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Policies and Procedures for ADF&G Scientific and Technical Fisheries Reports

Third Edition

by

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The 4th edition of this policy guide has been published and replaces this edition. Please see [SP22-08](#) for current policies and procedures.

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Divisions of Sport Fish and Commercial Fisheries



Symbols and Abbreviations

The following symbols and abbreviations, and others approved for the Système International d'Unités (SI), are used without definition in the following reports by the Divisions of Sport Fish and of Commercial Fisheries: Fishery Manuscripts, Fishery Data Series Reports, Fishery Management Reports, and Special Publications. All others, including deviations from definitions listed below, are noted in the text at first mention, as well as in the titles or footnotes of tables, and in figure or figure captions.

Weights and measures (metric)		General		Mathematics, statistics	
centimeter	cm	Alaska Administrative Code	AAC	<i>all standard mathematical signs, symbols and abbreviations</i>	
deciliter	dL	all commonly accepted abbreviations	e.g., Mr., Mrs., AM, PM, etc.	alternate hypothesis	H _A
gram	g	all commonly accepted professional titles	e.g., Dr., Ph.D., R.N., etc.	base of natural logarithm	<i>e</i>
hectare	ha	at	@	catch per unit effort	CPUE
kilogram	kg	compass directions:		coefficient of variation	CV
kilometer	km	east	E	common test statistics	(F, t, χ^2 , etc.)
liter	L	north	N	confidence interval	CI
meter	m	south	S	correlation coefficient (multiple)	R
milliliter	mL	west	W	correlation coefficient (simple)	r
millimeter	mm	copyright	©, c	covariance	cov
		corporate suffixes:		degree (angular)	°
Weights and measures (English)		Company	Co.	degrees of freedom	df
cubic feet per second	ft ³ /s	Corporation	Corp.	expected value	<i>E</i>
foot	ft	Incorporated	Inc.	greater than	>
gallon	gal	Limited	Ltd.	greater than or equal to	≥
inch	in	District of Columbia	D.C.	harvest per unit effort	HPUE
mile	mi	et alii (and others)	et al.	less than	<
nautical mile	nmi	et cetera (and so forth)	etc.	less than or equal to	≤
ounce	oz	exempli gratia	e.g.	logarithm (natural)	ln
pound	lb	(for example)		logarithm (base 10)	log
quart	qt	Federal Information Code	FIC	logarithm (specify base)	log ₂ , etc.
yard	yd	id est (that is)	i.e.	minute (angular)	'
		latitude or longitude	lat. or long.	not significant	NS
Time and temperature		monetary symbols (U.S.)	\$, ¢	null hypothesis	H ₀
day	d	months (tables and figures): first three letters	Jan,...,Dec	percent	%
degrees Celsius	°C	registered trademark	®	probability	P
degrees Fahrenheit	°F	trademark	™	probability of a type I error (rejection of the null hypothesis when true)	α
degrees kelvin	K	United States (adjective)	U.S.	probability of a type II error (acceptance of the null hypothesis when false)	β
hour	h	United States of America (noun)	USA	second (angular)	"
minute	min	U.S.C.	United States Code	standard deviation	SD
second	s	U.S. state	use two-letter abbreviations (e.g., AK, WA)	standard error	SE
Physics and chemistry				variance	
all atomic symbols				population	Var
alternating current	AC			sample	var
ampere	A				
calorie	cal				
direct current	DC				
hertz	Hz				
horsepower	hp				
hydrogen ion activity (negative log of)	pH				
parts per million	ppm				
parts per thousand	ppt, ‰				
volts	V				
watts	W				

SPECIAL PUBLICATION NO. 12-14

**POLICIES AND PROCEDURES FOR ADF&G SCIENTIFIC AND
TECHNICAL FISHERIES REPORTS, THIRD EDITION**

by

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The Special Publication series was established by the Division of Sport Fish in 1991 for the publication of techniques and procedures manuals, informational pamphlets, special subject reports to decision-making bodies, symposia and workshop proceedings, application software documentation, in-house lectures, and became a joint divisional series in 2004 with the Division of Commercial Fisheries. Special Publications are intended for fishery and other technical professionals. Special Publications are available through the Alaska State Library, Alaska Resources Library and Information Services (ARLIS) and on the Internet: <http://www.adfg.alaska.gov/sf/publications/>. This publication has undergone editorial and peer review.

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ADF&G Division of Sport Fish, Research and Technical Services, 333 Raspberry Rd, Anchorage AK 99518 (907) 267-2375

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ABSTRACT

This report should be used as a reference point for Alaska Department of Fish and Game Divisions of Sport Fish and Commercial Fisheries report policies and standards, as part of an ongoing effort to provide clear, consistent guidelines for technical reports. This guide should be used as a companion to the *Alaska Department of Fish and Game Writer's Guide*, which provides standard language and writing guidance for the department. Presented are staff roles and responsibilities, an explanation of current and historical reporting series, and guidelines for preparation and assembly of major elements in a report.

Key words: reporting guidelines, report policies, archives, Fishery Data Series, Fishery Manuscript, Fishery Management Report, Special Publication, Professional Paper, Regional Information Report, Regional Operational Plan, historical reports.

INTRODUCTION

The mission of the Alaska Department of Fish and Game (ADF&G) is to protect, maintain, and improve the fish, game, and aquatic plant resources of the state, and manage their use and development in the best interest of the economy and the well-being of the people of the state, consistent with the sustained yield principle. The department and the Divisions of Sport Fish and Commercial Fisheries believe that reporting results of its fisheries research and fisheries management in an accurate and timely manner is an important step in fulfilling that mission (Mills et al. 1995; Wilbur et al. 1992). To that end, the Divisions of Sport Fish and Commercial Fisheries have jointly established a report series for widespread publication of technical and scientific information.

Fishery Manuscripts, Fishery Data Series, Special Publications, Fishery Management Reports, Regional Information Reports, and Regional Operational Plans are reports in the joint-divisional series. Each report represents a distinct type of information. This Special Publication is a joint effort by the two divisions to establish a common set of rules and guidelines.

The technical report series has been designed to strengthen positive interaction with the public, other agencies, and fishery professionals. The series are designed to provide an archive of information that is technically and scientifically sound and to enhance content through recognizable and consistent style guidelines.

REPORTING POLICIES

The Divisions of Sport Fish and Commercial Fisheries have established the following specific policies governing their joint reporting process:

- Report all data collected at public expense for fisheries research and management in one of the established technical fisheries reporting series.
- Reports to be published within the Fishery Data Series or Fishery Manuscript Series will follow statewide scientific peer review policies.
- Projects in which parameters are estimated, or a hypothesis tested, will receive biometric review.
- All reports will receive regional technical and scientific review.
- Any manuscript that is to be submitted to societies, agencies, or organizations for publication outside the joint-divisional series (Professional Papers) must be reviewed and have the approval of the appropriate division director (or their designee) prior to submission. This review will address the manuscript for scientific and statistical rigor, as well as non-disclosure of confidential information.

ROLES AND RESPONSIBILITIES

STATEWIDE REPORTING EDITOR

The statewide reporting editor for the joint-divisional series is the supervisor (or his/her designee) of the Research and Technical Services (RTS) Section within the Division of Sport Fish. The statewide editor is responsible for (1) accepting manuscripts from regional research and regional management coordinators for the Division of Commercial Fisheries and the Division of Sport Fish (joint-divisions); (2) coordinating scientific peer review; (3) working with senior authors and coordinators to incorporate edits into manuscripts; and (4) disseminating final copies of reports to regions, libraries, and Web sites and (5) maintaining electronic archives of published reports. Reporting policies are established and maintained under the direction of the editor.

REGIONAL RESEARCH AND REGIONAL MANAGEMENT SUPERVISORS

Regional research and management coordinators (RRCs) are responsible for reporting results of research projects in their region. Regional management supervisors (or their designees) are responsible for reporting results of fisheries management in their region. The supervisors determine the senior author for a report, establish the workflow for preparation of that report, and designate a report to the appropriate series; Fishery Manuscripts (FMS), Fishery Data Series Reports (FDS), Special Publications (SP), Regional Information Reports (RIR), Regional Operational Plans (ROP); or manuscripts for publication outside the department (Professional Papers). RRCs jointly with biometric staff determine when biometric review is necessary, and coordinate that review. The supervisors arrange regional editorial review for all reports. They determine when statewide review is required and submit appropriate reports to the statewide reporting editor for scientific review. Any waiver of statewide review is requested under their authority. RRCs submit all final reports to the statewide editor for final publication. They verify and provide specific funding information required by partner agencies and organizations, including project numbers.

SENIOR AUTHOR

A senior author writes and revises draft and final manuscripts, and selects and directs the report-related activities of coauthors. The author of joint-divisional series reports must be identified; this senior author is responsible for the integrity of the work. Usually senior authors have been involved with the planning and execution of the research projects or fisheries management policy being reported. Senior authors work closely with coauthors, regional research or regional management supervisors, and publications staff, to ensure compliance with guidelines for publishing in the joint-divisional series.

Our policy for series publications is to require that supervisors designate a senior author for every report. That author, as well as any coauthors, assumes authority over the content of a report. The role is vital to the publication process, in that ultimate responsibility for monitoring content becomes the author's responsibility. The author is accountable for the report, and becomes the point of contact for follow up issues surrounding a publication.

COAUTHOR

Coauthors must be directly and significantly involved in writing the report, in planning, conducting and implementing the data gathering, or in data processing and analysis. Other coworkers should be identified in the acknowledgment section. The primary author must have approval of the coauthors before including their names on the title page.

BIOMETRICIAN

Biometricians review projects for statistical accuracy and consistency. They see that the project background supports the study. Biometricians ensure that project objectives are clearly defined. They see that the study is designed to gather the information needed to meet the objectives, and that statistically valid methods for data collection, including sampling designs and sampling levels, are addressed. They see that methods for data reduction and analysis are correct, and adequate to meet project objectives.

PUBLICATIONS STAFF

Regional publications staff ensure that published reports follow joint-division style guidelines. Publications staff assist authors in using templates and in applying division style guidelines. Regional publication staff perform final editorial review of reports, correcting grammar and sentence structure, and checking consistency of table and figure references, and citations. They will edit documents as a professional trained in editing, scientific formats, design and layout. They help assemble reports, train authors in software applications, and ensure that citations are complete and correct.

Statewide publication staff in RTS perform the final formatting and create Adobe Portable Document Format (PDF) files for web posting. They coordinate final publication and distribution of final reports. They maintain storage of archived final reports.

REVIEWER

Reviewers provide scientific peer review for reports. Scientific peer review means a judgment-based critique of the quality of the evidence, the quality of the presentation, the quality of the reasoning and logic, and the integrity of the conclusions. Scientific peer review can include a critique of the writing style, the punctuation and grammar, or other writing conventions, but scientific peer review should be largely focused on the quality of the reasoning and logic, the quality of the evidence and support for conclusions, and the flow and progression of the writing up to a statement about what was learned by doing the study. Usually, reviewers are chosen from among the biologists, biometricians, geneticists, scientists, engineers, and limnologists within the department regardless of region, duty station, or division. On occasion individuals outside the department with specialized knowledge can be asked to provide peer review.

WEBMASTER

Divisional webmasters plan, develop, and maintain State of Alaska Internet publication pages for the Division of Sport Fish and the Division of Commercial Fisheries. They create web links, and establish protocols by which publications are posted. They maintain searchable access to joint-divisional reports, both current and historical.

PUBLICATION PROCESS

DRAFT REPORTS

All reports prepared by joint divisions shall be submitted as a contribution to one of the six established series (FDS, FMR, FMS, SP, RIR, or Professional Papers). Research coordinators establish regional policies that cover the draft formulation of a report. Regional research supervisors or regional management supervisors designate the author for the project report and will coordinate regional and biometric review, and the writing and revision of the manuscript. All statewide publications, with the exception of the RIR, are required to undergo formal scientific review by peers. For reports requiring a review across joint-fisheries regions, supervisors submit the draft report to the RTS reporting editor accompanied by a cover memorandum that identifies:

- Issues specific to project funding
- The series in which the report should be published
- All persons who have previously reviewed the document

A draft provided for statewide review is not required to have references, table placement, page numbers, and table of contents in final format; however, all tables, figures and appendices should be provided.

REVIEW

All reports receive regional review, coordinated by the appropriate RCC. For reports receiving statewide review within the joint divisions of Sport and Commercial Fisheries, the RTS reporting editor chooses and notifies a reviewer that a review is assigned. The RCC cooperates in assigning reviews outside these divisions, including other divisions within the agency, or outside agencies (e. g., the Federal Office of Subsistence Management). Unless the reviewer signs the review, the identity of the reviewer is not revealed to authors. For cross-region fisheries divisional reviews, suggested edits can be submitted electronically or written on a printed copy of the report. Reviews focus primarily on report logic and content; references, table placement, page numbers, and table of contents are frequently in preliminary format at this stage. A sample checklist for peer review of a Fishery Data Series report is included as Appendix A1.

PEER REVIEW WAIVER

Regional research and regional management supervisors have the ability to request a waiver of statewide review for selected reports. If a report addresses an annual project that has a recent review, and there have been no substantive changes in the methods or the reporting document, a review can be waived for a specific year (a review is recommended every other year at minimum). If a report has received advanced review across regions prior to being submitted to RTS as a draft, a waiver for additional review can be requested. The waiver request must originate from regional research and regional management supervisors.

FINAL REPORT

Regional research and management supervisors, authors, and regional publication staff complete the report, incorporating all review comments determined appropriate. The report is then submitted to the statewide RTS reporting editor in electronic format, together with all files required to print the entire report.

After reviewing the final document to ensure that publication guidelines have been met, the RTS editor will assign a report number and print the requested number of reports. The RTS editor provides copies of each publication to the State of Alaska Library and to Alaska Resources Library and Information Services (ARLIS), per State of Alaska policy.

