

Report of the Task Force on CRC Publications



Ottawa, July 1997

CRC Communications
Research Centre
Centre de recherches
sur les communications

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Report of the Task Force on CRC Publications

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1. Introduction

1.1 Objectives and scope

The current *CRC Publication Policy and Procedures* was approved in 1991. Although it is still valid for most aspects, it needs to be updated and clarified.

This document makes recommendations to improve specific issues. The *CRC Publication Policy and Procedures* is a more comprehensive document. It will be amended once the proposed modifications of the Task Force are approved by the CRCMC.

The Task Force addressed issues relating to:

- (a) CRC publications in open literature,
- (b) official CRC publications (CRC Reports and Technical Notes), and
- (c) proceedings of conferences sponsored by CRC.

Technical memorandum, contractor reports and external presentations (including contributions to International Organizations) are still adequately covered in the 1991 Policy and are not affected by the recommendations. Distribution of electronic information (through the Web, CD-ROMs, software, etc.) is left for discussion by a proposed CRC Task Force on Multimedia Distribution.

1.2 Purpose of CRC publications

CRC publishes to meet the following objectives:

- (a) to disseminate technical information useful to the scientific community and to the industry,
- (b) to gain recognition for CRC researchers, and
- (c) to serve as a marketing tool for attracting private sector interest to CRC technologies and services.

To reach these objectives, CRC publications should be widely distributed to provide maximum visibility, and it should be done in a professional format that will enhance the corporate identity. However, CRC has to be careful not to prematurely publish any sensitive information that should be protected through patent applications or as trade secrets. Without proper protection the IP value would be diminished and lose its attractiveness to the private sector.

1.3 Background and current situation

About 200 papers are authored or co-authored by CRC employees each year and published in scientific journals and conference proceedings. These publications usually have worldwide distribution and provide the necessary visibility.

CRC co-sponsors a few conferences each year. The proceedings are distributed to the participants who come from around the world.

CRC also publishes CRC Reports and Technical Notes that are perceived by our scientists as valuable sources of information on their research projects. Unfortunately, their distribution is quite limited and they

do not provide as much visibility as open literature publications. Translation delays and costs have also contributed to discourage the production of documents under these two series. Table 1 below shows the number of CRC Reports and Technical Notes published in the past 12 years.

	Total # of CRC Reports	Total # CRC Technical Notes
1996	9	3
1995	6	1
1994	4	0
1993	4	3
1992	4	4
1991	7	0
1990	3	0
1989	0	0
1988	3	0
1987	10	0
1986	11	0
1985	19	1

Table 1. Number of CRC publications

2. CRC Reports and Technical Notes

2.1 Current procedures

2.1.1 Preparation and publishing

To ensure uniformity of presentation, authors of CRC Reports and Technical Notes are required to use the document layout presented in *CRC Publication Policy and Procedures*. They can use the software of their choice (Latex, PostScript, Word, etc.). The CRC Library assigns a document number and Graphics Arts provides the cover pages. The documents are currently produced in the official language of the author's choice with abstracts in both official languages. (Although the current policy stipulates that the documents would be translated if there are enough requests, there have not been any bilingual Reports or Technical Notes in the past ten years. See Table 2 below).

CRC research branches are responsible for the electronic publishing of their Technical Notes and Reports on their web pages.

	Total # of CRC Reports & Technical Notes	# of Bilingual	# of DND supported
1996	12	0	6
1995	7	0	4
1994	4	0	3
1993	7	0	6
1992	8	0	0
1991	7	0	6
1990	3	0	2
1989	0	0	0
1988	3	0	3
1987	10	0	9
1986	11	6	5
1985	20	3	7

Table 2. Number of bilingual and DND sponsored publications

2.1.2 Distribution

DND handles the distribution of the CRC Reports and Technical Notes that they sponsor. That accounts for more than 50% of the total number of publications (see Table 2). The CRC Library receives 6 copies of every document that is not sponsored by DND. Three copies are kept at the CRC Library and the others are forwarded to the National Library of Canada, to the Canadian Institute for Scientific & Technical Information (CISTI), and to Industry Canada's main library. The authors distribute most of the other copies themselves. It is perceived as a good way to establish contacts. Although it is an acceptable solution when our workforce is stable, we have to take into account that many of our scientists can no longer be reached because they have either recently retired or moved to other organizations.

Three CRC Reports and one Technical Note are currently available on the Internet. The CRC Library receives the files from the authors and makes them available in PostScript and Adobe Acrobat format through its Virtual Library web pages.

2.1.3 Publication costs

The research branches are responsible for the cost of printing the CRC Reports and Technical Notes. These documents are distributed free of charge because it ensures greater visibility and because the market is relatively small for such technical publications. Academic and public libraries do not pay for federal publications. Corporate and ministerial libraries pay only the equivalent of the publishing costs (about 20%). CRC can therefore not expect to generate substantial revenues from libraries. The small remaining market for such technical documents and the bureaucracy associated with revenue generation reduces the interest for the pricing alternative.

2.2 Proposed procedures

2.2.1 Compliance to policies and regulations

The CRC publications policy will comply with the Treasury Board policy on Publishing which defines the requirements for distribution, official languages, copyright protection, and identification of government documents. CRC Reports and Technical Notes will be published in one official language with an abstract in the other, in conformity with Chapter 1-1, section 4 of the TB manual on Official language relating to the *Policy on Communications with the Public*. This document states that ... "When the communication is directed to a specific public whose linguistic preferences are known ... the communication must be in accordance with these preferences. Such communications include invitation to meetings, proceedings, ... and scientific, technical and professional publications."

The policy will also comply with the requirements of the Depository Services Program (DSP). All government organizations have to provide copies of publications to the libraries registered under to the Depository Services Program. More than 950 libraries in Canada and around the world are entitled to receive copies of federal publications, but only between 100 and 175 usually express interest in highly technical titles. The DSP is currently managed by Public Works & Government Services Canada (PWGSC). It ensures efficient and timely access to federal publications for Canadians, foreign national libraries and universities that have Canadian studies programs.

All reports will be clearly marked copyright protected and the corporate signature will conform to the requirements of the Federal Identity Program.

2.2.2 Distribution

Releasable CRC Reports and Technical Notes will be differentiated by their content and by their distribution mechanism. Conditionally releasable CRC Reports and Technical Notes will only be differentiated by their content.

Releasable CRC Reports will be distributed through the official channels. CRC will inform Public Works and Government Services Canada (PWGSC) of its intention to publish a CRC Report and obtain an ISBN number. At least 125 copies of the non-classified reports will be sent to PWGSC for distribution, along with a written ministerial authorization to release the documents in only one official language. The reports will be listed in the *Weekly Checklist of Canadian Government Publications*, and libraries registered under the Depository Services Program will be able to request a copy from PWGSC. After 14 weeks, surplus copies will be returned to CRC where they will be kept to satisfy future requests for distribution.

