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AUTHORS GUIDE TO THE PUBLISHING PROCEDURES AT
DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

by

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April 1990

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AUTHORS GUIDE TO THE PUBLISHING PROCEDURES AT
DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

J G CURRIE & A M DICKASON

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ABSTRACT

The publishing procedures at the Defence Research Establishment Suffield are presented for the purpose of facilitating the process for authors. The categories of papers are defined, the spheres of responsibility are outlined, the role of the Document Review Panel is explained and the steps for filling out the forms for each publication category are shown.

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INTRODUCTION

The purpose of publishing scientific and technical papers is to disseminate information to those who can use it. Published works at DRES must conform to certain requirements set by the Department of National Defence and by internal standards and procedures. It is the goal of this guide to assist DRES authors in meeting these obligations so that research papers can be disseminated to the appropriate audience as easily and as quickly as possible.

This guide does not concern itself with the intellectual content of a paper which is the responsibility of the Section Heads and Directors, nor how to format a paper, which is described in SSP 126, Conventions for the Formatting of DRES Publications.

The guide will define the various types of Suffield publications; will show line authority in the approval process; will explain the role of the Document Review Panel (DRP); will describe the stages each type of paper moves through between conception and dissemination; will explain why and how the various forms should be completed; and will answer some common questions on the publications process.

CATEGORIES OF PAPERS

There are five categories of papers prepared at or for DRES. Each paper is given a unique publication number. The categories are:

Formal Publications - Suffield Reports,
Suffield Memoranda,
Suffield Special
Publications;

Open Literature Submissions;

Presentations at a Meeting;

Research Notes;

Contract Reports.

Suffield Report

The Report gives information of lasting scientific or technical value. A Report is usually the final paper on a

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scientific or technical investigation. All formal publications undergo a rigorous internal review and are distributed via the DND network centered at DSIS. The official DRES definition, with examples, of a Suffield Report and a Suffield Memorandum may be found in DRES 2900-1 (H/PSO) dated 30 March 1984. This memo is attached as Annex A.

Suffield Memorandum

The Memorandum communicates information which is briefer in its scope than that of a Report. There is no difference in quality or scientific validity between a Report and a Memorandum.

Suffield Special Publication

This category deals with topics that are not necessarily part of the technical program. Examples would be procedure and safety manuals, Establishment progress reports, and corporate policy documents. It requires the same forms as a Report or a Memorandum.

Open Literature Submission

These are papers that will be published in a journal. They are by nature unclassified/unlimited. After the paper has been published in the open forum it is given a Green Sheet and a special cover and filed at DSIS.

Presentation at a Meeting

This may be in the format of an oral presentation, poster presentation or a slide presentation. It may receive approval to be included in Proceedings or in Minutes. A presentation may be classified. All presentations are given Research Note numbers for control purposes so that they can be filed and later retrieved by the library. They may be cited as references.

Research Note

These are informal working papers for internal use only and are given a number so that they can be retrieved at a latter date. Included are such items as:

- trial directives
- evaluations of equipment
- data compilations
- Summer Student reports
- proposals for research projects.

As a Research Note is not an official publication it may not be cited as a reference.

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The Research Note is approved and printed within the Section. The only mandatory distribution is 1 copy to the Chief and 2 copies to the Information Services Group (ISG). If any external distribution is required then special permission must be obtained from the Document Review Panel (DRP).

Contract Report

This is a report submitted to DRES in support of an R&D or Personal Services contract for which DRES is paying. Copies of all Contract Reports are given a Green Sheet and a distinctive DRES cover and are filed at DSIS.

LINE AUTHORITY

All publications will be reviewed for up to six separate concerns: intellectual content, formatting, category, classification, limitation, and distribution. Questions involving any of these concerns must be resolved before presentation to the DRP. Table I illustrates the responsibilities of both the line and related authorities in the preparation of a paper.

ROLE OF THE DRP

The DRP is a senior committee that reports to the Chief. It is chaired by the Director/Program Support Division (D/PSD); the Executive Secretary is the Head/Information Services Group (H/ISG); and the members are the Director/Defence Sciences Division (D/DSD), the Director/Defence Technology Division (D/DTD) and the PSD Staff Officer/Information. Its purpose is to confirm the classification, reclassification, warning terms, distribution and release of DRES documents. All papers that are to be presented or distributed off station must be approved by the panel.

The DRP concerns itself only with those papers which have been approved by the line authority. The Panel does not concern itself with scientific validity or interpretation, nor is it willing to become involved in disagreements between authors or an author and a Section Head.

Authors should remember that the DRP requires 2 weeks to review a paper.

GENERAL COMMENTS

This guide cannot anticipate all concerns arising from the publishing process but the more common ones can be addressed here.

