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

Fourth Edition

by

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Alaska Department of Fish and Game

Divisions of Sport Fish and Commercial Fisheries



Symbols and Abbreviations

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

Weights and measures (metric)		General		Mathematics, statistics	
centimeter	cm	Alaska Administrative Code	AAC	<i>all standard mathematical signs, symbols and abbreviations</i>	
deciliter	dL	all commonly accepted abbreviations	e.g., Mr., Mrs., AM, PM, etc.	alternate hypothesis	H_A
gram	g			base of natural logarithm	e
hectare	ha			catch per unit effort	CPUE
kilogram	kg	all commonly accepted professional titles	e.g., Dr., Ph.D., R.N., etc.	coefficient of variation	CV
kilometer	km			common test statistics	(F, t, χ^2 , etc.)
liter	L	at	@	confidence interval	CI
meter	m	compass directions:		correlation coefficient	
milliliter	mL	east	E	(multiple)	R
millimeter	mm	north	N	correlation coefficient	
		south	S	(simple)	r
Weights and measures (English)		west	W	covariance	cov
cubic feet per second	ft ³ /s	copyright	©	degree (angular)	°
foot	ft	corporate suffixes:		degrees of freedom	df
gallon	gal	Company	Co.	expected value	E
inch	in	Corporation	Corp.	greater than	>
mile	mi	Incorporated	Inc.	greater than or equal to	≥
nautical mile	nmi	Limited	Ltd.	harvest per unit effort	HPUE
ounce	oz	District of Columbia	D.C.	less than	<
pound	lb	et alii (and others)	et al.	less than or equal to	≤
quart	qt	et cetera (and so forth)	etc.	logarithm (natural)	ln
yard	yd	exempli gratia		logarithm (base 10)	log
		(for example)	e.g.	logarithm (specify base)	log ₂ , etc.
Time and temperature		Federal Information Code	FIC	minute (angular)	'
day	d	id est (that is)	i.e.	not significant	NS
degrees Celsius	°C	latitude or longitude	lat or long	null hypothesis	H_0
degrees Fahrenheit	°F	monetary symbols		percent	%
degrees kelvin	K	(U.S.)	\$, ¢	probability	P
hour	h	months (tables and figures): first three letters	Jan, ..., Dec	probability of a type I error (rejection of the null hypothesis when true)	α
minute	min	registered trademark	®	probability of a type II error (acceptance of the null hypothesis when false)	β
second	s	trademark	™	second (angular)	"
		United States (adjective)	U.S.	standard deviation	SD
Physics and chemistry		United States of America (noun)	USA	standard error	SE
all atomic symbols		U.S.C.	United States Code	variance	
alternating current	AC	U.S. state	use two-letter abbreviations (e.g., AK, WA)	population sample	Var var
ampere	A				
calorie	cal				
direct current	DC				
hertz	Hz				
horsepower	hp				
hydrogen ion activity (negative log of)	pH				
parts per million	ppm				
parts per thousand	ppt, ‰				
volts	V				
watts	W				

SPECIAL PUBLICATION NO. 22-08

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

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ABSTRACT

This guide should be used as a reference point for Alaska Department of Fish and Game Divisions of Sport Fish and Commercial Fisheries report policies and standards, as part of an ongoing effort to provide clear, consistent guidelines for scientific and technical reports (Joint-Divisional Series). This guide should be used as a companion to the *Alaska Department of Fish and Game Writer's Guide* (ADF&G 2010), which provides standard language and writing guidance for all divisions and sections of the Alaska Department of Fish and Game. Presented are staff roles and responsibilities, an explanation of current reporting series, and guidelines for preparation and assembly of major elements in a report.

Keywords: reporting guidelines, report policies, archive, Fishery Data Series, Fishery Manuscript, Fishery Management Report, Special Publication, Regional Information Report, Regional Operational Plan

INTRODUCTION

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

To that end, the Divisions of Sport Fish and Commercial Fisheries have jointly established a report series for widespread publication of technical and scientific information. Fishery Data Series (FDS),¹ Fishery Management Reports (FMR), Fishery Manuscript Series (FMS), Special Publications (SP), Regional Information Reports (RIR), and Regional Operational Plans (ROP) are the reports in the Joint-Divisional Series. Each report category represents a distinct type of information.

This Special Publication is a joint effort by the Divisions of Sport Fish and Commercial Fisheries to establish a common set of rules and procedures to enhance content through recognizable and consistent style guidelines. The Joint-Divisional Series was created to strengthen positive interaction with the public, other agencies, and fishery professionals, and is designed to provide an archive of information that is technically and scientifically sound.

This version of the policy guide makes several updates to the third edition (MacClellan et al. 2012) and should be considered the current standard for reporting policies and guidelines for ADF&G Divisions of Sport Fish and Commercial Fisheries technical publications. In the past, this guide has been updated and republished when necessary, which has typically occurred every few years. To facilitate access to reporting guidelines, the Division of Sport Fish–Research and Technical Services (RTS) publications program also hosts a Microsoft SharePoint site² to serve as a resource for publications staff and authors throughout both divisions. This SharePoint site replaces Confluence or other online repositories and will be the central site for publications-related information, resources, and updates.

¹ Report series acronyms are used in the file naming conventions by the Division of Sport Fish–Research and Technical Services (RTS) publications section for report archiving and online querying.

² The RTS Publications SharePoint site is accessible to staff in the Divisions of Sport Fish and Commercial Fisheries and is available online at <https://stateofalaska.sharepoint.com/teams/DFGSPFRTSPublicationsTeam/SitePages/RTS-PUBLICATIONS.aspx> (accessed April 2, 2021).

REPORTING POLICIES

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

- All data collected at public expense for fisheries research and management will be reported in one of the established technical fisheries reporting series.
- All reports will receive regional editorial and scientific review.
- Projects in which parameters are estimated or a hypothesis tested will receive regional biometric review.
- Statewide peer review is required for Fishery Data Series reports, Fishery Manuscript Series reports, and some Special Publications.
- Any manuscript that is to be submitted to societies, agencies, or organizations for publication outside the Joint-Divisional Series must receive review and approval from the appropriate division director (or designee) prior to submission. This review will evaluate the manuscript for (1) scientific and statistical rigor, (2) nondisclosure of confidential information, and (3) adherence to ADF&G positions and policies.

BIAS-FREE AND GENDER-NEUTRAL LANGUAGE

ADF&G uses bias-free and gender-neutral language. Documents should be carefully reviewed for biased language. The phrase *gender neutral* refers to words that make no reference to gender and allow avoidance of gender stereotyping. When naming a job or role, avoid the use of compound terms ending in *man* or *woman* unless the term refers to a specific person whose gender is known—for example, Chairman David Jones or Chairwoman Joan Smith (Table 1).

Fisherman/men has long been the term used to describe people who participate in commercial fishing, but this term and other gendered terms (chairman, fireman, postman, mailman, etc.) can be considered insensitive and outdated. ADF&G writers should strive to use gender-neutral terms. Use *gillnetter*, *seiner*, *troller*, *trawler*, *fisher*, *commercial fishery participant*, *commercial fishing operator*, or similar terms for participants in commercial fisheries, and use the word *angler* when referencing a person who is sport fishing. *Fisher* is the standard term used in the Subsistence Section and can be used to replace *fisherman/men* in any context.

Exceptions include organizations that have a gendered term in their official names, and quotations of regulatory or historical language that also use that wording. Otherwise, gender-neutral terms should replace gendered terms in Joint-Divisional Series reports (Table 1).

Table 1.—Gender-neutral words to use and gendered words to avoid in Joint-Divisional Series reports.

Use	Avoid
angler, gillnetter, seiner, troller, trawler, fisher, fish harvester, commercial fishery participant/party/operator	fisherman
sportsperson, outdoor recreationist	sportsman
workforce, personnel, human resources, staff	manpower
chairperson, chair (as a general reference or if gender is unknown), chairman or chairwoman (only if gender is known)	chairman
senator/representative/member of Congress	congressman
firefighter, police officer, waitstaff, server, artisan	fireman, policeman, waiter/waitress, craftsman
manufactured, artificial	manmade
worker-hour, worker-month, angler-hour, hunter-hour	man-hour, man-month

ROLES AND RESPONSIBILITIES

Accuracy and consistency are the hallmarks of scientific writing. Reports in the Joint-Divisional Series are held to a high standard, reflected in the specific roles and responsibilities outlined below.