CRC Technical Notes and conditionally releasable CRC Reports will continue to be distributed by the authors. The CRC Library will forward copies of releasable Technical Notes to the main Industry Canada library, to CISTI and to the National Library of Canada.

CRC Reports and Technical Notes will be offered at no cost and CRC will be responsible for their publication. If the volume of demands or requests for translation necessitates that the research branches absorb significant incremental costs, CRC will then consider selling its Reports and Technical Notes.

Reports containing proprietary IP will only be released in confidence via a non-disclosure agreement administered by DCD.

CRC will encourage the branches to distribute their releasable CRC Reports and Technical Notes in electronic format from their web sites. The web address will be added to the CRC Publication Approval and Record Form. The branches will select the format in which they want to publish (ex. HTML, PDF, PostScript) and will be responsible for its consistency.

2.2.3 Document design

All CRC Reports and Technical Notes are to adopt the same design as the one used for the *CRC Publication Policy and Procedures*. The CRC Library will provide support to insure

- that the master copy has the approved cover page with proper layout (see Appendix 4),
- that an abstract is available in both official languages,
- that the ISBN (for CRC Reports) and copyright notice have been included on the back of the title page,
- that the requirements of the Federal Identity Program are met, and
- that all publication numbers (CRC's and ISBN) are adequate.

3. Conferences co-sponsored by CRC

3.1 Current procedures

The proceedings of conferences co-sponsored by CRC are distributed by the research branches involved in the preparation of the conference. The publishers of INSPEC, Engineering Index and the Aerospace Database do not receive copies. Therefore, proceedings such as the International Mobile Satellite Conference, Wireless, HDTV, and ANTEM are not brought to their attention and are not indexed in these major engineering databases.

3.2 Proposed procedures

Six copies of the proceedings of the conferences sponsored by CRC will be sent to the CRC Library. One copy will remain in its collection and the others will be sent to INSPEC, to Engineering Index and to the Aerospace Database with a covering letter to request that these proceedings be indexed in their databases. CISTI and the main Industry Canada library will also receive a copy.

4. List of CRC publications

4.1 Current procedures

The CRC Library maintains a list of CRC Reports and Technical Notes. The Library also requests electronic input from the research administrative assistants to maintain a list of publications in the open

literature. Updating the list of CRC publications in the open literature is difficult because of the irregular input and different formats used by the research branches. Each year, CRC authors prepare between 150 and 200 papers to be published in scientific journals or in conference proceedings. The papers are initially listed as being submitted. Then the list is modified when they are accepted for publication. It is modified again when the papers are published and full bibliographic references are added.

4.2 Proposed procedures

A master list of all CRC publications will be compiled from the Level 1 reports and a common reporting format will be defined for our organization. The electronic lists from the research branches for each reporting period will be sent to the CRC Library where they will be merged and posted on the web and on the DCD IP database. Lists by Directorates should also be available from the branches web pages to provide a more direct access for clients interested in specific topics.

5. Intellectual property protection

The CRC Publication Approval and Record Form will be modified to address some concerns that intellectual property (IP) information may be released without protection. The new form will certify that documents contain no IP that needs protection. Documents that are suspected to need some form of IP protection will be sent to DCD for advice, at the same time that they are given to an internal editor and reviewer. This will allow DCD to seek an accelerated provisional IP protection, if deemed desirable, before the document is formally submitted to a publisher. This way, CRC will not forfeit its right to file a patent application as soon as a document is sent to a publisher, while having adequate time to assess the merits of investing in formal patent protection, after the document is submitted to a publisher. No additional delay in the publication approval process will be incurred by the DCD review, as this will take place in parallel to that of the internal reviewer and editor.

6. Electronic distribution of information

Electronic publishing now provides new ways of distributing information. CRC is taking advantage of the possibilities of Internet and CD-ROM publishing to increase its visibility in the national and international R&D arena and to promote and distribute its products. Some CRC Reports and Technical Notes, along with lists of CRC publications are now available on the Internet. Web pages provide information on research activities and services. Software is distributed on CD-ROMs and through the Internet. These initiatives should be encouraged, but parameters need to be established to preserve corporate identity and protect intellectual property.

It is therefore recommended that a task force on CRC distribution of electronic information be created to study these issues. It may be necessary to obtain legal advice on the possibility of posting on the web CRC papers which have been published in the open literature (such as in IEEE publications).

7. Authorizations

7.1 Current procedures

Authors are responsible for providing the security classification level and identifying any restrictions applicable to distribution or intellectual property protection. Authors must also obtain approvals from their supervisor, and for some categories of documents, from a reviewer, from the editor, and from their VP (see Appendix 2).

7.2 Proposed procedures

A revised CRC Publication Approval and Record Form will be used for the authorization process. (see Appendix 3). It will certify that the documents to be released do not contain intellectual property information that needs to be protected.

Documents that are co-authored by CRC will have to be approved by the CRC author and his/her supervisor, even if the papers has been fully reviewed and approved in the main author's organization.

The reviewer and the editor should be two different persons. The reviewer verifies the technical content. The editor checks the typesetting, the layout and the orthography. Exceptionally, it will be possible for one person to accomplish both functions.

Abstracts will not need to be approved by the reviewer, editor or VP.

8. Resource requirements

No additional human resources should be required to implement the recommendations. The numbering, distribution and design issues associated with the CRC Reports and Technical Notes will involve additional work for the service that will be tasked with these responsibilities. However, most recommendations can be implemented through coordination of current efforts.

9. Recommendations

Recommendation #1

CRC should ask for a written ministerial authorization to release CRC Reports and Technical Notes only in one official language, with an abstract or a brief description in the other. The request will be based on a provision of the Treasury Board directives on official languages dealing with special publications for a specific public whose preferences are known.

Recommendation #2

If Recommendation #1 is approved, CRC should use the mechanisms provided by PWGSC for the distribution of releasable CRC Reports to provide more visibility, facilitate their distribution, and comply with the Treasury Board publishing policy. Alternatively, documents could be published as CRC Technical Notes and continue to be distributed as they currently are.

Recommendation #3

Six copies of the proceedings of the conferences co-sponsored by CRC should be sent to the CRC Library for distribution to CISTI, INSPEC, Engineering Index, the Aerospace Database, and to the main Industry Canada Library. A covering letter will request that the proceedings be indexed in their databases.

Recommendation #4

Authors should be encouraged to publish CRC Reports and Technical Notes in electronic format to increase CRC's visibility, broaden access to publications, and to support the recommendations of the Advisory Council on the Information Highway.

