

The diagram below illustrates the main stages of the STO Technical Report publication process.

THE PUBLISHING STEP BY STEP

A Research Task Group (RTG) technical team^(*) activity aims at allowing researchers in different nations to work together in order to solve a particular scientific research and technology development problem. The findings are documented in a STO publication which are **Technical Reports or Technical Memoranda**.



The RTG formats a report using the template (instructions, checklists) provided by the Panel Executive Office. Once the report is ready the group leader (Task Group Chair) sends it to the Panel Executive Office, along with the appropriate release form (Form 13). The publication process cannot start without an appropriate Form 13 submitted.



The Panel Executive Office does a preliminary check. If necessary Panel Office asks the Authors of the report to complete missing elements or make corrections. Next, the report goes to the Publications Office.



The STO Publications Office approves the report for publication and further processing. The document is recorded in a database, a NATO publication number and ISBN number are assigned. The next step is to send the document to the Editor for preparing a pre-release^(**).



The Editor prepares a pre-release and registers the report for further processing. Once the report is edited the Editor contacts the Author (usually the Task Group Chair) directly and sends a Queries and Notes document (editorial remarks). Time from the pre-release to the first contact with the Author is usually 4-6 months.



The Author cooperates closely with the Editor to address all queries and notes and give the publication an ultimate shape. They use e-mail and the Science Connect platform to exchange the correspondence and files.



When all editorial remarks are resolved the Editor sends the final version of the document to the Author for approval, and after obtaining his permission, the final version of the report is sent to the STO Publications Office.



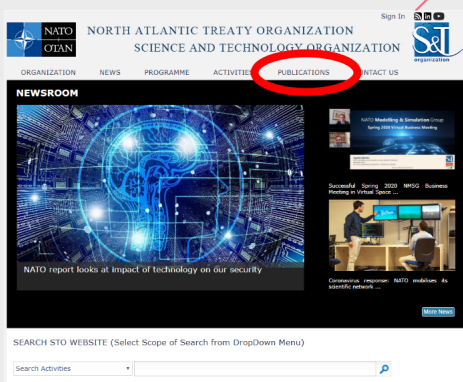
The Publications Office, together with the appropriate Panel Executive Office, check once again whether the formal requirements for publication are met. If everything is correct the report is approved for publication and distribution, according to its classification.



The Publications Office publishes the electronic version of the report on the NATO STO website and sends a notification to the appropriate Panel Executive Office.



Finalized reports are stored in a database, directly accessible from the STO website under the "PUBLICATIONS" tab.



PUBLICATIONS



<https://www.sto.nato.int/publications/>

(*) Specialists Team (ST) for shorter duration

(**) The STO pre-releases the document in its original format, to make it immediately available to the scientific community. This pre-released version is available exclusively to the STO network members. Once the report has been edited, formatted and formally approved, the CSO publishes an official final version.