Each region as a whole, under the direction of the regional editor, is responsible for establishing the procedures for a successful regional publications program and ensuring that publications standards set forth in this guide and in the *Alaska Department of Fish and Game Writer's Guide* (ADF&G 2010) are met. Although this guide does not provide direction on how to establish regional publications workflow, success in reporting depends on fostering working relationships that support management, authors, editors, and publication staff.

STATEWIDE REPORTING EDITOR

The statewide reporting editor for the Joint-Divisional Series is the supervising Publications Specialist (or designee) of the Research and Technical Services (RTS) section within the Division of Sport Fish. The RTS statewide editor is responsible for (1) accepting manuscripts from all regions within the Divisions of Commercial Fisheries and Sport Fish; (2) coordinating statewide peer review; (3) working with regional publications staff and authors to incorporate final edits into Joint-Divisional Series reports; (4) disseminating final copies of reports to regions, libraries, and websites, as requested; and (5) maintaining electronic archives of published reports. Reporting policies are established, maintained, and enforced under the direction of the RTS statewide reporting editor.

REGIONAL EDITOR

Regional editors are responsible for implementing a publications program to ensure compliance with the policies and procedures outlined in this guide and in the *ADF&G Writer's Guide* (ADF&G 2010). The term *regional editor* in this document is used to describe regional research coordinators, regional management coordinators, chief fisheries scientists, or other staff members in charge of the publication process for their region or administrative unit. Designated regional editors determine the senior author for a report, establish the workflow for preparation of that report, and assign the report to the appropriate Joint-Divisional Series. Regional editors work with biometric staff to determine when biometric review is necessary and then coordinate and document that review. Regional editors arrange regional editorial and scientific review for all reports. They determine when statewide peer review is required and have the authority to request a waiver of statewide peer review. In general, regional editors utilize publications staff to submit final reports and requests for statewide peer review (including waivers) to the RTS statewide reporting editor. It is the regional editor's responsibility to determine when a report is ready for final publication.

Regional editors will also assist the RTS statewide reporting editor with identifying prospective peer reviewers from within their region to conduct statewide peer reviews. Regional editors also determine whether a report will be submitted to a scientific journal article, following guidelines outlined in *Reporting Policies*. They verify and provide specific funding information required by partner agencies and organizations, including project numbers.

AUTHORS

Authorship

Biologists, biometricians, geneticists, engineers, hydrologists, limnologists, and any other scientists or staff within the Divisions of Commercial Fisheries and Sport Fish can author Joint-Divisional Series reports. Names of coauthors are published in the order provided on the submitted manuscript and generally follow the order of contribution to the study. However, if the order of names listed on a report is not indicative of relative contribution, a footnote can be used to clarify author order.

A consistent name throughout a scientific writing career will reduce confusion and yield a larger body of work should an author be the subject of a publication database search. As such, authors are advised to remain consistent with the presentation of their names and initials on all reports.

Senior Author

A senior author must be designated by the regional editor for every Joint-Divisional Series report. A senior author writes and revises draft and final manuscripts and selects and directs the report-related activities of coauthors. The senior author has the primary responsibility of thoroughly reviewing the final draft to ensure that there are no discrepancies between information presented in the text and information presented in any referenced tables, figures, or appendices. Even minor errors and inconsistencies in data presentation may undermine the confidence of readers and leave doubt about the quality of the research; conducting critical internal reviews (“self-checks”) is a crucial component of publishing high-quality data for use in managing Alaska’s fisheries.

Typically, senior authors have been involved with the planning and execution of the project(s) that a report describes. Senior authors work closely with coauthors, regional editors, and publications staff to ensure compliance with the guidelines outlined in this guide and the *ADF&G Writer’s Guide* (ADF&G 2010). The senior author assumes authority over the content of the report and becomes the point of contact for follow-up issues regarding publication. The senior author is usually identified as the first author listed on a report and is responsible for ensuring accuracy, consistency, and integrity in the report.

Coauthor

Coauthors must be directly and significantly involved in one or more of the following aspects of report production: planning, conducting, and implementing the project; processing and analyzing data; or writing the report. Coworkers who contribute to other aspects of a project or report may be identified in the Acknowledgments section. The senior author must have approval of all coauthors before including their names on the title page.

BIOMETRICIAN

Biometricians review projects for statistical accuracy and consistency. They ensure that project objectives are clearly defined, that the project is designed to gather the information needed to meet those objectives, and that the sampling design and data analysis are statistically valid. Biometricians also review data analysis after a project has been carried out to ensure analyses are accurate and properly presented.

PUBLICATIONS STAFF

Regional Publications Staff

Regional publications staff perform substantive editorial review of all reports before they are submitted to RTS for publication. Among other tasks, this substantive review includes correcting grammar and sentence structure, verifying that all tables and figures are referenced in numerical order in the text, verifying the accuracy and completeness of source citations, and formatting tables and figures. Additionally, regional publications staff help authors assemble reports using prebuilt Microsoft Word documents (see *Prebuilt Cover Pages*). These prebuilt documents are designed with preset formats and styles to ensure consistency across reports and the presence and accuracy of the required preliminary content. Regional publications staff are available for technical help with templates and formatting. They are also typically the liaison for communications between regional editors and RTS publications staff. Likewise, regional staff are the point of contact for authors on all publications-related matters, and they work with authors and statewide publications staff to correct or clarify any issues identified in the final review by RTS.

Statewide Publications Staff

Statewide publications staff in RTS perform a final, mechanical review of each report submitted for publication. Among other tasks, this review includes copyediting for correct grammar and style, verifying that report formatting meets Joint-Divisional Series style guidelines, and creating and reviewing finalized reports in Portable Document Format (PDF) for distribution. If questions or concerns arise during the final review, statewide publications staff will coordinate with regional publications staff to clarify any issues identified prior to publication. Statewide publications staff coordinate publication and distribution of finalized reports to the Alaska Resources Library & Information Services (ARLIS); the Alaska State Library; and the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database website (<http://www.adfg.alaska.gov/sf/publications/>).³ Additionally, RTS statewide publications staff maintain a digital archive of all reports specifically published in the Joint-Divisional Series.

REVIEWER

Reviewers provide scientific review of Joint-Divisional Series reports. Scientific review is a judgment-based critique of the quality of the evidence, the quality of the presentation, the quality of the reasoning and logic, and the integrity of the conclusions. Scientific review should largely focus on assessing whether the evidence supports the conclusions and is presented with clarity.

On the regional level, reviewers are selected by regional editors to conduct scientific, judgment-based reviews of research and reports from colleagues within their region as part of or determined by the regional publications workflow. Instructions for conducting regional reviews are determined by regional editors and are not outlined in this policy guide.

Statewide peer reviews are required for Fishery Data Series (FDS) reports, Fishery Manuscripts (FMS), and some Special Publications (SP). In these cases, anonymous peer reviewers are chosen among the biologists, biometricians, geneticists, scientists, engineers, and limnologists within the Divisions of Commercial Fisheries and Sport Fish, regardless of region, duty station, or division.

³ The ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database is a compilation of reports published by the Divisions of Commercial Fisheries and Sport Fish (i.e., the Joint-Divisional Series reports) and the Habitat and Subsistence Sections within ADF&G. Statewide publications staff in RTS are not responsible for publishing or archiving reports from the Habitat or Subsistence Sections.

Regional editors assist the RTS statewide reporting editor in assigning peer reviews by identifying potential peer reviewers, preferably with expertise in or familiarity with the subject matter of the report. To maintain the quality of statewide peer reviews, peer reviewers are typically kept anonymous from the region requesting review. Exceptions to anonymity in the statewide peer review process are considered and approved by the RTS statewide reporting editor, senior author, and regional editor on a case-by-case basis.

Regardless of whether the review is conducted on the regional or statewide level, all reviewers should review the scientific accuracy of data presented in tables and throughout the body of the report and ensure that conclusions are supported by the data. Checking in-text references to tables, figures, and literature cited is a valuable courtesy, although for statewide peer reviews, reviewers are not required to do so.

INFORMATION TECHNOLOGY STAFF

Analyst Programmers within RTS assist in the publication of Joint-Divisional Series reports by managing the server that stores report PDF files. An Information System Coordinator (formerly referred to as a webmaster) within RTS assists Analyst Programmers to ensure that the Fisheries, Subsistence, and Habitat Publications Searchable Database website provides searchable access to all Joint-Divisional Series reports published online.

