



INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING

Final Minutes of the Annual DoD Meeting
28-30 April 1998



Hosted by
NAVAL AEROSPACE MEDICAL RESEARCH LABORATORY
Pensacola, Florida

INTRODUCTIONS

WELCOMING REMARKS

The Interlaboratory Committee on Editing and Publishing (ILCEP) convened at 0800, 28 April 1998, at the Pensacola Grand Hotel, Pensacola, Florida. Chairpersons were Jim Pierce, Staff Editor for the Navy's Operational Test and Evaluation Force (COMOPTEVFOR), Norfolk, Virginia, and Tim Calderwood, Publications Officer for the Naval Research Laboratory (NRL), Washington, DC. Kathy Mayer, Technical Editor and Public Affairs Officer for the Naval Aerospace Medical Research Laboratory (NAMRL), hosted the meeting. She arranged for all facilities, the NAMRL tours, hospitality, and afternoon and evening meals.

Jim and Tim welcomed all of the guests and thanked them for taking their time to meet and work together.

A special note: Since ILCEP opened its membership last year to research and development communities from the Army, Air Force, and other related DoD activities, 18 new people have joined. We have also gained four new Navy members. Nine new faces were at the meeting this year. I would like to take this opportunity to thank each one of you for taking an active part in ILCEP. *We can't help but get better with this type of involvement!*

KEYNOTE SPEAKER

CAPT Robert E. Hain, Director of the Science and Technology Directorate of NAMRL, welcomed the participants to the 1998 ILCEP meeting.

CAPT Hain discussed his general philosophy of scientific and technical information and his view of the real world. The philosophical role of today's information professional is to *keep them honest*. When science is put down on paper it must be understandable, readable, and comprehensible. Does it make sense? Does it read well? Is it real science? Often the text does not support the conclusions. This is the value added by editors and publishers. Today the challenge twofold: presenting information on paper and presenting information on computer screens. Our goal is to find better ways to present information. We need to give people what they will understand and remember, particularly on the screen.

In the real world and within the context of DoD, research and development (R&D) is a prime candidate for budget cutting. Thus, (1) we have to prove to the outside world what we contribute to the process is valuable, and (2) we need to continually convince our bosses up the line of the merit of our worth. In essence, pound on the desk and say, "Look, listen, here are the benefits we are providing." We need to be proactive in telling people how they can better use our talents. "If given half a chance, here are the things we can do." To help facilitate your work, make strategic alliances with those groups that would be mutually beneficial and facilitate what you are doing.

CAPT Hain concluded by addressing three personnel management concepts for obtaining productivity. The first is the traditional reward vs. punishment. The next level is having the staff motivated to a good job for the good of the organization. The ultimate goal is to have people motivated to do a good job because it brings them a great deal of satisfaction; in other words, self-motivation.

Administrative Matters

Agenda

The proposed agenda was reviewed. The Copyright segment of the meeting was not held, as the representative was unable to attend. Handouts were passed around to attendees. A short discussion of the handouts is included in DoD Scientific and Technical Information Program (STIP), Copyright Issues section (page 10).

Minutes

Minutes of the 1997 meeting were mailed to the ILCEP membership before the meeting and included in the packet of material each attendee received. The minutes of the 1997 meeting were accepted and approved as written.

Mission Statement

The revised Mission Statement was mailed to the ILCEP membership before the meeting and was included in the packet of material each attendee received. The changes, reviewed and approved by the membership, included:

- All references to “Navy” for the organization were changed to “Department of Defense” or “DoD.”
- Under “Meetings”
 - Paragraph 1 now reads: “Regular meetings are held annually as agreed upon by the membership.”
 - Paragraph 2 now reads: “The meeting place will be rotated among the member organizations.”
- Under “Officers”
 - Paragraph 1, the second and third sentences were changed to read: “Upon succession, the current chair will step down to co-chair and assist the new chair in all duties. If the chair is unable to be present at a meeting, or otherwise not be able to perform the duties, the co-chair will take over as the chair, and may appoint a new co-chair.”

DEFENSE TECHNICAL INFORMATION CENTER (DTIC) UPDATE

DTIC OVERVIEW — Mr. Frank Scott, Chief, Programs Management Branch, DTIC

Frank talked about the current approach to collection acquisitions at DTIC. They strive to be the one-stop shopping repository for RDT&E technical information. This is reflected in the four collection strategies:

- mission areas
- research and development, with an emphasis on the technology areas defined in the annually published Defense Technology Area Plan
- weapons acquisition life cycle
- policy and management documents, starting at the top with the National Strategy of the United States

Frank walked the group through the “big picture” of DoD acquisitions and the role research and development plays in it.

SUBMISSION OF ELECTRONIC MATERIALS —Ms. Carol Jacobson, DTIC (STINFO)

Carol discussed the proposed on-line method that will soon be available for sending technical documentation to DTIC, which involves access through the worldwide web. Clients (such as the Technical Publishing Branch at ARL, Adelphi, MD) will access DTIC’s technical reports web site using Netscape’s “thin” client access function. An electronic SF298 will be completed and attached to an electronic file of the technical report, sent in any convenient format (Word, WordPerfect, FrameMaker, portable document format (PDF), etc). DTIC would then convert a copy of the report for EDMS storage (at DTIC) and create a citation from the electronic SF298 information.

This new process would require far less time for submitting and processing technical reports through DTIC, and would make reports available for public access much sooner. Access through the worldwide web means that no specialized software would be required of DTIC's office, and helps move toward a more efficient electronic environment.

ETHICS IN SCIENTIFIC AND TECHNICAL PUBLISHING —Ms. Sophia Harrison and Ms. Christine Stossel, Army Research Laboratory (ARL)

Mr. John Lyons, Director of the Army Research Laboratory (ARL), requested that a “code of ethics” for publishing be drafted for ARL researchers. Such codes exist for professional societies, such as the Optical Society of America, and Dr. Lyons would like ARL's scientists and engineers to have a formal policy on the ethical publishing of scientific research. Members of the Technical Publishing Branch at ARL consulted with an ethics professor at the University of Maryland, who explained the importance of crafting a quality statement and the difficulty in doing so.. He believes the best approach is to ask scientists and engineers who have been publishing technical information for many years (possibly the ARL Fellows) to draw from their experiences—and mistakes ---to craft a code that addresses the many possible aspects of ethical publishing practices.

To gather information as a basis for constructing a draft code, members of the ARL publishing staff conducted a workshop. The committee members examined various possible ethical issues involved in the publishing of scientific information, and produced many insightful comments. From these comments, a list of issues was generated (see *Appendix A*) that should be addressed by the publishing code of ethics, as well as some possible definitions of misconduct. Guidance for categorizing the articles to be contained in the code is also included.