Recommendation #5

The CRC Library should be responsible for:

- issuing a CRC document number for CRC Reports and Technical Notes,
- interfacing with PWGSC when required,
- providing guidance for CRC Reports and Technical Notes before they are sent for publication in order to preserve CRC's corporate image, protect copyright, and ensure that an abstract is available in both official languages, and
- creating a list of CRC publications in the open literature, after receiving electronic input from the research branches.

Recommendation #6

The form for CRC Publication Approval and Record should be modified to draw more attention to the importance of IP protection and web publishing of CRC Reports and Technical Notes. The required approvals should also be changed for abstracts and for papers with non-CRC employees as main author. (see Appendix 3).

Recommendation #7

A Task Force on Multimedia Distribution should be created to study the issues related to the electronic distribution of information by CRC (through Internet, CD-ROMs, software, web sites, etc.)

10. Action plan

	July W4	Aug W2	Aug W4	Sept W2	Sept W4	Oct W2	Oct W4
CRCMC approval of the report	X						
Ministerial approval & letter			X				
Modifications to existing policy				X			
CRCMC approval of the new policy						X	
Information to CRC authors							X

Conclusion

The proposed modifications to the CRC Publications Policy can be achieved through

- a) better utilization of existing distribution channels and indexing services,
- b) coordination of local efforts to produce a list of publications and control documents layout,
- b) increased awareness in the research directorates with regards to IP protection and electronic publishing of CRC Reports and Technical Notes, and
- c) access to DCD expertise in asserting requirements for IP protection, when required.

The recommendations can be implemented by working smarter and without any additional monetary or human resources. The wide availability of manuals of procedures should facilitate the implementation of the recommendations.


Appendix 1
Publication Policy and Procedures (1991)

Department of Communications
Communications Research Centre

PUBLICATION POLICY AND PROCEDURES

Prepared by:
John S. Butterworth

Approved by:



M. Binder, ADMRS

June 7, 1991

Date



TO : All DGBT, DGCD, DGRC Staff

FROM : DGRC

SUBJECT: Publication Policy and Procedures

SECURITY-CLASSIFICATION-DE SECURITE
OUR FILE/NOTRE REFERENCE DSAT 3730-1
YOUR FILE/VOTRE REFERENCE
DATE July 9, 1991.

Attached you will find a copy of the new Publication Policy and Procedures document, prepared with the concurrence of all the research branches. The purpose of this document is to provide guidelines to CRC staff on the preparation, approval and distribution of CRC research publications. As you are probably aware, we have for some years been operating without clearly defined policies in this area. Our approval process was not clearly defined and the approval forms were out-of-date.

It is important for us to promote authorship of CRC publications. With almost fifty person-years dedicated to the Defence Recoverable Program and contracted research being done for many other government departments, CRC Technical Notes and Reports are the ideal means of providing clients with interim and final reports on contracted work. The importance of easily-identifiable CRC publications has also been highlighted by the recent Lortie Commission report and other similar surveys.

The introduction of the new Policy and Procedures document, the new cover design and the elimination of the requirement for simultaneous bilingual publication, should help all our authors take renewed interest in producing CRC Technical Notes and Reports.

KS McLean
for R.W. Breithaupt

Attachment
(N.B. - DRL and DSAT staff have already received copies)

FOREWORD

The aim of this document is to assist CRC personnel to prepare high-quality technical publications in a standardized and readily-recognizable format. It replaces its predecessor, prepared in 1972 by the late Ted Atkins, then head of the CRC Publications Section.

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1.0 INTRODUCTION

1.1 BACKGROUND

Very few CRC Technical Notes and CRC Reports have been produced during the last several years. A number of factors may have contributed to this. The first among these may have been the introduction of the requirement for simultaneous bilingual publication of reports. This is not a trivial requirement for highly technical matter and contributed to long and frustrating publication delays. A second factor may have been the lack of a well-defined and up-to-date policy and procedure guideline for preparation, approval and publication of reports. Thirdly, the standard cover design for our reports had not been updated and was unappealing.

It is important for us to re-establish authorship of these CRC publications. With almost fifty person-years dedicated to the Defence Recoverable Program and contracted research being conducted for many other government departments, CRC Technical Notes and Reports provide the ideal means of providing clients with interim and final reports on contracted work. The importance of easily-identifiable CRC publications has also been highlighted by the recent Lortie Commission report and other similar surveys.

The introduction of the new cover design, coupled with this document and its introduction of the new policy eliminating mandatory bilingual publication, should help our authors take renewed interest in producing CRC Technical Notes and Reports.

1.2 PURPOSE

The purpose of this document is to provide guidelines to CRC staff on the preparation, approval and distribution of formal CRC research publications issued under the authority of ADMRS.

1.3 SCOPE

The guidelines in this document extend to all formal publications, external presentations, contributions to standards organizations and contractor reports. The document includes a format guide but not a style guide. Readers are referred to the bibliography in Appendix D for appropriate style guides.

2.0 TYPES OF PUBLICATION

2.1 CRC REPORT

The CRC Report is a serially-numbered formal publication that reports upon the completion of a project task or study and thereby constitutes a permanent record. There is a minimum distribution list for this document series, given in Appendix A. The CRC

Report is normally placed in the public domain and may be cited as a literature reference*.

2.2 CRC TECHNICAL NOTE

The CRC Technical Note is a serially-numbered formal publication that reports upon any aspect of a project or study and may employ tentative or interim data. There is a minimum distribution list for this document series, given in Appendix A. The CRC Technical Note is normally placed in the public domain and may be cited as a literature reference*.

2.3 TECHNICAL MEMORANDUM

A Technical Memorandum (TM) is NOT a formal CRC publication. It is a working document produced in a laboratory during the course of a research project. Peer review is not mandatory and so TMs must not be cited in the open literature as a reference. Technical Memoranda are prepared by the staff of the directorate concerned. Distribution is determined by the author and TM's are available outside CRC only by special arrangement. A notice to this effect is included on the front cover. Copies held in the library are for internal use only.

2.4 PUBLICATION IN THE OPEN LITERATURE

This is a formal publication in the public domain and copyright is normally vested in the publisher. A copy must be sent to the CRC library for inclusion in the DOC and, where appropriate, the NASA aerospace database.

2.5 PAPERS PRESENTED AT CONFERENCES ETC. AND SUBSEQUENTLY PUBLISHED IN A FORMAL CONFERENCE DOCUMENT

This is a formal publication in the public domain and copyright is normally vested in the publisher. A copy must be sent to CRC library for inclusion in the DOC and, where appropriate, the NASA aerospace database.

2.6 CONTRACTOR REPORTS

Contractor Reports resulting from work sponsored by CRC are allocated a contractor report serial number by CRC library. Contractor Reports are normally accessible by outside agencies unless circulation is limited because of national security or intellectual property considerations.

* Unless otherwise constrained by contractual arrangements, such as DND/CRAD, where distribution is determined by the client.

