

NATO STANDARD

AAP-32

PUBLISHING STANDARDS FOR NATO STANDARDIZATION DOCUMENTS

Edition (B) Version (1)



NORTH ATLANTIC TREATY ORGANIZATION

ALLIED ADMINISTRATIVE PUBLICATION

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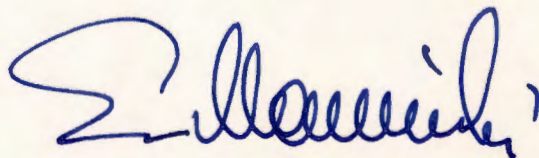
NORTH ATLANTIC TREATY ORGANIZATION (NATO)

NATO STANDARDIZATION OFFICE (NSO)

NATO LETTER OF PROMULGATION

18 December 2014

1. The enclosed Allied Administrative Publication AAP-32, Edition B, Version 1 – PUBLISHING STANDARDS FOR NATO STANDARDIZATION DOCUMENTS, is promulgated herewith. This is a non-classified NATO publication authorized for public release.
2. AAP-32, Edition B, Version 1, is effective upon receipt. It supersedes AAP-32, Edition A.
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5. This publication shall be handled in accordance with C-M(2002)60.



Edvardas MAŽEIKIS
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REFERENCES

1. NATO COVERING DOCUMENTS

- 1.1. AC/321(EAPC)N(2014)0006

2. NATO POLICIES, DIRECTIVES AND GUIDANCE

- 2.1. PRODUCTION, MAINTENANCE AND MANAGEMENT OF NATO STANDARDIZATION DOCUMENTS

AAP-03 noted by the North Atlantic Council (NAC) with the C-M(2010)86

- 2.2. SECURITY WITHIN THE NORTH ATLANTIC TREATY ORGANIZATION (NATO)

C-M(2002)49

- 2.3. THE MANAGEMENT OF NON-CLASSIFIED NATO INFORMATION

C-M(2002)60

- 2.4. NATO POLICY FOR STANDARDIZATION

C-M(2010)63

- 2.5. NATO INTELLECTUAL PROPERTY RIGHTS POLICY FOR NATO STANDARDIZATION DOCUMENTS AND NATO DISPOSITIONS RELATED TO THE ISSUE OF COPYRIGHTS FOR NATO STANDARDIZATION DOCUMENTS

C-M(2008)0017

- 2.6. DIRECTIVE ON THE NATO TERMINOLOGY PROGRAMME

C-M(2005)0023

- 2.7 GUIDANCE FOR THE DEVELOPMENT AND PUBLICATION OF NATO TERMINOLOGY

C-M(2007)0023

3. RELATED DOCUMENTS

- 3.1. NATO GLOSSARY OF STANDARDIZATION TERMS AND DEFINITIONS [ENGLISH AND FRENCH]

AAP-42

- 3.2. ALLIED JOINT DOCTRINE DEVELOPMENT SUPPLEMENT TO AAP-03

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- 3.5 NATO INSTRUCTIONS FOR LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs), GENERAL SUPPLEMENTS AND NATO SUPPLEMENTS".

ACP-198 NATO Supp-1

CHAPTER 1 – INTRODUCTION

1.1. PURPOSE

AAP-32 establishes the minimum requirements to draft, structure and format NATO standardization documents. According to AAP-03, NATO standardization documents encompass:

- a. Covering Documents: NATO standardization agreements (STANAGs) and NATO standardization recommendations (STANRECs).
- b. NATO standards (STDs), including Allied publications (APs) and NATO standards-related documents (SRDs).

1.2. SCOPE

- a. This publication establishes the structure, format and layout of NATO standardization documents prepared under the auspices of the tasking authority (TA) or delegated tasking authority (DTA). It also provides guidance on:
 - (1) Development of draft standardization documents.
 - (2) Preparation of NATO standardization documents for promulgation.
 - (3) Conversion of NATO standardization documents into electronic publications.
- b. Additional guidance from the TA/DTA may be required when specific requirements are not addressed in AAP-32.

1.3. BASIC REQUIREMENTS AND CONSIDERATIONS FOR NATO STANDARDIZATION DOCUMENTS

1.3.1. NATO COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

All NATO STDs produced as APs and MPs shall be marked “© NATO/OTAN” and include the NATO disclaimer in accordance with CM(2008)0017. The NATO/OTAN © is included on the cover page of all NATO standardization documents, and the disclaimer is part of the NATO letter of promulgation.

1.3.2. CLASSIFICATION OF NATO STANDARDIZATION DOCUMENTS

- a. Per AAP-03, NATO standardization documents and publications are to be produced and distributed in accordance with the NATO security regulations (references 2.2 and 2.3) and policy for standardization (reference 2.4). NATO standardization documents should always be accorded with the minimum classification required to protect the document in a manner consistent with the security classification of its contents. Nonetheless, the classification of NATO standardization documents and publications shall be kept at the lowest level possible to enable distribution to the widest audience. NATO documents and publications should be non-classified without classification markings (public release) or marked NATO UNCLASSIFIED (official use only).
- b. When documents or publications contain classified information (NATO RESTRICTED) (NR), NATO CONFIDENTIAL (NC) or NATO SECRET (NS)), they are to be produced in the most suitable format for the end user; for example, a classified publication or an unclassified publication with the classified information gathered in

supplements (NR, NC and/or NS). The classification marking is to be displayed in its full form.

(1) The classification of a document or publication is that of the highest level of classification of its content.

(2) The classification of pages within a chapter is that of the highest level of classification of the chapter's content. The same rule applies to annexes and appendixes.

(3) All pages are required to show the classification of the content of the page, including NATO UNCLASSIFIED.

(4) Articles, paragraphs, subparagraphs, figures and tables have not been routinely classified; however, when producing a classified document or publication (without supplements), the custodian shall mark each article, paragraph, subparagraph, figure and table with its agreed (by nations) classification, enabling the maximum content to be easily identified and released (in accordance with references 2.2, 2.3 and 2.4) when a multinational version or release to a non-NATO nation is required.

c. Covering documents (STANAGs and STANRECs) should bear no classification, even though they may cover classified allied standards.

1.3.3. TERMINOLOGY

Custodians shall use NATO-agreed terminology (reference 3.1); where required, new terminology is developed in accordance with NATO Terminology Programme (NTP) references. When abbreviations are used the abbreviations and their full forms shall be listed in the lexicon (paragraph 3.5.2) and should be written in full form on first appearance in text and followed by the appropriate abbreviation in parentheses. See also AAP-03 and NATO Terminology Programme documentation.

1.3.4. MEASUREMENTS

The International System of Units (SI) as defined by the International Organization for Standardization (ISO 1000 © ISO) is the primary system used in NATO standardization documents. If another system is used, this is to be stated. Where conversions between different systems are required, they are shown in brackets after the primary unit. Where such conversions are approximate, this is to be stated.

1.3.5. WORDING CONVENTIONS

When a NATO STD uses prescriptive wording conventions, the conventions are to be described in the front matter. For example:

- a. "Shall" indicates the application of a procedure or specification is mandatory.
- b. "Should" indicates the application of a procedure or specification is recommended.
- c. "May" and "need not" indicate the application of a procedure or specification is optional.
- d. "Will" indicates future time. It never indicates any degree of requirement for application of a procedure or specification.

Note: *Mandatory requirements are used only in documents covered by STANAGs that establish procedures of specifications required for interoperability and are not used in documents covered by STANRECs.*

1.3.6. MAINTENANCE OF STANDARDIZATION DOCUMENTS

- a. The custodian and the working group should assess end-user requirements for the document to ascertain the most suitable method of producing the standard (hard copy / electronic) and maintaining it throughout its life.
- b. NSO distributes standards electronically to national authorities per AAP-03 so that nations can publish the information. To facilitate this the custodian is to provide the NSO with the following documents on the most appropriate medium:
 - (1) A copy of the standard that incorporates all amendments as a printable document (PD), electronic document (ED) or electronic publication (EP). (See paragraph 1.7.)
 - (2) A copy of the standard's changed pages as a PD (optional based on tasking authorities / delegated tasking authorities (TA/DTAs) instructions).
 - (3) A "ReadMe" file that contains system requirements and details concerning the electronic file's format.
- c. The files must be in the agreed format for the standard.

