

Special Publication No. 95-1

**Reporting Policies and Procedures for the Division of
Sport Fish, Second Edition**

by

Michael J. Mills,

Allen L. Howe,

and

Gwyn Alexander

February 1995

Alaska Department of Fish and Game

Division of Sport Fish



Symbols and Abbreviations

The following symbols and abbreviations, and others approved for the Système International d'Unités (SI), are used in Division of Sport Fish Fishery Manuscripts, Fishery Data Series Reports, Fishery Management Reports, and Special Publications without definition. All others must be defined in the text at first mention, as well as in the titles or footnotes of tables and in figures or figure captions.

Weights and measures (metric)		General		Mathematics, statistics, fisheries	
centimeter	cm	All commonly accepted abbreviations.	e.g., Mr., Mrs., a.m., p.m., etc.	Alternate hypothesis	H_A
deciliter	dL	All commonly accepted professional titles.	e.g., Dr., Ph.D., R.N., etc.	base of natural logarithm	e
gram	g			catch per unit effort	CPUE
hectare	ha	and	&	coefficient of variation	CV
kilogram	kg	at	@	common test statistics	F, t, χ^2 , etc.
kilometer	km	Compass directions:		confidence interval	C.I.
liter	L			correlation coefficient	R (multiple)
meter	m		east E	correlation coefficient	r (simple)
metric ton	mt		north N	covariance	cov
milliliter	ml		south S	degree (angular or temperature)	°
millimeter	mm		west W	degrees of freedom	df
		Copyright	©	divided by	+ or / (in equations)
		Corporate suffixes:		equals	=
		Company	Co.	expected value	E
		Corporation	Corp.	fork length	FL
		Incorporated	Inc.	greater than	>
		Limited	Ltd.	greater than or equal to	≥
		et alii (and other people)	et al.	harvest per unit effort	HPUE
		et cetera (and so forth)	etc.	less than	<
		exempli gratia (for example)	e.g.,	less than or equal to	≤
		id est (that is)	i.e.,	logarithm (natural)	ln
		latitude or longitude	lat. or long.	logarithm (base 10)	log
		monetary symbols (U.S.)	\$, ¢	logarithm (specify base)	log ₂ , etc.
		months (tables and figures): first three letters	Jan,...,Dec	mid-eye-to-fork	MEF
		number (before a number)	# (e.g., #10)	minute (angular)	'
		pounds (after a number)	# (e.g., 10#)	multiplied by	x
		registered trademark	®	not significant	NS
		trademark	™	null hypothesis	H_0
		United States (adjective)	U.S.	percent	%
		United States of America (noun)	USA	probability	P
		U.S. state and District of Columbia abbreviations	use two-letter abbreviations (e.g., AK, DC)	probability of a type I error (rejection of the null hypothesis when true)	α
				probability of a type II error (acceptance of the null hypothesis when false)	β
				second (angular)	"
				standard deviation	SD
				standard error	SE
				standard length	SL
				total length	TL
				variance	Var
Weights and measures (English)					
cubic feet per second	ft ³ /s				
foot	ft				
gallon	gal				
inch	in				
mile	mi				
ounce	oz				
pound	lb				
quart	qt				
yard	yd				
Spell out acre and ton.					
Time and temperature					
day	d				
degrees Celsius	°C				
degrees Fahrenheit	°F				
hour (spell out for 24-hour clock)	h				
minute	min				
second	s				
Spell out year, month, and week.					
Physics and chemistry					
all atomic symbols					
alternating current	AC				
ampere	A				
calorie	cal				
direct current	DC				
hertz	Hz				
horsepower	hp				
hydrogen ion activity	pH				
parts per million	ppm				
parts per thousand	ppt, ‰				
volts	V				
watts	W				

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Michael J. Mills,
Allen L. Howe,
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Gwyn Alexander
Division of Sport Fish, Anchorage

Alaska Department of Fish and Game
Division of Sport Fish, Research and Technical Services
333 Raspberry Road, Anchorage, Alaska, 99518-1599

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The Special Publications series was established 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 other documents that do not fit in another publication series of the Division of Sport Fish. Special Publications are intended for fishery and other technical professionals. Distribution is to state and local publication distribution centers, libraries and individuals and, on request, to other libraries, agencies, and individuals. This publication has undergone editorial and peer review.

*Michael J. Mills, Allen L. Howe, and Gwyn Alexander
Alaska Department of Fish and Game, Division of Sport Fish, Research and Technical Services,
333 Raspberry Road, Anchorage, AK 99518-1599, USA*

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INTRODUCTION

This manual is part of an on-going effort to provide comprehensive written documentation on the reporting policies and procedures for the Division of Sport Fish. It addresses reporting policies, describes the division's report series, outlines roles and responsibilities of participants in the reporting process, and provides format and style guidelines. Its primary purpose is to clearly state the expectations of performance in reporting to ensure the continued high quality of the division's publications.

The division's first reporting policies and procedures manual, Special Publication No. 92-1, was prepared with input from division staff using Edition 2 of *Reporting Policies and Procedures for the Division of Commercial Fisheries* as a foundation. This second edition was drafted after review of division staff comments; the *Alaska Department of Fish and Game Writing Standards, First Edition*; and the interim copy of the Third Edition of *Reporting Policies and Procedures for the Division of Commercial Fisheries*; and after investigating the software and hardware mentioned within this document.

This publication will be updated periodically to keep the division current with the reporting trends in the fisheries profession and with advances in publication technologies.

1. MISSION, POLICIES, AND GUIDELINES

1.1 MISSION

Reports published by the Alaska Department of Fish and Game, Division of Sport Fish, are to meet the standards set forth in this manual so that the following may be achieved:

- Timely dissemination of information significant to furthering fishery resource management and scientific knowledge.
- Production and archival of information that is technically and scientifically sound.
- Enhancement of the status and credibility of the division among other state and federal agencies, as well as the credibility of staff among their professional peers.

1.2 POLICIES

To accomplish the above mission the following specific policies are recognized by the division:

- Data collected at state expense will be synthesized and reported within a reasonable period following collection in one of the divisional statewide report series, in a publication outside the department, or will be included in an unpublished divisional report.

- Each project in which a parameter is estimated or a hypothesis is tested will have a written report covering every year that the project is budgeted.
- Prior to submittal for publication outside the department, the director or his designee will approve manuscripts prepared using state resources.
- Authors will comply with the department's ethics guidelines in preparation of documents for publication outside the department.
- Peer review is required for all manuscripts entering a divisional statewide report series.
- Electronic files of all reports will be maintained.
- Electronic files of all final edited versions of originally recorded data used in preparing a report will be maintained.
- Guidelines in this manual will be followed.

2. REPORT SERIES

All reports prepared by Division of Sport Fish staff or by staff from other divisions or agencies for publication in one of the Division of Sport Fish report series shall be published in the most appropriate of five series: Fishery

Data Series, Fishery Manuscripts, Fishery Management Reports, Professional Papers, or Special Publications.

All Fishery Data Series and Fishery Manuscripts submitted for publication must undergo technical and peer review, either arranged or approved by the editor. The editor may reject any manuscript submitted by another division or agency that is deemed inappropriate for the division's report series or that lacks sufficient substance to merit publication.

Electronic files containing the final edited version of all originally recorded data used to generate statistics presented in a published report should be submitted with the final report to the editor for archival.

2.1 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.

In general, Fishery Data Series reports are intended for fishery and other technically-oriented professionals. Distribution will be to the State and Local Publications Distribution Center, Alaska State Library; interested departmental staff, and on request, to other libraries, agencies, and individuals.

Fishery Data Series reports are to be prepared following the instructions and guidelines contained in all sections of this manual and require peer review.

2.2 FISHERY MANUSCRIPTS

Fishery Manuscripts are technically oriented and present results for a single project or a group of related projects. Fishery Manuscripts typically present the results of several years of work undertaken on a project to address common objectives, provides an overview of work undertaken through

multiple projects to address a specific research or management goal, or documents new and/or highly technical methods.

In general, Fishery Manuscripts are intended for fishery and other technically-oriented professionals. Distribution will be to the State and Local Publications Distribution Center, Alaska State Library; interested departmental staff, and on request, to other libraries, agencies, and individuals.

Fishery Manuscripts are to be prepared following the instructions and guidelines contained in this manual and require peer review.

2.3 FISHERY MANAGEMENT REPORTS

Fishery Management Reports should provide an overview of management activities or management plans in a stated geographic area during a stated time period. Fishery Management Reports may present pertinent research results (e.g., harvest estimates, fish abundance estimates, catch statistics), but need not provide detailed information on how these results were produced. Any new results should be well documented or reported elsewhere and cited in the Fishery Management Report. The audience for Fishery Management Reports will include professionals as well as lay persons, so they should be written with a minimum of technical terms.

Distribution will be to the State and Local Publications Distribution Center, Alaska State Library; interested departmental staff, and on request, to other libraries, agencies, and individuals.

Fishery Management Reports should adhere to the same hardware and software standards as provided for the Fishery Data Series reports and Fishery Manuscripts. Where applicable Fishery Management Reports should also be prepared following the guidelines for Fishery

Data Series reports and Fishery Manuscripts. The regional management staff will determine the level of peer review for each Fishery Management Report. Independent peer review arranged by the editor is not required.

2.4 PROFESSIONAL PAPERS

Professional Papers include all manuscripts that deal with 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.

The author(s) should prepare professional papers following the guidelines of the intended publication. Prior to submission of the manuscript to the professional society, journal, or symposium editors, a copy should be submitted through the regional supervisor, the regional research supervisor, or the regional management supervisor to the Division of Sport Fish editor with a copy of any guidelines for authors provided by the professional journal or symposium editors. The editor will arrange for in-house peer review, if requested, and will submit the manuscript to the director or his designee for approval.

Manuscripts or other documents that deal with issues of concern to the department and are prepared for publication outside the department should follow current departmental policy. The following policy statement taken from Standard Operating Procedure II-040, page 040-5 was in effect at the time this edition was prepared:

“Employees are encouraged to prepare job-related, general interest, and technical papers on official and personal time. Employees may not, however, accept any compensation for an article, paper, or

photograph produced on state time or with state equipment.”

2.5 SPECIAL PUBLICATIONS

Special Publications provide a mechanism for publication and distribution of reports that do not fit in other divisional series. Examples of such reports include fishery techniques manuals, informational pamphlets, special subject reports to the Board of Fisheries or other decision-making bodies, symposia and workshop proceedings, application software documentation, in-house course materials, and this manual. Publication of these types of documents in this series is not mandatory.

The audience for and distribution of Special Publications will vary widely depending on the specific report topic. Reports may be of interest to professionals, publication specialists, and lay persons. Distribution will be to the State and Local Publications Distribution Center, Alaska State Library; interested departmental staff; and, on request, to other libraries, agencies, and individuals.

Special Publications will undergo peer review and review by the division's editor.

3. ROLES AND RESPONSIBILITIES

3.1 SENIOR AUTHOR

Senior authorship should be resolved at the onset of project activity. The senior author should be that person primarily responsible for conceiving, conceptualizing, and planning the project. The senior author may not collect the data, but the data are usually collected under the provisions he or she conceptualizes or implements. The senior author is also primarily responsible for interpretation of results. The senior author may not have written the manuscript, he/she should direct the writing and play a key role in revisions.

Selection of the senior author serves to identify the contact for interested readers.

The senior author should also work closely with the publications staff to ensure that draft and final reports follow divisional guidelines for each report series.

3.2 CO-AUTHORS

Co-authors should be directly and significantly involved in both writing the report, and in planning, conducting and implementing the data gathering, or in the data processing or analysis. Other coworkers should be identified in the acknowledgments section. The senior author must have approval of all co-authors before including their names on the title page.

If a reviewer contributes substantially and positively to alteration of the content of the manuscript, they may deserve to be a co-author. To warrant co-authorship the reviewer must actually implement the revisions with the concurrence of the editor and senior author, not just modify the text.

3.3 BIOMETRICIANS

Biometricians are to review reports from projects to which they are assigned before the report is sent to the editor. Exceptions may be granted by the editor in special and unusual circumstances.

3.4 PUBLICATIONS STAFF

Publications staff are primarily responsible for ensuring that draft and final reports follow divisional guidelines for each report series.

Publications staff make final preparation of reports (including tables and figures), review reports to ensure compliance with format standards, correct grammatical errors in text and on figures, contact authors to obtain required information for completeness (such as for bibliographies), print and prepare final reports, and copy report files onto a

microcomputer diskette for submission to the editor.

3.5 REGIONAL RESEARCH SUPERVISORS

The regional research supervisors will coordinate the writing and revision of draft and final Fishery Data Series reports and Fishery Manuscripts by authors and the regional publication staff to ensure deadlines established by the editor for report publication are met. Regional research supervisors may also coordinate the writing and revision of manuscripts submitted to other divisional report series at the discretion of the regional supervisor.

The regional research supervisor will include a cover memorandum with each draft report submitted to the editor for peer review that:

1. Identifies whether or not an enclosed report is a federal aid report.
2. States the series in which the report should be published.
3. Identifies all persons who have already reviewed the report.
4. States for federal aid reports, the federal aid project and job number(s) and objective(s) being addressed by the report.

The regional research supervisor will ensure that the peer reviewer's(s') and technical editor's(s') significant comments are addressed per the guidelines established in this document.

3.6 REGIONAL MANAGEMENT SUPERVISORS

The regional management supervisors will coordinate the writing and revision of draft and final Fishery Management Reports by authors and the regional publication staff to ensure deadlines established by the editor for report publication are met. Regional management supervisors may also coordinate

the writing and revision of manuscripts submitted to other divisional report series at the discretion of the regional supervisor.

The regional management supervisor will include a cover memorandum with each draft report submitted to the editor for peer review, or for publication if independent peer review is not requested, that:

1. Identifies whether or not an enclosed report is a federal aid report.
2. States the series in which the report should be published.
3. Identifies all persons who have already reviewed the report.
4. States for federal aid reports, the federal aid project and job number(s) and objective(s) being addressed by the report.

The regional management supervisor will ensure that the peer reviewer's(s') and technical editor's(s') significant comments are addressed per the guidelines established in this document.

3.7 REVIEWERS

The editor may send a report to anyone in the division for peer or technical review. Reviewers should review a report primarily for content, and secondarily for style, format, and grammar.

3.8 EDITOR

The editor is responsible for determining when manuscripts are ready for peer review and publication, for coordinating and refereeing peer review, and for publication and distribution of final reports. Discretionary questions of style and usage or issues of publication unresolvable by this manual will be decided by the editor. The editor is the Research and Technical Services supervisor or his designee.

3.9 DIRECTOR

The director establishes the division's reporting policies. The director will approve all Professional Papers prior to their submission to a professional journal for publication.

4. DRAFT MANUSCRIPT DISTRIBUTION

The most current version of a manuscript, whether it is in draft or final, shall be the public record for that manuscript and may be provided in response to public requests. Public requests for reviews of draft manuscripts shall be referred to the editor.

If a draft manuscript is distributed to meet a public request, or to the Federal Aid office to meet contractual obligations, the series number on the title page should be modified to include a draft note: e.g., "Fishery Data Series Draft No. 95-____".

5. PUBLICATION PROCESS

The following outlines the procedure and target dates for completion of federal aid reports in time to meet contractual reporting obligations. Non-federal-aid reports will be scheduled by mutual agreement of the regional research supervisor or regional management supervisor and the editor. Reports will normally be published two weeks after receipt of the final draft by the editor.

5.1 SCHEDULE

Regional research supervisors or regional management supervisors will provide the editor with two copies of each draft report no later than the last week of July.

Reviewers will return all reports to the editor with their comments following the schedule established by the editor. The target for completion of the peer review process is no later than the third week of August.

The editor will return all reviewer's(s') comments to the regional research supervisors or regional management supervisors no later than the last week of August.

Each regional research supervisor or regional management supervisor will provide all final reports to the editor, as completed, but no later than the second week of September. The editor should be immediately informed of each report that will not meet this schedule.

5.2 MANUSCRIPT REVIEW AND REVISION

Manuscripts submitted for publication as a Division of Sport Fish Fishery Data Series report, Fishery Manuscript, Fishery Management Report, or Special Publication are to be prepared following instructions and guidelines contained in this manual. Manuscripts submitted for publication outside the department are to be prepared following the guidelines in section 2.4.

Draft reports are to be submitted through the regional research supervisor or regional management supervisor to the editor who will assign the report to a reviewer with a deadline for completion of the review.

The editor will review the peer reviewer's(s') comments and prepare a memorandum to the regional research supervisor or regional management supervisor. The memorandum will identify whether there are major technical problems and will be accompanied by the reviewer's(s') comments.

The regional research supervisor or regional management supervisor, author(s), and publication staff will follow the guidelines in this manual for addressing the reviewer's(s') comments and preparing a final draft report, and the regional research supervisor or regional management supervisor will route a hard copy and electronic copy of the report and an electronic copy of all final edited

versions of originally recorded data used in preparation of the report (see sections 9.2 and 9.3) to the editor. The reviewer's(s') marked-up copy(ies) of the draft report should also be returned, if it accompanied the reviewer's(s') comments.

The editor will review the final draft report to determine if it meets division standards and to determine if the reviewer's(s') comments have been addressed in an acceptable manner. The editor will resolve any significant problems encountered in the final draft report with the regional research supervisor or regional management supervisor. Minor stylistic deficiencies may be corrected by Research and Technical Services staff prior to report publication.

5.3 PUBLICATION AND DISTRIBUTION

The editor will maintain mailing lists and arrange for publication and distribution of all final division reports. Once reviewer's comments have been addressed to the satisfaction of the editor and the report is accepted in final form for publication, pre-publication copies may be released, if necessary, to satisfy urgent requests.

Each regional research supervisor or regional management supervisor will specify to the editor the number of copies of each report to be distributed to each regional office, primary authors, secondary authors, and the appropriate area office.

5.4 ARCHIVES

The editor will maintain a computer database of the status of each report during the publication process. Summary reports will be generated periodically and may be distributed on request.

Electronic copies of all published division reports will be maintained by Research and Technical Services. An original paper copy and a small number of bound copies of each

report will also be maintained in Research and Technical Services.

A searchable dms4Cite database of published reports will be maintained for use by division staff. Following completion of each publication year, the database will be updated to include reports published during the year.

6. WORD-PROCESSING GUIDELINES

This section describes the acceptable standards for printers and fonts; word-processing software; document templates; and the preferred approach for incorporating information from other applications or files into an electronic report file. While some guidelines and instructions are provided on software use, the following is not intended to replace software documentation.

6.1 PRINTERS AND FONTS

Windows and all Windows applications display TrueType fonts on the screen exactly as they appear when printed. Also, TrueType fonts print the same on different printers as long as the same application and printer resolution are used¹. If an electronic final report file submitted to the editor will print correctly on Hewlett Packard laserjet series IV printer, any printer that produces printed output that adheres to the standards described in this publication is acceptable.

6.1.1 TrueType Fonts

Only TrueType fonts supplied with Microsoft Windows 3.1 or Windows for Workgroups 3.11, and their future updates and upgrades upon approval by the editor, may be used in divisional reports.

