NASA STI Page Layout Samples

Foreword

This document provides sample designs for the NASA STI Report Series.

The following pages illustrate sample layouts for the basic cover, the back of the front cover, the basic title page, the back of the title page, and cover variations. It also illustrates placement of the standard elements.

Since these sample layouts were designed for printed documents, it is recognized that they may not be appropriate for use with STI that is distributed in nonprint media. Although use of the standard elements specified in NPG 2200.2, “Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information,” paragraph 2.5.3 is required and use of the sample cover and title page layouts in this document is strongly recommended for printed documents, the sample layouts may be adapted as needed for STI produced in nonprint media.

The designs are based on a grid structure that can be used for accurate placement of major elements. In addition, sample interior column formats are discussed and illustrated.

Use of these sample layouts will promote a consistent and professional image for NASA.

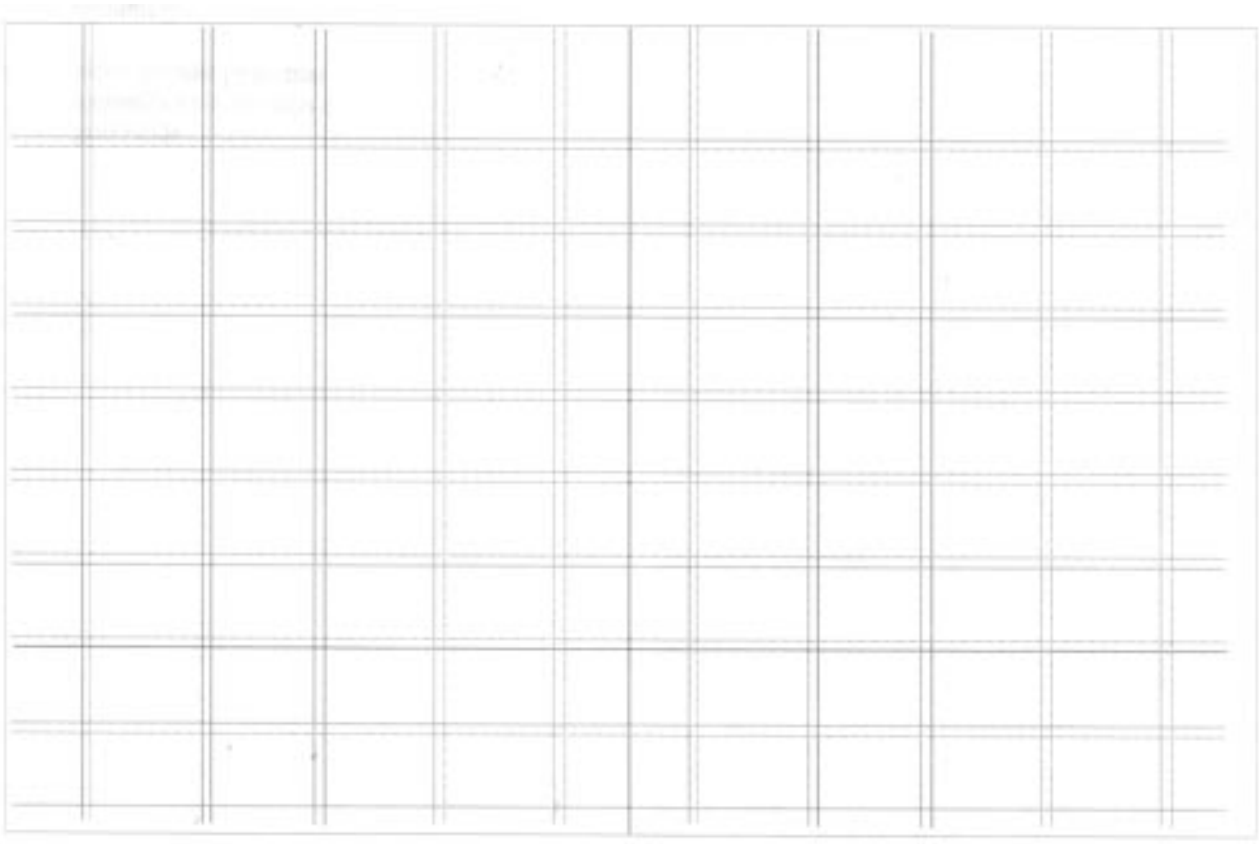
The Grid

Material published by the NASA Scientific and Technical Information (STI) Program makes up the NASA STI Report Series. Specific details regarding information that fits each of the various report series is given in Appendix 3 of NPG 2200.2. Once the series is chosen, the information may be formatted to appropriately suit the category.

This guide provides sample layouts for the NASA STI Report Series. Instructions are intended for both the professional graphic designer and other nongraphics professionals involved in the production and design of NASA publications.