1.4. TYPES OF ALLIED PUBLICATIONS

A comprehensive list of the different types of APs and the TA/DTAs that manage them is found in the NATO Standardization Agreements and Allied Publications Catalogue that is posted to the NATO Standardization Office Website (<https://nso.nato.int.>) and included in Annex A of AAP-03.

1.5. MULTINATIONAL PUBLICATIONS

Per AAP-03, a multinational publication (MP) is a non-classified extract of a classified AP. An MP is to be a "mirror image" copy of the NATO publication with the classified, non-releasable information omitted. MPs are developed for broad distribution outside of NATO and are to be marked accordingly. MPs that require further protection shall include a distribution restriction statement to that effect on its cover and front page. MPs that are marked NATO UNCLASSIFIED are to have distribution and releasability authorizations and restrictions listed in their NATO letter of promulgation.

1.6. DESKTOP PUBLISHING VERSUS WORD PROCESSING SYSTEMS

Before embarking on a standard or publication project, the prospective custodian and the working group should assess the targeted end users' requirement for the document and ascertain the best method of using the publication (hard copy / electronic) before assessing the project's demands for word processor/desktop publishing resources to ensure the sustainability of the document at a cost-effective rate. Word processing systems (such as MS Word®) tend to be inexpensive and easy to use and often have many desktop publishing features. They are well suited for producing small publications (<200 pages) that have a simple structure (no chapter subdivisions such as annexes) and relatively few graphics. Desktop publishing systems are optimized for processing large and complex publications with numerous graphics and tables. Desktop publishing systems tend to be considerably more expensive than word processing systems and therefore have limitations during the drafting (study) phase of a project, as the files cannot be shared with contributors and reviewers without being converted to a more universally used format (e.g., .rich text format (RTF) or portable document format (PDF)).

1.7. OUTPUT MEDIA AND FORMATS

a. **Print Document (PD).** Any document or publication that is intended to be used solely in a printed paper form even if it is distributed via electronic systems in and master material retained in an electronic form. Print documents are to be controlled, structured and managed in a systematic manner to permit change and configuration management within NATO or by other authorities acting on behalf of NATO.

(1) PDs do not require bookmarking or hyperlinking.

(2) PDs are long-term, through-life documents that are routinely amended and have a recognized sponsor.

(3) Documentation such as email and correspondence are not covered by this definition.

b. **Electronic Document (ED).** Any document or publication that is intended to be used in a printed format but has been produced in such a way that allow the user limited functionality when viewed on electronic systems and also provides a print ready file. It is delivered and may be used in an electronic form. EDs comprise the vast majority of NATO standardization documents and are typically both printable and easily viewable on electronic displays.

(1) Electronic documents are to be controlled, structured and managed in a systematic manner to permit change and configuration management within NATO or by other authorities acting on behalf of NATO.

(2) EDs should be bookmarked to major paragraph level (Heading 3 or Heading 4 of the NATO Style Sheet) but do not require hyperlinking.

(3) EDs are long-term, through-life documents that are routinely amended and have a recognized sponsor.

(4) Documentation such as email and correspondence are not covered by this definition.

c. **Electronic Publication (EP).** Any document or publication that is intended to be used solely via an electronic display. This type of publication (website, data base etc) has built into it a facility for the user to navigate easily through the publication, can make use of other media formats (i.e., film clips, active forms, etc.) and may make use of interactive elements.

(1) Electronic publications are to be controlled, structured and managed in a systematic manner to permit change and configuration management within NATO or by other authorities acting on behalf of NATO.

(2) EPs contain information that is stored and used from the media on which it is issued. This can be DVD-ROM, CD-ROM, magnetic media, embedded in firmware, a Website accessed over appropriate Internet/intranet connections or issued by radio communication for downloading to a computer.

(3) EPs require bookmarking to paragraph level, hyperlinking between cross references, indexing and search facilities.

(4) EPs are long term, through-life documents that are routinely amended and have a recognized sponsor.

(5) Documentation such as email and correspondence are not covered by this definition.

CHAPTER 2 – GENERAL STRUCTURE OF COVERING DOCUMENTS

2.1. INTRODUCTION

This chapter specifies the naming conventions, general structures, layout and formatting specifications of NATO Standardization Agreements (STANAGs) and NATO Standardization Recommendations (STANRECs).

STANAGs and STANRECs are documents drafted in both NATO official languages and depicted in two columns, English and French, respectively. The STANAG and STANREC templates are posted on the NSO Website (<https://nso.nato.int/> and <http://nso.nato.int/>).

2.2. STANAG AND STANREC TITLES

2.2.1. LONG TITLE

The long title of the STANAG or STANREC shall be consistent with the long title of the Allied standard or the subject matter it covers.

2.2.2. SHORT TITLE

- a. A STANAG or STANREC short title is composed of the covering document type abbreviation and a unique four-digit identification number (e.g., STANAG 7186 or STANREC 3838). This identification number is allocated by the NSO.
- b. If a STANREC is converted into a STANAG or a STANAG is converted into a STANREC, the new covering document keeps the same identification number.
- c. The first edition of a STANAG or a STANREC is named "Edition 1". When an Allied STD is revised, the covering document is also subject to a revision; further editions are incrementally numbered.

Notes:

1. If a STANAG is converted to a STANREC, the edition number is consecutive to the last issued edition and the converted STANAG is cancelled. The same process is used to convert a STANREC to a STANAG.

Example: STANAG 3838 Edition 3 will be converted into STANREC 3838 Edition 4.

2. If a cancelled STANAG or STANREC is reinstated, the edition number is to be consecutive to the last issued edition of the STANAG or STANREC.

3. The long and short titles should be non-classified.

Examples: STANAG 1470 Edition 1, STANREC 3838 Edition 1

2.3. STANAG AND STANREC STRUCTURES

2.3.1. COVER

- a. The cover contains the type of standardization document (standardization agreement / standardization recommendation), the short title, the long title, the edition, promulgation date (month and year), NATO emblem, publishing authority and NATO copyright marker.

- b. The cover page does not have a page number, and the reverse side is formatted as an unnumbered, intentionally blank page. The cover shows the overall classification of a STANAG or STANREC (if required) centred at the top and bottom of the page.

2.3.2. NATO LETTER OF PROMULGATION

The NATO letter of promulgation (LOP), which is completed by the NSO and signed by Director NSO, formally publishes a STANAG or STANREC. The LOP follows the cover.

2.3.3. BODY TEXT OF STANAG

- a. Custodians shall take the following two considerations into account when completing the body text of a STANAG:
 - (1) "INTEROPERABILITY REQUIREMENTS", summarize the interoperability requirements that constitute the rationale either for creating a new STANAG or for maintaining a STANAG after a review or a revision. If the rationale cannot be clearly established, custodians are advised to investigate other options.
 - (2) "IMPLEMENTATION OF THE AGREEMENT", provides guidance and requirements to assist nations and NATO bodies with STANAG implementation. This paragraph may be completed or expanded using a NATO standards-related document.

CHAPTER 3 – GENERAL STRUCTURE OF ALLIED PUBLICATIONS

3.1. INTRODUCTION

This chapter describes the general structure of NATO standards and NATO standards–related documents. The standard structure described may require adaptation to better serve the needs of the primary target audience and user group of each publication or series of publications. This chapter also describes standard administrative statements and instructions that are to be included in APs prior to their production and distribution. Layout and formatting specifications are described in Chapter 4. A template for structuring and formatting APs is posted to the NSO website.