¹ Changing the printer resolution will alter document pagination. All final report diskettes submitted to the editor should be labeled with the printer resolution (300 or 600 dpi) used to prepare the manuscript.

TrueType Times New Roman, regular style, 12 point is the standard font for text, table text, appendix text, and footnote text. Table titles, figure captions, and appendix titles should be formatted in the regular style. TrueType Times New Roman 7 point is the preferred minimum point size for report tables and appendix exhibits of a tabular form (Section 6.3.3 provides for use of 6 point in specific situations). Either the TrueType Times New Roman or the TrueType Arial font should be used for all text in each new figure prepared for a divisional report using Windows-based software (i.e., all figures in a single report should use one, but not both, of the standard figure fonts). Figure text should be no larger than 20 point and no smaller than 7 point when in final size. Bold, italic, and bold-italic styles may be used in figures.

Special symbols may be inserted in a report using the TrueType Symbols font. Except where specifically allowed or required by other division style standards, use of italic, bold, and bold italic styles should be kept to a minimum in text. The minimum printer resolution is 300 dots per inch.

The following demonstrates the new point size standards for Times New Roman:

20 point, 12 point, 7 point.

and Arial fonts:

20 point, 7 point.

Any reference to a Times New Roman, Arial, or Symbol font in the remainder of this publication should be interpreted to mean "TrueType" fonts.

6.1.2 Postscript Fonts and Software-specific Fonts

Postscript fonts and printer drivers should not be used, because not all division printers have the Postscript option or a postscript cartridge.

DOS software packages are not able to use TrueType fonts. Font standards have been designated for DOS packages mentioned in Section 6.2. Point size standards in Section 6.1.1 apply for DOS software-specific fonts, also. For DOS software not mentioned and used for division reports, fonts that produce a "look" similar to Times New Roman or Arial should be used (e.g., CGTimes, Univers).

6.1.3 Cartridge Fonts, Printer Fonts, Soft Fonts

Point size standards in Section 6.1.1 apply for fonts discussed in this section. Unless DOS software is used, no new report text, tables, figures, or appendices for a divisional report series should be prepared using any cartridge fonts, printer fonts, or soft fonts. Any report text, tables, figures, or appendices that were prepared as part of a divisional report published prior to 1995 may be included without reformatting, if essential, but only as an appendix. Only Hewlett Packard TextEquations and ProCollection cartridge fonts, or Hewlett Packard Prestige Elite soft should be used to print such appendices. The ASCII and legal symbol set differ in a few characters frequently used in formulas. Under certain hardware configurations, use of the legal symbol set could introduce errors into a printed report. Thus to eliminate all potential for such errors, the legal symbol set (i.e., the PrestigeLegal font) should never be used. All text, tables, and figures included in the main body of a new report must conform to all current standards.

6.2 SOFTWARE

An electronic copy of each final report will be saved in the central archives. The following standards are intended to guide initial development of electronic report files so that they will be easy to reprint in their entirety.

During this transition some DOS software may be used to prepare divisional reports.

Ultimately, users should shift entirely to use of Word for Windows, Excel, and Lotus Freelance for Windows for reports.

6.2.1 Microsoft Word for Windows

Microsoft Word for Windows Version 6.0a, and its future updates or upgrades upon approval by the editor, is the only acceptable word-processing software. Final reports prepared in earlier versions of Word for Windows or any DOS word-processing software are unacceptable. Use of any word-processing software that is not an upgrade of the above package for use in Microsoft Windows or its Microsoft product successor, must be approved by the division editor prior to use in preparation of publications described in this Special Publication.

6.2.2 Microsoft Excel

Microsoft Excel 5.0, and its future updates or upgrades upon approval by the editor, is recommended for preparation of tables, especially those that involve complex computations, and charts. To avoid potential problems with exchange of electronic files, Microsoft Excel 4.0 should not be used.

Excel 5.0 will read a number of file formats, including Lotus 1-2-3 (DOS) worksheets. This provides an efficient means to convert, for example, Lotus 1-2-3 worksheets to Excel worksheets, which then can be formatted to print in the correct fonts for divisional reports.

While Microsoft Excel may not have all of the options provided by other graphics software, such as Lotus Freelance, it may prove more reliable for simple charts. For instance, Microsoft Excel charts inserted into a Word for Windows document and printed, appear the same as when printed directly from Excel. This is not always the case for Freelance graphics, as described below.

6.2.3 Lotus Freelance for Windows

The Windows Release 2.1 and its updates and upgrades upon approval by the editor, is recommended for preparation of charts. Graphics files should be embedded (preferred approach) in or linked to a Word for Windows report. If graphics files are placed in a Word file separate from report text, the correct page numbers should be incorporated to print on each figure without a second pass through the printer. The correct fonts for Freelance graphics are TrueType Arial or TrueType Times New Roman.

Some releases of Freelance prior to 2.1 were shipped with a copy of Adobe Type Manager (ATM) and Arial MT and Times New RomanPS fonts, which are not the same as the above TrueType fonts. Release 2.1 no longer requires ATM. Therefore, if ATM was installed solely to support Freelance, it may be disabled following instructions in "Turn Off ATM" in online Help to free resources. If presentations were created in an earlier release of Freelance using ATM fonts, you may want to leave ATM on to ensure those presentations display exactly as they did when you created them.

If a requested font is not present, Freelance will substitute fonts based on the substitute font map in the FLW2.INI file. An extreme approach to avoid font confusion is to disable ATM, remove the associated fonts, and edit the font maps section in the FLW2.INI file to substitute Arial for any sans serif font (e.g., Arial MT) and Times New Roman for any serif font (e.g., Times New RomanPS) not present. The above approach would ensure only Arial or Times New Roman would be output despite any number of fonts in the original graphic.

A simpler option for original graphics is to specify the desired fonts², Arial or Times New Roman, and not rely upon font substitution. If the originator specified Arial MT, knowing that it would actually print in Arial because of the font substitutes on their system, the original graphic would be fine. Yet if the same graphic file were reprinted on a system that had Arial MT available, the output would be printed using the specified Arial MT font.

If the above guidelines are not followed, printing problems will almost certainly arise as documents move from one computer setup to another.

Some problems have been encountered with the both the DOS and Windows version of Lotus Freelance when final charts were incorporated into a Word for Windows document. The main limitation is that the chart printed after incorporation into a Word for Windows document may not look quite like the original chart printed directly from Freelance. The most serious problem is that "fills" seem to print differently using the two approaches. For example, two "fills" that are distinguishable in Freelance may be indistinguishable after printing from Word for Windows. Also, the on-screen chart image in Word may look quite different than the printed output. Thus the author must carefully examine each chart after printing from Word to ensure it's quality.

6.2.4 Lotus Freelance for DOS

The DOS Version 4.0 of Lotus Freelance, and its updates and upgrades upon approval by the editor, are recommended for preparation of charts. DOS graphics files should be exported to metafiles and inserted in a Word for

² Release 2.1 contains SmartMaster sets that use TrueType fonts. These may prove helpful in development of new graphics that comply with division reporting font standards.

Windows report file using the "Insert Picture" command. If graphics files are kept in a Word file separate from report text, the correct page numbers must be added in Times New Roman by use of a "page numbering" document and a second pass through the printer.

The DOS version of Freelance is also unable to use TrueType fonts. Therefore, the Univers font should be used in Freelance for DOS charts. When such charts are prepared in Freelance for DOS 4.0 using the PCL-5 driver for the Hewlett Packard IIISi printer, exported to metafiles, and imported into Word for Windows, they produce a "look" that is comparable to a TrueType Arial font.

Section 6.2.3 describes some problems that have been encountered with the both the DOS and Windows version of Lotus Freelance when final charts were incorporated into a Word for Windows document.

6.3 SPECIAL CONSIDERATIONS

One goal in preparing divisional reports is to achieve a professional "look". While this "look" may be accomplished in a number of ways, a consistent approach for all division reports will make manuscript preparation, editing, and publication more efficient.

6.3.1 Templates

Use of Word for Windows document templates is recommended and one has been developed for divisional reports. New or modified template files must be submitted to the editor with the final electronic file of each report. Although Word for Windows should save new or modified styles within the Word document, some reports have been encountered that would not display or print correctly until the original template was reattached.

6.3.2 Pasting, Embedding, Linking, and Inserting

Embedding inserts information (e.g., a chart, spreadsheet data, etc.) from another application into the Word document and thus increases the size of the Word file. Linking stores a visual representation of linked information and information about the linkage. Linking minimizes the Word file size, but if the source file becomes unavailable (i.e., it is moved, deleted, or renamed) the linked data can't be displayed or printed. Also, linked graphics files will take longer to display than embedded graphics since the picture is created from the source file itself. Screen images included in a Word document with the **Paste** command are saved with the Word file. The **Paste Special** command may provide an option to **Paste Link**, the source software. Some **Paste Link** options improve the quality of the product at the expense of computer resources. The Insert Picture command may be used to insert various file formats prepared from scanned images, clipart, or exported graphics files. Such inserted pictures may also be linked.

If possible, report figures and tables should be linked to or embedded (preferred approach) in a single electronic Word for Windows file. An electronic copy of each linked file must be included with the final electronic copy of each report. If a figure or table object can't be embedded in or linked to the Word file, and all other standards are followed, report tables and figures may be printed independent of report text using other software packages. An electronic copy of each of these files must be included, along with an electronic note that identifies the application used to create each file with the final electronic copy of each report.

6.3.3 Reduce to Fit

On occasion a table may not fit on a single page or the desired number of pages. Microsoft Excel has features (**Page Layout - Adjust to fit** and **Fit to** commands) to enlarge or reduce the printed area or to print the table on a specified number of pages. Indiscriminate use of these capabilities could violate point size standards and produce illegible tables. If a table is too large in 7 point to fit within the margin requirements, first consider reducing white space in the table or breaking it into multiple tables. If this can't be accomplished and photocopy reduction is the only alternative, then "reduce to fit" options may be pursued. Even then, the final text size should never be smaller than Times New Roman 6 point (see below).

Times New Roman 7 point: 1234567890

Times New Roman 6 point: 1234567890.

Word for Windows has an option to attempt to make the document fit on one less page. Again, consideration should be given to the need to use this feature versus the degree to which other standards are violated.

7. MANUSCRIPT LAYOUT

All standards in this section apply to final drafts and first drafts, unless specifically excluded. Section 9 includes a checklist of additional first draft and final draft requirements.

7.1 STYLES

The standard word-processing software provides for development of templates that define styles to speed text formatting. Authors may customize existing templates by adding new styles or short-cut keys, but they may not alter any styles or short-cut keys defined in the basic template developed for use in divisional reports. All named styles for divisional reports are defined using the Word for Windows terminology in **Appendix A1**.

The basic paragraph style is defined as the *Normal* style. A number of variations of this paragraph style have been included in the report template. It is difficult to achieve an acceptable shading balance: too light and it fades during duplication; too dark and it obscures underlying text. Therefore, shading and borders should not be used in report text, other than as already provided in the styles in **Appendix A1**.

7.2 PAGE MARGINS

With the exception of the cover page, all printed first draft and final draft report text pages should have 1-inch margins all the way around (top and bottom, and left and right). The bottom edge of the ADF&G logo on the cover page will print approximately 0.4" from the bottom edge of the paper. First draft and final draft table and figure margins should never be less than 1 inch on each side. Photo-reduction of tables to conform to margin requirements should be avoided, if possible.

7.3 PAGE NUMBERING

First draft reports must include page numbering as described below for final draft reports or may be consecutively numbered with Arabic numerals beginning with "1" for the cover page and ending with the last page of the last appendix. Page numbers on first draft reports may be hand written.

Authors or publications staff will assemble final draft reports with all final tables and figures, number all pages, and add appropriate page numbers to the table of contents and lists of figures, tables, and appendices. Lower-case Roman numerals should be used beginning with the first page following the O.E.O. page and ending one page before the abstract. The first Roman numeral to appear will be "i". The abstract will be numbered "1" and all following pages will be numbered sequentially, including appendices. Count and number blank pages, except the blank

page between the cover and title pages. Each appendix should have a numbered cover page.

7.3.1 Portrait Pages

Page numbers on portrait pages should be formatted in TrueType Times New Roman 12 point regular style and print such that the top of the page number is 0.5" from the bottom paper edge when viewed in portrait. To achieve this standard for portrait pages, page numbers should be incorporated in a footer with the footer set to print 0.35" from the paper edge.

7.3.2 Landscape Pages

Page numbers on landscape pages should be formatted in TrueType Times New Roman 12 point regular style and printed so that the top of the page number is 0.5" from the bottom paper edge when viewed in portrait³. For landscape pages, create a text box and move it to 0.4" horizontal and 4.2" vertical relative to the page, size to 0.2" by 0.2", lock the anchor, and center the paragraph. This should place the printed page number at the proper location relative to the bottom paper edge when viewed in portrait. Next insert a Microsoft WordArt 2.0 object (which is the page number). Rotate the object for proper page number orientation. This forms the background page on which text or other graphics may be added. To change the page number, double-click the object and type in the new number.

Save the background page to a file and insert it in the main report file when a landscape page is needed. Section 7.4.1 provides additional information pertinent to landscape page layout.

³ If a footer is used to number pages in a Word document, a rectangular drawing object placed over the improperly located page number on landscape pages will hide it.

7.4 PAGE LAYOUT

With the exception of footnotes; literature cited; lists of figures, tables, and appendices; table of contents; table and appendix titles; figure captions; and tables and appendices; all first draft text must be printed double-spaced. All final draft text must be printed in the standard line spacing, as defined in this publication for various report components.

Portrait orientation is preferred; landscape orientation should be minimized. First and final drafts must be printed single-sided on 8.5" by 11.0" letter size paper. If appropriate for the content and presentation of information, tables, figures, and appendices may be printed in landscape orientation.

7.4.1 Portrait Page Layout

All text pages, with the exception of appendices, must be printed in portrait orientation. All text pages, including those that do not completely fill a page, will be vertically aligned with the top of the page.

For first and final drafts the cover page, title page, O.E.O. page, and the table of contents and lists should be prepared in a single column layout. The abstract page will include the abstract in a single-column layout followed on the same page with the next report section in a two-column layout. The remaining first and final draft main report sections through and including the literature cited should be prepared in an equal-width, two-column, justified alignment layout. Each column will be 3.1" wide and the columns will be separated by a 0.3" space without a vertical line⁴.

⁴ A single column layout (6.5" column width with 1" margins all around) is an optional page layout for the abstract through the literature cited. The **Abstract** style should be applied to the abstract in both layouts.

In some circumstances, especially with justified text in narrow columns, the author may wish to use hyphenation to reduce the amount of space necessary between words to fill out a line. To minimize line end hyphenation Word should be setup (Tools Hyphenate) with the hyphenation zone set to 0.25" and automatic hyphenation off. If hyphenation is desired in a specific paragraph, it should be completed manually.

Tables, figures, and equations may be formatted to print across both columns, as described below. Appendices prepared specifically for a report may be included in a single or multi-column layout, as appropriate for the appendix content.

7.4.2 Landscape Page Layout

The current version of the word-processing software for divisional reports does not adequately address how to incorporate page numbers on landscape pages, yet it does count landscape page(s) inserted amongst portrait pages. Thus if the following approach is used, automated preparations of lists will not be impacted because of Word's page number placement on landscape pages.

To shift from portrait to landscape pages requires insertion of a section break. In the section for landscape pages, **the Page Setup Paper Size** must be set to **Landscape**.

The **Insert Caption** command should be used to place the table title or figure captions on a landscape page. The **Insert Cross-reference** command should be used to cross-reference the table title or figure caption on the landscape page. Section 7.3.2 describes how to number landscape pages to avoid passing a landscape page through the printer a second time to add page numbers. The landscape page for Table 1 was prepared using the above approach.

7.4.3 Tables

First draft tables must be in final form, including size, and may be placed at the end of the report or integrated with text.

First and final draft tables printed on pages separate from text may be centered on a page. Follow the standards described below for final draft tables printed on pages with text.

In the final draft, tables must be inserted in sequential order within or immediately after the text page on which the table is first referenced. If one or more tables are placed within a text page, they must be presented in sequential order and either: 1) fit completely within the right or left column in a two-column page layout, or 2) be horizontally centered on the page without text wrapping around the table (i.e., text should break above the table and resume after the lower edge of the table) in either a one- or two-column page layout. Borders should not be used to enclose tables or table titles.

7.4.4 Figures

First draft figures must be in final form, including size, and may be placed at the end of the report or integrated with text.

First and final draft figures printed on pages separate from text may be centered on the page. First and final draft figures may be printed on text pages. Follow the standards described below for final drafts for draft figures printed on pages with text.

In the final draft, figures must be inserted in sequential order within or immediately after the text page on which the figure is first referenced. If one or more figures are placed within a text page, they must be presented in sequential order and either: 1) fit completely within the right or left column in a two-column page layout, or 2) be horizontally centered on the page without text wrapping around the figure (i.e., text should break

Table 1.-Estimated recreational fishing effort, by fishery, for all saltwater finfish in the International Pacific Halibut Commission Regulatory Area 3A, 1979-1992.

Year	Angler-days by Fishery					Total Area 3A	Statewide	Percent of Statewide Effort from Area 3A
	Kodiak	Cook Inlet	North Gulf Coast	PWS	Yakutat			
1979	23,124	100,084	45,875	33,939	911	203,933	387,558	52.6
1980	27,646	89,734	50,753	31,317	985	200,435	404,681	49.5
1981	29,857	95,332	57,833	33,669	1,505	218,196	435,933	50.1
1982	41,113	93,987	50,802	30,826	2,371	219,099	467,380	46.9
1983	40,217	154,608	45,448	36,063	3,524	279,860	543,383	51.5
1984	34,213	141,753	45,171	40,670	2,540	264,347	554,712	47.7
1985	33,032	125,084	55,153	66,291	1,193	280,753	565,119	49.7
1986	31,762	147,785	53,007	51,681	1,303	285,538	578,027	49.4
1987	38,671	190,808	43,538	69,425	4,953	347,395	650,120	53.4
1988	30,522	189,619	51,041	78,367	2,494	352,043	675,479	52.1
1989	35,485	168,083	49,839	80,119	1,470	334,996	708,028	47.3
1990	34,969	225,314	70,819	98,000	2,030	431,132	824,190	52.3
1991	42,315	212,634	72,855	102,927	5,142	435,873	829,161	52.6
1992	36,485	231,719	82,615	98,223	4,145	453,187	913,458	49.6

Estimates from: Mills, 1981a-1993.

Modified from: Meyer, 1994.

above the figure and resume after the lower edge of the figure) in either a one- or two-column page layout. Borders may be used consistently in a report to enclose figures, but should not be used to enclose figure captions.

7.5 SECTION HEADINGS

The styles for first-, second-, third-, and fourth-order headings (*Heading 1* through *Heading 4*) are defined in **Appendix A1**. No provision is made for fifth-order headings, and the use of fourth-order headings is discouraged. The headings in this report were prepared following the above styles. Within any given heading order, if there are to be subordinate-order headings, there must be at least two of each subordinate-order. Up to two headings may occur together without text separating them.