Upon completion of an RIR, however, regional publications staff will assign a number, generate a tagged PDF file with metadata filled in, and establish pagination, links, and bookmarks. Metadata will be compiled and will be sent to RTS along with the Request to Publish memo. The PDF file of the RIR publication will be uploaded to the appropriate folder on DocuShare. For RIRs, Regional staff will send an electronic file of the RIR to ARLIS, together with two bound paper copies, and six copies will be sent to the Alaska State Library government publications section. For electronic-only publications (Regional Operational Plans) the library submissions will be via e-mail, with the properly formatted Adobe pdf file of the document. This file will be forwarded to RTS for electronic publication and archiving.

REPORT SERIES DESCRIPTIONS

Technical and scientific reports authored by the Divisions of Sport Fish and Commercial Fisheries are offered publication within 7 established in-house series, as well as the Professional Publication series. This Policy and Procedures manual describes the purpose of each series, and the steps that must be taken to enable publication.

The Divisions of Sport Fish and Commercial Fisheries have established report series to encompass all scientific reports produced for publication (Mills et al. 1995, Wilbur et al. 1992). Each series, although related in style and format, represents a distinct type of information. Grouping publications into series provides the scientific community with the basic information it needs in accessing the report, including level of review, purpose, and the intended audience.

Although publication of research in outside journals is highly encouraged, many of our reports necessarily contain too much data to accommodate journal publication policies. Timely publication is an ADF&G priority, and may not be served by journal publication. Therefore, ADF&G joint divisional fisheries have established report series for technical reports published internally, and guidance for external publications in journals. The style guidelines for the series are designed, where compatible with joint divisional reporting policies, to meet general reporting standards established by the scientific community.

FISHERY DATA SERIES

Fishery Data Series reports are technically oriented and present results for a single project or a group of closely related projects. The reports should be timely, and typically present the results of a single year's work, but can also cover a span of time for a continuous project.

Fishery Data Series reports require biometric, peer and editorial review and are prepared under the guidelines outlined in this manual. Fishery Data Series reports are intended for fishery and other technically oriented professionals.

FISHERY MANUSCRIPTS

Fishery Manuscripts present a broader outlook on one or more projects. For example, a study presenting results of several years of work undertaken on a project to address common objectives would fall within this series. Fishery Manuscripts can provide an overview of work undertaken

through multiple projects to address a specific research or management goal. These reports can describe new or highly technical methods.

Fishery Manuscripts require biometric, peer and editorial review and are prepared under the guidelines contained in this manual. Fishery Manuscripts are intended for fishery and other technically oriented professionals.

FISHERY MANAGEMENT REPORTS

Fishery Management Reports provide an overview of management activities or management plans in a stated geographic area during a stated time period. Fishery Management Reports may compile research results fully reported in Fishery Data Series publications, with appropriate citation. This series compiles harvest estimates, fish abundance estimates, and catch statistics as related to management activities. It is important to carefully document original sources for data presented within this series, as historical data often provide the context for management.

The audience for Fishery Management Reports will include laypersons as well as professionals, so authors should avoid technical terms. As part of the management process, these reports often include information presented to the Alaska Board of Fisheries, formatted to fit the series standards. When specific purpose reports are included in this series, that information should be contained in the title of the report (Area Management Reports, Reports to the Alaska Board of Fisheries, for example). Regional management staff determines the level of peer review for each Fishery Management Report.

SPECIAL PUBLICATIONS

Special Publications include reports that do not fit in other categories in the division series, such as fishery techniques manuals, special subject reports to the Alaska Board of Fisheries or other decision-making bodies, symposia and workshop proceedings, policy reports, and in-house course materials.

The audience for and distribution of Special Publications will vary widely. Reports may be of interest to fisheries professionals, publication specialists, and the general public or Alaska Board of Fisheries members.

Special Publications are to be prepared following the instructions and guidelines contained in this manual and generally require biometric, peer and editorial review. Reports produced for management professionals for specific information purposes, however, may bypass peer review, as regional oversight is heightened in these circumstances, and the decision-making process dictates deadlines for publication.

REGIONAL INFORMATION REPORTS

The Regional Information Report Series was established in 1987 and was redefined in 2006 to meet the Division of Commercial Fisheries regional need for publishing and archiving information such as area management plans, budgetary information (regional red and blue books), staff comments and opinions to Alaska Board of Fisheries proposals, interim or preliminary data and grant agency reports, special meeting or minor workshop results and other regional information not generally reported elsewhere. Reports in this series may contain raw data and preliminary results. Reports in this series receive varying degrees of regional, biometric, and editorial review; information in this series may be subsequently finalized and published in a

different department reporting series or in the formal literature. Please contact the author or the Division of Commercial Fisheries if in doubt of the level of review or preliminary nature of the data reported. An ongoing effort will make this series, as well as many historical series, available through the Commercial Fisheries and the joint publication web pages.

Regional research supervisors, their designees and equivalents are responsible for determining the level of regional review required for each report within the RIR series. Biometric review is required for all reports in which estimates are generated, or a hypothesis tested. Report publication and archiving responsibility are under direct regional control. Reporting protocols and duties may vary between regions. Specific regional reporting policies and procedures should be documented by each region and be provided annually or on an as needed basis to regional reporting staff and headquarters publication staff.

The RIR series continues to be divided into five subseries: one for each of the four regions and one for headquarters. The subseries are determined by the region of the senior author. The RIR report number is composed of the following elements: the first digit identifies the region in which the senior author of the report is employed (1, 2, 3, 4, or 5); the following letter identifies the regional office (i.e., **J** for Juneau, **A** for Anchorage, and **K** for Kodiak); the next two digits preceding the hyphen are for the current year (e.g., 07); the last two digits identify the sequence number (e.g., 13 would be the 13th report from a given region in a given year). The city listed on the report's address should be the regional office city (Anchorage, Juneau, and Kodiak). The publication date (year) on the report should be consistent with the year used in the report number.

REGIONAL OPERATIONAL PLANS

Reports in this series meet regional needs for publishing and archiving project operational plans (Regnart and Swanton 2012). Operational plans must include a clearly articulated purpose statement for all funded activities directed at collection of data or information used in fisheries management. The report demonstrates that good planning underlies a project; however, with this document efficiency is of paramount importance; undue attention to minor aspects of a planning document will delay and marginalize the benefits of timely planning. Reports in this series may contain raw data and preliminary results, and do not adhere to the strict formatting and presentation standards of other series. Reports in this series receive varying degrees of regional and editorial review; information in this series may be subsequently finalized and published in a different department reporting series or in the formal literature.

All signed operational plans will be electronically archived as Regional Operational Plans. Submission for archive must come through the RRC, or designee. Regional publications staff will assign a number, generate a tagged pdf file with metadata filled in, and establish pagination, links and bookmarks. Metadata necessary to enable the Internet search capability for archival (full citation, abstract and keywords) will be compiled and submitted to RTS along with the request for archival memo.

PROFESSIONAL PAPERS

Professional Papers include manuscripts that address issues of concern to the department and are prepared by division personnel for publication in a professional journal. The primary audience will be fishery professionals, but some papers may be of interest to other disciplines. Distribution will vary with the publication.

All professional papers must obtain director's approval (or designee) before submission for publication. All papers authored by ADF&G staff by their nature represent the department.

The author should submit the papers to the regional research or management supervisors, who will submit the manuscript for the director's approval. If RCCs feel that an in-house peer review prior to journal submission will support the document, they may arrange that review through RTS publications staff. Professional papers follow the guidelines of the intended publisher.

Access to Professional Publications

Metadata for Professional Publications will now be included in our joint publication searchable database. The results of a "search" will provide the essential metadata underlying the report, and links to reach the journal publication. Our partnership with ARLIS will enhance that access. This feature of the publication process is a work in progress, but should be in place before end of the year (2012).

To further enhance that access, we encourage all published reports to archive back-up data at the point of publication. Our Docushare collections of final reports include, when provided, data, tables, and figures underlying the publication. This feature can be extended to the Professional Publication, so that the data focus that we need as an agency would not be lost when we publish outside of the agency.

REPORT SECTIONS: REQUIRED CONTENT

ALL REPORT SERIES

Preliminary Pages

Each report begins with a uniform preliminary page sequence of four pages, beginning with the cover page. The cover page identifies the report title, series, and authorship. It is followed by the symbols and abbreviations list. The title page, which follows, identifies the job number for Federal Aid projects. The final page in the titling sequence describes the report series, contains the document citation, and displays the Office of Equal Opportunity (OEO) nondiscrimination clause. The OEO statement must include a department contact for questions about the publication; by default this is the RTS statewide editor. Publications staff will keep the reporting series templates updated with the most recent version of the OEO statement. The most recent version of the OEO statement can also be found as a link at the bottom of all ADF&G web pages: <http://www.adfg.alaska.gov/index.cfm?adfg=home.oestatement>.

Table of Contents and Lists

The table of contents and the lists will be built from styles. Publications staff will assist with preparation and formatting the final table of contents. If the report text is formatted to the appropriate heading styles, the table of contents will be automatically generated. For table, figure, and appendix titles, use the *Insert>Caption* Microsoft Word¹ which creates a dedicated caption field; this will enable automatic generation of lists as well as easy movement of elements within a document. It will also enable the structuring of the electronic document for publication; when creating the lists and the table of contents, create hyperlinks to the page content.

¹ Throughout this document specific software products are described. These specific product titles are included because they are established standards for State of Alaska and do not constitute product endorsements.

Abstract

The author should state in the abstract the essential purpose and relevant findings of the research. Abstracts are written in summary form, emphasizing the main conclusions and only providing enough details of methods and results to understand the study. The abstract should be less than 300 words. An abstract must be able to stand by itself; references cited, subheadings, references to tables and figures, and footnotes are not allowed in abstracts. Acronyms and abbreviations must be spelled out, and are seldom included in an abstract.

Key words

Key words should always identify the study background (type, species, area and methods). Key words across multi-year studies should be consistent, to enable searches for a specific study across years. Accommodate anticipated searches for reports; this might mean including “Yakutat” in a key word list for East Alsek-Doame River. Certain documents benefit from distinct treatment within the searchable database of reports; the key words provide the mechanism that makes this possible. For example, for Annual Management Reports, we require that specific phrase to be included in the key words listing.

Introduction

The introduction is the place to state the reason, scope, background and objectives of the study and how results would be useful. The introduction should also include a statement of any federal contract objectives addressed and orient the reader with background information. Generally, the introduction should start with a review of the history of the problem under consideration and build up to some kind of statement about what the reader should expect to learn in the paper. Every paper must have an introduction.

Acknowledgments

Authors in the acknowledgment section recognize in simple prose the contributions of people involved in the research or publication process. Funding sources, including Federal Aid, should be noted in this section. Most projects rely on support from many levels of staff, outside agencies, user groups, contracted staff, and the fishing public. These important partnerships should be acknowledged.

References Cited

All formal references mentioned in the text, tables, figures, and appendices must be listed in the references cited section, using the Harvard system (author and year). Personal communications, unpublished data, and sources not available to the reader should not appear here, but rather these should be included parenthetically within the text or by appending a footnote. These citations should contain enough detail so that the reader will know exactly what evidence the author is offering: e.g., “(personal communication, Andy Piston, ADF&G fisheries biologist, Ketchikan Alaska), or “... this problem seems to have been identified as early as 1940 (unpublished Bureau of Fisheries manuscript obtained from Jack Helle, Auke Bay Fisheries Lab, Juneau Alaska).”

FISHERY DATA REPORT SERIES

A summary of one specific data-collection study, or one that spans a limited number of years, will be reported in the Fishery Data Series. These reports will follow the standard of presentation which includes an introduction, objective, methods, and results. Studies that synthesize

information from many other studies, studies that define a problem and suggest a course of action, or studies that simply provide an editorial or point of view are not required to be in the methods/results format, and will fall into either a Fishery Manuscript or Special Publication series, dependent on content.

Objectives

An objectives section is required for all FDS reports. It is helpful (particularly for FDS reports that present results for a discrete project) that objectives be worded the same as in operational plans, funding documents and project synopses. This will help track fulfillment of commitments and tie all project documentation together.

Methods

All data-collection and data-analysis methods, including equations, should be presented or cited in this section; data-reduction methods are optional. All components of your work that produced the results reported should be explained. Appendices may be used to present important supportive information, such as survey questionnaires or other data collection forms. If previously published methods are cited, the author should provide sufficient information to preclude reliance on the original source to understand the study. Fishery Data Series reports are written with the standard methods and results format, while reports that synthesize information from many other studies, studies that define a problem and suggest a course of action, and management reports, do not support in this format.

Results

The combination of text, tables, figures, and appendices present the results achieved. Generally, tables should be used to document exact numeric values, while figures may be useful in depicting general trends or relationships in the data. The text is used to lead the reader through the results, to document information that does not lend itself to tables and figures, and to highlight the major findings. Avoid the presentation of data that is not directly applicable to the purpose and objectives of the investigations.

Some text description of tables and figures is required so that the reader understands the major findings presented in the tables or figures. Avoid repeating the same numbers in text that are presented in tables; instead use text for significant findings from the data that is presented in tables. Use tables and figures to make a point and to describe relationships advanced by the data.

Inappropriate table or figure references:

Table 15 summarizes harvest of sockeye salmon

See Figure 5 for escapement data

Table 7 summarizes survey responses

Appropriate table or figure references:

The number of sockeye salmon harvested increased in 1999 over the previous year (Table 15)

This is the fourth year in a row that escapement fell below the escapement goal (Figure 5)

Respondents reported record catch of sockeye salmon in the Kasilof gillnet opening (Table 7)

FISHERY MANUSCRIPT REPORT SERIES

Discussion

The discussion section is required the Fishery Manuscript Series. This series presents a broad outlook on one or more projects. As such, it is important to present potential future paths of study and to state any concerns that are not currently addressed. The methods and results sections are optional for this series, and are only necessary if data collection and analysis was a part of the study.

FISHERY MANAGEMENT REPORTS, SPECIAL PUBLICATIONS, AND PROFESSIONAL PAPERS

Reports written within these series contain sections that are guided by the logic and purpose of the document. Fishery Management Reports are perhaps the hardest reports to structure, as they often cover multiple area management concerns and goals. Furthermore, for annual management reports, the historic structure of the document is an important part of its usefulness and can take priority over standard reporting conventions. For Professional Papers the format varies from journal to journal, and are structured to meet the standards of the specific publication.

