

# Index

## A

### abbreviations

- chemical, **298**, 298
- classified technical reports, 26
- description, 265
- list of, 205
- standard, 267, 267, **286**
- title and subtitle, 73

### abstract

- ANSI/NISO Z39.14-1997, 7
- audience, 245
- classified technical reports, 33
- color paper, 56
- comparison with executive summary, 146, 147
- description, 117
- examples, *120*, *121*

### abstract (continued)

- order of appearance, 65
- report documentation page (Standard Form 298), 116
- standalone element, 123
- visuals, 34

### academic degrees, 75

### acknowledgments

- description, 140
- examples, *142*, *143*
- order of appearance, 65
- relationship to preface, 140

### acronyms

- abstract, 118
- description, 265
- keywords, 119
- list of, 205
- list(s) of figures and tables, 132
- table of contents, 123

- acronyms (continued)  
 title and subtitle, 73
- AD-A 423 966, 85
- administrative information. *See*  
 preface
- administrative/operational use, 88
- aircraft, 300
- American National Standards  
 Institute (ANSI). *See specific  
 standard*
- ANSI Z39.18-1987, 4
- ANSI/NISO Z39.14-1997, 7, 117
- ANSI/NISO Z39.18-1995, 5, 24,  
 248
- ANSI/NISO Z39.18-2005  
 abstracts, 117  
 acknowledgments, 140  
 appendixes, 187  
 authors, 74  
 back cover, 68  
 back matter of technical report,  
 187  
 bibliography, 192  
 body of technical report, 145  
 conclusions, 158  
 copyrights, 68  
 description, 5  
 disclaimers, 67  
 distribution list, 219  
 equations, 57  
 executive summary, 146  
 figures, 36, 44, 47  
 footnotes, 36  
 foreword, 133  
 front matter, 65  
 glossary, 209  
 image area, 52  
 index, 213  
 introduction, 149  
 list(s) of figures and tables, 125
- ANSI/NISO Z39.18-2005  
 (continued)  
 methods, assumptions, and  
 procedures, 156  
 organization of technical  
 reports, 24  
 page column format and line  
 length, 50  
 preface, 138  
 publication of, xxiv  
 recommendations, 158  
 references, list of, 167  
 report documentation page  
 (Standard Form 298), 117  
 results and discussion, 157  
 subordination in technical  
 reports, 25  
 symbols, abbreviations, and  
 acronyms, list of, 205  
 table of contents, 119  
 tables, 36  
 typography, 52
- ANSI/NISO Z39.23-1997, 7, 69
- Anti-Deficiency Act, 235
- appendixes  
 description, 187  
 examples  
 classified technical report  
 decimal numbering format,  
*199, 200, 202*  
 typographical progression  
 format, *192, 193, 195*  
 unclassified technical report,  
*190, 197*  
 list(s) of figures and tables, 132  
 order of appearance, 187  
 table of contents, 123  
 use of, 245  
 visuals, 34, 36
- applied research, 13

Arms Export Control Act, 92  
 atomic energy information, 83, 94,  
 96  
 audience for technical reports, 245  
 author(s)  
   appearance in foreword, 133  
   audience for book, xxiii  
   classified technical reports, 21  
   description, 73  
   distribution list, 85  
   front cover and title page, 66  
   publishing requirements, 9  
   relationship to performing  
     organization, 245  
   report documentation page  
     (Standard Form 298), 108

## B

back matter of technical report,  
 187  
 basic research, 12, 89  
 bibliography  
   comparison with list of  
     references, 167  
   description, 192  
   examples, 204-207  
   order of appearance, 187  
 blank pages, 57  
 body of technical report  
   description, 145  
   examples, 159, 163, 167, 171  
 boldface type, 246  
 brand names, 67

## C

capitalization, 247, 249, 251  
 caution (technical manual), 2, 3  
 chemical names and abbreviations,  
 298, 298