BREAKOUT SESSIONS

TECHNICAL REPORTS — Facilitated by Mr. Tim Calderwood, NRL

Tim led a discussion of issues and concerns relevant to the publication of technical and scientific information. Four main issues were discussed:

- Electronic publishing
- DTIC and the acceptance of color
- Use of Macs versus PCs in electronic publishing
- Security issues related to electronic submission of technical material

Electronic publishing

The group discussed such issues as creating color documents—the problems with standardization, calibrating colors across output devices, and the associated high costs of printing—and the latest developments that are bringing the high cost of color down. This began a discussion of whether publishing offices are “allowed” to go outside of DAPS for printing services, and it was decided that some can and some cannot. Generally, it was agreed that it pays to work with our DAPS representatives, and to try to find out how to do things faster, cheaper, and better. Tim mentioned that we can now use government credit cards to pay for our DAPS services.

The group exchanged information about the new printing technology available and the move toward digital printing (and away from the slower, more expensive offset printing, which was the long-time industry standard). Standardization is an issue, as authors are creating both text and graphics in increasingly more varied software applications. Translation software was discussed, as well as a sharing of resources among group members—for example, Marcia Drier at Kirtland Air Force Base is looking for partners to share in the use of her high-tech scanning system for large or complicated scanning jobs. Joan Buntzen of the Naval Historical Center suggested that ILCEP formalize this knowledge, because many libraries are looking for scanning resources and many shops have this kind of excess capacity. ILCEP could be a platform for exchanging this information.

A discussion began on the use of standardized software at some installations and its proposal at others. Some members felt that standardization was too limiting, and too expensive to convert to, since many offices have chosen the best software for their particular application, especially in the

publishing offices. Joan Buntzen advised that members could access a listing, IT-21, of all the software platforms and network applications that will be approved for Navy systems through the web: www.dtic/stinet/consortia.

Joan mentioned that the approved systems did not include Macs. Bryan Thompson of the Naval Facilities Engineering Service Center mentioned that the chief information officers (CIO) are being directed by DoD to standardize, and that they are carrying it out. He added that this was an area where we, the publishing offices, can be proactive and help to achieve more internal standardization. This will help to solve some of the problems Tim was discussing about translating files across platforms and the extra work that is sometimes involved. We should all make our voices heard by the decision makers in our organizations to get our authors to use the platforms and the applications that will make our jobs easier. Tim added that we can work closely with our DAPS offices to find out what we need and pass this information along to our authors, so they can provide us what we need, right up front.

Ramona Bernard of the Naval Air Warfare Center, Weapons Division, said that her organization influences authors to standardize by hitting them in the pocketbook. She gives guidelines to authors, but her experts can translate or redraw anything, it just costs more. She said they usually target the person overseeing the whole job, because they usually understand the financial aspect of the project.

DTIC and the acceptance of color

DTIC can now accept electronic files of technical reports that include color, and it will publish these files in color on their web site if they receive the files in either PostScript (PS) format or portable document format (PDF). Some technical reports contain graphics that must be displayed in color for the illustration to be useful, such as thermal photographs. In the past, these documents have appeared on the DTIC web site with a disclaimer stating that the document was printed in color, and that a full-color copy could be requested and a hard copy sent by mail. These photos can now be displayed on DTIC's web site in full color if they are received in the proper format. If a color document is sent to DTIC in hard copy only or in a tiff format, DTIC will scan the document and it will appear in black and white on its web site.

Use of Macs versus PCs in electronic publishing

While support for Macs is disappearing at some installations, many members still use them for desktop publishing, particularly for producing graphics. Several ILCEP member offices, including Tim Calderwood at NRL, are using both Macs and PCs as a concession to their authors, who submit documents prepared on both. The Army Research Laboratory (Sophia Harrison) uses translation software, which allows PC documents to be easily read by Macs, as well as Virtual PC on the Mac systems.

Bryan Thompson warned that there is a general movement away from Macs to PCs, which Beverly Hart confirmed. Her Air Force organizations were all moving to PCs. Patrice Waits is also losing Mac support at the Naval Surface Warfare Center in Dahlgren, as is the Army Research Laboratory. Out of 22 members present, about half used only PCs, 4 used Macs, and 4 used both. Most group members agree that graphics are still best prepared on Macs.

The group also discussed classes and books offered by Edward Tufte, an expert in the graphic display of information. Tufte has three books:

The Visual Display of Quantitative Information, Graphics Press, Cheshire, CT (1983)

Envisioning Information, Graphics Press (1990)

Visual Explanations (1995)

Security issues related to electronic submission of technical material

The group discussed the problems encountered when authors need to send unclassified, limited data by electronic means, either through electronic mail or over the Internet. Many possible solutions were discussed, including Netscape's THIN technology, which offers encrypted and password-protected transmission of unclassified, limited data (discussed by Pat McWilliams of HQ AFMC/SCXR (STINFO)). The software is approved by both the National Institutes for Standards and Technology (NIST) and the National Security Agency (NSA). DoD has a major global site license for the software and it is downloadable free: www.disa.mil/enterprise_license.

Also discussed was SIPRNET, which is a secret IP router network for classified information, that some activities are now using.

TECHNICAL/TRAINING MANUALS — Facilitated by Mr. Marty Cohen, Naval Surface Warfare Center (NAVSURFWARCEN) Carderock Division

Marty explained the concepts behind the interactive electronic technical manuals (IETM) and using standard generalized mark-up language (SGML). The benefits of using SGML are that it is MILSPEC/CALS compliant; employs hypertext linking of manuals; maintenance of manuals is conducted on line from local or remote sites; and uses various output products (CD-ROM, paper, internet).

Input Process

This consists of locating and collating (existing manuals and new change packages); scanning and tagging (NAVSEAC2.DTD, ASCII text files, and CCITT IV tiff files); and database input (parsing, per ISO 8879).

Texcel Information Manager

This software puts everything together. It resides at the Naval Surface Warfare Center, Indian Head, MD. Its characteristics are:

- Open architecture
- Content management
- Application development features
- Manage users and privileges
- SGML input
- Audit trail generation
- Data base management

SGML Maintenance (24-hour access, 2 hours to fix)

On-line SGML editing includes:

- Data base managed, with flow tracking
- Native language editing - no induced errors
- TCP/IP networking – allows for both local and remote authoring

SGML data base includes:

- Integrated management solution
- Object-relational data base – “next generation software”

Production so Far

- CDs - - 50
- Technical manuals QA/translated - -5,793
- Technical manuals in progress - - 3,415

Future Initiatives

- XY Vision printing solution
- Intranet/internet distribution
(these two are linked PDF for print-on-demand)
- Ship distributed data workflow
- Cross data functionality
- On line, real time, linked PDF technical manual libraries
- Enhanced technical drawing presentation

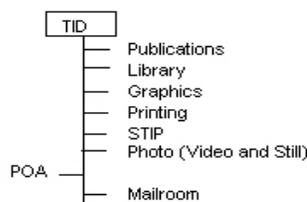
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ORGANIZATIONAL ISSUES — Facilitated by Tim Calderwood

This segment, normally addressing each service branch's "quirks," focused on what all technical writers/editors are facing today: how to survive in the world of downsizing.