PUBLICATION PROCESS

DRAFT REPORTS

All reports prepared by both divisions must be submitted as a contribution to 1 of the 6 report series established in the overarching Joint-Divisional Series, which includes *main series reports* (FDS, FMR, FMS, and SP) and *regional reports* (RIR and ROP). Regional editors establish regional policies covering the draft formulation of a report, designate the senior author for the project report, coordinate regional scientific and biometric review, and coordinate writing and revising the manuscript. All Joint-Divisional Series publications are required to undergo regional editorial and scientific review.

For reports requiring a statewide peer review (FDS, FMS, and some SP), regional editors or publications staff submit the draft report to the RTS statewide reporting editor (see publications flowchart in Appendix B1).

REVIEW

Regional Review and Biometric Review

All reports receive regional editorial and scientific review coordinated by the regional editor. Regional editors determine the policies and procedures for documenting and conducting the regional review. Regional editors are also responsible for ensuring a biometric review is conducted for reports in which parameters are estimated or hypotheses tested.

Statewide Peer Review

For reports receiving statewide peer review within the Divisions of Sport Fish and Commercial Fisheries (FDS, FMS, and some SP), a request for peer review is emailed to the RTS statewide reporting editor and includes, at minimum, the following information:

- report series, title, author(s), abstract or brief description
- a list of previous reviewers, including biometricians
- project funding source details
- other pertinent information (publication deadlines, special notes, etc.)

The draft report provided to RTS for statewide peer review must be in publication-ready condition. This means a functional Table of Contents; appropriate placement of tables, figures, and appendices; correct in-text citations and a complete References Cited section; and page numbers in final format. In addition, there should be no concerns about the content of the report, such as missing sources or incorrect data. The statewide peer review process is exclusively digital and having the draft in publication-ready condition enables the reviewer to efficiently assess the report and provide feedback.

Reports undergoing statewide peer review are assigned a peer reviewer from outside the region of origin. RTS will coordinate this peer review by selecting and notifying a reviewer of the assignment. Regional editors will assist the RTS statewide reporting editor in assigning the review to appropriate staff in their region. To retain the anonymity of the peer-review process, the identity of the reviewer is not revealed to authors. For statewide peer reviews, suggested edits and comments are submitted electronically. Statewide peer reviews focus primarily on the logic, content, and scientific accuracy of the report. This policy guide includes an example checklist for peer review of a Joint-Divisional Series report (Appendix A1).

On rare occasions, outside review from other agencies may be substituted for the internal RTS-coordinated statewide peer review. This is an extremely uncommon situation that may occur when ADF&G has partnered with an outside agency to produce a specific report, or when reviewers with the appropriate subject-matter experience are not available within the Divisions of Commercial Fisheries and Sport Fish. In these cases, documentation of the outside review must be provided to RTS (specifically, the Microsoft Word file with tracked changes/comments, or a separate document/email from the reviewer with critical feedback). This exception is not intended to circumvent the internal statewide peer review process.

Peer Review Waiver

Regional editors can request a waiver of statewide peer review for selected reports. If a report addresses an annual project that has been recently reviewed (generally within the past 2 years) and there have been no substantive changes in the methods or the reporting document, a review can be waived for a specific year. A peer review is recommended, at minimum, every other year. The waiver request must originate from the regional editor and should be submitted as a waiver request memorandum that identifies, at a minimum, the following items:

- report series, title, author(s), and abstract
- a list of previous reviewers, including biometricians
- the specific justification for waiving the requirement for statewide peer review
- statewide peer review status of previous versions of the report

If a report has received advanced review (i.e., reviews conducted by division directors, chief scientists, or other upper-level scientists) across regions prior to being submitted to RTS as a draft, a waiver for RTS-coordinated statewide peer review can be requested. Advanced reviews with accompanying statewide peer review waivers are most often granted for reports presented to the Alaska Board of Fisheries.

Waivers of statewide peer review are granted at the discretion of the RTS statewide reporting editor; requesting a waiver does not guarantee that one will be granted. For this reason, regions should submit waiver requests as early in the publication process as possible to allow adequate time (typically 4–5 weeks) for a normal statewide peer review if the waiver request is not granted. For documentation purposes, a [memorandum requesting waiver of statewide peer review](#) should be submitted to RTS (see resources in Appendix C1).

FINAL REPORTS

Statewide RTS publication staff publish all main series reports (FDS, FMS, FMR, and SP) and regional reports (RIR and ROP). Finalized reports are shared with ARLIS and the Alaska State Library and published on the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database website (<http://www.adfg.alaska.gov/sf/publications/>). The published files are password protected to prohibit changes, content extraction, or additions.

Main Series Reports

Regional editors, authors, and regional publication staff complete the report, incorporating all review feedback determined appropriate. Main series reports (FDS, FMS, FMR, or SP) are then submitted to the RTS statewide reporting editor in electronic format, together with all files required to review and publish the entire report (e.g., any original Excel files used to create tables). The publication request is sent to RTS via email and includes, at minimum, the following information:

- report series, title, and author(s)
- statewide peer review status, if required by the report series
- deadlines associated with the report
- funding information

On receipt, all reports will be assigned a report number and added to the queue. The report number for main series reports consists of the 2-digit year and 2-digit sequence number separated by a hyphen (e.g., Fishery Data Series No. 21-06 is the sixth FDS report published in 2021). The file name for archival purposes includes the series acronym preceding the report number (e.g., FDS21-06) and can be helpful when querying the Fisheries, Subsistence, and Habitat Publications Searchable Database (<http://www.adfg.alaska.gov/sf/publications/>).

After thoroughly reviewing the final document to ensure that editorial and mechanical publication standards have been met, RTS publications staff will (1) publish the report online and print the requested number of reports, (2) provide 2 printed copies of each main series report to Alaska Resources Library and Information Services (ARLIS), and (3) submit digital copies of all reports for archival purposes to the Alaska State Library.

Regional Reports

Regional staff is responsible for finalizing both Regional Information Reports (RIRs) and Regional Operational Plans (ROPs). Regional staff will assign the report number; generate a tagged PDF file with metadata filled in; and establish pagination, links, and bookmarks. A set of metadata (title, author, abstract or purpose, and keywords) is compiled and sent to RTS along with an email requesting publication. Once RTS confirms the PDF file is functional, the report will be published online. The final version of this file will be returned to regional publications staff. Regional staff are responsible for printing and providing 2 copies of each RIR to ARLIS for archival purposes.

All ROPs are considered electronic-only publications and are digitally distributed to ARLIS and the Alaska State Library by RTS publications staff.

RIRs are almost always Division of Commercial Fisheries reports; however, reports that support Alaska Board of Fisheries processes (e.g., staff comments or agenda change requests) can be published by the Division of Sport Fish as RIRs. In these cases, regional publications staff are responsible for generating a tagged PDF file with metadata filled in, and establishing pagination, links, and bookmarks. The PDF and Microsoft Word files are sent to RTS in an email requesting publication; RTS ensures the PDF file is functional prior to publishing.

ARCHIVING REPORTS

RTS Publications maintains a digital archive of all published Joint-Divisional Series reports. The archived copies will be in both Microsoft Word and PDF format. Any supporting files submitted with a report will be stored with the archived report.

REVISING PREVIOUSLY PUBLISHED REPORTS

Minor Revisions

When a revision to a final publication is necessary, minor formatting or typographical changes can be made to the electronic published copy without annotation. These changes can be made by regional staff and submitted to RTS for republication on the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database website (<http://www.adfg.alaska.gov/sf/publications/>), or these changes can be made by RTS at the request of regional publications staff.

Substantive Revisions

Any substantive change must be submitted through regional editors as a revision, and the electronic copy will be annotated on the cover page to indicate that a change has been made. (File names are never changed to indicate revision.) Examples include errors in numerical data, mislabeled charts or graphs, or other updates deemed appropriate for this category of revision; these revisions do not affect the results, conclusions, or management decisions. Regional staff are responsible for report revision and will submit the final revised copy to RTS, appropriately annotated with concise information identifying the section(s) changed and the date of the change. This note is enclosed by a border and placed on the cover page of the report. RTS will provide an update of revised reports to the Alaska State Library and ARLIS.

Major Revisions

Major revisions, although rare, require an Amendment (for ROPs) or Addendum (for main series reports). An Amendment or Addendum report will be published as a separate document with its own report number. Major revisions include, but are not limited to, reports where additional data or novel analyses result in significantly different findings, conclusions, or management decisions than those presented in the original report. The regional supervisor and regional editor will coordinate and approve major revisions requiring an Addendum; ROP Amendments typically follow the same region-specific approval process as the original ROP.