Why Use a Grid?

Because the design requirements of the NASA STI Report Series are highly diverse, the most flexible foundation to support the series is that of a grid. The grid concept is easy to understand and follow and once established can be successfully used by a wide variety of publishing professionals. The grid suggested for the NASA STI Report Series is shown on this page. The five–column nature of the grid allows for a tremendous range of flexibility for publications that must be editorially compact while still retaining visual interest and appeal.



The Grid Structure

Using a grid structure is a matter of fitting information into the space allocated for it. The most important principle in using any grid system is that it be used to establish consistency, unity, and order. The following are basic rules for using a grid system:

- Use grid elements consistently when placing and scaling them to fit, and place similar elements in similar positions from page to page throughout the document
- Hang graphic or textual elements from the tops of grid fields
- Align graphic or textual elements to the left edges of the grid fields
- Establish a hierarchy between elements, title, subheads, text, graphic elements, and other devices
- Place text as a unit to avoid interrupting text with graphic elements
- Leave about one–third of the fields empty on a page

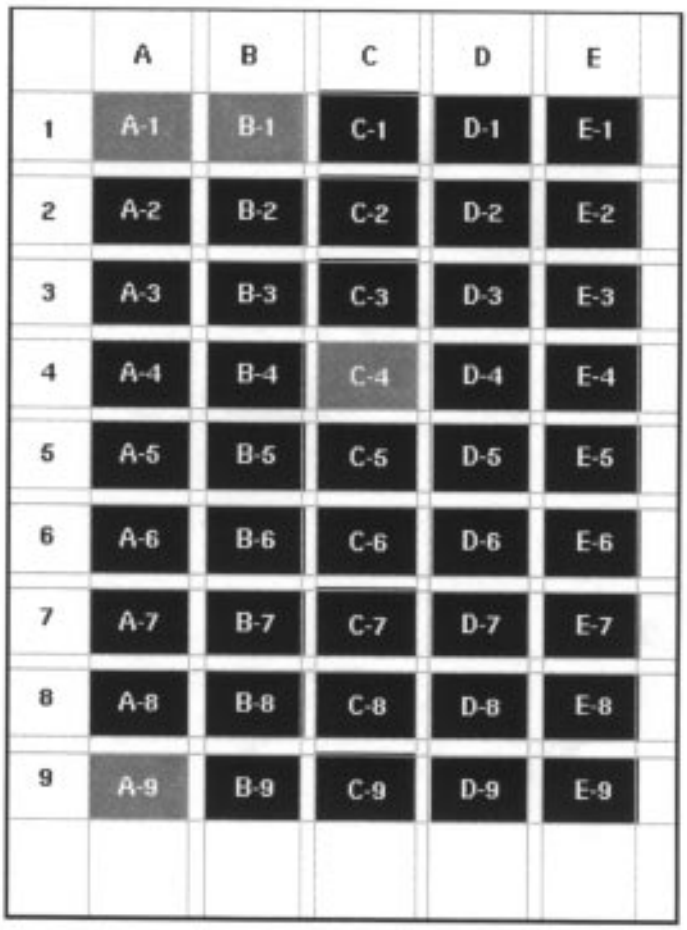
Page Mechanics

The following page mechanics should be used when establishing a new document using a desktop publishing layout program (e.g., Adobe PageMaker™ or Quark Xpress™) or a word processing program (e.g., WordPerfect™ or Word™):