Tim began the discussion by listing components of a traditional Technical Information Division or department (TID). Just 10-15 years ago, these groups comprised the following functions:



Now the picture is much different organizationally. We looked at how activities have become decentralized over time. For example, at the Naval Surface Warfare Center, Dahlgren Division (NSWCDD), the B Department pubs group (Patrice Waits) handles Center pubs and specialty projects. Their J Department pubs group (Diane Sullivan) supports their department and the Joint Warfare Analysis Command (JWAC) tenant command. At this ILCEP meeting, only 3 activities had more than 20 people. The DoD Inspector General (IG) is made up of directorates. As a group, ILCEP members compared how everything has changed: how large groups are, what they do, and how they function.

As to contracting out, rather than focus on reasons why our functions **can't** be contracted out (since they can) we should be addressing why our functions **shouldn't** be contracted out. We must demonstrate and advertise the value-added performance of our duties, as stated by CAPT Hain earlier. Some members voiced concerns about contractors having access to proprietary information. It was mentioned that SIPRNET and Intellink-S is available to contractors.

Yet, where do we go from here when we're fragmented or no longer exist as a publication entity at our respective commands? Carolyn May of Wright-Patterson AFB (who works strictly with classified documents) stated that the handwriting's on the wall. Sophia Harrison (ARL) said that we have to show value-added. Sophia also said that, in her experience, contractors cannot perform as well as we do; she has tried to get qualified people, and they just don't work out. Other participants concurred, stating that it was difficult to find high-caliber, quality people to do the technical work.

Joan Buntzen (Librarian of the Navy, Naval Historical Center (NHC)) mentioned pending legislation H.R. 716, S. 314. This is The Freedom From Government Competition Act, which would compete the jobs of as many as 1.4 million federal employees under a more pro-contractor system over the next five years. Patrice Waits (NSWCDD) commented that for their 1997 issue of the *Technical Digest*, she was tasked to produce it in-house. The result was that she produced it in half the time and at half the cost than the previous contractor-prepared issue.

Bryan Thompson emphasized that knowing our respective strategic plans, and defining where pubs/library functions fit into that plan makes us part of our corporate identity. This also helps illustrate the standardization and professionalism epitomized by internal pubs groups, which contractors don't necessarily exhibit due, in part, to lack of corporate knowledge. Also, the scope of what a contractor does is simply not of the same caliber that the government is providing. Because of the technical complexity of some of the documentation, it is difficult to get a contractor to realize and fulfill the customer's needs. Christine Stossel (ARL) attested that contracting just doesn't perform as well as an in-house capability.

Sharon Serzan (DTIC) cited Hanscom AFB as one of the success stories out there where we (government) won the Commercial Activities (CA) study. Tim read Dave Appler's statement regarding CA studies made during last year's ILCEP: ***You must convince your command that you are indispensable as an advisor to your customers.*** Bryan pointed out that we sometimes forget to factor in the cost of our office spaces, materials, utilities, etc., when evaluating the cost effectiveness of contracting out, especially if the contractor is already working on board and using government resources.

Christine Stossel asserted that we have to edit or redo a great deal of what contractors produce. Gerry Erwin (DoDIG) spoke of developing certification to help ensure that editors (both contractor and government) are

performing on a comparable level. This would help prevent contractors advertising some of their people as editors when they don't know what they're doing. This would also help highlight the often-sharp contrasts between government editors' experience and expertise and those of competing contractors. Kathy Mayer (NAMRL) then mentioned the Editor in Life Sciences (ELS) certification available through the Board of Editors in the Life Sciences (BELS) testing. This certification establishes a standard of proficiency for editing in the life sciences, which clients could use to identify those editors who meet this standard.

Joan stated that we need a systematic evaluation and validation of material (preferably in a central location repository) and mentioned Mike Marshall's (NSWCDD) analysis on the costs of contracting out. As an action item, Patrice Waits contacted Mike Marshall, but unfortunately, he has no single, succinct, or overarching analysis on contracting-out costs. (However, Patrice is currently pursuing some statistics he passed along to her supervisor, Katharine Wallace.)

With an eye towards marketing, Tim recommended that certain documents be entered in publications contests, such as those sponsored by the Society for Technical Communication (STC) and other professional organizations. This is no time for humility; to be able to tout a publication as award-winning would further enhance both the document and the group that produced it, not only gaining recognition from peers, but also raising our esteem in our command's eyes.

Pat McWilliams (Wright-Patterson AFB) said that since everything at her facility had to follow the strategic plan, bosses should recognize publishing as a business area; we need to be listed in the business plan in order to be recognized. No matter how often a strategic plan may change, we must keep up on it in order to keep ourselves defined within its parameters. Tim talked about looking at the ads in magazines like *Time* and *Newsweek* in realizing the need for name recognition. Big companies constantly advertise to keep their names visible. Bryan stated that there should be a tight Strategic Plan, and that understanding the Strategic Plan can help in building a Business Plan, which is needed. We must interject ourselves into both.

Tim remarked that you couldn't just keep your nose to the grindstone, as that wouldn't necessarily keep you from losing your job. Jim Pierce (COMOPTEVFOR) agreed that advertising was good if you publish, but asked how could he gain visibility and recognition on the operational side when operational testing documents go solely to program offices and higher Navy levels (Chief of Naval Operations). Ramona Bernard (Naval Air Warfare Center, Weapons Division (NAWCWPNS)) asked if they could solicit for positive responses through a campaign for e-mail or hard-copy notes, which would voice appreciation for publications' efforts. Debbie Gonzales (Air Force Operational Test and Evaluation Center (AFOTEC)) and Beverly Hart (AF 605 Test Squadron) said that they do give credit to all involved. Their publications list contributors and key personnel involved (10 names maximum), including office symbols and phone numbers. Jim said that being tied to Navy Correspondence Manual style left no legitimate place to recognize him as part of that format. Ramona mentioned that they list all personnel involved in producing a document, puts people as well as bigwigs.

Sharon Serzan said that they were looking for articles on activities for DTIC's *Digest*. She also suggested that Jim pay the \$25 and sign his bosses up for one of DTIC's database-driven Current Awareness Products so they can see his contributions on line. Kathy Mayer suggested that Jim compile a bibliography of his reports.

Kathy shared her basic philosophy—although the federal government employs me, I work for myself, in that I take great pride in my work and strive to achieve self-imposed standards of excellence. Kathy also shared some specific secrets of her survival and continued success:

- ◆ Although she works for the Captain, she chooses not to be physically located near the command; this helps her to remain neutral and preserve a middle ground between command and technical camps.
- ◆ She makes herself available to perform many tasks autonomously, including saying yes and even volunteering to get involved in a lot of projects not necessarily in her position description. She also doesn't always feel the need to ask for permission; she just assumes that she's capable of achieving whatever she sets out to do.
- ◆ She takes courses on her own time and with her own money. She is also apt to spend her own money on supplies (e.g., buying Paper Direct products to put on a traveling exhibit, which made her command look even better).
- ◆ She also recommends joining professional societies, such as STC.
- ◆ She suggested tallying information and posting it on your door to give customers a better idea of what you're doing and how you're accomplishing it (e.g., pie charts showing where reports remained for the longest time during their production cycle (with authors, as it turns out)).

Tim pointed out that Kathy has empowered herself by knowing who she is and by her willingness to pay the price demanded in following this work ethic. He likened her attitude to that of Colonel Hubbard, who, even as a POW, saw challenges he faced as opportunities for "stepping up to the bar."

