Reporting Policies, Procedures, and Style Guidelines for the Division of Sport Fish

(Third Edition)

by

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and

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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.

Weights and measures (metric)

centimeter	cm
deciliter	dL
gram	g
hectare	ha
kilogram	kg
kilometer	km
liter	L
meter	m
milliliter	mL
millimeter	mm

Weights and measures (English)

cubic feet per second	ft^3/s
foot	ft
gallon	gal
inch	in
mile	mi
nautical mile	nmi
ounce	oz
pound	lb
quart	qt
yard	yd

Time and temperature

day	d
degrees Celsius	°C
degrees Fahrenheit	°F
degrees kelvin	K
hour	h
minute	min
second	s

Physics and chemistry

all atomic symbols	
alternating current	AC
ampere	A
calorie	cal
direct current	DC
hertz	Hz
horsepower	hp
hydrogen ion activity (negative log of)	pH
parts per million	ppm
parts per thousand	ppt, ‰
volts	V
watts	W

General

Alaska Administrative Code	AAC
all commonly accepted abbreviations	e.g., Mr., Mrs., AM, PM, etc.
all commonly accepted professional titles	e.g., Dr., Ph.D., etc.
at	@
compass directions:	
east	E
north	N
south	S
west	W
copyright	©
corporate suffixes:	
Company	Co.
Corporation	Corp.
Incorporated	Inc.
Limited	Ltd.
District of Columbia	D.C.
et alii (and others)	et al.
et cetera (and so forth)	etc.
exempli gratia (for example)	e.g.
Federal Information Code	FIC
id est (that is)	i.e.
latitude or longitude	lat. or long.
monetary symbols (U.S.)	$, ¢
months (tables and figures): first three letters	Jan,...,Dec
registered trademark	®
trademark	™
United States (adjective)	U.S.
United States of America (noun)	USA
U.S.C.	United States Code
U.S. state	use two-letter abbreviations (e.g., AK)

Measures (fisheries)

fork length	FL
mideye-to-fork	MEF
mideye-to-tail-fork	METF
standard length	SL
total length	TL

Mathematics, statistics

all standard mathematical signs, symbols and abbreviations	
alternate hypothesis	H_A
base of natural logarithm	e
catch per unit effort	CPUE
coefficient of variation	CV
common test statistics	$(F, t, \chi^2,$ etc.)
confidence interval	CI
correlation coefficient (multiple)	R
correlation coefficient (simple)	r
covariance	cov
degree (angular)	°
degrees of freedom	df
expected value	E
greater than	>
greater than or equal to	≥
harvest per unit effort	HPUE
less than	<
less than or equal to	≤
logarithm (natural)	ln
logarithm (base 10)	log
logarithm (specify base)	log_2, etc.
minute (angular)	'
not significant	NS
null hypothesis	H_O
percent	%
probability	P
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
variance	
population	Var
sample	var

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Third Edition

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ABSTRACT

This manual is part of an ongoing effort to provide clear, consistent style guidelines for Alaska Department of Fish and Game Sport Fish Division technical report series. This report should be used as a guide for authors, as well as a reference point for report policies and standards. Presented are guidelines for preparation and assembly of major elements in a report, as well as staff roles and responsibilities. This guide can be used in conjunction with other available resources to provide the tools needed to produce professional reports of high quality.

Key words: Sport Fish reporting guidelines, style sheet, template, report policies, guide to authors, citations, references, archives, Fishery Data Series, Fishery Manuscript, Fishery Management Report, Special Publication, Professional Papers, Board of Fish.

INTRODUCTION

Alaska Department of Fish and Game (ADF&G) Sport Fish Division technical reports are a testament to the department's dedication to the mandate of sound, scientifically based management of Alaska's fishery resources. Professional, peer-reviewed technical publications are the standard for distribution of Sport Fish Division (SFD) research information. The technical report series has been designed to present data and results of studies funded at public expense in a way that will strengthen positive interaction with other agencies and fishery professionals. The transfer of department knowledge over time and between governmental staff, the public, resource agencies and participants is facilitated by careful publication of the methods, data and results of a fisheries study.

ADF&G Sport Fish Division technical reports are produced for fishery management, but they are also a part of Sport Fish Division's vital outreach. The ease of locating and distributing information electronically has changed the environment in which our publications are produced. This environment facilitates broad general access to fisheries information by means of a readily available, searchable report series. The reports improve public access to research used in the department's decision-making processes. Collaborative management decisions are less likely to oppose sound science if all parties are provided with a solid knowledge base. Information gathered through scientific methods and published in this series helps foster respect for Sport Fish Division, and presents a positive position in Alaska's resource management. "We can't afford to miss an opportunity to inform, motivate and even *inspire* new supporters of our fish and wildlife resources." (Vincent-Lang and Helme 1999). Our reporting guidelines are intended to encourage professionally written publications that reflect positively on our research capability and our management proficiency.

Publications within a public agency are enhanced by conventions and recognized standards (GPO Style Board 2003). The scientific community has established recommendations for publication of results of their research, with the primary goal being to segregate a data-based study from the proliferation of opinion and speculative information currently available (Collette 1990). A report well designed and well formatted enhances the logic and readability of its content. It is to this end that we offer this guide of usage, style and reporting conventions for Sport Fish Division authors.

OBJECTIVES

The objective of the technical report series of the ADF&G Division of Sport Fish is to provide accurate and up-to-date information to the professional community, to decision makers, and to the public. A project falls short of its full significance if the information gathered is not made fully accessible. Published scientific reports will meet Sport Fish guidelines for quality, style,

content and accessibility. Reporting policies will be followed to ensure that reports are thoroughly reviewed and edited, and that they reflect a consistently professional image for ADF&G Division of Sport Fish.

REPORT POLICIES

The Division of Sport Fish in meeting its publication objectives has established the following specific policies governing its reporting process:

- Results of division research are required to be published in a technical series report or a scientific journal.

- Scientific peer review is required for all manuscripts entering the Fishery Data Series and Fishery Manuscript report series.

- Biometric review is required for all reports in which data are presented, estimates generated, or a hypothesis tested.

- Editorial review is required for all reports to assure professional quality.

- Director approval is required for all publications prepared and published in other fishery journals.

Division reports will be distributed as follows:

- Reports will be printed for Alaska Resources Library and Information Services (ARLIS) and for the State of Alaska Library. Printed and electronic copies of reports in designated format will be produced to meet requirements of other funding agencies.

Reports will be made available in electronic format to universities, libraries, and government agencies by request and by mailing list distribution.

Electronic reports will be available on the State of Alaska Internet site.

Published reports will be archived, along with data files used in their preparation.

REPORT SERIES

The Division of Sport Fish has established report series to encompass all scientific reports produced for publication (Mills et al. 1995). The series, although related in style and format, are designed to meet specific publication categories. The division of reports into distinct series provides an identifiable location for different reporting documents. Grouping reports relating to management activities and plans, for example, provides structure for a specific kind of information. Grouping publications into series also provides the scientific community with the basic information it needs in accessing the report, including level of review, purpose, and the intended audience (CBE 1994).

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

FISHERY DATA SERIES

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

Fishery Data Series reports require biometric, peer and editorial review and are prepared under the guidelines contained in this manual.

Fishery Data Series reports are intended for fishery and other technically oriented professionals. Distribution is to ARLIS, the Alaska State Library and to the Internet at http://www.sf.adfg.state.ak.us/statewide/divreports/html/intersearch.cfm. These reports are made available to interested departmental staff, and on request, to other libraries, agencies, and individuals.

FISHERY MANUSCRIPTS

Fishery Manuscripts present a broader outlook on one or more projects. For example, a study presenting results of several years of work undertaken on a project to address common objectives would fall within this series. Fishery Manuscripts can provide an overview of work undertaken through multiple projects to address a specific research or management goal. These reports can describe new or highly technical methods.

Fishery Manuscripts require biometric, peer and editorial review and are prepared under the guidelines contained in this manual.

Fishery Manuscripts are intended for fishery and other technically oriented professionals. Distribution is to ARLIS, the Alaska State Library and the Internet at http://www.sf.adfg.state.ak.us/statewide/divreports/html/intersearch.cfm. These reports are made available to interested departmental staff, and on request, to other libraries, agencies, and individuals.

FISHERY MANAGEMENT REPORTS

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

The series includes Fishery Management Plans. Sport Fish Division Fishery Management Plans are written to furnish documentation of management strategies dealing with specific fisheries that, because of their importance or a particular conservation concern, require a specific and focused management plan. The plans enable public, ADF&G and Alaska Board of Fisheries review and input, and provide guidelines and goals leading toward optimization of sport fisheries. Sport Fishery Management Plans are reviewed and updated either on a regular schedule or as the need arises, depending on characteristics of the fishery.

The audience for Fishery Management Reports will include laypersons as well as professionals, so authors should avoid technical terms. As part of the management process, these reports often include information presented to the Board of Fisheries, formatted to fit the series standards.

Regional management staff determines the level of peer review for each Fishery Management Report. Independent peer review arranged by the editor is not required.

Distribution will be to ARLIS, Alaska State Library and the Internet at http://www.sf.adfg.state.ak.us/statewide/divreports/html/intersearch.cfm. These reports are made available to interested departmental staff, and on request, to other libraries, agencies, and individuals.

SPECIAL PUBLICATIONS

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

The audience for and distribution of Special Publications will vary widely. Reports may be of interest to fisheries professionals, publication specialists, and the general public or Board of Fisheries members. Distribution is to ARLIS, Alaska State Library and the Internet at http://www.sf.adfg.state.ak.us/statewide/divreports/html/intersearch.cfm.

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

PROFESSIONAL PAPERS

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

Professional papers follow the guidelines of the intended publisher. An in-house peer review is encouraged before submitting the manuscript to the professional society, journal, or symposium editors. For in-house peer review, the author should submit a copy to the Division of Sport Fish editor, who will arrange for peer review, and submit the manuscript for the director's approval.

ROLES AND RESPONSIBILITIES

DIVISION OF SPORT FISH EDITOR

The editor oversees the publication process and distribution of reports. The editor is responsible for coordinating peer review. Any division of Sport Fish biologist could be requested to peer review a report. Typically, the biologist selected for the review will be a fulltime employee and be located in a region different from the region from which the report originated. Research and Technical Services (RTS) attempts to minimize the number of peer review assignments requested of the same individual to one report per year so as not to burden any one reviewer. If there is a preference for specific staff to edit a report, the editor will try to accommodate it. Reporting policies are established and maintained under the direction of the Sport Fish editor. The editor will maintain a spreadsheet listing the status of each report during the publication process. The editor is the RTS supervisor or designee.