3.2. PUBLICATION TITLES

3.2.1. LONG TITLE

Long titles are to be descriptive of the publication's content and the type of information that it contains. In particular:

- a. "Glossary" for an AP that lists terms and definitions and is developed in accordance with NATO Terminology Programme references.
- b. "Classified Supplement" to indicate that the document contains supplemental classified information, e.g. NATO SECRET Supplement to AXP-5(E) Experimental Tactics

3.2.2. SHORT TITLE

An Allied Publication (AP) short title is composed of:

- a. Publication type abbreviation and an identification number; e.g., AAP-03.
- b. When a publication is amended or revised, a letter and number are used to show:
 - (1) First edition of a publication; e.g.; AAP-03(A).
 - (2) A letter indicating the new edition starting at "B"; e.g., AAP-03(B).
 - (3) A number indicating the version (change status), starting from "1" in a new edition; e.g., AAP-03(A)(1).
- b. When a publication is revised (major change), a new edition is issued as follows:
 - (1) The result of revision is an alphabetic edition, e.g., A, B, C, D.
 - (2) A letter enclosed by parentheses, following the publications identification number, is used to show the edition of a publication, e.g., AAP-03(A). The subsequent editions are lettered sequentially, e.g., the second edition of AAP-03 is AAP-03(B), the ninth edition of AAP-03 is AAP-03(I).
- c. When a publication is amended (minor change), a new version is issued as follows:
 - (1) The result of an amendment is a numerical version.
 - (2) A number enclosed by parentheses, following the publications' edition, is used to show a new version, e.g., AAP-03(A)(1). The subsequent versions of a publication are numbered consecutively, e.g., the third version of a AAP-03(A) is AAP-03(A)(3), the ninth version of AAP-03(A) is AAP-03(A)(9).

- d. Supplements are linked to an AP, and they may have different levels of classification (NC SUPP, NS SUPP); e.g., ABC-01(D) (1) NC SUPP.

Note: *The long and short titles should be non-classified.*

3.3. FRONT MATTER

The front matter contains administrative and reference information and precedes the first chapter. It uses Roman numerals for its page numbering.

3.3.1. COVER

The cover contains the standardization document type, short title (abbreviated designation), the long title, record of revision and/or amendments, promulgation date (month and year), and NATO copyright (disclaimer). When developing the cover page, the following should be taken into account:

- a. The promulgation date listed on the cover remains the same unless an AP is revised (new edition is issued). If an AP is revised, the edition letter and promulgation date should be updated on the cover.

The date of a new edition and its' promulgation date are the same date.

- b. The overall classification of the AP is centered at the top and bottom of the page.
- c. The cover page does not have a page number, and the reverse side of the page is formatted as an unnumbered, intentionally blank page.
- d. When the long title is amended, the cover must be updated and included in the new NATO letter of promulgation.
- e. The short title should be listed in all capital letters.
- f. Abbreviations in the short and long title should be avoided, and spelled out, e.g., VOL should be VOLUME.
- g. Additional information may be included on the cover, when a TA/DTA deem it is necessary, such as "MAY NOT BE CARRIED IN MILITARY AIRCRAFT".

3.3.2. NATO LETTER OF PROMULGATION

- a. The NATO letter of promulgation (LOP), which is completed by the NSO and signed by the Director NSO, formally publishes the standardization document. The NATO LOP follows the cover and is the first numbered page of the publication. The reverse side is intentionally blank.
- b. The NATO LOP shall address the following administrative and implementation details:
 - (1) Classification of the document and reference to procedures for its handling and dissemination.
 - (2) The NATO standardization covering document (STANAG or STANREC).
 - (3) Implementation instructions specified in the NATO standardization covering document, e.g., effective upon receipt or NATO effective date (NED) to be specified.
 - (4) Listing of documents that are superseded by the promulgated document.
- c. For NATO SRDs, the cover page is followed by the NATO letter of promulgation.

3.3.3. RECORD OF RESERVATIONS

- a. This section is used to record formal statements made by member nations concerning the parts of the document that they will not implement or not implement in full. Reservations to be recorded in an AP are forwarded by the TA/DTA to the custodian in the instructions to print.
- b. A record of reservations appears only when required by the TA/DTA. It applies only to publications covered by a STANAG. When used, the record of reservations follows the NATO LOP, starting at the next odd-numbered page and is maintained in the AP.
- c. The record of reservations consists of two pages with a table on each page. The content found on each page is as follows:
 - (1) On the first page, list down the first column, in order of appearance, the numbers and letters of the chapters and annexes or appendixes for which there are reservations. In the second column, place the country code(s) in alphabetical order for the nation(s) that have placed reservations against the text in a specific chapter, annex or appendix (see page III).
 - (2) On the second page, organize the statements of reservations in country sequence and then in the sequence of occurrence. In the first column, place the country code for the first nation (in alphabetical order) making a reservation. In the second column, place all the statements (verbatim) of that nation's reservations in chapter–annex–appendix order of appearance. Include chapter, section, article, paragraph, figure and table references, as appropriate. Continue entering country codes and statements of reservations until all are included (see page IV).
- d. The classification of both pages is NATO UNCLASSIFIED. However, if a statement of reservations in a classified AP is itself classified, make the classification of both pages the classification of the AP.
- R** e. Reservations shall be noted in the margin of the page against applicable text. Use a capital R (bold font) inside a text box or other desktop publishing tool. (See margin of this paragraph.) When the reservations pages are complete, go through the main text of the AP and place the indicator (R) at the location referenced on the statements of reservations page. The beginning of the chapter, section, article or paragraph is considered to be a satisfactory placement within text. (A reservation that is a general statement of applicability cannot, of course, be so indicated.)
- f. Reservations remain in the AP until specifically removed or amended by the nation applying them. Each edition issued may record or remove a reservation. Custodians must receive positive and independent direction in writing to record or remove a reservation and the exact text of the statement of reservation to be recorded.
- g. When preparing a new edition for distribution, check the NATO Standardization Document Database (NSDD) and tasking authority's instructions for reservations to be documented and resolve any discrepancies between the two.
- h. Always check the pages of main text that are reissued in a change against the reservations listed in the current AP to ensure that each reservation indicator (R) is retained in the main text of the AP in the proper location. If paragraphs, figures and tables are renumbered by the change, the reference in the statement of the reservation must also be changed to show the new number.
- i. When main text is revised extensively or reordered in a change, material referenced in a reservation may be deleted or its location can no longer be identified. In such cases the custodian is to obtain clarification from the tasking authority on the status of the reservation.

3.3.4. RECORD OF CHANGES

Provide two record of changes pages (single sheet, both sides) for those APs that require them. The pages are used to show the date of issue or entry of any amendment to an edition of an AP. The pages must be retained until the next edition. The record of changes page is not classified and starts on an odd-numbered page.

3.3.5. TABLE OF CONTENTS, LIST OF ILLUSTRATIONS AND LIST OF TABLES

- a. Prepare a table of contents, a list of illustrations and a list of tables to enhance the usability of the publication. The table of contents follows the record of changes pages at the next odd-numbered page. These pages are not classified unless the titles of the referenced articles/paragraphs, figures or tables are classified.
- b. In the table of contents, provide the heading "TABLE OF CONTENTS" on the first line. Then provide all chapter, annex and appendix titles in order of appearance. Include page references for chapter, annex and appendix titles unless the chapter-page numbering scheme is used. (See paragraph 4.2.2.c.) Under each title list all articles in order of appearance down to the level desired. (Generally level/heading 3 or 4 as determined by the level of detail required by users.) Do not include paragraphs (list items).
- c. If the publication is divided into parts, see paragraph 3.4.1.
- d. If chapters are divided into sections, see paragraph 3.4.2.
- e. The "LIST OF ILLUSTRATIONS" and "LIST OF TABLES" follow the table of contents. Layout and formatting are described in Chapter 4.

3.3.6. REFERENCES

- a. The reference page lists applicable and related documents that apply to the AP.
- b. When used, all related NATO and non-NATO documents and supplements are listed to ease the use or the comprehension of the related AP. The edition of a related document is shown when it is considered essential. Moreover, the specific chapter or paragraph number(s) that are applicable to the publication may be indicated.
- c. References need to be validated by the custodian during the preparation of each new edition.

3.3.7. CONVENTIONS

For procedural publications, the front matter includes a page that describes editorial and word usage conventions used throughout the publication. (See paragraph 1.3.5 and article 4.9.)

3.4. MAIN TEXT / CONTENT

- a. The body of a publication will vary greatly according to the purpose and subject of the document. Many technical publications contain tables and diagrams, whereas administrative publications are more textual in their content.
- b. The basic subdivision of the AP should be into chapters, with chapters being divided into articles, paragraphs and sub-paragraphs as required. Chapters may also be subdivided or grouped as described in the following sub-paragraphs. However,

custodians should be aware that this system creates production complications that are difficult to overcome with word processing systems.

