

## JANNAF Policy on Papers and Presentations

JANNAF policy requires that you submit both your paper and a Publication Clearance form **prior to** the meeting. JANNAF adheres to its policy of NO Paper, NO Publication Clearance, NO Podium. Please refer to the Publication Clearance Form for additional information and instructions for completing the form correctly. A distribution statement generator is available on the Author Information page of the current meeting web site. Use of the Distribution Statement Generator will assure an adequate distribution statement that can simply be inserted in your paper and /or presentation. Limited guidance regarding Controlled Unclassified Information (CUI) markings can be found on the Publication Clearance Forms section of the current meeting web site, as well as on the form itself.

## Paper Preparation and Style Format

Submit papers in PDF (Adobe Acrobat version X or later) format only. JHU WSE ERG reserves the right to add the distribution statement and, for limited distribution papers, the required export control warning and (if applicable) CUI markings, if these items are not included in your paper. For your convenience, a **paper template** is available on the Author Information page of the current meeting Web site.

- Proofread and review papers before submission.
- Do not apply security features to your document.
- Page size: 8.5 x 11, 1 inch margins on all sides.
- Format the document in a single column.
- Use 10 pt. Arial or Helvetica font.
- If the paper contains CUI, use the header and footer to accommodate CUI banner markings at the top and bottom of each page of the paper. The lower CUI banner marking should appear below any distribution statement, export control warning, or destruction statement on the page.
- If the paper contains CUI, include the CUI designation indicator block in the lower right portion of the first page.
- Use the footer or leave a 2 inch space at the bottom of the first page to accommodate the distribution statement and, if applicable, the export control warning and destruction statement.
- Indent first line of each paragraph; left justify remainder of paragraph. The right margin should be ragged edge to enhance readability of text.
- Double space between paragraphs.
- Double space before and after all headings.
- Center the title of the paper and all other major headings; use all caps, bold font for these headings.
- Include authors and affiliation after the title.
- Format subsection headings flush left. Use underscore, all caps, and regular font for subsection headings.
- Embed all figures, tables, and other images in the document.
- There is no minimum or maximum number of pages.
- Use of page numbers is optional and entirely up to the author.