REGIONAL RESEARCH AND MANAGEMENT SUPERVISORS

The regional research supervisors assign the project biologist to produce a report. Regional research supervisors determine the workflow of report preparation, designate reports to the appropriate series, and verify that required reports for projects are produced. Together with the chief biometrician they will coordinate biometric review. A biometric review is standard practice; if an exception to the biometric review is requested, the editor, biometrician and regional research supervisor will make the decision. They will determine in concert with chief biometrician which Fishery Management Reports, Special Publications and manuscripts in the Professional Papers series require biometric review.

Regional management supervisors (or designees) ensure deadlines established by participating agencies for report publication are met. They provide all final reports to the editor as completed, including a cover memorandum that identifies if the report series, the biometric reviewer, if the report is a Federal Aid report, and if applicable, will verify and provide the Federal Aid project job number addressed by the report.

SENIOR AUTHOR

Senior authorship should be resolved at the onset of project activity. The senior author is the lead person primarily responsible for planning and conducting the project. The author may not collect the data directly; but devises or implements the provisions under which data are collected, and is primarily responsible for interpretation of results. The senior author directs the writing and plays a key role in revisions.

The senior author works closely with publications staff to ensure compliance with division guidelines. Regional publications staff will provide support and guidance for preparation of draft reports that can be adapted to Sport Fish publication format. An author's main function is to write the report; and it is acceptable and even recommended that detailed style applications be deferred to publications staff.

CO-AUTHORS

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

BIOMETRICIANS

Biometricians review reports from projects to which they are assigned before the report is sent to the regional supervisor. A biometric review will see that data collection and analysis are correct. Biometricians check that data presented support the conclusions put forth in the report, and that adequate explanations of the research approach or methods are given.

PUBLICATIONS STAFF

Regional publications staff ensures that published reports follow division style guidelines. Publications staff assists authors in using templates and in applying division style guidelines at various stages of the author's report preparation. The regional publication staff performs final editorial review of a report, correcting grammar and sentence structure, and checking table and figure references and citations. RTS publications staff performs the final typesetting; they then create Adobe Portable Document Format (PDF) files for web posting. They coordinate final publication, and distribution of the reports. They maintain storage of archives with final reports.

REVIEWERS

A report typically goes through several layers of review. Regional supervisors establish the procedure for regional reviews. A technical review, providing support for report formatting, grammar, and readability, usually preformed by the regional publications technician, is common before a report is submitted to the Division Editor for peer review.

The responsibility of the peer reviewer is second only to the author (Hansen 1991). The credibility of our publication series is contingent on the standard of scientific peer review. The main purpose of the peer review is to substantiate the soundness, clarity and relevance of the presentation to the report objectives. Detailed style and formatting issues may be deferred to publications staff. Specific reviewer suggestions appear below.

WEBMASTER

The division Webmaster designs the Sport Fish publication page, creates links, and establishes the protocol by which publications are posted. The Webmaster updates lists of external publications.

RTS PUBLISHING PROCESS

DRAFTS

After incorporating biometric review comments, the draft report will be submitted through regional research management to the RTS editor. The draft can be in paper, PDF, or Word format. The editor will then initiate the editorial peer review process. The report will be posted in PDF format on the Sport Fish Division collaborative site for Division and Federal Aid reporting, currently at http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-224, enabling staff access. The draft copy of the report will be clearly marked as a "draft" to protect against misuse of preliminary information.

REVIEW

The Sport Fish editor chooses and notifies a peer reviewer that a review is assigned. The report will be sent to the reviewer as a printed copy, and simultaneously posted on the Sport Fish Intranet docushare site. Peer reviewers will return all reports to the editor with their comments, observing the schedule established by the editor. Review remarks can be written on the printed copy, or, upon approval submitted electronically. Reviews focus primarily on report logic and content; references, table placement, and table of contents are frequently in preliminary format at this stage. The peer reviewer should check tables and figures for intelligibility, concurrence of text and tables, and that data cited are verifiable. The report discussion and results should be supported by the data. Methods should be reported in sufficient detail to allow duplication of the study in future years. Here is a list of some suggested checks:

- Check the introduction to see that report supports any statements and facts presented.

- Check objectives – do they match the project objectives? Have they been addressed by the report? Does the report data gathered meet the objective, and if not, is an explanation provided in the discussion?

- Check clarity of language and presentation. Is the report organized to provide a good description of the project? Do the headings and sections support a logical order of presentation? Is sentence structure and spelling correct?

- Are the methods clearly defined, and is enough detail provided?

- Are the results clearly stated, and supported by the data?

- Do tables and figures present the intended information? Do they work in conjunction with the text? Tables particularly need to be checked for clarity – are they designed correctly? Does the presentation provide a good tool for comparison, and do values make sense? Do titles and column headings adequately explain table elements? Is it clear from what source the data is derived?

- Are discussion, conclusions, and recommendations supported by the report? Does the discussion relate to the project objectives?

- Does the abstract provide a clear compilation of the most important issues addressed by the report?

The reviewer writes his comments on the hard copy of the report. Since the review comments are scanned to PDF format, highlighter, light pencil marks and remarks on the back of the report are discouraged.

The RTS editor evaluates the peer review comments and prepares a memorandum to regional research management, forwarding review comments and identifying any major technical problems. RTS publication staff will then scan the reviewed copy, and replace the original draft PDF file with the reviewed copy on the Sport Fish Division Docushare site for immediate access.

FINAL REPORTS

Upon receipt of the editor's comments, regional research management supervisors, authors and regional publication staff finalize the report, incorporating all review comments where appropriate. The report is then submitted to the RTS editor in printed and in electronic format. The regional docushare sites are an ideal location for submission of final electronic reports and supporting documents. Include all files required to reprint the entire report. Do not password protect or write-protect these files. Archive files should be provided as described below.

PUBLISHING THE FINAL DOCUMENT

After reviewing the final document, the editor will assign a report number and publish the requested number of reports. The print request from the region will include a budget code to cover cost of publication for author copies.

SECTIONS OF A REPORT

PRELIMINARY PAGES

Each report begins with a uniform preliminary page sequence of four pages, beginning with the cover page. The cover page identifies the report title, series and authorship. It is followed by the symbols and abbreviations list. The title page, which follows, identifies the job number for Federal Aid projects. The final page in the titling sequence describes the report series, contains the document citation, and displays the Office of Equal Opportunity nondiscrimination clause. A folder, entitled "Sport Fish Report Series" has been posted on the RTS Docushare publication site: http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-473. It contains four editable documents for the initial pages of our different report series, in both one and two column format, with the RTS templates attached. These documents are appropriate to use when starting a

new report. An update of an existing report it can often be prepared using the last year's report as its starting point.

TABLE OF CONTENTS AND LISTS

The table of contents and lists will be built from styles, with headings 1-4 displayed. Publications staff will assist with preparation and formatting the final table of contents. If the report text is formatted to the appropriate heading styles, the table of contents will be automatically generated. For table and appendix titles the *Insert>Caption* feature in Word[1] is highly recommended; this will enable automatic generation of lists as well as easy movement of elements within a document.

ABSTRACT AND KEY WORDS

Abstracts are written in past tense. Abstracts contain the essential purpose and relevant findings of the research in summary form. Abstracts emphasize the main conclusions, only providing enough details of methods to understand the study; 300 words or less is the American Fisheries Society recommendation (AFS 2003). Abstracts and Key words are the search criterion entered to find an electronic report, and therefore are required of <u>all</u> reports. In the Internet properties field for reports, the key words object allows a maximum of 250 characters. Key words across multi-year studies should be consistent, to enable searches for a specific study across years. Key words should always identify the study background (type, species, area and methodology). It is also recommended that writers try to accommodate anticipated search entries for reports. This might mean including "Yakutat" in a key word list for East Alsek-Doame River, "SWHS" in the key words for the Statewide Harvest Survey, or "AMR" in a Fishery Management Report.

INTRODUCTION

The introduction states the reason, scope, and objectives of the study and how results would be useful. The introduction may include a mix of tenses. The introduction should also include a statement of any federal contract objectives addressed, and orient the reader with background information.

Objectives

An objectives section is optional for reports, as the introduction can often adequately explain the objectives of a report. However, when the objectives are many and detailed, they can be stated in a dedicated section. It is helpful, particularly for FDS reports that present results for a discrete project, that objectives be worded the same as in operational plans, funding documents and project synopses. This will help track fulfillment of commitments and tie all project documentation together. Bulleted text is helpful for presentation of lists of objectives, particularly when no modifications have been made between planning and project completion.

METHODS

The methods section is written in past tense. The methods section explains what the investigator did to achieve the results. All data collection and data analysis methods, including equations, should be presented or cited in this section; data reduction methods are optional. Appendices

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

may be used to present important supportive information, such as survey questionnaires or other data collection forms.

If previously published methods are cited, the author should provide sufficient information to preclude reliance on the original source to understand the study.

RESULTS

This section combines text, tables and figures to present significant results. It is written in past tense and contains only data that are directly applicable to the objectives of the report. Supporting data can be presented in an appendix.

Tables are used to document numeric values, and figures are used to show general trends and relationships in the data. Text interprets the data, leads the reader through the results, records information that does not lend itself to tables and figures, and highlights major findings. Text avoids restating what is clear from tables or figures. Numbers presented in tables and text must match precisely.

Tables

In general, table placement in a report will follow its text reference, either on the same page or on a dedicated following page. However, the structure of some data intensive reports will make this format impractible. Text repeatedly interrupted by multiple full-page tables and figures is very hard to follow. In these reports, as well as in reports where the data largely stands alone, a table section may be appropriate. The choice of this option should be coordinated between Regional Research Supervisors and report authors.

DISCUSSION

A discussion states main contributions of a study and interprets particular findings. It avoids restatement of results and previously discussed literature. Instead it interprets findings, relates the findings to other studies, and explains how the findings should be applied (NRC 2003). The discussion will address to what extent objectives were obtained, and how the work should influence further investigations. This section is required for Fishery Manuscripts. In other series reports, brief discussions may be appropriately combined in a results and discussion section.

CONCLUSIONS AND RECOMMENDATIONS

The conclusions are concise statements of the main points covered by the report. This section is optional for all division reports. Individual conclusions should be succinctly stated without discussion. Conclusions need not be limited to the current investigation but may represent a synthesis of work.

Recommendations, if numerous, complex, or deserving special emphasis, can occupy a separate section. However, as with conclusions, this section is optional and can be combined with the conclusion section.

ACKNOWLEDGMENTS

Acknowledgments recognize in simple prose the contributions of people involved in the research or publication process. Funding sources, including Federal Aid, should by noted in this section. Most projects rely on support from many levels of staff, outside agencies, user groups, and the fishing public. It is encouraged that this support be acknowledged.

REFERENCES CITED

All references mentioned in the text, tables, figures, and appendices must be listed in the References Cited section. The citation should be verifiable – nothing undercuts the integrity of a study more seriously than a citation that does not stand up to verification (Hansen 1991).