With an eye toward marketing, Joan mentioned looking for a systematic approach to presenting the abilities and costs of groups, possibly via "dog and pony" shows to new employees or managers. She thought we also might try doing this in multimedia on web sites, where we could more widely advertise our services and abilities.

Carol Cini (Government Printing Office (GPO)) said that, unfortunately, the view is that we're a dime a dozen. Management tends to minimize or trivialize the efforts and skills needed to perform as we do, and they subsequently don't understand our irreplaceability. Patrice Waits said that their graphics group has been tasked by the Public Affairs Office to produce a series of one-page focus sheets of their technical programs and groups. These will include color photos and graphics on one side, and text and statistics on the other.

Being modest doesn't pay; being assertive does. Keeping this in mind, Sophia thinks it is okay to solicit for appreciation calls or correspondence.

DOD SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM (STIP)

ON-SITE TRAINING —Ms. Sharon Serzan, Program Manager, DOD STINFO Manager Training Program, DTIC

DoD STIP issuances were recently published - the revised DoDD 3200.12 and the new DoDI 3200.14, *Principles and Operational Parameters of the DoD Scientific and Technical Information Program*. Sharon addressed the major publishing requirements, as stated in DoDI 3200.14. Major points include: DoDI 3200.14 and Technical Publications

1. R&E and studies efforts are not complete until documentation and dissemination are completed.
2. Successes and failures are both documented.
3. ANSI Z39.18-1995, *Scientific and Technical Reports - Elements, Organization, and Design*, is adopted by DoD.
4. The Internet is not a substitute for primary distribution.
5. Primary distribution includes DTIC, applicable IACs, and the local technical library.
6. "For announcement only" is no longer an option.
7. Unclassified, unlimited bibliographic citations and abstracts of restricted documents shall be prepared when possible.

Sharon also briefly talked about the new STINFO Training Program Home Page, which should be on line soon, and about the program and the topics covered in the training course. She presented summary statistics and talked about lessons learned from the last four years. Statistics highlights include:

Number of Classes:	51
Number of Students:	549
Percent by Service:	
Air Force:	42%
Army:	10
Navy:	23

TECHNICAL LIBRARIES —Ms. Joan Buntzen, Librarian of the Navy, NHC

Joan presented a 'wide-angle' view of Navy technical libraries, including some of the current activities, approaches being explored, and what some of the perceptions are about the future.

She characterized the external electronic information environment, as well as the internal, or Navy, electronic library environment. At issue in synchronizing the internal with the external environment is Navy library lack of capability to perform Navy-wide or intersite cost analyses and information licensing. Also, the lack of business processes to support interactivity efforts, and the capability for a coordinated approach to distributed networking of information services.

Trends mentioned included continued downsizing; more closures and outsourcing; migrations to newer integrated library systems; porting all services to intranets and the Web; dealing with access vs. ownership; and the need for library managers to be nine-tenths business managers. Recent activities were discussed, including formation of the Consortium of Navy Libraries, and an update on the status of the Navy Virtual Library project (NVL).

Bryan Thompson, Facilities Engineering Service Center, Port Hueneme, CA, mentioned that there is a growing convergence between publishing and technical libraries. These include managing access to publication output via integrated library systems; implementing emerging metadata standards for cataloging electronic information; and linking digitally identified objects to library catalogs.

COPYRIGHT ISSUES

Bonnie Klein, Program Manager for Copyrighted Information and Foreign Acquisitions at DTIC, was unable to attend the meeting but sent information on copyright and permissions management on the web. Her notes discussed the Office of the Secretary of Defense (OSD) policy for establishing and maintaining a publicly accessible DoD web information service, available at www.defenselink.mil/policy97.html. She provided guidelines for determining whether material is copyrighted (and, therefore, permission is needed before the material can be used and credit must be given). The common warning is that when in doubt, credit should be given as if the material was copyrighted. Works that would be considered in the public domain are works on which the copyright has expired, on which the author never claimed copyright, those published by the U.S. Government, and that which is considered "facts." There are also situations where some copying may be legal through permission, license, or fair use.

A report of the CENDI Copyright Task Group Meeting, held 14 November 1997, was passed out (this meeting was sponsored by the CENDI Information Exchange Working Group and included the Defense Information Agency). The report brought up issues of concern about copyright and recommended that "plain English" copyright guidelines be issued by CENDI.

These handouts contain **great** information, but too much to summarize any further here in the minutes without losing the intended impact. Jim Pierce will distribute copies via e-mail with the minutes to those who missed the meeting. Copyright information is something everyone involved in publishing needs to be aware of, especially information on the Internet. Everyone is encouraged to read the handouts throughly again.

DEFENSE AUTOMATED PRINTING SERVICE (DAPS) —Mr. Wayne Voyles, Assistant Director, Pensacola DAPS

Wayne talked about their mission statement and included a brief history of DAPS, with the consolidation of printing in 1992 and the move to the Defense Logistics Agency in 1996 (FY97). He also touched on the various services provided by DAPS, their organizational structure, major customers, what automated printing is, why use DAPS, and their vision for the future. He had slides about CD-ROM writers, but time didn't permit that particular presentation.

Two questions came up in discussions about DAPS' services: assessing the surcharge for printing services, and going directly to GPO for printing services instead of using the local DAPS office.

Under the old system, all printing and binding requests had to be submitted to DAPS, and if the work was sent out (including to the GPO), there was a 5.5% surcharge of the total amount with no cap.

If GPO did not print the item in-house, GPO would add the following surcharge(s):

Work classified as printing and binding, 6 %, with a limit of \$15,000 per jacket, purchase order, or print order.

Rush work classified as printing and binding, 9 % with a limit of \$20,000 per jacket, purchase order, or print order.

There is a minimum of \$5.00 flat charge for all orders.

After the meeting, Carol Cini faxed a copy of Public Law 105-85 (H.R. 1119.85) approved and signed by the President on November 18, 1997, to Jim Pierce. This law not only eliminated the DAPS 5.5 percent surcharge, but also allowed Defense agencies to deal directly with the Government Printing Office for printing and duplication services. This law *did not change or eliminate GPO's surcharge.*

Under SEC.387. COMPETITIVE PROCUREMENT OF PRINTING AND DUPLICATION SERVICES paragraphs (d) and (d)(2) explain;

Surcharge:

“(d) CONDITIONS ON IMPOSITION OF SURCHARGE.—(1) Any surcharge imposed by the Defense Automated Printing Service on printing and duplication services for the Department of Defense shall be based on direct services provided by the Defense Automated Printing Service, as described in its annual budget.”

“(2) The Defense Automated Printing Service may not impose a surcharge on any printing and duplication service for the Department of Defense that is procured from a source outside of the Department.”

A new paragraph (c) explains;

GPO Services:

“(c) AUTHORITY TO PROCURE SERVICES FROM GOVERNMENT PRINTING OFFICE.—Consistent with section 501 of title 44, United States Code, the Secretary of a military department or head of a Defense Agency may contract directly with the Government Printing Office for printing and duplication services otherwise available through the Defense Automated Printing Service.”