8. FOOTNOTES

Text footnotes should be used sparingly. Use the **Insert Cross-reference** command to create multiple notes that refer to a single source. This approach will ensure automatic updates to all reference marks should one or more footnotes be deleted.

Table titles should not be footnoted. A second sentence in the title is preferable and may simplify preparation of the list of tables. All footnotes should be formatted for justified text alignment.

8.1 TEXT FOOTNOTE STYLE AND REFERENCE MARKS

The **Insert Footnote** command should be used to prepare text footnotes. With this approach, footnote reference marks in the text will be formatted as a superscript of the default paragraph font. The point size of the reference mark in the footnote itself is dependent on the *Footnote Text* style (**Appendix A1**). Footnote reference marks

should be separated from footnote text by a tab. Footnotes in the main body of the report should restart with 1 on page 1 or the first page requiring a footnote. In appendices restart the footnote sequence for each appendix exhibit.

8.2 TEXT FOOTNOTE SEPARATORS AND NOTICES

Text footnotes should be separated from document text using the default 2-inch long solid line separator, formatted to the *Normal* style.

The Footnote Continuation Notice feature in Word for Windows should be used to customize the notice printed in the event footnotes continue on the next page. The customized notice will be formatted using the following modifications of the *Normal* style: right justified, in 10 pt Times New Roman bold. An example follows:

Footnote(s) are continued on the next page.

The Footnote Continuation Separator feature in Word for Windows should be used to customize the separator. The customized notice will be formatted using the following modification of the *Normal* style: left justified, 10 pt Times New Roman bold, above the default continuation separator line. An example follows:

Footnote(s), continued.

Several correctly formatted text footnotes are included throughout this report. Note that a two-inch-long solid line separates the footnote from text within the document.

8.3 TABLE FOOTNOTE STYLE AND REFERENCE MARKS

Table titles, information, and footnotes should all be formatted in the same point size (see Section 19.1). Footnote reference marks should be separated from footnote text by a tab.

The table footnote sequence starts with ^a for each new table. Footnotes should be placed on the last page of each table and not overhang the table. No footnote separators should be used to separate the footnotes from tables or figures.

Do not use footnotes in the table title. If all information in a table is from the same source, identify the source immediately following the table, but do not include a footnote reference mark in the table title. See the example tables in section 19. If the information in the table is from multiple sources, use an additional sentence in the table title or table footnotes to identify the source for all information not collected as part of the study being reported.

9. CHECKLIST OF REQUIREMENTS

All specifications concerning styles, page layout, margins, and section headings described in section 7 and other sections of this document should be followed in preparing first draft and final draft reports for submission to the editor.

9.1 FIRST DRAFTS

Submit to the editor two complete, double-spaced, letter-quality drafts of the report printed at a minimum of 300 dpi on a laserjet printer. Spell-check the draft report prior to submission. Do not send original figures or electronic files with the first draft.

For all reports include a cover memorandum that identifies:

1. Whether or not an enclosed report is a federal aid report.
2. The series in which you seek to publish.
3. All persons who have already reviewed the report.

4. For federal aid reports, also state the federal aid project and job number(s) and objective(s) being addressed by the report.

Manuscripts not conforming to the above requirements or incompatible with the conventions of this manual may be returned at the discretion of the editor for redraft prior to peer review.

9.2 FINAL DRAFTS

Submit to the editor one complete, single-spaced, letter-quality final draft of the report printed at a minimum of 300 dpi on a laserjet printer. Refer to section 9.3 for instructions concerning submission of final data files. Spell-check the final report before submission.

The single-sided reports will be duplicated to produce double-sided copies. Final reports submitted should include any blank pages necessary to ensure that single-to-double-sided copying will result in the following being right-facing pages: title page, the first page of the table of contents, the abstract, and the cover page for each appendix. All blank pages should be numbered. If necessary to avoid reader confusion, include the following text centered on the blank page: "This page is intentionally blank."

Address all reviewer's(s') questions or suggested additions and revisions identified as "significant" by the editor by either: making the appropriate change in the text, or providing a brief written rebuttal in a cover memorandum to the editor that explains why the comments were not appropriate.

Include an electronic copy of all report files on 3-1/2" IBM format diskette(s) and label the diskette(s) with the printer resolution (300 or 600 dpi) used to prepare the manuscript. Use the secondary name DOC for Word files. Include all files required to reprint the entire report and all original figures not in electronic

form. Do not use the DOS **BACKUP** command; use the DOS **COPY** command when preparing the diskette(s) for Research and Technical Services. All report files or data sets submitted in a compressed format should be fully compatible with the file compression software PKARC 3.6. The division has a site license for this software and a copy of PKARC 3.6 may be obtained from Research and Technical Services. To avoid potential compatibility problems and the need to purchase additional software, other file compression should not be used at this time. Also, do not password protect or write-protect these electronic files.

For all reports not subject to independent peer review arranged by the editor, include a cover memorandum that identifies:

1. Whether or not an enclosed report is a federal aid report.
2. For federal aid reports, also state the federal aid project and job number(s) and objective(s) being addressed by the report.

9.3 DATA FILES

Submit with the final drafts of Fishery Manuscripts and Fishery Data Series reports:

1. An electronic copy of the final edited version of all originally recorded data used in preparation of the report, which have not already been submitted. Do not combine data files for more than one report on the data diskette(s) submitted with a final report, or combine data files and report files on the same diskette⁵. Additional instructions are provided in sections 9.3.1 and 9.3.2.
2. A Word for Windows file on the data disk(s) called DATA.DOC that generally

describes the contents of each data file used to produce the estimates in the report. This description should include electronic files previously submitted, as well as those submitted with the final report. An example is provided below.

The DATA.DOC file should generally describe the contents of each data file used to produce the estimates in the report and whether the file is included, previously submitted, or will be submitted later. The title of the report should be included at the top of the DATA.DOC file. An example of two file descriptions follows:

<u>File name</u>	<u>Description</u>	<u>Status</u>
Q0030CA9.DTA	Buskin River creel survey angler count data, 1989.	Included
Q0030BA9.DTA	Buskin River immigrant coho salmon length-at-age data, 1989.	Previously submitted

These data will be added to the central archives in Research and Technical Services and associated with the published report.

Compliance with the above requirement ensures that data archives contain the most current data and makes inclusion of the data file descriptions in the final report, even as an appendix, unnecessary.

9.3.1 Mark-Sense Data Files

Final electronic data files in one of the standard mark-sense formats prepared following the procedures outlined in *Instructions for Using Sport Fish Creel and Biological Mark-sense Forms*, 1991 (ADF&G, Unpublished) and its subsequent revisions approved by the editor may be submitted to the editor with no further explanation of file format.

The data type name is always .DTA for mark-sense data files. If several batches of mark-

⁵ If all final data files have been previously submitted, the DATA.DOC file may be included on the report file diskette(s).

sense data have been combined in one data file, change the seventh character in the primary filename (batch identifier) to an underscore prior to submitting the electronic files to the editor.

If one or more of the option fields have been used, or if one of the defined fields has been used in a nonstandard way, submit to the editor with the electronic files a completed Field Specifications Form that describes the usage of these fields.

9.3.2 Other Data Files

Final data files that are not in mark-sense format require that additional documentation be submitted to the editor with the electronic data files. Include the following in a file named MYDATA.DOC:

1. The year, project name, contact person, geographic description of the data set(s), and species involved.
2. The primary file name should be assigned following the file naming conventions used for creating mark-sense data set primary file names. If several batches of data have been combined in one data file, follow the instruction in section 9.3.1 for altering the primary file name. The data type name should be defined based on the conventions in Table 2. For software packages not listed in Table 2, identify the software package in MYDATA.DOC.
3. For each field in each data set, describe the variable name, position in the record, variable type, and a brief explanation of the data represented by this variable.

10. PRELIMINARY PAGES

The preliminary pages of this publication demonstrate the correct format for these report components. Although this report's table of contents uses section numbering, which is an option only for Special

Table 2.-Standard file extensions.

Software	Version	Extension
Lotus 1-2-3	2.x	.wk1
Lotus 1-2-3	3.x	.wk3
Lotus 1-2-3	4.x	.wk4
Autocad		.dwg, .dwk
Drawperfect		.wpg
Excel		.xls
dBase IV		.db4
dBase III		.db3
FoxPro		.dbf
Word		.doc
Wordperfect	5.0/1	.wp5
Wordperfect	6.x	.wp6
Quattro		.wq1
Comma separated value file		.csv
ASCII text file with line feed and carriage return		.dat
Zipped file (PKZIP)		.zip
Arced file (PKARC)		.arc
Self expanded zipped file		.exe

Publications, the styles and headings are appropriate for all report series.

10.1 COVER PAGE

The various parts of the cover page may be correctly printed by use of the following defined styles for each part. The formatting associated with each style is described in **Appendix A1**.

Cover-Publ Series: This style places the cursor in the correct location for entry of the report series name and number and correctly formats the characters. Research and Technical Services staff will add the appropriate report number for the series prior to publication.

Cover-Rept Title: This style places the cursor in the correct location for entry of the report title and correctly formats the characters.

Cover-By/Author(s): This style places the cursor in the correct location for entry of the author(s) name(s) and correctly formats the characters.

Cover-Publ Date: This style places the cursor in the correct location for entry of the publication date and correctly formats the characters.

Cover-Dept/Div: This style places the cursor in the correct location for entry of the department and division and correctly formats the characters.

Cover-Logo: This style places the cursor in the correct location for entry of the department logo.

The list of standard symbols and abbreviations used in Division of Sport Fish Fishery Manuscripts, Fishery Data Series reports, Fishery Management Reports, and Special Publications without definition will be printed on the inside of the front cover page. That list is included in the above location and in **Appendix B1** of this publication. All other symbols and abbreviations must be defined at first mention in a report. Authors will prepare Professional Papers following the guidelines concerning symbols and abbreviations for the journal in which they wish to publish.

10.2 TITLE PAGE

The various parts of the title page may be correctly printed by use of the following defined styles for each part. The formatting associated with each style is described in **Appendix A1**. The report title should be in capitals; the remaining items on the title page should be in mixed case.

Title Pg.-Rept Series: This style places the cursor in the correct location for entry of the

report series and correctly formats text. Research and Technical Services staff add the appropriate report number for the series prior to publication.

Title Pg.-Title: This style places the cursor in the correct location for entry of the report title and correctly formats text. Do not start the title with a year in numeric form (i.e., 1987 Catch and...). Avoid use of scientific names of common species in the title unless a common name does not exist for a species. Do not include a footnote reference mark in the title for the funding source credits. For federal aid reports check to ensure the project and job numbers are correct.

Title Pg.-Author(s): This style places the cursor in the correct location for entry of the author(s) and their mailing address(es) and correctly formats text. Include the agency affiliation (division only for ADF&G authors); include the state only if it would not be obvious from agency affiliation and city.

Title Pg.-Loc & Date: This style places the cursor in the correct location for entry of the publication location and date. The location should match that used in the title page for this Special Publication to provide an adequate address for those wishing to inquire about a report. Research and Technical Services staff will alter the date to the date published prior to publication.

Title Pg.-Credits: This style places the cursor in the correct location for entry of the funding credits block. Do not include a footnote reference mark in the funding credits. The first funding credit block text below should be used on research reports; the second should be used on other types of reports (the author should replace <project number(s)> and <job number(s)> as appropriate for the content of the report). The funding block text may be modified to reflect additional funding sources or other pertinent information.

1. This investigation was partially financed by the Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777-777K) under Project <project number(s)>, Job No. <job number(s)>.
2. Development of this manuscript was partially financed by the Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777-777K) under Project <project number(s)>, Job No. <job number(s)>.

10.3 REPORT SERIES DESCRIPTION, CITATION, AND O.E.O. PAGE

For each first draft and final draft report submitted to the editor, include the description of the one report series in which you wish to publish, mailing address for the author(s), how to correctly cite the report, and the O.E.O. statement on a single page following the title page. This report contains a correctly formatted page with this information included. The various parts of the *Report Series Description, Citation, and O.E.O. Page* may be correctly printed by use of the following defined styles for each part. The formatting associated with each style is described in **Appendix A1**.

O.E.O. Pg.-Rept Series: Include only the one report description for the series in which you intend to publish. This style places the cursor in the correct location for entry of information about the report series.

O.E.O. Pg.-Citation: Use the standards in this publication for how to cite government reports.

O.E.O. Pg.-O.E.O.: The Department's writing standards require the correct O.E.O. statement be included in all Department publications. Include the O.E.O. statement exactly as shown in section 10.3.1, until directed to do otherwise. This style places the cursor in the correct location for entry of the correct O.E.O. statement.

10.3.1 O.E.O. Statement

The Alaska Department of Fish and Game administers all programs and activities free from discrimination on the basis of sex, color, race, religion, national origin, age, marital status, pregnancy, parenthood, or disability. For information on alternative formats available for this and other department publications, contact the department ADA Coordinator at (voice) 907-465-4120, or (TDD) 907-465-3646. Any person who believes s/he has been discriminated against should write to: ADF&G, PO Box 25526, Juneau, AK 99802-5526; or O.E.O., U.S. Department of the Interior, Washington, DC 20240.

10.3.2 Fishery Data Series Description

The Fishery Data Series was established in 1987 for the publication of technically-oriented results for a single project or group of closely related projects. Fishery Data Series reports are intended for fishery and other technical professionals. Distribution is to state and local publication distribution centers, libraries and individuals and, on request, to other libraries, agencies, and individuals. This publication has undergone editorial and peer review.

10.3.3 Fishery Manuscripts Description

The Fishery Manuscripts series was established in 1987 for the publication of technically-oriented results of several years' work undertaken on a project to address common objectives, provide an overview of work undertaken through multiple projects to address specific research or management goal(s), or new and/or highly technical methods. Fishery Manuscripts are intended for fishery and other technical professionals. Distribution is to state and local publication distribution centers, libraries and individuals and, on request, to other libraries, agencies,

and individuals. This publication has undergone editorial and peer review.

10.3.4 Fishery Management Reports

Description

The Fishery Management Reports series was established in 1989 for the publication of an overview of Division of Sport Fish management activities and goals in a specific geographic area. Fishery Management Reports are intended for fishery and other technical professionals, as well as lay persons. Distribution is to state and local publication distribution centers, libraries and individuals and, on request, to other libraries, agencies, and individuals. This publication has undergone regional peer review.

10.3.5 Special Publications Description

The Special Publications series was established in 1991 for the publication of techniques and procedures manuals, informational pamphlets, symposia and workshop proceedings, application software documentation, in-house lectures, special subject reports to decision-making bodies, and other documents that do not fit in another publication series of the Division of Sport Fish. Special Publications are intended for fishery and other technical professionals and lay persons. Distribution is to state and local publication distribution centers, libraries and individuals and, on request, to other libraries, agencies, and individuals. This publication has undergone editorial and peer review.

10.4 TABLE OF CONTENTS AND LISTS

There are many approaches that may be used to prepare the report sections with page numbers; some are more efficient than others. The following is one approach that uses the word-processing software features and keeps manual formatting to a minimum.

10.4.1 Table of Contents

It is recommended that the table of contents be prepared using the Word for Windows **Insert Index and Tables** command with the **Custom** table of contents format.

The table should be built from styles (check the box under **Options**) with headings 1 through 4 being used to display 4 levels of headings in the table of contents, if present in the report. The correct table of contents layout, including headings, for the first page and continued pages are demonstrated by the table of contents for this report. The necessary styles are described below and defined in Appendix A1.

TOC Header: This style correctly places and formats the “Table of Contents” or “Table of Contents (Continued)” headers.

TOC Page: This second style is defined to incorporate the “Page” that should appear over the table of contents page numbers.

Individual styles are defined to correctly format the four levels of entries in the table of contents.

TOC1: (Heading 1 entries)

TOC2: (Heading 2 entries)

TOC3: (Heading 3 entries)

TOC4: (Heading 4 entries)

10.4.2 List of Tables and List of Figures

If tables and figures are both present in the report, the list of tables should precede the list of figures. If both lists will fit on one page without violating other standards, they may both be placed on the same page. When lists are combined on a page, each list must include the appropriate heading immediately above each list.

The correct headings for the first page and continued pages of these lists follow the same approach as used for the table of contents.

Use the *Heading 1* style to format the first occurrence of each list heading and the *Lists-Header* style to format the list heading on each continuation page for each list. This approach will ensure that list headings are incorporated into the table of contents.

A second style (*Lists-Page*) is defined to incorporate the word “Table...Page” or “Figure...Page” that should appear over the lists of tables or figures.

The list of tables may be prepared with page numbers using the Word for Windows “Insert Index and Tables - Table of Figures” command with a “Custom Style” format. The “Insert Caption” command must have been used to prepare table titles. The captions will be automatically formatted with the *Caption* style.

Within the **Insert Index and Tables** menu:

1. Select **Table of Figures**.
2. Select **Table** under **Caption Label**.
3. Select **Custom** under **Format** (the custom style is the *Table of Figures* style).
4. Check **Show Page Numbers and Right Align Page Numbers**.
5. Check **Include label and number**.
6. Tab leaders should be blank.
7. Select **OK** to complete the insertion.

The *Table of Figures* style must be defined as in Appendix A1. A similar approach should be repeated to prepare the list of figures.

The above approach will merge with each entry the words “Table” and “Figure” and the nonbreaking hyphens that separate table and figure numbers from text. Once the lists are complete, select each list in sequence and use **Edit Replace** to replace each “Table” (or “Figure”) with a tab character. Then use **Edit Replace** a second time to replace the nonbreaking hyphen with a tab character to

achieve the hanging indentation shown in the lists in this report. Any footnote reference marks in table titles and figure captions must be manually deleted from the lists prepared using the above procedure, also.

10.4.3 List of Appendices

The list of appendices should follow the list of tables and list of figures, if either or both are present. The list of appendices may be included on the same page with other lists, if all lists will fit on a single page. If all three lists won't fit on the same page, but the list of appendices and the list of figures will fit on a single page, they may be combined on the page. When lists are combined on a page, each list must include the appropriate heading immediately above each list. The correct headings for the first page and continued pages of the list of appendices is prepared following the approach described in section 10.4.2 for the list of tables and list of figures.

The following assumes that each appendix exhibit title was prepared following the approach described in Section 19.3. Use the same **Insert-Table of Figures** option described above, but select (**no label**) under **Caption** and **Custom Style** under **Format**; then, under **Options Build Table from styles**, select the *Append-Title* style (Appendix A1).

10.5 ABSTRACT

The abstract should briefly and immediately identify the purpose of the research, generally describe the methods, summarize the significant findings relevant to the objectives. Do not state only the types of results presented.

- This: "Abundance of Dolly Varden was estimated at 11,000 fish in July using the Jolly-Seber mark-recapture method."
- Not this: "Abundance of Dolly Varden was estimated".

A brief background statement may be included, if pertinent. The abstract should be written in the past tense.

