-ready copies of your paper, you must also include a **3.5" diskette** containing the document in PC Microsoft Word for Windows format. **Do not submit papers formatted in a Macintosh environment**.

1. Introduction

Print your paper using a laser or other letter-quality printer. Do not use line printers or dot matrix printers. Papers with poor quality output and papers that deviate from these instructions will not be included in the *Proceedings*.

Print your paper on heavy bond **8½ x 11 inch letter size** paper. Do not fold, crease, clip, or staple your final submitted paper.

2. Style and Format

2.1 *General Instructions*

Print papers in the manner in which these instructions are printed.

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Use a 12-point, Times New Roman font. Do not indent paragraphs. Fully justify text. From the File/Page Setup/Paper Size menu, choose Letter (8 ½x 11 in) setting. Do not use headers and footers. **Do not number the pages of the papers!**

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2.2.1 *Title and Author Information*

Center the title across the entire width of the page in a 14-point bold font. Place the names of authors below the title in a 12-point bold font. Affiliations and complete addresses of all authors should be placed directly below the authors' names in a 12-point (non-bold) font. Author point of contact does not need to be identified on final papers, but *should* be included in the cover sheet accompanying the paper.

Credit to a sponsoring agency appears in a footnote at the bottom of the first page. See the example on the previous page.

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Open the paper beginning with an abstract. The subheading "Abstract" should be centered above the abstract text in a 12-point bold font (as shown on the front page of these instructions). Abstracts should be no longer than 200 words.

2.3 *Text*

The main body of the text immediately follows the abstract.

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Print section headings in a 12-point bold type in the style shown in these instructions. Leave a blank space above and below section headings.

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Print subsection headings in a 12-point bold, italicized type.

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Citations within the text should include the author's last name and year of publication [Alberts, 1998]. Treat multiple authors as: [Alberts and Alberts, 1998] (for two authors) and [Alberts *et al.*, 1998] (for more than two authors).

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Place footnotes at the bottom of the page in 9-point font. Refer to them with superscript numbers.[1] Separate footnotes from the text by a short line.[2]

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Place figures (drawings, tables, graphs, and photographs) throughout the paper at the point where they are discussed, rather than at the end of the paper. Figures must be embedded electronically in your paper to appear in both the printed and CD-ROM versions of the *Proceedings*.
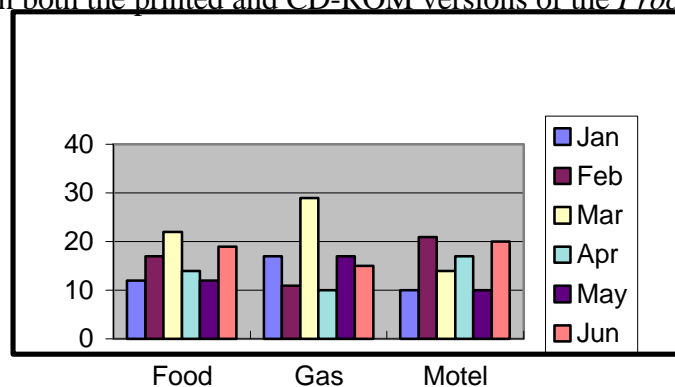

Figure 1. Sample Figure

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7. Inquiries

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8. References

[Alberts, 1996] David S. Alberts. *Defensive Information Warfare*. National Defense University Press, Washington, D.C., 1996.