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PROFILE OF AN HISTORICAL PAPER

- a. Title Page (include date and name of writer)
- b. Table of Contents (subheadings within Chapters or Parts if it is a long or complex history)
- c. Introduction
- d. Chronology (If the paper covers an extended period and the inclusion of a chronology of important events in the country concerned would add measurably to the setting and meaning of the paper)
- e. Body (If there is more than one operation, activity, or major grouping or trend of events, treat them in phases, parts, or chapters; hypersensitive assets and operations should be referred to only generally in the main paper and then written up in detail in a separate related volume)
- f. Constructive Conclusions (attachment) (This should deal with lessons learned that could be of value to an officer assuming responsibility for the station or operation)
- g. Consultants and Contributors (list of interviewed persons and other contributors; where written debriefings or historical reports are included as attachments and are referred to in the body of the paper, they are to be on the Reference List)
- h. Reference List (each referral to a supporting document must be followed by its number as it appears on the Reference List, e.g.,  $\frac{12}{}$ )
- i. Index (only to be prepared where the Table of Contents is inadequate for the needs of the originating component)

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NOTE: A background paper, review, or chronological summary may already be written which meets the basic requirements of an historical paper. Even though such a paper may not have all of the desired component parts, it may be made a permanent part of our history. When located, such papers are to be submitted to the CS Historical Board for consideration and decision as to their possible inclusion in the Catalog of CS Histories.

## SECRET

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