*Chicago Manual of Style, The*, 304  
 civilian job titles, 75  
 classified technical reports  
   abstract, 33, 117, 119, 121  
   acknowledgments, 141, 143  
   appendixes  
     examples  
       body of unclassified  
         appendix, 193, 200  
       classified appendix, 195,  
         202  
       cover sheet of unclassified  
         appendix, 192, 199  
     format, 189  
   author responsibilities, 21  
   availability on STINET, 234,  
     244  
   back cover, 68, 111  
   back of title page, 109  
   bibliography, 199, 205, 207  
   blank pages, 57  
   body of technical report, 163,  
     171  
   compilation of information, 56  
   DEA sensitive information, 80  
   description, 20  
   destruction, 98  
   disclaimers, 67  
   distribution  
     contractor restrictions, 16  
     distribution statement  
       limitations, 89, 90  
     foreign national restrictions,  
       20  
     GIDEP prohibition, 16  
     preparing organization  
       responsibility, 15  
   distribution list, 223, 225, 227  
   distribution statements, 85, 87  
   document control number, 71

classified technical reports  
 (continued)  
 downgrade, declassify, and  
 related markings, 93  
 equations, 59, 60  
 errata, 62, 63  
 examples. *See specific example*  
 executive summary, 33, 147,  
 150, 154  
 export control notice, 91  
 figures, 48  
 footnotes, 38, 61, 62  
 foreign government and NATO  
 information, 99  
 foreword, 136, 143  
 FOUO information, 79  
 front cover, 105  
 glossary, 209, 215, 217  
 headings  
     appearance, 27, 28, 33  
     examples, 29, 33  
 index, 218, 220, 222  
 inside front cover, 68, 107  
 intelligence control markings,  
 81  
 list(s) of figures and tables  
     description, 132  
     examples, 135, 136, 138, 139  
 lists, 30, 32, 34, 35  
 mailing, 17  
 markings  
     basic requirements, 22, 68  
     description, 25  
     noncommercial data and  
     software, 84  
     report documentation page  
     (Standard Form 298), 116  
 original and derivative  
     classification, 22  
 overall classification, 66, 76  
 page format, 50, 53, 55, 56

classified technical reports  
 (continued)  
 page numbers, 53  
 paragraphs, 28  
 preface, 140, 143  
 reasons for classifying, 21  
 references, list of, 176, 178,  
 180, 181  
 report documentation page  
     (Standard Form 298), 102,  
     107  
 security review, 11  
 submission to DTIC, 239  
 symbols, abbreviations, and  
     acronyms, list of, 208, 211,  
     213  
 table of contents  
     description, 123  
     examples, 127, 128, 130, 131  
 tables, 51  
 title and subtitle, 73  
 title page, 106  
 unclassified controlled  
     information, 77  
 visuals  
     examples, 40, 43, 45  
     markings, 38  
     page classification, 41  
     warning notices, 83  
 Commerce, Department of, 14, 91,  
 235  
 Commerce Control List, 14, 91  
 Communications Security  
     (COMSEC) material, 83  
 compounding rules, 264  
 Computer Security Act of 1987,  
 77, 81  
 conclusions, 145, 157  
 consultants. *See* contractors and  
     consultants  
 contract number, 107, 139

- Contract Security Classification Specification, 93, 94, 96
- contracting officer's technical representative (COTR), 10, 89
- contractions, 247
- contractors and consultants
  - COMSEC material, 83
  - intelligence control markings, 82, 115
  - performance evaluation, 88
  - technical reports
    - authorship, 74
    - back of title page, 69
    - cover and title page, 102
    - inside front cover, 67
    - seals/emblems and logos, 101
- controlling office, 89
- copyrights
  - authors, 74
  - description, 68
  - figures and tables, 176
  - notices, 67, 84
  - report documentation page (Standard Form 298), 109
- corporate author, 74, 245, 246
- cover
  - See also* title page
  - back
    - DEA sensitive information, 80
    - description, 68
    - DoD UCNJ, 81
    - examples, *110, 111*
    - mention, 223
    - order of appearance, 65, 187
    - overall classification, 76
    - seals/emblems and logos, 101
    - technical report number, 70
    - unclassified controlled information, 77
  - cover (continued)
    - back (continued)
      - unclassified sensitive information, 81
    - front
      - authors, 74, 75
      - DEA sensitive information, 80
      - description, 65
      - distribution statement, 85
      - DoD UCNJ, 81
      - downgrade, declassify, and related markings, 93
      - examples, *103, 105*
      - export control notice, 91
      - foreign government and NATO information, 99
      - mention, 108, 223
      - notice, 56, 57
      - order of appearance, 65
      - overall classification, 76
      - restrictive markings on
        - noncommercial data and software, 66, 84
      - seals/emblems and logos, 101
      - technical report number, 70
      - unclassified controlled information, 77
      - unclassified sensitive information, 81
      - warning notices, 82
    - inside back, 68
    - inside front, 65, 67, *107*
  - cover sheet on appendixes, 189, *192, 199*
- Critical Nuclear Weapon Design Information (CNWDI), 83
- critical technology, 87, 91