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1. Rough figures are to be used for the approval process. After the paper has been approved H/ISG will arrange for whatever photo/typesetting services are necessary.
2. An unclassified paper may cite a classified reference in its bibliography providing that no classified information is included in the text and that the paper is given a limited distribution.
3. Papers that are to be included in Proceedings or Minutes are still considered Presentations At Meetings and not Open Literature submissions.
4. All papers should be provided with a Publication History Sheet attached to the outside of a folder the first time they move from the author's desk, whether it be for review, typing, or photocopying. All papers must have a History Sheet when they are transferred to H/ISG. Each move by the paper will be noted on the History Sheet complete with the name of the recipient, date, and any necessary comments.
5. The author will provide H/ISG with 2 copies of any paper entering the review system.
6. The Distribution List must include both internal and external recipients of the paper. The mandatory internal recipients are the Chief and ISG. The mandatory external recipient is DSIS. If a paper is to be released to the US a copy must be sent to the Defense Technical Information Center (DTIC). If a paper is released to the UK a copy must be sent to the Defence Research Information Centre (DRIC). Recipients must be consistent with the Security Classification and distribution limitation on the paper, for example a civilian contractor cannot be on the distribution list for a paper that is limited to Departments of Defence.
7. There are few emergencies in the publications system. It is unacceptable for anyone to demand that a presentation at a meeting be dealt with in one or two days because an external deadline has been ignored by the author.

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PROCEDURES FOR FORMAL PUBLICATIONS

This category is the main method within DND for the recording and transfer of information. It includes Reports, Memoranda and Special Publications. These publications contain the official results of research at the establishment and are issued under the authority of the Chief/DRES. As official documents these publications must also meet certain criteria set by outside Directorates. The procedures have been designed to ensure that all these criteria have been met.

For the sake of clarity all three types of documents will be referred to as "the paper". The steps are as follows.

1. The author writes the paper. The author assigns a preliminary classification and draws up a suggested Distribution List.

2. The paper is reviewed within the section. It is reviewed for its intellectual content and document type (SR, SM, SSP).

3. When the Section Head is satisfied with the paper he ensures that part 1 of the B5 form "Approval for Publication of a Suffield Paper" (Figure 1) is completed. This recommends the document type, the classification and the distribution limitation of the paper. The Section Head also insures that the two CRAD mandated forms, "Document Control Data" (Figure 2) and "Document Review Panel Publication Record" (Figure 3) are completed and that a Distribution List (Figure 4) is drawn up. If there are any questions on these forms or on the distribution list the author or Section Head should contact H/ISG who will provide assistance.

4. The Section Head must ensure that all authors have signed the B5 form. Two copies of the paper are then transferred to H/ISG for further review.

5. H/ISG will review the paper for its classification, format, distribution limitation and proposed Distribution List. H/ISG will also review the three enclosed forms to ensure that they have been completed correctly, especially part 11 of the "Document Control Data" sheet and parts 8, 9, 14, 15, 16 and 17 of the "Document Review Panel Publication Record". If H/ISG has any questions or any suggested changes the paper may either be referred to the Section Head or the changes may be noted and the paper transferred to the Director. H/ISG must sign the B5 form before it can be transferred to the Director.

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6. The Director will review the paper and determine if it should be published. If the Director has any questions he should note them and transfer the paper to H/ISG who will in turn transfer the paper to the Section Head for resolution. The paper is then transferred to the Establishment Information Security Officer (EISO).

7. The EISO confirms the paper's classification and distribution limitation. While the EISO may discuss classification with others there is no appeal of his decision. The EISO transfers the paper to the Executive Secretary/DRP for discussion at the next meeting.

8. The paper is presented at the DRP and if it is accepted the Chairman will sign both the B5 form and the "Document Review Panel Record". If the paper is not accepted it is transferred to the Section Head with the reasons for rejection in writing and signed by the Chairman.

9. If accepted the paper is transferred to H/ISG who will arrange to have any artwork or typesetting done. When the paper is ready H/ISG will contact the author for a final proofing before having it printed and distributed.

OPEN LITERATURE SUBMISSIONS

All Open Literature submissions are unclassified and unlimited. It is the responsibility of the author and the Section Head to ensure this. Many journals demand a specific format; it is the responsibility of the author to ensure that the proper format is used.

The steps in the process are as follows.

1. The author writes the paper.
2. The paper is reviewed in the section. Any non-DRES authors, sponsors, or agencies having a responsibility in the paper must also review it.
3. When the paper is acceptable to all concerned the B7 form (Figure 5) is completed and signed by all authors and the Section Head.
4. Two copies of the paper are transferred to H/ISG for review.
5. H/ISG assigns an Open Literature (OL) number and reviews the paper for its classification and limitation. If the

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paper is acceptable H/ISG signs B8 form (Figure 6) and transfers the paper to the appropriate Director. If there are minor changes or objections H/ISG may note them and still transfer the paper to the Director. If there are major errors or objections H/ISG will return the paper to the Section Head with a detailed description of the reasons why the paper is being returned. After the concerns are dealt with the paper may be resubmitted to H/ISG.