3.4.1. DIVIDING AN AP INTO PARTS / PART PAGES

Large publications that describe a variety of topics may have related chapters grouped into parts to help with the AP's overall organization. When this organization method is used, part pages / dividers are used to divide the groups of chapters, and the part information is included in the table of contents. The page is not classified and the reverse side is intentionally blank. Page numbering of the part page is continuous for publications that use the traditional or electronic publishing pagination system. For the chapter pagination system, part pages are considered an extension of the front matter, e.g., XIX and XX.

3.4.2. DIVIDING A CHAPTER INTO SECTIONS

Chapters may be organized into sections to help group related articles and paragraphs when this cannot be achieved using the standard article and paragraph numbering scheme. Section headings are included in the table of contents and inserted into the text immediately preceding the start of the section.

3.4.3. ANNEXES, TABS AND OTHER MAJOR SUBDIVISIONS

When a chapter contains a large amount of supporting information that is integral to the content of the chapter, the supporting information may be attached to the chapter as an annex that immediately follows the main body of the chapter. Multiple annexes may be attached to a chapter, and annexes may be further divided into subdivisions (such as tabs). Annexes (and further major subdivisions) follow the same classification guidelines as chapters, start on the odd-numbered page and are included in the table of contents to the level of detail deemed necessary by the custodian. Pagination of these subdivisions is described in paragraph 4.2.2.

3.4.4. FIGURES AND TABLES

When figures and tables are required, they follow the citing text. They may also be placed at the end of the citing chapter, annex or appendix to reduce page-flow complications with word processing applications.

3.5. BACK MATTER

The following paragraphs describe the composition of AP back matter and are presented in order of appearance.

3.5.1. ANNEXES AND APPENDIXES

Annexes or appendixes may be included after the chapters to provide information not covered in the main text. Examples of appendix or annex use include:

- a. Provide technical and theoretical background information pertaining to a chapter or group of chapters.
- b. Provide national information that does not require formal acceptance or ratification by member nations.
- c. Provide a synopsis of information drawn from another source.

3.5.2. LEXICON – PUBLICATION GLOSSARY AND LIST OF ABBREVIATIONS

- a. The publication lexicon consists of two parts — terms and definitions (i.e., the publication glossary) and a list of abbreviations. The glossary contains the key terms and definitions used in the AP that may or may not be defined in a promulgated NATO glossary (e.g. AAP-6), but need to be defined to understand the document. The list of abbreviations contains all abbreviations and acronyms used in the AP along with their full forms as used in the publication.
- b. Terms and definitions from a promulgated NATO glossary, when included, must be verbatim and identified as taken from the glossary. It may also be beneficial to cite the source of terms and definitions not found in AAP-06 and other NATO promulgated glossaries. This information may be provided as a parenthetical addition to the definition. Guidance issued by the NATO Terminology Office provides an alternative method of identifying term and definition source information.
- c. Lexicon formatting and layout conventions are illustrated in the AP template posted to the NSO Website.

3.5.3. INDEX

Where an index is likely to improve the usability of a publication, its use should be considered. The index provides improved access to the information contained within print documents. Index pages are to immediately precede the list of effective pages (LEP).

3.5.4. LIST OF EFFECTIVE PAGES

A list of effective pages (LEP) constitutes a positive means of ascertaining the completeness of an AP. LEPs are recommended for all APs and are required for all classified APs (NATO RESTRICTED and higher) and for APs that will be maintained in a loose-leaf manner (by page replacement, insertion and deletion methods). It is to be placed in the back of the AP immediately in front of the back cover. All numbered pages (including intentionally blank pages) are to be accounted for in the LEP.

3.5.5. BACK COVER

For each publication edition and version, prepare an unnumbered back cover showing the classification of the AP centred on the header and footer, layed out and formatted as illustrated in the AAP-32 template. This page is set up to be printed on the reverse side with the obverse side blank.

3.6. STRUCTURE OF AMENDMENTS

An amendment will result in a new version of an existing edition and shall be formatted and structured as an AP marked by change bars. Amendments (minor changes) are issued as a new version of an existing AP, and are issued as either a single electronic document or a print document. The Custodian shall inform the TA/DTA of the most suitable option and, based on the decision made, will produce the new version for approval.

3.6.1 SINGLE ELECTRONIC DOCUMENT

A single electronic document with the amendment(s) incorporated (reissuance of the entire document with changes included);

3.6.2 PRINT DOCUMENT

- a. A print document contains only the pages affected by the amendment. When this option is chosen, the amendment shall include a cover sheet, and amended content (front matter, content and back matter) as follows:
 - b. The cover sheet provides information regarding the changes that were made to the document, and must provide detailed instructions and a list of the pages to removed and/or inserted. However, it should not be listed, retained or included in the AP. The following items should be listed on the cover sheet:
 - (1) NATO Effective Date
 - (2) Contents of Change, which is a paragraph that briefly describes the changes made, and specifies pages to be removed, pages to be inserted, and other distinct items that require changes (i.e., templates to be entered, data changes, tab dividers included, and etc.)
- a. Amendments are minor changes (see AAP-03) that produce a new version of an existing edition and shall be formatted and structured as the AP with changes marked by change bars. The new version of the AP can be issued as a single electronic document that incorporates all changes made by the amendment or a print document that contains only the pages affected by the change. (See paragraphs 3.6.b. and 3.6.c. or both.) The manner of how a new version is issued is to be decided by TA/DTA based on the recommendations of the custodian and respective working groups.
- b. For print documents, when a new version of a publication is not fully reissued, the amendment shall contain the following:
 - (1) Cover page containing change instructions (detailed list of pages to be removed and inserted).
 - (2) Amended content (front matter, content and back matter).
- c. Cover Page and Change Instructions (when used).
 - (1) The cover page for a change to an AP provides information about the effective date of the change, handling the change and entering and removing pages to update the AP. The custodian of the AP originates this page when a change is issued. It is always printed as the cover sheet for the change.
 - (2) The cover page is not an accountable page; therefore, it is not listed as a page to be entered into the publication, not listed on the LEP, and not retained in the publication.
 - (3) The cover page accounts for all pages to be removed and inserted when entering the change.
 - (4) Show as the date of issue the month and year when the change is distributed.
 - (5) Write the "contents of change" paragraph to include all contents of the change in a brief summary: pages to be removed/entered, tab dividers included and templates to be entered into the publication (if needed to complete the change).
 - (6) List pages to be entered in sequence from beginning to end of the AP. For a single sheet, list pages on both faces, separated by a comma and followed by a semicolon (e.g., 1-1, 1-2) For a series of sheets, list the page on the reverse of the first sheet and the page on the reverse face of the last sheet of the series, separated by the word "thru" and followed by a semicolon (e.g., 1-5 thru 1-10). For older publications until they are revised, indicate the status of reverse/obverse blanks.

(7) Because the cover page is a front cover sheet, the overall classification of the AP must be used for page classification. Centre "(This page is NATO UNCLASSIFIED)" in the footer of a classified cover page.

(8) Do not change the date of issue on the cover page or other cover sheet when printing a change prepared by another custodian.

CHAPTER 4 – PAGE LAYOUT AND FORMATTING GUIDELINES

SECTION I – PAGE LAYOUT

4.1. GENERAL GUIDELINES

This chapter provides details and general specifications concerning page layout and formatting of APs and other standards. The custodian is to select the best layout and format for the text based on the needs of the end users. The detailed specifications concerning layout and typesetting are not all-encompassing and may require adaptation to better serve the needs of the primary target audience and user group of each publication or series of publications. Annex A to Chapter 4 discusses word processor and desktop publishing software considerations and use of styles.

4.2. PAGE NUMBERING

4.2.1. PAGINATION

Publications should be paginated so that the first page of the front matter, chapter, annex, appendix or back matter starts on the obverse page (i.e., right-hand page). When a chapter, annex or appendix ends on an obverse page, the reverse of that page should be annotated with the words INTENTIONALLY BLANK centred on the page.

Note: *Electronic publications that are intended be used primarily via electronic displays do not contain intentionally blank pages.*

4.2.2. PAGE NUMBERING

a. The scheme selected should match closely with the manner in which the publication will be used. Standard pagination schemes may be modified or adapted to meet the requirements of the publication.

b. **Traditional Pagination.** This pagination system is used for publications that will be reissued in their entirety when amended. Front matter is numbered consecutively using Roman numerals starting with the title page. Content is numbered consecutively and continuously to the end of the publication starting with the introduction or first page of Chapter 1 and ending with the last page of the index or list of effective pages (if used). For example:

(1) I, II, III, etc. for front matter.