If a major group of species is addressed in your work, list only the generic or group name rather than all the species individually.

Only the standard symbols and abbreviations approved for use in Division of Sport Fish report, as defined in Appendix B1 and displayed on the inside cover of this report, may be used in the Abstract.

As a general rule, limit abstract length to 250 words and the combination of abstract and key words to not more than one-half page.

The page layout for the page containing the abstract will consist of a single column abstract followed by the key words. The abstract heading (i.e., ABSTRACT) should be formatted using the *Heading 1* style. Use of the *Abstract* style for the abstract and the *Key words* style for the key words will accomplish this spacing and correctly format the text in these parts of the report using 10 point Times New Roman. Separate the words "Key words" from the list of key words by a colon.

The report section following the abstract should appear in two-column format on the same page as the abstract. It will be prepared using the standard 12 point Times New Roman font. An example abstract section is included in Appendix C1.

11. INTRODUCTION

The introduction may include a mix of tenses, as appropriate, and should clearly state the reason for the study, its objectives, 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 that assists in

understanding the context and circumstances surrounding the work.

References may be cited in the introduction, if necessary to demonstrate the author's(s') knowledge of related findings or to orient the reader. In some cases, it may be more appropriate and acceptable to examine the literature partially or entirely within the discussion section.

12. METHODS

The methods section should clearly and thoroughly explain what the investigator did to achieve the results. Data collection and data analysis methods are required, but data reduction methods are optional. All data collection and data analysis methods, including equations, should be presented or cited in this section and not in an appendix. Appendices may be used to present important supportive information, such as survey questionnaires or other data collection forms.

The methods section should be precise, but thorough, and written in past tense for a reader unfamiliar with the project. Although previously published methods or procedures may be cited, the author(s) should provide the reader with enough summary information to preclude their having to go to that source to understand the study.

Equation subscripts should be unique identifiers. Do not use "i" to designate "fish" in one equation and to designate "set" in another equation. The significance of measurements (e.g., length was measured to the nearest 1 mm) should be explained.

13. RESULTS

The combination of text, tables, and figures present the significant results achieved. The results section should be written in past tense and should avoid the presentation of data that are not directly applicable to the purpose and

objectives of your investigations. Appendices may be used to present important and useful results relevant to the objectives.

Be specific and precise. Avoid terms and phrases that can be loosely interpreted; e.g., the most recent 10-year average (use the 1975 to 1984 mean). Discussion may sometimes be included in a results and discussion section, especially when the discussion is very brief.

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. The text should thoroughly present the significant results and not require the reader to use tables and figures to interpret the results. Unless qualifiers are added (e.g., "...about 2,500 fish..."), numbers presented in text should match those presented in tables exactly and not be rounded.

Generally, tables should be used to document numeric values, while figures may be used to depict general trends or relationships in the data. Tables should be used to present most numbers; whereas text should be used to describe inferences and relationships.

14. DISCUSSION

A good discussion avoids restatement of results and previously discussed literature. Instead it interprets findings; relates the findings to previous studies or other ongoing investigations; and explains how the findings should be applied, to what extent objectives were obtained, and how the work should influence further investigations.

This section is required for Fishery Manuscripts. Professional Papers should follow the guidelines for the journal in which the author wishes to publish. Brief discussions may be appropriately combined in a results and discussion section.

15. CONCLUSIONS AND RECOMMENDATIONS

The conclusions section is optional for all report series. Complicated reports with numerous findings may need a conclusions section. If used, the individual conclusions should be succinctly stated without discussion. Individual conclusions are usually numbered if there are more than one. Conclusions need not be limited to the current investigation but may represent a synthesis of work with other cited publications.

Sometimes a list of recommendations is broken into a separate section from the discussion, especially if they are numerous, complicated, or deserve special emphasis. This section can also be combined with conclusions.

16. LITERATURE CITED

All references mentioned in the text, tables, figures, and appendices must be listed in the literature cited section. The example literature cited section in Appendix D1 was assembled to cover most types of literature encountered in fisheries work. An automated approach to help complete the literature cited section and a few of the more specialized rules are mentioned below.

16.1 AUTOMATED PREPARATION

The Word for Windows Table of Authorities feature may be used to prepare the literature cited section. This approach will insure that all citations in the report are included in the literature cited. To accomplish this, all unique citations in the text, tables, and figures must be marked. It is not necessary to mark each occurrence of a citation, but each unique reference must be marked at least once. Marking all references is obviously the safest approach. Chapter 20 in the Word for Windows User's Guide provides a detailed

explanation of how to use this command. A brief explanation and example follows.

The first step is to define a “Literature Cited” category within the “List of Authorities” options. To accomplish this use the following command sequence:

1. **Insert**
2. **Index and Tables**
3. **Table of Authorities**
4. **Mark Citation**

At this point, the **Category** windows will display “Cases”. Click on the **Category** button and type (all caps) “LITERATURE CITED” in the **Replace With** window.

As the report is written, each new reference cited should be marked. Assume the reference is made to Mills (1994). To “mark” this reference, the citation text [i.e., “Mills (1994)”] is selected. To accomplish this use the following command sequence:

1. **Insert**
2. **Index and Tables**
3. **Table of Authorities**
4. **Mark Citation**

The selected text appears in two windows; **Selected Text** and **Short Citation**. Select the “LITERATURE CITED” category. Modify the text in the “Selected Text” window so that it is exactly what should appear in the literature cited, then select **Mark**. If your software is setup to display hidden text (**Tools - Options - View - Nonprinting - Hidden Text**), you will see the mark and text that Word places adjacent to the selected text.

It is preferable to mark each citation, since the author may not recall whether a particular reference was already marked. The form of the citation in text is not important [e.g., (Mills 1994) vs. Mills (1994)], as long as the

author knows the same document is being referenced. So let’s assume in this example, (Mills 1994) were cited. To mark this reference, the citation text [i.e., “(Mills 1994)”] is selected and the above four commands are issued. The windows below the **Short Citation** window will also display previous citations. In this instance, “Mills (1994)” is displayed. If “Mills (1994)” is selected, the **Long Citation** will display a portion of the complete citation. This enables the user to determine that “Mills 1994” and “(Mills 1994) does or does not reference the same document. In this case it does, so with “Mills (1994)” selected in the **Short Citation** window the user would click on the **Mark** button.

Assume subsequent references are made to Mills (1993) and ADF&G (*Unpublished*). Two more references (Marsh 1994a and Marsh 1994b) are included here to test sorting of two reports published by the same author in a given year.

The following commands were used to create the following literature cited section that includes the above marked references (Note that the page number(s) where the reference is cited print at the end of each entry):

1. **Insert**
2. **Index and Tables**
3. **Table of Authorities**
4. **Custom Style**
5. “LITERATURE CITED” was selected under **Category**
6. **Keep Original Formatting** was marked (other choices here are not important).
7. **OK** was selected.

LITERATURE CITED

ADF&G (Alaska Department of Fish and Game). *Unpublished*. Instructions for using sport fish creel and biological mark-sense forms, 1991. Located at: Alaska Department of Fish and Game, Research and Technical Services, No. II.400.300.200(7).

25

Marsh, Larry E. 1994a. Catch and effort statistics for the sockeye salmon sport fishery during the late run to the Russian River with estimates of escapement, 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-15, Anchorage.

25

Marsh, Larry E. 1994b. Catch and effort statistics for the sockeye salmon sport fishery during the early run to the Russian River with estimates of escapement, 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-16, Anchorage.

25

Mills, Michael J. 1993. Harvest, catch, and participation in Alaska sport fisheries during 1992. Alaska Department of Fish and Game, Fishery Data Series No. 93-42, Anchorage. 25

Mills, Michael J. 1994. Harvest, catch, and participation in Alaska sport fisheries during 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-28, Anchorage. 25

Before printing the final draft, the page number(s) where each reference is cited must be removed. This may easily be accomplished by selecting the entries in the literature cited section (for best results select from bottom to top), converting the selected text to a two column table separated by tabs. If the "Literature Cited" heading is included in the selection, conversion to a two column table will not result in the page number being placed in the second column. Next select and delete the second column, which should consist solely of page numbers. Select the remaining column and set the width to 3.1" with 0.1" between columns so it will fit in two-column text. The above manipulations may have disrupted the formatting of the entries. If so, select all entries and format using the *Table of Authorities* style Appendix

A1. Also, to insure the literature cited heading is incorporated in the automatic table of contents format it using the *Header 1* style.

The following example literature cited section depicts the results of the above procedures.

LITERATURE CITED

ADF&G (Alaska Department of Fish and Game). *Unpublished*. Instructions for using sport fish creel and biological mark-sense forms, 1991. Located at: Alaska Department of Fish and Game, Research and Technical Services, No. II.400.300.200(7).

Marsh, Larry E. 1994a. Catch and effort statistics for the sockeye salmon sport fishery during the late run to the Russian River with estimates of escapement, 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-15, Anchorage.

Marsh, Larry E. 1994b. Catch and effort statistics for the sockeye salmon sport fishery during the early run to the Russian River with estimates of escapement, 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-16, Anchorage.

Mills, Michael J. 1993. Harvest, catch, and participation in Alaska sport fisheries during 1992. Alaska Department of Fish and Game, Fishery Data Series No. 93-42, Anchorage.

Mills, Michael J. 1994. Harvest, catch, and participation in Alaska sport fisheries during 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-28, Anchorage.

16.2 STANDARDS

Include the state or appropriate country at the end of a citation address only when needed to locate the city.

Use agency acronyms and abbreviations in place of reports for which the author is unspecified, but include the full name beside it in parentheses. "Anonymous", while sometimes used, is less informative than the former and will be acceptable only when an agency cannot be identified.

Use *In prep* (italicized) in place of a date if the cited document is approved for

publication yet is still in the preparation and editorial review process. Do not use *in prep* for unapproved documents being prepared. Instead cite as a personal communication in the text.

Use *In press* (italicized) in place of a date if the cited document is in final form, has been accepted for publication, and is in the printing process.

If the cited document is not destined for publication use *Unpublished* (italicized) in place of a date, not *In prep* or *In press*. Official ADF&G memoranda or other documents that have been published as departmental reports may be cited. Other correspondence should be included parenthetically as personal communications in the text. Do not include personal communications in the literature cited.

Remember that proceedings may take two forms: periodical publications, or single meetings and symposiums. Each has a different citation format as shown in Appendix D1 (see group 1 versus 3).

Do not list inclusive pages for books (except chapters by separate authors - see first example in group 3 of Appendix D1), dissertations and theses, or government reports.

When the literature cited contains more than one work by the same author(s), place the author's(s') name(s) in each citation. This will simplify preparation and protects against inadvertent loss of information during report editing.

List multiple works by the same author(s) chronologically by year of publication.

When there is no clearly identifiable author, but only an editor, cite the editor's(s') name(s) in place of the author followed by "editor" (e.g., Jones, D. V., editor. 1981...).

For undated documents, use *Undated* (italicized) in place of the date.

17. LITERATURE CITATIONS IN TEXT

All literature listed in the literature cited section must be mentioned at least once in the text using one of the options illustrated in the following examples. Rules concerning when to use several of the approaches are discussed in section 16.

"...According to NMFS (1979)..." In a text citation use agency abbreviation or acronym without first introducing the full agency name; you will do that in the literature cited section.

"...Jones and Bones (1984) reports higher..." Use this approach for citing documents with two or fewer co-authors.

"...indicating a dynamic interrelationship (White 1969, 1970, 1975; Bones et al. 1973, 1975; Jones 1986)." Use et al. when there are more than two co-authors and cite the oldest source first within several or more citation groups.

"...Smith (*In prep*) concludes..." Use *In prep* to cite reports or papers that have been accepted for publication, but not finalized.

"...Johnson (*In press*) states..." Use *In press* for reports or papers that are approved for publication, in final form, and in the printing process.

"...Smith (*Unpublished*) describes an approach..." Use *Unpublished* for reports or papers that are not destined for publication.

"...Jessen (1978, equation 5.8, page 128) presents an approximate formula for the variance of a ratio of random variates..." If the reference is to a very specific section of a lengthy book or other document, note the pertinent page or pages.

Personal communications should be included parenthetically only within the text (not included within the literature cited section), as shown in the following example:

“...demonstrated no support for this hypothesis (R. W. Smith, Alaska Department of Fish and Game, Anchorage, personal communication).” Personal communications should be used for information gained through conversation or through correspondence such as letters or memorandums.

18. ACKNOWLEDGMENTS

This section should recognize in simple prose the contributions of people involved in the research or publication process for the study being reported.

19. TABLES, FIGURES, AND APPENDICES

Generally, tables should be used to document numeric values, while figures may be used to depict general trends or relationships in the data. Tables should be used to present most numbers; whereas text should be used to describe inferences and relationships. Tables and figures should not refer the reader to the text for an explanation of abbreviations or terminology.

Tables, figures, and appendices in the first draft report should be in final format, including size. The editor may grant exceptions if this guideline would result in significant delays in submission of the draft report for technical review. The content of the first-draft tables, figures, and appendices and their titles or captions must always be in final form. Precise formatting will be required in the final draft.

The author(s) should state results and cite each table and figure at least once in the text. Appendices, which may not be central to the

analysis or discussion, should be cited at least once in the text. In the draft report tables and figures may be grouped together at the end of the text or inserted after the text page on which the figure or table is first referenced. In the final draft tables and figures must be inserted within or after the text page on which the table or figure is first referenced.

Use of the **Insert Caption** command is recommended when preparing figure captions, table titles, and appendix titles. This feature automates preparation of lists with page numbers. If the **Insert Cross-reference** feature is also used, addition or deletion of tables (or figures or appendices) will force the table number and its text reference to change automatically. To update all table, figure, and appendix numbering, and their cross-references in text, use **Edit Select All** and depress the **F9** function key. This command series will also update other fields, including those used in the table of contents and lists.

Remember that Word will sequentially number entries using the **Insert Caption** command based on their sequence in **Normal View**, which may be different than the apparent sequence in **Page Layout View**.

It is recommended that Word for Windows **Frames** be used to place, size, and anchor tables and figures to their associated text references in final drafts. This approach should minimize work, if sections of text are added or deleted. Include the table title, figure caption, or appendix title within the frame to ensure they move as a unit. Make sure that hidden characters are not displayed (**Tools Options View Nonprinting Characters**) because they occupy space on the screen and may give a misleading representation of relative frame placement.

19.1 TABLES

It is recommended that tables be prepared using the **Table** command in Word for

Windows or by embedding or linking to tables prepared in Microsoft Excel 5.0 or other commercially available Windows based software that produces files fully compatible with Microsoft Excel 5.0.

Simple tables, uncluttered with unnecessary font styles, shading, and lines will better communicate information. Authors should consider that a table may be too complicated, if shading or other means are considered necessary to pinpoint the significant findings.

The table title style for division reports is similar to that used by the *Transactions of the American Fisheries Society* and the *North American Journal of Fisheries Management*. Use of the **Insert Caption** command when preparing table titles will apply the **Caption** style to correctly format the table titles. Use the **Insert Cross-reference** command to prepare titles for continued tables and format continued table titles using the **Caption-continued** style. In addition, note the following:

Table titles should start with a capital letter and end with a period, but need not be complete sentences. In the table title, separate the table number from title text by a nonbreaking hyphen (**Insert Symbol Special Characters** or CTRL+SHIFT+_). The table title should end with a period. Justified alignment should be used for table titles. Table titles may extend to, but not beyond, the left or right edges of the table.

The point size for table titles, table information, and table footnotes should not exceed 12 point nor be less than 7 point Times New Roman. As a starting point, use the following styles (Appendix A1) in report tables: **Caption** for table titles; the **Caption-continued** for titles on continuation pages; **Table Row** for table header rows and body entries; **Table-Footer** for table footnotes; and **Table-Continued** for the

"-continued-" line. As a starting point for appendix exhibits of a tabular format in reports use the following styles (Appendix A1): **Append-Title** for appendix titles; **Append-Title(continued)** for titles on continuation pages; **Table Row** for table header rows and body entries; **Table-Footer** for table footnotes; and **Table-Continued** for the "-continued-" line. These styles are all based on Times New Roman 12 point.

It is recommended that one point size be used in a table for the table titles, table information, and footnote(s). This could be accomplished by defining additional styles in which only the point size is changed, or by manually formatting the table after application of an existing style to alter the point size. The manual formatting approach is preferred because it is simple in Word for Windows, it ensures other aspects of the style are applied, and it limits the number of styles. If additional styles are created in which the point size is changed, each new style should be "based on" (see **Format Style New**) the corresponding existing style. Because automated preparation of lists is dependent on use of the **Caption** style for table titles and the **Append-Title** style for appendix titles, these must be manually formatted to a smaller point size.

An acceptable alternative is to format the table title and table footnote(s) in 12 point Times New Roman even though the table information may be in a smaller point size.

Table titles should use the regular font style. Bold, italic, or bold italic styles may be used sparingly in tables to emphasize groupings of information or summary of information within the table. This approach is preferred over varying the point size within the body of the table.

A source note, an additional sentence in the table title, or table footnotes should be used to identify source(s) for the information contained in a table. Footnotes for multiple page tables should be placed on the last page of the table. Justified alignment should be used for table footnotes. Table footnotes may extend to, but not beyond, the left or right edges of the table.

Superscript Times New Roman lower-case alpha characters should be used in all tables for footnote reference marks (^a through ^z), starting with ^a for each new table. The point size for the reference mark should equal or exceed that for the footnoted text, but never exceed 12 point or be less than 7 point. A tab should separate the footnote reference mark from the footnote text.

To simplify automated preparation of the list of tables, footnote reference marks should not be used in the table title. If all information in a table is from a single source, include a source note immediately following the last page of the table. Do not use a footnote reference mark for this source note. If information in a table is from multiple sources, use an additional sentence or table footnotes to reference each source. Source notes and source footnotes should precede other table footnotes. Include all table citations in the literature cited. Refer to the examples shown below.

In the source note(s) or footnotes, use "From...", if the table was taken unchanged from the source; "Modified from...", if the table was modified from that presented in the sources; "Data from..." or "Estimates from...", if data or estimates in the table were taken from the source. Include in the literature cited complete citations for all sources noted in table captions or text.

The complete table title should appear on the first page only. The continued pages use the

following type of title: "Table N. Page X of Y.", where N is the table number, X is the continuation page number, and Y is the total number of pages for the continued table. Separate the table number from title text by two spaces, do not enclose "Page X of Y" in parentheses, but do end the title with a period.

A "-continued-" should be centered beneath the second through the next to last page on each continued table and be formatted in the same point size as used for all other table components. The line spacing for the "-continued-" lines should be the same as that used for table information. Do not insert additional lines between the table and the "-continued-" line.

The standard symbols and abbreviations approved for use in Division of Sport Fish report, as defined in Appendix B1 and displayed on the inside cover of this report, may be used in report tables without definition. Identify all nonstandard symbols and abbreviations used in tables via footnotes or in titles. More than one sentence in the title is acceptable to accomplish this.