REPORT SECTIONS: OPTIONAL CONTENT

DISCUSSION, CONCLUSIONS, AND RECOMMENDATIONS

The discussion (and possibly a separate conclusions or recommendations sections) should contain a logical statement about what the authors learned by doing the study. There is no way to write a good discussion without a judgment-based conclusion on the author's part—but the author must offer support for those conclusions. The support can come from an interpretation of the author's own results or from previously published studies or other authorities. Avoid restatement of results and previously discussed literature. Instead use the discussion section to interpret findings, relate the findings to other studies, and explain how the findings should be applied. Address to what extent objectives were obtained and how the work should influence further investigations. A brief discussion may be appropriately combined in a results and discussion section.

Some authors use the discussion to focus mainly on interpretation, and then include a separate conclusions section as a concise statement of the main points covered by the report. The conclusion section is optional for all division reports. Individual conclusions should be succinctly stated without discussion. Conclusions need not be limited to your investigation but may represent a synthesis of your work with other cited publications.

Recommendations, if numerous, complex, or meriting special emphasis, can occupy a separate section. As with conclusions, however, this section is optional and can be combined with the conclusions section.

APPENDICES

The appendices should provide the reader with a source of additional useful information relevant to the project objectives, although not central to the analysis or discussion. As such, text references presented in numeric order are not required for Appendix material. The appendices should be grouped in logical units represented by alphanumeric identification (e.g., Appendix C).

Each appendix should have a cover page, including an explanatory title for the content within the appendix. Appendix information should then be grouped within these titles, to provide organizational integrity. The tables and figures within such units are sub-identified with numbers (e.g., Appendix C3).

The appendix is not a place to store information or data that may be of interest to the project staff but are of limited value to the report study. If this additional information provides a necessary backdrop for the study, the files should be archived in conjunction with the report final.

OTHER ADF&G SPORT AND COMMERCIAL FISHERY DOCUMENTATION

These report series are part of a network of documentation that follows a project from initial funding through to completion. Among these are funding documents, synopses, and cooperative reports. The writing principles, grammar, and word usage will follow the standards and guidance provided in this manual, unless exempted for specific reporting elements.

ETHICS AND POLICY IN PUBLICATION PROCESS

There are many important considerations that underlie the choice of publication outlet for any given research or management project. Here we attempt to address some of the considerations that must take place in order to meet our agency responsibilities, and to maintain ethical publication practices.

DOCUMENTATION

We require that the contributions of reference documents be acknowledged in our presentations. All discussions of plagiarism ultimately ends up with a close description of documentation standards. Careful attention to citation practices outlined in the *Writer's Guide* (2010) should provide sufficient guidance for properly citing agency data or research in varying formats and presentations. A presentation, synopsis, operational plan, or funding document may provide identical data, however the final series document is always considered the most reliable and therefore the primary citation for the data.

Our series documents are often designed to build on the knowledge and data that we have collected over time for long-standing historical projects. As a government agency, we must and do carry forward the work of others, and it does not further the agency purposes, policies and mission to require that all text be original to a specific author within a document. Because ADF&G holds the copyright to the material, no permissions are required to carry forward the work of prior project leaders. Publishing data across studies is the rule not the exception. Every report we published contains historical data gathered from other studies, and many provide identical data reported in another study.

AGENCY OBLIGATION: COOPERATIVE STUDIES

Almost every document we produce meets a variety of purposes; be it to meet a funding obligation, to guide management, to inform the public, and to meet our ever-present responsibility to publish research results of department projects. The publication process must fit our specific role as an agency, our mission, and our responsibility to the public. It is a violation of this responsibility to use our series documents to publish outside agency work as our own without proper citation. It is also plagiarism. The works within our series must take place under our control, follow our standards for operational planning, and involve agency staff as required

by this manual. This obligation to provide oversight for our data gathering and estimation practices makes it a contradiction of publication policy to publish the work of others within our series documents.

Many studies take place jointly with other organizations or agencies, however, and we must provide enough flexibility to adequately report these projects. Regional management must be aware of any data and content sharing, and provide the oversight that will prevent our documents from unethical republication practices. They must also ensure that the content does not conflict with the interests of the agency.

Complete documentation of the source and clarity in differentiating original content from quoted material is essential. If we quote extensively from another document, we must acquire appropriate permissions to republish that material. Furthermore, we must honor the original document. Original content must be quoted following ethical publication standards; do not edit work of others for content. Do not assume that paraphrasing others' work saves you from the obligation to recognize the source. If we rely on data gathered from another agency, we must provide proper attribution, and this reliance must be declared; never present the work of others as if it was performed by our agency.

DUAL PUBLICATION

Given the many purposes that our scientific publications are addressing, inevitably there will be motives for redundant publication of a document. The practice is not recommended, however, as a general policy (Kendall 1981). CSE (2006) states: *Redundant publication is widely proscribed for several reasons: (1) it needlessly expands the burgeoning scientific literature, and, hence, needlessly extends the time required for literature searches, (2) it squanders limited scientific funds because of the expense associated with the review and publication processes and (3) it could mislead other researchers into counting the same finding twice, which would give that finding more weight than is due.*

To sanction a dual publication of a document, regional management must authorize this rare exception to our general practice. Our joint publication policy would be not to sanction the republication of a professional publication as a scientific or technical series report. Instead, we are implementing policies that should help ease access both to the outside journal publication, as well as to the research data underlying that professional publication.

Submission of all drafts to RTS requires a cover letter that provides the background for the document. In the case of dual publication, this memo must also address the publication history or expectations for a document. If including matter in an internal report from a document that has been or will be published outside the agency, proper permissions must be obtained to authorize any republication, and filed together with the publication request. Dual publication can be authorized 1) if previously published information when mixed with new unpublished results increases the scope of the findings or leads to different conclusions, and 2) other special situations approved by the RRC.

TEMPLATES

The purpose of templates is to make the process of writing and formatting fisheries documents easier and more consistent. The templates provide fields and links that carry over to our Internet-ready documents. Built in coding includes styles, page and paragraph settings, heading and page

numbering. The templates are required for use by authors of technical series reports, and are available in either one-column or two-column format. While composing the report, use the styles provided for text.

The headings in the report provide the structure for the text. When headings are viewed as a whole, they should cover all aspects of the report. The headings should be balanced between topics within a report. Parallel structure should be provided by headings to parallel information.

TEXT FORMATTING GUIDELINES

Report text will be prepared using the State of Alaska Information Technology standard program for Word Processing, currently Microsoft Word. Page setup is preconfigured by the joint divisional report template: text is placed on the page in one-column or two-column format, justified, with margins set at 1 inch all around. Headers are set at 0.5 inch and footers are set at 0.4-inch. Columns are set at 3.1-inch columns for the 2-column format. The normal font size is 12-point Times New Roman for single column, and 11-point Times New Roman for 2-column reports. The minimum point size allowed for tables or text is 9 point Times New Roman. Except where specifically allowed or required by other division style standards, use of italic, bold, and bold italic styles is kept to a minimum in text.

PAGINATION

The preliminary pages of a report will not be numbered. The table of contents and list pages will be numbered in Roman numeral style. The first page of text, and all subsequent pages, will be numbered sequentially in Arabic numbers. Final reports submitted should include any blank numbered pages necessary to ensure that single-to-double-sided copying will result in the right-facing orientation of the following pages; the first page of the table of contents, the abstract, and the cover page for each appendix.

Portrait page numbers are centered horizontally, and placed 0.4 inch from the bottom of a page. Landscape page numbers are centered vertically, and are placed 0.4 inch from the left side of the page, with text direction facing set to vertical, facing the outside edge of the page.

TABLES

The following explanation of table presentation is from the Council of Science Editors (2006):

Clear, easy-to-read tables are seldom easy to design, and tables can be the most difficult and time-consuming part of a manuscript to edit...Although the basic components of a table can be described and explained...the design and editing of a table often call for creativity rather than rigid application of rules.

Journals and governmental scientific publications typically develop style guidelines for tables, and those style guidelines apply the same look, readability, and consistency that style guidelines provide to text. Because a prime virtue of tables is easy comparison, consistency in style is indispensable both within one table and among several. Styles are applied for title elements, including column heads, horizontal rules, abbreviations, and footnotes, and number alignment.

TABLE DESIGN AND FUNCTION

Tables are designed to present precise, mathematically verifiable numerical values, and give accurate individual values to document information presented in text. A table is used to present

large quantities of individual, similar data, so that they are easy to scan and compare. Tables presenting similar types of information should have parallel formats. The text of the report, or a figure, will report trends or summaries of tabular information, but should not duplicate the table. Tables and Figures must be numbered, and should appear in the order in which they are introduced in the text.

A table should be fully complete, logical, and understandable on its own. Necessary background information, sources for the information provided, and tools necessary for interpretation must be provided, either as table notes or within the table title. Abbreviations used within the tables must be understandable and if not standard provided in the notes or in the title.

If a table contains too many columns to fit within page margins using readable font sizes it is the author's responsibility to redesign the table so that it does fit. Simple tables are generally more effective than complex ones. A table should deal with a single subject, or bring together related information for comparison. Several small tables are generally more effective than one overly complex one. If a table width doesn't fit a single page, it is a good indication that the table is combining too much information, and presentation of the data needs to be redesigned. A published table is not a presentation of raw data; it should be an organized statement of what the data represents or informs.

A simple list or other tabular matter that requires only two columns or less than 4 rows can usually be left unnumbered and untitled within the text, unless it must be referred to elsewhere in the document.

Table Titles

Our reports include a list of tables as part of the front material. These lists are scanned by readers in search of the table that for them anchors the report. It is easy to forget that in our careful description of a project, many readers are just looking for how a fishery performed in the past year, and they know the table that will give them that synopsis. Therefore, the title should identify the table as clearly as possible, commentary, and background information can often be provided in the notes. A series of similar tables should provide similar titles. The titling should be consistent between the origin files and the final Word document for archival purposes. List information applying to the table as a whole (including units) in a source or general note, and avoid footnoted titles.

Every table should be given a number and should be cited consecutively in the text by the number. Tables are titled in sentence-style capitalization, with only the first word in a title and proper names capitalized, and are followed by a period. The style for all elements of the table title is non-bold. The table title first line is indented .2 inch, and the title is then justified to the width of the table. A table formatted to meet the style guidelines provided in this guide is presented in Appendix C2.

Column Headings

Capitalization of column headings is formatted to sentence style. If the first "word" in a column head is a symbol, then the following word is capitalized. A column heading should be a word or short phrase, and include the unit symbol if appropriate. Use abbreviations, symbols and other short forms when necessary to conserve space, with an explanation either in a footnote or in the table title. If the column displays percentages or currency, putting the unit of measurement in the heading allows a better presentation of the data than individually labeling each entry.

The left-hand column of the table is a vertical listing of the categories about which information is given in the adjacent rows. Main entries in this column are always aligned on the left. Subentries are indented under the more general titles, and are also aligned on the left.

Column headings are normally centered on the longest cell entry. If the latter is unusually long, adjustment may be necessary because the heads should *look* right. The final rule is clarity; there should never be ambiguity as to which data applies to which heading.

Numerals in columns displaying like data are aligned at the comma, or the decimal point, and ranged right. A column including different kinds of numerals (e.g. ranges, percentages, standard errors, totals) are aligned on the numerals used most frequently, with the other numbers centered. En dashes are centered. When rounding results in an inaccurate total to the columnar data, a footnote is recommended to explain the apparent discrepancy.

Common elements of adjacent columns can be gathered into a common heading, or a spanner. Spanner headings carry a horizontal rule, displaying to which columns the head applies. Spanner headings should always be separated by an unruled space, to make the separation in the data apparent.

The word total in the final row is indented or, when there are space constraints, typographically distinguished, to differentiate it from the items listed above. Because the expectation is for the final row in a column of historical data to present totals, bold text is seldom appropriate, and italic numbers are never allowed. A horizontal rule borders the table at its top and bottom, and separates the title row from table data. Horizontal rules will be set at ½ point. Omit unnecessary rules (they are unnecessary and distract from the data) and vertical rules are seldom necessary.

Table Footnotes

Table footnotes fall into three general categories:

1. Source notes: *Source* notes, including credit lines, take precedence and are placed directly below the lower table border. *Source* notes are an acknowledgment of data, or explanation of how the data was obtained. They are introduced by an italicized *Source*.
2. Notes that apply to the whole table, including notes of significance level: These notes follow *Source* notes, precede the footnotes, and are introduced by an italicized *Note*. Avoid footnoted titles and parenthetical text, instead include a general note. Nonstandard abbreviations should be defined as a table note.
3. Specific notes: These apply to specific parts of the table. They are designated by a superscript alphabetic character and follow *Notes*. Specific notes are assigned characters alphabetically by the order in which they appear in the table, reading the table in the same order you would text (across the row, down to the next row, across that row, etc.) These footnotes must appear in the correct sequence and all markers must bear an accompanying footnote. Footnote references should appear to the right of an entry, and not disrupt the alignment of numbers in a column. A footnote in the column heading applies to all the values in the column, a footnote in a row heading applies to the entire row, and footnotes in cells apply to that cell only. A single footnote can append to several elements.

Footnote text is set below the bottom table border, using the “table footnote” style from the template. The footnote should never extend beyond the table margin. Font size for table footnotes will need to be manually adjusted and is ideally one point size smaller than table body text, but in minimum font size tables matches the font size for body of the table.

Empty Cells

Blank cells can cause uncertainty about whether the cells are meant to be empty or are empty because of unintended omission. When values would logically be expected in cells for which data are unavailable, place an en-dash, or an appropriate abbreviation in the cell to specify that the cell contains no data (CSE 2006). No Data can be designated by ND without footnote or by an en-dash (–) with an explanation. The abbreviation ND should be used when no attempts were made to collect it. Use an en-dash (–) when the value can't be computed due to limitations of the data. Footnote cell(s) that do not contain information for a reason specific to those cell(s). Avoid using similar abbreviations with different meanings in the same table. Never substitute “0” for no data presented; “0” should only be used when a measured value is 0 (e.g. if 0 fish were age-4).