(2) 1, 2, 3, 4, etc. to the end of the document or publication.

c. **Chapter Pagination.** This pagination system is used for publications that are amended through periodic replacement, removal or insertion of pages. Front matter is numbered consecutively using Roman numerals starting with the title page. Content numbering is a combination of chapter/appendix/annex identity and page number. For example:

(1) I, II, III, etc. for front matter.

(2) 1-1, 1-2, 1-3, etc. (for Chapter 1); 2-1, 2-2, 2-3, etc. (Chapter 2).

(3) A-1, A-2, A-3, etc. (Appendix or Annex A to the whole document or publication).

(4) 4A-1, 4A-2, 4A-3, etc. (for Annex A to Chapter 4).

d. **Electronic Pagination.** Pages are numbered consecutively and continuously starting with the title page (which is also the first page; that is, no cover). This system aligns the table of contents pagination with Adobe Reader ® pagination, but the two systems will be thrown out of alignment if national pages must be inserted as part of national implementation processes. As with the traditional publishing pagination system, it should not be used for publications that will be updated through periodic replacement, removal, or insertion of pages.

f. Chapter pagination may also be applied to back matter components such as appendixes, the lexicon, index and list of effective pages. For example:

- (1) A-1, A-2, A-3, etc. (for Appendix A).
- (2) A-1-1, A-1-2, A-1-3, etc. (for Tab 1 to Appendix A).
- (3) Index-1, Index-2, Index-3, etc. (for the Index).

4.3. PAGE SIZING AND MARGIN SETTINGS

a. The layout and margins settings selected are important, as they ensure that material produced using A4 or letter paper will print without affecting the pagination of the document or publication (very important when accounting for classified material).

b. Margin settings for A4 paper should be:

- (1) Top - 3.17 cm (1.25 in) (7,6 pica) from edge.
- (2) Bottom - 3.1 cm (1.22 in) (7,4 pica) from edge.
- (3) Left - 2.5 cm (.98 in) (5,11 pica) from edge.
- (4) Right - 2.5 cm (.98 in) (5,11 pica) from edge.
- (5) Header - 1.27 cm (.5 in) (3 pica) from top edge.
- (6) Footer - 1.7 cm (.67 in) (4 pica) from bottom edge.

c. Margin settings for letter paper should be:

- (1) Top - 2.26 cm (.89 in) (5,4 pica) from edge.
- (2) Bottom - 2.75 cm (1.08 in) (6,6 pica) from edge.
- (3) Left - 2.75 cm (1.08 in) (6,6 pica) from edge.
- (4) Right - 2.75 cm (1.08 in) (6,6 pica) from edge.
- (5) Header -0.95 cm (0.375 in) (2,2 pica) from top edge.
- (6) Footer - 1.27 cm (0.5 in) (3 pica) from bottom edge.

d. Landscape settings should be based on the portrait-oriented dimensions listed above. Document scale adjustment features available in document processing systems will mitigate the effects of A4 versus letter paper sizes.

e. Full-page layout (i.e., one column 16.00 cm (6.3 in) (38 pica) width and 23.5 cm (9.25 in) (55,5 pica) in length) defines the overall reproduction area, excluding marginal copy (headers and footers).

f. Two-column layout (i.e., two columns 7.62 cm (3 in) (18 pica) width, with 0.75 cm (0.3 in) (2 pica) gutter) should be used in bilingual NATO-promulgated glossaries. Use may be mixed within the same AP, depending on the requirements of individual components.

4.4. PAGE HEADERS AND FOOTERS

Headers and footers are to be on all pages and contain all information needed; identify the publication and its version, page number and security classification (if applicable). The even-odd page header/footer combination is preferred for print documents, but use of a single header and footer is acceptable for electronic publications.

4.4.1. HEADER

- a. The header contains the short title and the security classification of the page.
- b. **Classification Marking.** The security classification marking is centred at the top of the page and should be 18-point bold font to draw attention to the classification marking. See Chapter 1 for information about how to determine page classification markings. Mark the classification of all pages in a document or publication, including NATO UNCLASSIFIED documents or publications, unless the document or publication is non-classified and authorized for public release per reference 2.3.
- c. **Short Title.** The short title of the document or publication is positioned in the upper outside (or right) corner in capital letters (unless the short title consists of a combination of capital and lower case letters) and aligned flush right with the outside/right margin of text one line below the classification using same font size as body text.

4.4.2. FOOTER

The footer contains status information, page number, and type of changes on one line, and security classification on the line that follows. The footer text should be in size 11-point bold font, and all of the words should be capitalized.

- a. Security classification is centered at the the bottom of the footer using the same style as the header (paragraph 4.4.1.b).
- b. Other footer information is provided on the line above the security classification.
 - (1) Status information is left aligned..
 - (a) If a document is in draft form, the phrase draft state should be indicated (e.g. STUDY DRAFT 1, RATIFICATION DRAFT, etc.).
 - (b) If the document has been approved, the draft status is omitted.
 - (2) Page numbers are centered.
 - (3) Type of changes are right aligned.
 - (a) For a new document and revisions, the edition should be listed (e.g. EDITION (A), EDITION (B) etc.)
 - (b) For amendments, the edition and version should be listed (e.g. EDITION (B) VERSION (1)).
- a. The footer contains the page number, page security classification and version status information. Draft status information should be included in draft documents.
- b. **Classification Marking.** The classification marking is repeated in the footer using the same style as the header (paragraph 4.4.1.b). However, it should be situated one line below the version status and page number.
- c. **Page Number and Page Status Information.** Centre the page number at the bottom of the page on the same base line as the page status information on each page

(11-point bold font). Align the page status in the lower outside/right corner flush with the outside or right margin of text (on a line above the bottom classification if centred). Page status information depends upon the configuration management system used:

- (1) For older publications that use the revision/change configuration system, mark status as ORIGINAL or as CHANGE followed by the number of the change in all capital letters.
- (2) For publications that use the edition/version configuration system, mark status as "Edition (x) Version (y)" for pages that have changed as a result of the new edition or version.
- (3) For draft documents, mark draft information (e.g., Ratification Draft 1) on the lower inside/left corner aligned flush with the inside or left margin of text on the same line as the page status. A watermark also may be used.

4.5. INTENTIONALLY BLANK PAGE

For a face that is blank, centre the words "INTENTIONALLY BLANK" horizontally and vertically on the page and include headers and footers.

SECTION II – PARAGRAPH NUMBERING AND FORMATTING

4.6. ARTICLE AND PARAGRAPH NUMBERING SCHEMES

Custodians should select an article and paragraph numbering scheme that is compatible with the manner in which the publication will be used and maintained. The legal numbering system (x.x.x.x) used in AAP-32 is easily produced with word processor automatic paragraph-numbering functions, allows precise reference citations in other documents and supports periodic updates that involve the insertion or deletion of articles and paragraphs. Alternatively a three- or four-digit article-numbering system, as is used in many doctrine publications, will tend to preclude use of word processor automatic paragraph-numbering features, but reduces the likelihood of users misreading similarly numbered decimal paragraphs. Annex B to Chapter 4 describes each numbering system in greater detail.

4.7. BASIC TEXT FORMATTING

In general, all text should be set at the following font sizes and attributes:

- a. Arial font is preferred but can be modified based on user requirements.
- b. Chapter number and chapter title: 14-point, bold face and capitalized.
- c. Article headings: 11-point, bold face and title case.
- d. Text: 11-point.
- e. Notes within text: 11-point *italicized*.
- f. Footnotes: 10-point.

4.8. PARAGRAPH SECURITY CLASSIFICATION MARKINGS

When required, place the two-letter form of classification with parentheses between the number and the title of an article, paragraph, etc. to indicate the classification (therefore releasability) of the information. The two-letter form of classification with parentheses shall

inherit the type size and style of the title or text at place of insertion. See article 4.14 for figure and table security classification marking instructions.