3.0 CRC PUBLICATIONS POLICY

3.1 FORMAL CRC PUBLICATIONS

3.1.1 General

The publication and distribution of formal CRC documents, as defined in Section 2.0, result in the formal commitment of CRC to the information and opinions contained. The final responsibility for ensuring that all formal CRC documents meet appropriate standards rests with the Director-General of the publishing branch. Without formal approval on the DG's behalf, documents will not be released for external distribution.

3.1.2 Official Languages

It is the responsibility of managers to ensure that the provisions of the official languages policy are respected when publishing CRC Reports and Technical Notes. In order to ensure timeliness of publication, this will be implemented by publishing in the official language of the author's choice and including abstracts in both official languages. Should a significant demand arise in the other official language, the document will be translated.

3.2 OPEN LITERATURE PUBLICATIONS

Publications submitted to the open literature and papers presented at conferences with associated publication must be approved by the DG of the publishing branch.

3.3 EXTERNAL PRESENTATIONS

The necessary clearance and approval by the appropriate DG must be obtained before undertaking a commitment to present a paper outside CRC.

3.4 PUBLICATION COSTS

All publication costs, such as preparation of camera-ready copy, printing and page charges, will be borne by the originating responsibility centre.

3.5 INCLUSION IN DATABASES

Copies of CRC papers published in the open literature (including conference proceedings) will be routinely sent to CRC library for inclusion in DOC and NASA aerospace databases.

3.6 CONTRACTOR REPORTS

Publications which result from work performed at CRC under industrial or personal contract with CRC, will be processed as CRC publications.

For other contracted work, readers are referred for specific directions to the document "Guidelines for the DOC-CR Contractor Report Series" available from the Technology Transfer Office, CRC.

Copies of final reports of contracted work will routinely be sent to the CRC library for inclusion in the library's holdings and for DOC and NASA aerospace databases. When completing the CRC Publication Approval and Record, appropriate protection should be provided for company-supplied proprietary information.

4.0 SECURITY CLASSIFICATION

The author of a document is responsible for assigning the proper classification. Where required, the author should seek the advice of the Division Director and/or the CRC Security Officer. Detailed instructions for classification of documents are contained in DND Publication A-SJ-100-001/AS-000, Security Orders.

To determine classification requirements it will be necessary to decide if the subject matter concerns the defence and maintenance of the social, political and economic stability of Canada, and thereby the security of the Nation (National Interest); also, if the matter is exempt from release under the provisions of the Access to Information Act and the Privacy Act (ATIP).

All sensitive government information exempt from release under the provisions of the ATIP falls into two broad categories:

- a) information classified in the National Interest; and
- b) information designated PROTECTED that is not in the National Interest such as:
 - (1) government research;
 - (2) undue benefits to persons; and
 - (3) third party information of a confidential nature.

Authors should contact the Departmental ATIP secretariat where further information is required. Further information on the classification and marking of documents is contained in Section 2 of the DREO Publication Guidelines (October 1988) available from PMD or from the CRC library.

Note that classified material must not be typed on standard electronic word-processing equipment. TEMPEST-rated equipment must be used.

5.0 PUBLICATIONS PROCEDURES

5.1 FORMAL CRC PUBLICATIONS

5.1.1 Serial Number Allocation

CRC Reports and CRC Technical Notes are serially numbered. Authors will obtain serial numbers for their reports from the CRC library. The librarian will need the fully-approved CRC Publication Approval and Record form before issuing a number.

5.1.2 Review and Approval Process

The draft report will receive two initial reviews. Firstly by a technical reviewer knowledgeable in the topic field, who will endeavour to ensure the technical accuracy of the report. Secondly by an editor to ensure clarity, conciseness and observance of the normal rules of language usage. Following this, the Project Leader and subsequently the Division Director will verify that the report is suitable for publication in the form proposed, that the classification is correct and the distribution is appropriate. To assist and record this process, the CRC Publication Approval and Record form shown in Appendix B will be used.

Final release approval will be given by the DG of the publishing branch on receiving the camera-ready copy and the completed Publication Approval and Record. A signature space for this purpose will be allocated in the lower right corner of the title page, with the caption "Approved for issue as a CRC Report (or Technical Note) by: ." CRC Publication Approval and Record forms will be kept on file in the library.

5.1.3 Distribution Control and Archiving

Distribution of reports may need to be restricted due to security classification or protection required for intellectual property. To assist the library by providing reasons (where necessary) for limiting circulation of copies of reports, the CRC Publications Approval and Record form includes space for appropriate directions. This will be held on file by the library for future reference. The library will store the camera-ready copy after printing is completed.

The author will provide the library with five copies of all CRC publications produced. An extra copy will be provided for the NASA aerospace database where appropriate. The originating directorate will store all copies left after initial distribution.

5.2 OPEN LITERATURE PUBLICATIONS

Many of the well-established engineering and scientific journals have their own editorial policy with respect to format, mathematical symbols, sub-headings, tables and

illustrations, etc. Authors are expected to be familiar with the policy and to prepare papers accordingly.

5.2.1 Review and Approval Process

As for CRC Reports and Technical Notes, open literature publications will undergo a similar review, editing and approval process. A CRC Publication Approval and Record form will be completed and approved (Appendix B). In the case of joint authorship with individuals not employed at CRC, document review and approval will be a joint responsibility of both organizations.

5.2.2 Inclusion in Databases

Copies of publications will be provided to the CRC library together with a completed Publication Approval and Record form. Where appropriate, papers will be submitted by the library for inclusion in the NASA aerospace database.

5.3 CONTRACTOR REPORTS

The Scientific Authority for the research contract will complete a CRC Publication Approval and Record form indicating whether the report is releasable, conditionally releasable or non-releasable. This will be sent to CRC library together with five copies of the final report. An extra copy will be provided for the NASA aerospace database where appropriate. The library will issue a contractor report serial number for the publication.

5.4 REPORTS PREPARED FOR DND

The Defence Recoverable Program is of great importance to CRC and it is necessary to observe special procedures for reports prepared for DND/DREO. All submissions are reviewed by the DREO Document Review Panel (DRP) particularly to determine whether the document is assigned the correct classification level. The following forms etc. must be completed and accompany the document to the DRP:

- a) DREO/DRP Document Submission Record (yellow form)
- b) DREO/DRP Publication Record (green form); and
- c) Document Control Data (DCD) pages (two) which are to be included as the last two pages of the document.
- d) In the case of tasking from DND directorates via H/TECH S, the author must obtain a letter of concurrence from the sponsor for the classification assigned to the document.

Appendix C contains examples of the DRP "yellow" and "green" forms and the DCD pages, indicating how these should be completed. An example of a letter soliciting classification concurrence is also included.