Appendix Tables

Tables in the appendices will be assigned an appendix number for reference purposes, and will appear in the lists as part of its appendix. Tables that supply supplemental information are more appropriately treated as appendix tables. Appendix tables do not require an in-text reference. The text can refer to the properly titled appendix as a whole, or refer to individual appendices, without regard to consecutive order.

Table Placement in Reports

In the final report, tables are generally placed after their first text citation, in numerical order. Simple tables are ideally placed within the text, rather than occupying a separate page. This style will help minimize disruption to the flow of the text, and provide the best concurrence of text and illustration. More involved presentations will occupy a dedicated page after the text reference, preferably at the top of the next page.

In reports where the data largely stands alone, or there are many tables in relation to the text, a table section may be appropriate. The choice of this option should be coordinated between regional research or management supervisors and report authors. This section is introduced by an odd-numbered cover page, and, like the appendix cover page, is displayed on the right hand side of the report.

Tables can share a page; in fact parallel tables shown on a single page can give a better presentation than one overly complex table. Printer costs are higher for oversize pages, and the RTS contract for printing does not support that feature. Tables that are less than standard page width are placed to provide the best appearance (narrow tables are most commonly centered on the page, with the title and footnotes justified to the table width).

FIGURES

The heading “figures” is used in technical reports to include graphs and charts, maps, photographs, and video frame captures. As a guideline, figures are used to present maps, visual aids, and data for which trends or proportions are the defining characteristic (CSE 2006). As with tables, these elements must be sized to fit a page with room for border, title and page number.

GRAPHS AND CHARTS

A clear presentation of the comparative data is paramount; three-dimensional graphs of two variables are not allowed. As with tables, be consistent with figure elements within a report. Scales for graphical comparison of comparable data should be consistent. Do not use more than

four different symbols in a graph, as points become hard to differentiate. Similarly, bar graphs with different shading or patterns used to distinguish different groupings often present shading issues. Degrees of shading may not print correctly in either the printed copy of a report, or in the PDF file. Adobe and Hewlett Packard LaserJet printers both use internal files to duplicate pattern fills, and these do not necessarily match the Word or Excel fill. Printed results of patterned files should be checked to ensure that the segments are unique. In many cases stacked bar graphs do not provide the best comparison of data. Segments of the bar, particularly when there are many types of data, will not provide a clear visual comparison.

When graphs are submitted as part of a workbook combining many spreadsheets, the sheets must be labeled to indicate which graphs are to be included in the report, and what titles are assigned to them. If any columns, graphs or worksheets need to be excluded from the published report, they must be designated, particularly if they contain confidential data.

MAPS

Identification of the study area and pertinent features in all reports depends on the maps published with the report, and these should be planned for at the onset. It is the author's responsibility to work with publications and cartographic staff to provide good quality maps for a report.

Consistency of mapping elements within reports will improve communication value. Here are some suggestions to improve readability:

- Orient the map with north at the top whenever possible. If latitude index is not included a north arrow should be included.
- Include some type of location reference i.e. an inset showing map location within Alaska, or latitude and longitude indications along border.
- It is preferred that maps include an explanation of scale, in either metric or English units.

Geographic names used on maps must agree with the text of a report, and the maps should graphically illustrate features referenced in the report. Water directional flow should be explained on the map when it is an identifying feature (as in a description of a site "upstream" of a location). Electronic copies of maps are required. If the map file does not convert to the Word document with clear output, it is acceptable to submit the Word version of the report with a space holder for the map page, together with the fully captioned map in another format.

Where maps of high quality and detail are provided, it is helpful to include the metadata documentation for the map. The department is striving to determine a single core standard for metadata which would provide definition to the dataset, but at this time we recommend title, originator, date, and publisher, if available. If the map provides the structure for the study, the complete data quality information may be important supplemental information to provide.

Borders may be used to enclose maps, but are not to include figure captions. All borders should be single, solid lines of 1/2 point in width. Lines and text within maps should be test-printed to ensure readability.

COLOR FIGURES AND PHOTOGRAPHS

Photographs and color graphics can enhance a report presentation, particularly through the Internet posting of the report. The electronic version of a report can easily include color elements. There is a need to consider the extra cost of color printing; the printed copy will contain color only upon special

request. As a rule, photos and graphics will be printed in black and white, and print settings are designed for text and line art rather than graphical elements. Color figures and photographs will need to be test printed to be sure they work as grayscale images as well. When designing color figures, print out the figure as a grayscale image to be sure the colors selected do not all print out the same shade of gray. It may be more effective to design the figure using textures instead of colors. Color photographs should be test printed as grayscale images as well. While the colors in the photo may appear vibrant, the grayscale image may not be as dynamic. The photo may need to be adjusted with photo imaging software to increase contrast so that it is effective as a grayscale image. Check with your publications staff if you have questions. Also keep in mind that color image files sizes are larger than grayscale image files.

Photographs are treated as figures in our reports, and as such should have clear borders and titles. All photographic elements must be individually titled, although grouped elements can be subtitled within a central caption heading.

A frame capture is treated as a figure in our reports, and should include the time code for sequential shots, or a single time for non-sequential shots. All frame captures must be individually titled, although grouped elements can be subtitled within a central caption heading. In this case the figure caption can reference the individual images included in the figure, if necessary.

Footnotes in Figures

Footnote format will follow the guidelines established for tables. Footnotes that append to a figure follow the figure caption, and are in a smaller size font, and are separated by a hard return.

EQUATIONS

Simple equations may be included in the text if the equation will fit legibly within the line spacing for the normal paragraph style. These equations should not be numbered. Numbering of more complex equation elements is required for reference purposes. Complex equations displayed in documents prepared with the two-column template may be formatted to print across both columns. If the equation exceeds a single column width, do not wrap text around the equations, and place the equation number in parentheses aligned with the right margin of the page. An example of a formatted, numbered equation follows:

$$Var(\hat{D}_i) = \frac{\hat{D}_i(1 - \hat{D}_i)}{n_{ti} - 1} \quad (1)$$

The default styles are defined below for division reports. Use modified settings for styles, with Matrix Vectors **bold**, and all other fonts normal, with the exception of variables which are *italic*. Equation styles are as follows:

Style name	Font
Text	Times New Roman
Function	Times New Roman
Variable	Times New Roman <i>italic</i>
Matrix Vector	Times New Roman bold
Number	Times New Roman
LC Greek	Symbol
UC Greek	Symbol
Symbol	Symbol

The font used in equation entry must match the font used within the text of the report to promote reader recognition of terms used between text and equations. Newer equation editors supplied with Word 2007 and 2010 only enable one font; Cambria Math. The font is recognizably different than our standard Times New Roman. Therefore, unless your equation is so complex that it cannot be built with the existing editor, we ask that equations be entered through the “insert object” command in Word, with the selection of Microsoft Equation 3.0.

When you use the Equation editor, point size recommendations are listed below for one- and two-column page layouts:

Size	One-column	Two-column
Full	12	11
Subscript/Superscript	10	9
Sub-subscript/Sub-superscript	8	8
Symbol	14	12
Sub-symbol	12	11

ARCHIVES

RTS will maintain electronic copies of all published division reports. The archives will be in both Microsoft Word and PDF format. Operational planning for a project should include planning project protocols for archiving of the data associated with the study.

ADF&G is a founding member of ARLIS, and the library is responsible for long-term historical access to ADF&G research data. ARLIS has a dedicated server for all PDF files submitted through these series. Although the usability of the Word files will change with software updates, it is our understanding that the electronic PDF files, together with the paper copies on file in the Alaska State Library, will provide long-term historical access to ADF&G research data and project information.

An electronic copy of the final edited version of all originally recorded data used in preparation of the report will be submitted with the final drafts of Fishery Manuscripts and Fishery Data Series reports. Provide data archives and reporting documents in a clearly labeled format so that they support each other. Do not combine data files for more than one report on the data media submitted with a final report.

A report should contain a list of data files used in preparation of the report and the location of the stored files. For any files submitted with the report, the location will be listed as RTS Publication archives. These files will be added to the central archives in RTS and associated with the published report. Publications staff will check the data table supplied with the report, and verify that any files that are listed in RTS storage are supplied with the report final.

FINAL PUBLICATION OF ELECTRONIC REPORTS

Staff and general public can access the PDF optimized reports at the ADF&G web site <http://www.adfg.alaska.gov/sf/publications/> (Accessed 06/2012). The published files are password protected to prohibit changes, content extraction, or additions to published files.

The joint divisional publication web page provides search capability of the technical report series final publications. A main search can query the metadata of a report looking for key terms; author,

title, key word, or file name, and has the capability of narrowing a search to specific fields and report types. The full-text search finds queried terms within the text of a report. The “Find” tool available in Adobe Acrobat Reader will search within a specific report for a word or phrase.

We partner with ARLIS for all of our publications; a search can be performed from their site at <http://www.arlis.org>. We also partner with the Alaska State Library, and the American Fisheries Society online reports series (fisheriesreports.org). While the PDF files of the reports open to display page panels, the *Bookmark* pane can be opened to enable a different set of interactive tools. Reports contain bookmarks for the first four levels of headings. Table of contents and lists are linked to the content within the report. Additionally, the PDF publication will match the printed Word copy in pagination, making jumps to specific locations straightforward.

When a revision is necessary to a final publication, minor formatting changes can be made to the electronic published copy without annotation. Any change that affects substance must be submitted through regional research or management supervisors as a revision, and the electronic copy will be annotated on the cover page that a change has been made. The library copies of revised reports will be updated to reflect the change. Major revisions require an Addendum, which will be published as a separate document.

COPYRIGHT

The foundation of copyright is provided in the U.S. Constitution. The U.S. copyright law is contained in Chapters 1 through 8 and 10 through 12 of Title 17 of the United States Code. The Copyright Act of 1976, which provides the basic framework for the current copyright law, was enacted on October 19, 1976, as Pub. L. No. 94-553, 90 Stat. 2541.

Copyright protection begins automatically from the moment the work is created in fixed form and begins without any formality, process, or application. The standard copyright notice is not required to establish copyright.

ADF&G COPYRIGHT INFORMATION

The ADF&G Standard Operating Procedure III-401 Copyright Policy covers the following topics: the department’s copyrighted material, departmental contracts, copyright protection verses public disclosure, works made for hire, fair use, licenses and requests to reproduce the department’s copyrighted materials, how to handle requests from other agencies to reproduce copyrighted materials, Internet and copyright, the department’s copyright notice, and staff use of copyrighted material (Appendix D).

In addition, the department’s copyright notice describing ADF&G’s copyright authority is provided at the foot of each ADF&G web page.

All efforts should be taken to protect the state’s copyrighted materials while also respecting the copyrights of others. Copyright laws are enforceable and unlawful use can result in serious fines and penalties.

The simple rule *ask before you use* is the best protection against illegal use or copyright infringement. If you are unsure whether an image belongs to ADF&G with clear copyright, do not use or publish the image. Do not assume that permissions are still in effect for something previously used properly and within the policy of our agency. It is your duty to find out the use permissions and what they cover.

USE OF COMMERCIAL PRODUCT OR VENDOR NAME

ADF&G images, information, and published or written materials may never be used as a direct endorsement for commercial or political purposes. Mention by name of a commercial product (e.g., Spam, Visqueen) or vendor (e.g., Bendix Corporation) in a departmental or external publication warrants inclusion of a disclaimer, either as a footnote or as a single generic statement at the back or front of all reports or publications. Following are some examples of trademark disclaimers.

- Product names used in this publication are included for completeness but do not constitute product endorsement.
- The appearance of the product labels is for artistic purposes and to help illustrate the great economic benefits of sustainable salmon resources in Alaska. The Alaska Department of Fish and Game does not endorse or recommend any specific company or their products.
- The appearance of [ADF&G article, image, etc.] is not an Alaska Department of Fish and Game recommendation for or implied endorsement of [company name or product]. The Alaska Department of Fish and Game, in accordance with State of Alaska ethics laws, does not favor one group over another through endorsement or recommendation.

Provide a disclaimer when ADF&G images or information are used for information only purposes by a commercial or political entity or in instances when there could be a perceived endorsement. An author's inclusion of an editor's assistance in a work does not imply endorsement.

OTHER ENTITIES USING ADF&G'S INFORMATION OR DATA

If an agency outside ADF&G wants to print ADF&G's data, this is not an endorsement by the department; ADF&G cannot promote one company, organization, author, or entity over another. Other organizations wanting to use or reprint data from an ADF&G publication need permission from the ADF&G director, commissioner, or designee and need to cite the source. The restrictions outlined in the form "Use of Copyrighted Materials by Outside Agencies or Organizations" form need to be adhered to (Appendix D).

COPYRIGHT AND TRADEMARK DISCLAIMER

In the course of reporting a study, there may be references to specific products used in conducting the research. When a report includes the name of a commercial product or vendor a footnote is required to emphasize that the reference does not constitute an endorsement. A sample wording of the footnote would read, "Product names used in this report are included for scientific completeness, but do not constitute a product endorsement." If the report contains multiple mentions of commercial products or vendors, this or similar wording can be included at the front of the publication instead of footnoting each instance separately.

ROLES OF AUTHORS AND PUBLICATION STAFF

Divisions and regions establish a workflow that supports their reporting needs and staff. The regional publications staff will work with regional research and management supervisors to establish the relationships between activities in a project, and tracking for reports (Appendix B1). This guide is not an appropriate place to establish regional workflow, but it is certainly a place to make it clear that

reporting success depends on the ability of regions to establish working relationships that support management, authors, editors, and publication staff.

AUTHORSHIP

Names of co-authors are published in the order provided on the submitted manuscript; however, the relative order of names listed on papers is not a clear indication of order of contribution of authors. If authors wish to designate relative contribution, they should prepare an appropriate footnote. Use the same form of your name on all reports, using a consistent form for names and initials. A consistent name throughout a scientific writing career will reduce confusion and yield a larger body of work should an author be the subject of a publication database search.