Page Size. The standard size for the NASA STI Report Series is 8½ by 11 inches. For this page size, the maximum allowable image area is 7 1/8 by 9 3/16 inches, excluding the folio (page number). Use of paper sizes must be in accordance with NHB 1490.5, "NASA Printing, Duplication, and Copying Management Handbook."

Typeface and Resolution. The typeface used in the NASA STI Report Series must be no smaller than 10 points, with a minimum resolution of 300 dots per inch. Recommended type styles are sans serif typefaces for titles and the text of figures, tables, and graphics; serif should be used for text.

Columns. Column widths are determined by the material and complexity of the document. (See Interior Column Formats.) When referring to the placement of elements on the grid structure, the widths of the five horizontal grid fields are called A–B–C–D–E, and the widths of the five vertical grid fields are called 1–2–3–4–5. Grid field A–1 is the first full–sized field within the image area (or the preset margins).



Page Layout

Suggested and Alternate Page Layouts. The suggested page layout for the STI Report Series is a five–column, single–spaced, justified format with double space between the paragraphs. Alternate layouts appropriate for a particular technical discipline may be used when approved by the cognizant NASA Headquarters or Center publications office.

Photographs and Illustrations. Glossy prints for each photograph should be provided in the publications submitted for printing; illustrations should be prepared in black ink unless color is necessary to convey technical or scientific meaning.

Page Numbers. The preferred location for folios is on the bottom outside corner of a page, with odd numbers on the right–hand page and even numbers on the left–hand page. Front matter is numbered with lowercase Roman numerals, with "i" reserved for—but not used on—the title page.

Figures and Tables. Figures and tables should appear as close to their initial discussion in the text as possible, preferably at the top or bottom of a page.

They should be positioned upright (horizontal) rather than broadside (vertical) whenever possible. Figure and table captions should be positioned, respectively, at the bottom and top of the image, with a line length no wider than the image; short captions should be centered relative to the image. "Foldout" figures can sometimes be avoided by rearranging and spreading the figure horizontally across two pages.

Equations. Equations should be centered relative to the image area. Equation numbers should have parentheses to the right of the equation, centered vertically relative to the equation.

Deviations from Page Layout Standards. Deviations from the standard page size of a publication (such as foldouts or pages larger than 8½ by 11 inches), photos, or illustrations provided separately in an envelope, or hand inserts add cost and time to the reproduction and dissemination function. Therefore, such deviations should be used only when necessary to enhance the meaning of a report.

Basic Cover Layout

All personnel preparing NASA STI Report Series—Technical Memoranda, Technical Publications, Contractor Reports, Reference Publications, and Conference Publications—should use the following cover and title page guidelines.

- The STI Report Series require standardization of layout elements to create a coordinated look and to be easily recognized as Agency publications.
- All of these reports contain similar information elements that must be placed on the basic grid.

In addition to the typefaces (fonts) already available for NASA publications—Helvetica, Futura, Times, and Garamond—STI publications may also be set in Stone Serif, Palatino, or Optima. Point sizes may vary slightly, depending on the font family that is chosen. These additional font selections have been chosen because of their availability across a number of electronic desktop publishing systems, as well as their readability ratings for book and information typefaces.

Front Cover

Locate NASA Insignia (or other insignias if joint effort), if approved by the NASA Headquarters or Center Graphics Coordinator, as follows:

Place in the A–1 field, upper left–hand corner (hang from top and left of field). Limit insignia size so as not to exceed the total area of one grid field.