Note that CRC Reports and Technical Notes prepared for DND/DREO are to contain an executive summary which will follow the abstract. The executive summary is to be written in non-technical language and will convey the main points of the document.

DND is responsible for the printing and distribution of CRC Reports and Technical Notes publishing results of work carried out for DND under the Recoverable Program. The author is responsible for obtaining the appropriate serial number from the CRC library by presenting a fully-approved CRC Publication Approval and Record form.

Full information on DRP procedures can be found in the DREO Publication Guidelines (October 1988) available from the CRC library.

5.5 CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS

Organizations such as the ITU, TTCP and NATO/AGARD have their own format and document approval processes which authors are expected to follow. In the case of CCIR for example, each National Study Group (NSG) has a format guide for contributions. Draft documents are reviewed both in working groups and in full NSG meetings. The NSG approves documents which are limited to subjects entirely within its mandate. Other documents are approved by the Advisory Group composed of the chairmen from all NSGs.

6.0 ORGANIZATION OF FORMAL CRC PUBLICATIONS

The recommended organization of CRC Reports and Technical Notes is to divide them into the following sections:

- Abstract
- Executive Summary
- Introduction
- Discussion
- Conclusions
- Recommendations
- References/Bibliography
- Appendix

The nature and contents of each of these sections will be discussed next.

6.1 THE ABSTRACT

The main function of the Abstract is to help the reader decide whether to read the report. A good abstract is an exposition of the key contents and key words of the document and as such should not only present the main results but also the method by which they were achieved, for example analysis, experiment, or computer simulation. It should also present the significance of the results. Generally, abstracts are between 50 and 200 words long.

6.2 THE EXECUTIVE SUMMARY

The Executive Summary is written in relatively non-technical and jargon-free language, in order to be as widely understandable as possible. It is a recapitulation or synthesis of the main points of the report as opposed to the abstract, which is an exposition. If the document is meant to initiate action, the summary should include the author's recommendations. The summary is written after completion of the main part of the document, but is placed near the beginning, usually on a separate page.

6.3 THE INTRODUCTION

This section prepares readers for what follows in the main body of the report. It introduces them to the circumstances leading up to the project, the reason it was undertaken and its limitations. There are usually three main components:

- a) **The Background**, which describes events and circumstances preceding the project, other related work and the reasons why the project was considered necessary.
- b) **The Purpose**, which defines the objectives of the project or study, who authorized it and its terms of reference.
- c) **The Scope**, which defines the limitations of the project or study, such as factors included or omitted.

6.4 THE DISCUSSION

This is the main section of the report and may be entitled more appropriately to the subject, such as "Experiment Methodology and Results," for example. It will include a general-to-specific description of the circumstances, factors influencing the conduct of the work, a description of the way in which the work was conducted and finally a presentation of the results, together with some interpretation of their significance.

6.5 THE CONCLUSION

In the Conclusion section, the author reduces the data and other information presented to a few well-reasoned deductions and inferences. The temptation to re-iterate the supporting facts should be avoided. The Conclusion has a different function from the Summary: the Conclusion is the final judgment on the facts presented. It introduces no new facts.

6.6 THE RECOMMENDATIONS

Although the use of (mainly) active voice throughout enhances the readability of reports, this is particularly important in the Recommendations section. "I recommend" or "we recommend" is much stronger than "it is recommended that." Recommendations should satisfy the requirements established in the Introduction and follow naturally from the Conclusions. Recommendations are often presented in descending order of importance and may be placed in point form if numerous.

6.7 REFERENCES/BIBLIOGRAPHY

This section lists all the documents used by the author while conducting the project and presents enough information for the reader to be able to retrieve the document and refer to it. References to documents which may be difficult or impossible to obtain such as "Private communication with---" should be avoided. The main differences between a list of references and a bibliography are:

- a) References are numbered and appear in the sequence in which each piece of information is referred to in the report.
- b) Bibliography entries are not numbered and appear in alphabetical sequence of the authors' names.

6.8 THE APPENDIX

The Appendix contains supporting or supplementary information which would unnecessarily interrupt the reading flow of the Discussion section if included there. In other words, it contains detailed evidence to support what is written more briefly in the Discussion.

7.0 FORMAT OF FORMAL CRC PUBLICATIONS

The recommended format for formal reports is exemplified by this document. All sections and sub-sections starting with the Introduction are numbered (arabic) and titled as in the following guidelines.

7.1 MAIN SECTIONS

This includes the main divisions of the report including Introduction, Discussion, etc. The section number and heading are centred and in capital letters (bold) e.g:

1.0 MAIN HEADING

7.2 SUB-SECTIONS

Sub-section numbers and headings are left-justified. First-order subsection headings are capitalized and lower orders are in lower-case, e.g:

1.1 SUB-HEADING

1.1.1 Sub-sub-heading

7.3 ABSTRACT, SUMMARY AND APPENDIX

These sections are not numbered. The section heading (capitalized) and, in the case of the appendix, the title, are centred above the text.

APPENDIX A

Minimum Distribution List for CRC Reports and Tech. Notes

A minimum number of one hundred copies shall be printed. A copy will be reserved for each author and five copies will be sent to the CRC library. Of the latter, two will be forwarded to DOC HQ library. Reports prepared for clients such as DND will have a further specific distribution, determined by the client.

For reports other than client reports, copies shall be sent via CRC library to the following organizations:

National Library of Canada (two copies)
NRC/ Canada Institute for Scientific and Technical Information
Engineering Index
INSPEC
Provincial Research Council Libraries
CWARC Library
Regional Resource Centres (5)

APPENDIX B

CRC Publication Approval and Record Form

CRC Publication Approval and Record Form

This form is to be completed for all publications and presentations originating at or sponsored by CRC. Its purpose is to provide the necessary approvals and to provide a record. The level of approval varies with the category of the publication. These categories are listed below. For details of publication procedures, and of this form, see the document: *Publication Policy and Procedures*. For items sponsored by DND the DREO yellow and green sheets must also be prepared and submitted separately.

Category A: CRC Reports, and CRC Technical Notes. **Category B:** Open literature papers. **Category C:** Contributions to outside documents such as TTCP, CCIR, AGARD, standards, etc. **Category D:** Presentations and Conference Proceedings. **Category E:** University and industrial contractor reports. **Category F:** Directorate Tech Memo.

Title: _____

Author(s): _____

Author's or Scientific Authority's Branch and Section: _____

Category: _____ **Details of Publication or Presentation** (e.g. report type and number; name and sponsor of journal, technical body (ex. TTCP), or conference; contractor; date and place of publication or presentation; etc.):

Security Classification: _____

Releasability: Not Applicable () Releasable () Non releasable () Conditionally releasable ()

If conditional, describe conditions in next entry.