With this information on hand, Technical Information Departments now have more options open for competitive services.

ELECTRONIC PUBLISHING/MULTIMEDIA INFORMATION

DIGITAL VERSATILE DISC (DVD)— Mr. Carol Cini, Associate Director, Federal Institute for Printing and Electronic Publishing, Government Printing Office (GPO)

Carol gave a heads up on the new DVD technology that will affect publishers in the coming years. At the time of the conference, the Air Force was producing a DVD on ethics and the Navy was producing a DVD on medical procedures.

Although government-produced DVDs were not available for demonstration, a DVD video was shown. Some of the features of DVD video are: the same size as a standard CD, but storage capacity up to 17 Gigabytes of data (video, audio, or combination thereof); ability to support 8 different languages and 32 different subtitles; parental lock features; surround sound capabilities; and allows for 4 user-selectable camera angles.

DVD-ROM drives (don't get DVD players, as they are only good for digital video) for desktop computers average about \$500. There are only a few laptops available with DVD and they run about \$4,000. DVD recordable drives are available, but pricey, at about \$17,000; and the discs will run about \$50 each, but are limited to 3.8 gig per side. You can write only once, no multisession.

DVD Rewritable (DVD-RAM) drives will average about \$4,000 and should be out this year. The disks will run \$25 (one sided) and \$40 (two sided). They have a storage capacity of 2.6 gig per side. Be careful about purchasing DVD-RAM, as there are three competing versions. Wait until the smoke clears on this one.

All the DVD drives today are backward-compatible (the first ones were not). Industry experts predict that DVD will overtake CD by the year 2001. It should be the same for the government. By all means, do not throw away the old CDs. Even when DVD overtakes CD, they will still make great coasters.

ILCEP WEB SITE —Jim Pierce

Jim demonstrated the ILCEP home page, created by Ms. Marie Barratt from the Naval Air Warfare Center, Aircraft Division (NAWCAD), Patuxent River, MD. This was an action item from the last meeting for Karen Brown, NAWCAD.

The web site was extremely well done, with an attractive layout. As Jim clicked through the pages, the members provided comments and recommendations for changes. The group voted to change the following:

- Narrow the left frame (contents buttons) so more text can be viewed on the main portion of the page.
- Eliminate the lower right-hand frame (has no function except as background) to allow entire right-hand side of screen to be used for viewing text.
- Enlarge the background around the “ILCEP” gif so the letters don’t appear cut off.
- On the Membership page, delete all telephone numbers and street and e-mail addresses. The members voted on having only their names, official titles, and organizations. All members will send their official titles to Jim so they can be incorporated into a new membership list for Marie.
- Work with Marie to get the Membership Application page working. Clicking the SUBMIT button wouldn’t send an applicant’s information to the server. This page will be used next year for registering for the 1999 meeting.

ADOBE ACROBAT/INFORMATION MAPPING® —Tim Calderwood

Adobe Acrobat

Tim gave a brief overview of Adobe Acrobat, which converts files to standard file format for use by multiple computer platforms. The standard format is called Portable Document Format or PDF. Anyone with a copy of the Adobe Acrobat Reader (free from Adobe) can open the file and read or print out the material. The beauty of PDF is that it maintains the page layout and look of printed pages, including color, regardless of the platform that is used to view the document. There is a growing trend of using PDF files to submit jobs digitally to printers for reproduction.

In addition to the presentation of DVD, Carol Cini also demonstrated the publishing tools using Adobe Acrobat 3.01. This included creating thumbnails, bookmarks, and hyperlinks within documents, and embedding a video into the PDF publication.

Information Mapping®

Tim also gave an interesting overview of Information Mapping®, a systematic approach to analyzing, organizing, and presenting information, based on audience needs and the purpose of the information. There are six basic types of information: principle (rules, laws, guidelines, policies); procedure (a series of steps, a “how to”); process (describing what happens, how something works); structure (telling what something looks like, its parts); concept (telling what something is, why it is, what it is); and fact (things assumed to be true). Based on the type of information being presented, a writer can consider several key principles of information mapping to organize the information: chunking (grouping information into small, manageable units); relevance (grouping everything that relates to one main point in one chunk); labeling (identify purpose or content); consistency (using similar words, labels, formats, etc); accessible detail (communicating at an appropriate level of detail for the audience); and integrated graphics (using graphics as an integral part of the presentation of the material).

Information Mapping® has proven useful and efficient. In fact, in November 1992, a study was done at TRADOC to test the effectiveness of documents developed in the standard format against the information mapping format—readability levels (equivalent school grade levels at which people are capable of reading) were significantly lower with the information mapping system. (The study used the Kincaid Readability Index.) Because of this study, TRADOC released regulation 25.34, which recommends that the information mapping method and format be used for creating all types of TRADOC documents.

Tim passed around some handouts, then gave the members a test; i.e., read a typical business document and find specific information; then find the same thing in the Information Mapping®

format. Each test was timed (approximate), and the results were amazing. Remember, we're all editors, and are experienced professionals at "finding information." Right? Right! The 1st test took around 20-25 seconds (more or less) for most of the people to find the information. On the 2nd test, most people had found the information in 5 seconds or less—some almost immediately.

The basic format of the mapping is to place the headings on the left of the page and the text to the right of the headings, in a column. Of course, you need to ensure your headings reflect *exactly* the content of your text. **Heightened accuracy** is the keyword. See *Appendix B* of these minutes for an overview of this methodology.

Once you've experienced reading a document in this format, you'll find it difficult to go back to standard text. Finding what you *need* to read is a breeze.

Some editors, naturally, won't find mapping of documents available to them. Most Navy activities staffed of predominantly active-duty military members may find themselves tied to the Navy Correspondence Manual. Other military organizations may be in a similar position. Perhaps for them a modified type of Information Mapping® may be approved by their command.

Anyone desiring training on Information Mapping® can contact Mr. Chris Mooney, below:

Christopher (Chris) Mooney
Manager, Government Business Unit
411 Waverly Oaks Road
Waltham, MA 02154
(781) 906-64271-800-627-4544
E-mail: cmooney@infomap.com
Web: www.infomap.com

PUBLISHING AND ORGANIZATIONAL SURVIVAL—Facilitated by Jim Pierce

CONTRACTORS/CONTRACTING (CA STUDIES PREPARATION)

Jim gave a short slide presentation on the basics of preparing for a CA study. This was not a complete guide on how to win for the government; rather, steps he took for *preparing initial documentation* when his command was being **considered** for a study. There is much, much more to the whole process than what he presented.

Ask

When first notified of consideration of a pending study, start asking for information from people you know (your command and other commands) who have been through the process. You would be very surprised at the response from those wanting to help. The ILCEP group has a wealth of knowledge and experience in this area.