If the value for the cell is zero use "0". If there are no data for a cell, leave it blank. There may be no data because no attempts were made to collect it or the value can't be computed due to limitations of the data. If the reason for the blank cell is not readily apparent from other information presented, some other notation or footnotes may be required.

For tables created in Word for Windows, only 3/4 pt single, solid, horizontal dividing lines should be used in tables. Tables prepared in other software packages should use a comparable size line width for all tables. As a general rule, do not use multiple line widths, vertical lines, boxes, or shading in tables; and do not put units of measurement in the title if

they can be included with column or line headings.

In special or unusual circumstances (e.g., information cannot be presented in an understandable manner in a table without vertical lines, boxes, and shading; the software used to print tables does not allow the user to prevent the incorporation of vertical lines, boxes, and shading), the editor will allow exceptions to the general rule concerning vertical lines, boxes, and shading in tables⁶.

Several sample tables follow that demonstrate the above standards. The blank tables demonstrate how to layout simple, effective tables. In these examples, an “x” is used to denote a cell entry (i.e., a label or data). These blank tables are followed by a table that demonstrates application of the table standards.

Table 3 is an example of a simple table format. Column headings are centered in this example, but may be left or right justified to suit the information in the column. Note that the 3/4 pt line style is used throughout all tables.

Table 3.-This blank table is an example of a simple layout.

Heading 1	Heading 2	Heading 3
X	X	X
X	X	X
X	X	X

Table 4 is an example of a more complex table in that some columns have subheadings.

Table 4.-This blank sample table includes group labels and column summaries. Group labels may be left justified or centered within the table.

Heading 1	Heading 2		Heading 3	
	Sub 2a	Sub 2b	Sub 3a	Sub 3b
Group 1				
x	x	x	x	x
x	x	x	x	x
Summary	x	x	x	x
Group 2				
x	x	x	x	x
x	x	x	x	x
Summary	x	x	x	x

The column heading should be centered above any column subheadings and separated from the subheadings by a single 3/4 pt solid line. A blank column, rather than a vertical line, was inserted between Subheading 2b and Subheading 3a to incorporate a break in the lines below Heading 2 and Heading 3.

Table 5 demonstrates several table features: subheadings, group labels within the table, column summaries set off by white space, correct source notes, and proper footnote formatting and placement.

Table 5.-Statewide and regional participation in Alaska sport fishing by residency, 1993.

Region ^a	Residents of Alaska		Nonresidents of Alaska		Total
	Number	Percent	Number	Percent	
Anglers					
SE	35,320	36.6	61,152	63.4	96,472
SC	194,313	59.5	132,405	40.5	326,718
AYK	33,802	76.8	10,202	23.2	44,004
Total	237,452	55.7	189,062	44.3	426,514
Days Fished					
SE	258,612	54.9	212,591	45.1	471,203
SC	1,301,567	69.7	565,666	30.3	1,867,233
AYK	187,973	85.1	32,999	14.9	220,972
Total	1,748,152	68.3	811,256	31.7	2,559,408

Modified from: Mills (1994).

^a SE=Southeast, SC=Southcentral, AYK= Arctic-Yukon-Kuskokwim

⁶ In Excel turn off the grid lines (Tools Options Window Options Gridlines) to prevent their incorporation into the main Word document. If the user doesn't format an Excel spreadsheet to include vertical lines and shading, none will transfer to the main Word document.

Table 6 demonstrates a continued table format. Tables should not be continued from the first column to the second column on the same page, if they will fit within a single column. Continuing tables across pages should also be avoided, if the table will fit on a single page.

19.2 FIGURES

Figures should preferably be electronically incorporated in the main report document. Borders may be used to enclose figures, but not figure captions (Figure 1). All borders should be single, solid lines no less than 3/4 pt and no greater than 1-1/2 pt in width. Lines within figures should be black and no less than 3/4 pt.

The figure caption style for division reports is similar to that used by the *Transactions of the American Fisheries Society* and the *North American Journal of Fisheries Management*. Use of the **Insert Caption** command when preparing table titles will apply the *Caption* style to correctly format the figure captions. Use the **Insert Cross-reference** command to prepare captions for continued captions and format continued captions using the *Caption-continued* style (Appendix A1).

Figure captions should use the regular font style, start with a capital letter and end with a period, but need not be complete sentences. In the figure captions, separate the figure number from caption text by a nonbreaking hyphen. The figure caption should end with a period. Continued figures should follow the same caption format and page layout as used for continued tables.

Place figure captions within the margins, and start on the left margin of the figure and extend to the right edge of the figure. More than one sentence in the caption is acceptable. Use "white space" to separate figure captions from following text by adding a blank *Normal* style paragraph after the caption.

The source(s) of information presented in figures should be identified. Use "From...", if the figure was taken unchanged from the source; "Redrawn from...", if the figure was modified from that presented in the source; or "Data from..." or "Estimates from...", if data or estimates in the figure were taken from the source. Include in the literature cited complete citations for all sources noted in figure captions or text. Do not include the source information as part of the caption, but place it on the figure in a conspicuous location above the caption.

Because some figures may be scanned images of originals not prepared by division staff, there can be no single standard font for figure text. Some scanned images, such as maps, may be improved by using paint brush software to remove scanned text and adding text that conforms to the current font standards for report figures.

All original figures prepared for a report should use the Times New Roman font or Arial font for all figure text and adhere to the maximum (20 point) and minimum (7 point) point size standards for report figures when the figure is in final size for placement in the report. Bolding, italics, or underlining should be kept to a minimum.

Make figures clean and with high resolution. Do not include figure headings, because the figure caption should adequately identify figure content. Figures output on a laserjet printer must be at least 300 dots per inch resolution. The standard symbols and abbreviations approved for use in Division of Sport Fish report, as defined in Appendix B1 and displayed on the inside cover of this report, may be used in report figures without definition. Identify in legends or captions the axes, the elements of the data, and any nonstandard abbreviations so that the figure is easily interpreted.

Table 6.-List of common names, scientific names, and abbreviations.

Common Name	Scientific Name	Abbreviation
Chinook salmon	<i>Oncorhynchus tshawytscha</i>	KS
Small chinook salmon	<i>Oncorhynchus tshawytscha</i>	KI
Coho salmon	<i>Oncorhynchus kisutch</i>	SS
Landlocked salmon		LL
coho	<i>Oncorhynchus kisutch</i>	
chinook	<i>Oncorhynchus tshawytscha</i>	
Sockeye salmon	<i>Oncorhynchus nerka</i>	RS
Kokanee salmon	<i>Oncorhynchus nerka</i>	KO
Pink salmon	<i>Oncorhynchus gorbuscha</i>	PS
Chum salmon	<i>Oncorhynchus keta</i>	CS
Steelhead	<i>Oncorhynchus mykiss</i>	SH
Rainbow trout	<i>Oncorhynchus mykiss</i>	RT
Cutthroat trout	<i>Oncorhynchus clarki</i>	CT
Brook trout	<i>Salvelinus fontinalis</i>	BT
Lake trout	<i>Salvelinus namaycush</i>	LT
Dolly Varden	<i>Salvelinus malma</i>	DV
Arctic char	<i>Salvelinus alpinus</i>	AC
Arctic grayling	<i>Thymallus arcticus</i>	GR
Northern pike	<i>Esox lucius</i>	NP
Whitefish	<i>Coregonus</i> spp. and <i>Prosopium</i> spp.	WF
Burbot	<i>Lota lota</i>	BB
Inconnu (Sheefish)	<i>Stenodus leucichthys</i>	SF
Pacific halibut	<i>Hippoglossus stenolepis</i>	HA
Rockfish	<i>Sebastes</i> spp.	RF
Lingcod	<i>Ophiodon elongatus</i>	LC
Smelt	Osmeridae	SM
Capelin	<i>Mallotus villosus</i>	SM

-continued-

Table 6.-Page 2 of 2.

Common Name	Scientific Name	Abbreviation
King crab	<i>Paralithodes camtschatica</i>	KC
Dungeness crab	<i>Cancer magister</i>	DC
Tanner crab	<i>Chionoecetes bairdi</i>	TC
Shrimp	Pandalidae	SHR
Razor clam	<i>Siliqua patula</i>	RCL
Hardshell clams		HCL
Butter clam	<i>Saxidomus giganteus</i>	
Littleneck clam	<i>Protothaca staminea</i>	
Cockle	<i>Clinocardium nuttallii</i>	
Gaper clam	<i>Tresus capax</i>	
Eastern softshell clam	<i>Mya arenaria</i>	
truncated mya	<i>Mya truncata</i>	
Alaska surf clam	<i>Spisula polynyma</i>	

Modified from: Mills (1994).

Site maps should include a map inset to show location relative to the State of Alaska, a symbol indicating north, and a metric scale. An English unit scale is optional.

Include a legend or “key”, if needed, to define groups or symbols within the figure. Minimize the use of grid lines and don’t use shadow-effects. Three-dimensional figures are acceptable, but 3-D effects that serve only to give the illusion of depth should be avoided because they may not duplicate well.

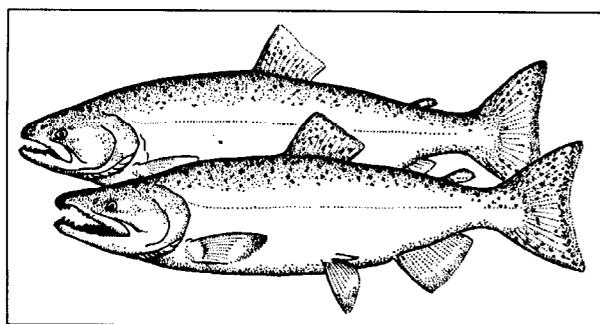


Figure 1.-An example of a figure that uses a 3/4 pt border to enclose the figure, but not the caption.

Figure 2 is an example of an unacceptable figure; Figure 3 is an example of an acceptable figure. The line graph from which both figures was prepared was created in Microsoft Excel 5.0 using an 8.5 x 11 inch landscape layout with one-inch margins all around. All text was formatted as 10 point Arial in Excel. The “Redrawn from: Mills (1994)” was added after incorporation into the Word file and is formatted in Arial 7 point for comparison. Note that extreme sizing in Figure 2 to ensure that the figure fit in a single column resulted in figure text that is smaller than the minimum 7 point standard.

19.3 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. Appendices should not be used to store information or data that may be of interest to the project staff, but are of limited value to the reader.

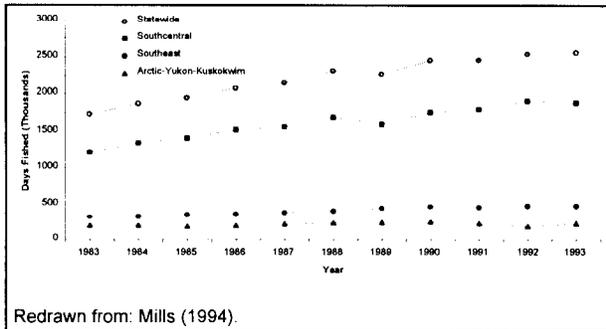


Figure 2.-Example of an unacceptable figure. All figure text was formatted as Arial 10 point when created in Microsoft Excel, but sizing to fit in a single column reduced text to less than the 7 point standard.

Appendices that consist of tables and figures follow the same rules as those for text tables and figures, but are always identified in the title as an appendix. The first exhibit in Appendix A would be Appendix A1, even if there is only a single exhibit in Appendix A.

Each appendix should have a title page, even if only a single exhibit is included in the appendix. The first appendix should be titled Appendix A, followed by a brief description of the contents of the appendix. The **Insert**

Caption command should be used to prepare the appendix title page. The *Appendix Cover* paragraph style (Appendix A1) will locate the appendix title on the page, but the actual title should be formatted using the *Header 1* style (Appendix A1). The above approach will ensure the appendix titles are included, if the automated approach described elsewhere is used to prepare the table of contents based on the *Header 1* style.

The following approach is recommended for preparing appendix exhibit titles. It will provide for efficient updating of labeling and numbering of each appendix, each exhibit within each appendix, and their cross references should one or more items be moved or deleted (see: **Index - SEQ** in Word for Windows on-line help screens).

The **Insert Caption** command should be used to prepare appendix title pages and a bookmark should be created for each appendix label and number (e.g., Appendix A). To create the bookmark, highlight the label and number only (e.g., Appendix A) on the appendix cover page and executing the instruction **Edit Bookmark**. In the

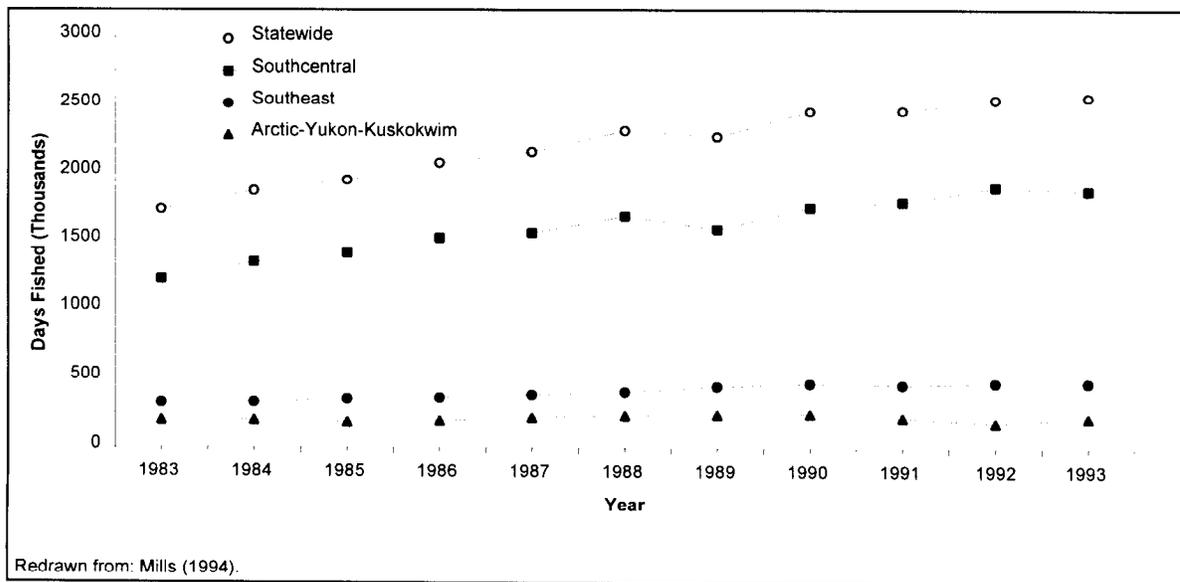


Figure 3.-Example of the same figure as in Figure 2, but sized to meet the minimum point size standard.

Bookmark window type a name for the bookmark (e.g., Appendix_A would be an appropriate bookmark name for Appendix A), and then click on **Add**. Use the following approach to label each appendix in each exhibit.

1. In the appendix exhibit title, use the **Insert Cross-reference** (reference type = Appendix) command to insert the appropriate label (e.g., Appendix A) as part of the exhibit title. The result should be:

Appendix A

2. The next step is to sequentially number each exhibit within an appendix. Place the cursor after the appendix exhibit letter (e.g., A). Then issue the **Insert Field** command and select the **SEQ** field name by scrolling through the **Field Names** list. The **Field Codes** line will display:

Seq

3. Next select **Options** and the **Bookmark** tab, select the bookmark appropriate to the appendix (e.g., bookmark Appendix_A for Appendix A exhibits, bookmark Appendix_B for Appendix B exhibits, etc.), and select **Add To Field**. The **Field Codes** line will display:

Seq Appendix_A

4. Next select the **General Switches** tab, highlight **1,2,3...**, and **Add To Field**. The **Field Codes** line will display:

Seq Appendix_A *Arabic

5. Select **OK** to exit the **Field Options** box and **OK** again to exit the **Fields** box. The result will now display on the screen as:

Appendix A1

6. Next select the “name” of the title (e.g., Appendix A1) and use the **Edit Bookmark** command to create a

bookmark. In this example, you would name the bookmark Appendix_A1.

7. Now add the remaining text to the appendix exhibit title and assign the **Appendix-Title** style (Appendix A1) to it.
8. Use **Insert Cross-reference Bookmark** to prepare titles for continuation pages of appendix exhibits (e.g., insert bookmark text for the Appendix_A1 bookmark on continuation pages for Appendix A1). Each continued appendix title should be formatted with the **Appendix-Title(continued)** style. The list of appendices should be inserted based on the **Appendix-Title** style, as explained elsewhere.

The **Insert Cross-reference Bookmark** command may also be used to insert the bookmark text for the appendix being cross-referenced in text. For example, to cross-reference Appendix A1, you would insert the bookmark text (i.e., Appendix A1) for the Appendix_A1 bookmark.

Note that the **Appendix Cover**, **Appendix-Title**, and **AppendixTitle(continued)** styles (Appendix A1) all incorporate “Page Break Before” as part of text flow portion of the paragraph style. Therefore, it is unnecessary to manually insert page breaks, if these styles are used.

Follow the general approach to footnote formatting as described in Section 8.1, but restart the footnote sequence with “1” for each appendix exhibit.

20. REPORT ORGANIZATION

The author should obtain approval from the editor for any nonstandard report organization prior to submission of a draft report for peer review or a final report for publication.

In the event the editor approves inclusion of an executive summary for a specific report, the abstract should not be deleted as it is used by libraries and others who maintain bibliographic databases.

20.1 FISHERY DATA SERIES AND FISHERY MANUSCRIPTS

In some instances authors may find that organization of a report into two or more discrete components, each with separate methods; results; and discussion sections may be more practical. This approach is acceptable, but only for lengthy and complex reports.

The required and optional section headings and order for Fishery Data Series reports and Fishery Manuscripts are:

- Cover page
- Title page
- Report Series Description, Authors, Citation, and O.E.O. Page
- Table of Contents
- List of Tables (if any tables)
- List of Figures (if any figures)
- List of Appendices (if any appendices)
- Abstract
- Introduction
- Methods
- Results
- Discussion (required for Fishery Manuscripts, may be combined with Results)
- Conclusions (optional)
- Recommendations (optional, may be combined with Conclusions)
- Acknowledgments (optional)
- Literature Cited (if any citations)
- Appendices (if any appendices).

20.2 FISHERY MANAGEMENT REPORTS AND SPECIAL PUBLICATIONS

The required (and some optional) sections headings and order for Fishery Management Reports and Special Publications are:

- Cover page
- Title page
- Report Series Description, Authors, Citation, and O.E.O. Page
- Table of Contents
- List of Tables (if any tables)
- List of Figures (if any figures)
- List of Appendices (if any appendices)
- Acknowledgments (optional)
- Literature Cited (if any citations)
- Appendices (if any appendices).

20.3 PROFESSIONAL PAPERS

Sections for Professional Papers should follow the guidelines provided for the journals in which the author wishes to publish.

21. TEXT PREPARATION - STANDARDS AND CONVENTIONS

Several appendices have been included (Appendix A1 through Appendix I1) to aid the authors in preparation of reports. If a conflict exists, present and future department writing standards take precedence over the conventions presented in these appendices.