6. The Director reviews the paper and if it is satisfactory signs the B8 form and transfers the paper to the EISO. If the Director has questions or reservations the paper will be returned to the Section Head until the matter is resolved.

7. The EISO reviews the paper and if it is acceptable signs the B8 form and forwards the paper to the Executive Secretary/DRP for submission at the next panel meeting. If the paper is unacceptable or the EISO has any concerns the paper is forwarded to the Section Head for action.

8. After the paper is approved at the DRP the author may then arrange for any necessary photo work to be done.

9. The author must not release copyright of the paper to the journal. H/ISG has a form letter (Figure 7) granting the journal permission to print the paper but reserving copyright for the Crown. A copy of the letter will be provided to the author on request.

10. Page charges, reprint costs, and handling fees are charged to the author's section. It is the responsibility of the author's Section Head to arrange for payment.

11. If a paper is not accepted by a journal the author may resubmit the paper through the Section Head to H/ISG for submission to another journal. Sections may have different requirements for resubmission so it is best to check with the appropriate Section Head before resubmitting a paper. The paper will use the same OL number. The author must inform H/ISG why the paper was not accepted by the first journal and if any changes have been made to the paper. If the author decides not to resubmit the paper H/ISG must be informed so that the file can be closed.

12. If the journal requests major changes to a paper which either add or delete information, or which alters the tone or scope of the paper then the paper must be resubmitted to the DRP.

13. When a paper has been published the author will provide 2 copies to H/ISG with a completed Green Sheet. The paper will be passed through the DRP, a DRES OL cover will be added and it will be forwarded to DSIS for inclusion in the collection.

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PRESENTATION AT A MEETING

This section includes presentations made to Learned Societies, Professional Organizations, and formalized treaty organizations such as NATO, TTCP, the ABC MOU, various IEPs as well as lectures given to schools and training establishments. To ensure completeness the author should submit any presentation that is not a briefing given to a Headquarters Directorate to the DRES review process.

A presentation may be in the form of a Poster, Slide session, or Oral presentation (with or without a written text). All items connected with the presentation, whether it be a preliminary abstract, poster or formal paper must be approved by the panel. If an author submits an abstract for consideration he must still submit the final product to the DRP before he may make the presentation.

The steps in the process are listed below. For ease of reading any presentation, no matter what its format, will be referred to as "the paper".

1. The author assembles the material to be presented.
2. The author completes part 1 of the B10 form "Approval for Presentation at a Meeting"(Figure 8). It is important for the author to signify the final format of the presentation, whether it be a poster session, slide session or an oral presentation. The author must also signify if the paper is to be included in Proceedings or Minutes.
3. The paper is transferred to the Section Head for review. If the paper is acceptable the Section secretary will contact ISG for a Research Note (RN) number and the Section Head will sign the B10 form. The Section Head must ensure that all authors have signed the B10 form.
4. Two copies of the paper are transferred to H/ISG who reviews it for its security classification and distribution. If the paper is acceptable from a security viewpoint and if all the required information is listed on the B10 form H/ISG will sign part 2 of the form and transfer the paper to the appropriate Director. If H/ISG has any questions or misgivings about the paper it can either be transferred back to the Section Head or the problems may be noted and referred to the Director.
5. The Director has two concerns: to agree that the paper is acceptable for presentation , and that the paper is acceptable

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for inclusion in the Proceedings. If the Director accepts the paper he signs part 3 of the B10 and transfers the paper to the EISO. If the Director does not accept the paper he may either contact the Section Head with his comments or he may note his comments and transfer the paper back to H/ISG. H/ISG will in turn transfer it to the Section Head. When all concerns have been addressed to his satisfaction the Director will then sign the form B10 and transfer the paper to the EISO. It should be noted that because the Director agrees that a paper may be presented there is no requirement for him to agree to its inclusion in the Proceedings.

6. The EISO reviews the paper for security and distribution. The EISO will note the classification of the title, abstract, and paper on the B10 form. The EISO will also determine if the paper should be presented and if the paper may be included in the Proceedings. The paper is then transferred to the Executive Secretary/DRP for submission at the next scheduled meeting.

7. The Chairman signs the B10 form and notes the meeting number and the date.

8. The Executive Secretary will then notify the Section Head of the DRP's ratification.

9. If the author has only submitted an abstract the procedure must be repeated with the completed paper.

It should be noted here that the Director's approval for presentation does not necessarily mean that a paper will be approved for inclusion in the minutes.

Authors must realize that only the DRP can approve a presentation. If material is sent out without DRP approval the author may find himself in the embarrassing position of having to withdraw his paper and will have his approval to attend the meeting revoked.