## D

- data item description (DID), 10
- data rights, Government, 84
- date of determination, 89
- decimal numbering format  
*See also* page format;  
 typographical progression  
 format
- abstract, *120, 121*
- ANSI/NISO Z39.18-2005  
 specification, xxvi
- appendixes  
 description, 188  
 examples, *197, 199, 200, 202*
- bibliography, *206, 207*
- body of technical report, *167, 171*
- description, 31
- distribution list, *226, 227*
- errata, 62, 63
- examples. *See specific example*
- executive summary, *147, 152, 154*
- footnotes, 61
- glossary, *210, 216, 217*
- headings, 31, 33
- index, *221, 222*
- introduction, 156
- list(s) of figures and tables, *133, 137-139*
- lists, 34, 35
- page format, 53
- pages, 50
- paragraphs, 34
- references, list of, *166, 179, 180*
- symbols, abbreviations, and  
 acronyms, list of, *209, 212, 213*
- table of contents, *125, 129-131*
- visuals, 37
- Defense (DoD), Department of  
*See also* Defense Technical  
 Information Center (DTIC);  
*other specific agencies and  
 subject matter*
- audience for book, xxiii
- authors, 73
- Director, Defense Research and  
 Engineering, 233
- Militarily Critical Technologies  
 List, 11, 14
- scientific and technical  
 information program, 8, 236
- standards for technical reports, 4
- Unclassified Controlled Nuclear  
 Information, 77, 81
- Under Secretary of Defense for  
 Acquisition, Technology and  
 Logistics, 233
- Defense Digital Library Research  
 Service (DDLRS), 244
- Defense Federal Acquisition  
 Regulation Supplement  
 (DFARS), 69, 84, 235
- Defense Logistics Agency, 16
- Defense Security Service (DSS),  
 16
- Defense Technical Information  
 Center (DTIC)  
*See also* libraries
- abstracts, 118
- accessioned document (AD)  
 number, 175, 238
- central repository for STI, xxv
- core collections, 237
- distribution list, 221
- distribution of technical reports,  
 16, 85, 235, 242
- Form 55, 17, 18, 19, 236
- Handle Service, 244

- Defense Technical Information  
 Center (DTIC) (continued)  
 independent research and  
 development (IR&D)  
 database, 239  
 Information Analysis Centers  
 (IAC's), 234, 240  
 literature search, 156  
 mailing address, 239  
 Militarily Critical Technologies  
 List (MCTL), 92  
 overview, 233  
 QuestionPoint ("Ask a  
 Librarian"), 244  
 registrants, 242  
 registration with, 242  
 report documentation page  
 (Standard Form 298), 102  
 Research and Development  
 Descriptive Summaries  
 (RDDS) database, 240  
 research at, 243  
 research summaries (RS)  
 database, 239  
 Scientific and Technical  
 Information Network  
 (STINET), 234, 243  
 submission guidelines, 238  
 technical report (TR) database,  
 4, 175, 236, 238  
 technical review process, 11  
 definition of a technical report, 1  
 Department. *See other part of title*  
 design of technical reports, 25  
 destruction notice, 66, 98  
 Developing Science and  
 Technologies List, 92  
 DFARS 227.71, 84  
 DFARS 227.72, 84  
 DFARS 235.010, 235  
 DFARS 252.227-7013, 84  
 DFARS 252.227-7014, 84  
 DFARS 252.227-7018, 84  
 DFARS 252.235-7011, 235  
 digital-access information, 169  
 digital technical reports, 6  
 disclaimers, 67  
 distribution and duplication notice,  
 83  
 distribution list  
 description, 218  
 document control number, 71  
 examples, 224-227  
 mention, 85  
 order of appearance, 187  
 distribution of technical reports  
 basic guidelines, 15  
 external distribution, 16  
 foreign distribution, 17  
 internal distribution, 16  
 primary distribution, 15, 61, 85  
 secondary distribution, 17, 85,  
 235  
 distribution statements  
 checklist, **86**  
 date of determination, 89  
 definitions of reasons for  
 limiting distribution of  
 technical reports, 87  
 description, 85, 89  
 examples, **85**  
 front cover and title page, 66  
 noncommercial data and  
 software, 84  
 report documentation page  
 (Standard Form 298), 109  
 review, 12  
 selection, 10  
 use of, 157  
 document control number, 66, 71  
 DoD 3200.12, 235, 236, 238  
 DOD 5200.1-PII, 76, 93, 95