An explanation for the revised report should be included in the Abstract or Purpose statement, and the updated report must include a full reference to the original, ideally with a linked note on the cover page. The original report must also be updated with a cover note directing readers to the Amendment or Addendum. RTS will notify the Alaska State Library and ARLIS of annotations to

previously published original reports. It is recommended to include the phrase “Amendment to [original report number]” or “Addendum to [original report number]”, as applicable, in the title of the revised report.

Examples:

Shedd, K. R., M. B. Foster, and C. Habicht. 2017. Addendum to FMS16-10: Redefinition of reporting groups to separate Cook Inlet into 4 groups for the genetic stock composition of the commercial harvest of sockeye salmon in Kodiak Management Area, 2014–2016. Alaska Department of Fish and Game, Fishery Manuscript No. 17-07, Anchorage.

Sherwood, K. D., A. M. Carroll, and S. L. Graziano. Amendment to ROP.SF.4A.2020.98: Sampling writing guides to produce a better policy manual. Alaska Department of Fish and Game, Division of Sport Fish, Regional Operational Plan No. ROP.SF.4A.2021.99, Anchorage.

REPORT SERIES DESCRIPTIONS

The Joint-Divisional Series was established in 2004 to encompass all scientific fisheries reports produced for publication by the Divisions of Commercial Fisheries and Sport Fish and included the 4 main series reports: Fishery Data Series, Fishery Management Reports, Fishery Manuscript Series, and Special Publications (MacClellan et al. 2004; MacClellan and Carroll 2008, 2010; MacClellan et al. 2012). At that time, the Regional Information Report series was redefined to meet Division of Commercial Fisheries needs for publishing and archiving information not typically published in one of the main series reports (e.g., budgetary information, Alaska Board of Fisheries processes, interim or preliminary data, or other regional information not generally reported elsewhere). In 2012, Regional Operational Plans were formally adopted into the publications process for both divisions (Regnart and Swanton 2012). Now, the Joint-Divisional Series is composed of all 6 reports.

Each series, although related in style and format, represents a distinct type of information. Grouping publications into series provides readers with appropriate context, including level of review, purpose, and intended audience. The style guidelines for these series are designed to meet reporting standards set forth in the ADF&G *Writer’s Guide* (ADF&G 2010), which was created using nationally recognized style guides for scientific and general writing (CSE 2014; CMS 2017).

All published main-series reports are scientific and technical documents and should be written using modern scientific style (ADF&G 2010, page 72).

Descriptions of each of the 6 established in-house series follow, along with the steps required to publish these reports and make them publicly available on the on the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database website.

MAIN SERIES REPORTS

Fishery Data Series

Fishery Data Series (FDS) reports are technically oriented and present results for a single project or multiple closely related projects typically spanning a single project year. Longer time spans can be covered for a continuous project, but reporting should be timely in either case.

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

Fishery Management Reports

Fishery Management Reports (FMR) provide an overview of management activities in a stated geographic area during a stated time period. With appropriate citation, FMRs may include research results fully reported in FDS publications or methods detailed in Regional Operational Plans (ROP). 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, because historical data often provide the context for management.

Fishery Management Reports require editorial review and regional scientific and biometric review. They are prepared under the guidelines contained in this manual.

The audience for FMRs includes both laypersons and professionals, so authors should avoid excessive use of technical or colloquial terms. As part of the management process, these reports often include information presented to the Alaska Board of Fisheries and are formatted to fit the Joint-Divisional Series standards outlined in this guide, following modern scientific style as presented in the ADF&G *Writer's Guide* (ADF&G 2010). Reports with a specific purpose are also included in this series, and information highlighting that purpose should be articulated in the title of the report, if applicable (for example, *Area Management Report* or *Report to the Alaska Board of Fisheries*).

Fishery Manuscript Series

Fishery Manuscript Series (FMS or Fishery Manuscript) reports 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.

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

Special Publications

Special Publications (SP) include reports that do not fit in other categories in the Joint-Divisional Series, such as fishery technique manuals, laboratory manuals, special subject reports to the Alaska Board of Fisheries or other decision-making bodies, symposia and workshop proceedings, policy reports, and in-house course materials.

Special Publications are prepared following the instructions and guidelines contained in this manual and require regional scientific and editorial review. Based on the report content, SPs may also require biometric review as determined by the regional editor. Regional editors may determine that a statewide peer review is also needed. Reports produced for management professionals for specific information purposes may bypass statewide peer review because regional oversight is heightened in these circumstances and the decision-making process dictates deadlines for publication. Ultimately, regional editors have the authority—and, more crucially, the responsibility—to determine the appropriate level of peer review required for each Special Publication.

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

REGIONAL REPORTS

Regional Information Reports

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

Regional editors, their designees, and equivalents are responsible for determining the level of regional review required for each report within the RIR series. Biometric review is required for all reports in which estimates are generated or a hypothesis tested. Reporting protocols and duties may vary between regions.

Information presented in this series may be subsequently finalized and published in a different Joint-Divisional Series report or published externally. Readers are encouraged to contact the author or the Division of Commercial Fisheries with any questions about the level of review or preliminary nature of the data reported.

RIRs are almost always Division of Commercial Fisheries reports; however, reports that support Alaska Board of Fisheries processes (e.g., staff comments or agenda change requests) can also be published as joint-divisional collaborations or as Division of Sport Fish RIRs.

Report Preparation

RIRs are reviewed and finalized by regional publications staff, applying the standards described in *Roles and Responsibilities > Publications Staff > Regional Publications Staff*. Report publication and archiving responsibilities are under direct regional control; however, by virtue of the publication process, RTS also archives final copies of all published RIRs. Regional publications staff are responsible for creating and examining the final PDF of each RIR to ensure the document meets the following criteria: (1) the correct front matter in the preliminary pages is present, as shown in prebuilt cover pages, with particular focus on correct information in the citation block; (2) the report contains a properly hyperlinked Table of Contents, List of Tables, List of Figures, and List of Appendices, if applicable; (3) all hyperlinks lead to the correct locations; (4) all References Cited listings are complete and correct; (5) Pages Panel pagination is correct; (6) Bookmarks are correct; and (7) all applicable metadata are present (full citation, abstract, and keywords).

Report Number and File Name

The RIR series is divided into 5 subseries: one for each of the 4 Commercial Fisheries regions and one for Headquarters, which is considered Region 5. The subseries of each report is determined by the region of the senior author.

The RIR report number is part of the citation and is composed of the following elements: the first digit identifies the region in which the senior author of the report is employed (1, 2, 3, 4, or 5); the following letter identifies the main regional office (i.e., **A** for Anchorage, **J** for Juneau [includes Douglas], and **K** for Kodiak); the next 2 digits preceding the hyphen are for the year of publication (e.g., 21 for 2021); and the last 2 digits identify the sequence number (e.g., 13 would be the 13th

report from a given region in a given year). The city listed in the address on the report's title page and in the citation should be the main regional office (Anchorage, Juneau/Douglas, or Kodiak). The publication date (year) on the report should be consistent with the year used in the report number. For example, the full report number for the third RIR from Kodiak (Region 4) that was published in 2020 would be *Regional Information Report No. 4K20-03*.

The RIR file name is useful for querying the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database (<http://www.adfg.alaska.gov/sf/publications/>) and is used for archiving files. The file name is composed of the following elements, each followed by a period: the series acronym *RIR*, Division of Commercial Fisheries region number and regional office letter (A, J, or K), 4-digit year, and sequence number submitted by that region/city in that year. For example, the file name for the third RIR from Kodiak (Region 4) that was published in 2020 would be *RIR.4K.2020.03*.

The list below summarizes RIR report naming conventions for the Division of Commercial Fisheries by region and city:

- 1J for Douglas (Region 1)
- 2A for Southcentral (Region 2)
- 3A for Arctic-Yukon-Kuskokwim (Region 3)
- 4K for Westward (Region 4)
- 5J for Juneau (Headquarters, Region 5)
- Place of publication will be Anchorage (Regions 2 and 3), Douglas, Juneau, or Kodiak

Note: Report numbers and file names for Division of Sport Fish RIRs exclusively published for Alaska Board of Fisheries processes will be given the Division of Commercial Fisheries Headquarters "5J" designation with Anchorage as the place of publication.