DISTRIBUTION OF REPORTS

Reports will be distributed as follows:

- Reports will be printed for Alaska Resources Library and Information Services (ARLIS) and for the State of Alaska Library. Printed and electronic copies of reports in designated format will be produced to meet requirements of other funding agencies.
- Reports will be made available in electronic format to universities, libraries, and government agencies by request and by mailing list distribution.
- Electronic reports will be available in the searchable database of reports on the State of Alaska web site.
- Electronic-only reports will be submitted to the State of Alaska Library, currently through asldocs@alaska.gov, and to ARLIS at reference@arlis.org.

CONFIDENTIALITY OF FISHERIES INFORMATION

What follows is a summary of the statutes governing confidentiality of information compiled in the course of ADF&G business. The statutes summarized in this guide are provided as an informative service to authors, and this is not intended to be a complete summary of all confidentiality statutes. These regulations are subject to legislative change. Some provisions listed below are summarized from actual language in AS 16.05.815 and therefore do not include the complete provisions spelled out in law. Division staff should confer with ADF&G headquarters if unsure whether or not to release a document that may contain confidential information.

BACKGROUND

Alaska Statute 16.05.815 prohibits the Department of Fish and Game from releasing certain information that it receives from fishermen, fish buyers, and processors. The purpose of such confidentiality is two-fold; it ensures that detailed information on individual business activities will be held confidential, and it provides an incentive for the public to furnish the department with good data. It is essential to successful management that the accuracy and integrity of our database be maintained. It is also imperative that a trust relationship between state government and private enterprise be maintained by adhering as closely as practicable to the intent of the law.

To ensure that the information we receive from the industry is as accurate as possible, we must maintain their confidence in the security of the information they are providing to us. We must also balance the need of the public and other agencies to know upon what information our decisions are based against the industries' need to keep some of their activities confidential.

Toward that end, division staff shall adhere to the following guidelines when deciding whether or not to release information to the public.

Certain ADF&G records and reports required by state regulations are confidential under Alaska statutes. These records and reports include catch reports (fish tickets) and fishermen's log books; annual reports filed with the department by buyers, processors, and exporters (the Commercial Operators Annual Report); data collected by onboard observers and port samplers; crab survey results; and specific locations of fish and wildlife species, including nesting and denning sites.

RESTRICTIONS ON RELEASE OF INFORMATION

Information will not be released that directly identifies a fisherman, buyer, or processor, or a specific location where fish have been taken. Such information includes, but is not limited to, names of individuals, businesses, and vessels, ADF&G numbers, processor codes, latitude and longitude, GPS bearings, and LORAN readings. Other personal information, such as social security numbers and birthdates, are also held confidential under other laws and regulations.

Information will not be released if it is reasonable to assume that a person with average knowledge of the fishery could: (1) identify an individual fisherman, determine the fisherman's harvest, or determine the specific location where the fisherman caught fish, or (2) identify an individual fish buyer or processor and determine the fish purchasing, processing, and sales activities of the buyer or processor.

POSSIBLE RELEASE OF COMPARABLE INFORMATION—THE RULE OF “3”

As a general guideline, aggregation of catch information such that it includes the landings of three or more fishermen will sufficiently mask the data so that release does not violate the confidentiality statute. This guideline should provide the flexibility needed to achieve the objectives of protecting individual business interests, providing the department with accurate information, and ensuring that the public has access to the type and amount of information they need to evaluate the department's programs and their own operations. Knowledge of the industry and its participants at the local level should allow staff to make reasonable and justifiable decisions on what can and cannot be released. The following factors should be considered during the decision-making process:

- The age of the information. Information that should not be released immediately after the season or at some later time.
- How knowledgeable members of the fleet are of the activities of other members of the fleet.
- The degree to which locations of abundance change and the speed of those changes. If the species are relatively mobile (e.g., pollock) or they can always be found in the same location every year (e.g., salmon) and the fleet is aware of those facts, then the information could be released.
- The age of the fishery and its databases. Information on fisheries with relatively consistent participation, location, and catch histories could be released. Information on new fisheries or data that is exploratory in nature should be treated more carefully.
- Mobility of the gear used in the fishery. The more mobile the gear is, the less likely an individual fisherman or an exact fishing location can be determined.

Confidential information can be released upon consent of the persons or companies involved. Consent should be in writing.

EXCEPTIONS

Crab Surveys

Information about crab populations that result from a survey that is not conducted by or funded by the state, (e.g., National Marine Fisheries Service Bering Sea King and Tanner crab survey information) is not confidential under state law.

Databases that cannot be released because of the application of guidelines contained in this policy can be modified in a manner that will allow release. The following are ways in which that can be done.

- List group landings to show those from at least three vessels. This is a standard that has been used successfully in the past.
- Use geographical reporting areas or combinations of areas that are large enough to preclude someone from identifying accurately the exact location of any particular person's harvest. Use reporting areas that include at least three different actual, or potential, harvest locations.
- Manipulate other strata, such as time, number of landings, amount of landing, etc., to mask confidential data so it can be released.

Special Cases

If the public's interest in disclosing the information clearly outweighs the private interest in withholding it, a public interest exception can be granted. This requires written finding and authorization from the commissioner, and could require written notification to subjects whose information is being disclosed. Recent examples include Glacier Bay Compensation Program (release of Commercial Operators Annual Report to processors), and the Chignik co-op fishery (release of information for evaluation of fishery).

TYPES OF CONFIDENTIAL INFORMATION

Information covered by AS 16.05.815 and these guidelines includes all information obtained by regulatory requirements, including information that may be required under the authority of a permit-type fishery that is established by emergency order, whether it is submitted orally or in writing.

Also covered by these guidelines is information of a voluntary nature, such as that from log books and dockside interviews, where we have stated we would treat that information as confidential.

- Fish tickets (records and reports). It does not belong to the buyer or processor that purchased the fish or to the vessel owner if the vessel owner was not the fisherman. For someone other than the fisherman to receive an individual's fish ticket records, they would have to produce a notarized confidentiality waiver signed by the fisherman. Similar waivers are required for release of processor data. Without a confidentiality waiver, ADF&G would only release the information by court order. There is no statute of limitation on fish ticket or buyer/processor data. That is, it remains confidential forever.
- Processor annual reports (Commercial Operators Annual Report)
- Observer data
- Log books
- Crab abundance survey data
- Community Development Quota landings from fish tickets
- Specific area or location

- Personal information (Social Security number or information that can be used to identify a person and from which judgments can be made about a person's character, habits, avocations, finances, occupation, general reputation, credit, health, or other personal characteristics AS 44.99.300(2). Personal information does not include address, phone number (if not an unlisted number), cell phone number, radio call sign, e-mail address, vessel name or number, or Commercial Fisheries Entry Commission permit number.
- Peer review of scientific papers (SOP III-402)
- Attorney-client communications

TYPES OF INFORMATION NOT CONFIDENTIAL

- Vessel registrations
- Lists of permit holders or vessels in a fishery (yes/no)
- Surveys (economic studies, processor capacity survey, etc.)

SUMMARY

Division staff should confer with headquarters if unsure whether or not to release a document that may contain confidential information.

CITATION GUIDANCE

AUTHOR RESPONSIBILITIES

- Authors are responsible for conducting literature searches relevant to the project.
- Authors should cite the author who first reports the phenomenon being studied.
- Authors should be able to provide copies of or direct the reader to a public archive of sources cited.
- Authors must be aware of copyright issues, obtain permission where required and pass along any relevant permissions to the editor and publications staff to be filed together.

As discussed under Ethics and Policy in Publication Process, our series reports are designed to build on data and knowledge that we have collected over time for historical projects. Because ADF&G holds the copyright to the material, no permissions are required to carry forward the work of prior project leaders. Therefore, it is not necessary that text be original to a specific author and it is acceptable to add of data to tables and figures each year within the series of reports for that project. However, other reports that assemble information from various projects (such as AMRs) need to carefully document the sources for that data. Never leave room for the reader to misunderstand what is your data and what you have borrowed. For example, if you have taken a table of data from a project report and copied it into an Annual Management Report, you must include a source note.

Never leave your reader to guess:

- If an idea is yours,
- The source of your data, or
- Where to find supporting information for the topic you present.

Reasons to cite your source:

- Establish credibility and authority.
- Place your ideas in context.
- Permit the reader to explore the topic further.
- Permit the reader to verify information presented.

When in doubt, provide a citation. If you are unsure if a citation should be a footnote or in the References Cited list, provide all identifying information and publications staff will assist in crafting the appropriate citation.

Citation Placement

“To avoid ambiguity about what is being referenced, an in-text reference should immediately follow the title, word or phrase to which it is directly relevant, rather than appearing at the end of long clauses and sentences” (CSE 2006). If no other source intervenes, you may list your citation at the end of a sentence or paragraph.

When citing a table within a source, take care to not confuse results from a cited source with those presented within the paper.

(Table 3 in Williams 1990) clearly indicates the reader should see Table 3 of Williams 1990, whereas (Table 3; Williams 1990) indicates Table 3 of the current report and Williams 1990 are cited separately.

For multiple citations within a paragraph, place citations close to the idea or data.

These projects provided 1,001 Chinook, 4,001 summer chum, 2,001 fall chum, and 501 coho salmon to households for subsistence use in the community of Eagle (Table 1 and Appendix A5). The primary gear types used for salmon fishing were set gillnets, drift gillnets, fish wheels and other (Tables 1–3). An estimated 201 households reported feeding subsistence caught salmon to their dogs (Table 2 in Jallen 2011). Households throughout the area retained an estimated 60,001 salmon for dog food from subsistence harvests (Appendix A2; Table 4 in Hamazaki 2011; Jallen 2012).

In-text Citation Format

A semicolon between references denotes that each is separate, and a comma denotes that they are related. Use a comma when citing reports by the same author on different dates:

Studies by Smith (1990, 1992a, 1994–2001) provide a history of the project.

Use a semicolon, however, between different authors. Also, when several in-text references occur at the same point, give them chronologic sequence from earliest to latest, separated by semicolons. Include initials to identify different authors with the same last name. Sequence alphabetically those published in the same year. (In the References Cited section, list by author, earliest to latest.)

The main contributors (Dawson and Briggs 1974; Dawson and Jones 1974; Smith A. L. 1978; Smith G. T. 1978; Smith et al. 1978; Brown 1980; Brown et al. 1984) established without a doubt the results of a and b.

Sources

The References Cited list should only include citations you have used in your report and that you have read. Do not include citations you have never seen. Citing documents on the basis of seeing that citation in another report can lead to continued mistakes year after year (CSE 2006). It is the author’s responsibility to verify their sources and to maintain a reasonable record of the citations because it is assumed that the author either has copies or can lead the reader to a public archive where it can be found.

It is always preferred to provide a primary, peer reviewed and published source. Avoid citing drafts, personal communications, or other materials not readily available in a public archive. If you have a choice between citing a print copy or electronic copy, always cite the print copy. Internet sources are useful, but not always static. Always include a cited on date for internet citations.

It is preferable to use primary sources, but in some cases, there may be no choice but to use a secondary source, in these cases the author may indicate they do not have the primary by using this citation format:

(Goodfellow 1960, cited by Thesefellows et al. 1970)

Footnoted or Parenthetical Source References

The following are examples of citations needed in-text, as a footnote or parenthetical, but do not need to be listed in the References Cited list.

DIDSON manual:

Sound Metrics Corporation. 2009. Dual frequency identification sonar (DIDSON) operation manual, V.5.23, July 18, 2009. Sound Metrics Corporation, Lake Forest Park, Washington.

Explanation of WinBugs:

Lunn, D. J., A. Thomas, N. Best, and D. Spiegelhalter. 2000. WinBUGS: A Bayesian modeling framework: Concepts, structure, and extensibility. *Statistics and Computing* 10:325-337.

Personal communications should always include credentials, affiliations, identify the material presented (communication, memo etc.), and the location of the author or material.

Amy Carroll, Division of Commercial Fisheries Publications Specialist, ADF&G, Juneau; May 25, 2010, telephone conversation.

Chuck Brazil, Division of Commercial Fisheries Biologist, ADF&G, Anchorage; personal communication.

Lowell Fair and Jan Conitz, Division of Commercial Fisheries Research Coordinators, ADF&G; Anchorage; September 22, 2011, memorandum.

Software

AFS (2010), CMS (2010) and CSE (2006) recommend that software citations be identified within the text and treated as personal communications or footnotes. Software is a product rather than source. Provide notes as needed.

Document identifying information such as version names, release dates or other notes and always document the cited date. Maintain a record than can allow your reader to duplicate your findings.

Analysis was performed with Statistics Program for Analyzing Mixtures (SPAM) Version 3.5¹.

¹ Developed by ADF&G, Gene Conservation Laboratory and available for download from <http://www.cf.adfg.state.ak.us/geninfo/research/genetics/software/spampage.php>.

Fish range distributions for Chinook and chum salmon were examined postseason by importing text files containing all fish track information into R statistical software package¹ where the individual fish were binned by range.

¹ The R Project for statistical computing. R version 2.15.1 (Roasted Marshmallows). [released June 22, 2012 cited July 15, 2012]. Available for download from <http://www.r-project.org/>

Databases

Database citations should be footnotes. A date is a required component of a reference to an electronic publication because there can be multiple versions. Databases have additional rules applied to them regarding dates because most of them contain records or other entries that have been collected over time (CSE 2006).

Title of database [Medium designator]. Beginning date – ending date. Edition. Place of publication: publisher. [date updated; date cited]. Notes.

Examine the database information carefully and document identifying information such as version or release dates or other notes offered and document the cited date. Databases are continually updated and you want to lead your reader back to your materials.