Report Title

Place in A field of row 2 (use + or – 18–24–point type, depending on title length, in boldface)

Author Name, Affiliation, and Location

Place in the A field of row 3 (use + or – 12–point type in italics)

Notices (necessary when distribution must be restricted in any way)

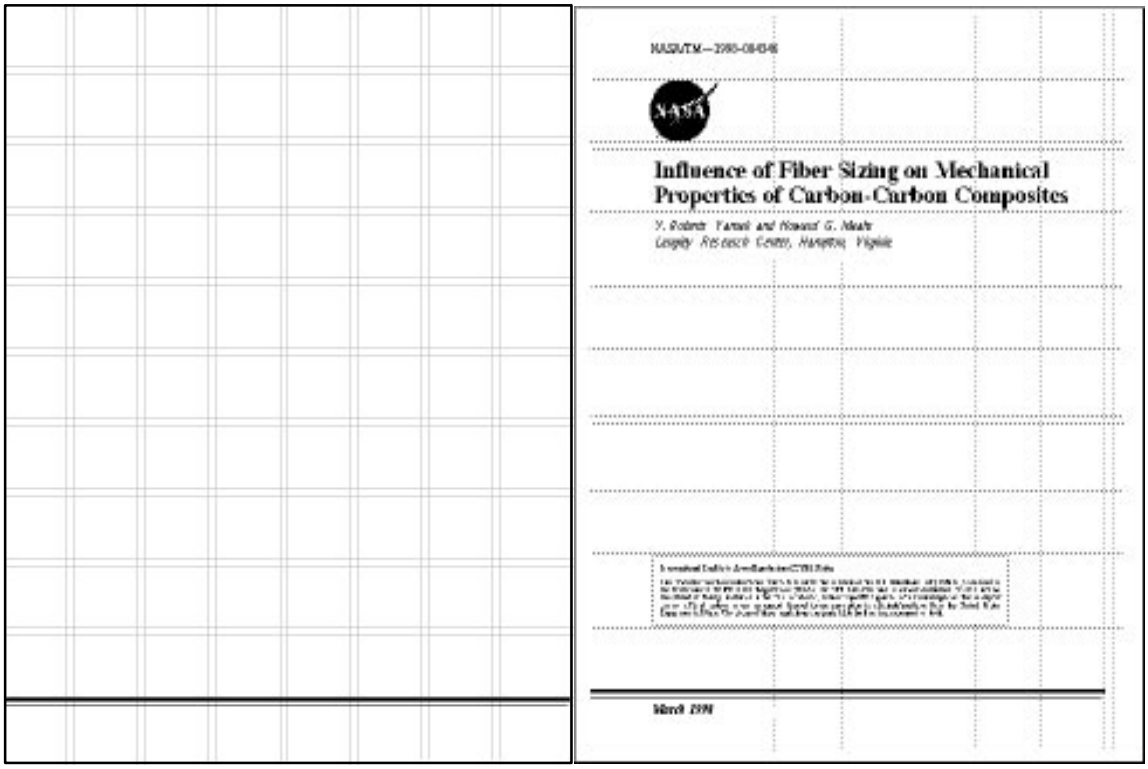
Place in A–B–C fields of row 8 (use + or – 10–point type set in roman)

NASA Report Number

Place in A–B–C fields of row 10 (use + or – 15–point type set in roman)

Report Date

Place in D–E fields of row 10 (use + or – 15–point type set in roman)



Back of Front Cover

The "NASA STI Program Office . . . in Profile" is displayed on the back of the front cover page.

The NASA STI Program Office . . . in Profile

Since its founding, NASA has been dedicated to the advancement of aeronautics and space science. The NASA Scientific and Technical Information (STI) Program Office plays a key part in helping NASA maintain this important role.