Authors must also remember that it is their responsibility to ensure that they allow enough time for the review process. It is not acceptable to give H/ISG a paper the day before a DRP meeting and demand that it be passed right away because the deadline for submission is due. When this happens H/ISG will transfer the paper to the Director without review but with the recommendation that approval NOT be granted.

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Research Notes are not formal publications and they can be distributed outside of DRES only with the permission of the DRP. If there is a requirement to distribute an RN, form B1 must be completed and signed by the Section Head. The paper is then reviewed by the EISO and the Director and if they are in agreement with the proposed release the RN will be forwarded to the DRP for approval. A completed B1 form is shown in Figure 9.

CONTRACT REPORTS

Departmental policy requires that copies of R&D contract final reports be filed with the contracting Establishment's library and with DSIS. Other reports that are significant may also be filed.

When a report is acceptable the Contract Officer completes the form "Acceptance of a Contract Report", parts 2 through 6 and part 8 of the Green Sheet and parts 1 through 9 of the "Document Data Control Sheet".

This material is forwarded to the Section Head who signifies his agreement by signing the "Acceptance of a Contract Report" form.

Two copies of the report and one set of forms are then sent to H/ISG who will assign a Contract Report (CR) number and places one copy of the report in the DRP stream while cataloguing the other and adding it to the DRES collection.

After appropriate review the report will be presented to the DRP for acceptance. If it is accepted it will formally exist as a DRES Contract Report. If it is not accepted it will be returned to the Contract Officer for changes.

After acceptance the report is bound with a DRES CR cover and is forwarded to DSIS.

There may be an occasion where an unsatisfactory report cannot be changed, perhaps the contractor has dissolved his company or has died. The report should still be submitted to the DRP. The Contract Officer should inform H/ISG that he has not been able to have the report changed for whatever reason but is filing it for record purposes only. In cases like this it is recommended that the distribution limitation "RELEASE CONTROLLED BY SOURCE" be used. The Contract Officer need not worry about his scientific integrity when doing this because each DRES CR cover bears the disclaimer:

This work was carried out for DRES under

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contract. The accuracy of the information presented herein is the responsibility solely of the contractor and is NOT to be construed as an Official Department of National Defence position unless so designated by other authorizing documents.

A copy of the "Acceptance of a Contract Report" form is included as Figure 10.

CONCLUSION

This guide should help all DRES authors record and transmit information with the minimum of delay while still meeting all obligations required by the Department of National Defence. If there are any questions concerning these procedures or if any assistance is desired when writing a paper please contact H/ISG .

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Table I
RESPONSIBILITIES IN THE PUBLISHING PROCESS

<u>Item</u>	<u>Recommendation</u>	<u>Concurrence</u>	<u>Confirmation</u>
Intellectual Content	Section Head	N/A	Director
Format	H/ISG	N/A	Director
Report Category	Section Head	H/ISG	Director
Classification	Section Head	H/ISG	EISO
Distribution Limitation	Section Head	H/ISG	DRP
Distribution	Author	H/ISG	DRP

Note: The last three are subject to further review by the Director General Security at NDHQ.

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APPROVAL FOR PUBLICATION OF A SUFFIELD PAPER (B 5)

1. ~~SMR/SSP~~ 132 TITLE: Authors Guide to Publishing Procedures at Defence Research Establishment Suffield
 AUTHOR (S): JG Currie A M Dickason
 THE SUGGESTED CLASSIFICATION IS: TITLE Unclassified
 ABSTRACT Unclassified
 PAPER Unclassified
 THE SUGGESTED DISTRIBUTION LIMITATION IS: Unlimited
A Dickason 15-3-90 J Currie 15-3-90
 AUTHOR (S) DATE SECTION HEAD DATE

2. CONCUR RECOMMENDED CHANGE
 FORMAT yes _____
 CLASSIFICATION yes _____
 LIMITATION yes _____
 DISTRIBUTION LIST yes _____

A Dickason 16/03/90
 H/ISG DATE

3. I RECOMMEND THIS PAPER FOR PUBLICATION.

B. Haidlaw 19/03/90
 DIRECTOR DATE

4. THE CLASSIFICATION IS: TITLE Unclassified
 ABSTRACT Unclassified
 PAPER Unclassified
 THE LIMITATION IS: Unlimited

B. Haidlaw 19/03/90
 EISO DATE

5. THIS PAPER HAS BEEN APPROVED FOR PUBLICATION AT DRP MEETING 5/90
 ON 29-3-90

B. Haidlaw
 CHAIRMAN/DRP

18 Dec 1989

FIGURE 1

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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.)	2. SECURITY CLASSIFICATION (overall security classification of the document, including special warning terms if applicable)	
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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.)		
Estimation of extra drag force on a circular cylinder due to the presence of solid particles in subsonic compressible flow.		
4. AUTHORS (Last name, first name, middle initial. If military, show rank, e.g. Doe, Maj. John E.)		
Mellsen, Stanley B.		
5. DATE OF PUBLICATION (month and year of publication of document)	5a. NO. OF PAGES (total containing information. Include Annexes, Appendices, etc.)	6b. NO. OF REFS (total cited in document)
March 1989	60	22
6. 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.)		
Suffield Memorandum		
8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.)		
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)	9b. CONTRACT NO. (if appropriate, the applicable number under which the document was written)	
PCN 051SA		
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 this document either by the originator or by the sponsor)	
11. DOCUMENT AVAILABILITY (any limitations on further dissemination of the document, other than those imposed by security classification)		
<input checked="" 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):		
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.)		
Unlimited.		