ADF&G Division of Sport Fish has developed a specific style for report references. Appendices B1 and B2 provide examples of our reference style, as well as an explanation of some of the detailed rules that are applied in Sport Fish technical series publications.

When referencing historical data, it is the author's responsibility to provide the information so that the reader can find the original source of the data. The key is to ensure that a person unfamiliar with your project could take your report and reproduce your tables, figures and other estimates using the sources you cite. Here are some general guidelines for presenting historical data:

- For data not collected as part of the current report, the report in which the data were originally collected or in which the estimates were originally made should be cited. The report cited should include methods about how the data were collected and the estimates made.

- If the report is the first place where data or estimates are published, give some explanation of methods for how the data were collected and estimates made. For example, if Commercial Fisheries Division collects weir counts, but the counts are reported in a Sport Fish report, the how, when, where, etc. of the weir operations must be presented in the methods section of your Sport Fish report.

- It is unacceptable to list historical data without giving a reference for where they came from. This is especially a problem with data and estimates that come from non-Sport Fish sources, such as commercial, subsistence, and personal-use harvests. The source must be cited.

- Original estimates should not be modified; instead the data should be provided with explanation. For example, if a certain aerial survey is believed to be inaccurate because of bad water conditions, do not give an alternate estimate based on different methodology. If there is reason to doubt an estimate, or if the estimate is not comparable to other historical data, then either it should not be presented, or presented with a disclaimer footnote. Source information should never be summed without explanation.

- Do not mix types of estimates that are not comparable. For example, don't put estimates of harvest or effort that were obtained from the SWHS in the same column with estimates from a creel survey; present the estimates in two separate columns. Another example is estimates of escapement obtained by foot survey, aerial survey, weir, and sonar. If you want to show estimates obtained by more than one method, try presenting them in adjacent columns. As stressed above, always document the source for your data.

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. The appendix is not a place to store information or data that may be of interest to the project staff but are of limited value to the report study.

Appendix information should be grouped to provide organizational integrity. The goal of Sport Fish Division technical reports is to present information in a clear and accessible format, and this goal extends to appendices as well as report body. Each appendix should have a cover page, containing a descriptive title for the content of the appendix.

TO BEGIN WRITING A REPORT; FORMATTING GUIDELINES FOR AUTHORS

TEMPLATES

Sport Fish RTS has built two report templates, which are required for use by authors of technical series reports. The templates are available on the Divisional Reporting Docushare Website, located under the title "Division reporting style sheets." A document containing instructions as well as tips and suggestions for using the template, is also located at the site. Appendix A1 contains a description of the styles in the single column report template. Appendix A2 contains a description of the styles in the two-column report template.

When preparing a new report, begin with one of the Word document files prepared with title pages in place. Locate these documents at the reporting docushare site. When you are using the prepared document files, always save the web file as a new document for your specific report. An easy way to accomplish this is to right-click on the selected document, choose "*save target as*" and save the file to your drive. The RTS template is pre-inserted into these samples, so RTS reporting styles will be immediately available. There are some sample pages in the documents, which you can choose to delete, or edit to use within the new document.

When bringing an existing file up to the present document styles, you will need to attach the new RTS template to the document. The template is posted to the docushare site http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-1861. First, download the template by right-clicking the file and "*save target as*." Save the template to the Word template folder, generally located at C:\Documents and Settings\ *your user name*\Application Data\Microsoft\Templates. To attach the template to your current document, choose *Tools>Templates and Add-ins,* to display a pop-up. Uncheck any templates currently loaded which should not be attached to the document. In the document template box, choose *Attach.* A list of files will be displayed. Find the template file in your Word template folder (with a dot. extention), and click *Open,* and then *OK.* Initially you should check the "*Automatically update styles*" option, but once you have a document in progress this option should not be checked (if you need to squeeze text for placement, you certainly do not want all text in that style to automatically update)!

TEXT

Report text will be prepared using Microsoft Word in a current version. Page set-up is pre-configured by the RTS report template: text is placed on the page in one-column or two-column format, justified, with margins set at one inch all around, headers and footers at 0.5 inch, and 3.1-inch columns for 2-column format. Times New Roman 11 point is the standard for 2-column reports and 12-point is the normal text for single column. The minimum point size allowed for tables or text is 8 point Times New Roman, or 7-point Ariel.

The author should write the report in the RTS style template of choice, selecting the appropriate report series and preferred column format. While composing the report, use the styles provided for text. However, the author need not feel obligated to apply pagination, finish the table of

contents, place or apply final formatting to tables and figures, or format the References Cited section. The emphasis is strongly on authoring the report and presenting elements that support the text, leaving final formatting to publication technicians. It is recommended, but not required, that only one space follow any mark of punctuation that ends a sentence. Except where specifically allowed or required by other division style standards, use of italic, bold, and bold italic styles is kept to a minimum in text.

SECTION HEADINGS

The styles for first-, second-, third-, and fourth-order headings (Heading 1 through Heading 4) are defined in Appendices A1 and A2. When a section of text is subdivided, there must be at least two subsections. No more than two consecutive headings may occur together without intervening text.

STANDARDS AND CONVENTIONS

Some Suggestions for Scientific Writing

As a guideline, follow the grammatical subject as soon as possible with its verb. Avoid long intermediate or secondary clauses between subject and verb. Many sentences will necessarily be long or complicated, but proofread these for readability. Provide context where necessary when introducing a new idea. Watch the relative emphasis of a sentence within a paragraph, and a clause within a sentence, to ensure that the importance given matches your intentions.

Specialized Word Usage Standards

A series of appendices has been prepared to assist authors with difficult word forms and combinations, most being unique to fisheries reports. Appendix C addresses fishery terminology, and Appendix D provides standards for capitalization, format for numbers, acronyms and word usage guidelines.

Italics

Italicize scientific names and text mention of books or other publications. Publication date references in text to forthcoming publications are designated in italics (*in prep*). Italics are used for variables and lettered constants or statistical expressions.

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 is binomial and italicized, consisting of the genus name followed by the specific epithet. When the species name is first used, spell it out completely; in subsequent uses the genus name is abbreviated to its initial capital letter (CBE 1994).

When referring to all members of a genus, use only the name of the genus (for example; *rockfishes Sebastes have swim bladders*), and do not abbreviate the genus. The abbreviations sp. and spp. are reserved for description of unknown or unspecified species. When referring to genera of several unspecified species, follow the genus with the abbreviation spp. (for example; *annual quotas were established for thornyheads, Sebastolobus spp.)* indicating that some, but not all thornyhead species have established quotas. The abbreviation sp. indicates that a single species is unknown or unspecified.

Use "salmon"(or other finfish and shellfish name) after the common name when used as a noun (for example; *coho salmon were caught*). However when the common name is used as an adjective it is acceptable in the text to drop "salmon" (for example; *coho harvest*). Common names for species are not capitalized.

Abbreviations

Only the standard symbols and abbreviations displayed on the inside cover of this report may be used without further explanation. Otherwise define each abbreviation or symbol on first usage in the report. When names or units are used without an accompanying numeric value, do not abbreviate the expression.

The abbreviation for the Alaska Department of Fish and Game is ADF&G. Do not replace the ampersand with "*and*" as the symbol is part of the Department standard of recognition.

Units of Measurement, Dates, and Time

Department standards allow either metric or English units to be used consistently in a document; and English units may be added parenthetically when using metric units. Thus if fish weights are first presented in kilograms in a report, all fish weights in the same report must be expressed in kilograms. It is acceptable for some other item in the same report (for example; gill meshes) to be consistently expressed in English units.

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. The 24-hour or military clock (for example; *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 (as in *1700 hours* not *1700 hrs)*.

Age Reporting Standards

Report anadromous salmon ages in European notation (*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 (*age-1 sockeye salmon smolt* or *age-1. sockeye salmon smolt*), 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 (*age-4 herring*). See Appendix D5 for more detail on reporting of fish ages.

TABLES AND FIGURES: AN OVERVIEW

Tables and figures make a statement, following the same logical rules that apply to text. The title, representational integrity, reading order and emphasis are placed to allow the reader to understand the presentation. Applying this logic, it is easy to see that just because you can get all the data to fit in a figure does not mean that your figure is successful; the figure might equate to an endless, undefined and unstructured sentence. Looking at the title as the organizing element creates an organization to the content, and limits the data presented to what can be logically related. If the table reads from left to right the far left column (by the standards of reading) should place the primary range or variable of the table. This is the equivalent of a "topic"

sentence. Secondary characteristics are presented in intermediary columns. The eye will follow the data to the far right column, which should be the equivalent of the "conclusion" sentence. If the table reads from top to bottom, logical order should progress top to bottom.

Consistency of presentation is aimed to make the data more accessible for the user. However, the anticipated use of tables and figures will at times drive the design. There will be times when a graph is part of a historical series, and redesigning the graph in this context will make the historical continuity harder to follow. The author will have to balance enhancements with continuity. If the historical graphs contain too many variables, separating the data by a distinguishing characteristic (perhaps a single drainage) will allow presentation of the same data with integrity, and enable clarity of comparisons not present in the original graph. Displaying multiple related tables or figures on a page is completely acceptable within size constraints.

When tables are submitted as part of a workbook combining many spreadsheets, the sheets must be labeled to indicate which graphs are to be included in the report. If any columns need to be excluded from the published report, they must be designated. Tables and figures may be grouped together at the end of the text; publications staff will perform final placement of tables within the text sequence. Numbers follow the order in which tables and figures are to appear in the text, and are assigned sequential Arabic numbers. Every table or figure is to be cited in the text by number, with the exception of simple lists of tabular matter of less than three columns, which can be left unnumbered and untitled.

The text references to a table or figure should be accurate. The text commentary should describe a brief summary of what is illustrated. Any reference in the text to a number presented in a table should be an exact match (do not round numbers differently, or use a combination of figures from a table without explanation).

Titles

Linking table, figure and appendix titles to the table of contents allows automated preparation of lists, as well as faster location of elements in an electronic file. To enter a title, select *Insert>Caption,* and choose the label (Table, Figure, or Appendix). Click OK on the pop up, and the table number will be inserted, consequtively numbered and linked to the list of tables. Type a period and dash, and the title (which will initially appear in bold text). Use sentence style (first letter capped, ending with a period). Once the title is inserted, highlight the title text (excluding the table number reference) and apply *caption title* style. This will result in a title with bold reference and non-bold text, linked to an automatically generated contents list.

Tables

Prepare tables in Microsoft Excel or using the table function in Microsoft Word. Tables can be either linked or embedded. Do not lock tables (without enabling multiple access) or paste as an image-only file, as publications staff need access for final formatting.

If a table does not fit within page margins, including the title, do not use the "shrink to fit" tool for table placement; rather it is the author's responsibility to redesign the table so that it does fit. In designing tables leave enough space for titles and page numbers. Simple tables are generally more effective than complex ones. A table should deal with a single subject, or bring together related information for comparison. Avoid overuse of shading, bold text, and vertical line separators. Several small tables are generally more effective than one overly complex one (Hansen 1991). If a table width doesn't fit a single page, it is a good indication that the table is combining too much information, and presentation of the data needs to be redesigned.