Publishing

Regional publications staff will email RTS the final Microsoft Word file, completed PDF file, and all applicable metadata (full citation, abstract, and keywords). RTS will confirm the report number/file name and double-check the final PDF file to ensure the following: (1) the correct front matter is present in the preliminary pages, as shown in prebuilt cover pages; (2) the report contains a properly hyperlinked Table of Contents, as well as a List of Tables, List of Figures, and List of Appendices, if applicable; and (3) hyperlinks lead to the correct locations. RTS is responsible for ensuring RIRs are functional PDFs and making them publicly available on the publications searchable database.

Regional Operational Plans

Regional Operational Plans (ROPs) meet the Divisions of Sport Fish and Commercial Fisheries regional needs for publishing and archiving project operational plans. ROPs must be approved and signed by all listed on the signature page, and signatures will be redacted prior to publication.

Operational plans must include a clearly articulated Purpose statement for all funded activities directed at collection of data or information used in fisheries management (Regnart and Swanton 2012). An abstract and a list of keywords, placed immediately before the Purpose statement, may also be included to summarize the project's goals and methods. To follow Joint-Divisional Series document structure and foster consistency in reporting, RTS recommends the use of an abstract and keywords list for ROPs in addition to the required Purpose statement. If an

abstract is not included in the report, metadata necessary to enable online search capabilities (full citation, abstract, and keywords) must be compiled and submitted to RTS along with the request to publish (Regnart and Swanton 2012).

The ROP demonstrates that good planning underlies a project; however, with this document, efficiency is of paramount importance. Undue attention to minor aspects of a planning document will delay publication and marginalize the benefits of timely planning. Reports in this series may contain raw data and preliminary results and do not adhere to the strict formatting and presentation standards of other series. Reports in this series receive varying degrees of regional scientific and editorial review; information in this series may be subsequently finalized and published in a different Joint-Divisional Series report or published externally.

Report Preparation

ROPs are reviewed and finalized by regional publications staff. The editing standards described in *Roles and Responsibilities > Publications Staff > Regional Publications Staff* are not required for an ROP. Publishing ROPs quickly is the most important consideration, and only glaring formatting issues discovered by publications staff should be remedied prior to publication.

Regional publications staff are responsible for creating and examining the final PDF of each ROP to ensure the following: (1) the correct front matter is present in the preliminary pages, as shown in prebuilt cover pages, with particular focus on information in the citation block; (2) the report contains a properly hyperlinked Table of Contents, List of Tables, List of Figures, and List of Appendices, if applicable; (3) all hyperlinks lead to the correct locations; (4) all References Cited listing are complete and correct; (5) Pages Panel pagination is correct; (6) Bookmarks are correct; and (7) all applicable metadata are present (full citation, abstract, and keywords).

Report Number and File Name

The ROP report number is composed of the following elements, each followed by a period: the division designation (*SF* for Sport Fish or *CF* for Commercial Fisheries), region number and main regional office (see lists below), 4-digit year, and report number submitted by that region/city in that year. For example, the report number for the second ROP submitted by the Division of Sport Fish in Anchorage (Region 2) published in 2020 would be *Regional Operational Plan No. ROP.SF.2A.2020.02*.

The ROP file name is the same as the report number (e.g., ROP.SF.2A.2020.02).

Because RTS is a central agency within the Division of Sport Fish and will be handling all final publication matters for Sport Fish ROPs, the place of publication listed in the citation and on the title page will always be Anchorage. For Commercial Fisheries, the place of publication listed in the address on the report's title page and in the citation should be the main regional office.

The lists below summarize ROP report naming conventions by division, region, and city.

Division of Commercial Fisheries:

- 1J for Douglas (Region 1)
- 2A for Southcentral (Region 2)
- 3A for Arctic-Yukon-Kuskokwim (Region 3)
- 4K for Westward (Region 4)
- 5J for Juneau (Headquarters, Region 5)
- Place of publication will be Anchorage (Regions 2 and 3), Douglas, Juneau, or Kodiak

Division of Sport Fish:

- 1J for Southeast (Juneau, Region 1)
- 2A for Southcentral (Anchorage, Region 2)
- 3F for Interior (Fairbanks, Region 3)
- 4A for Sport Fish–RTS (Anchorage, Region 4)
- Place of publication will be Anchorage

Publishing

Regional staff will email RTS the final Microsoft Word file, all applicable metadata (full citation, abstract, and keywords), the completed PDF file with signatures redacted, and a separate PDF file of the completed signature page. RTS is responsible for confirming the correct file number and publishing the PDF file received from regional publications staff. RTS will also double-check the final PDF file of each ROP to ensure the following: (1) the correct front matter is present in the preliminary pages, as shown in prebuilt cover pages, with particular focus on information in the citation block; (2) the report contains a properly hyperlinked Table of Contents, List of Tables, List of Figures, and List of Appendices, if applicable; (3) and hyperlinks lead to the correct locations. RTS is responsible for ensuring ROPs are functional PDFs and making them publicly available on the searchable publications database.

REPORT SECTIONS: REQUIRED CONTENT

ALL REPORT SERIES CONTENT

Preliminary Pages

Each report begins with a uniform preliminary page sequence of 4 pages, beginning with the cover page. The cover page identifies the report title, series, and authorship. It is followed by the Symbols and Abbreviations page. The title page, which follows, includes the report series, title, authorship, publisher information (this will be the physical address for RTS in all cases except Commercial Fisheries regional reports, which will use the location of the main regional office), and a funding section that identifies Project and Job Number for Federal Aid funded projects. This funding section is only required for research funded by the Federal Aid in Sport Fish Restoration Act and should be deleted if federal or other external funding sources do not exist. The final page in the titling sequence describes the report series, contains the document citation, and displays the Americans with Disabilities Act (ADA) nondiscrimination clause. The ADA statement must include an ADF&G contact for questions about the publication; by default, this is the RTS statewide editor. Publications staff will keep the reporting series templates updated with the most recent version of the ADA statement. The most recent version of the ADA statement can also be found as a link at the bottom of all ADF&G web pages: http://www.adfg.alaska.gov/index.cfm?adfg=home.ada_statement. This preliminary sequence of pages may also be referred to as *cover pages*, *title pages*, *introductory pages*, *front-end material*, or *front matter*.

Microsoft Word template files and series-specific Microsoft Word document files with prebuilt cover pages are available to authors and publications staff and must be used to ensure consistent formatting (see *Templates and Prebuilt Cover Pages*). For example, on the cover page, titles are always written in title case, which means that the first letter of each significant word is capitalized. However, titles are written in sentence case when they are part of a citation.

Table of Contents and List Pages

Table of Contents

The Table of Contents will be built from Microsoft Word styles. Publications staff will assist with preparing and formatting the final Table of Contents. The text of the report must be formatted with the appropriate heading styles so the Table of Contents can be automatically generated.

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

Lists of Tables, Figures, and Appendices

For table, figure, and appendix titles, authors must use the *Insert Caption* option in the *References* tab of Microsoft Word, which creates a dedicated caption field. These caption fields are then used to generate lists immediately after the Table of Contents with the *Insert Table of Figures* function, also found on the *References* tab. This process enables the structuring of the electronic document for publication by creating automatic hyperlinks between lists and page content in the Word files and the final PDF versions.

Abstract

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

Keywords

Keywords should always identify the study background (type, species, area, and methods). Keywords across multiyear studies should be consistent to enable searches for a specific study across years. Authors should accommodate anticipated searches for reports; this might mean including “Yakutat” in a keyword list for East Alsek River, for instance. Certain documents benefit from distinct treatment when searching for reports in the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database (<http://www.adfg.alaska.gov/sf/publications/>), and the keywords provide the mechanism that makes this possible. For example, Annual Management Reports must include that specific phrase in the keyword listing. Lists of keywords in reports should not end with a period. Keywords are required for all Joint-Divisional Series reports.

Introduction

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

Acknowledgments

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

References Cited

All formal references mentioned in the text, tables, figures, and appendices must be listed in the References Cited section and follow ADF&G standard for publications (author[s], year, title, publisher, place of publication; ADF&G 2010). Details and examples on appropriate ways to compile references and specific reference types (reports, journal articles, books, etc.) can be found in the *Citation Guidance* section of this guide and in the *Standards for List of References Cited* section of the *ADF&G Writer's Guide* (ADF&G 2010). Personal communications, unpublished data, and sources not available to the reader do not appear here; instead, these are included parenthetically within the text or in a footnote. Parenthetical or footnote citations must contain enough detail so that the reader will know exactly what evidence the author is offering and where it is located. For specific guidance on how to properly cite personal communications, unpublished data, and sources not available to the reader, see *Footnoted or Parenthetical Source References* in this guide.