Limitations on Distribution and Release (Insert "N/A" if not applicable): _____

For category A documents, any supplementary distribution list should be attached to this sheet.

Intellectual Property What, if any, protection does the IP in this publication require or have? _____

Certifications

All Categories:

Author or Scientific Authority and date: _____

Section Head/Supervisor and date: _____

For Categories A, B, and D:

Reviewer and date: _____

Editor and date: _____

For Categories A, B, D and F:

Director and date: _____

For Category A, B, and D

Director General and Date: _____

APPENDIX C
DREO/DRP Forms

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UPPER CASE
Classification of Form
DREO DOCUMENT SUBMISSION RECORD

PROJ. # _____

DRP # _____

This form is to be completed and attached to DREO Reports, Technical Notes, Technical Memoranda with distributions outside DND, contractor reports for archiving at DSIS, papers or abstracts for presentation in the open literature and at conferences or TTCP or NATO meetings.

TITLE & TITLE CLASSIFICATION UPPER CASE WITH CLASSIFICATION LETTER IN ()

AUTHOR(S) LAST AND FIRST NAMES OF ALL AUTHORS

RESPONSIBLE DIVISION AND SECTION MUST HAVE ONE

DOCUMENT INTENDED FOR:

- | | |
|--|---|
| <input type="checkbox"/> DREO Report | <input type="checkbox"/> Working Paper for TTCP |
| <input type="checkbox"/> DREO Technical Note | <input type="checkbox"/> Working Paper for NATO |
| <input type="checkbox"/> DREO Tech. Memo. for distribution outside DND | |
| <input type="checkbox"/> Other (give details): _____ | |

Is distribution of this document proposed to any agency not included on the Division/Section Standard Distribution List (Yes/No) _____. If Yes, which agencies? TECH. NOTES AND REPORTS MUST HAVE DISTRIBUTION LIST

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Oral Presentation | |
| <input type="checkbox"/> Paper for open literature | <input type="checkbox"/> Abstract |

For publication in/presentation to: WHERE AND WHEN

Contractor Report, Company Name _____

DOCUMENT CLASSIFICATION/WARNING TERMS: UPPER CASE / (EX: CANADIAN EYES ONLY)

DRP "GREEN FORM", DISTRIBUTION LIST, AND DCD

All documents require a DRP "Green Form". Statements on this form regarding classified information, intellectual property, and reasons for limiting announcement and distribution are used to control future release by DSIS or DREO/DRP. The distribution list defines immediate distribution of the document. The Document Control Data sheet (DCD) contains data on the document for use by libraries and documentation centres. This sheet accompanies the document. DREO Reports, Tech. Notes, Tech. Memos. and Contractor Reports require a DRP Green Form, a DCD sheet, and a copy of the proposed distribution list. Working papers for TTCP/NATO, papers for open literature, abstracts and oral presentations only require a Green Form. **The author/SA shall ensure that properly prepared forms accompany the submitted document.**

COMPLETE CERTIFICATIONS OVERLEAF

UPPER CASE
(classification of form)

UPPER CASE
(classification of form)

CERTIFICATIONS

Certified that the information on the previous page and that on attached DCD "Green Form" and Distribution List is correct:

Author/SA: _____ Date: _____

(The next two certifications are not required for Contractor Reports)

Certified that this document has been reviewed and is suitable for publication. Reviewer: _____

Certified that this document has been edited and is suitable for publication. Editor: _____

Certified that this document is suitable for publication or archiving in the form proposed, the classification is correct, and the distribution is appropriate.

Section Head/Supervisor: (PMD SIGNATURE) Date: _____

Director: (H/TLO SIGNATURE) Date: _____

Certified all information required for publication is complete and attached:

Divisional DRP Rep.: (H/TLO SIGNATURE) Date: _____

Vers. 3, 28 Mar 88

UPPER CASE
(classification of form)

DSIS Accession No.
(when available)

DOCUMENT REVIEW PANEL PUBLICATION RECORD

To: AD/DSIS, Attention: Document Delivery and Collection Organization Section

From: DEFENCE RESEARCH ESTABLISHMENT OTTAWA (ALWAYS THIS)

Name of Establishment

Instructions: This form is to be completed for DND publications sent for DSIS processing.
Send one copy of the completed form to DSIS together with the Distribution List, DSIS copies and those for distribution (if any).

BIBLIOGRAPHIC DATA

1. PUBLICATION SERIES and NO. SEE "DOCUMENT INTENDED FOR" ON YELLOW FORM	2. CONTRACT and/or PROJECT NO(s) (please specify) MUST HAVE ONE
3. TITLE UPPER CASE AND CLASSIFICATION LETTER IN ()	4. TITLE CLASSIFICATION UPPER CASE
5. AUTHORS LAST AND FIRST NAMES OF ALL AUTHORS	6. DATE OF PUBLICATION LEAVE BLANK IF NOT KNOWN
7. JOURNAL PUBLICATION If document is intended for publication in a journal or conference proceedings, provide the available details: TITLE (IF KNOWN, OTHERWISE LEAVE BLANK) VOLUME _____ NUMBER _____ PAGES _____ (approx) DATE _____	

SECURITY CLASSIFICATION INFORMATION

8. Overall SECURITY Classification of document (based on A-SJ-100-001/AS-000 chap. 3, Annex A)
9. OFFICIAL WARNING TERM (e.g. CANADIAN EYES ONLY) UPPER CASE (based on A-SJ-100-001/AS-000 chap. 3, para. 57) Reasons for Classification or Warning term:

10. DETAILS OF CLASSIFIED INFORMATION

Country Of Origin	Highest Level (S,C or R)	Pages on which Classified Information is Contained			
		Text	Tables	Figures	Classified Titles Cited
Canada					
U.K.					
U.S.					

List classified reports referenced (if any) on additional sheets.

11. DOWNGRADING Automatic downgrading to _____ on _____ OR Classification review by _____ (date) (See A-SJ-100-001/AS-000, chap 3, paras, 17-21)
--

SPECIAL PROTECTION

12. What protection does the INTELLECTUAL PROPERTY (IP) in this document require? (a) It requires the protection of the "Restrictive Legend" (b) It has been protected by patent no. _____ or patent application no. _____ (c) IP requires no protection AUTHOR SHOULD PROVIDE INFORMATION _____
13. Does this document contain CRITICAL TECHNOLOGY which requires protection under the Strategic Technology Exchange Program (STEP): (Please specify technology) (THIS IS USUALLY "NO") Yes _____ No _____

LIMITS OF AVAILABILITY

14. May document be given UNLIMITED distribution? Yes (GO TO #18) No

(i.e. Is the document suitable for release to the general public? Classified documents or those with protectable IP or patents pending may not be given Unlimited distribution).