The NASA STI Program Office is operated by Langley Research Center, the Lead Center for NASA's scientific and technical information. The NASA STI Program Office provides access to the NASA STI Database, the largest collection of aeronautical and space science STI in the world. The Program Office is also NASA's institutional mechanism for disseminating the results of its research and development activities. These results are published by NASA in the NASA STI Report Series, which includes the following report types:

- TECHNICAL PUBLICATION. Reports of completed research or a major significant phase of research that present the results of NASA programs and include extensive data or theoretical analysis. Includes compilations of significant scientific and technical data and information deemed to be of continuing reference value. NASA's counterpart of peer-reviewed formal professional papers but has less stringent limitations on manuscript length and extent of graphic presentations.
- TECHNICAL MEMORANDUM. Scientific and technical findings that are preliminary or of specialized interest, e.g., quick release reports, working papers, and bibliographies that contain minimal annotation. Does not contain extensive analysis.
- CONTRACTOR REPORT. Scientific and technical findings by NASA-sponsored contractors and grantees.
- CONFERENCE PUBLICATION. Collected papers from scientific and technical conferences, symposia, seminars, or other meetings sponsored or cosponsored by NASA.
- SPECIAL PUBLICATION. Scientific, technical, or historical information from NASA programs, projects, and missions, often concerned with subjects having substantial public interest.
- TECHNICAL TRANSLATION. English-language translations of foreign scientific and technical material pertinent to NASA's mission.

Specialized services that complement the STI Program Office's diverse offerings include creating custom thesauri, building customized data bases, organizing and publishing research results . . . even providing videos.

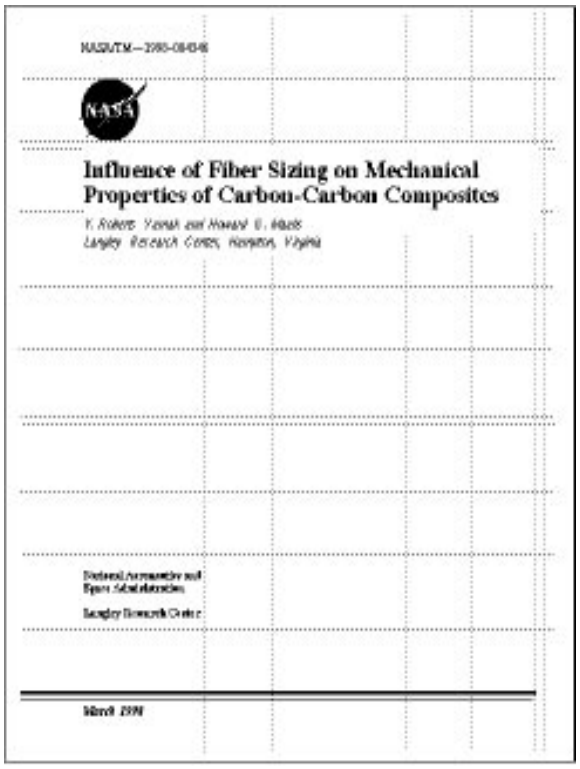
For more information about the NASA STI Program Office, see the following:

- Access the NASA STI Program Home Page at http://www.sti.nasa.gov
- E-mail your question via the Internet to help@sti.nasa.gov
- Fax your question to the NASA STI Help Desk at (301) 621-0134
- Telephone the NASA STI Help Desk at (301) 621-0390
- Write to:
  NASA STI Help Desk
  NASA Center for AeroSpace Information
  7121 Standard Drive
  Hanover, MD 21076-1320

The Basic Title Page

Title Page (expands on cover information and begins to mirror page column layouts of interior)

- Report Title
- Author Name (and Title, such as Editor, if appropriate)
- Author Affiliation and Location
- NASA Report Number
- Report Date
- Agency Address



NASA/TM—1998-[illegible]

Influence of Fiber Sizing on Mechanical Properties of Carbon-Carbon Composites

V. Roberts, Vanna, and Howard G. Maahs
Langley Research Center, Hampton, Virginia

National Aeronautics and Space Administration

Langley Research Center

March 1998

Back of Title Page

Standard Elements

The standard elements (availability statement, notices and disclaimers, and acknowledgments) are centered horizontally in a 10–pt typeface on the back of the title page, as shown.