DOD 5200.1-R  
 destruction notice, 98  
 distribution statement F, 90  
 foreign government and NATO  
 information, 99  
 reference, 76  
 unclassified controlled  
 information, 77  
 DoD 5210.2, 83  
 DOD 5220.22-M, 93, 98  
 DoD 5230.25, 88, 90, 92  
 DoD Unclassified Controlled  
 Nuclear Information (DoD  
 UCNI), 77, 81  
 DODD 5230.9, xxv, 89  
 DODD 5230.11, 82  
 DODD 5230.24, 85  
 downgrade, declassify, and related  
 markings, 93, **96**  
 Drug Enforcement Administration  
 (DEA), 77, 80

## E

editor's and illustrator's marks,  
 249, 250  
 editors  
 acknowledgments, 140  
 audience for book, xxiii  
 mention, 23, 74  
 preface, 137, 140  
 responsibilities, 9  
 review of technical reports, 11  
 elements of a technical report, **24**  
 emblems/seals, 66, 101  
 emphatic phrases, 246  
 Energy (DoE), Department of,  
 xxiv

equations, 26, 34, 57, 60  
 errata, 61, 63  
 exclamatory sentences, 247  
 Executive Order 12958, 95, **96**  
 Executive Order 13292  
 description of classified  
 information, 20  
 downgrade, declassify, and  
 related markings, 93, 94, **96**  
 executive summary  
 audience, 245  
 classified technical reports, 33  
 color paper, 56  
 comparison with abstract, 117  
 description, 146  
 examples, *148, 150, 152, 154*  
 length, 245  
 order of appearance, 145  
 recommendations, 158  
 standalone element, 123, 147  
 table of contents, 123, 132  
 visuals, 34, 36  
 Export Administration Act of  
 1979, 92  
 Export Administration  
 Regulations, 92  
 export-controlled information  
 determination, 10  
 distribution  
 contractor eligibility, 16  
 critical technology, 88  
 direct military support, 88  
 distribution statement A, 89  
 distribution statement X, 90  
 distribution statements B, C,  
 D, and E, 90  
 DTIC Form 55, 17  
 NNPI, 83  
 notice, 66, 82, 91

export-controlled information  
(continued)  
review, 14

## F

### figures

*See also* tables; visuals  
appendixes, 189  
callouts, 47  
classification markings, 26, 48  
color, 47  
complementary role, 247  
components, 48  
description, 41  
errata, 62  
examples. *See specific example*  
footnotes, 47, 61  
indexing, 218  
information absorption, 46  
information retention, 46  
references, 176  
results and discussion, 157  
standalone elements, 132  
titles, 26

### footnotes

citations, 162  
classification markings, 26  
classified technical reports, 38  
description, 36, 61  
examples, 62  
figures, 47  
tables, 49

### For Official Use Only (FOUO)

information, 77, 98

### foreign nationals, organizations,

and governments  
abbreviations, **114**, 114  
classification levels, **99**

foreign nationals, organizations,  
and governments (continued)  
distribution of technical reports,  
89  
information, 87, 99  
intelligence control markings,  
82, 115  
NNPI, 83

### foreword

comparison to  
acknowledgments, 140  
description, 133  
examples, 142, 143  
order of appearance, 65  
format and subordination of  
technical reports  
*See also* decimal numbering  
format; page format;  
typographical progression  
format  
description, 25

Freedom of Information Act  
(FOIA), 77, 235, 236

front matter of technical report, 65

## G

gender-oriented language, 246

Global Reference Network, 244

### glossary

description, 209  
examples, 214-217  
order of appearance, 187  
Government data rights, 84  
Government-Industry Data  
Exchange Program (GUIDEP), 16  
Government Purpose Rights, 84  
grant number, 107, 139