- 15. Why is distribution of the document LIMITED? Indicate below the reason(s). Attach separate sheet if necessary. () classification () contains IP or militarily-critical technology which must be protected for exploitation within Canada or as part of an international agreement (specify details of the IP or technology and the country involved) () patent or agreement to license pending (give details) () contains foreign defence information or information provided to DND in confidence by third parties (indicate information so provided, by whom, and restrictions mandated by third party) () contains proprietary material (state what is proprietary and to whom) () contains references to classified reports () contains subjective analyses produced for informational purposes within DND or to a selected external audience (state sensitive material and to whom it must not be released) () produced or distributed under auspices of international agency or agreement (specify) () contains information which must not be released to industry (identify information and reason(s)) () contains information which could be embarrassing to Canada or allied countries (specify information and to whom it must not be released) () contains analyses of how countries have reacted in the past, or may react in the future () other (state reason, describe limitations, identify text)

16. DOCUMENT AVAILABILITY To which ORGANIZATIONS may the document be released without further reference to the Document Review Panel (DRP)?

- (a) Defence departments and contractors OR (b) Defence departments and Canadian contractors OR (c) Government departments and agencies OR (d) Defence departments OR (e) The following units

17. FOREIGN DISTRIBUTION To which COUNTRIES or INTERNATIONAL BODIES may the document be released without further reference to the DRP?

- (a) Canada only (no foreign distribution) OR (b) NATO countries (c) NATO agencies: HQ, SACLANT, STC, etc. (d) TTCP countries (e) Canada and the following countries/bodies:

18. DISTRIBUTION AUTHORITY

- (a) What agency may authorize further distribution by DSIS? DREO/CRC ALWAYS (b) What other DND or other agencies have responsibility in matters discussed in the document? SPONSOR (AUTHOR WILL KNOW) (c) Have the agencies agreed on classification, warning term and distribution? Yes No (SEE ATTACHED EXAMPLE LETTER)

19. DOCUMENT ANNOUNCEMENT

- (a) Full unlimited announcement (b) To defence departments and contractors (c) To government departments and agencies (d) To defence departments (e) Unannounced

20. FOREIGN ANNOUNCEMENT

May DSIS announce this document outside Canada? Yes No (It is recommended that "No" be selected with "No foreign distribution", item 17a)

AUTHORIZATION

21. Record the meeting number and date of action of Establishment or HQ Document Review Panel.

DRP Meeting No. Date

Approved by Chairman of Document Review Panel

Enclosures: Distribution List, etc. (sheet(s))

Copies for DSIS and distribution

SECURITY CLASSIFICATION OF FORM
(highest classification of Title, Abstract, Keywords)

DOCUMENT CONTROL DATA

(Security classification of title, body of abstract and indexing annotation must be entered when the overall document is classified)

1. ORIGINATOR (the name and address of the organization preparing the document. Organizations for whom the document was prepared, e.g. Establishment sponsoring a contractor's report, or tasking agency, are entered in Section 8) IF CONTRACTOR'S REPORT SHOULD BE THEIR NAME/ADDRESS IF NOT SHOULD BE CRC & ADDRESS		2. SECURITY CLASSIFICATION (overall security classification of the document including special terms if applicable)	
3. TITLE (the complete document title as indicated on the title page. Its classification should be indicated by the appropriate abbreviation (S,C,R or U) in parentheses after the title) NOTE: USE DCD FORMS FOR CONTRACTOR REPORTS TO BE ARCHIVED BY DSIS OR FOR CRC REPORTS OR TECH NOTES PREPARED FOR DND, TO BE PUBLISHED THROUGH DSIS			
4. AUTHORS (Last name, first name, Middle initial)			
5. DATE OF PUBLICATION (month and year of publication of document)		6a. NO. OF PAGES (total containing information. Include Annexes, Appendices, etc.)	6b. NO. OF REFS. (total cited in document)
7. DESCRIPTIVE NOTES (the category of the document, e.g. technical report, technical note or memorandum. If appropriate, enter the type of report, e.g. interim, progress, summary, annual or final. Give the inclusive dates when a specific reporting period is covered.)			
8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.) Defence Research Establishment Ottawa, Ottawa, Ontario K1A 0Z4 (Always this)			
9a. PROJECT OR GRANT NO. (if appropriate, the applicable research and development project or grant number under which the document was written. Please specify whether project or grant) LEAVE BLANK		9b. CONTRACT NO. (if appropriate, the applicable number under which the document was written) LEAVE BLANK	
10a. ORIGINATOR'S DOCUMENT NUMBER (the official document number by which the document is identified by the originating activity. This number must be unique to this document)		10b. OTHER DOCUMENT NOS. (Any other numbers which may be assigned to this document either by the originator or the sponsor)	
11. DOCUMENT AVAILABILITY (any limitations on further dissemination of the document, other than those imposed by security classification) <input type="checkbox"/> Unlimited distribution <input type="checkbox"/> Distribution limited to defence departments and defence contractors; further distribution only as approved <input type="checkbox"/> Distribution limited to defence departments and Canadian defence contractors; further distribution only as approved <input type="checkbox"/> Distribution limited to government departments and agencies; further distribution only as approved <input type="checkbox"/> Distribution limited to defence departments; further distribution only as approved <input type="checkbox"/> Other (please specify) <p style="text-align: center;">SEE # 16 ON GREEN FORM</p>			
12. DOCUMENT ANNOUNCEMENT (any limitation to the bibliographic announcement of this document. This will normally correspond to the Document Availability (11). However, where further distribution (beyond the audience specified in 11) is possible, a wider announcement audience may be selected.) <p style="text-align: center;">SEE # 19 ON GREEN FORM</p>			

(USE UPPER CASE)
SECURITY CLASSIFICATION OF FORM

13. ABSTRACT (a brief and factual summary of the document. It may also appear elsewhere in the body of the document itself. It is highly desirable that the abstract of classified documents be unclassified. Each paragraph of the abstract shall begin with an indication of the security classification of the information in the paragraph (unless the document itself is unclassified) represented as (S), (C), (R), or (U). It is not necessary to include here abstracts in both official languages unless the text is bilingual).

IF A CONTRACTOR'S REPORT THIS IS USUALLY BLANK

14. KEYWORDS, DESCRIPTORS or IDENTIFIERS (technically meaningful terms or short phrases that characterize a document and could be helpful in cataloguing the document. They should be selected so that no security classification is required. Identifiers, such as equipment model designation, trade name, military project code name, geographic location may also be included. If possible keywords should be selected from a published thesaurus, e.g. Thesaurus of Scientific Terms (TEST) and that thesaurus-identified. If it is not possible to select indexing terms which are Unclassified, the classification of each should be indicated as with the title.)