The title should identify the table as briefly as possible, avoiding commentary, repetition of column headings, or background information. List information applying to the table as a whole (including units) in a source or general note, and avoid footnoted titles.

Because a primary function of the tables is to present comparison of data, consistency in style is recommended both within one table and among several. Fonts, titling conventions, column heads, borders and abbreviations should be uniform for all tables within the same work (CMS 2003).

Column headings are preferred flush left or centered over respective columns. Review table headings to ensure that they clearly identify the accompanying data. A column consisting of numerals is aligned by the last number, if no commas or decimal points are included. If the numbers contain commas or decimals, the column is aligned on these elements.

All entries in a table should have a numeric or textual entry. Do not substitute "0" for no data presented; "0" should only be used when a measured value is 0 (e.g. if 0 fish were age-4). A cell may contain no value for a variety of reasons. Use the notation ND when there are no data because no attempts were made to collect it. Use the notation "–" when the value can't be computed due to limitations of the data. If the reason for either of the latter two entries is not readily apparent, explanatory footnotes are required (CMS 2003).

Figures

The heading "figures" is used in Sport Fish technical reports to include graphs, charts, photographs, maps and illustrations. As a guideline, figures are used to present maps, data for which trends or proportions are the defining characteristic, visual aids, or illustrations (CBE 1994). As with tables, these elements must be sized to fit a page with room for border, title and page number. See the instructions provided for tables to title figures.

Graphs and Charts

Graphs are prepared in Lotus Freelance, Microsoft Excel or PowerPoint for Windows. If the graph is prepared in Freelance using the "chart" feature, do not split apart the graph, as this will disallow changes to data, legends or headings. At a minimum, provide the original chart on a separate page so that the final graph can be edited by publications staff if necessary. When graphs are submitted as part of a workbook combining many spreadsheets, the sheets must be labeled to indicate which graphs are to be included in the report. If any columns, graphs or worksheets need to be excluded from the published report, they must be designated.

A clear presentation of the comparative data is paramount; 3-dimensional graphs of two-variables are not allowed. As with tables, consistency of figure elements within a report is recommended. Scales for graphical comparison of comparable data should be consistent. Do not use more than four different symbols in a graph, as points become hard to differentiate. Similarly, bar graphs with different shading or patterns used to distinguish different groupings often present shading issues. Degrees of shading may not print correctly in either the printed copy of a report, or in the PDF file. Adobe and Hewlett Packard LaserJet printers both use internal files to duplicate pattern fills, and these do not match the Word or Excel fill. Printed results of patterned files should be checked to ensure that the segments are unique. In many cases stacked bar graphs do not provide the best comparison of data. Segments of the bar, particularly when there are many types of data, will not provide a clear visual comparison.

Maps

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

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

- Orient the map with north at the top whenever possible. If latitude index is not included a North arrow should be included.
- Include some type of location reference; an inset showing map location within Alaska, or latitude and longitude indications along border.
- It is preferred that maps include an explanation of scale, in either metric or English units.
- Line and marker styles used for features should be standardized. Here are a few suggestions:
  a) Shorelines and small creeks should be solid lines (———)
  b) Roads should be solid lines, never dashed or dotted (———)
  c) Trails should be dashed lines (-------)
  d) Boundary lines should be a mixture of dashes and dots (–··–··–·)
  e) Water or lands should be shaded or stippled to clarify the difference
  f) Water bodies are labeled in italics, land features in normal type, localities in bold.
- A boundary (neatline) around the map improves appearance.

Geographic names used on maps must agree with the text of a report, and the maps should graphically illustrate features referenced in the report. Water directional flow should be explained on the map when it is an identifying feature (as in a description of a site "upstream" of a location). Electronic copies of maps are required. The software used to complete maps must support conversion of the file to PDF format. ADF&G Sport Fish Division has produced maps for many different purposes, and there may be a map on file that can be modified to meet your needs. Many maps in electronic, sharable format are available in the Sport Fish Division Reporting Docushare: http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-118, as well as at regional Docushare sites. In addition, publication archives can be used to find maps.

Color Figures and Photographs

Photographs and color graphics can enhance a report presentation. Our audience on the Internet is more general, and readability can be improved by illustrations. The electronic version of a report can easily include color elements. This said, as a rule photos and graphics will be printed in black and white, and print settings are designed for text and line art rather than graphical elements. There is a need to consider the extra cost of color printing; the printed copy will contain color only upon special request. Printed color photographs may be in violation of the Alaska contract award policies for printing.

Photographs are treated as figures in our reports, and as such should have clear borders and titles. The rule is to test how graphical elements will display, both as PDF files and as printed documents, and to keep a careful eye on file size.

FOOTNOTES

Textual footnotes as a rule are avoided in scientific reports, the preference being to fully explain details in the body of the report. Footnotes typically provide supplementary information, or disclaimers of product endorsement. Footnotes in text are easily created using the *insert footnote* function in Word, applying lowercase alphabetic sequence. Footnotes in text begin a new sequence with each page.

Footnotes in tables (table notes) are vital to explain unexpected values and to identify the data source, background or units if there is any variation within a table. Missing or unavailable data cells (ND or − cells) will often require footnoted explanation. Table footnotes fall into four general categories: source notes, notes applying to the whole table, notes applying to specific parts of the table, and notes of significance level (CMS 2003). Source notes and notes that apply to the entire table are treated differently than table footnotes. Adequate explanation of source and explanations of statistical information are listed directly below the table. Both source and general notes are not given numeric designations. Avoid footnoted titles and parenthetical text, instead include source and general notes.

Source notes, including credit lines, take precedence. Identify these notes by "Source:" and place them directly below the lower table border. Notes applying to the entire table, including notes of significance level, are identified as "Note:" and follow source notes. Specific notes, applying to specific parts of the table, follow. Superscript Times New Roman lower-case alpha characters should be used in all tables for specific footnote reference marks (^{a} to ^{z}) starting with ^{a} for each new table. A footnote in the column heading applies to all the values in the column, a footnote in a row heading applies to the entire row, and footnotes in cells apply to that cell only. The footnotes are ordered top to bottom, left to right. A single footnote can append to several elements. To improve column alignment of numerical values in Excel tables, footnote references may require a dedicated column to the right of the values. Footnotes should be placed on the last page of each table and not overhang the table. Footnote point size should never exceed the point size of the table rows.

ENDNOTE AND PROCITE

In order to ease the many formatting decisions associated with references, the publications staff maintains a bibliographic database updated in two software formats (EndNote and ProCite). These programs, highly recommended, support "cite while you write" capability. Rather than typing a bibliography as a separate step, authors can rely on the database to automatically build the list of references. A style sheet has been prepared in conjunction with the EndNote database that will correctly format citations, both in text and in list sections. With EndNote (currently costing less than $200.) in place authors can automatically generate complete reference lists with the potential saving of countless hours of author, review and publications staff time.

Currently all Sport Fish report citations, together with their URL's, are included in the EndNote SFRTS database, with the goal to enter reports across divisions in the near future. The database also provides authors with a vital research tool. Authors can readily reference, search and cite all Sport Fish Division reports, minimizing reference errors. For EndNote users, the bibliographic template and the updated library are available on Sport Fish Divisional Reporting Docushare site at

. A document explaining basic steps and functions of the EndNote program is being prepared for posting at the site. Additions to the database are made upon report publication and upon author request.

EQUATIONS

All equations used, except those commonly encountered and not ambiguous (such as chi-square, Student's t, standard deviation and variance for simple random sampling) should be included or cited in the methods. 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 should be explained.

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

If the equation requires more than a single column, the parts of the equation must be numbered with the equation number in parentheses aligned with the right edge of the column. Equations are numbered sequentially using Arabic numerals (see example).

$$\hat{p}_{sc} = \frac{y_{sc}}{n_c} \tag{1}$$

Complex equations displayed in documents prepared with the 2-column template may be formatted to print across both columns. If the equation exceeds a single column width, do not wrap text around the equations, and place the equation number in parentheses aligned with the right margin of the page. Placement of equations in a Word for Windows table may help speed alignment of equations and equation numbers: the table width will be set to justify across the text, and the right column can be right justified to align the equation numbers. Equations should be prepared using the most current version of the Word for Windows Equation Editor (*Insert>Object>Microsoft Equation 3.0*). It is not necessary to define standard equation symbols (for example, Σ used to denote summation).

The Word for Windows Equations Editor 3.0 default styles must be modified to meet those defined below for division reports. Invoke the Equations Editor and then reset the styles and sizes (*styles>define*, and *size>define*) to the specifications below (Table 2, Table 3). Use modified settings for styles, with Matrix Vectors **bold**, and all other fonts normal, with the exception of variables which are *italic*.

Table 1.–Equation styles.

Style name	Font
Text	Times New Roman
Function	Times New Roman
Variable	Times New Roman *italic*
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 is set up with different equation point sizes on different computers. Equation point size recommendations are included in Table 3 for one and two-column page layouts.

Table 2.–Point sizes for equation components in columnar page layouts.

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

The s*ize 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 s*ize>define*, but is useful for editing in line equations.

The symbol $\approx$ is defined to mean approximately equal to, and is applied to indicate that two numerical values are close to each other. The symbol $\sim$ is defined as similar to, or asymptotically equal to; and is used to indicate that two objects are geometrically similar; this symbol is not used for numerical comparisons.

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) 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 (for example, limited harvest in a lake may be explained by an access road closure rather than population abundance).

USING MATHEMATICAL 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."

FORMATTING GUIDELINES: PUBLICATIONS STAFF

Regional publication support staff perform detailed publication formatting. Lists, headings, pagination, final formatting and placement of tables and figures, and grammatical corrections are accomplished and refined by the publications staff. Publications staff check consistency of numbers in text with tables and graphs. Publications staff check reference lists, and assemble the final Word and PDF versions of the final report.

PRELIMINARY PAGES

The page layout for the four preliminary pages of a report is formatted in the RTS templates. It is highly recommended that this template be used to place elements for these pages. The RTS template provides the styles and spacing for these pages, but editing a pre-configured set will save much time and effort.

PAGE LAYOUT FOR DOUBLE COLUMN REPORTS

Preliminary pages, abstract, and key words should be prepared in single column format for all reports. Double column format (when selected) will be separated from the key words by a section break, and followed on the same page by the next report section in a two-column layout. The remaining report sections through and including the References should be prepared in an equal-width, two-column, justified alignment layout. Each column will be 3.1 inches wide and separated by a 0.3-inch space. Tables, figures, and equations may be formatted to print across both columns.