## H

Handle Service, 244

headings  
 classification markings, 26  
 description, 27, 31  
 examples, 29, 33  
 typography, 52

Homeland Security (DHS),  
 Department of, xxiv

## I

illustrators  
*See also* editors  
 acknowledgments, 140  
 audience for book, xxiii  
 mention, 23, 74  
 responsibilities, 9

independent research and  
 development (IR&D)  
 DTIC database, 239  
 mention, 108  
 review of technical reports, 11  
 STINET, 243, 244

index  
 description, 213  
 examples, 219-222  
 order of appearance, 187

informal terms, 248

Information Analysis Centers  
 (IACs), 234, 240

initialisms, 265

intelligence control markings  
 abbreviations, 26, 27  
 description, 81  
 front cover and title page, 66  
 report documentation page  
 (Standard Form 298), 109

intelligence sources and methods,  
 82

Interagency Security Classification  
 Appeals Panel (ISCAP), 95

International Exchange Program,  
 88

International Organization for  
 Standardization (ISO), 15

International Traffic in Arms  
 Regulations, 92

introduction, 118, 145, 147

italic, 246, 300

## J

jargon, 246

Joint Certification Program (JCP),  
 U.S./Canada, 17

Justice, Department of, 77

## K

keywords, 116, 118

## L

leaders (format), 123, 132

legal counsels, 14, 16

letter designations, 301

librarians, xxiii

libraries  
*See also* Defense Technical  
 Information Center (DTIC)  
 abstracts, 118  
 distribution list, 222  
 internal distribution, 16  
 literature search, 156  
 QuestionPoint (“Ask a  
 Librarian”), 244  
 report documentation page  
 (Standard Form 298), 102  
 technical review process, 11

list(s) of figures and tables  
*See also* table of contents  
 consistency with table of  
 contents, 125

- list(s) of figures and tables
  - (continued)
  - description, 125
  - examples
    - classified technical report, *135, 136, 138, 139*
    - unclassified technical report, *134, 137*
  - order of appearance, 65
- lists
  - classification markings, 26
  - description, 30, 34
  - examples, 32, 35
  - recommendations, 158
- logos, 66, 101

## M

- measure, terms of, 285
- measurement, units of, **286**, 286
- measurements, 156
- memorandums, 3, 61
- metadata, 5
- methods, assumptions, and
  - procedures, 145, 156
- MIL-STD-847, 4
- MIL-STD-38784, 2, 32
- Militarily Critical Technologies
  - List, 11, 14, 92
- military or space applications, 91
- military organizations, names of, 249
- military titles, **75**, 75, 264
- multimedia, 7, 33
- Munitions List, U.S., 14, 91

## N

- National Information Standards
  - Organization (NISO)
    - See also specific standard*
    - metadata description, 5
    - standards development, 4
- National Institute of Standards and
  - Technology (NIST), 114
- National Technical Information
  - Service (NTIS), 175, 235
- Naval Nuclear Propulsion
  - Information (NNPI), 83
- Navy (DoN), Department of the,
  - xxvi
  - noncommercial data, 66, 84
  - non-prior technical reports, 6, 69
- Non-secure Internet Protocol
  - Router Network (NIPRNet), 243
- North Atlantic Treaty Organization
  - (NAATO)
    - See also* foreign nationals, organizations, and governments
    - controlling office, 89
    - information, 99
    - member country abbreviations, **114**, 114
  - note (technical manual), 2, 3
  - notices, 66, 67, 76
  - numerals, 301

## O

- OPNAVINST 5510.161, 92
- order of appearance of elements of
  - a technical report, **24**
- organization of technical reports, 23
- originator-controlled information, 82, 115