MUST HAVE KEY WORDS

IF A CONTRACTOR'S REPORT LEAVE BLANK



Government of Canada
Department of Communications

Gouvernement du Canada
Ministère des Communications

Communications
Research Centre

Centre de recherches
sur les communications

3701 Carling Avenue
P.O. Box 11490, Station H
Ottawa, Ontario K2H 8S2

3701, avenue Carling
CP 11490, Succ. H
Ottawa (Ontario) K2H 8S2

Your file Votre référence

Our file Notre référence

DSAT 8020-1

5th June 1991

National Defence Headquarters
MGen George R. Pearkes Building
Ottawa, Ontario
K1A 0K2

Atten: Ms. J. Black, DEEM 5-?

Dear Ms. Black,

Re: Task No. 0417T: Classification and Distribution of Final Report

I would like your concurrence for our proposed classification and distribution of the final report for DEEM Task 0417T, "A Study of Space Qualification Specifications (U)". A copy of the draft report and distribution list is enclosed.

If you agree, please sign below and return this letter to me.

Yours sincerely,

Roger LeBlanc,
Mgr./Milsatcom

I concur with the unclassified title, report classification "SECRET" and distribution proposed.

.....
Jane Black, DEEM 5-?

EXAMPLE

Canada



22



APPENDIX D

Annotated Bibliography

Blicq, Ron S. *Writing Reports to get Results: Guidelines for the Computer Age*. New York: IEEE Inc. 1987. CRC library call no. HF5719 B55 1987.

This excellent book on report writing by a Canadian author was sponsored by the IEEE Professional Communications Society.

Defence Research Establishment Ottawa. *Publication Guidelines*. October 1988.

Available through PMD or from the CRC library, this is an indispensable guide for all those working on the Defence Recoverable Program. Very thorough.

Dept. of the Secretary of State of Canada. *The Canadian Style*. Toronto, Dundurn Press, 1985. Call no. REF Z253 G85e 1985.

This style guide has particular relevance for the civil servant.

Institution of Electrical and Electronic Engineers

Information for IEEE Authors

A Supplement to Information for IEEE Authors

IEEE Recommended Practice for Units in Published Scientific and Technical Work

Available as a package from the IEEE. Invaluable reference material, particularly on SI units and symbols.

Messenger, W.E. and J. DeBruyn. *The Canadian Writer's Handbook*. 2nd ed. Scarborough, Ontario: Prentice-Hall, 1986. Call no. REF PE 1408 M48 1986

A highly recommended style guide emphasizing Canadian English usage, correct methods of quoting references and many other topics.

Treasury Board Canada. "Publishing." *Administrative Policy Manual*, Chapter 335, Dec. 1978

The ultimate policy reference for all government publications.

Appendix 2
Current CRC Publication Approval and Record Form

CRC Publication Approval and Record Form

This form is to be completed for all publications and presentations originating at or sponsored by CRC. Its purpose is to provide the necessary approvals and to provide a record. The level of approval varies with the category of the publication. These categories are listed below. For details of publication procedures, and of this form, see the document: *Publication Policy and Procedures*. For items sponsored by DND the DREO yellow and green sheets must also be prepared and submitted separately.

Category A: CRC Reports, and CRC Technical Notes. **Category B:** Open literature papers. **Category C:** Contributions to outside documents such as TTCP, CCIR, AGARD, standards, etc. **Category D:** Presentations and Conference Proceedings. **Category E:** University and industrial contractor reports.

For Category A, B and D documents, the reviewer's and editor's comments should be attached to the form along with the author's response.

Title: _____

Author(s): _____

Author's or Scientific Authority's Branch and Directorate: _____

Category: _____ **Details of Publication or Presentation** (e.g. report type and number; name and sponsor of journal, technical body (ex. TTCP), or conference; contractor; date and place of publication or presentation; etc.):

Security Classification: _____

Releasability: Not Applicable () Releasable () Non releasable () Conditionally releasable ()

If conditional, describe conditions in next entry.

Limitations on Distribution and Release (Insert "N/A" if not applicable): _____

For category A documents, any supplementary distribution list should be attached to this sheet.

Intellectual Property What, if any, protection does the IP in this publication require or have? _____

Certifications

All Categories:

Author or Scientific Authority and date: _____

Section Head/Supervisor and date: _____

For Categories A, B and D:

Reviewer and date: _____

Editor and date: _____

DG/Director, date & copy for CRC library: _____

Acknowledgement of Receipt - CRC Library

All Categories: _____

Appendix 3
Proposed CRC Publication Approval and record Form

CRC Publication Approval and Record Form

This form is to be completed for the approval of all CRC publications and presentations. The level of approval varies with the category of the publication. For details of publication procedures, see the document: Publication Policy and Procedures. For items sponsored by DND, the DREO yellow and green sheets must also be prepared and submitted separately.

Category A: CRC Reports & CRC Technical Notes. **Category B:** Journal & conference papers. **Category C:** Contributions to outside documents such as TTCP, ITU, AGARD, standards, etc. **Category D:** Abstracts **Category E:** Documents with non-CRC employee as main author.

Title:

Author(s): _____

Branch and Directorate _____ **Document category:** _____

Web Address (for CRC Reports & Technical Notes): _____

Details of Publication or Presentation: (e.g. report type & number; name & sponsor of journal; technical body (ex. TTCP), or conference; date & place of publication or presentation; etc.)

Security Classification: _____

Releasability: Releasable () Non releasable () Conditionally releasable ()

If limitations apply, describe the conditions: _____

Intellectual Property: May require IP protection. Copy sent to DCD () or Does not require IP protection (). Explain: _____

Certifications

All Categories:

Author and date: _____

Supervisor and date: _____

For Categories A and B:

Reviewer and date: _____

Editor and date: _____

Director and date: _____

VP and date: _____

For Category D:

Director and date: _____

Appendix 4
Proposed Cover Page

DATE DUE

OCT 15 1997			
NOV 17 1997			

References

. Depository Services Program.-- Public Works and Government Services.
URL: <http://dsp-psd.pwgsc.gc.ca/dsp-psd/index-e.html>

. Government Communications Policy. Appendix C Publishing. -- Treasury Board of Canada.
URL: http://www.info.tbs-sct.gc.ca/SIGS/html/TB_CP/text/files/COMM.e.html

. Official Languages Manual. Chapter 1-1 Communications with the Public.-- Treasury Board of Canada.
URL: <http://www.info.tbs-sct.gc.ca/TBSOCCG/TBSOCCG.A.e.html>

. Publication Policy and Procedures/ J. Butterworth.-- Communications Research Centre, 1991.



**Type title of document
in this space**

Type sub-title in this space

type author(s) name in this space

Type section in this space

CRC Report No. CRC(#)
Ottawa, (type date)

Type sponsors or sponsorship in this space. If this
box is not required then delete box.

CRC Communications
Research Centre
Centre de recherches
sur les communications