Acknowledgments

The authors would like to acknowledge the assistance of those individuals who aided in the preparation of this document. William James was instrumental in obtaining source data, J.D. DeMarmo edited and critiqued the text, Doris Bailey typed the manuscripts, the staffs of the NASA Headquarters Library and the Scientific and Technical Information Program provided assistance in locating bibliographic references, and the NASA Headquarters Printing and Graphics office developed the layout and handled printing.

This is a preprint of a paper intended for presentation at a conference. Because changes may be made before formal publication, this is made available with the understanding that it will not be cited or reproduced without the permission of the author.

Available from:

NASA Center for AeroSpace Information
7121 Standard Drive
Hanover, MD 21076-1320

National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

- **Availability Statement.** Announces that the document is available from the NASA Center for AeroSpace Information and the National Technical Information Service. The availability statement is mandatory for the back of the title page.

- **Notices and Disclaimers.** The use of disclaimers and similar notices is to be avoided, especially those calling attention to unedited material or denying the technical responsibility of the issuing application.

  Acceptable Notice. A notice may be employed to alert the reader that a particular publication:

  – is a presentation of preliminary findings, subject to revision as analysis proceeds.

  – is a formal draft or working paper, intended to solicit comments and ideas from a technical peer group.

  – is a preprint of a paper to be presented at a professional meeting.

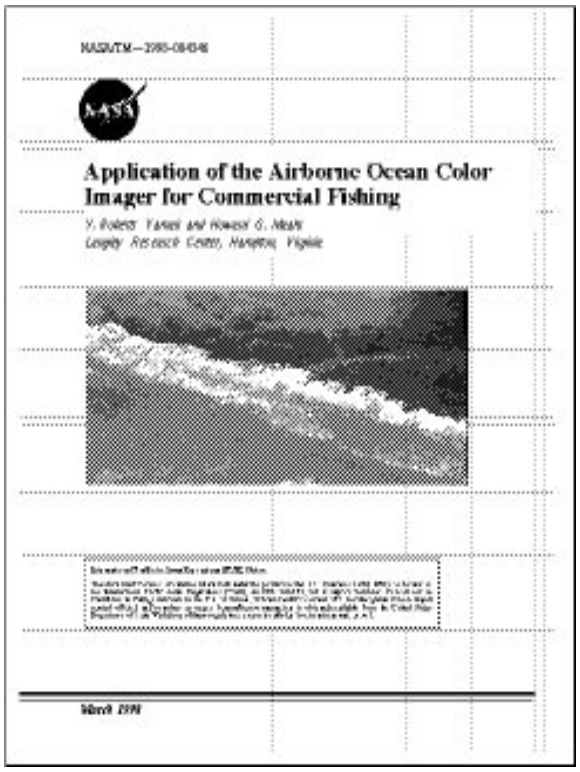
  – uses a trademark for accurate reporting and does not intend endorsement.

- **Acknowledgments.** Significant contributions directly related to the substantive content or preparation of a NASA technical report by individuals other than the authors shall be suitably acknowledged. When an acknowledgment of contribution is warranted, it is included in a paragraph on the back of the title page.