IMGT/HLA Sequence database [Internet]. 2003– . Release 3.9.0 Cambridge (England): European Bioinformatics Institute. [updated July 12, 2012; cited July 27, 2012]. Available from: <http://www.ebi.ac.uk/imgt/hla/>

Alaska Pacific River Forecast Center: Breakup database search results for Yukon River location Alakanuk. [Internet]. 1956– . Anchorage: NOAA Alaska Region Headquarters. [updated: May 25, 2012; cited July 27, 2012]. Available from: <http://aprfc.arh.noaa.gov/php/brkup/brkupall.php?searcharea=Yukon&searchtermriv=Yukon&searchtermloc=Alakanuk>

Statewide electronic fish ticket database [Internet]. 1985– . Juneau, AK: Alaska Department of Fish and Game, Division of Commercial Fisheries. (cited November 21, 2009). [URL not publically available as some information is confidential].

Community subsistence information database. [Internet]. c2012. Juneau, AK: Alaska Department of Fish and Game. [cited July 24, 2012]. Available from: <http://www.adfg.alaska.gov/sb/CSIS/>

The largest community in the drainage, Bethel, had a population 5,471 in 2000 according the US Census.¹

1 Census 2000 Gateway. [Internet]. 2000. Washington D.C.: United States Census Bureau. [revised 31 May 2012; cited 27 Jul 2012]. Available from: <http://www.census.gov/main/www/cen2000.html>

Other electronic sources can include reports, articles or other information and can be listed as a footnote or in the References Cited list as appropriate.

DCA (Division of Community Advocacy) Report to the Commissioner. 2007. Current community conditions: Fuel prices across Alaska, Fall-Winter 2006 update. [Internet]. Research and Analysis Section, Division of Community Advocacy, Department of Commerce, Community, and Economic Development; Juneau, AK; [cited July 27, 2010]. Available from: www.commerce.state.ak.us/dca/researchanalysis/pub/FuelReportWinter2006Update.pdf (Accessed July 2012).

Hayes, S. 2007. 2007 Preliminary Yukon River summer season summary. Alaska Department of Fish and Game, Division of Commercial Fisheries, News Release #61, Juneau, AK. [issued 2007 Sep 4; cited 2011 May 20]. Available from: <http://csfish.adfg.state.ak.us/newsrelease/view.php?year=2007&dist=YUS&species=400&num=61> (Accessed May 2011).

DVD and CD ROM

Exploring the Chiswells: Mapping the sea floor. [DVD]. Alaska: Alaska Department of Fish and Game. [Date unknown]. 1 videodisc (5 minutes): standard definition; color. System requirements: DVD player.

2008 Divisions of Sport Fish and Commercial Fisheries report series [CD-ROM]. Alaska Department of Fish and Game, Research and Technical Services, Anchorage (AK) 2008. 1 CD-ROM: color. System requirements: PC compatible; CD-ROM drive; Adobe Acrobat Reader.

Memorandum of Understanding

Additional example is provided in ADF&G Writer's Guide (2010).

Footnote example:

A collaborative, regional and interagency-based management was formalized by a Memorandum of Understanding between regional and local organizations and the Alaska Department of Fish and Game.¹

¹ Western Alaska Salmon Stock Identification Program Memorandum of Understanding (WASSIP MOU), May 5, 2006 (revised March 24, 2008), Aleut Corporation, Aleutians East Borough, Association of Village Council Presidents Bering Sea Fishermen's Association, Bristol Bay Native Association, Concerned Area M Fishermen, Kawerak Incorporated, Lake and Peninsula Borough, Tanana Chiefs Conference, Yukon River Drainage Fisheries Association.

In-text example:

On May 5, 2006 (revised March 24, 2008), a collaborative, regional and interagency-based management was formalized by a Memorandum of Understanding between Aleut Corporation, Aleutians East Borough, Association of Village Council Presidents Bering Sea Fishermen's Association, Bristol Bay Native Association, Concerned Area M Fishermen, Kawerak Incorporated, Lake and Peninsula Borough, Tanana Chiefs Conference, Yukon River Drainage Fisheries Association and the Alaska Department of Fish and Game, Western Alaska Salmon Stock Identification Program Memorandum of Understanding (WASSIP MOU). [WASSIP; March 24, 2008]

REFERENCE FORMATTING

ENDNOTE BIBLIOGRAPHIC LIBRARY

In order to ease the many formatting decisions associated with references, the publications staff maintains a bibliographic database (EndNote) updated as reports are published, and on demand. This program supports "cite while you write" capability. Rather than typing a bibliography as a separate step, authors can rely on the database to automatically build the list of references. A style sheet has been prepared in conjunction with the EndNote database that will correctly format citations to the RTS style, both in text and in list sections. For EndNote users, the bibliographic template and the updated centralized library are currently available on the RTS Reporting DocuShare site at <http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-1345>.

STANDARD REFERENCE FORMAT FOR DIVISION OF COMMERCIAL FISHERIES HISTORICAL SERIES REPORTS

Informational Leaflet

Meehan, W. R., and J. S. Vania. 1961. An external characteristic to differentiate between king and silver salmon juveniles in Alaska. Alaska Department of Fish and Game, Division of Biological Research, Informational Leaflet No. 1, Juneau.

Fishery Research Bulletin

Fried, S. M., and H. J. Yuen. 1987. A synopsis and critique of forecasts of sockeye salmon (*Oncorhynchus nerka*) returning to Bristol Bay, Alaska in 1987. Alaska Department of Fish and Game, Division of Commercial Fisheries, Fishery Research Bulletin 87-01, Juneau.

Alaska Fishery Research Bulletin

Bouwens, K. A., A. J. Paul, and R. L. Smith. 1999. Growth of juvenile arrowtooth flounders from Kachemak Bay, Alaska. Alaska Fishery Research Bulletin 6(1):35-40.

Statistical Leaflet

Chitwood, P. E. 1960. 1960 Alaska Commercial Fisheries catch and production statistics. Alaska Department of Fish and Game, Statistical Leaflet No. 1, Juneau.

Fisheries Rehabilitation, Enhancement and Development (FRED) Division Reports

Bendock, T. N. 1983. Inventory and cataloging of Arctic area waters. Alaska Department of Fish and Game. Federal Aid in Fish Restoration, Annual Performance Report, 1982-1983, Project F-9-15 (24) G-I-I, Juneau.

Technical Data Report

McCurdy, M., and R. Paulus. 1972. Bristol Bay sockeye salmon (*Oncorhynchus nerka*) 1968. A compilation of catch and escapement data. Alaska Department of Fish and Game, Division of Commercial Fisheries, Technical Data Report No. 1, Juneau.

Regional Information Report

Davis, A., and J. Kelly. 1989. Southeast Alaska troll fishery performance monitoring, 1988. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report 1J89-16, Juneau.

Technical Fishery Report

Cross, B. A., B. L. Stratton, and J. D. Miller. 1992. Origins of sockeye salmon in east side Bristol Bay fisheries in 1989 based on linear discriminant function analysis of scale patterns. Alaska Department of Fish and Game, Division of Commercial Fisheries, Technical Fishery Report No. 92-03, Juneau.

Division of Commercial Fisheries Special Publications

Hart, D. A. and P. G. v. Tamelen. 2002. A reference guide to the ADF&G shellfish literature database. Alaska Department of Fish and Game, Division of Commercial Fisheries, Special Publication 16, Juneau.

STANDARD REFERENCES

General: *Alaska Department of Fish and Game Writer's Guide, third edition* is the basic guide for all Alaska Department of Fish and Game publications (ADF&G 2010).

Spelling: The standards for word definition and spelling are *Webster's International Dictionary*, and *The American Heritage Dictionary of the English Language*.

Word Usage: The *Chicago Manual of Style* (CMS 2010) and *The Gregg Reference Manual* (Sabin 2010) are the standards for style, usage, and grammar.

Report Format: The most recent edition of the Council of Science Editors *Scientific Style and Format* (CSE 2006) is the standard for general questions related to form, structure, and content of scientific reports, as well as American Fisheries Society Guide for authors (AFS 2011).

Fish Species: American Fisheries Society publications *Common and Scientific Names of Fishes from the United States, Canada and Mexico* (Nelson et al. 2004), Special Publication 16, *Common and Scientific Names of Aquatic Invertebrates from the United States and Canada: Mollusks* (Turgeon et al. 1988) and Special Publication 17, *Common and Scientific names of Aquatic Invertebrates from the United States and Canada: Decapod Crustaceans*, (Williams et al. 1989) are the standards for scientific and vernacular names of the fishes, mollusks, and crustaceans.

Place Names: *Dictionary of Alaska Place Names* (Orth 1971) is recognized by ADF&G as the standard for place names within Alaska. For current guidance, refer to Schorr (1991).

Writing: A compilation of articles covering styles, graphics, and forms for scientific writing are gathered in *Writing for Fishery Journals* (J. Hunter. Editor 1990) *The Elements of Style, fourth edition* (Strunk W. Jr. and White 2000) is a proven resource.

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- AFS (American Fisheries Society). 2011. Guide for authors. *Transactions of the American Fisheries Society*, 140:1, 201-206.
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- CMS (Chicago Manual of Style). 2010. *The Chicago manual of style*. 16th edition. University of Chicago Press, Chicago.
- CSE (Council of Science Editors). 2006. *Scientific style and format; the CSE manual for authors, editors, and publishers*. 7th edition. Style Manual Committee, Council of Science Editors, Rockefeller University Press, Reston, VA.
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APPENDIX A: PEER REVIEW

Appendix A1.–Example peer review checklist for Fishery Data Series reports.

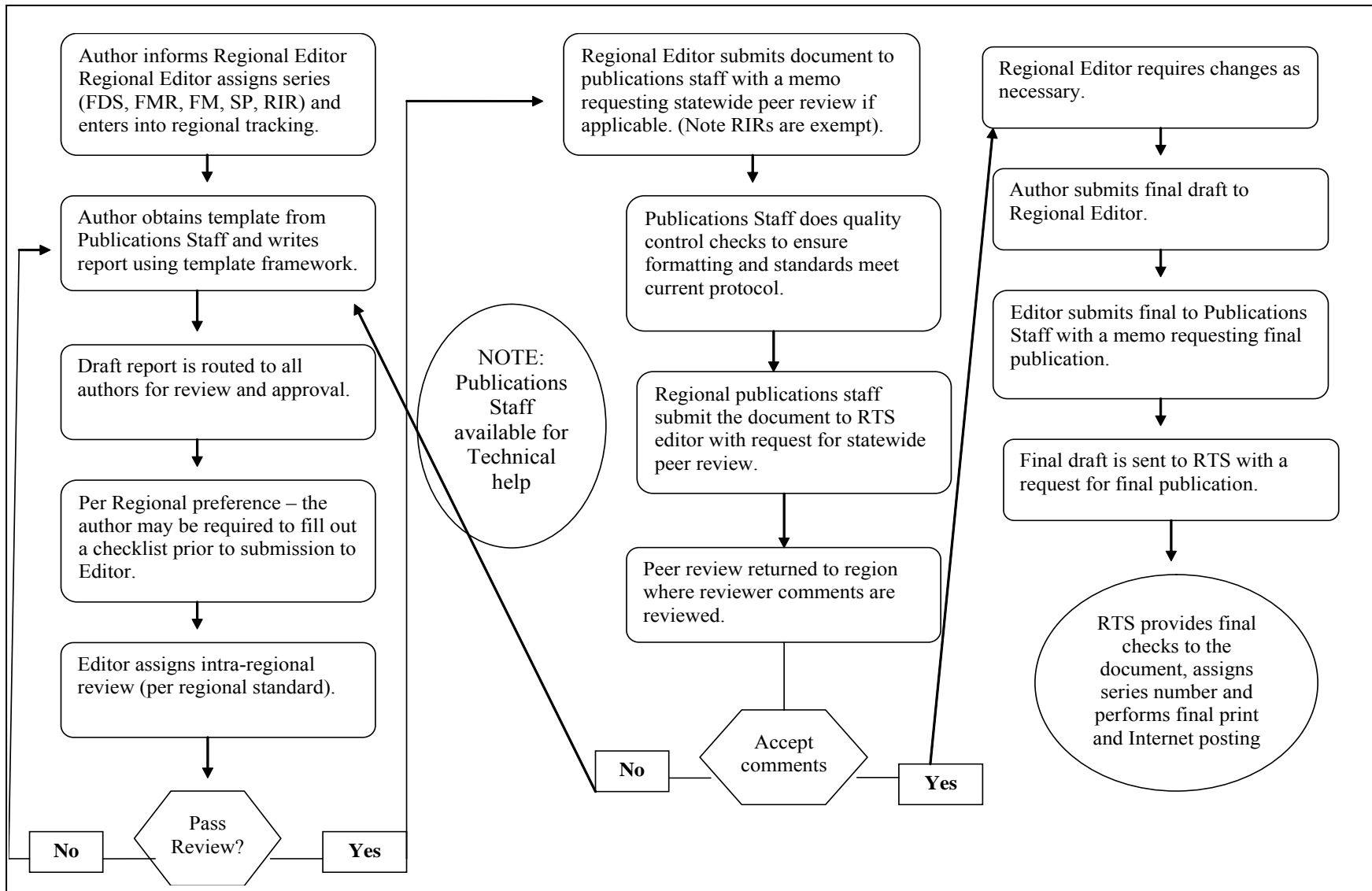
The following suggestions are offered as a guide for a cross-regional report review:

1. Abstract identifies purpose of investigation, provides short and concise generic description of methods used, and highlights significant results
2. Introduction provides the reader with a clear understanding of the reason for the study and orients the reader with background information
3. An objective section is included for all Fishery Data Series reports
4. Methods and results sections provide consistent language, and address project objectives
5. Methods are clearly defined, and enough detail is provided
6. Results are clearly stated and supported by the data
7. Results are presented without interpretation
8. Discussion, conclusions, and recommendations are supported by the content of the report
9. Language and presentation are clear
10. Overall organization within each section is logical
11. Sentence structure and spelling are correct
12. Table and figure presentations provide good tools for comparison
13. Titles and column headings adequately explain table elements
14. Citation is provided for information compiled from other sources
15. Scope of the report is appropriate to its purpose

Note: If writing errors of a technical nature are detected, it is always helpful to note those, but there is no need to spend a lot of time correcting page numbers, references, table and text concurrence, language irregularities, hyphenation or compound word errors, captions, lists, or table of contents. These elements are considered preliminary in reports submitted at the draft stage, and will be addressed by editing staff.