**P**

## page format

*See also* decimal numbering  
format; typographical  
progression format

column format and line length,  
50

description, 50

examples. *See specific example*

image areas and margins, 52,  
53, 54, 55

page numbers, 53, 66

printers and paper and ink, 56  
typography, 50

paper and ink technical reports, 6,  
23

paragraphs, 26, 28, 34

patentable information, 10, 14, 16,  
88

## performing organization

distribution list, 221

document control number, 71

front cover and title page, 66, 72

preface, 140

relationship to author(s), 245

report documentation page

(Standard Form 298), 108

technical report number, 70

## person (grammar)

*See also* tense (grammar); voice  
(grammar)

abstract, 119

acknowledgments, 141

conclusions, 158

executive summary, 147

foreword, 136

introduction, 156

methods, assumptions, and  
procedures, 157

preface, 140

person (grammar) (continued)

recommendations, 158

results and discussion, 157

technical reports, 245

## Portable Document Format (PDF)

files, 15, 239

## preface

description, 137

downgrade, declassify, and  
related markings, 94

examples, 142, 143

export control notice, 92

mention, 108

order of appearance, 65

relationship to foreword, 133

technical report number, 70

title and subtitle, 73

premature dissemination, 88

print technical reports, 6, 23

printers (occupation), xxiii

Privacy Act, 77, 78, 220

program element number, 107, 140

project and program managers, 10

project number, 107, 140

pronouns, 245, 246

proper names, derivatives of, 249

proprietary data/information, 82,

87, 115, 157

publication date, 66, 72, 102

publishers, xxiii

publishing requirements, 8

**Q**

QuestionPoint ("Ask a Librarian"),  
244

questions, use of, 247

**R**

recommendations, 119, 145, 158

- redundancy, 247  
 references, 156, 175, 188  
 references, list of  
   comparison with bibliography, 192  
   description, 161  
   examples  
     classified technical report, 178, 180  
     list, **181**  
     unclassified technical report, 177, 179  
   number-identification system, 194  
   order of appearance, 145  
 report documentation page (Standard Form 298)  
   administrative information, 139  
   description, 102  
   examples, 112, 113  
   order of appearance, 65  
   title and subtitle, 73  
 report number. *See* technical report number  
 Research and Development Descriptive Summaries (RDDS), 240  
 research, development, test, and evaluation (RDT&E), 8  
 restricted data and formerly restricted data, 83, 94, 96  
 results and discussion, 145, 157  
 review of technical reports, 10, 11, 12, 14
- S**
- scientific and technical information (STI), xxiii, xxv, 8, 233  
 Scientific and Technical Information Network (STINET), 234, 243  
 scientific and technical reports. *See specific subject*  
 scientific and technical terms, 264  
 scientific names, 249, 301  
 scientific papers, 1  
 seals/emblems, 66, 101  
 SECNAVINST 5510.36, 98  
 Secret Internet Protocol Router Network (SIPRNet), 244  
 Sensitive But Unclassified (SBU) information, 77, 80  
 serial number, 66, 71, 223  
 series number, 66, 68  
 series of technical reports, 73  
 service names, 247  
 sexually biased language, 246  
 ship names, 247  
 slang terms, 248  
 Small Business Innovation Research Program, 84  
 software, 66, 84, 88  
 spacecraft, 300  
 Special Nuclear Material (SNM), 81  
 sponsoring/monitoring organization  
   distribution list, 220  
   front cover and title page, 72  
   preface, 140  
   report documentation page (Standard Form 298), 108  
   technical report number, 70  
 Standard Form 298. *See* report documentation page (Standard Form 298)  
 standardization, xxiii-xxv, 4

- State, Department of  
 foreign country abbreviations, 114  
 Sensitive But Unclassified information, 77, 80  
 U.S. Munitions List, 14, 91
- STI Handbook*  
 description, xxvi  
 reference, 8, 76, 85, 93
- style, 248
- style manuals, other, 305
- subject terms, 116
- subordination and format of technical reports  
*See also* decimal numbering format; page format; typographical progression format  
 description, 25
- subparagraphs, 31
- subtitle of technical report, 66, 72, 107, 118
- summary, executive. *See* executive summary
- supervisors, 10
- symbols, 205, 265. **286**
- symbols, abbreviations, and acronyms, list of  
 description, 205  
 examples, 210-213  
 order of appearance, 187
- T**
- table of contents  
*See also* list(s) of figures and tables  
 consistency with list(s) of figures and tables, 133  
 description, 119
- table of contents (continued)  
 examples  
 classified technical report, 127, 128, 130, 131  
 unclassified technical report, 126, 129
- headings at the same level, 120, 122
- minimum number of headings, 121, 124
- order of appearance, 65
- standalone element, 123
- tables  
*See also* figures; visuals  
 appendixes, 189  
 classification markings, 26, 51  
 color, 49  
 complementary role, 247  
 components, 51  
 description, 49  
 errata, 62  
 examples. *See specific example*  
 footnotes, 49, 61  
 indexing, 218  
 references, 176  
 results and discussion, 157  
 standalone elements, 132  
 titles, 26
- task number, 107, 140
- Technical Area Tasks (TATs), 240
- technical documents, other, 3
- technical information centers (TICs). *See* libraries
- technical manuals, 2-3
- technical papers, 1
- technical report number  
 ANSI/NISO Z39.23-1997, 7  
 back cover, 68  
 description, 69  
 foldouts, 41  
 front cover and title page, 66