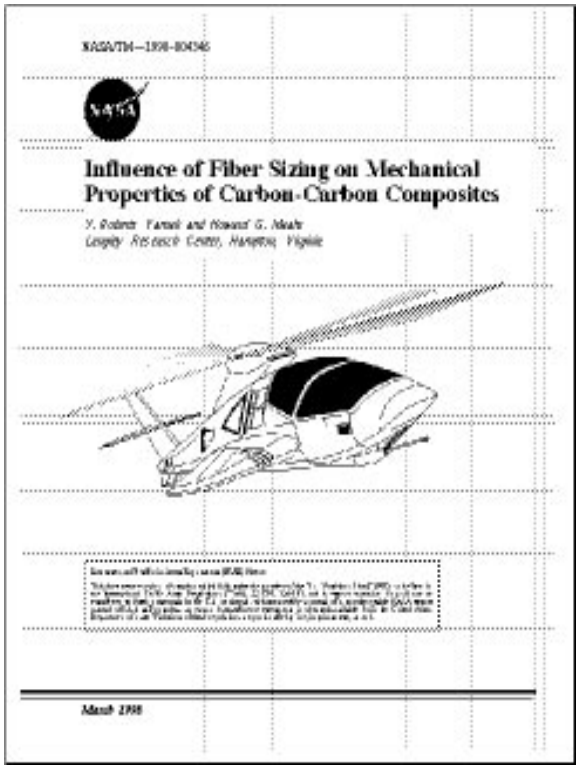
Cover Variations

Use of one–color line art and black–and–white photographs is permitted on the front cover of NASA STI reports only in the image area illustrated on the following two sample covers.

Cover with Halftones



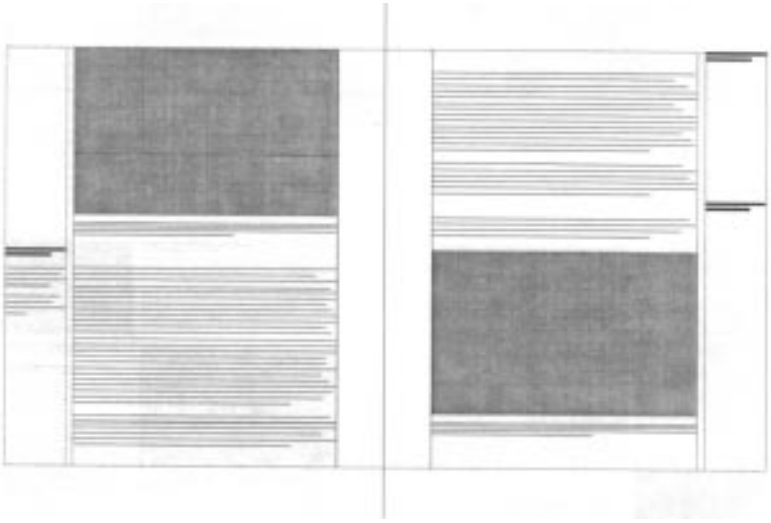
Cover with Placed Black–and–White Line Art



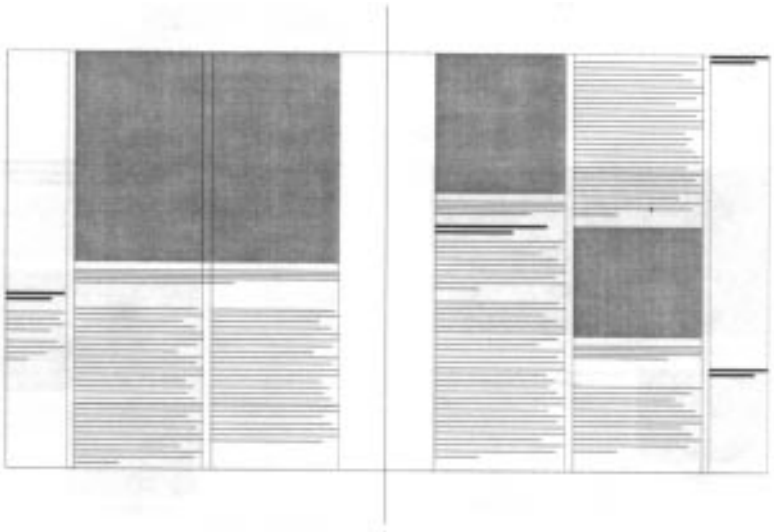
Interior Column Formats

The interior designs shown on the next two pages are a sampling of the variety that may be achieved using the grid system established for the NASA STI Report Series. The grids are arranged in an increasing level of complexity. Layout samples shown in paragraphs a, b, and c, for example, could be selected for Technical Memoranda, Conference Publications, and Contractor Reports (keeping in mind that Contractor Reports are most often produced by contract staff outside the scope of the STI publications and graphics departments).