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, the hyphenation tool in Word should be set to 0.25 inch and have the automatic hyphenation feature turned off (to access this feature Tools>Language>Hyphenation). If hyphenation is desired in a specific paragraph, it should be completed manually.

PAGINATION

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

Place page numbers 0.4 inch from the bottom of a page. On landscape pages, they must be set to face the outside edge of the page. Two methods to place these page numbers are posted at the reporting Docushare site.

TABLE OF CONTENTS

Use styles (headings 1 through 4) to build the table of contents (see Appendices A1 and A2). Find how to build a linked table of contents as well as lists of tables, lists of figures, and list of appendices, on the Docushare Intranet site at http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-473. The table of contents margin will be justified, with a dotted leader.

Automatically prepared lists will exactly duplicate the title assigned in text. In order to complete formatting of the list, the search and replace function in Word is recommended. First replace all en-dashes with a tab. Because the list title identifies the element, the next step is to use the search and replace function to find the Table, Figure or Appendix designation along with its accompanying space, again replacing it with a tab. This will result in a list with centered numbers under the headings.

Fonts are non-bold, and will match sizes and spacing of those assigned to headings within the report. Make sure that headings, table titles, and figure captions match those in the body of the report. If there is a discrepancy, consult the author for the correct heading/title/caption wording.

TABLES

Tables look best when set in type at least one point smaller than the text type. For 11- or 12-point text, the recommended point size is 10. Consistency of table font size within a report is the goal, with the understanding that some presentations will not be able to meet this standard. Only 1/2-point single, solid, horizontal-dividing lines should be used in tables. Horizontal rules separating elements and vertical borders will be set at ½ point.

The trend in fisheries journal publications and current style guides has been to present the body of the title in regular sentence style (not bold), with bold lettering only applied to the table number. To remain consistent with this trend, all table titles will be formatted in Times New Roman font one point smaller than normal paragraph text. Titles are prepared in sentence style; starting with a capital letter, ending with a period, but are not necessarily complete sentences. Table titles are in 11-point Times New Roman for one-column reports, and 10-point for 2-column reports, with the "Table" and number bold and the title in regular font. Separate the table number from the title with a dash or an en-dash (hold CTRL key and press the minus key on the number pad). Table titles are indented five spaces, and should not extend beyond the margin of the table. A horizontal rule border the table at its top and and bottom, and separate title row from table data. Horizontal rules separating elements and vertical borders will be set at ½ point.

In the final report, place tables after their first text citation (make sure that the author has cited tables in correct numerical order). An exception is allowed for specific reports where Regional Research Supervisor and author have agreed that a table section is appropriate.

If editing the table order is necessary, and if the author has consistently used to *Insert Caption* method of table titling, renaming the first table (delete the first table title reference, then choose *Insert Caption,* and the pop up will automatically choose *Table 1)* should update all table titles in the report. Use of the cross-reference feature for text references and tables and figures if selected will automate the links between text and tables; this optional method is described on the Reporting Docushare site. Simple tables are ideally placed within the text, rather than occupying a separate page. This style will help minimize disruption to the flow of the text, and provide the best concurrence of text and illustration. More involved presentations will occupy a dedicated page after the text reference, preferably at the top of the next page.

Titles

Table titles are in 11-point Times New Roman for one-column reports, and 10-point for 2-column reports, with the "Table" and number bold and the title in regular font. Separate the table number from the title with a dash or an en-dash (hold CTRL key and press the minus key on the number pad). Table titles are indented five spaces, and should not extend beyond the margin of the table. The complete table title appears only on its first page. Continuation pages will list, in the "Caption –continued" style, the table number, the page number and total pages (Table 4.–Page 2 of 4). A "-continued-" should be centered beneath the second through the next to last page on each continued page, in 10 point Times New Roman font (table continued style). In order to place the table title together with the table, manual paragraph line break formatting to "keep with next" may be necessary for table continuation titles.

FIGURES

Any files that are not embedded in Word, such as graphics or charts prepared in another software format, and any linked graphics, should be submitted with the electronic report final to RTS. PDF files can be submitted in original format, with the titling done in placeholders in the Word file; it is better to submit original quality files than copying the file into Word at a loss of clarity. Test print any pages that contain patterns or shading to ensure the separations are recognizable.

Maps and Illustrations

If the map file does not convert to the Word document with clear output, it is acceptable to submit the Word version of the report with a space holder for the map page, together with the fully captioned map in another format. As long as files are clearly labeled and the PDF report file is complete, separate files in different formats can be used for the word processing version of a final report.

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

FOOTNOTES

Footnote references in text are set in superscript normal font. The footnote is set at the bottom of the page, or column, and set apart by a 2-inch ½ point line. The footnote is set in 8-point font. Footnotes in tables are set below the bottom table border. The footnote is aligned left, and should never extend beyond the table margin. Font size for table footnotes matches the font size for body of the table; do not set a footnote reference in a font larger than the body of the table. The "table-footnote" style will place the footnote, and apply correct spacing for the reference and text, but since font sizes will vary with table fonts, the font size will need to be individually applied. Footnotes in Excel tables may require a separate dedicated column, to allow numbers to align correctly.

APPENDICES

The *Appendix Cover* paragraph style will locate the appendix title on the page and format the title text. Appendix text and table titles follow the same rules as in text, but are always identified in the title as an appendix.

ARCHIVES

RTS will maintain electronic copies of all published division reports. The archives will be in both Microsoft Word and PDF format. Although the usability of the Word files will change with software updates, it is our understanding that the electronic PDF files, together with the paper copies on file in the Alaska State Library, will provide long-term historical access to Alaska Department of Fish and Game research data and project information.

An electronic copy of the final edited version of all originally recorded data used in preparation of the report should be submitted with the final drafts of Fishery Manuscripts and Fishery Data Series reports The standard for scientific reporting is that the results and methods described can be duplicated. Therefore, it is important to provide data archives and reporting documents in a clearly labeled format so that they can support each other. Do not combine data files for more than one report on the data media submitted with a final report.

The archival files must be converted from original format to a "flat" format that will open in future versions of the originating software. Archived data should be stored as ASCII/flat files, and when possible, in mark-sense or Tag Lab format. Final electronic data files not in mark-sense format should include descriptive column headings for all columns in the first row of the data file.

Final electronic data files in one of the standard mark-sense formats are prepared following the procedures outlined in *Instructions for Using Sport Fish Creel and Biological Mark-sense Form*s, 1991 (Heineman *unpublished*). The data type name is always .DTA for mark-sense data files. If several batches of mark-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.

A report appendix should contain a list of data files used in preparation of the report and the location of the stored files. For any files submitted with the report, the location will be listed as RTS Publication Archives. These files will be added to the central archives in RTS and associated with the published report. Publications staff will check the Data Table supplied with the report, and verify that any files that are listed in RTS storage are supplied with the report final. Files can also be stored on Division of Sport Fish's Docushare repository, with the location noted in the Data Appendix. An example of three file descriptions follows in Table 1.

Table 3.–Example of table describing data files and their location.

File name	Description	Status
Q0030CA9.DTA	Buskin River creel survey angler count data, 1989.	Sport Fish Server on SF Anc 1 at I:\DP\Marksens_archives_1985_2000
Q0030BA9.DTA	Buskin River immigrant coho salmon length-at-age data, 1989.	http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-1294
Tables 5 to 7.txt	Text conversion of Excel tables documenting Buskin River angler participation	RTS Publication Archives

FINAL PUBLICATION OF ELECTRONIC REPORTS

The Division of Sport Fish has as its goal high standards for electronic publication, taking advantage of current technology to present reports in navigable, compact and easily accessed format. Staff and general public can access the PDF optimized reports at the ADF&G Internet Sport Fish Publications page, under the Divisional Report link found at http://www.sf.adfg.state.ak.us/statewide/divreports/html/intersearch.cfm. The published files are password protected to prohibit changes, content extraction, or additions to published files.

The Divisional report page provides search capability of the technical report series final publications, currently from 1986 to present. A simple search can query the reports by author, title, key word, or file name, while the advanced search function narrows a search to specific fields and report types. The "Find" tool available in Adobe Acrobat Reader will search within a specific report for a word or phrase.

While the PDF files of the reports open to *Thumbnails and Page* view, the *Bookmark* pane can be opened to enable a different set of interactive tools. Reports contain bookmarks for the first 4 levels of headings. In recent reports (2002 and forward) table of contents and lists are linked to the content within the report. Additionally, the PDF publication will match the printed Word copy in pagination, making jumps to specific locations straightforward.

Staff can also reach the reports through the Sport Fish Intranet Publications and Document Library at the Sport Fish Division password protected Docushare site located at http://docushare.sf.adfg.state.ak.us/docushare/dsweb/View/Collection-10. The search functions in place for our Intranet site can be used to access specific reports. Lists of reports are provided by type and year for browsing. In addition, the bibliographic program databases (EndNote and ProCite) available in Sport Fish Divisional Reporting Docushare site can be used as a tool to find specific report information. In the Endnote library of Sport Fish Publications the "URL" field within the report library contains a hyperlink to the Internet copy of a report.

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Many of the product names of tools used in fishery research have registered or trademarked names with the United States Patent and Trademark Office. The designations "TM" (trademark) or "SM" (service mark) mean that the product name is claimed as a legal possession. The symbol ® designates a product that has an approved registry of its name with the United States Patent and Trademark Office. When a product or service described in your report is trademarked or registered, we recommend that your description bears that identifying mark, as it describes legal ownership for the product. The Patent Office maintains a searchable database on the web which can be used to identify registered trademarks, currently at http://assignments.uspto.gov/assignments/q?db=tm.

DISCLAIMER

In the course of reporting a study, there may be references to specific products used in conducting the research. When a description of methods includes a company name of a product, a footnote is required to emphasize that the reference does not constitute an endorsement of the product. A sample wording of the footnote would read, "Product names used in this report are included for scientific completeness, but do not constitute a product endorsement."

STANDARD REFERENCES

General: *ADF&G writer's guide, second edition* (Hicks et al. 1999) is the basic guide for all Department of Fish and Game publications. It is available for online usage at http://www.adfg.state.ak.us/pubs/adfguide/toc.php.

Spelling: The standards for word definition and spelling are *Webster's International Dictionary*, and *The American Heritage Dictionary of the English Language*. A helpful site for everyday spelling queries, as well as for thesaurus inquiries is http://dictionary.com/.

Word Usage: The *Chicago Manual of Style* (CMS 2003) and *The Gregg Reference Manual* (Sabin 2001) are the standards for style, usage, and grammar. The Chicago Manual maintains an online searchable site for questions and answers about style at http://www.chicagomanualofstyle.org/cmosfaq.html.

Report Format: The most recent edition of the *CBE Style Manual* (CBE 1994) is the standard for general questions related to form, structure, and content of scientific reports. The Council has been renamed the Council of Science Editors, and a new manual is in preparation. They maintain a website for answers to specific issues at http://www.councilscienceeditors.org/publications/style.cfm.