- technical reports, scientific and.  
*See specific subject*
- technology transfer, 14
- tense (grammar)  
*See also* person (grammar);  
 voice (grammar)
- abstract, 119
- acknowledgments, 141
- conclusions, 158
- executive summary, 147
- foreword, 136
- introduction, 156
- methods, assumptions, and  
 procedures, 157
- preface, 140
- recommendations, 158
- results and discussion, 157
- terminology, use of, 246
- test and evaluation, 88
- title of technical report  
*See also* subtitle of technical  
 report
- back cover, 68
- description, 72, 73
- front cover and title page, 66
- keywords, 118
- report documentation page  
 (Standard Form 298), 107
- title page  
*See also* cover
- back
- description, 68
- examples, 108, 109
- order of appearance, 65
- front
- authors, 74, 75
- DEA sensitive information,  
 80
- description, 65
- distribution statement, 85
- DoD UCNI, 81
- title page (continued)
- front (continued)
- downgrade, declassify, and  
 related markings, 93
- examples, 104, 106
- export control notice, 91
- foreign government and  
 NATO information, 99
- mention, 108
- notice, 56, 57
- order of appearance, 65
- overall classification, 76
- restrictive markings on  
 noncommercial data and  
 software, 66, 84
- seals/emblems and logos, 101
- technical report number, 70
- unclassified controlled  
 information, 77
- unclassified sensitive  
 information, 81
- warning notices, 82
- titles of persons, 251
- tone, 245
- trade names, 67, 157
- trade secrets, 82
- transmittal letters, 17
- turnpage, 39
- typographical progression format  
*See also* decimal numbering  
 format; page format
- abstract, 120, 121
- ANSI/NISO 739.18-2005  
 specification, xxvi
- appendixes
- description, 188
- examples, 190, 192, 193, 195
- bibliography, 199, 204, 205
- body of technical report, 159,  
 163
- description, 27

typographical progression format  
 (continued)  
 distribution list, 223, 224, 225  
 errata, 61, 63  
 examples. *See specific example*  
 executive summary, 147, 148,  
 150  
 footnotes, 61  
 glossary, 210, 214, 215  
 headings, 27, 29  
 index, 218, 219, 220  
 introduction, 156  
 list(s) of figures and tables, 133,  
 134-136  
 lists, 30, 32  
 page format, 53  
 pages, 50  
 paragraphs, 28  
 references, list of, 166, 177, 178  
 symbols, abbreviations, and  
 acronyms, list of, 208, 210,  
 211  
 table of contents, 124, 126-128  
 visuals, 37

## U

unclassified controlled information  
 abstract, 117  
 acknowledgments, 141  
 back cover, 68  
 description, 76  
 distribution, 89  
 executive summary, 147  
 foreword, 136  
 front cover and title page, 66  
 preface, 140

unclassified sensitive information,  
 77, 81  
 underlining, 246  
*United States Government Printing  
 Office Style Manual*, 58, 75, 248  
 U.S. Munitions List, 14, 91

## V

vessels, 300  
 viewgraph compilations, 47, 247  
 visuals  
*See also* figures; tables  
 color, 56  
 complementary nature of, xxvi  
 description, 34  
 examples. *See specific example*  
 executive summary, 56  
 facing pages, 41, 42, 43  
 foldouts, 41, 44, 45  
 numbering and titling, 37  
 orientation, 39, 40  
 subfigures and subtables, 38,  
 42, 43  
 typography, 52  
 voice (grammar)  
*See also* person (grammar);  
 tense (grammar)  
 active vs. passive, 246

## W

warning (technical manual), 2, 3  
 warning notices  
 abbreviations, 26, 27, 115  
 description, 82  
 front cover and title page, 66  
 work unit number, 107, 140