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SECURITY CLASSIFICATION OF FORM

FIGURE 2A

OCD03 2/06/87

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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.)

The effect of particles, such as dust in air, on aerodynamic drag of circular cylinders was calculated for compressible flow at critical Mach number and for incompressible flow. The effect of compressibility was found negligible for particles larger than about 10 μm , for which the air can be considered a continuum. Drag coefficient and collection efficiency are provided for a wide range of inertia parameters and Reynolds numbers for both compressible and incompressible flow.

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 Engineering and 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.)

AERODYNAMIC DRAG
CYLINDRICAL BODIES
SPHERES
BLAST LOADS
DUST PARTICLES
DROPS (LIQUID)
IMPACT
AEROSOLS-PENETRATION
AEROSOLS-SAMPLING

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FIGURE 2 B

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DSIS Accession No.
(when available)

DOCUMENT REVIEW PANEL PUBLICATION RECORD

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

From: Defence Research Establishment Suffield

Name of Establishment

Instructions: This form shall 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. Suffield Memorandum	2. CONTRACT and/or PROJECT NO(s) (please specify) PCN 051 SA
3. TITLE Estimation of extra drag force on a circular cylinder due to the presence of solid particles in subsonic compressible flow.	4. TITLE CLASSIFICATION Unclassified
5. AUTHORS Stanley B. Mellisen	6. DATE OF PUBLICATION March 1989

7. JOURNAL PUBLICATION

If document is intended for publication in a journal or conference proceedings, provide the available details:

TITLE

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)	Unclassified
9. OFFICIAL WARNING TERM (based on A-SJ-100-001/AS-000 chap. 3, para. 32) Reasons for Classification or Warning term:	

10. DETAILS OF CLASSIFIED INFORMATION

Country of Origin	Highest Level (S,C or R)	Text	Pages on which Classified Information is Contained		
			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. 36-41)

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
13. Does this document contain CRITICAL TECHNOLOGY which requires protection under the Strategic Technology Exchange Program (STEP): (Please specify technology)
Yes No <input checked="" type="checkbox"/>

FIGURE 3A

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LIMITS OF AVAILABILITY

14. May document be given UNLIMITED distribution? Yes No

(i.e. Is the document suitable for release to the general public? Classified documents or those with protectable IP or patents pending shall 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 foreign defence information or information provided to DND in confidence by third parties
() contains references to classified reports
() produced or distributed under auspices of international agency or agreement
() contains information which could be embarrassing to Canada or allied countries
() contains analyses of how countries have reacted in the past, or may react in the future
() contains IP or militarily-critical technology which must be protected for exploitation within Canada or as part of an international agreement
() patent or agreement to license pending
() contains proprietary material
() contains subjective analyses produced for informational purposes
() contains information which must not be released to industry
() other

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
(b) Defence departments and Canadian contractors
(c) Government departments and agencies
(d) Defence departments
(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)
(b) NATO countries
(c) NATO agencies: HQ, SACLAN, STC, etc.
(d) TTCP countries
(e) Canada and the following countries/bodies:

18. DISTRIBUTION AUTHORITY

- (a) What agency may authorize further distribution by DSIS? DRES
(b) What other DND or other agencies have responsibility in matters discussed in the document? None
(c) Have the agencies agreed on classification, warning term and distribution? Yes No

19. DOCUMENT ANNOUNCEMENT To whom may this document be announced?

- (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. 10/84 Date 25-5-84

Approved by [Signature] Chairman of Document Review Panel

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

Copies for DSIS and distribution

FIGURE 3B

CHEMISTRY SECTION PUBLICATIONS

DISTRIBUTION LIST

JANUARY 1985

REPORT NO.: SM 1267
 PROJECT NO:
 TITLE:
 AUTHOR:
 DATED:
 SECURITY GRADING:

SECTION "A" - COMPULSORY

OSIS Circulation

- 1 - OSIS Report Collection
- 1 - Document Section (Microfiche)
- 1 - CDLS(W) CDR
- 1 - CDLS(L) CDR
- 1 - DREO

NDHQ:

- 1 - CRAD/DGRD OPS
- 1 - DSP
- 1 - DNBCC

OTHER CANADIAN FORCES:

- 1 - CFNBCS
- 1 - SO NBCW/FMC

UNITED STATES:

- 3 - Senior Standardization Representative - US Army
- 3 - DTIC
- 1 - Chemical Research Development Centre, Aberdeen Proving Ground
- 1 - US Army Proving Ground Dugway Utah

UNITED KINGDOM:

- 5 - DRIC
- 1 - Chemical Defence Establishment Porton

SECTION "B" - OTHERS (MAKE DELETIONS OR ADDITONS AS NECESSARY)

NDHQ:

- | | |
|----------------------------|-------------------------|
| 1 - DLAEEM 3 | 1 - SA/VCDS |
| 1 - DLR-5 | 1 - DCMEM (tank trials) |
| 1 - DCGEM(clothing, main.) | 1 - OSTI |
| 1 - DGMDI | 1 - DGRDO |
| 1 - DAME-2 (ammunition) | 1 - DLR |
| | 1 - DAS ENG (Air Force) |

OTHER CANADIAN:

- 1 - National Chairman TTCP Sub-group E
- 1 - SA/RCMP
- 1 - SA/FMC
- 1 - DREV
- 1 - DCIEM
- 1 - ORAE

OTHER FOREIGN (SPECIFY INDIVIDUALS)

- 1 - Chemical Systems Laboratory, Aberdeen Proving Ground
- 1 - Chemical Defence Establishment Porton
- 1 - Materials Research Laboratory, Australia
- 1 - Netherlands RVO-TNO
- 2 - NATO (SPECIFY PANEL)

2 NTIS

DRES

- CHIEF
- H/PSO
- H/PMS
- H/BIO
- ? 3 CHEMISTRY SECTION-WHO? S. MEECE
- 4 - H/ISG
- CFLO
- 0/OTD
- DAVE RITZEL

Approved

DRP

10/84

John Blews
 Chairman

25-5-84

Date

FIGURE 4

16/89

DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

3-7

APPLICATION TO SUBMIT A PAPER TO THE OPEN LITERATURE

1 To: H/ISG

It is requested that approval be obtained to submit the following paper

TITLE A SOLID ADSORBENT BASED SYSTEM FOR THE SAMPLING AND ANALYSIS OF ORGANICS IN AIR

AUTHOR(S) HANCOCK, M. AND LESS - HICKEN

for publication

(i) by the reprint method as STN/STP _____

(ii) as an unclassified version of paper already published as STN/STP _____

(iii) As author's own submission _____

in the following journal J. CHROMATOGRAPHIC SCIENCE

whose page charges are NIL

Signed: Author [Signature] Date 29 Sept 89

Author [Signature] Date [Signature]

Head/Section [Signature] Date 2 Sept 89

2 The following agency/agencies having an interest, responsibility, jurisdiction or sponsorship in matters discussed in this paper have agreed to its classification and to its UNLIMITED DISTRIBUTION:

(1) _____ (2) _____ (3) _____ (Attach copy of approval)

Attach one copy of this form to each of two copies of the paper and send to H/ISG

FIGURE 5

DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

B-8

APPROVAL FOR OPEN LITERATURE SUBMISSION

Serial No. OL 08/87

1. To: EISO

For concurrence in proposed security classification.

Date 16-9-87

Johnkins
H/ISC

2. To: DIRECTOR/DIVISION

There are no security objections to this paper being given UNLIMITED DISTRIBUTION.

Requires following changes to permit UNLIMITED DISTRIBUTION:

Date 18/18/87

Richardson
E.T.S.O.

3. To: CHAIRMAN, DOCUMENT REVIEW PANEL

This paper is approved for submission to the Document Review Panel.

Date 28 Sept 87

W. S. Wright D/DSD
Director/Division

4. To: SECTION HEAD

This paper is approved for submission to:

Food and Chemical Toxicology

Date 02/10/87

Richardson
Chairman/DRP

FIGURE 6



National
Defence

Défense
nationale

B-9

AUTHORITY TO USE COPYRIGHT MATERIAL

Submitted herewith is a paper entitled _____
_____, author(s) _____ for
publication in your _____.

The author(s) of this paper carried out this research on behalf of the Government of Canada, and as such the copyright in the paper belongs to the Crown, i.e. to the Canadian Government. No provision exists for the transfer of any such Crown copyright, and it would be improper for the author(s) to sign any document purporting to transfer the copyright to your organization.

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It is believed that such an authorization will provide you with all the scope for action you require, but it falls short of effecting transfer of the copyright itself.

J.G. Currie
Head/Information Services
for Chief
Defence Research Establishment Suffield

* NOTE TO SIGNING AUTHORITY: When the research has been done under contract, the contractor as well should be identified.