Fish Species: *The Common and Scientific Names of Fishes from the United States and Canada, fifth edition;* American Fisheries Society Special Publication No. 20 (Robins et al. 1991), 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* (1971) by Donald J. Orth is recognized by ADF&G as the standard for place names within Alaska.

Reference and Report Format: *Suggestions to Authors of the reports of the United States Geological Survey* (Hansen 1991) contains time-tested guidelines on preparing references, as well as helpful guidelines for all parts of technical report preparation. It is available on line at http://www.nwrc.usgs.gov/lib/lib_sta.htm.

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

ACKNOWLEDGMENTS

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APPENDIX A. STANDARD STYLES FOR REPORTS

Appendix A1.–Word for Windows standard styles for Division of Sport Fish single column reports.

Abstract
Style for Next Paragraph: Key words
Normal + Font: 10 pt, Line Spacing Single

Append-Cover
Font: Times New Roman, 15 pt, English (US),Bold, Centered, Line Spacing Single, Space Before 200 pt, Page Break Before, Keep With Next

Append-Title
Font: Times New Roman 11 pt.bold
Style for Next Paragraph: Normal
Caption + Page Break

Append-Title (continued)
Font: Times New Roman 11 pt, Style for Next Paragraph: Normal
Append-Title+

Bullet 1
Normal + Indent: Hanging 0.2", Bullet

Bullet 2
Normal + Indent: Left 0.25" Hanging 0.2", Line Spacing Single, Bullet

Caption
Font: Times New Roman 11 pt. Bold
Style for Next Paragraph: Normal
 Indent: First 0.2", Line Spacing Single, Tab stops: 6.5" Right Flush

Caption-continued
Font: Times New Roman 11 pt.
Caption + May need to format to Keep Lines Together and Keep with Next

Caption title
Font: Times New Roman 11 pt.

Cover-By/Author(s)
Normal + Font: 14 pt, Bold, Flush left, Line Spacing 1.5 Lines, Space After 0 pt

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

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.

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...

Cover-Publ Series
Normal + Font: 16 pt, Bold, Line Spacing 1.5 Lines, Space After 0 pt, Border: Bottom(Double, 1½ pt Line Width)

Cover-Rept Title
Normal + Font: 20 pt, Bold, Flush left, Line Spacing Exactly 20 pt, Space Before 30 pt After 54 pt

Default Paragraph Font
The font of the underlying paragraph style +

Endnote Reference
Default Paragraph Font + Superscript

Equation
Normal + 10 pt, Keep Lines Together

Footer
Normal + Tab stops: 3" Centered, 6" Right Flush

Footnote Reference
Default Paragraph Font + Superscript

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"

Header
Normal + Tab stops: 3" Centered, 6" Right Flush

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

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

Heading 3
Style for Next Paragraph: Normal
Normal + Font: 13 pt, Bold, Flush left, Space After 0 pt, Keep With Next

Heading 4
Style for Next Paragraph: Normal
Normal + Bold, Flush left, Space After 0 pt, Keep With Next

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

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, Hanging 0.8", Line Spacing Single, Tab stops: 0.8"

List-Header
Style for Next Paragraph: Normal
Normal + Font: 15 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

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

Normal Indent
Normal + Indent: Left 0.5"

Normal-0 After
Normal + Space After 0 pt

-continued-

28

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 +

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

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

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 ...

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 Header
Style for Next Paragraph: Normal
Normal + Font: 15 pt, Bold,
Centered, Line Spacing Single,
Space After 0 pt

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

Appendix A2.–Word for Windows standard styles for Division of Sport Fish two-column reports.

Abstract
Style for Next Paragraph: Key words
Normal + Font: 10 pt, Line Spacing,
Single Indent: .25 Right and Left.

Append-Cover
Font: Times New Roman, 14 pt,
English (US), Centered, Line Spacing
Single, Space Before 200 pt, Page
Break Before, Keep With Next

Append-Title
Font: Times New Roman 10 pt.
Style for Next Paragraph: Normal
Caption + Page Break

Append-Title (continued)
Style for Next Paragraph: Normal
Append-Title+

Bullet 1
Normal + Indent: Hanging 0.2",
Bullet

Bullet 2
Normal + Indent: Left 0.25" Hanging
0.2", Line Spacing Single, Bullet

Caption
Font: Times New Roman 10 pt. Bold
Style for Next Paragraph: Normal
Normal bold, Indent: First 0.2", Line
Spacing Single, Tab stops: 6.5" Right
Flush

Caption-continued
Caption + May need to format to keep
lines together, keep with next

Caption title
Font: Times New Roman 10 pt.

Cover-By/Author(s)
Normal + Font: 14 pt, Bold, Flush left,
Line Spacing 1.5 Lines, Space After 0

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

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.

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...

Cover-Publ Series
Normal + Font: 16 pt, Bold, Line
Spacing 1.5 Lines, Space After 0 pt,
Border: Bottom(Double, 1½ pt Line
Width)

Cover-Rept Title
Normal + Font: 20 pt, Bold, Flush left,
Line Spacing Exactly 20 pt, Space
Before 30 pt After 54 pt

Default Paragraph Font
The font of the underlying paragraph
style +

Equation
Normal + 10 pt, Keep Lines Together

Footer
Normal + Tab stops: 3" Centered, 6"
Right Flush

Footnote Reference
Default Paragraph Font + Superscript
in Tables re-format to match table font

Footnote Text
Normal + Font: 8 pt, Indent: Hanging
0.15", Line Spacing single, Space
Before 1 pt After 1 pt, Tab stops:
0.15"

Header
Normal + Tab stops: 3" Centered, 6"
Right Flush

Heading 1
Style for Next Paragraph: Normal
Normal + Font: 14 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

Heading 2
Style for Next Paragraph: Normal
Normal + Font: 12 pt, Bold, Small
Caps, Flush left, Line Spacing single,
Space After 6 pt, Keep With Next

Heading 3
Style for Next Paragraph: Normal
Normal + Font: 13 pt, Bold, Flush left,
Space After 0 pt, Keep With Next

Heading 4
Style for Next Paragraph: Normal
Normal + Bold, Flush left, Space
After 0 pt, Keep With Next

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

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, Space After 12
pt. Indent: .25" Right and Left;
Hanging 0.8", Line Spacing Single,
Tab stops: 0.8"

List-Header
Style for Next Paragraph: Normal
Normal + Font: 14 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

Normal
Font: Times New Roman, 11 pt,
English (US), Justified, Line Spacing
Single, Space After 6 pt,
Widow/Orphan Control

Normal Indent
Normal + Indent: Left 0.5"

Normal-0 After
Normal + Space After 0 pt

-continued-

Appendix A2.–Page 2 of 2.

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-Contact
Normal + Font italicized, Space After 0 pt.

OEO Pg-Rept Series
Normal + Font: 10 pt

Page Number
Default Paragraph Font +

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

Table Footnote
Normal + Indent Hanging 0.2", Line Spacing Single, Space After 3 pt, Tab Stops 0.2" Reformat to match table font.

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

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, May need to format to 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. REFERENCE FORMATTING

Appendix B1.–Rules for references cited within the text or table notes of a report.

- Basic text references take the name/year convention. Use this form after a statement is made referencing the citation: <u>Grayling are believed to be present (Jones 1989).</u>

- If the citation reference occurs within the sentence, include only the year of publication within the parenthesis: <u>Jones (1989) claims that grayling are present.</u>

- When the cited author's name is in the possessive case, the citation immediately follows the word modified: <u>Bernard's methods (1989) are the best test for grayling presence.</u>

- When there are two coauthors of the report cited, list both names in the text reference: <u>Grayling are believed to be present (Jones and Smith 1989).</u>

- When there are three or more coauthors of the report cited, list the primary author followed by et al. <u>Some investigators thought there were no grayling present (Jones et al. 1990).</u>

- If there are multiple authors with the same last name, include initials in the reference: <u>Some researchers wondered where the grayling went (D. Jones 1989; E. A. Jones 1989).</u>

- When there are multiple references to reports by the same author, list them chronologically and separate dates with a comma: <u>Studies have addressed the grayling dilemma (Jones 1996, 1998)</u>. If more than three dates are included, list the dates in series <u>(Jones 1992-1998).</u>

- When there are different reports cited by the same author in a year, clarify them with an alphabetic designation. Example (Jones 1989a, b).

- When multiple references are to reports with different authors, list the names alphabetically separated by a semicolon, with all reports by the same author listed chronologically. Example: (Alt 1988, 1989; Jones 1996; Jones and Smith 1992).

- Unpublished information should be cited as personal communication, and in its simplest form does not need to be included in the References section. Example: (E. Jones, personal communication). However, when more thorough information is available, provide it in the References section. This includes providing the format of the cited reference and a statement of its availability. The text citation for unpublished reports will read *in prep, in press* or *unpublished.* In text these phrases are not capitalized; in reference cited lists the initial letter is capitalized.

- In a text citation use agency abbreviation or acronym without first introducing the full agency name. The full explanation of the agency name will be contained in the reference list. Example: According to NMFS (1979).

- For citations to statutes or points of law, a citation to the naming convention is the most accurate. Government printing agencies update listings on a periodic basis, however the printed registers are not always current (GPO Style Board 2003). "Until the recent proliferation of electronic sources, citation norms favored citation to one particular print compilation for each jurisdiction…but practice is rapidly adjusting to the reality that electronic compilations are in general more up-to-date and therefore more widely used than print ones; that in most jurisdictions no single version is universally relied upon, and that up-to-date print compilations from other jurisdiction are maintained in very few law libraries." (Martin 2003). The unique code for a point of law is therefore the most accurate identifier of the provision cited. The core of a citation consists of three elements; the title number the section number and identifying code number, , followed by an identifier of the currency of the citation (5 AAC 56.070, 2002). For references to the annual printed compilation, the year is sufficient. However, for statuary provisions undergoing changes, the date may be necessary. The citation is listed in the text only, as the reader will understand all elements of the citation from the numerical listing.

Appendix B2.–Rules for references cited section.

The section heading "references cited" is used in Sport Fish Publications, because all publications listed are referred to in the text. All sources listed in the references cited section must be mentioned at least once in the text of the report.

The basic format for a reference to a Sport Fish Division technical report is as follows:

- List author last name, followed by a comma, and author initials as they appear in published report.

- List coauthors with initials first, followed by last name. Final coauthor is separated by "and," followed by two spaces to lead into publication year.

- List year of publication. Follow this with 2 spaces.

- List title of the report. For titles only the first word, proper nouns, and proper adjectives should be capitalized. Follow the title with 2 spaces.

- List publisher followed by a comma, and publication series, followed by a comma.

- List place of publication, followed by a period.

Example: Mills, M. J. 1989. Alaska statewide sport fisheries harvest report. Alaska Department of Fish and Game, Fishery Data Series No. 122, Juneau.