FISHERY DATA SERIES CONTENT

A summary of a specific data-collection study or a study that spans a limited number of years will be reported in the Fishery Data Series (FDS). In addition to the content required for all reports, FDS reports must include Objectives, Methods, and Results sections.

Objectives

The Objectives section is required for all FDS reports. It is helpful (particularly for FDS reports that present results for a discrete project) for objectives to be worded the same as they appear in operational plans, funding documents, and project synopses related to the study being reported in the FDS. Doing so will help track fulfillment of commitments and tie all project documentation together.

Methods

All data-collection and data-analysis methods, including equations, should be presented or cited in the Methods section; data-reduction methods are optional. All components of the work that produced the reported results should be explained. The Methods section is not to be used to present supportive information, such as survey questionnaires or other data-collection forms; an appendix is more appropriate for such items. If previously published methods are cited, the author must provide sufficient information to preclude reliance on the original source to understand the study.

Results

Results are presented in a combination of text, tables, figures, and appendices. Generally, tables are used to document exact numeric values, whereas figures, graphs, and charts may be useful in depicting general trends or relationships in the data. The text is used to lead the reader through the results, to document information that does not lend itself to tables and figures, and to highlight the

major findings. Avoid the presentation of data that are not directly applicable to the stated objectives of the investigation.

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

In-text references to tables, figures, and appendices should summarize noteworthy findings about the data presented, followed by a parenthetical reference to that table or figure. Avoid leading the reader to a table or figure without a substantive comment about the contents contained in that table or figure.

Use: Sockeye salmon harvest increased in 1999 over the previous year (Table 15).

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

Use: Respondents reported record numbers of Dolly Varden in the Kenai River (Table 7).

Avoid: Table 15 summarizes harvest of sockeye salmon.

Avoid: See Figure 5 for escapement data.

Avoid: Table 7 summarizes survey responses.

FISHERY MANUSCRIPT SERIES CONTENT

This series presents a broad outlook on one or more projects. As such, it is important to present potential future paths of study and to state any concerns that are not currently addressed. Reports that synthesize information from many other studies or that define a problem and suggest a course of action can be written as Fishery Manuscripts. The Methods and Results sections are optional for this series and are only necessary if data collection and analysis was part of the study. The Discussion section is required for all Fishery Manuscripts.

Discussion

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

FISHERY MANAGEMENT REPORTS AND SPECIAL PUBLICATIONS CONTENT

Reports written within these series must contain the required sections as described in *Report Sections: Required Content > All Report Series Content*; sections that are guided by the logic and purpose of the document may also be included if supported by the content (e.g., Objectives, Methods, Results, Discussion, Conclusions, or Recommendations).

Fishery Management Reports can be challenging to organize because they often cover multiple concerns and goals relevant to the management area. Furthermore, for annual management reports

(sometimes produced biennially or triennially), the historical structure of the document's major sections is an important part of its usefulness and can take priority over standard reporting conventions, as long as that structure logically conveys the report's contents.

The structure of a Special Publication is based on the content presented in the report and can vary by report type (such as a techniques manual, multifaceted study, or special subject report to a decision-making body).

REPORT SECTIONS: OPTIONAL CONTENT

DISCUSSION, CONCLUSIONS, AND RECOMMENDATIONS

A Discussion section is required for Fishery Manuscripts but optional for all other main series reports (for details on what a Discussion section entails, see *Fishery Manuscript Series Content > Discussion*). Some authors use the Discussion section to focus mainly on interpretation and then include a separate Conclusions section as a concise statement of the main points covered by the report.

The Conclusions section is optional for all joint-divisional reports. Individual conclusions should be succinctly stated without discussion. Conclusions do not need to be limited to your investigation but may represent a synthesis of your work with other cited publications.

Recommendations—if numerous, complex, or meriting special emphasis—can occupy a separate section or can be combined with the Discussion or Conclusions sections, if present.

APPENDICES

Appendices should provide the reader with additional useful information that is relevant to the project objectives but not central to the analysis or discussion. Appendices may be used to present important supportive information, such as survey questionnaires or other data-collection forms. Because appendices do not contain content crucial to understanding the main body of the report, in-text references to appendices do not need to be presented in consecutive order.

An 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 audience. Similarly, if there is additional background information that may be useful to project staff but is not pertinent to the report, it should not be included as an appendix. Files for data that fall in this category should be archived by the senior author or regional editor for future reference.

OTHER ADF&G SPORT AND COMMERCIAL FISHERIES DOCUMENTATION

Other reports or forms of documentation may follow a project from initial funding through to completion, depending on project requirements. Among these are funding documents, synopses, and cooperative reports. The writing principles, grammar, and word usage will follow the standards and guidance provided in this manual, unless exempted for specific reporting elements. If a report is not in the Joint-Divisional Series, RTS publications has no authority or responsibility in publishing and archiving it.

TEMPLATES AND PREBUILT COVER PAGES

TEMPLATES

Templates are used to make the process of writing and formatting Joint-Divisional Series reports easier and more consistent by providing predetermined styles to a Microsoft Word document. Templates are applied to existing Word documents. Built-in coding enables access to styles, page and paragraph settings, and heading and page numbering settings once a template is applied to a document. A template file (“.dotx”) can be saved to the user’s computer and applied to any Word document to ensure all updated styles are being used. The Joint-Divisional Series template is required for use by authors and publications staff and is created in the standard one-column format (Appendix C1).

PREBUILT COVER PAGES

Series-specific Microsoft Word document files with prebuilt cover pages have been designed to streamline reporting. These “.docx” files contain the appropriate cover page, title page, and required preliminary pages for each Joint-Divisional Series report. All current prebuilt cover page files have the Joint-Divisional Series template applied; for this reason, authors should use these prebuilt cover pages when constructing reports (Appendix C1).

TEXT FORMATTING GUIDELINES

Report text will be prepared using the State of Alaska Office of Information Technology standard program for word processing, currently Microsoft Word 365. Page setup is preconfigured by the Joint-Divisional Series report template: text is placed on the page in one-column format, justified, with margins set at 1 inch all around. Headers are set at 0.5 inch and footers are set at 0.4 inch. The normal font size is 12-point Times New Roman. The minimum point size allowed for tables or text is 9-point Times New Roman (although 10-point is preferred in tables). The only exception for minimum font size occurs when inserting an in-text footnote; the default footnote style is set to 8-point. The use of italic, bold, and bold italic styles should be kept to a minimum in text, except where specifically allowed or required by other division style standards.

PAGINATION

The preliminary pages of a report will not be numbered. The Table of Contents and Lists of Tables, Figures, and Appendices pages will be numbered in lowercase Roman numeral style (i, ii, iii...). The body of the report always starts on page 1 with the Abstract or purpose statement. To maintain standard report formatting in both online and printed copies, the following pages in each report must occur on odd-numbered pages: the first page of the Table of Contents, Abstract, Tables and Figures cover pages (if needed), and the cover page for each appendix. It may be necessary to insert a numbered but otherwise blank page at relevant places in the report.

Portrait page numbers are centered horizontally and placed 0.4 inch from the bottom of a page. Landscape page numbers are centered vertically and are placed 0.4 inch from the left side of the page, with text direction set to vertical, facing the outside edge of the page (see example tables presented in Appendix C).

FORMATTING STYLES

Formatting standards described in this guide rely heavily on a number of specific Microsoft Word styles containing built-in formatting. These styles are a major part of the required Word template that is already built into the prebuilt cover pages, which authors are strongly encouraged to use in the construction of each new report. Among other things, styles are crucial for building a document so that the Table of Contents and Lists of Tables, Figures, and Appendices can be automatically generated. It may be possible to apply formatting manually in a way that seems to follow departmental standards, but using styles is always faster and easier, and in many cases the use of these approved styles will prevent underlying formatting problems that can cause major issues. Commonly used styles include *Normal* (body text), *Caption*, *Table-Footnote*, *Table-Continued* (for the separator used between pages of a multipage table or appendix), major headings (*Heading 1* for top-level headings, followed by *Heading 2*, *Heading 3*, etc.), *Abstract*, *Keywords*, *Lit-Cited* (contents of a References Cited section), *Ref Cited title cont.* (for titles of additional References Cited pages), and *Append-Cover* (used to center the title on a cover page). Additional information on commonly used styles can be found on the RTS Publications SharePoint site (Appendix C1).