21.1 NOMENCLATURE

Use common species names throughout, but include scientific names after the first common name usage in both the text and the abstract. The scientific name should not be enclosed in parentheses, but should be italicized (e.g., "...sockeye salmon *Oncorhynchus nerka* were sampled..."). Following a genus do not use "sp." or "spp." (plural) unless the species name is unknown; include the species nomenclature instead, or only the generic name if referring to the entire

genera or several or more unspecified species (e.g., "...three species of *Oncorhynchus*...").

Use "salmon" after the common name when used as a noun (e.g., coho salmon were caught), but it is acceptable to drop "salmon" when used as an adjective (e.g., coho catches), except in the title. This applies to other finfish and shellfish as well.

21.2 ABBREVIATIONS

The abbreviation for the Alaska Department of Fish and Game is ADF&G.

Only the standard symbols and abbreviations approved for use in Division of Sport Fish report, as defined in Appendix B1 and displayed on the inside cover of this report, may be used in the abstract, other report text, tables, and figures. Otherwise define each abbreviation or symbol on first usage in the report. Abbreviations may be used for tables or figures following the above guidelines.

Agency abbreviations and acronyms may be used in the text but must be defined upon the first usage. However if citing literature in the text, use the abbreviation and acronym without first defining it.

21.3 ITALICS

Italicize: scientific names, text mention of books or other publications; variables and lettered constants or statistical expressions; *in*, *In press*, *In prep*, *Unpublished*, *Undated*; and wherever occasional emphasis is appropriate.

21.4 UNITS OF MEASUREMENT, DATES, AND TIME

The Interdivisional Committee of Editors, of which Mike Mills of the Division of Sport Fish is a member, met in November 1994, to discuss revision of the *Alaska Department of Fish and Game Writing Standards, First Edition*. One topic discussed was the establishment of a department standard for units of measure.

The *Alaska Department of Fish and Game Writing Standards, First Edition*, page 29, specifies that metric tons should not be used. This will be changed in the upcoming revision to allow use of metric tons. The new department standard will allow either metric or English units to be used consistently in a document; and English units may be added parenthetically when using metric units (Mike Mills, Alaska Department of Fish and Game, Anchorage, personal communication). Thus if fish weights are first presented in kilograms in a report, all fish weights in the same report must be expressed in kilograms. Yet it is acceptable for some other item in the same report, gillnet mesh size for example, to be consistently expressed in English units (e.g., inches).

Units of measurement used in Professional Papers prepared for journal publication should follow the standards of the journal in which author(s) wish to publish. Fishery Data Series reports and Fishery Manuscripts target a more technical audience and most should be prepared using metric units, whereas Fishery Management Reports and Special Publications may be written for a less technical audience and therefore may be more likely to be prepared using English units.

Either the European (25 June 1983) or non-European (June 25, 1983) format for dates should be used consistently throughout a report. An apostrophe is not used after the year in plural (e.g., "...in the 1960s..." not "...in the 1960's...").

The 24-hour or military clock (e.g., 0530 to 1730 hours, not 5:30 am to 5:30 p.m.) should be used to express time. The word "hours" should not be abbreviated when using the 24-hour clock.

21.5 EQUATIONS AND NUMBERS

All equations used, except those that are commonly encountered and are not

ambiguous (e.g., chi-square, Student's t, standard deviation and variance for simple random sampling) should be included or cited in the methods.

Several basic standards for reporting numbers are provided. Consult the standard references listed in section 22 for number rules applicable to other situations.

21.5.1 Equations

Equations should be numbered sequentially using Arabic numerals. If the equation fits within a single column width, the equation number in parentheses should be aligned with the right edge of the column. Complex equations 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. Placement of equations in a Word for Windows table inserted in a frame may help speed formatting and placement of equations. A sample of a correctly numbered equation is included in this section.

Simple equations may be included in text, if the equation will fit legibly within the line spacing for the *Normal* paragraph style. These equations should not be numbered.

Equations should be prepared using the most current version of the Word for Windows Equation Editor ("Insert Object - Microsoft Equation 2.0"). It is not necessary to define standard equation symbols (e.g., Σ used to denote summation), but all other characters should be defined. A sample equation prepared using this approach is presented at the end of this section.

The Word for Windows Equations Editor 2.0 default styles must be modified to meet those defined below for divisional reports. Invoke the Equations Editor (*Insert Object Create New Microsoft Equation 2.0* or click on the

Equation icon), then reset the *Styles* and *Sizes* as shown below. All styles should use regular style fonts (i.e., not italic, bold, or bold italic) except for Matrix Vector, which should be bold.

Table 7.-Equation styles.

Style name	Font
Text	Times New Roman
Function	Times New Roman
Variable	Times New Roman
Matrix Vector	Times New Roman bold
Number	Times New Roman
LC Greek	Symbol
UC Greek	Symbol
Symbol	Symbol

When you use the *Size Define* command within the Equation Editor to change a type size, all equations in the current Equation Editor window will be redrawn using the new type sizes. Equations saved in documents will not be affected unless you edit them again with Equation Editor. Therefore, equation formatting may be disrupted if software used to edit equations in a report are set up with different equation point sizes on different computers. Equation point size recommendations are included for one and two-column page layouts (Table 8).

The *Size Other* command within the Equation Editor may be used to manually override the default point size for any selected portion of an equation. Manually formatting components of an equation is much slower than using the sizes established with *Size Define*, but is useful for editing in line equations.

Table 8.-Recommended point sizes for equation components in one- and two-column page layouts.

Name	One-column	Two-column
Full	12	10
Subscript/Superscript	10	8
Sub-subscript/Sub-superscript	7	7
Symbol	14	12
Sub-symbol	12	10

The following example equation and text are reformatted from Suchanek, Principal Investigator (*Unpublished*). Equation 1 is formatted using the standard point sizes for a two-column page layout.

"Estimates of angler effort, and catch and harvest by species for the surveys conducted at Juneau and Ketchikan will be obtained by the procedures appropriate to a stratified random sample survey with days, locations, and boat-parties as sampling units. First, the mean harvest of species will be obtained over all boat-parties interviewed at each sampled access location within each sampled day:

$$\bar{n}_{hij} = \frac{\sum_{k=1}^{m_{hij}} n_{hij}}{m_{hij}} \quad (1)$$

where: n_{ijk} is the number of fish harvested by interviewed boat-party k at access location j during sampled day i within stratum h ; and m_{hij} equals the number of interviewed boat-parties during each sample."

21.5.2 Numbers

The correct number of significant digits should be used in reported numbers. In general, the number of digits in a reported measurement implies that the true value lies within a range, the width of which is determined by the last decimal place in the measurement. Thus a value of 5 cm implies a range of accuracy of 1 cm, whereas a value of 5.3 cm implies a range of 0.1 cm. Those

digits in a number that indicate the closeness of a measurement to its true value, are called significant digits. The significant digits in a computed value should not exceed that of the value in the computation with the least number of significant digits. Thus if fish lengths were measured to the nearest centimeter, average length should also be rounded to a whole centimeter.

Spell out all numbers used to start a sentence and numbers less than ten not enumerating a standard unit of measurement (e.g., 9 ft but nine fish; 5%). Otherwise, do not spell out (e.g., 12 fish).

In general spell out all ordinal numbers that can be expressed in one or two words (e.g., twenty-first century, but 101st birthday). In dates without reference to a specific year use ordinal words when the day precedes the month (e.g., third of June), but cardinal figures when the day follows the month (e.g., June 3).

In text, tables, and figures use commas to subdivide whole numbers greater than three digits. Try to avoid using text strings of individual numbers that are separated by commas or semicolons as it can create confusion. Place a zero (0) in front of all decimals less than one used in text or tables and figures (e.g., 0.5).

Express numbers in a range similarly (e.g., 40 thousand to 1.1 million *not* 40,000 to 1.1 million). Fully state numbers in a range so each stand alone (e.g., 56 thousand to 74 thousand *not* 56 to 74 thousand).

Use *to* to separate ranges introduced by *from* (e.g., "...from river mile 10 to 20 we sampled..."); use *and* to separate ranges introduced by *between* (e.g., "...between river mile 10 and 20 we sampled..."); otherwise a dash may be used (e.g., "...about 100-150 people were present...").

21.6 AGE REPORTING STANDARDS

Report salmon ages in European notation (e.g., an age-1.3 sockeye salmon). The first digit is the freshwater age not including the year spent in the gravel; the second digit is the ocean age. Report smolt ages with the European system (e.g., age I sockeye salmon smolts or age-1. sockeye salmon smolts), but use only one form in a given report. Follow the methods presented in Narvar and Withler (1977) for steelhead age reporting. Use Arabic numerals for other finfish and shellfish age reporting (e.g., age-4 herring). See Appendix G1 for more detail on reporting of fish ages.

21.7 STATISTICAL FINDINGS

Include reference to the statistical method used for all relationships explained and validated in the results section through a statistical process. When reporting the results of statistical tests; state the test statistic; associated probability, preferably as an equality (e.g., $P = 0.054$); and, where appropriate, the degrees of freedom.

Authors should also consider and discuss biological significance of the results. It is useful for the author to note when statistically significant results have limited biological relevance.

21.8 COPYRIGHT PERMISSION

Permission of authors other than U.S. Government and ADF&G staff is necessary before reprinting copyrighted tables or figures in your report. Most reports, other than U.S. Government publications, are copyrighted to authors (authors technically may be the agency the author works for). If you are uncertain how to proceed contact the editor for instructions. Letters of permission should be sent to the editor with the final copy of your report.

21.9 USING TERMS DEVELOPED BY OTHERS

Special terms or names for special mathematical expressions as used or coined by an author should be cited, and the terminology used should be the same as the term originally used by the author, unless variations are clearly defined and explained. For example:

“We estimated potential fish production using Ryder's (1965) morphoedaphic index of yield where...”

21.10 SPECIALIZED WORD USAGE STANDARDS

A series of appendices have been prepared to assist authors with difficult word forms and combinations, most being unique to fisheries reports. The appendices were developed from the references mentioned in the Standard References section below and are tabulated in the List of Appendices in the front of this report. Sections 1 through 11 in the Gregg Reference Manual provide additional examples that authors may find helpful.

22. STANDARD REFERENCES

All department writing standards (Siebel, et al. 1992) take precedence over the guidelines presented in this publication and all of the standard references listed below. Always use the latest editions of the following manuals, unless otherwise instructed by the division editor.

Spelling: The standard for word definition and spelling is *Webster's Third International Dictionary*, *The American Heritage Dictionary of the English Language*, and the *Random House Unabridged Dictionary*.

Word Usage: *The Chicago Manual of Style*, and *The Gregg Reference Manual*, Sixth

Edition are the standards for style, usage, and grammar.

Report Format: The most recent edition of the *CBE Style Manual* (Council of Biological Editors, Inc.) is the standard for general questions related to form, structure, and content of scientific reports.

Fish Species: *The Common and Scientific Names of Fishes from the United States and Canada, Fifth Edition, American Fisheries Society Special Publication No. 20*, will be followed for both scientific and vernacular names of fishes. Taxonomic changes presented in more recent publications of the Transactions of the American Fisheries Society will be followed.

Place Names: *Dictionary of Alaska Place Names* (U.S. Geological Survey Professional Paper 567, Reprinted 1971 with minor revisions) by Donald J. Orth is recognized by ADF&G as the standard for place names within Alaska.

23. ACKNOWLEDGMENTS

In preparation of Special Publication No. 95-1 numerous comments and questions submitted by Division of Sport Fish staff were reviewed. *The Reporting Policies and Procedures for the Division of Commercial Fisheries, Interim Copy of the Third Edition*, was also reviewed and several procedures and standards were incorporated into this publication.

It is the ongoing effort by all division staff to complete good research, and present it in a consistent, professional manner that we most wish to acknowledge.

24. LITERATURE CITED

- ADF&G (Alaska Department of Fish and Game). *Unpublished*. Instructions for using sport fish creel and biological mark-sense forms, 1991. Located at: Alaska Department of Fish and Game, Research and Technical Services, No. II.400.300.200(7).
- Meyer, Scott C. The recreational halibut fishery in Southcentral Alaska (Area 3A) with 1993 harvest composition: a report to the International Halibut Commission. Alaska Department of Fish and Game, Special Publication No. 94-1, Anchorage.
- Mills, Michael J. 1994. Harvest, catch, and participation in Alaska sport fisheries during 1993. Alaska Department of Fish and Game, Fishery Data Series No. 94-28, Anchorage.
- Narvar, R.A. and F.C. Withler. 1977. Age and size of steelhead trout, *Salmo gairdneri*, in angler catches from Vancouver Island, British Columbia, streams. Fisheries Research Board of Canada. Circular 91:1-26.
- Siebel, Carla B., Robert L. Wilbur, Sid O. Morgan, Bruce H. Baker, Mike Mills, Robert J. Wolfe, Susan M. Abbott, Sheila Nickerson, and Cheryl B. Hull, editors. 1992. Alaska Department of Fish and Game Writing Standards, First Edition. Alaska Department of Fish and Game, Juneau.
- Suchanek, Paul. *Unpublished*. 1994 Southeast Alaska marine boat sport fishery harvest studies. FY 95 Operational Plan. Located at: Alaska Department of Fish and Game, Research and Technical Services, No. I.1000.300.1765(3), Anchorage.

APPENDIX A. STANDARD STYLES FOR REPORTS

Appendix A1.-Word for Windows standard styles for Division of Sport Fish reports.

<p>Abstract Style for Next Paragraph: Key words Normal + Font: 10 pt, Line Spacing Single</p> <p>Append-Cover Style for Next Paragraph: Heading 1 Font: Times New Roman, 10 pt, English (US), Flush left, Line Spacing Single, Space Before 200 pt, Page Break Before, Keep With Next</p> <p>Append-Title Style for Next Paragraph: Normal Caption + Page Break</p> <p>Append-Title(continued) Style for Next Paragraph: Normal Append-Title+</p> <p>Bullet 1 Normal + Indent: Hanging 0.2", Bullet</p> <p>Bullet 2 Normal + Indent: Left 0.25" Hanging 0.2", Line Spacing Single, Bullet</p> <p>Caption Style for Next Paragraph: Normal Normal, Indent: First 0.2", Line Spacing Single, Keep With Next, Keep Lines Together, Tab stops: 6.5" Right Flush</p> <p>Caption-continued Caption +</p> <p>Cover-By/Author(s) Normal + Font: 14 pt, Bold, Flush left, Line Spacing 1.5 Lines, Space After 0 pt</p>	<p>Cover-Dept/Div Normal + Font: 10 pt, Bold, Line Spacing Single, Space After 0 pt, Position: Center Horiz. Relative To Margin, 0.13" From Text, 8.35" Vert. Relative To Page, Text Wraps Around, Lock, Tab stops: 6.5" Right Flush</p> <p>Cover-Logo Normal + Line Spacing Single, Space After 0 pt, Position: Center Horiz. Relative To Page, 8.6" Vert. Relative To Page, Text Wraps Around, Locked.</p> <p>Cover-Publ Date Normal + Font: 10 pt, Bold, Centered, Line Spacing Single, Space After 0 pt, Border: Bottom(Double, 1½ pt Line Width), Position: Center Horiz. Relative To Margin, 0.13" From Text, 8.1" Vert. Relative To Page, Width: 6.5", Text Wraps Around, Lock...</p> <p>Cover-Publ Series Normal + Font: 16 pt, Bold, Line Spacing 1.5 Lines, Space After 0 pt, Border: Bottom(Double, 1½ pt Line Width)</p> <p>Cover-Rept Title Normal + Font: 20 pt, Bold, Flush left, Line Spacing Exactly 20 pt, Space Before 30 pt After 54 pt</p> <p>Default Paragraph Font The font of the underlying paragraph style +</p> <p>Endnote Reference Default Paragraph Font + Superscript</p> <p>Equation Normal + 10 pt, Keep Lines Together</p> <p>Footer Normal + Tab stops: 3" Centered, 6" Right Flush</p>	<p>Footnote Reference Default Paragraph Font + Superscript</p> <p>Footnote Text Normal + Font: 8 pt, Indent: Hanging 0.15", Line Spacing At Least 8 pt, Space Before 1 pt After 1 pt, Tab stops: 0.15"</p> <p>Header Normal + Tab stops: 3" Centered, 6" Right Flush</p> <p>Heading 1 Style for Next Paragraph: Normal Normal + Font: 15 pt, Bold, All Caps, Indent: Left 0.2" Right 0.2" Centered, Line Spacing Exactly 16 pt, Space Before 6 pt, Keep With Next, Keep Lines Together</p> <p>Heading 2 Style for Next Paragraph: Normal Normal + Font: 14 pt, Bold, Small Caps, Flush left, Line Spacing Exactly 14 pt, Space After 3 pt, Keep With Next</p> <p>Heading 3 Style for Next Paragraph: Normal Normal + Font: 13 pt, Bold, Flush left, Space After 0 pt, Keep With Next</p> <p>Heading 4 Style for Next Paragraph: Normal Normal + Bold, Flush left, Space After 0 pt, Keep With Next</p> <p>Index 1 Style for Next Paragraph: Normal Normal + Font: 9 pt, Indent: Hanging 0.17" Flush left, Space After 0 pt, Tab stops: 3" Right Flush</p>
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Appendix A1.-Page 2 of 3.

Index 2

Style for Next Paragraph: Normal
Normal + Font: 9 pt, Indent: Left
0.17" Hanging 0.17" Flush left, Space
After 0 pt, Tab stops: 3" Right Flush

Index Heading

Style for Next Paragraph: Index 1
Normal + Font: 13 pt, Bold, Centered,
Space Before 12 pt

Key words

Style for Next Paragraph: Normal
Normal + Font: 10 pt, Indent:
Hanging 0.8", Line Spacing Single,
Tab stops: 0.8"

List-Header

Style for Next Paragraph: Normal
Normal + Font: 16 pt, Bold, Centered,
Line Spacing Single, Space After 0 pt

List-Page

Style for Next Paragraph: Normal
Normal + Bold, Flush left, Line
Spacing Single, Space After 0 pt, Tab
stops: 6.5" Right Flush

Lit-Cited

Normal + 10 pt, Indent: Hanging
0.2", Keep Lines Together

Normal

Font: Times New Roman, 12 pt,
English (US), Justified, Line Spacing
Singlet, Space After 6 pt,
Widow/Orphan Control

Normal Indent

Normal + Indent: Left 0.5"

Normal-0 After

Normal + Space After 0 pt

Normal-Keep Line

Normal + Keep Lines Together

Normal-Keep Next

Normal + Keep With Next, Keep
Lines Together

Normal-Pg Break Before

Normal + Page Break Before, Keep
With Next, Keep Lines Together

Number 1

Normal + Indent: Hanging 0.25",
Auto Numbering

Number 2

Number 1 + Indent: Left 0.25"

OEO Pg-Citation

Normal + Font: 10 pt, Italic, Indent:
Hanging 0.5", Space After 0 pt,
Border: Box (Single), Position: Left
Horiz. Relative To Margin, 0.13"
From Text, Center Vert. Relative To
Margin, Text Wraps Around, Locked.

