

Date 13 March 1956.

To Messrs. Ferguson, Roden, Heap, Rand, Bryans, McKee, Wassenaar  
Nemeth, Conway  
From T. D. Earl, Chief Technician (Special Projects Group)

We want to standardize on the order and format of reports in a form acceptable to the USAF. Generally speaking NACA reports should be taken as the example but please note the following:

1. All reports will include, in order given,

- a. A Security Advice Sheet. (see sample attached)
- b. Title Page. (see sample attached)
- c. Table of Contents. (see sample attached)
- d. Summary (or Summary and Introduction combined). (see sample attached)
- e. List of Symbols.
- f. Main text. (see Item 5 ).
- g. Graphs, grouped together at the end.

2. They will be identified by a code and number in the top left hand corner of each page, reproduced by the Zerox method, and put where possible in a standard Lexide cover. The cover will have an Avro Aircraft Limited label which will give the title of the report, date and contract number.

3. All our reports will be classified SECRET and the front cover will be covered with the standard SECRET cardboard cover. Also every page in the report except the Security Advice sheet will be hand stamped with the word SECRET both at the top and bottom. All pages are to be numbered: Table of Contents page(s) to be numbered with lower case Roman numerals (i, etc.); the remainder with ordinary numerals, graphs and appendices included.

4. For symbols, use ASME Misc. No. 20; use the NACA standard atmosphere; and also use two or three letter abbreviations in lower case with periods and a stroke for division (as in the following) as standard:

sq. ft.	cu. ft.	sq. in.
lb./sq. ft.	lb./sq. in. abs.	
ft. lb./lb./°C	air mi./lb.	
mi./hr.	ft./sec./sec.	rad./sec.
kts.	lb./lb./hr.	

5. The text of all reports will be typed before reproduction. In connection with the main text please note the following:

N.B  
a. Reports should be written longhand exactly as they are to be typed, with set out, columns, and abbreviations correct.

b. Graphs must be drawn heavily, preferably with carbon backing. If they can not be reproduced they only have to be redrawn. Note that Zerox will not reproduce the large size graph paper so that the



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small sheets are preferred. Ozalid copies are satisfactory for the remainder. When drawing graphs remember that at least 1" clear margin on the L.H.S. is essential. Never use awkward scales, and avoid false zeroes.

c. Write the text of the report in the past tense.

6. Responsibility for the complete production of the reports, including overseeing typing, printing and collating belongs to the authors of the five area reports and the wind tunnel reports etc.



T. D. Earl

c.