The *Section Heading* style is not commonly used and should be limited to large documents split into distinct, chapter-type sections. If this style is used, any headings with this formatting should start on a new page. To ensure that these major sections are visually distinguished in the Table of Contents, include “Section X:” in any headings using the *Section Heading* style.

TABLES

The following explanation of table presentation comes from the Council of Science Editors (2014):

In scientific publications, data need to be presented as accurately, as completely, as clearly, and as concisely as the accounts of how they were collected, analyzed, and interpreted. ... Preparing effective tables often calls for creativity rather than rigidly applying rules.

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

TABLE DESIGN AND FUNCTION

Tables are designed to present precise, mathematically verifiable numerical values and give accurate individual values to document information presented in text. A table is used to present large quantities of similar data so they are easy to scan and compare. Tables presenting similar types of information should have parallel formats. The text of the report, or a figure, will report trends or summaries of tabular information but should not duplicate the table. Tables and figures must be numbered and must appear in the order in which they are introduced in the text.

Every table should be fully complete, logical, and understandable on its own. Necessary background information, sources for the information provided, and tools needed for interpretation must be provided, either as table footnotes or within the table caption. Abbreviations used within the tables must be understandable, and definitions for any uncommon or nonstandard abbreviations must be provided in the notes or in the caption. For example, any symbol, abbreviation, or acronym

not listed on the Symbols and Abbreviations preliminary page must be defined in the footnotes or caption of every table in which it is used, even if defined elsewhere in the report.

Bold text is seldom appropriate in tables, and italic numbers are never allowed. If it is necessary to visually distinguish data within a table, bold text can be used or grayscale shading can be applied to individual cells or groups of cells. The use of borders around individual cells or groups of cells is not recommended.

It is strongly recommended to use 10-point font size for tables. Font type is always Times New Roman. The minimum point size allowed for tables is 9-point, but 10-point is preferred for ease of reading. A larger font size (11-point, but never 12-point) is acceptable, but 10-point is standard. Regardless of the font size chosen, the entire table must use one consistent font size. If a table contains too many columns to fit within normal page margins using 9-point Times New Roman font, it is the author's responsibility to redesign the table to make it fit. If a table width doesn't fit a single page, it is a good indication that the table combines too much information and presentation of the data needs to be redesigned. Alternatively, if a table's columns do not span the entire width of a page, columns should be spaced in such a way that the contents are not cramped and the space is evenly distributed (explore *AutoFit* options in Microsoft Word). Simple tables are generally more effective than complex ones. A table should deal with a single subject or bring together related information for comparison. Several small tables are generally more effective than a single overly complex one. A published table is not a presentation of raw data; it should be an organized statement of what the data represent.

A horizontal rule borders the table at its top and bottom and separates the title row from table data. Horizontal rules should be set at 0.25 point (this size tends to reproduce more consistently in online PDF versions of reports) and must be consistent throughout the document. Omit unnecessary rules, which distract from the data; vertical rules in particular are almost never necessary.

A simple list or other tabular matter that requires only 2 columns or fewer than 4 rows can usually be left unnumbered and untitled within the text, unless it must be referred to elsewhere in the document.

Table Captions

Our reports, when applicable, include a List of Tables following the Table of Contents. These lists are scanned by readers in search of the table that for them anchors the report. It is easy to forget in our careful description of a project that many readers are just looking for how a fishery performed in the past year, and they know the table that will give them that synopsis. Therefore, the caption/title should identify the table contents as clearly as possible; commentary and background information can often be provided in the footnotes. A series of similar tables should use similar captions. The titling should be consistent between the origin files (i.e., Microsoft Excel data) and the final Microsoft Word document for archival purposes. Include information that applies to the table as a whole (including units) in a source or general note, and avoid using footnotes in the caption.

Every table should be given a number and should be cited consecutively in the text by the number. Tables are titled in sentence-style capitalization, with only the first word in a title and proper names capitalized, and titles are followed by a period. The style for all elements of the table caption is in 11-point regular font, not bold. The template Caption style indents the first line of the table caption 0.2 inch, and the caption is then justified to the width of the table.

Column Headings

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

Column headings above numerical data are generally formatted to match the data below (see Appendices C2 and C3). Column headings describing words or phrases may be aligned left or centered depending on the overall appearance and spacing of other elements in the table; right-aligned column headings are generally used when the numerical data is also right aligned. Adjustments may be necessary for clarity. There should never be ambiguity as to which data apply to which heading. For column headings or descriptive rows with a phrase that requires more than one line, keep the contents in one cell rather than creating multiple single-line cells.

Table Data Organization

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

Numerical data: Numerals in columns displaying like data are aligned at the decimal point and aligned right (Appendix C3). A column including different kinds of numerical data with different numbers of significant digits (e.g., ranges, percentages, standard errors, totals) are aligned on the decimal (Appendix C2). The decimal tab in Microsoft Word provides convenient options for creating these alignments.

Spanners: A spanner is a heading that identifies more than 1 column of data. Spanner headings are followed by a horizontal rule above the columns to which the heading applies. Spanner headings are always separated by an unruled space to show which columns of data the spanner encompasses (Appendices C2 and C3).

Total row/column: Because the expectation is for the final row or column of historical data to present totals, bold text is seldom appropriate, and italic numbers are never allowed. The word *Total* in the final row can be indented, or a horizontal rule can be used to separate that row from the items listed above.

Multipage Tables

When multiple pages are required to present tabular data, each page (except the last page) ends with “-continued-”, which is set off with hyphens (not en dashes) and follows size rules for table footnotes (i.e., one point smaller than the table text but no smaller than 9-point). To center “-continued-” at the bottom of the page, apply the Table-Continued style or manually center. The next page starts with a shortened title that only includes the table number and page number out of the total number of pages: “Table X.–Page 2 of Y.” The *Caption style* is applied to this shortened title, but it is written manually and not inserted with the *Caption command*. Subsequent pages are labeled accordingly (“Table X.–Page 3 of Y.”, etc.). See Appendix C3 for an example of a multipage table.

Table Footnotes

Table footnotes fall into 3 general categories:

1. Sources: *Source* notes, including credit lines, take precedence and are placed directly below the lower table border. *Source* notes are an acknowledgment of data or explanation of how the data were obtained. They are introduced by an italicized “*Source*”.
2. General notes: *Notes* contain information that apply to the whole table. These notes follow *Source* notes, precede the specific alphabetic footnotes, and are introduced by an italicized “*Note*”. Avoid footnote references in titles; instead, include a general note. Nonstandard abbreviations should be defined in general notes. General notes can be pooled into a single *Note* or *Notes* statement, or separate *Note* entries can be created if the contents are distinct enough to warrant multiple unique general notes.
3. Specific notes: These apply to specific parts of the table, are designated by a superscript lowercase alphabetic character, and follow *Notes*. Specific notes are assigned characters alphabetically by the order in which they appear in the table, reading the table in the same order as text would be read (across the row from left to right, down to the next row, across that row, etc.). These alphabetic footnotes must appear in the correct sequence and all markers must have an accompanying footnote. Footnote markers should appear to the right of an entry without an intervening space and should not disrupt the alignment of numbers in a column. (The decimal tab in Microsoft Word provides convenient options for creating these alignments.) A footnote in a column heading applies to all the values in the column, a footnote in a row heading applies to the entire row, and a footnote in a cell applies to that cell only. A single footnote can append to several elements.

Footnote text is set below the bottom table border using the Table-Footer style from the template. If a table has multiple pages, the footnotes occur after the last page. The footnote should never extend beyond the table margin. Font size for table footnotes should be one point size smaller than table body text but should never be smaller than 9-point Times New Roman. In other words, when the body text of a table is in 9-point font, the footnote should also be set to 9-point.

For ease of formatting, table footnotes always exist as text outside the table rather than appearing in the table’s bottom row. See Appendices C2 and C3 for footnote examples.