APPENDIX B: EXAMPLE FLOW CHART

Appendix B1.–Example of flow chart for project report completion.



Source: submitted by Jim Craig, Publications Specialist for ADF&G Division of Commercial Fisheries, Douglas.

APPENDIX C: REPORT PREPARATION GUIDES

Appendix C1.–List of Alaska Department of Fish and Game online documents for reporting help and support.

Description	Link
Internet sites	
Technical Publications, Subsistence, SF and CF ARLIS (Alaska Resources Library and Information Services)	http://www.adfg.alaska.gov/sf/publications/ http://www.arlis.org/
Department staff only links^a	
Commercial Fisheries Publications library and project area	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-3202
Commercial Fisheries documents submitted to RTS	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-2869
Commercial Fisheries publications library	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-2848
Commercial Fisheries Regional Information Report series	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-2849
Alaska Fishery Research Bulletin (AFRB)	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-2824
Joint divisional and federal aid reporting	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-224
EndNote library	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-1345
Current joint divisional report templates	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-3811
Cover pages prebuilt for report documents - one column	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-3812
Reporting document helps, templates, OEO, peer reviewer instructions	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-473
Commercial Fisheries Reporting and Policies and Procedures	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-2874
Regional report guidance support^a	
Region 2 Commercial Fisheries Publications	
Region 2 Commercial Fisheries Publications	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5135
Starter pages for FDS, FM, FMR, SP and RIR (template attached)	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5147
Region 2 Template, Report Pages, Report Helps in Word 2007 and 2010	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5145
Region 2 Memos required to request peer review or final publication	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5149
Region 3 Commercial Fisheries Publications	
Region 3 Commercial Fisheries Publications	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5134
Starter pages for FDS, FM, FMR, SP and RIR (template attached)	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5147
Region 3 Template, Report Pages, Report Helps in Word 2007 and 2010	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5145
Memos required to request peer review or final publication	http://docushare.sf.adfg.state.ak.us/dsweb/View/Collection-5148

^a The following links are to the Division of Sport fish document sharing environment, Xerox Docushare.

Appendix C2.—Example table format.

Table 1.—Historical commercial, subsistence, and sport fishing harvests of Chinook, sockeye, coho and chum salmon, Free Bay area, 1968 through 2004.

Year	Chinook			Sockeye			Coho			Chum		
	Commercial	Subsistence	Sport	Commercial	Subsistence	Sport	Commercial	Subsistence	Sport	Commercial	Subsistence	Sport
1968	ND	ND	ND	ND	ND	ND	5,458	ND	ND	ND	ND	ND
1969	3,978	ND	ND	6,256	ND	ND	11,631	ND	ND	5,006	ND	ND
1970	7,163	ND	ND	7,144	ND	ND	6,794	ND	ND	12,346	ND	ND
1971	477	ND	ND	330	ND	ND	1,771	ND	ND	301	ND	ND
1972	264	ND	ND	924	ND	ND	925	ND	ND	1,331	ND	ND
1973	3,543	ND	ND	2,072	ND	ND	5,017	ND	ND	15,781	ND	ND
1974	3,302	ND	ND	9,357	ND	ND	21,340	ND	ND	8,942	ND	ND
1975	2,156	ND	ND	9,098	ND	ND	17,889	ND	ND	5,904	ND	ND
1976	4,417	ND	ND	5,575	ND	ND	9,852	ND	ND	10,354	ND	ND
1977	3,336	574 ^a	ND	3,723	ND	ND	13,335	ND	ND	6,531	ND	ND
1978	5,218	ND	ND	5,412	ND	ND	13,764	ND	ND	8,590	ND	ND
1979	3,204	338	ND	19,581	ND	ND	42,098	ND	ND	9,298	ND	ND
1980	2,331	690	ND	28,632	ND	ND	43,256	ND	ND	11,748	ND	ND
1981	7,190	1,409	ND	40,273	ND	ND	19,749	ND	ND	13,642	ND	ND
1982	9,476	1,236	ND	38,877	ND	ND	46,683	ND	ND	13,829	ND	ND
1983	14,117	1,066	31	11,716	ND	14	19,660	ND	168	6,766	ND	10
1984	8,612	629	ND	15,474	ND	ND	71,176	ND	ND	14,340	ND	ND
1985	5,793	426	323	6,698	704	75	16,498	221	386	4,784	348	124
1986	2,723	555	ND	25,112	943	122	19,378	8 ^b	ND	10,355	191	ND
1987	3,357	816	ND	27,758	955	266	29,057	43 ^b	ND	20,381	578	ND
1988	4,964	310	ND	36,368	1,065	ND	30,832	1,162	ND	33,059	448	ND
1989	2,966	467	68	19,299	861	146	31,849	907	224	13,622	784	0
1990	3,303	539	ND	35,823	1,123	ND	7,804	1,646	ND	13,194	332	ND
1991	912	917	26	39,838	1,282	63	13,312	1,828	297	15,892	149	189
1992	3,528	374	23	39,194	827	8	19,875	1,353	138	18,520	1,006	0
1993	2,117	708	81	59,293	835	53	20,014	1,226	189	10,657	188	156
1994	2,570	784	163	69,490	770	70	47,499	512	170	28,477	470	15
1995	2,922	883	41	37,351	253	34	17,875	305	114	19,832	155	0
1996	1,375	415	157	30,717	352	87	43,836	352	466	11,093	219	0

-continued-

Table 1.–Page 2 of 2.

Year	Chinook			Sockeye			Coho			Chum		
	Commercial	Subsistence	Sport	Commercial	Subsistence	Sport	Commercial	Subsistence	Sport	Commercial	Subsistence	Sport
1997	2,039	449	86	31,451	397	61	2,983	397	855	11,729	133	24
1998	3,675	718	431	27,161	331	502	21,246	331	574	14,155	316	50
1999	1,888	871	223	22,910	582	561	2,474	582	789	11,562	281	47
2000	4,442	703	243	37,252	517	82	15,531	517	795	7,450	364	12
2001	1,519	895	147	25,654	616	108	9,275	616	822	3,412	226	21
2002	979	857	224	6,304	297	149	3,041	297	429	3,799	407	99
2003	1,412	737	10	29,423	783	42	12,658	1,319	681	5,593	176	0
2004	2,565	-	-	20,922	- ^c	- ^c	23,690	- ^c	- ^c	6,014	- ^c	- ^c
10-Year average ^d	2,282	731	173	31,771	490	170	17,642	523	570	11,710	275	27
Historical average	3,751	664 ^e	142	23,187	681 ^e	136	19,873	834 ^e	444	11,494	353 ^e	47

Source: Smith et al. 2007.

Note: Commercial harvest from District A-5, combined subsistence harvest by the communities of Free Bay and Elcazador, subsistence harvest estimates prior to 1988 are based on a different formula and are not comparable with estimates from 1988 to present.

Note: In 2004 some data were not collected. ND = no data.

^a Subsistence harvest estimate in 1977 was for Free Bay only.

^b Subsistence harvest estimates are for the community of Elcazador only.

^c Not available at time of publication.

^d 10-year average from 1994 to 2003.

^e Historical average of subsistence harvest from 1988 to 2003.

**APPENDIX D:
USE OF COPYRIGHTED MATERIALS**

USE OF COPYRIGHTED MATERIALS BY OUTSIDE AGENCIES OR ORGANIZATIONS

ALASKA DEPARTMENT OF FISH AND GAME

In general, reproduction of the department's copyrighted material will be encouraged if the public clearly receives a benefit from the requested use. Stipulations attended to approved uses of the department's intellectual property should be included, as needed, to ensure the requested use acknowledges the public's role in developing this material.

ADF&G retains intellectual property rights to data collected by or for ADF&G. Any dissemination of the data must credit ADF&G as the source, with a disclaimer that exonerates the department for errors or deficiencies in reproduction, subsequent analysis, or interpretation: The statements, findings, conclusions and recommendations do not necessarily reflect the views of the Alaska Department of Fish and Game.

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- b) create public confusion or mislead the public, including (but not limited to):
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 - implying department endorsement of an unauthorized position
 - raw data or preliminary results
- c) reflect badly on the department (e.g., unseemly uses, poor quality of reproduction).

The Alaska Department of Fish and Game (ADF&G) is granting permission to use the following information (description):

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Indicate copyright and credit display requirements.

In signing below, you agree to the terms and conditions for the materials listed and described above.

Printed Name: _____ Signature: _____ Date: _____

Contact Information

Email: _____ Phone: _____ FAX: _____

Director's Signature: _____ Date: _____

Commissioner's Signature: _____ Date: _____

Note: This document is based on the Copyright information found in ADF&G Standard Operating Procedure form III-401 and External Data Transmittal form DOP CF-007.

Appendix D2.–State of Alaska standard operating procedure copyright policy.

STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE		NO III-401	PAGE 401-1
		ISSUED 12/01/97	EFFECTIVE 12/01/97
SUBJECT	COPYRIGHT POLICY	APPROVED BY: Kevin Brooks, Director	
CHAPTER	ADMINISTRATIVE PROCEDURES	<i>Kevin Brooks</i>	
<p><u>PURPOSE</u></p> <p>To provide guidance to staff in matters relating to copyrights.</p> <p><u>AUTHORITY</u></p> <p>Public Records Act AS 09.25.100-220 and 6AAC 96.100-900; also AS 16.05.050(2) and (8); and AS 44.99.400. Also Federal Copyright Act.</p> <p><u>REFERENCES</u></p> <p>Savikko, K.E., and R.L. Wilbur. 1997. Commercial Fisheries Management and Development, Division of Regional Information Report 5J97-16, Juneau.</p> <p><u>DISTRIBUTION</u></p> <p>All manual holders.</p> <p><u>POLICY</u></p> <p>Copyrights</p> <p>Federal copyright laws assign the creators of written materials, music, visual arts, architecture, databases, and computer software, etc., exclusive rights to determine how and when such material is copied or reproduced (see Savikko and Wilbur, 1997. Item 1). Similarly, patents protect original inventions.</p> <p>Copyrights do not prevent using copyrighted materials in ways that would alter their original form and content such that the restructured item no longer mirrors, in full or in part, the copyrighted item. For example, a book on the birds of Alaska can be used by another author to develop a different but very similar book on the same subject, provided none of the graphical material or verbatim text was used without the original author's permission. Copyrights, therefore, only protect against copying or other unauthorized uses, and that protection is of limited duration, generally from 50 to over 100 years (see Savikko and Wilbur, 1997. General Comments).</p> <p>Material Copyrighted to the Department of Fish & Game</p> <p>A department employee creating copyrightable materials on state time does not own the copyright; instead, under Section 201 (<i>works made for hire</i>) of the Copyright Act, these materials become the intellectual property of the department or State of Alaska. Reproduction of these works, other than by the department, requires written permission by the department, except as allowed under the <i>fair use</i> provisions of the copyright act (this generally allows an individual to make a single copy of copyrighted material for a research or educational purpose -- see <i>Fair Use</i> section below).</p> <p>Copyrights, while historically most important for artistic and literary creations with commercial value, are becoming increasingly important for intellectual property such as research results, computer software, databases, etc. Copyrights thwart piracy of intellectual property and facilitate recouping damages from piracy. In addition, copyrights help to ensure proper credit for copyrighted materials copied or republished by others. Hence, copyright issues for states are increasing. States have not customarily charged royalties (percentage of each copy sold) or licensing fees (flat one-time fee) for use of their copyrighted materials, but as state budgets shrink and intellectual innovation by states increases, the need to more judiciously manage state copyrights has become increasingly important.</p> <p>If the department's copyrighted material is to be reproduced by someone outside of state government, the department may elect to (1) license the use with a royalty or fee and impose appropriate conditions, (2) license the use and condition the request without seeking a royalty or fee, or (3) deny the request (see section below, <i>Licenses and Requests to Reproduce Department Copyrighted Materials</i>).</p>			

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<p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE</p>	<p style="text-align: center;">NO III-401</p>	<p style="text-align: center;">PAGE 401-2</p>
	<p style="text-align: center;">ISSUED 12/01/97</p>	<p style="text-align: center;">EFFECTIVE 12/01/97</p>
<p>Copyrights and Department Contracts</p> <p>Copyrightable materials created by an independent contractor hired by the department are not automatically “works made for hire,” and special provisions must be provided to ensure the copyright belongs to the department. Under sections 101 and 102 (b) the following nine categories of works provided under contract can become the department’s intellectual (copyright) property: a work specially ordered or commissioned for use as a (1) contribution to a collective work, (2) part of a motion picture or other audiovisual work, (3) translation, (4) supplementary work (as secondary adjunct to work by another author), (5) compilation, (6) instructional text, (7) test, (8) answer material for a test, or (9) atlas. If the work satisfies one of these categories, a written agreement between the department and the contractor specifying that such contract products are to be prepared as “works made for hire” is needed to ensure the ownership of the copyright belongs to the department. In addition, copyrights of contractual works that fall outside these nine categories can be transferred to the department. Therefore, all department contracts should expressly address the question of whether or not copyright ownership will belong to the department under a “work made for hire” or through copyright transfer. Contacts should also describe any limitations on use of copyrighted materials (see Savikko and Wilbur, 1997. Item 6).</p> <p>Although intellectual property produced by federal employees within their official duties are not copyrighted and are usually considered to be <i>public domain</i> (i.e., not copyrighted), when the federal government commissions work by the department, through grant or contract, copyrights can be provided to the department (see Savikko and Wilbur, 1997. Item 38).</p> <p>Copyright Protection vs. Public Disclosure</p> <p>While materials copyrighted to the department may not be reproduced except as allowed by the department, this should not be confused with disclosure of public records as set forth in AS 09.25.100 — 09.25.220 and 6 AAC 96.100 — 900. These state laws and regulations ensure that public records are available to the public for inspection and that reasonable numbers of copies be provided by the state agency, which is quite different than an individual or company making unauthorized and unlimited copies of state copyrighted materials.</p> <p>Fair Use</p> <p>This section of the copyright law is complex (see Savikko and Wilbur, 1997. Item 16), however, copies of copyrighted materials can ordinarily be made by anyone without seeking the copyright owner’s permission as follows:</p> <ol style="list-style-type: none"> 1. a single copy for <i>personal use</i> (includes job-related use by an individual) in research or education (Note: <i>personal use</i> in a recent court decision means that you promptly read and study the article, not simply copy and file it away in your library for a rainy day; nor can you aggregate papers to form a collective work for personal use); 2. a single copy for each member of a group assembled for research or educational purposes; and 3. similarly, a single-copy reproduction of software for educational use can be made but must be retrieved and destroyed after the use is completed, unless the software is in the public domain. <p>A state employee should only reproduce/copy of copyrighted materials for personal use as described above. Other uses would require approval from the copyright owner (see section below, <i>Staff Use of Copyrighted Material</i>).</p> <p>Licenses and Requests to Reproduce the Department’s Copyrighted Materials</p> <p>Copyright transfers (exclusive licenses) and nonexclusive licenses of scientific manuscripts prepared for external journal or symposium publication by department staff should be approved by divisional editor (i.e., the individual within the respective division responsible for approving release of manuscripts for external publication).</p> <p>All other requests for copying or reproducing the department’s copyrighted materials, except as allowed under <i>fair use</i>, or to release or to license the use of department copyrights should only be acted upon by the appropriate division director or the commissioner according to the following guidelines:</p> <ol style="list-style-type: none"> 1. Intellectual property copyrighted to the State of Alaska belongs to the residents of Alaska. Consistent with the Public Records Act, the department will therefore protect the overall public interest in authorizing use of the department’s intellectual property and in deciding whether to charge a royalty or license fee or require special stipulations. 		