Read

Read everything. Types of information you are likely to get include:

- OMB Circular A-76 and transmittal memos
- Web sites
 - Title 10 Law — www.law.cornel.edu:80/uscode/10
 - Index of Publications (OMB) — www.fedworld.gov/pub/omb
 - A-76 info — www.whitehouse.gov/WH (includes transmittal memos)
 - ASC/MQ Bulletin Board at WPAFB — www.asc.wpafb.af.mil/base/orgs/mq
Click on A-76 information, click on "Q&A Hopper" (these contain several pages of great questions and answers)
- Applicable service branch instructions
- Question and answer forums
- Title 10 Law for RDT&E
- Previous correspondence from your own command to the cognizant field activity on the same subject. Commands (Navy) normally have to submit letters almost quarterly defending certain positions. The average worker rarely hears about this routine. Check with your "head civilian" on these past letters.

Weed out what doesn't apply to you

Much of the information you receive will apply to another service branch. However, there will still be vast amounts that are pertinent to you. Scrutinize this carefully, and pull out portions that you need.

Write preliminary information

Don't wait until the last minute to find out if your command will go through a study. Start writing your exemption letter. For people in our line of work, this is probably the only time we can *plagiarize the heck out of something and get away with it*. Feel free to use anyone's words from all of the resources sent to you; especially those who were lucky enough to win for the government. This letter will exempt your type of work from being included in the study, should it arise, and will be signed by your agency head (hopefully, if he/she agrees). Have it ready. In your letter, stress:

- "Inherently governmental function." This is the standard "out" for CA studies; the only thing to really save you but the hardest to justify. This includes the functions of policy making, funding, intelligence, command and control, and maintaining policy information.
- Proprietary information. This one used to mean a lot, but not anymore, since contractors are allowed to have office-to-office agreements about protecting this information. However, do your best to strengthen and justify anything you feel is within this realm.

Track

Start tracking the number of documents you receive and the time it takes you to review and edit each one. This will be difficult and tedious. If you have a spreadsheet program, learn to use it, and set it up for tracking your type of work. You must break down times for at least the following functions:

- Checking format
- Editorial stuff
- Technical review
- Security markings
- Integrated process team (IPT) reviews (typically known as "murder boards")

These are just the basic functions that all of us must perform. Include every function for your particular job. Dig deep in the weeds to capture everything you do, no matter how trivial. You *will* ultimately have to prove that you are more efficient than a contractor. From this, you are setting up the basis for your Performance Work Statement.

Write again

This is the final chance. Everything you have done so far has led up to the Performance Work Statement. This is critical for the success of cost comparison. Here you must define what your Service "wants done," not "how to do it." From this, the government will decide if it is cheaper to hire a contractor to do your job, or keep paying you, with all of your benefits. It's in your best interest to list even the minutest detail. If possible, go as far as separating functions to show what can go to contractors and what must stay with the government.

End result

After it's all over, here are a few possible outcomes:

- Lose jobs to contractors (you may become one)
- Win for the government (even this has some bad results)
 - Must streamline operations to become "most efficient organization," which could mean that the functions remain in place and you keep your job, but several of your work mates will suffer through a reduction-in-force.

ILCEP BUSINESS

MISSION STATEMENT See Administrative Matters on the first page.

MEMBERSHIP

The topic of opening membership to contractor technical writers/editors was discussed again this year. Although technical publication departments throughout DoD are shrinking rapidly, ILCEP has grown by 22 people since opening membership to DoD RDT&E activities last year. And we are more dedicated than ever. It is the strong desire of the group, and the members so voted, to keep the membership as government technical writers/editors.

DESIGNATION OF 1999 CHAIR

The chairs for the next meeting are Sophia Harrison and Christine Stossel of ARL, Adelphi, MD. This is subject to approval by their command. The co-chair is Jim Pierce of COMOPTEVFOR, Norfolk, VA. If approval is not granted by ARL, Jim will chair the meeting, and will select a co-chair to assist.

DESIGNATION OF 1999 HOST/LOCATION

Debbie Gonzales and Jeanette Meyers of AFOTEC, Kirtland AFB, Albuquerque, NM, volunteered to host the 1999 meeting.

ACTION ITEMS

- Revision of ILCEP home page, per membership vote - - Jim Pierce, COMOPTEVFOR
- Total membership list update - - Jim Pierce
- Redo the ILCEP seal as a high-resolution graphics file - - Kathy Meyer, NAMRL
- Complete the draft ARL Ethics in Scientific and Technical Publishing paper - - Sophia Harrison and Christine Stossel, ARL
- Mike Marshall's (NSWCDD) analysis on the costs of contracting out. As an action item, Patrice Waits contacted Mike Marshall

ADJOURNMENT

The meeting was adjourned at 1130, Thursday, April 30. The group had lunch at the Pensacola Grand Hotel, then departed for NAMRL for the tours Kathy Mayer had scheduled.

NAMRL TOURS

STRENGTH SCREENING

Mr. Jack Saxton demonstrated the strength-screening device, housed in NAMRL Mobile Field Laboratory #5, and explained problems small-statured pilots might encounter in modern aircraft. The strength-screening device effectively measures the ability to complete certain maneuvers. As the associate investigator on a project to develop gender-neutral aviation occupational standards, Mr. Saxton is trying to identify individuals incapable of meeting specific strength performance requirements to safely conduct flight duties as naval pilots and naval flight officers. The goal is to develop a physical conditioning program that will enable aviation candidates to meet or exceed the minimum strength requirements to operate any aircraft in the naval inventory.

CORIOLIS ACCELERATION PLATFORM (CAP)

CDR John Laurent, MSC, USN, discussed motion sickness causes, symptoms, and effects and provided a voluntary ride on the CAP. The CAP is the only device worldwide that is capable of applying combined linear and angular acceleration to the human subject. It is also the only device in the DoD inventory available to study chronic exposure to altered G environments. It has a 20-foot diameter room, which contains complete life-support and bioinstrumentation equipment for the exposure of 4-8 subjects to continuous rotation for 30 days or longer. The contribution of this device to vestibular research has been invaluable since its installation in 1965. It has enabled scientists to make accurate simulations of many bizarre combinations of force stimuli and their effects on aerospace crew members under carefully controlled conditions. Data gathered by various studies using the CAP continue to contribute significantly to the success of the space program and to the safety and well being of the astronauts.

TACTILE SITUATION AWARENESS SYSTEM (TSAS)

HMCS Moses Marquez, USNR, used computer modeling to demonstrate the effectiveness of the TSAS. The system uses a webbed harness fitted with tactors (miniature vibrators) that constantly update a user's awareness of position, and allow a user to maintain orientation without relying on any visual cues. Currently, the TSAS has two applications; one for Navy SEALs, and one for naval aircraft.

HMCS Marquez demonstrated the SEAL version and then let volunteers don the harness and "navigate" through a computerized underwater mine field, following a predetermined course that was not visible to them. The miniature vibrators indicated whenever there was a deviation from the plot (right, left, too far, or which direction to turn). That was quite an experience!

A computer demonstration of the aircraft version showed a novel concept that spatial orientation can be maintained continuously by providing information about aircraft position to the pilot through the sense of touch; i.e., the tactors always let the pilot know where "ground" is.