OEO Pg-OEO

Normal + Font: 10 pt, Space After 0
pt, Position: Left Horiz. Relative To
Margin, 0.13" From Text, Bottom
Vert. Relative To Margin, Text Wraps
Around, Locked.

OEO Pg-Rept Series

Normal + Font: 10 pt

Page Number

Default Paragraph Font +

Table Footnote

Normal + Indent Hanging 0.2", Line
Spacing Single, Space After 3 pt, Tab
Stops 0.2"

Table of Authorities

Normal + Font: 10 pt, Indent:
Hanging 0.2", Keep Lines Together

-continued-

Appendix A1.-Page 3 of 3.

Table of Figures

Style for Next Paragraph: Normal
Normal + Font: 10 pt, Indent:
Hanging 0.5" Right 0.25" Flush left,
Space After 0 pt, Tab stops: 0.3"
Right Flush, 0.5", 6.5" Right Flush ...

Table Row

Normal-0 After + Line Spacing Single,
Space Before 1 pt, After 1 pt, Keep
With Next, Keep Lines Together

Table-Continued

Style for Next Paragraph: Normal
Normal, Centered, Line Spacing
Single, Space Before 3 pt, Keep With
Next, Keep Lines Together

Title Pg-Author(s)

Normal + Font: 10 pt, Centered, Line
Spacing At Least 10 pt,
Space After 0 pt

Title Pg-Credits

Normal + Line Spacing Single, Space
After 0 pt, Border: Box (Single),
Position: Left Horiz. Relative To
Margin, 0.13" From Text, Bottom
Vert. Relative To Margin, Text Wraps
Around, Locked.

Title Pg-Loc & Date

Normal + Font: 10 pt, Centered, Line
Spacing At Least 10 pt, Space After 0
pt, Position: Center Horiz. Relative
To Margin, 0.13" From Text, 7.25"
Vert. Relative To Margin, Width 6.5",
Text Wraps Around, Locked.

Title Pg-Rept Series

Normal + Font: 16 pt, Bold, Italic, All
Caps, Centered, Space Before 66 pt
After 48 pt

Title Pg-Title

Normal + Font: 14 pt, Bold, All Caps,
Centered, Space After 24

TOA Heading

Style for Next Paragraph: Normal

TOC 1

Style for Next Paragraph: TOC2
Heading 1 + Font: 10 pt, Not Bold,
Indent: Left 0", Line Spacing At
Least 12 pt, Not Keep With Next, Not
Keep Lines Together, Tab stops: 6.5"
Right Flush ...

TOC 2

Style for Next Paragraph: Normal
Heading 2 + Font: 10 pt, Not Bold,
Not Small Caps, Line Spacing At
Least 12 pt, Space After 0 pt, Not
Keep With Next, Tab stops: 6.5" Right
Flush ...

TOC 3

Style for Next Paragraph: Normal
Heading 3 + Font: 10 pt, Not Bold,
Indent: Left 0.17", Not Keep With
Next, Tab stops: 6.5" Right Flush ...

TOC 4

Style for Next Paragraph: Normal
Normal + Font: 9 pt, Indent: Left
0.33" Flush left, Space After 0 pt, Tab
stops: 6.5" Right Flush ...

TOC Header

Style for Next Paragraph: Normal
Normal + Font: 16 pt, Bold, Centered,
Line Spacing Single, Space After 0 pt

TOC Page

Style for Next Paragraph: Normal
TOC Header + Bold, Flush Right

APPENDIX B. STANDARD ABBREVIATIONS AND SYMBOLS

Appendix B1.-Symbols and abbreviations used in Division of Sport Fish Fishery Manuscripts, Fishery Data Series Reports, Fishery Management Reports, and Special Publications without definition.

Weights and measures (metric)		General		Mathematics, statistics, fisheries	
centimeter	cm	All commonly accepted abbreviations.	e.g., Mr., Mrs., a.m., p.m., etc.	alternate hypothesis	H_A
deciliter	dL	All commonly accepted professional titles.	e.g., Dr., Ph.D., R.N., etc.	base of natural logarithm	e
gram	g			and	&
hectare	ha	at	@	coefficient of variation	CV
kilogram	kg	Compass directions:		common test statistics	F, t, χ^2 , etc.
kilometer	km		east	confidence interval	C.I.
liter	L		north	correlation coefficient	R (multiple)
meter	m		south	correlation coefficient	r (simple)
metric ton	mt		west	covariance	cov
milliliter	ml	Copyright		degree (angular or temperature)	$^{\circ}$
millimeter	mm	Corporate suffixes:		degrees of freedom	df
Weights and measures (English)		Company	Co.	divided by	\div or / (in equations)
cubic feet per second	ft ³ /s	Corporation	Corp.	equals	=
foot	ft	Incorporated	Inc.	expected value	E
gallon	gal	Limited	Ltd.	fork length	FL
inch	in	et alii (and other people)	et al.	greater than	>
mile	mi	et cetera (and so forth)	etc.	greater than or equal to	\geq
ounce	oz	exempli gratia (for example)	e.g.,	harvest per unit effort	HPUE
pound	lb	id est (that is)	i.e.,	less than	<
quart	qt	latitude or longitude	lat. or long.	less than or equal to	\leq
yard	yd	monetary symbols (U.S.)	\$, ¢	logarithm (natural)	ln
Spell out acre and ton.		months (tables and figures): first three letters	Jan, ..., Dec	logarithm (base 10)	log
Time and temperature		number (before a number)	# (e.g., #10)	logarithm (specify base)	log ₂ , etc.
day	d	pounds (after a number)	# (e.g., 10#)	mid-eye-to-fork	MEF
degrees Celsius	$^{\circ}$ C	registered trademark	®	minute (angular)	'
degrees Fahrenheit	$^{\circ}$ F	trademark	™	multiplied by	x
hour (spell out for 24-hour clock)	h	United States (adjective)	U.S.	not significant	NS
minute	min	United States of America (noun)	USA	null hypothesis	H_0
second	s	U.S. state and District of Columbia abbreviations	use two-letter abbreviations (e.g., AK, DC)	percent	%
Spell out year, month, and week.				probability	P
Physics and chemistry				probability of a type I error (rejection of the null hypothesis when true)	α
all atomic symbols				probability of a type II error (acceptance of the null hypothesis when false)	β
alternating current	AC			second (angular)	"
ampere	A			standard deviation	SD
calorie	cal			standard error	SE
direct current	DC			standard length	SL
hertz	Hz			total length	TL
horsepower	hp			variance	Var
hydrogen ion activity	pH				
parts per million	ppm				
parts per thousand	ppt, ‰				
volts	V				
watts	W				

APPENDIX C. SAMPLE ABSTRACT LAYOUT

Appendix C1.-Example abstract pages. Limit the abstract to 250 words and the abstract and key words to not more than one-half page (text modified from: Mills 1994).

ABSTRACT

Since 1977, the Alaska Department of Fish and Game has conducted an annual mail survey to estimate sport fishing participation and harvests (fish kept) statewide and by Alaska fisheries, areas, regions, and species. Since 1990, catches (fish harvested plus fish released) have also been estimated. Detailed findings are presented for 1993. In 1993, 426,514 anglers took 1,809,419 household trips and fished 2,559,408 days to catch 6,307,062 fish and harvest 2,989,720 fish.

Key words: Alaska, recreation, sport, fish, fisheries, fishing, catch, harvest, angler, angler-days, survey, salmon, trout, char, Arctic grayling, northern pike, whitefish, burbot, smelt, Pacific halibut, rockfish, lingcod, razor clams.

INTRODUCTION

Meeting public demand for recreational fishing opportunities in Alaska while at the same time maintaining and protecting the fisheries resources has become increasingly complex. In the early years of statehood—before rapid population expansion and industrial development—good, uncrowded sport fishing was accessible; large sport fisheries were few and easily monitored; and sport fishing was considered to be a minor factor in management of commercially exploited species.

Today, along with increasing tourism and continued forest, mineral, petroleum, and associated governmental development has come an avid, recreationally-oriented population. Accessible sport fisheries have become crowded, new fisheries have developed, and pressure from a large mobile angling population is spilling ever farther afield. International treaties, native land allotments, (d)(2) national interest land legislation, federal takeover of subsistence management on federal lands within the state, state and federal land conveyances, habitat degradation, and problems of access have complicated maintenance and expansion of sport fishing opportunities. The State and private corporations have made substantial commitments to aquaculture and hatchery

propagation. Also, recreational fishing is now a significant factor in total fisheries management, and vociferous sport-commercial-subsistence user conflicts have developed.

Against this backdrop, a statewide database providing information on where sport fishing occurs, the extent of participation, the preferences of participants, and the species and numbers of major game fishes being caught and harvested is essential for regulation and management of Alaska's sport fisheries and for total regulation, management, and allocation of multiple-use fisheries. In addition, this information is needed for establishing priorities; for formulating policies; for budgeting; for planning and evaluating rehabilitation, enhancement, stocking, habitat protection, and access acquisition projects; for stock assessment; for forecasting; for gauging the economic and social significance of sport fishing; and for satisfying requests for information from individuals, special interest groups, government agencies, and the recreational industry.

Because of Alaska's vastness, meeting all these information requirements statewide by onsite creel surveys would be prohibitively expensive, thus an economical supplementary program has been developed. Described herein are results from the seventeenth year of

ABSTRACT

Since 1977, the Alaska Department of Fish and Game has conducted an annual mail survey to estimate sport fishing participation and harvests (fish kept) statewide and by Alaska fisheries, areas, regions, and species. Since 1990, catches (fish harvested plus fish released) have also been estimated. Detailed findings are presented for 1993. In 1993, 426,514 anglers took 1,809,419 household trips and fished 2,559,408 days to catch 6,307,062 fish and harvest 2,989,720 fish.

Key words: Alaska, recreation, sport, fish, fisheries, fishing, catch, harvest, angler, angler-days, survey, salmon, trout, char, Arctic grayling, northern pike, whitefish, burbot, smelt, Pacific halibut, rockfish, lingcod, razor clams.

INTRODUCTION

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Against this backdrop, a statewide database providing information on where sport fishing occurs, the extent of participation, the preferences of participants, and the species and numbers of major game fishes being caught and harvested is essential for regulation and management of Alaska's sport fisheries and for total regulation, management, and allocation of multiple-use fisheries. In addition, this information is needed for establishing priorities; for formulating policies; for budgeting; for planning and evaluating rehabilitation, enhancement, stocking, habitat protection, and access acquisition projects; for stock assessment; for forecasting; for gauging the economic and social significance of sport fishing; and for satisfying requests for information from individuals, special interest groups, government agencies, and the recreational industry.

Because of Alaska's vastness, meeting all these information requirements statewide by onsite creel surveys would be prohibitively expensive, thus an economical supplementary program has been developed. Described herein are results from the seventeenth year of that program, whose primary objective is to provide statewide estimates of participation, catch, and harvest for major Alaskan sport-caught species by area and fishery.

APPENDIX D. LITERATURE CITED EXAMPLES

Appendix D1.-Examples of the correct literature cited format for several types of publications.

Example Group 1 - Journals, Periodicals (any routine publications)

Burger, C. V., R. L. Wilmont, and D. B. Wangaard. 1985. Comparison of spawning areas and times for two runs of chinook salmon (*Oncorhynchus tshawytscha*) in the Kenai River, Alaska. *Canadian Journal of Fisheries and Aquatic Sciences* 42:693-700.

Duttweiler, M. W. 1976. Use of questionnaire surveys in forming fishery management policy. *Transactions of the American Fisheries Society* 105:232-239.

Von Geldern, C. E. and P. K. Tomlinson. 1973. On the analysis of angler catch rate data from warmwater reservoirs. *California Fish and Game* 59:281-292.

Example Group 2 - Books

Draper, N. R. and H. Smith. 1981. *Applied regression analysis*, second edition. John Wiley and Sons, New York.

Scheaffer, R. L., W. Mendenhall, and L. Ott. 1979. *Elementary survey sampling*. Duxbury Press, North Scituate, Massachusetts.

Zar, J. 1984. *Biostatistical analysis*. Prentice-Hall, Inc., Englewood Cliffs, New Jersey.

Example Group 3 - Articles within Books or Symposium Proceedings

Anas, R. E. 1963. Red salmon scale studies. Pages 114-116 in *Annual Report of the International North Pacific Fisheries Commission, 1961*. Vancouver, British Columbia, Canada.

Geiger, H. J. *In press*. Parametric bootstrap confidence intervals for estimates of fisheries contribution in salmon marking studies. In R. L. Kendall, editor. *Proceedings of the International Marking Symposium*. American Fisheries Society, Bethesda, Maryland.

Koo, T. S. Y. 1962. Age designation in salmon. Pages 37-48 in *Studies of Alaska red salmon*. University of Washington Publications in Fisheries, New Series Volume 1. Seattle.

Tennant, D. L. 1976. Instream flow regimes for fish, wildlife, recreation, and related environmental resources. Pages 359-373 in J. F. Orsborn and C. H. Allman, editors. *Instream flow needs, volume II*. American Fisheries Society, Bethesda, Maryland.

Example Group 4 - Government Reports

ADNR (Alaska Department of Natural Resources). 1985. *State of Alaska instream flow handbook*. Alaska Department of Natural Resources, Anchorage.

Clark, R. A. 1986. Arctic grayling stock status and population dynamics in the Tanana drainage. Pages 35-64 in *Arctic-Yukon-Kuskokwim reports to the Board of Fisheries, Anchorage, Alaska*. Alaska Department of Fish and Game, Division of Sport Fish, Fairbanks.

McBride, D. N. 1980. Homing of Arctic char, *Salvelinus alpinus* (Linnaeus), to feeding and spawning sites in the Wood River Lake system, Alaska. Alaska Department of Fish and Game, Informational Leaflet No. 184, Juneau.

-continued-

Appendix D1.-Page 2 of 2.

Example Group 4 - Government Reports (continued)

- Mills, M. J. 1979. Alaska statewide sport fish harvest studies. Alaska Department of Fish and Game. Federal Aid in Fish Restoration, Annual Performance Report, 1978-1979, Project F-9-11, 20 (SW-1-A), Juneau.
- Mills, M.J. 1990. Harvest and participation in Alaska sport fisheries during 1989. Alaska Department of Fish and Game, Fishery Data Series No. 90-44, Anchorage.
- Neuhold, J. M. and K. H. Lu. 1957. Creel census method. Utah State Department of Fish and Game Publication No. 8, Salt Lake City, Utah.
- Pahlke, K. A., R. D. Mecum, and R. P. Marshall. *In press*. Migratory patterns and fishery distribution of Chilkat River chinook salmon. Alaska Department of Fish and Game, Fishery Data Series, Juneau.
- Sumida, V. A. 1988. Land and resource use patterns in Stevens Village, Alaska. Alaska Department of Fish and Game, Technical Paper No. 129, Juneau.

Example Group 5 - Dissertations, Theses, Unpublished Documents

- ADF&G (Alaska Department of Fish and Game). *In prep*. Application for reservation of water, Talkeetna River. Located at: Alaska Department of Fish and Game, Division of Sport Fish, Research and Technical Services, No. I.700.300.3900, Anchorage.
- Buckland, S. T. *Unpublished*. Quantifying precision of mark-recapture estimates using the bootstrap. Located at: Inter American Tropical Tuna Commission, 8604 La Jolla Shores Drive, La Jolla, California.
- DiCostanzo, C. J. 1956. Creel census techniques and harvest of fishes in Clear Lake, Iowa. Doctoral dissertation, Iowa State College, Ames.
- Mattson, R. W. 1975. The Juneau area chinook salmon fisheries, with particular emphasis on the sport fishery, 1960-1973. Master's thesis, University of Washington, Seattle.
-

APPENDIX E. FISHERY TERMINOLOGY FORM AND USAGE

Appendix E1.-Terms, parts of speech, and example usage for specialized fishery-related terms.

Word	Form	Example Usage
above-mentioned (before-)	adjective	avoid use of aforementioned
adipose-clipped	adjective	always hyphenated (never abbreviate as “ad-clipped”)
age at maturity	noun	... <i>their age at maturity</i> was...
age at maturity	adjective	... <i>age at maturity</i> studies...
age-class	noun	... <i>one age-class</i> was missing...
angler-day (hour)	noun	always hyphenated
backwater	adjective/noun	always one word
baseline	adjective	always one word
beach seine	adjective/noun/verb	always two words
benefit-cost (cost-benefit)	adjective	... <i>the benefit-cost</i> ratio...
bio (words)	adjective/noun	almost always one word
bottomfish	adjective/noun	always one word
break up	verb	... <i>the ice began to break up</i> in...
or breakup	noun	... <i>breakup</i> occurred in...
brood stock	adjective/noun	always two words
brood year	adjective/noun	always two words
bycatch	adjective/noun	always one word
catch-and-release	adjective/noun	always hyphenated
catch per unit effort	adjective/noun	always without hyphens
catcher-only	adjective/noun	always hyphenated
catcher-processor	adjective/noun	always hyphenated
chi-square	adjective/noun	always hyphenated
clear water	noun	... <i>in clear water</i> where...
or clearwater	adjective	... <i>clearwater</i> species normally...
coastline	adjective/noun	always one word
coastwide	adjective	always one word
coded wire tag	adjective/noun	always without hyphen
cold water	noun	... <i>they occur in cold waters</i> of...
or coldwater	adjective	... <i>most coldwater</i> species are...
database	adjective/noun	always one word
deep water	noun	... <i>they live in deep water</i> ...
or deepwater	adjective	... <i>these deepwater seines</i> ...

-continued-

Appendix E1.-Page 2 of 6.