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STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE	NO III-401	PAGE 401-3
	ISSUED 12/01/97	EFFECTIVE 12/01/97
<ol style="list-style-type: none"> 1. In general, reproduction of the department's copyrighted material will be encouraged if the public clearly receives a benefit from the requested use. Stipulations attended to approved uses of the department's intellectual property should be included, as needed, to ensure the requested use acknowledges the public's role in developing this material. 2. The department's intellectual property should not be reproduced by private or other governmental agencies in such a manner that it represents the material as their own. Therefore, permission to reproduce the state's intellectual property should include a stipulation that the requester(s) properly credit the department. 3. In granting a license, the department may also require disclaimers be included on reproductions to exonerate the state from liability for errors or deficiencies in reproduction. 4. Requests for private commercial reproduction of the department's intellectual property should be considered on a case-by-case basis. If the department determines the public would clearly derive an associated benefit, the request may be granted. In making that determination, the department may consider the fees the public would have to pay for this commercial product (Savikko and Wilbur, 1997. Item 25 provides procedural details). 5. The department may levy appropriate and reasonable royalties or fees to offset public funding used to develop its intellectual property and to offset fees the public may be charged to purchase the commercial product. If the fees are high and the public or state benefits are comparatively low, requests may not be in the overall public interest and may be accordingly denied. The department should consider the fair market value of its intellectual property (not the cost to develop the product) and set any royalties or fees accordingly (see Savikko and Wilbur, 1997. Item 25). 6. Requests for reproducing the department's intellectual property should also be denied when the requested use would: <ol style="list-style-type: none"> a) involve profit-making from sale of reproduced items that the department specifically prepared for free public distribution, except when that item is no longer available and the department has no plans to make additional copies for free distribution, b) create public confusion or mislead the public (e.g., reproducing and distributing information that was inaccurate or out of date), or c) reflect badly on the department (e.g., unseemly uses, poor quality of reproduction) <p>Internet and Copyrights</p> <p>Subject to <i>fair use</i>, such as limited copying for purposes of scientific research or criticism, the unauthorized copying and posting of material contained on a department web page to another web page constitutes copyright infringement. A person seeking to copy material from a department web page to another web page must first obtain permission from the department. This is different than downloading materials for uses allowed under <i>fair use</i>, such as making a paper copy for subsequent reading. Likewise, copying copyrighted materials posted on the Internet for inclusion on a department web page could be an infringement of copyright, unless the copyright holder licensed such use.</p> <p>Department Copyright Notice</p> <p>Copyright protection begins automatically from the moment the work is created in fixed form and begins without any formality, process, or application. The standard copyright notice (e.g., "© 1996 Alaska Department of Fish and Game") is not required to establish copyright. Nevertheless, copyright notice should be included on the department's formal publications and any other important materials the department may want to inform users of its copyright. Occasionally, special materials that need the highest possible level of copyright protection (e.g., department logo, computer program) should be registered with the federal copyright office and might additionally be protected under federal and state trademark laws (see Savikko and Wilbur, 1997. Item 34).</p>		

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<p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE</p>	<p>NO III-401</p>	<p>PAGE 401-4</p>
	<p>ISSUED 12/01/97</p>	<p>EFFECTIVE 12/01/97</p>
<p>Under Section 407 of the Copyright Act, if the materials include a copyright notice, you must, within three months of the date of publication, send two complete copies of the material to the Register of Copyrights for filing with the Library of Congress (note: failure to comply, upon written demand by the Register, can make the department subject to fines). Send two copies to:</p>		
<p style="text-align: center;">Register of Copyrights Copyright Office Attn: 407 Deposits Library of Congress Washington, D.C. 20559-6000</p>		
<p>Staff Use of Copyrighted Material</p>		
<p>When staff are not sure whether the “fair use” provision of the Copyright Act would allow copying of a needed work, staff should request copies or copying permission from the copyright owner or the owner’s designated agent, which may include the Copyright Clearance Center (222 Rosewood Drive, Danvers, MA 01923; phone 508-750-8400; Internet address http://www.copyright.com). This center can provide prompt authorization to photocopy many copyrighted materials and bill and receive any attendant royalty payments. Also, if you plan to reproduce department-copyrighted material outside your job other than as allowed under <i>fair use</i> (see above), you will need to secure the department’s permission first.</p>		
<p>Staff planning to reprint or republish articles or parts of articles (e.g., a figure or table) that were previously published in periodicals, books, etc., will need to secure permission from the copyright owner. Keep in mind that most journals are the copyright owners of the papers they publish, not the authors; i.e., authors generally transfer their original copyrights to the journal. However, if <u>all</u> the authors of a paper were federal employees and the paper was developed within the scope of their official duties, then no copyright exists, and you may use the material without permission (however, do cite the source of the material).</p>		
<p>When requesting a copyright owner’s or their designated agent’s permission to copy, republish, or reprint their material, prepare a letter of request that includes the following: (1) explain the nature of the request, and (2) include pertinent source of information (e.g., year, volume, number, edition, pages or portions of a page) that clearly identifies the material. Include an approval line below your signature on the letter, as shown below, and enclose a self-addressed and stamped return envelope.</p>		
<p style="text-align: center;">Permission Granted:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(signature) (date)</p>		
<p>If there is no response, staff should not assume permission to be granted. Permission is essential because state employees acting in their official capacity are not immune from being sued in federal court for copyright infringement (see Savikko and Wilbur, 1997. General Comments).</p>		

**APPENDIX E: DIVISION OF COMMERCIAL FISHERIES
HISTORICAL REPORT SERIES DESCRIPTIONS**

Appendix E1.–Division of Commercial Fisheries historical report series descriptions.

Note: from MacClellan and Carroll (2008).

Informational Leaflet

This series was published from 1961 to 1986 and was renamed the Fishery Research Bulletin (FRB) in 1987.

Fishery Research Bulletin

The Fishery Research Bulletin (FRB) is a continuation of the Informational Leaflet (IL) series. It was renamed the Fishery Research Bulletin in 1987, and was published until 1992. This monograph series published completed studies or data sets that had been compiled, analyzed, and interpreted consistent with then-current scientific standards and methodologies. Most reports in this series were technical and intended for use primarily by fishery professionals and industry representatives. Most data presented were final. Publications in this series usually received several editorial reviews and two blind peer reviews referred by the division's editor.

Statistical Leaflet

The Statistical Leaflet (SL) series was published by the Department's Statistical Section from 1961 through 1974 and by the Computer Services Section from 1975 through 1985. It published annual catch and production information from the commercial fishing industry as well as commercial operator information such as cannery names and addresses, plant locations, and specific production products. Catch information was provided by fish tickets, and production information summarized production data listed in the Commercial Operator's Annual Reports. All information was based on the calendar year.

Fisheries Rehabilitation, Enhancement and Development (FRED) Division Reports

The ADF&G's Division of Fisheries, Rehabilitation, Enhancement and Development (FRED) was created in 1971 by legislative action in response to declines in salmon catch and advances in salmon aquaculture technology. This division was under statutory obligations to 1) develop and maintain comprehensive, coordinated state plans for the enhancement and development of the state's fisheries; 2) encourage private investment in technological development and economic utilization of fish resources; 3) create rehabilitation, enhancement and development programs that would ensure perpetual and increasing production and use of the food resources of Alaska waters and continental shelf areas; 4) coordinate the activities of the department and the regional aquaculture associations; 5) process permits and applications for private nonprofit hatcheries and 6) advise and assist nonprofit hatchery corporations in the planning, construction or operation of salmon hatcheries. The series was published until 1993, and provides an archive of scientific and technical data relating to its statutory obligations. In 1993 the FRED Division merged with the Division of Commercial Fisheries and reports previously published under the FRED report series were moved to the Division of Commercial Fisheries' Regional Information Report (RIR) Series.

Technical Data Report

The Technical Data Report (TDR) series was published from 1972 to 1988, when it was replaced by the Technical Fishery Report (TFR) report series. The TDR series published data from ADF&G studies of interest to scientists at other agencies. Program descriptions and data collection methods were included only to the extent required for interpretation of the data. Analysis was generally limited to that necessary for clarification of data collection methods and interpretation of the data. This series primarily received internal regional review.

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Regional Information Report

The Regional Information Report series was first established by the Division of Commercial Fisheries in 1987 to provide a means to access unpublished divisional reports and formally archive other regional information important to the division. These reports frequently served diverse ad hoc informational purposes or archived basic uninterrupted data. To accommodate timely reporting of recently collected information, many reports in this series contained preliminary data. Because reports received varying degrees of internal, peer and editorial review, division policy required that these reports not be cited without prior approval of the author or the Division of Commercial Fisheries. Over time this series became broadly used by department staff to report on a variety of scientific, technical and management oriented research or data and has become routinely cited both within the division and by outside interests.

In 2004, the division instituted a new reporting policy that limited the use of the RIR series and redirected divisional reports into four technical report series managed by the Division of Sport Fish: Fishery Data Series, Fishery Manuscripts, Fishery Management Reports, and Special Publications. The RIR series historically captured annual reporting of stock assessment results, various Board of Fisheries, North Pacific Fishery Management Council and legislative reports, documentation of management strategies, annual management reports and forecast documents. Many of these reports can now be found through one of the Division of Sport Fish managed publication series. In 2006, the Division of Commercial Fisheries formally recognized the need to provide access and broad citation approval for both current and historic reports within the RIR series. Historic reports identified by the division are being made available electronically to division staff and the public via the Internet.

Technical Fishery Report

Technical Fishery Report (TFR) series was published from 1987 to 1995, replacing the Technical Data Report (TDR) series. Unlike the TDR series, this series sometimes included data analysis. Reports published in this series were generally interim or annual reports rather than final reports summarizing a completed study or project. They were technically oriented and intended for use primarily by fishery professionals and industry representatives. The TFR series received editorial review and an anonymous peer review.

Division of Commercial Fisheries Special Publications

The Division of Commercial Fisheries Special Publication (CFSP) series was established in 1989 for the publication of departmental symposium or workshop proceedings, strategic fishery management plans, manuals, reprints of theses or dissertations pertinent to Alaskan fishery management, and other atypical publications. This series was intended for fishery professionals and industry representatives. Distribution was limited to selected libraries, fishery-related agencies, and interested departmental staff. As these reports received limited regional peer review, it was the former policy of the division that they not be cited without prior approval of the author or the Division of Commercial Fisheries. In 2004, the Division of Commercial Fisheries merged its reporting processes with the Division of Sport Fish and replaced its own Special Publication (CFSP) series with the Special Publication series published by the Division of Sport Fish.

**APPENDIX F: ADDITIONS TO THE ADF&G WRITER'S
GUIDE**

Section 9.5: Finfishes of Alaska

Herring, Pacific *Clupea pallasii*
 Dark rockfish *Sebastes ciliatus*
 Dusky rockfish *Sebastes variabilis*

Section 10: Punctuation Format and Abbreviations

Italicize taxonomic terms at the level of genus, species, subspecies, or variety. Higher taxonomies (kingdom, phylum, class, order, family) are not usually italicized (CSE 2006).

Appendix A: Units of Measure, Scientific Abbreviations, Symbols, conversions, Variables, and Equations

Eponymic terms: Eponymic terms are compound words that incorporate a proper name often referring to a person or a place. Often the terms using a name are possessive, and those using a place or patient are non-possessive. The Council of Scientific editors recommends that the possessive form not be used, as it is not a true possessive. Capitalize the first word of eponymic terms (virus, disease, syndrome, chemical reaction, or named equation) that begins with a proper noun (usually naming a person). Capitalizing derivative forms or adjectives is not necessary (CSE 2006).

Use	Avoid
Student <i>t</i> -test	student's <i>t</i> , <i>t</i> test, student's <i>t</i> test, student <i>t</i> test
Down syndrome	Down's syndrome
fallopian tube	Fallopian tube
Gram stain	gram-negative bacteria
Hodgkin disease	Hodgkin's disease
Wilms tumor	Wilm's tumor

Apparatuses are not capitalized

petri dish	Petri dish
bunsen burner	Bunsen burner

Appendix C: Reference Formatting

Personal communication: It is inappropriate to use personal communication if you are citing yourself (i.e., if you are the person communicating as well as authoring). It implies you are talking to yourself. Use “Unpublished data:”

The recapture event occurred at weirs located on 5 tributaries upstream of the Kalskag capture site: Salmon (rkm 404; unpublished data on file with the Kuskokwim Research Group, contact Kevin Schaberg, ADF&G Division of Commercial Fisheries; Anchorage).

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