Standards for citations within Sport Fish Division technical reports:

- References are ordered alphabetically by author.

- When the references cited contains more than one work by the same author(s), place the author's name in each citation, and order the references in sequence alphabetically.

- List multiple works by the same author(s) chronologically by year of publication, with the oldest date first.

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

- Include the state or appropriate country at the end of a citation address only when needed to locate the city. For states use the two-letter abbreviation.

- Use *In prep* (italicized) to cite reports that have been accepted for publication, but not finalized.

- Use *In press* for reports that are approved for publication and are in the printing process.

- Use *Unpublished* for reports or papers that are not destined for publication.

- If the reference is to a very specific section of a lengthy book or other document, note the pertinent page or pages. Example: Jessen (1978, equation 5.8, page 128). Otherwise do not include page numbers.

- References to unpublished data are discouraged. However many studies within Alaska Department of Fish and Game are interrelated, and the time schedule for completion of reports can vary. At times our objectives require providing the most current data available, including unpublished sources. The recommendation is to only allow a citation of a report as "*In prep*" if the report has actually been written, and is somewhere in the review process. **Do not** assume that a report will be written; if a draft has not been published, cite information as "personal communication." **Do not** include a speculative year for completion of a report, as many things can change that information**.**

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- Personal communications in their simplest form are included parenthetically only within the text (not included within the references cited section). Example: The study was interrupted by the influx of volcanic ash (R. W. Smith, Sport Fish Biologist, ADF&G, Anchorage; personal communication). Personal communications from sources not generally available should be documented in the references cited section with a complete description of the source. Information documenting the availability of the source should be included.

- Internet citations need to be as thorough as references to paper publications. For an Internet reference to be included, it must be linked to a responsible producing organization or author. Therefore, the first part of the citation should be the name, or the author of the site. This should be followed by the year the information was produced. The author and date are used for the in text citation, using the same format as citations to printed documents. The title and for documents the publisher, are listed, followed by the URL. The preferred format for the URL is hyperlink. Always supply the date that the site was accessed, as sites are frequently updated.

- When formatting electronic citations, remember that the primary function of the reference is to provide a verifiable source for information. Formatting conventions are designed to give proven tools for locating and naming citations. When a reference is non-standard, the formatting conventions become harder to apply. The recommendation of Sport Fish publications department is in these cases to err on the side of plenty. Include all relevant identifying information. Direct readers as closely as possible to the information being cited. The URL is not enough information to guide the reader, as sites are frequently moved or no longer published. The source of the Web site and the date of retrieval are therefore necessary to validate your citation. Use of the EndNote bibliographic software is extremely helpful for Internet references, as the database contains multiple fields for resource background as well as the capability of storing an image file of the site. Using the report in conjunction with EndNote then supplies interactive tools for researching a citation beyond the printed word.

- If any citation is missing required information, the convention is to provide any clarifying information within square brackets (Patrias *MLS* 2001). For Web sites, the date, title or place of production may not be clearly published in the site, however they may be necessary to clarify the citation. Example: A citation to ADF&G commercial catch statistics published on the Web site may contain the title [2003 Preliminary Alaska Commercial Salmon Catches]. The brackets indicate that the information is provided for clarification, and that there is no title bar for the page.

Appendix B3.–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 warm water 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, MA.

Zar, J. 1984. Biostatistical analysis. Prentice-Hall, Inc., Englewood Cliffs, NJ.

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, MD.

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, MD.

Example Group 4 - Government Reports

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.

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-I-A), Juneau.

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, Anchorage.

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 C. FISHERY TERMINOLOGY FORM AND USAGE

Appendix C1.–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	never abbreviate as "ad-clipped"
age at maturity	noun	*their age at maturity was*
or age-at-maturity	adjective	*age-at-maturity studies*
age class (group)	adjective/noun	*one age class 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	*the benefit-cost ratio*
bi (words)	prefix	one word
bio (words)	adjective/noun	almost always one word
bottomfish	adjective/noun	always one word
break up	verb	*the ice began to break up in*
or breakup	noun	*breakup occurred in*
broodstock	adjective/noun	one word
brood year	adjective/noun	always two words
bycatch	adjective/noun	one word – avoid as verb
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	hyphenate using en dash
charter boat	noun	two words
or charterboat	adjective	one word
chi-square	adjective/noun	always hyphenated
clear water	noun	*in clear water where*
or clearwater	adjective	*clearwater species normally*
coastline	adjective/noun	one word
coastwide	adjective	always one word
coded wire tag	adjective/noun	always without hyphens
cold water	noun	*they occur in cold waters of*
or coldwater	adjective	*most coldwater species are*
database	adjective/noun	always one word
deep water	noun	*they live in deep water*
or deepwater	adjective	*these deepwater seines*
departmentwide	adjective	always one word
dip net	adjective/noun	always two words
or dipnet	verb	always one word
dipnetter	noun	one word
downriver (downstream)	adjective	*the downriver camp was*
driftnet/driftnetter	adjective/noun/verb	always one word
drift gillnet/drift gillnetter	adjective/noun/verb	always two words
early run	noun	*the early run was*
<u>or</u> early-run	adjective	*the early-run ages were*

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Word	Form	Example Usage
east side	noun	*fisheries on the east side*
or eastside	adjective	*eastside catch was*
egg take	noun	*the egg take was started on*
or egg-take	adjective	*the egg-take operations began*
electrofishing	verb	always one word
even-year	adjective	*even-year returns were*
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
or fish-trap	adjective	always hyphenated
fishway	noun	always one word
fish wheel	adjective/noun	always two words
fly-fishing	adjective/noun	hyphenate
follow-up	adjective/noun	*project follow-up was*
or follow up	verb	*he followed up with a letter*
fork length	adjective/noun	always two words
fork-of-tail	adjective/noun	always hyphenated
freeze-up	noun	*freeze-up occurred in*
fresh water	noun	*most live in fresh water*
or freshwater	adjective	*most freshwater species*
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 2,000 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/ hand troller	adjective/noun/verb	always two words
harvest per unit effort	adjective/noun	always without hyphens
haul seine/haul seiner	adjective/noun/verb	always two words
headwaters	noun	*the headwaters originate*
herring pound	adjective/noun	always two words
inriver	adjective	always one word
inseason	adjective	one word
or in season	noun	two words
inshore	adjective	always one word
instream	adjective	always one word

Word	Form	Example Usage
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*
<u>or</u> late-run	adjective	*the late-run ages were*
legal-size	adjective	*legal-size crab were*
<u>or</u> legal size	noun	*crab of legal size were*
length-at-age	adjective/noun	always hyphenated
length–weight	adjective/noun	hyphenate with en dash
lingcod	adjective/noun	always one word
longline/longliner	adjective/noun/verb	always one word
long-term	adjective	*long-term impacts are*
long term	noun	*in the long term*
mainstem	adjective/noun	always one word
man-hour	noun	hyphenated – avoid (gender specific)
man-month	noun	hyphenated – avoid (gender specific)
mark–recapture	adjective/noun	hyphenated with en dash
mark–sense	adjective	*the mark–sense forms*
or mark sensing	noun	*mark sensing is the process*
mid-eye	adjective/noun	always hyphenated
mideye to tail fork	adjective/noun	*lengths from mideye to tail fork*
midpoint	adjective/noun	always one word
minnow trap	noun	always two words
<u>or</u> minnow-trap	adjective	always hyphenated
mixed stock	adjective/noun	always two words
multi(words)	adjective/noun	almost always one word
nearshore	adjective	*the nearshore fishery was*
nonpermanent	adjective/noun	always one word
nonresident	adjective/noun	always one word
non-Alaskan	adjective/noun	always hyphenated
odd-year	adjective	*the odd-year returns were*
offshore	adjective	*the offshore fishery was*
outmigrate	verb	*salmon outmigrate when*
outmigrating	adjective	*the outmigrating fry were*
outmigrant/outmigration	noun	*the outmigrants passing*
overfish, overwinter, overharvest, etc.	verb	always one word
parent year	noun	*the parent year was 1982*
parent-year	adjective	*parent-year escapements were*
personal use	adjective/noun	always two words
postseason or preseason	adjective/noun	always one word
power troll/power troller	adjective/noun/verb	always two words

Word	Form	Example Usage
prerecruit or postrecruit	adjective/noun	always one word
purse seine/purse seiner	adjective/noun/verb	always two words
put-and-take	adjective/noun	always hyphenated
radio-tag	adjective	hyphenated as adjective
radio tag	noun	not hyphenated
radiotelemetry	noun	one word
radiotracking	noun/verb	*radiotracking was tested*
regionwide	adjective	always one word
return-at-age	adjective/noun	always hyphenated
riverbank	noun	always one word
river mouth	noun	*fish at the river mouth were*
or river-mouth	adjective	*river-mouth fisheries*
rockfish	adjective/noun	always one word
sac roe	adjective/noun	always two words
salmon (ocean) ranching	noun	always two words
salt water	noun	*always live in salt water*
or saltwater	adjective	*saltwater species may*
sea run	noun	*the sea run was less*
or sea-run	adjective	*sea-run cutthroat trout are*
setnet	adjective/noun/verb	always one word
or set nets	noun	*use of set nets is not*
set gillnet/set 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	*soft shells were found*
or soft-shell	adjective	*soft-shell crab were*
spawn on kelp	noun	*spawn on kelp was harvested in*
or spawn-on-kelp	adjective	*the spawn-on-kelp fishery*
spike-fork	adjective/noun	always hyphenated
sport fish	adjective/noun	two words
sport fishing	adjective/noun	two words (not sports fishing)
statewide	adjective	always one word
stream life	noun	*the stream life was*
or stream-life	adjective	*stream-life studies*
subarea	adjective/noun	always one word
test net	noun	always two words
or test-net	adjective	always hyphenated
time series	adjective/noun	always two words
t-test	adjective/noun	hyphenate – italicize *t*
upriver	adjective/adverb	one word
U.S./Canada	adjective	use periods and slash
water body	noun	two words

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watershed	adjective/noun	always one word
year class	adjective/noun	always two words
yolk sac	noun	*the yolk sac was*
or yolk-sac	adjective	*the yolk-sac fry were*
west side	noun	*fisheries on the west side*
or westside	adjective	*the westside catch was*

Source: Modified from Hicks et al. 1999.

APPENDIX D. CAPITALIZATION, NUMBERS AND WORD USAGE

Appendix D1.–Correct capitalization and example usage for commonly used words in ADF&G documents.