4.9. WARNINGS, CAUTIONS AND NOTES

a. Warnings, cautions and notes that are procedural in nature are centred, and the text block is indented from each margin. The following definitions apply to warnings, cautions and notes when used in this way.

b. **Warnings.** Warnings are used to alert the reader to possible hazards that may cause loss of life, physical injury or ill-health. They must always immediately precede and appear on the same page as the relevant text. They are identified by a horizontally centred red warning triangle and the title WARNING. The warning text is to start one line space below the WARNING symbol and be aligned with the first letter of the paragraph title.



WARNING

An operating procedure, practice, or condition that may result in injury or death if not carefully observed or followed.

c. **Cautions.** Cautions are used to alert the reader to possible hazards that may cause damage to equipment. They must always immediately precede and appear on the same page as the relevant text. They are identified by a horizontally centred yellow caution triangle and the title CAUTION. The caution text is to start one line space below the preceding text, in line with the first letter of the paragraph title.



CAUTION

An operating procedure, practice or condition that may result in equipment damage if not carefully observed or followed.

d. **Notes.** Notes are used to emphasize operational procedures or other subjects and enhance understanding of the text. They are rendered in a manner similar to that for warnings and cautions with the word "Note" used instead of a symbol.

Note

An operating procedure, practice or condition that is essential to emphasize.

e. Warning, caution, and notes icons and usage conventions shall be included as part of a publication's front matter. (See paragraph 3.3.7.)

4.10. NOTES WITHIN TEXT

a. A note that occurs within text may be used in lieu of the note set apart and centred as illustrated in paragraph 4.9.d. Notes within text are set in italic title case and the word "Note" is in bold face. The title word is to be two line spaces below the previous text. A

single note is identified by the title, "Note," followed by a period. Subsequent lines of text (runovers) are to start under the first letter of the title.

Note. *Notes to the main paragraph should not be indented. This is an example of a single note to a main paragraph. It starts flush with the left margin. Multiple notes to the main paragraph are dealt with as for a group of notes. (See below.)*

b. **Group of Notes.** A group of notes is identified by the title "Notes" followed by a colon. Notes in the group are numbered (e.g., 1, 2, 3). The first numbered note is positioned two line spaces below the title; and two line spaces separate each subsequent numbered note.

Notes:

1. *A group of notes to a sub-paragraph would begin here.*
2. *Subsequent notes in the group should continue as shown here.*

4.11. TEXT EFFECTS

Text effects such as bold face and/or italics of text can be applied to text that requires emphasis or to identify quoted text. Using aptly named style tags to apply the desired appearance helps ensure that text is consistently formatted throughout the document.

4.12. REFERENCES

- a. **References to Internal Paragraphs (Articles).** Where it is required to refer the reader to another paragraph (article) within the document or publication, a cross reference is made by referring to the parent chapter, annex or appendix, or by inserting the article number and tracing the path through the levels of paragraph in order; e.g., "See paragraph 0407.1a(1)(a)".
- b. **References to External Documents or Publications.** Where it is required to refer the reader to an external document or publication, reference details should be entered into the list of references in the front matter. Reference is made by inserting the reference number and tracing the path to that reference in the front matter; e.g., "See Reference 2.1".

4.13. INDENTATION

Documents and publications are generally formatted with fixed indentations so that the text is uniform in appearance. Suggested tab stops are 14, 21, 30, 38 and 47 mm and approximate English measure equivalents. These standard tab settings for normal textual pages ensure that the gap between the period and the initial letter is approximately the same throughout the publication. Annexes B and C to Chapter 4 provide indentation details for two commonly used paragraph organization and indentation conventions.

SECTION III – FIGURES AND TABLES

4.14. GENERAL CONSIDERATIONS

- a. Where information is best displayed using a graphical or tabular form, it is to be referred to by using a figure or table number and a title in title case, bold face and centred above or below the figure or table.

Note: When producing documents that will be used primarily via electronic means, the figure number, classification and title should be placed above the figure or table to make it easier for users to find while scrolling.

- b. Figure and table numbers are to consist of the chapter number, hyphen and an Arabic numeral in sequence throughout the chapter, followed by a period (e.g., Figure 4-1). Figures and tables may also be numbered continuously from beginning to end, (e.g., Table 1, Table 2, etc.), but this makes insertion or removal of figures and tables problematic in minor changes to the publication.
- c. Figure and table captions consist of the figure or table number, title and security classification centred above or below the figure or table. Figures and tables appearing on classified pages have the classification of the figure or table indicated immediately above or below the figure or table. Titles of classified figures and tables include the classification of the figure or table title as well. Figure 4-1 provides an example of a classified figure that has a non-classified title.

This is an example of a classified figure that has a non-classified title.

NATO CLASSIFICATION

Figure 4–1. Example of a Classified Figure with a Non-Classified Title (NU)

- d. Landscape-oriented pages can be difficult to display electronically. Figures and tables that require a page to have landscape orientation should be avoided. If the page is to be oriented in landscape, the captions should have landscape orientation as well. Page headers and footers are to remain in portrait orientation. An A3 page **should not** be used to present a landscape illustration, as this causes problems when printing or when viewed electronically.
- e. A figure or table normally appears on the same page as the text that initially refers to it or on the next available page that follows. Care should be taken to avoid widow or orphan text of one or two lines that appears below or above the figure or table, as this text can be easily overlooked by readers. Where positioning graphics close to the reference is not practicable, they can be grouped at the end of a chapter or included in an annex.

4.15. FIGURES

- a. Illustrations can be very effective in the support of text and can range from simple line diagrams, two-dimensional, or perspective drawings, digital photographs and, for electronic publications, 3-dimensional computer animations and video.
- b. Graphics should be inserted into the document or publication as .gif or .jpeg or other format that optimizes resolution versus file size. Avoid using bitmap images, as these can reduce image quality and often produce documents with large file sizes that complicate electronic dissemination.
- c. The size of a figure will vary according to what it is portraying; however, the figure number and title with the graphic are not to exceed the text areas defined in article 4.3.
- d. Graphics may be in color or black and white but, when producing color graphics, care should be taken to ensure that information is effectively conveyed if the document or publication is printed in black and white. Also, color and greyscale graphics objects can produce documents with large file sizes.

- e. Figures are identified as “Figure” and the applicable figure number and title and listed in a “List of Illustrations” or “List of Figures” in the front matter of a publication.

4.16. TABLES

- a. When information is best presented in a tabular form, tables are to be used. The table is to be presented in the required number of columns and rows. The tabular information is to be enclosed with a border and subdivided by vertical and horizontal grid lines, although in some instances a table might be clearer without the internal grid lines.
- b. The table is normally to be centred within the text area of the page and the aim should be to contain tables within the text areas defined in article 4.3.
- c. Text within a table is aligned as appropriate.
- d. A smaller font size can be used for the text within the table to enhance presentation and to include more information; the lowest point size used should be 8–point.
- e. Large tables spanning more than one page should be split into multiple parts and annotated accordingly in the caption such that each does not use more than one page. (Continuous tables should not be used as they cause problems when printing using different sized paper.) For example:

Table 4-1. Example Caption of a Multiple Page Table (Part 1 of 2)

- f. Tables are identified by the word “Table” and the applicable table number and title and included in a “List of Tables” in the front matter of the publication. Multiple part tables require the security classification information to be part of each table caption.

ANNEX A TO CHAPTER 4 – WORD PROCESSOR / DESKTOP PUBLISHING ADVICE

4A.1. SYSTEM SETUP

Word processor / desktop publishing software default settings are generally a combination of user and document settings. User (and workstation) settings often conflict with each other and create problems when importing text developed by different users. Consequently, before assembling the production copy (or ratification draft) of a document or publication, the custodian should ensure that the word processor / desktop publishing system is set up to eliminate these conflicts by:

- a. Disabling all automatic formatting, correction and numbering features and then selectively reactivating only those that are needed for the document.
- b. Disabling any automatic style creation / definition features.