SOPITE SYNDROME

Dr. Ben Lawson presented the concept of "Sopite Syndrome" using a poster previously presented at a scientific meeting and demonstrating how subjects are tested in the unique Human Disorientation Device (HDD). The Sopite Syndrome is a form of motion sickness characterized by drowsiness, fatigue, difficulty in concentrating, apathy, mental depression, biochemical changes, and sleep disturbances. The HDD is capable of accelerating an instrumented human subject about two head-centered axes simultaneously. Performance decrements and Sopite symptoms during (and after) a series of passive head movements while rotating on the HDD are documented. By studying the incidence of Sopite in a laboratory setting, Dr. Lawson is hoping to provide an estimate of predisposing factors.

APPENDIX A

ETHICS ARTICLES

Issues to be addressed by Articles

Authorship

Only those who have significantly contributed to a scientific work effort should be included as co-authors on a technical publication or presentation. Authorship is the primary means for assessing a scientist's contribution to developing new knowledge; so the privilege of authorship should be based on a significant contribution to the conceptualization, design, execution, and/or interpretation of the research, as well as a willingness to assume responsibility for that study. It should be assumed that any author listed on a publication should be willing and able to defend that research effort, on his/her own, if asked. (Some organizations periodically request that one of the secondary authors on a publication present/defend the work at an informal brown-bag meeting, held internally and open to the workforce.)

The submitting author should be considered the primary author for purposes of coordinating the completion and submission of the work, satisfying the applicable rules of submission, and coordinating the responses of the group to inquiries or challenges. The submitting author is responsible for ensuring that the contributions of all collaborators are appropriately recognized and must be able to certify that each author has reviewed and authorized the submission of the manuscript in its original and revised forms. (Many journals request approval signatures from each author before publication to fulfill this responsibility.)

Ownership

Any researcher employed by DoD must adhere to existing policies and guidelines that state that all research data is the property of the U.S. Federal Government and not the individual researcher. Research data, including the experimental results, are legal documents for the purposes of establishing patent rights or when the results are challenged. As such, research notebooks should be accurate and available, at ARL, for others to review. Data management, including the decision to publish, is the responsibility of the principal investigator (the first author). After publication, the first author will be held responsible for any published information, and he or she should make available any data required for review of the results.

In the open environment of the federated laboratory, with its increased partnerships and joint efforts, the sharing of data, peer reviews, and coauthorship—while essential to maintaining the integrity of the research process—present new possibilities for conflicts of interest and misconduct.

Publication practices and processes

ARL should decide the mechanism of choice for publishing its findings, or establish a guideline for order of publication if several venues will be used. In many organizations, findings are first published as an organizational technical report, before the work can appear in a technical journal. This practice helps to establish ownership of the work by the originating organization. In the case of joint efforts, some laboratories assign report numbers from both organizations to the same publication, and both numbers appear on the report cover. Other laboratories allow researchers to publish first in technical journals, then request permission from each journal to post the published article on the laboratory website.

Timely publication of new and significant results is important for the progress of science, but fragmentary publication of results or multiple publications of the same or similar data is inappropriate. Each publication should make a unique and substantial contribution to its field.

Each paper should contain sufficient information for the informed reader to assess its validity. The principal method of scientific verification is the ability of others to replicate the results. Therefore, each paper should contain all the information necessary for other qualified scientists to repeat the experiment. Essential data that are not normally included in a published paper should be made available, either through an appropriate database or at least through contact with the author.

Peer review responsibilities

Peer reviews are an essential component of the research process, and they make an important contribution to science. They should be considered the duty—and part of the standard job description—of any ARL researcher. Reviews should only be conducted by experts in that field of research, and in as short a time as possible without compromising the integrity of the review. These reviews should always be objective and maintain the confidentiality of the information and the researcher (and possibly the reviewer). Any negative evaluation should be well founded and documented, and the reviewer should strive to be reasonable and fair.

The reviewer should identify any real or perceived conflict of interest that might arise because of a direct competitive, collaborative, or other close relationship with one or more of the authors of the material under review. In the case of a possible conflict, any ARL reviewer should remove him or herself from the review process and return any related material unread.

Intellectual property rights

Patents and copyrights are meant to protect trade secrets, but partnerships and collaborations with universities and private industry present new challenges in the protection of intellectual property. These new issues make proper assignment of authorship on a publication even more important—it may be the only way to establish ownership rights on a patentable invention or copyright on published work. Record keeping and data management may also become critical elements in protecting ARL's ownership of its research.

Fair use

Sometimes authors can use information without infringing on the copyright of that work, but determining whether the use is “fair use” can be difficult. Key considerations should be

- the purpose of the use, including whether it is for commercial use or for nonprofit educational purposes;
- the nature of the work that is copyrighted;
- the amount of information from that work that is used, in relation to the whole; and
- the effect of using it on the potential market or the value of that work.

Use of web-based resources

All materials on the web are copyrighted, regardless of whether the individual document indicates that it is copyrighted. As with materials in print, it's plagiarism to use web-based materials without citing the work and giving appropriate credit. Complete citations should be given for any material used in an ARL publication, which should usually include the name of the supplier, the online system from which the article was obtained, and the database and accession number when available. The supplier and database name are usually given in place of a URL for articles obtained from a web-based database; articles obtained directly from the web should include the URL information.

Possible Definitions of Misconduct

Plagiarism

Using and putting forth the ideas, words, or designs of another as one's own without giving appropriate credit to the originator. Most often, this refers to passing off another's work or writings as one's own; however, in scientific research there is so much use of the words, methods, and ideas of preceding researchers that the meaning of plagiarism in practice can be difficult to define. Often, each case must be examined individually to determine the existence of misconduct. It cannot be assumed that a common understanding exists in the scientific community on the standards of attribution and how one distinguishes between methods and ideas that have been absorbed into the public domain from those that should not be used without proper attribution.

Fabrication, falsification, and fraud

Fabrication is making up data or results, either in its entirety or by distorting real facts to create an erroneous impression as true and genuine. Falsification means changing or altering data or results

by forging, by giving a false appearance, or by tampering with either. Legally, fraud means the intentional misrepresentation or distortion of the truth for the purpose of inducing another to rely and act on it in a way that will be legally harmful. However, in the context of scientific research methods, it is very difficult to prove the intent to deceive, as well as the harm done by the deception. In many cases of plagiarism, there is arguably no damage to the individual plagiarized unless the plagiarist publishes first. Even deliberate falsification of data may not meet the legal definition of fraud in a situation where the plagiarist publishes imagined experimental data to prove an otherwise established scientific result or conclusion.

Examples of fabrication or falsification include: reporting experiments, measurements, or statistical analyses never performed; manipulating or altering data or other manifestations of the research to achieve a desired result; falsifying or misrepresenting background information, including biological data, citations of publications, or status of manuscripts; selective reporting, including deliberate suppression of conflicting or unwanted data without scientific justification; and failure to perform research supported by a grant while stating in progress reports that active progress has been made.

Abuse of confidentiality

This refers to unpublished materials, including use of ideas and preliminary data gained from access to privileged information through the opportunity for editorial review of manuscripts submitted to journals, the peer review of proposals being considered for funding by agency panels, or other internal committees.

Failing to retain significant research data for a reasonable period

If a researcher is unable to provide primary data on an investigation, questions may arise as to whether the data do or ever did exist.

Maintaining inadequate research records

This is especially important for results that are published or relied on by other researchers.