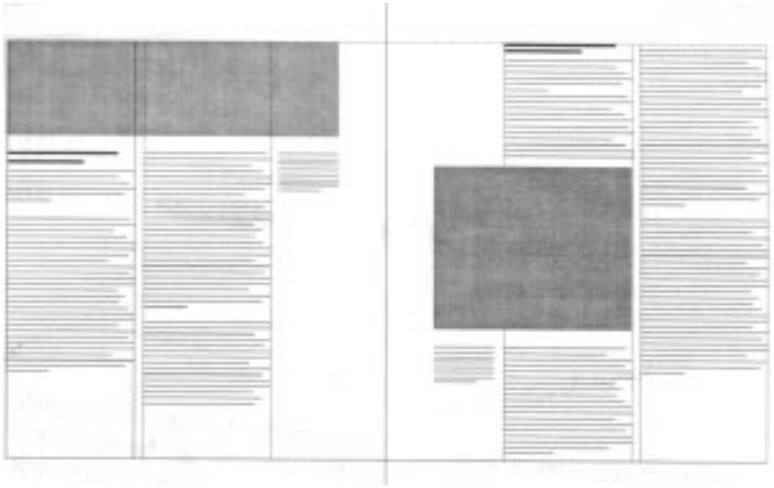
a) This one–column format is a good choice for Technical Memoranda and Conference Publications. The narrow outside column may be left blank or may become the placeholder for subheads, figure captions, or footnotes.



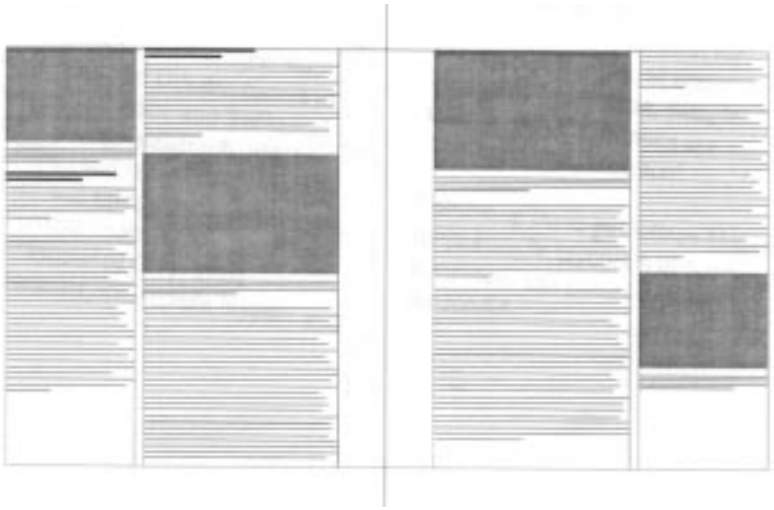
b) This two–column format (along with the format shown in paragraph and figure c) is also a good choice for Technical Memoranda and Conference Publications. The dual columns give extra choices when the report contains several figures, photographs, or charts. Again, the narrow outside column may be left blank or may become the placeholder for subheads, figure captions, or footnotes.



c) This format gives the technical report a more designed look with the narrow column moved inside toward the gutter. This placement offers a pleasing resting space for the eyes, as well as flexibility in the use of gutter space, especially for cross–over photographs and large graphic elements.



d) This variation shows a two–column layout—one thick, one thin. In highly designed reports such as Reference Publications and Special Publications, such a format may be useful in placing sidebars.



e) This sample shows how all five columns of the grid structures can be used for various figure, photograph, or chart arrangements, as well as options for subheads, captions, and footnotes.