4A.2. STYLE TAGS

- a. **General.** Word processor / desktop publishing system style tags can quickly and easily apply consistent formatting to entire documents. The extent to which the text can be marked up depends largely upon the operator's understanding of standardization requirements and the use of tags. See the appendixes for tags used in the basic style sheets.
- b. **Tag Construction.** When tags are assigned to text, they remain with the document files when the text files are saved. A template that includes style tags for a simply structured AP accompanies AAP-32. The template styles may be modified, deleted or appended to meet the needs of individual documents. When creating new tags, tag names are not case sensitive, so it makes no difference if upper- or lower-case letters are used so long as the spelling is exact. Tag names should use underscored characters vice spaces to ensure that they can be correctly interpreted by different word processor and desktop publishing systems. Tag settings should not be based on the default style tag of the word processing / desktop publishing system (e.g., Normal in Microsoft Word), as this can cause wide variations in appearance and layout from one operator's system to another. (Similarly, the default style should not be applied in a document for the same reason.)

4A.3. TYPING OF NON-KEYBOARD CHARACTERS

Any character that is not available on word processor keyboards can be inserted into text using the American Standard Code for Information Interchange (ASCII) decimal equivalent.

ANNEX B TO CHAPTER 4 – FORMATTING EXAMPLES

4B.1 GENERAL DESCRIPTION

The following paragraphs describe and illustrate the format of section, paragraph headings and their position in a document that uses the X.X.X.X paragraph numbering scheme. When using the NATO style sheet the (Style Name) appears in parentheses following the example.

4B.2 CHAPTER, ANNEX AND APPENDIX HEADINGS

The following lines of text provide examples of how the headings are shown:

Chapter 3 – How to Write Books (Heading 1)

Annex A to Chapter 3 – Book Formats (Heading 1)

Appendix A – Font Specifications (Heading 1)

This style marks the beginning of a new chapter, annex or appendix and renders text to look like the title of this chapter. It also automatically generates a chapter-level entry in the table of contents (TOC). Paragraph (article) headings follow, starting at the left margin and two line spaces below. Chapter, annex and appendix heading information should be typed in title case (initial capitalization). Style parameters can be adjusted to render text in all uppercase as desired on the chapter/annex/appendix page or table of contents.

4B.3 SECTIONS

The following text illustrates how section headings are shown:

SECTION I – PARAGRAPH HEADING STYLES (SECTION_NUMBER)

Sections are optional divisions of a chapter and when used are centred above the first major paragraph heading or article (Heading 2) (e.g., X.X). Section numbers and titles appear in the table of contents; using the (Section_Number) tag in the NATO style sheet will automatically generate a TOC entry.

4B.4 ARTICLE AND PARAGRAPH HEADINGS, BODY TEXT AND LISTS

The following series of paragraphs and subparagraphs illustrate paragraph, body text and list formatting and indentation. They use the font and paragraph parameters found in the NATO style sheet. If different paragraph and text rendering is needed, custodians can modify the parameters as explained by the Help functions of MS Word or other word processor or desktop publishing system being used.

X.1 (NU) PARAGRAPH (ARTICLE) HEADING (HEADING 2)**X001 (NU) PARAGRAPH (ARTICLE) HEADING (HEADING 2)**

(NX) These are examples of style (HEADING 2). This style renders the heading in all upper case on the page and generates an entry in the TOC in which the case appears as typed. Security classification annotations indicate that the heading of the paragraph (article) is non-classified even though the associated body text is classified NX. The paragraph and heading classification markings are inserted manually (here and throughout the document or publication).

X.1.1. (NX) SUB-PARAGRAPH HEADING (HEADING 3)**X011 (NX) SUB-PARAGRAPH HEADING (HEADING 3)**

(NX) These are examples of style (Heading 3). This style renders the heading as typed on the page and generates an entry in the TOC that also appears as typed. In this example, the security classification of the heading and body text indicate that the heading and associated body text and list items are all classified NX.

- a. This is an example of style (List_a).
- b. Lists may be used at any level of paragraph (article) hierarchy.
- c. List entries do not appear in the TOC.

(1) This is an example of style (List_a_(1)).

(a) This is an example of style (List_a(1)_(a)).

(i) This is an example of style (List_a(1)_(a)_(i)).

X.1.1.1. SUB-SUB-PARAGRAPH HEADING (HEADING 4)**X111 SUB-SUB-PARAGRAPH HEADING (HEADING 4)**

- a. This is an example of Heading 4.
- b. This example also illustrates how the (List_a) style can be used to divide lengthy articles or paragraphs into multiple sub-paragraphs. Organizing information in this manner can be useful when it is impractical to break an article into multiple, clearly distinctive paragraphs, each with its own heading and TOC entry.
- c. Additional sub-paragraph levels can be created as required and permitted by the word processor or desktop publishing system being used. The NATO style sheet is not set up to generate this and all subordinate headings in the TOC, but it can be added to the TOC if desired by following word processing / desktop publishing system instructions for editing the TOC.

4B.5. PARAGRAPH NUMBERING IN ANNEXES AND APPENDIXES

- a. Annexes are normally subsets of chapters or appendixes that contain more detailed information related to the subject matter of the chapter/appendix. Annexes to chapters are identified by letter. Annexes to appendixes are identified by number. Examples of annex and appendix paragraph numbering follow.

(1) 4B.5 – Fifth major paragraph in Annex B to Chapter 4.

- (2) A.5 or A005- Fifth major paragraph in Appendix A.
- (3) A1.5 – Fifth major paragraph in Annex 1 to Appendix A.
- b. Other numbering schemes are allowed, but they must clearly and uniquely identify each paragraph and not result in any duplicate paragraph numbers.

4B.6. PARTS

Dividing a publication into parts is optional and is usually used to group related chapters within a large publication. When used, the page on which the (Part_Number) is listed is an inserted page that contains only the part number and heading with the reverse side blank. The NATO style sheet automatically generates a TOC entry for the (Part_Number).

CHAPTER 5 – ELECTRONIC PUBLISHING

5.1. ELECTRONIC PUBLICATION GUIDANCE

This chapter provides guidance on electronic documents (EDs), and how they should be controlled, structured and managed in a systematic manner to permit changes and configuration management. When considering the term “electronic publications” (EPs), the media on which the publication is issued may be CD-ROM, magnetic media, embedded in firmware, issued over secure Internet, or issued by radio communication for downloading to a computer. This chapter does not cover e-mail and other forms of electronic correspondences.

All NATO standardization documents are promulgated in Adobe Acrobat® Portable Document Format (PDF) and bookmarked to paragraph level (in accordance with reference 2.1), unless there are compelling reasons not to do so.

5.2. PREPARING ELECTRONIC DOCUMENT FOR CONVERSION TO PDF

To ensure optimal clarity upon converting a NATO standardization document to PDF, the following guidance should be considered to help with the preparation:

5.2.1. Portrait layout in single-column page format is to be used for text pages, as dual-column page format presents difficulties when reading electronically or during the insertion of text linking.

5.2.2 All pages should be incorporated, including blank pages that are marked “INTENTIONALLY BLANK” and the front and back cover in the PDF of the NATO standardization document. This will guarantee that the PDF and printed document are identical.

5.2.3. The use of A3 pages or A4 throw-clear pages should be avoided, as the clarity of both text and graphics will be lost and present difficulties when read electronically.

5.2.4. All graphics should be converted into an electronic high resolution graphic format (e.g., tagged image file format (TIFF)).

5.2.5 PDF files should be batch optimized to minimize file sizes and download times.

5.2.6 Embed fonts to ensure proper display and printing by all end users.

5.3. README FILE

A ReadMe file is to be created to include:

- a. Minimum system requirements.
- b. A basic guide to the installation and use of the electronic document.

APPENDIX A – COMPONENTS OF NATO STANDARDIZATION DOCUMENTS

Component	STANAG	STANREC	AP
Front Matter			
Cover			Optional
NATO Letter of Promulgation			Required
Record of Reservations			When reservations to AP are allowed.
Record of Changes			When AP is maintained with partial changes.
Table of Contents			Required
List of Illustrations			Required
List of Tables			Required
References			When content of AP draws from or cites other documents.
Conventions			When a set of wording or style conventions is used and enforced in the AP.
Content / Body			
Back Matter			
Technical Appendixes and / or Annexes			Optional
Lexicon			Recommended
List of Abbreviations and Acronyms			Required
Terms and Definitions			Optional
Index			Optional
List of Effective Pages			Required for classified APs and documents that are maintained by partial changes.

Table A-1. Components of NATO Standardization Documents

Note: "Optional" indicates that including the component is at the discretion of the TA/DTA or custodian.