Conferring or requesting authorship on an unjust basis. Researchers should never request authorship on the basis of a special service or relationship that is not significantly related to the research reported in the work.

Other improprieties of authorship

These may include improper assignment of credit (excluding others who deserve credit or including others without their knowledge), misrepresentation of the same material as original in more than one publication, submission of multi-authored publications without the concurrence of all authors, and incomplete citation of previously published work.

Refusing to give peers reasonable access to unique research materials or data that support published papers

Data should be stored in laboratory notebooks or in appropriate databases for retrieval by other interested researchers, at the very least by contacting the originating author.

Using inappropriate measurements

This would include inappropriate statistical or other methods of measurement to enhance the significance of research findings (for example, skewed selection of data to hide or disguise observations that do not fit the researcher's conclusions).

Inadequately supervising research subordinates or exploiting them

For example, accepting responsibility for supervising unrealistic numbers of people and projects or failing to give appropriate instruction about respect for data and procedures.

Misrepresenting speculations as fact

Also releasing preliminary research results, especially in the public media, without providing sufficient data to allow peers to judge the validity of the results or to reproduce the experiments.

Guidance for Categorizing Articles in ARL Code of Ethics for Scientific Publishing

In addition to a list of articles to be included in the ARL guide to ethics in scientific publishing, a method for categorizing them should also be devised.

For example:

The Society for Technical Communication (STC) categorizes by subheadings: Legality, Honesty, Confidentiality, etc.

Legality—*We observe the laws and regulations governing our professional activities in the workplace. We meet the terms and obligations of contracts that we undertake. We ensure that all terms of our contractual agreements are consistent with the STC Ethical Guidelines.*

Honesty—*We seek to promote the public good in our activities. To the best of our ability, we provide truthful and accurate communications. We dedicate ourselves to conciseness, clarity, coherence, and creativity....*

Confidentiality—*Respecting the confidentiality of our clients, employers, and professional organizations, we disclose business-sensitive information only with their consent or when legally required. We acquire releases from clients and employers before including their business-sensitive information....*

The International Association of Business Communicators (IABC) has three principles of professional communication—that it is legal, ethical, and in good taste. The IABC code of ethics then lists 12 articles relating to these principles:

- 1. Professional communicators uphold the credibility and dignity of their profession by practicing honest, candid and timely communication and by fostering the free flow of essential information in accord with public interest.*
- 2. Professional communicators disseminate accurate information and promptly correct any erroneous communication for which they may be responsible.*
- 3. Professional communicators do not use confidential information gained as a result of professional activities for personal benefit and do not represent conflicting or competing interests without written consent of those involved.*

The ACA, an organization out of the University of Arkansas, publishes a code of computing practices that separates rights from responsibilities, both individual and organizational.

ARTICLE I: INDIVIDUAL RIGHTS

Section 1. Access to computing and information resources shall not be denied to nor removed from a member of the University community without just cause for violation of a specific law or regulation....

Section 2. The right to access includes the right to adequate training and necessary tools required to effect access.

ARTICLE II: INDIVIDUAL RESPONSIBILITIES

Section 2. Every member of the University community has a professional responsibility to acknowledge the use of the intellectual property of others.

Section 3. It shall be each member's personal responsibility to be aware of the potential for and possible effects of manipulating electronic information and to verify the integrity and authenticity and assure the security of information....

ARTICLE III: RIGHTS OF EDUCATIONAL INSTITUTIONS

Section 1. The access of educational institutions to computing and information resources shall not be denied or removed without just cause.

Section 2. Educational institutions in the electronic community of learners have ownership rights over the intellectual works they create.

ARTICLE IV: INSTITUTIONAL RESPONSIBILITIES

Section 1. The institutional members of the electronic community of learners have a responsibility to provide all members of their community with legally acquired computer resources....

Section 2. The University has a responsibility to develop, implement, and maintain security procedures to insure the integrity of individual and institutional files.

APPENDIX B

INFORMATION MAPPING® METHODOLOGY OVERVIEW

Definition

A *systematic* approach to:

- Analyzing |
- Organizing | Information
- Presenting |

Information is based on the needs:

- Audience
- Purpose of information

Types of Information

There are 6 types:

- 1 - *Principle* - rules, laws, guidelines, policies
- 2 - *Procedure* - how to do it (a series of steps)
- 3 - *Process* - what happens/how it works (a series of event)
- 4 - *Structure* - what it looks like/what are its parts
- 5 - *Concept* - what it is/ why it is what it is
- 6 - *Fact* - things assumed to be true

Key Principles

Chunking	Group information into small, manageable units.	Easily processed and comprehended
Relevance	Everything in one chunk relates to one main point.	Ensures audience focus
Labeling	Identifies purpose or content	Gives preview of what's coming up
Consistency	Use similar words, labels, formats, organizations, sequences	Creates standard approach
Accessible Detail	Communicate at an appropriate level of detail for a given audience	Each audience gets the information it needs.
Integrated Graphics	Use graphics as an integral part of presentation.	Immediately reinforces audience

Key Elements

Chunk

This is text that makes up an information block.

Information Block

Replaces the paragraph. An information block is a “chunk” of information that is bite-size in content and is easily digested.

- One or more sentences |
- Table | All about a limited topic
- Chart |
- Illustration |

Includes:

- Descriptive label
- Relevant content
- A separator

Information Map

A group of related Information Blocks.

1998 ATTENDEE'S LISTING

Ramona Bernard

Naval Air Warfare Center Weapons Division

Dorothy Bush

Naval Facilities Engineering Service Center

Tim Calderwood

Naval Research Laboratory

Liz Casey

Air Force Research Laboratory (Mesa, AZ)

Carol Cini

Institute for Federal Printing and Electronic
Publishing, GPO

Marty Cohen

Naval Surface Warfare Center Dahlgren Division

Lila Dorn

Air Force Research Laboratory (Wright-
Patterson AFB)

Gerrye Erwin

DoD Inspector General Office

Debbie Gonzales

Air Force Operational Test and Evaluation
Center

Sophia Harrison

Army Research Laboratory

Beverly Hart

Air Force 605 Test Squadron

Carol Jacobson

Defense Technical Information Center

Harriet Lambert

DoD Inspector General Office

Pat Lewandowski

Air Force Research Laboratory (Wright-
Patterson AFB)

Carolyn May

Air Force Research Laboratory (Wright-
Patterson AFB)

Kathy Mayer

Naval Aerospace Medical Research Laboratory

Gerald McKernan

Naval Surface Warfare Center Dahlgren Division

Pat McWilliams

Air Force Materiel Command

Betty Nelson

U.S. Army Medical Research and Materiel
Command

Jim Pierce

Navy Operational Test and Evaluation Force

Frank Scott

Defense Technical Information Center

Sharon Serzan

Defense Technical Information Center

Christine Stossel

Army Research Laboratory

Diane Sullivan

Naval Surface Warfare Center Dahlgren Division

Bryan Thompson

Naval Facilities Engineering Service Center

Patrice Waits

Naval Surface Warfare Center Dahlgren Division

Shirley Walker

Air Force Research Laboratory (Brooks AFB)