Word	Form	Example Usage
departmentwide	adjective	always one word
dip net	adjective/noun	always two words
<u>or</u> dipnet/dipnetter	verb/noun	always one word
downriver (downstream)	adjective	... <i>the downriver camp was...</i>
driftnet/driftnetter	adjective/noun/verb	always one word
drift gillnet/gillnetter	adjective/noun/verb	always two words
early run	noun	... <i>the early run was...</i>
<u>or</u> early-run	adjective	... <i>the early-run ages were...</i>
east side	noun	... <i>fisheries on the east side...</i>
<u>or</u> eastside	adjective	... <i>eastside catch was...</i>
egg take	noun	... <i>the egg take was started on...</i>
<u>or</u> egg-take	adjective	... <i>the egg-take operations began...</i>
even-year	adjective	... <i>even-year returns were...</i>
exvessel	adjective	always one word
finclip	adjective/verb	always one word
fish farming	adjective/noun	always two words
fish ladder	adjective/noun	always two words
fish pass	noun	always two words
fishpound	adjective/noun	always one word
fish trap	noun	always two words
<u>or</u> fish-trap	adjective	always hyphenated
fishway	noun	always one word
fish wheel	adjective/noun	always two words
fly fishing	adjective/noun	always two words
follow-up	adjective/noun	... <i>project follow-up was...</i>
<u>or</u> follow up	verb	... <i>he followed up with a letter...</i>
fork length	adjective/noun	always two words
fork-of-tail	adjective/noun	always hyphenated
freeze-up	noun	... <i>freeze-up occurred in...</i>
fresh water	noun	... <i>most live in fresh water...</i>
<u>or</u> freshwater	adjective	... <i>most freshwater species...</i>

-continued-

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Word	Form	Example Usage
full time	noun	...worked the full time allowed...
or full-time	adjective/adverb	...all worked full-time days...
fyke net	adjective/noun	always two words
gillnet	noun	...the set gillnet was ripped...
or gillnet	adjective	...the drift gillnet catch was...
or gillnet	verb	...having gillnetted 2000 lbs...
goodness of fit	noun	...goodness of fit was examined...
or goodness-of-fit	adjective	...goodness-of-fit analysis...
groundfish	adjective/noun	always one word
hand-held	adjective	...the hand-held unit was...
hand troll/troller	adjective/noun/verb	always two words
harvest per unit effort	adjective/noun	always without hyphens
haul seine/seiner	adjective/noun/verb	always two words
headwater	noun	...the headwaters originate...
herring pound	adjective/noun	always two words
inriver	adjective	always one word
inseason	adjective	always one word
inshore	adjective	always one word
instream	adjective	always one word
intertidal	adjective	always one word
lakeshore	adjective/noun	always one word
landing net	noun	always two words
landlocked	adjective/noun	always one word
landowner	adjective/noun	always one word
late run	noun	the late run was...
or late-run	adjective	...the late-run ages were...
legal-size	adjective	...legal-size crab were...
or legal size	noun	...crab of legal size were...
length-at-age	adjective/noun	always hyphenated
length-weight	adjective/noun	always hyphenated
longline/longliner	adjective/noun/verb	always one word
long-term	adjective	...long-term impacts are...
mainstem	adjective/noun	always one word

-continued-

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Word	Form	Example Usage
man-hour	noun	always hyphenated
man-month	noun	always hyphenated
mark-recapture	adjective/noun	always hyphenated
mark-sense	adjective	<i>...the mark-sense forms...</i>
or mark sensing	noun	<i>...mark sensing is the process...</i>
mid-eye	adjective/noun	always hyphenated
mideye-to-fork	adjective/noun	<i>...mideye-to-fork lengths were...</i>
midpoint	adjective/noun	always one word
minnow trap	noun	always two words
or minnow-trap	adjective	always hyphenated
mixed stock	adjective/noun	always two words
multi(words)	adjective/noun	almost always one word
nearshore	adjective	<i>...the nearshore fishery was...</i>
nonpermanent	adjective/noun	always one word
non-Alaskan	adjective/noun	always hyphenated
odd-year	adjective	<i>...the odd-year returns were...</i>
offshore	adjective	<i>...the offshore fishery was...</i>
outmigrate	verb	<i>...salmon outmigrate when...</i>
outmigrating	adjective	<i>...the outmigrating fry were...</i>
outmigrant	noun	<i>...the outmigrants passing...</i>
or outmigration	noun	<i>...during the outmigration...</i>
overfish, overwinter, overharvest, etc.	verb	always one word
parent year	noun	<i>...the parent year was 1982...</i>
parent-year	adjective	<i>...parent-year escapements were...</i>
personal use	adjective/noun	always two words
post or preseason	adjective/noun	always one word
power troll/troller	adjective/noun/verb	always two words
pre or postrecruit	adjective/noun	always one word
purse seine/seiner	adjective/noun/verb	always two words
put-and-take	adjective/noun	always hyphenated
radiotelemetry/location	adjective/noun	always one word
radio tracking	noun	<i>...radio tracking was tested...</i>
or radio-tracking	verb	<i>...fish were radio-tracked...</i>
regionwide	adjective	always one word

-continued-

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Word	Form	Example Usage
return-at-age	adjective/noun	always hyphenated
river mouth	noun	... <i>fish at the river mouth were...</i>
<u>or</u> river-mouth	adjective	... <i>river-mouth fisheries...</i>
rockfish	adjective/noun	always one word
sac roe	adjective/noun	always two words
salmon (ocean) ranching	noun	always two words
salt water	noun	... <i>always live in salt water...</i>
<u>or</u> saltwater	adjective	... <i>saltwater species may...</i>
sea run	noun	... <i>the sea run was less...</i>
<u>or</u> sea-run	adjective	... <i>sea-run cutthroat trout are...</i>
setnet	adjective/noun/verb	always one word
<u>or</u> set nets	noun	... <i>use of set nets is not...</i>
set gillnet/gillnetter	adjective/noun/verb	always two words
shell-aging	adjective	always hyphenated
shorebased	adjective	always one word
shoreline	noun	always one word
short-term	adjective	always hyphenated
soft shell	noun	... <i>soft shells were found...</i>
<u>or</u> soft-shell	adjective	... <i>soft-shell crab were...</i>
spawn on kelp	noun	... <i>spawn on kelp was harvested in...</i>
<u>or</u> spawn-on-kelp	adjective	... <i>the spawn-on-kelp fishery...</i>
spike-fork	adjective/noun	always hyphenated
sport fishing	adjective/noun	two words (<u>never</u> sports fishing)
statewide	adjective	always one word
stream life	noun	... <i>the stream life was...</i>
<u>or</u> stream-life	adjective	... <i>stream-life studies...</i>
subarea	adjective/noun	always one word
test net	noun	always two words
<u>or</u> test-net	adjective	always hyphenated

-continued-

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Word	Form	Example Usage
time series	adjective/noun	always two words
t-test	adjective/noun	always hyphenated
upriver	adjective	always one word as adjective
U.S./Canada	adjective	always use slash
water body	noun	always two words
watershed	adjective/noun	always one word
year class	adjective/noun	always two words
yolk sac	noun	... <i>the yolk sac was...</i>
<u>or</u> yolk-sac	adjective	... <i>the yolk-sac fry were...</i>
west side	noun	... <i>fisheries on the west side...</i>
<u>or</u> westside	adjective	... <i>the westside catch was...</i>
young-of-the-year	adjective/noun	always hyphenated

APPENDIX F. CAPITALIZATION

Appendix F1.-Correct capitalization and example usage for commonly used words in ADF&G documents.

Word	Capitalization Examples
Arctic char/grayling	always; proper name
board ^a	The board (council) listened to testimony... The Board of Game listened to...
commissioner ^b	...Commissioner John Smith spoke... John Smith, commissioner of... The commissioner will not attend.
council	same as board; see above
department ^a	The Department of Fish and Game... The department recommended... The Department closed the fishery...
director	same as commissioner; see above
district	The district catch was... The District 15 catch was... The Security Cove District catch was...
division	same as department; see above
Dolly Varden	always; proper name
drainage	always lower case
Dungeness crab	always; proper name
eastside	...eastside catches were far... ...when the Eastside fishery took... ...catches on the east side were...
emergency order	...Emergency Order 1-Y-10-87 was... ...the emergency order closed the...
federal	...so the federal government... ...the Federal Reserve Board...
fishery	...when the gillnet fishery was... ...when the False Pass fishery was...
governor	...John Wilson, the governor of... Governor Wilson was... ...the governor signed the law...
legislature	same as department; see above
native	...natives of Alaska...(those born in Alaska) ...stocks native to this area were For indigenous inhabitants use: ...Native American(s) ...Alaska Natives...

-continued-

Appendix F1.-Page 2 of 2.

Word	Capitalization Examples
North Slope ^c	The North Slope terrain is...
Southeast Alaska ^d	The Southeast Alaska catch was...
Southcentral Alaska ^d	The Southcentral Alaska anglers were...
Arctic-Yukon-Kuskokwim ^d	The Arctic-Yukon-Kuskokwim streams...
southern, western	...temperatures in western Alaska...
northern, eastern ^e	
river(s) (sound, bay, etc.)	...the Chilkat River flow was... ...the flow in the river was... ...Yukon and Kuskokwim rivers...
Relative Stock Density	always capitalized
state	...the state of Alaska was... ...however, New York State was...
Tanner crab	always; proper name
upper	...stocks in the Upper Yukon are... ...in the upper portion of the Yukon...
weir	...the Chilkat River weir was...
west side	same as east side (see above)

^a Only capitalize the short form when full agency force or official responsibility of the agency is being conferred in your usage.

^b Do not capitalize titles of state officials (e.g., commissioners, senators, attorney general) except the Governor and Lieutenant Governor. However, these titles may be capitalized when there is limited readership that would consider the title to convey authority or high rank or in correspondence to/from the official's office. Also capitalize when the title is part of the individual's name (e.g., Director John Jones). Do capitalize most high ranking federal titles.

^c Capitalize north, south, east, west when they designate definite regions or are an integral part of a proper name.

^d Use Southeast Alaska, Southcentral Alaska, and Arctic-Yukon-Kuskokwim as place names when referring to a specific geographic area (as opposed to a general location).

^e Do not capitalize western, central, eastern, etc., when used as an adjective describing a place name, a general geographic portion of a place name (e.g., Alaska), or its weather.

APPENDIX G. SINGULAR AND PLURAL WORDS

Appendix G1.-Correct singular and plural spellings for commonly used fishery-related words.

Singular	Plural	Singular	Plural
agenda	agendas	halibut	halibut/halibuts ^a
alevin	alevins	herring	herring/herrings
alga	algae	hypothesis	hypotheses
analysis	analyses	index	indices or indexes
char	char/chars ^a	memorandum	memoranda/memorandums
clam	clams	parr	parr/parrs ^a
cod	cods	phenomenon	phenomena
crab	crabs	pike	pike/pikes ^a
criterion	criteria or criterions	plankter	plankton/plankters ^b
data; datum	data	rockfish	rockfish/rockfishes ^a
fingerling	fingerlings	salmon	salmon/salmons ^a
fish	fish/fishes ^a	shrimp	shrimp/shrimps ^a
fishery ^c	fisheries	smolt	smolt/smolts ^a
formula	formulas or formulae	species	species
fry	fry	stratum	strata or stratums
fungus	funguses/fungi	symposium	symposiums/symposia
genus	genera	trout	trout/trouts ^a
geoduck	geoducks		

^a Add the “s/es” when referring to more than one species in a general group.

^b “Plankters” may be used when referring to a collection of individuals, generally of the same species, as opposed to the more generalized form, “plankton.”

^c Consistently use fishery or fisheries as the plural modifier of biologist or management in a report, not both. For ADF&G biologists, use fishery biologist because this is the term for the job class.

APPENDIX H. NUMBER WORDS

Appendix III.-Basic guidelines for the format and presentation of numbers.

Before the Noun	Elsewhere in the Sentence
Fish Ages (use only as follows):	
...a 3-year-old fish	...a fish 3 years old
...age-I and -II smolts	...smolts aged I and II
...age-0.3 sockeye salmon had	<u>or</u> : smolts classified as ages I and II
<u>or</u> : 0.3-age sockeye salmon had	...sockeye salmon aged 0.3 had
...age-1. coho salmon had	<u>or</u> : sockeye salmon age 0.3 had
<u>or</u> : freshwater-age-1. coho salmon ^a	...coho salmon aged 1. had
...prerecruit-II crab were	<u>or</u> : coho salmon of freshwater age 1 ^a
...age-.1 coho salmon	...males were mostly prerecruit IIs
<u>or</u> : saltwater-age-.1 coho salmon	...coho salmon aged .1
	<u>or</u> : coho salmon of saltwater age 1
Other Number-Word Combinations:	
...a 16-meter (<u>or</u> 16-m) base	...a base of 16 meters (or 16 m)
...a 2-week extension ^b	...an extension of 2 weeks ^b
...the 6-hour opening	...the opening of 6 hours
...a 2.5:1 ratio	...a ratio of 2.5 to 1
...a 3-million-fish harvest	...a harvest of 3 million fish
Exceptions:	
...a 25 percent (<u>or</u> 25%) decrease	...a decrease of 25 percent (<u>or</u> 25%)
...a \$20 thousand increase in	...an increase of \$20 thousand
Other Correct Use:	
...value of 0.043 was ^c	Incorrect/Avoid:
...the 1981-85 average was	...a value of .043 was ^c
...a 15- to 18-thousand reduction	...the 1981 to 1985 average
<u>or</u> : a reduction of 15 to 18 thousand	<u>or</u> : the recent 5-year average ^d
	...a 15 to 18,000 reduction
	<u>or</u> : a 15 to 18-thousand reduction
	<u>or</u> : a 15 to 18 thousand reduction

^a The inclusion of the “freshwater” (or “saltwater”) qualifier is acceptable; whichever option you use, do so consistently throughout the report, do not mix.

^b But not “...a 2-week's extension.” However, “...a 2 week's extension,” while acceptable, would rarely be appropriate for scientific writing.

^c Always include the zero before the decimal in the text or tables/figures.

^d Not explicit enough for scientific writing.

APPENDIX I. WATCH OUT WORDS

Appendix II.-Correct usage of several commonly misused words.

Word(s)	Explanation
affect/effect	<i>Affect</i> is normally used as a verb meaning to influence, change, or modify. <i>Effect</i> is normally a noun; it is also a verb meaning to bring about.
aging	Although commonly used in biological writing, aging is not recognized by any dictionary as meaning <i>the determination of age</i> , which is jargon. The public may interpret the word to mean <i>the process of growing older</i> , which is the dictionary definition. Therefore, use “aging” with caution. Also do not spell the word <i>ageing</i> - this is the British spelling.
allocate/apportion	Use these words when you or others do the apportioning or allocating (e.g., <i>allocation</i> plans for fisheries or hunters). Do <u>not</u> use when you are trying to estimate the proportions or parts of a natural population (e.g., “...the run was <i>allocated</i> to stock by...”) because we are not allocating/apportioning the parts or components of the population - the populations themselves are.
allocative	Although <i>allocative</i> is not in the dictionary, we have made it a word, and it may be used where appropriate.
appraise/apprise	<i>Appraise</i> means to evaluate, whereas <i>apprise</i> means to inform.
among/between	Use <i>among</i> when comparing three or more. Use <i>between</i> when comparing two.
between/from	<i>Between</i> requires the word <i>and</i> (not <i>to</i> or an en-dash). <i>From</i> requires the word <i>to</i> (not an en-dash).
comprise/compose	<i>Comprise</i> means to include, contain, consist of; <i>compose</i> means to make up. The parts compose (make up) the whole; the whole comprises (includes) the parts.
different from/different than	<i>Different from</i> is normally used. <i>Different than</i> is correct occasionally but very rarely in our writing (see the dictionary).

-continued-

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Word(s)	Explanation
due to/because of	<i>Due to</i> is often used where <i>because of</i> is required. You should be able to substitute <i>attributable to</i> for <i>due to</i> ; if the substitution sounds odd, use <i>because of</i> .
ensure/insure/assure	All three words have essentially the same meaning. However, when referring to financially guaranteeing life or property, use <i>insure</i> exclusively. <i>Assure</i> should only be used when it refers to a person (e.g., to assure someone). In most of our writing, therefore, use <i>ensure</i> , and use the other two words only in the limited senses described above.
further/farther	<i>Farther</i> refers to distance only. Use <i>further</i> in all other cases.
harvest rate/exploitation rate	Historically, these two terms have been used synonymously. They are defined as the harvest divided by the population. These terms should not be redefined to mean anything else; stick with the traditional usage.
historic/historical	<i>Historic</i> may refer to noteworthy events in history. Use <i>historical</i> when referring to past events in a cumulative or generic sense.
hybrid crosses	When depicting hybrid crosses use the following formats: <i>Chinoecetes bairdi x Chinoecetes opilio</i> ; or <i>C. bairdi x C. opilio</i> ; or Tanner Crab x snow crab. The female partner is always first (left of <i>x</i>).
its/it's	<i>Its</i> is the possessive form of <i>it</i> , whereas <i>it's</i> is the contraction for <i>it is</i> .
impact	<i>Impact</i> is often used when referring to the effect of one thing on another. You may want to use <i>affect/effect</i> instead.
latter/former	Avoid these words wherever possible. They force the reader to stop and search back over the previously read material to locate the intended reference.
like/likely	Be careful about substituting <i>as</i> for <i>like</i> .
notwithstanding	<i>Notwithstanding</i> is generally the weakest of its synonyms; <i>despite</i> , and <i>in spite of</i> .

-continued-

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Word(s)	Explanation
Pacific herring	Use <i>Pacific herring</i> and the scientific name on the first usage in the document, but use only <i>herring</i> thereafter (exception: if your document involves both Atlantic and Pacific herring, the qualifier will probably be needed throughout).
parameter	Use only as a mathematical variable or constant.
passive voice	Writing in the passive voice is a vestigial organ of our biological training. Readers prefer active voice because it is generally easier to read.
percent/percentage	Use <i>percent</i> for general audiences or the percent sign (%) for scientific audiences when associated with a number; use <i>percentage</i> when not used with a number.
principle/principal	<i>Principle</i> is always a noun, and <i>principal</i> in our writing is almost always an adjective. Examples: "...the <i>principal</i> reason...", and "...one <i>principle</i> in fisheries management..."
raise/rise	<i>Raise</i> means it is moved upward by someone or something - that is, not of its own volition. <i>Rise</i> means to move upward by itself or upon its own volition.
random	Use "random sample" only in its statistical sense: e.g., every possible individual sample has an equal probability of being selected.
respectively	This word is often overused in scientific writing. It makes reading difficult because it forces the reader to cross reference parts of the sentence. Its use should be minimized.
regardless	Do not use <i>irregardless</i> , which is a nonstandard word and a double negative.

-continued-

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Word(s)	Explanation
run/return	<i>Run</i> refers to an aggregation of salmon of all ages returning from ocean feeding grounds to spawn in any given year. <i>Return</i> refers to an aggregation of salmon over several or more years that represent the surviving adult offspring from a single brood year. For pink, salmon run equals return.
since	Do <u>not</u> use as a synonym for <i>because</i> . Use only in a temporal sense.
spawn on kelp	Also use <i>spawn on kelp</i> rather than <i>roe</i> or <i>eggs on kelp</i> . Hyphenate when used as an adjective.
special harvest area/terminal harvest area	The <i>special harvest area</i> is an area where private hatchery returns segregate from wild stocks and the private hatchery operator may harvest returns for cost recovery. The <i>terminal harvest area</i> is the area adjacent to a state or private hatchery where commercial fishermen may harvest segregated hatchery returns.
that/which/who	Commonly confused - see <i>Gregg</i> , section 1062.
ton/tonne	Refers to the 2,000-lb unit of measurement. Refers to the 1,000-kg unit of measure (2,205 lb). Use of <i>metric ton</i> is under review as part of the update of the department's writing standards. The division's recommendation is that its use be allowed.
while	Do not use <i>while</i> as a conjunction; use in a temporal sense only. Instead use <i>although</i> , <i>but</i> , <i>whereas</i> , or <i>and</i> .
with	Do not use <i>with</i> as a conjunction. Use <i>and</i> , <i>but</i> , or a semicolon (;).

Modified from: *Alaska Department of Fish and Game's Writing Standards, First Edition.*

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