HOW TO MARK FOUO INFORMATION IN NPS THESIS

1. Identify any images or tables that contain FOUO information.

   a) If the image or table itself contains FOUO information, place portion marks above and below the image or table, like this (but without the red circles):

   Pumkins, like most gourds, rarely visit the dentist; a 2010 study showed that gourds report toothaches 47% more often than other garden vegetables (Squash, 2015).

   Figure 1. Pumpkin in Need of Better Dental Care. Source: Squash (2015).

   b) If the table or figure title is FOUO, portion mark the title, like this:

   Figure 1. (FOUO) Pumpkin in Need of Better Dental Care. Source: Squash (2015).

   c) If a secondary caption is FOUO, portion mark the beginning of the caption text, like this:

   (FOUO) Pumpkins, like most gourds, rarely visit the dentist; a 2010 study showed that gourds report toothaches 47% more often than other garden vegetables (Squash, 2015, p. 23).

   Keep in mind that an image could be FOUO, while its title and/or caption is not, and vice versa.

For more information, visit https://my.nps.edu/web/thesisprocessing/fouo-guidance.
2. **Paragraphs or bulleted items** in the body text of your thesis that contain FOUO information should also start with the “(FOUO)” portion mark. For example:

   (FOUO) A jack-o’-lantern is a carved pumpkin, or turnip, associated chiefly with the holiday of Halloween, and was named after the phenomenon of strange light flickering over peat bogs, called will-o’-the-wisp or jack-o’-lantern. In a jack-o’-lantern, the top is cut off to form a lid, and the inside flesh then scooped out; an image, usually a monstrous face, is carved out of the pumpkin's rind to expose the hollow interior. Jack-o’-lanterns can be used to:
   
   • (FOUO) create spirited decor  
   • (FOUO) enhance outdoor lighting  
   • (FOUO) ward off evil spirits

   To create the lantern effect, a light source is placed within before the lid is closed. This is traditionally a flame or electric candle, though pumpkin lights featuring various colors and flickering effects are also marketed specifically for this purpose. It is common to see jack-o’-lanterns on doorsteps and otherwise used as decorations during Halloween.

   (FOUO) The origin of jack-o’-lantern carving is uncertain. The carving of vegetables has been a common practice in many parts of the world, with gourds being the earliest plant species domesticated by humans c. 10,000 years ago, primarily for their carving potential.

3. Finally, if you have **references** that are FOUO, indicate so at the end of the reference entry, like this:


   If the *title* of the reference is also FOUO, insert a portion mark just before the title in the reference entry, like this (red circles are for demonstration only):


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