Amendment of 1 Nov/78

FIGURE 7

DEFENCE RESEARCH ESTABLISHMENT SUFFIELD
RALSTON, ALBERTA

10J 2NC

CENTRE DE RECHERCHES POUR LA DÉFENSE SUFFIELD
RALSTON, ALBERTA

10J 2NC

119-90

APPROVAL FOR PRESENTATION AT A MEETING (B 10)

- 1. RN 1275 TITLE: DETONATION PHENOMENA IN LARGE HETEROGENEOUS CLOUDS
 AUTHORS: S. B. MURRAY
 MEETING: SPRING TECHNICAL MEETING OF COMBUSTION INSTITUTE
 PLACE & DATE: BANFF - 29 APRIL - 2 MAY 1990
 FORMAT: POSTER SESSION ORAL PRESENTATION SLIDE SESSION
 THE PAPER ~~WILL~~ WILL NOT BE INCLUDED IN PROCEEDINGS. (BOOK OF ABSTRACTS ONLY)
 THE RECOMMENDED CLASSIFICATION OF: THE ABSTRACT IS UNCLASSIFIED
 : THE PRESENTATION IS UNCLASSIFIED

S. B. Murray 28/2/90
 AUTHOR (S) DATE

[Signature] 28/2/90
 SECTION HEAD DATE

- 2. I CONCUR/~~DO NOT CONCUR~~ WITH THE SECURITY CLASSIFICATION.

[Signature] 28-2-90
 H/ISG DATE

- 3. THIS PRESENTATION IS/IS NOT RECOMMENDED.
 THIS PRESENTATION IS/~~IS NOT~~ RECOMMENDED FOR INCLUSION IN THE PROCEEDINGS.

J. C. Mollon 1/3/90
 DIRECTOR DATE

- 4. THE CLASSIFICATION OF THE ABSTRACT IS Unclassified
 THE CLASSIFICATION OF THE PRESENTATION IS Unclassified
 THE PRESENTATION IS/~~IS NOT~~ RECOMMENDED FOR INCLUSION IN THE PROCEEDINGS.

[Signature] 01/03/90
 EISO DATE

- 5. RN 1275 IS APPROVED FOR PRESENTATION.
 THIS PRESENTATION IS/IS NOT APPROVED FOR INCLUSION IN THE PROCEEDINGS.

[Signature] 04/90 01/03/90
 CHAIRMAN/DRP MEETING DATE

UNCLASSIFIED
Classification of Sheet
B-1

DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

SECURITY CLEARANCE FOR SUFFIELD RESEARCH NOTE

To: EISO thru H/ISG

Approval is requested for the security classification and distribution proposed for the attached Suffield Research Note

TITLE THE DESIGN OF CONVERGENT
FINITE ELEMENT MESHES FOR
SIMULATION OF EXPLOSIVE-TERMINED
PROJECTILES

RN No.
1083

Inger Moen
Head/Section

FPP No. (if applicable) _____

To: Head/Section thru H/ISG

A. The security classification of this paper is Unclassified
for the following reason (if unclassified no reason required)

The security classification of the title is Unclassified

27/07/89 _____
Date Establishment Information Security Officer

B. Approval is given for off-site distribution to

CANADIAN ARSENALS LTD.

28/7/89 _____
Date Director/Division

Attach a copy of this to one
of two copies of the paper and send to H/ISG

FIGURE 9

10-89

Defence Research Establishment Suffield

Acceptance of Contract Report

To: Chairman, Document Review Panel

The following paper has been accepted in partial fulfilment of contract

01SG 97702-R-5-0761

Title: Testing of HI-6 as a Therapy for Poisoning by Commonly Used Agricultural Insecticides.

Authors: H.B. Schiefer and C.G. Rousseaux

The recommended security classification is Unclassified .

The recommended distribution limitation is Open Unlimited


Contract Officers
R.W. Bide

11/8/87
Date


Section Head
L.A. White

12/18/87
Date

FIGURE 10

National Defence
Services nationale

DRES 2900-1 (H/PSO)

30 March 1984

National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

Attention: DSIS

DSIS GUIDELINES FOR CRAD DOCUMENTS

Reference: 2900-1 (DSIS) 21 December 1983

1. DRES management supports the concept that well defined, appropriate publication categories be established by CRAD and be implemented by the DREs in order to provide for standardized publishing practices and which also aid in the rapid preparation and dissemination of research results from the DREs to the outside defence and scientific community.
2. In addition to open literature publications, DRES requires five categories of Establishment documents. These are:
 - a. Report,
 - b. Technical Memorandum,
 - c. Internal Note,
 - d. Special Publication, and
 - e. Contract Report.
3. Report: Formal publications which can be cited as references giving information of lasting scientific or technical value, of interest to a wide or senior military and/or scientific audience. These should be equivalent in quality to full publications in a refereed journal. Material published as a report should include:
 - a. a significant contribution to science or technology;
 - b. the final report on a major scientific or technical investigation;
 - *c. a partial report on a lengthy scientific or technical investigation where a specific milestone has been reached and the significance of the results is discussed and conclusions reached. Such a report may be one part of a series;
 - d. substantial evaluations of items of equipment of significant military or scientific interest; and

.../2

- 2 -

e. major reviews of specific areas of science and technology.