Word	Capitalization Examples
Arctic char/ Arctic grayling	always; proper name
board[a]	The board listened to; 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 (adjective)
	the Eastside fishery (popular proper name)
	catches on the east side were (noun)
emergency order	Emergency Order 1-Y-10-87 was
	the emergency order closed the
federal	accordingly, the federal government recommended
	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)or Alaska Natives
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,northern, eastern[e]	nonspecific (unbounded) regions or areas are generally lowercased
Relative Stock Density	always capitalized

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Word	Capitalization Examples
river(s) (sound, bay, etc.)	Chilkat River flow was (specific place name)
	the flow in the river was (nonspecific)
	Yukon and Kuskokwim rivers[f]
river mile	Chilkat River mile 5.2 (reference to a specific river)
	at river mile 5.2 the Chena River changes (river specified in text or context)
	when describing a stream location, include the river mile (nonspecific)
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
westside	same as eastside (see above)

Source: Modified from Hicks et al. 1999.

[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. 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.

[f] In plural construction, lowercase should be used for the generic part of the names that would be capitalized in the singular, unless it precedes the specific names.

Appendix D2.–Acronyms for Alaska's fishery management agencies

A list of acronyms for governmental, corporate, and business organization names commonly used in fishery management and research follows. Always introduce them upon first use. While these acronyms are offered to provide consistency in our usage, it is acceptable, and often preferred that these titles be spelled out within a report, particularly when the anticipated audience may not be familiar with the entities.

	Acronym
Alaska Board of Fisheries	BOF
Alaska Board of Game	BOG
Alaska Department of Commerce and Economic Development	DCED
Alaska Department of Environmental Conservation	DEC
Alaska Department of Fish and Game	ADF&G
Alaska Department of Fish and Game Division of Commercial Fisheries	CFD
Alaska Department of Fish and Game Division of Sport Fish	SFD
Alaska Department of Fish and Game SFD Research and Technical Services	RTS
Alaska Department of Fish and Game Division of Subsistence	Subsistence
Alaska Department of Fish and Game Division of Wildlife Conservation	WC
Alaska Department of Natural Resources	DNR
Alaska Department of Transportation	DOT
Alaska National Interest Lands Conservation Act	ANILCA
American Fisheries Society	AFS
Bureau of Land Management	BLM
Commercial Fisheries Entry Commission	CFEC
Exxon Valdez Oil Spill	EVOS
Fish and Wildlife Protection	FWP
International Association of Fish and Wildlife Agencies	IAFWA
International Pacific Halibut Commission	IPHC
National Marine Fisheries Service	NMFS
National Oceanic and Atmospheric Administration	NOAA
National Park Service	NPS
North Pacific Anadromous Fish Commission	NPAFC
North Pacific Fishery Management Council	NPFMC
Pacific Salmon Commission	PSC
Pacific Salmon Treaty	PST
Southeast Sustainable Salmon Fund	SSSF
State of Alaska Division of Administration	DOA
U. S. Fish and Wildlife Service	USFWS
U. S. Fish and Wildlife Service Office of Subsistence Management	OSM
U. S. Geological Survey	USGS

Appendix D3.–Correct singular and plural spellings for commonly used fishery-related words.

Singular	Plural	Singular	Plural
agenda	agendas	halibut	halibut (or halibuts if mix of species) [a]
alevin	alevins	herring	herring (or herrings if mix of species) [a]
alga	algae	hypothesis	hypotheses
analysis	analyses	index	indices
char	char (or chars if mix of species)[a]	memorandum	memoranda/memorandums
clam	clams	parr	parr
cod	cod (or cods if mix of species) [a]	phenomenon	phenomena
crab	crabs	pike	pike (or *escolids* if mix of species)
criterion	criteria	plankter	plankton/plankters [b]
data; data point	data	rockfish	rockfish (or rockfishes if mix of species) [a]
fingerling	fingerlings	salmon	salmon
fish	fish (or fishes if mix of species) [a]	shrimp	shrimp (or shrimps if mix of species) [a]
fishery[c]	fisheries	smolt	smolt (or smolts if mix of species) [a]
formula	formulas	species	species
fry	fry	stratum	strata
fungus	funguses/fungi	symposium	symposiums/symposia
genus	genera	trout	trout (or trouts is mix of species) [a]
geoduck	geoducks		

Source: Modified from Hicks et al. 1999.

[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 D4.–Basic guidelines for format and presentation of numbers.

Quantitative elements in scientific writing should always be expressed as numerals, rather than words. Exceptions are required for some usages:

- Spell out all numbers used to start a sentence. If it can be done, reword the sentence with the number appearing within the text.

- Spell out numbers less than ten that do not:

    - enumerate a standard unit of measurement (e.g., 9 ft but nine fish; 5%)

    - are assigned calculated values

    - are part of a series

- 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). It is recommended that sentences be re-worded in order that a number does not begin a sentence.

- A mixture of numerals and spelled-out numbers can be used to express very large numbers (in millions or more).

- When two numbers are adjacent, spell out the number most easily expressed in words, and leave the other as a numbers (e.g. the sample contained three 4-pronged shells).

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., 40,000 to 1,100,000; *not* 40,000 to 1.1 million). Fully state numbers in a range so that each can stand alone (e.g., 56,000 to 74,000; not 56 to 74,000).

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.

Use *to* for separation of 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").

Appendix D5.–Examples of number formatting and presentation.

Number/Word Combinations

Anadromous Fish Ages:

age-0.3 sockeye salmon had (modifier precedes noun)[a]

sockeye salmon age 0.3 had (modifier follows the noun)[a]

age-1. coho salmon had (only freshwater age given)

   <u>or</u>: freshwater-age-2 coho salmon[b]

age-.1 coho salmon (only saltwater age given)

   <u>or</u>: saltwater-age-1 coho salmon[b]

age-1 and -2 smolts (two or more modifiers of same noun)

Before the Noun	**Elsewhere in the Sentence**
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[c]	an extension of 2 weeks[c]
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 million increase in	an increase of $20 million
Other Correct Use:	**Incorrect/Avoid:**
value of 0.043 was[d]	a value of .043 was[d]
the 1981-1985 average was	the 1981 to 1985 average
	<u>or</u>: the recent 5-year average[e]

[a] When used as a modifier preceding the noun it describes, a number/word combination must be hyphenated. When the modifier follows the noun it describes, the hypen can be omitted.

[b] The inclusion of the "freshwater" (or "saltwater") qualifier is acceptable; use one option consistently throughout the report, do <u>not</u> mix. If the document mentions only freshwater ages, you may drop the European system's period and use the age without the period (*age n*).

[c] But <u>not</u> "a 2-week's extension." However, "a 2 week's extension," while acceptable, would rarely be appropriate for scientific writing.

[d] Always include the zero before the decimal in the text or tables/figures.

[e] Not explicit enough for scientific writing; 1981 to 1985 could mean 4 years; and "recent 5-year average" does not tell which span of years was used to compute the value.

Appendix D6.–Correct usage of several commonly misused words.

Word(s)	Explanation
affect/effect	*Affect* is normally used as a verb meaning to influence, change, or modify. *Effect* is normally a noun; it is also a verb meaning to bring about.
aging (do not use ageing)	Although commonly used in biological writing, aging is not recognized by any dictionary as meaning *the determination of age,* so the public may interpret the word to mean *the process of growing older*, which is the dictionary definition. Therefore, use "aging" with caution, or define parenthetically on first definition.
allocate/apportion	Use these words when you or others do the apportioning or allocating (e.g., *allocation* 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 *allocated* to stock by") because we are not allocating/apportioning the parts or components of the population - the populations themselves are.
allocative	The adjective formed from the verb allocate (e. g. *allocative efficiency).*
appraise/apprise	*Appraise* means to evaluate; *apprise* means to inform.
bycatch	Use only as a noun or adjective, never as a verb.
among/between	Use *among* when comparing three or more. Use *between* when comparing two.
comprise/compose	*Comprise* means to include, contain, consist of; *compose* means to make up. The parts compose (make up) the whole; the whole comprises (includes) the parts.
different from/different than	*Different from* is normally used. *Different than* is correct occasionally but very rarely in our writing (see the dictionary).
due to/because of	*Due to* is often used where *because of* is required. *Due to* implies causality. You should be able to substitute *attributable to* for *due to*; if the substitution sounds odd, use *because of*. The prepositional use is controversial, and should be avoided.
ensure/insure/assure	All three words have essentially the same meaning. However, when referring to financially guaranteeing life or property, use *insure* exclusively. *Assure* should only be used when it refers to a person (e.g., to assure someone). In most of our writing, therefore, use *ensure*, and use the other two words only in the limited senses described above.
further/farther	*Farther* refers to distance only. Use *further* 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	*Historic* may refer to noteworthy events in history. Use *historical* when referring to past events in a cumulative or generic sense.
hybrid crosses	When depicting hybrid crosses use the following formats: *Chinoecetes bairdi x Chinoecetes opilio*; or *C. bairdi x C. opilio*; or Tanner Crab *x* snow crab. The female partner is always first (left of *x*).
its/it's	*Its* is the possessive form of *it,* whereas *it's* is the contraction for *it is*.
impact	*Impact* is often used when referring to the effect of one thing on another. You may want to use *affect/effect* 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.
less/fewer	Use less with singular nouns, and fewer with plural nouns (things that can be counted).

<div align="center">-continued-</div>

Word(s)	Explanation
like/likely	Be careful about substituting *as* for *like*.
notwithstanding	*Notwithstanding* is generally the weakest of its synonyms; *despite*, and *in spite of*.
Pacific herring (or Pacific halibut)	Use *Pacific herring* and the scientific name on the first usage in the document, but use only *herring* 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 *percent* for general audiences or the percent sign (*%*) for scientific audiences when associated with a number; use *percentage* when not used with a number.
predominate/predominant	*Predominate* is a verb (In the stream coho predominate); *predominant* is an adjective (coho are the predominant species).
principle/principal	*Principle* is always a noun, and *principal* in our writing is almost always an adjective. Examples: *"the principal reason,"* and *"one principle in fisheries management."*
raise/rise	*Raise* means it is moved upward by someone or something - that is, not of its own volition. *Rise* 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.
regardless	Do not use *irregardless*, which is a nonstandard word and a double negative.
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.
run/return	*Run* refers to an aggregation of salmon of all ages returning from ocean feeding grounds to spawn in any given year. *Return* 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 *because*. Use only in a temporal sense.
spawn on kelp	Also use *spawn on kelp* rather than *roe* or *eggs on kelp*. Hyphenate when used as an adjective.
special harvest area/terminal harvest area	The *special harvest area* is an area where private hatchery returns segregate from wild stocks and the private hatchery operator may harvest returns for cost recovery. The *terminal harvest area* is the area adjacent to a state or private hatchery where commercial fishermen may harvest segregated hatchery returns.
that/which	*That* is used when introducing an essential clause. *Which* is used to introduce a nonessential clause.
metric ton	Spell out upon usage.
while	Do not use *while* as a conjunction; use in a temporal sense only. Instead use *although, but, whereas,* or *and*.
with	Do not use *with* as a conjunction. Use *and, but,* or a semicolon (;).

Source: Modified from Hicks et al. (1999)