APPENDIX B – NATO STYLE SHEET

B.1 FRONT MATTER FORMAT AND LAYOUT STYLES

The style names described in Table B-1 with some variation were used to format the front matter of AAP-32 and are found in templates available on the NSO Website.

Style Name	Style Description and Use
CLASS_COVER	This style is used for the classification markings that appear on the front and back covers and title (front) page. Classification is the overall classification of the AP spelled out in full; i.e., the highest security classification of information contained in the AP and releasability authorizations. For non-classified APs that are to bear no classification markings, the classification marking is omitted.
Copyright_Distro	This style is applied to the copyright text on the cover and title page, and copyright information and distribution restrictions listed on the copyright page (reverse side of title page). See Chapter 2.
Copyright_Owner	This style is applied to the copyright text on the copyright page.
Cover_Admin	This style is applied to all administrative information (e.g., special distribution restrictions) that appears on the front and back covers and/or title (front) page; i.e., edition/version/revision/ change status, NSO promulgation date, publication type, publisher. It is also used to emphasize important distribution restrictions on the cover, title page, and/or copyright page.
COVER_NUMBER	This style is applied to the short title on the front and back covers and title page.
COVER_TITLE	This page is applied to the long title on the cover and title page.
Front_Back_Matter_Hdg	This style is applied to the heading at the top of the page of the page marking start of a front or back matter component (e.g., record of changes, preface, index). See Chapter 2.
Heading_Unnumbered	This style is applied to unnumbered headings that need to be prominently rendered in text but are not to be included in the table of contents. They are most often used on the preface page.
Intentionally_Blank	This style is used throughout the AP to mark reverse blank (even-numbered) pages to ensure that they are accounted for in a list of effective pages. See Chapter 3.
List_a	This style is used in front or back matter to list references.
LOP_Date	This style is applied to the date in the NATO letter of promulgation.
Page_Number_Front	This style is applied to the page numbers that appear in the footers of the front matter.
Page_Number_TOC	This style is applied to the column heading under which page numbers appear in the table of contents, list of illustrations, and list of tables.
TOC 1 through TOC 9	These are the styles used to render table of content entries and are linked to the heading, part number, and section number styles of Table D-3.

Table B-1. Front Matter Styles

B.2 MAIN BODY FORMAT AND LAYOUT STYLES

The style names described in tables B-2 and B-3 with some variation were used to format the main body of AAP-32 and are found in templates available on the NSO Website. These styles apply primarily to chapters, appendixes and annexes.

Style Name	Style Description and Use
Body_text	Body_text style should be applied to any paragraph that is otherwise not styled.
C_W_N	This style is applied to the Caution or Warning icon or to the Note heading and is used in conjunction with C_W_N_text. It is applied to the words "CAUTION" or "WARNING" or "Note" that appear above the text of the caution, warning or note. Alternatively, an icon symbol may be used.
C_W_N_Text	This style is applied to the text of a CAUTION or WARNING or Note box.
CLASS_PAGE	This style is used to mark the overall classification of all other pages in the AP.
Emphasis	This character style is applied to text that requires emphasis.
Figure_Caption	This style is applied to the title of a figure or table.
Figure_Classification	This style is applied to the classification of a figure or table.
Footer	This style is applied to all footer text with the exception of the page classification marking and page number.
Header	This style is applied to all header text with the exception of the page classification marking.
Intentionally_Blank	This style is used throughout the AP to mark blank, reverse-side (even-numbered) pages to ensure that they are accounted for in a list of effective pages.
<i>Italics</i>	This character style is applied to text that is to be italicized, e.g. latin phrases, <i>nota bene</i> .
Note_within_text	This style is applied to a note within text.
Note_within_text_start	This style is applied to the word "Note" at the beginning of a note within text.
Page Number	This style is applied to the page numbers that appear in the footers of all parts of the publication except for the front matter pages.
Table_Head	This style is applied to text in tables that is to appear as a column or row heading.
Table_Note	This style is applied to the text of notes included in a table.
Table_Text	This style is applied to text in tables other than column and row headers.

Table B-2. Body Text Styles

Style Name (Outline Level)	Style Description and Use
Heading 1,Chapter Heading	This style is applied to a chapter title and number. It is followed by style 1.1 Heading 2. Heading 1 is also used for Appendix, Annex, Lexicon and any other headers that should be rendered at the first level of the table of content (TOC 1).
Heading 2, 1.1	This style is applied to the first article/paragraph level in a chapter and is followed by body text. It may also be followed by List_a or 1.1.1 Heading 3. It is rendered in the table of content at the TOC 2 level.
Heading 3, 1.1.1	This style is applied to the second article/paragraph level in a chapter and is followed by body text. It may also be followed by List_a or 1.1.1.1 Heading 4. It is rendered in the table of content at the TOC 3 level.
Heading 4, 1.1.1.1	This style is applied to the third article/paragraph level in a chapter and is followed by body text. It may also be followed by List_a or 1.1.1.1.1 Heading 5. It is rendered in the table of content at the TOC 4 level.
Heading_Unnumbered	This style is applied to headings that are not to be include in the Table of Contents. These headings will not appear in the table of contents unless the table of contents settings are altered to include this style when generating a table of contents.
List_a	This style is applied to a step or list item and replaces the body text style for that text. It does not appear in the TOC.
List_a_(1)	This style is applied to a step or list item and replaces the body text style for that text. It does not appear in the TOC.
List_a_(1)_(a)	This style is applied to a step or list item and replaces the body text style for that text. It does not appear in the TOC.
List_a_(1)_(a)_(i)	This style is applied to a step or list item and replaces the body text style for that text. It does not appear in the TOC.
List_Heading	This style is applied to the start of a list item if the text serves as a title. List headings do not appear in the TOC.
PART_NUMBER	This style is applied to text used to mark the start of a new part of a book. It may require insertion of one or two section breaks to adjust page numbering. It is immediately followed by a new page/section marking the start of a new chapter and is included in the TOC (TOC 8).
Section_Number	This style is applied to text used to mark a new section. It is immediately followed by a 1.1 Heading 2 or A.1 Heading 7 paragraph. Sections are included in the TOC (TOC 9).

Table B-3. Outline Styles

Note

Body text or List_a style must always follow the heading style as a new paragraph. Starting article or paragraph text on the same line as the heading (with the heading style applied) will cause the entire paragraph to be included in the table of contents (not just the article/paragraph title).

B.3 BACK MATTER FORMAT STYLES

Table B-4 describes format styles used in the back matter of an AP.

Style Name	Style Description and Use
Definition	This style is applied to an entire lexicon entry; i.e., term and definition or abbreviation and full form.
Term	This style is applied to the term or abbreviation being defined (but not the definition or full form).

Table B-4. Back Matter Styles

LEXICON

SECTION I – TERMS AND DEFINITIONS

electronic document (ED). Any document that exists in electronic form even if it is delivered or used in a non-electronic form.

electronic publicaton (EP). Any document or publication that it is intended to be used primarily via an electronic display.

print document (PD). Any document or publication that it is intended to be used primarily or solely in a printed paper form even if it is distributed using electronic means.

SECTION II – ACRONYMS AND ABBREVIATIONS

AAP	allied administrative publication
AP	allied publication
ASCII	American Standard Code for Information Interchange
CD	compact disk
CD-ROM	compact disk – read-only memory
DTA	delegated tasking authority
ED	electronic document
EP	electronic publication
ISO	International Organization for Standardization
LEP	list of effective pages
JPEG	Joint Photographich Experts Group (file format)
LOAA	list of abbreviations and acronyms
LOI	list of illustrations
LOP	letter of promulgation
MP	multinational publication
NC	NATO CONFIDENTIAL
NED	NATO effective date
NR	NATO RESTRICTED
NTMS	NATO Terminology Management System
NTP	NATO Terminology Programme
NS	NATO SECRET
NSO	NATO Standardization Office
NSDD	NATO Standardization Document Database
NU	NATO UNCLASSIFIED
PD	printable document

PDF	portable document format
SRD	standards–related document
STD	standard
STANAG	standardization agreement
STANREC	standardization recommendation
SUPP	supplement
TA	tasking authority
TIFF	tagged image file format
TOC	table of contents

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