4. Technical Memorandum: Formal publications which can be cited as references giving information of considerable scientific or technical value, of interest to a significant military or scientific audience. Typically equivalent in quality to publications in a recognized journal. Material published in a Technical Memorandum should include:

- a. final reports on tasks of briefer scientific and technical scope than those in the report category;
- b. direct final reports to Task Sponsors;
- c. reports of equipments design or development;
- d. evaluations of items of equipment of military or scientific interest;
- e. reports of substantial computer model and algorithm derivation and development;
- f. extensive compilations of annotated data;
- g. extensive annotated bibliographies;
- h. substantial project planning documents; and
- j. important feasibility studies.

5. Internal Note: Informal working papers for Establishment record and internal distribution. Material recorded in a note should include:

- a. descriptions of limited investigations not for general distribution;
- b. scientific or technical reviews of Establishment scope and interest;
- c. trial directives, especially where coordination of several Establishment groups are involved;
- d. reproductions of oral and written presentations to meetings with no immediate published proceedings;
- e. reports on trips resulting in significant recommendations;
- f. evaluations of items of equipment of internal utility;
- g. reports of equipment and instrumentation design and development of internal utility;

.../3

- 3 -

- h. preliminary reports on field trials;
 - j. data compilations;
 - k. detailed specifications for R&D or major equipment contracts;
 - m. computer codes for internal use;
 - n. summer student reports; and
 - p. internal proposals for research projects.
6. Special Publication: Documents which can be cited as references which give information of significant value in fields other than those covered by a Report or Technical Memorandum. Although Special Publications are not an output of the program they would receive the same review and match the quality of a Technical Memorandum. Material published as a Special Publication should include:
- a. corporate documents stating official policy and procedures;
 - b. administrative policy and procedure documents;
 - c. periodic establishment progress reports; and
 - d. instruction and safety manuals.
7. Contract Reports: Publications which can be cited as references reporting results and technical information. This category would include those items for which DRES is either the contractor or the contractee. Contract Reports should be given a distinctive DRES cover, which would bear a statement indicating that the technical content of the document is the responsibility of the originator, but funded by the DRE. The documents would be submitted to the Document Review Panel for consideration and recommendation.
8. It is the opinion of DRES management that open literature publications do not require a separate internal category. These documents stand as an official publication on their own. Although we support the concept of publishing excellent work in the open literature, where possible, the work initially or even after the fact should be published in perhaps a somewhat different format/contents in an internally-produced document. In terms of money and manpower we believe it would be wasteful to assign numbers and place separate covers on reprints.
9. The DSIS proposals for a system of numbering are reasonable.
10. Finally, although it seems to be accepted by most that there be two categories of outside formal documents (Report and Technical

.../4

- 4 -

Memorandum) Chief/DRES would readily agree to, and perhaps prefer, to use one category only (e.g., Reports).



C.R. Iverson
Chief/DRES

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.) Defence Research Establishment Suffield		2. SECURITY CLASSIFICATION (overall security classification of the document, including special warning terms if applicable) Unclassified	
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.) Authors Guide to the Publishing Procedures at Defence Research Establishment Suffield			
4. AUTHORS (Last name, first name, middle initial. If military, show rank, e.g. Doe, Maj. John E.) J.G. Currie and A.M. Dickason			
5. DATE OF PUBLICATION (month and year of publication of document) April 1990		6a. NO. OF PAGES (total containing information. Include Annexes, Appendices, etc.) 25	6b. NO. OF REFS (total cited in document)
6. 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.) Special Publication			
8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.)			
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)		9b. CONTRACT NO. (if appropriate, the applicable number under which the document was written)	
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.) SSP 132		10b. OTHER DOCUMENT NOS. (Any other numbers which may be assigned this document either by the originator or by the sponsor)	
11. DOCUMENT AVAILABILITY (any limitations on further dissemination of the document, other than those imposed by security classification) (X) Unlimited distribution () Distribution limited to defence departments and defence contractors; further distribution only as approved () Distribution limited to defence departments and Canadian defence contractors; further distribution only as approved () Distribution limited to government departments and agencies; further distribution only as approved () Distribution limited to defence departments; further distribution only as approved () Other (please specify):			
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The publishing procedures at the Defence Research Establishment Suffield are presented for the purpose of facilitating the process for authors. The categories of papers are defined, the spheres of responsibility are outlined, the role of the Document Review Panel are explained and the steps to be taken when filling out the forms for each publication category are explained.

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 Engineering and 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.)

DRES
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