Empty Cells

Blank cells can cause uncertainty about whether the cells are meant to be empty or are empty because of unintended omission. When values would logically be expected in cells for which data are unavailable, place an en dash (not a hyphen) or an appropriate abbreviation in the cell to specify that the cell contains no data (CSE 2014). *No data* can be designated by ND or by an en dash (–), and either should be added as a general footnote with an explanation (e.g., “*Note*: ND = no data”). Specifically, the abbreviation ND should be used when no attempts were made to collect data. An en dash (–) should be used when the value cannot be computed due to limitations of the data. If the en dash is used for this reason, it should be noted as such in a footnote. Always provide an explanation for cells that have been deliberately left blank. Avoid using similar abbreviations with different meanings in the same table. Never substitute “0” for no data presented; “0” should only be used when a measured value is 0 (e.g., if 0 age-4 fish were captured).

TABLE PLACEMENT IN REPORTS

Tables must be presented in numerical order. In shorter reports or reports with smaller tables, tables may be placed after their first mention in text. These tables must not significantly disrupt the flow of the text; a little white space at the bottom of a page is vastly preferable to a paragraph or even a sentence being interrupted by one or more pages of tables or figures. 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. Larger tables are best placed at the top of the next page after the first text reference.

Given the large data content of many ADF&G fisheries reports, compiling tables and figures in separate sections following the body of the report (i.e., after the References Cited section) is recommended. In reports where the data largely stand alone, or there are many tables in relation to the text, a separate Tables section should be created. This option should be coordinated between regional editors and report authors. A section dedicated to tables is introduced by an odd-numbered cover page with the heading *Tables* centered on the page (see *Formatting Styles*).

Tables can share a page; in fact, parallel tables shown on a single page can give a better presentation than one overly complex table. Oversize pages or pages that are sized differently than the standard letter size (8.5 in × 11 in) are not supported for publication under the RTS Publications printing contract. Tables that are less than standard page width are placed on the page to provide the best appearance. Narrow tables are most commonly centered on the page, with the title and footnotes justified to the table width. If the table contents are crowded or unclear in a narrow table, the table should be expanded to the width of the page.

FIGURES

Figures are used in technical reports to include visual displays of data, such as graphs, charts, maps, photographs, biomedical images, diagrams, drawings, or illustrations (CSE 2014). As with tables, these elements must be sized to fit a page with room for a border, title, and page number. Figures are numbered consecutively based on in-text presentation, and titles are added *under* the figure using the Caption command. Because figure titles occupy the space following a figure, clearly demarcating the continuation of a figure that spans multiple pages is not possible; therefore, multipage figures are not supported by Joint-Divisional Series structure. Dividing large figures into separate, smaller figures is recommended. If a separate section for tables is presented in a report, a separate section for figures should also be presented. Creating a combined section titled *Tables and Figures* is another organizational alternative to introduce these elements into a report without disrupting the flow of the text.

All figures must have a unique caption, although groups of smaller or related images can be presented as a single figure with the caption describing each element.

All figures should be enclosed with a border; figure captions are outside of the border. Borders are particularly important for any figures with boundaries that may not be immediately clear, especially if a border is useful for visually separating text in the figure itself and the text of the caption. All borders should be single, solid lines of no greater than 0.5 point in width.

COLOR USE IN JOINT-DIVISIONAL SERIES REPORTS

Authors should use grayscale or black-and-white images whenever possible. If text is adequate to describe or convey a point, a figure is not necessary. Likewise, if a figure or photograph can be

printed in grayscale without loss of meaning or content, it should be presented in grayscale, not color.

ADF&G needs to be mindful of our users who may have low vision or any form of colorblindness, or who do not have access to a color printer. Therefore, it is recommended to present images, photographs, and figures in grayscale or black and white. In addition to being mindful of users with vision challenges, excessive use of color photographs, maps, or images is not recommended because of large file sizes, unpredictable print quality, and increased publication costs. Large-sized Microsoft Word files with color images make editing and compiling a document for publication more challenging.

If absolutely necessary, color images should be selected purposefully to convey a topic that cannot be described with text or grayscale images. If color is necessary, test print your color image as a grayscale image to be sure the colors selected do not all print out the same shade of gray. It may be more effective to design the image using black-and-white textures or patterns instead of colors. Although the colors in a photo may appear vibrant, the grayscale image may not be as dynamic. The photo may need to be adjusted with photo imaging software to increase contrast so that it is effective as a grayscale image. Check with your publications staff if you need assistance.

GRAPHS AND CHARTS

A clear presentation of the comparative data is paramount; three-dimensional graphs of 2 variables are not allowed. As with tables, it is recommended that figures containing graphs and charts be presented uniformly within a report. The same font type and font size should be used for all figures (i.e., axis labels, legends, and headings) and should be large enough to read easily. The standard font type is Times New Roman. Figures should be formatted to the same size and shape throughout the report. Scales for graphical comparison of comparable data should be consistent. Do not use more than 4 different symbols in a graph, because small points become hard to differentiate. Bar graphs with similar grayscale shading or patterns may not appear correctly in either the printed copy of a report or in the PDF file. Printed results of patterned fills should be checked to ensure that the segments are unique. In many cases, stacked bar graphs do not provide the best comparison of data. Segments of the bar, particularly when there are many types of data, will not provide a clear visual comparison.

When graphs are submitted to regional publications staff as part of a workbook combining many spreadsheets, the sheets must be labeled to indicate which graphs are to be included in the report and what titles are assigned to them. If any columns, graphs, or worksheets need to be excluded from the published report, they must be designated, particularly if they contain confidential data. A report submitted to RTS for publication must have all figures, tables, and appendices incorporated into the final draft.

MAPS

Identification and pertinent features of the study area depend on maps published with the report, and these maps should be designed before the report is submitted to the regional editor. It is the author's responsibility to work with publications and cartographic staff to provide high-quality, high-resolution maps labeled with legible font. Font type and size used for all maps should be consistent throughout the report.

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

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

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

Where maps of high quality and detail are provided, the metadata source documentation for the map should be included. ADF&G is striving to determine a single core standard for metadata that would provide definition to the dataset; at this time, we recommend title, originator, date, access date, and publisher, if available. If the map provides the structure for the study, the complete data quality information may be important supplemental information to provide. Maps obtained from Google, ESRI, or related products may contain attribution statements; do not alter the attribution statement if one is provided. Additional guidance for citing ArcGIS Online basemaps can be found here: <https://support.esri.com/en/technical-article/000012040> (accessed May 3, 2021).

PHOTOGRAPHS AND FRAME CAPTURES

Photographs are treated as figures in our reports and as such should have clear borders and captions. However, because photographs can significantly increase file sizes and often do not convert well to grayscale, they should only be used when absolutely necessary to illustrate something that cannot be clearly described in text. In many cases, simple illustrations or diagrams are more effective than photographs.

A frame capture is treated as a figure in our reports, and it should include the time code for sequential shots or a single time for nonsequential shots.

FOOTNOTES IN FIGURES

Footnote format for figures will follow the guidelines established for tables. Footnotes that append to a figure are placed under the figure caption using the Table-Footer style from the template, are separated by a hard return, and are set to 10-point font size. The footnote should not extend beyond the figure margin.

Figure footnotes fall into 3 general categories:

1. Sources: *Source* notes, including credit lines, take precedence and are placed directly below the figure caption. *Source* notes are an acknowledgment of data or explanation of how the data were obtained. They are introduced by an italicized “*Source*”.
2. General notes: *Notes* contain information that apply to the whole figure. These notes follow *Source* notes, precede the specific alphabetic footnotes, and are introduced by an italicized “*Note*”. Avoid footnotes in titles and parenthetical text; instead, include a general note. Nonstandard abbreviations should be defined as a figure note or in the caption.

3. Specific notes: This type of footnote is rarely used with figures, but if necessary, see *Table Footnotes* for guidance.

APPENDICES

Supplemental information is appropriately included as an Appendix. Appendices do not require an in-text reference; however, any in-text reference can refer to a properly titled appendix as a whole or to individual appendices, without regard to consecutive order. Each individual appendix's caption/title will be added using the *Caption* command and labeled accordingly.

An appendix is introduced at the end of a report with an odd-numbered cover page. Depending on how the appendices are organized, the title of the cover page will vary. There are 2 major ways to organize and introduce appendices.

Related appendices should be grouped within a single alphabetical appendix unit to provide organizational integrity (e.g., Appendix A, which would include Appendix A1, A2, A3, etc.; Appendix B, which would include Appendix B1, B2, B3, etc.). Each related group of appendices will be introduced in consecutive alphabetical order (e.g., Appendix A, B, C, etc.) on an odd-numbered cover page with a brief descriptive title that summarizes the related content of the appendix grouping. Individual appendices that follow are labeled alphanumerically.

Example 1:

APPENDIX A: SOUTHEAST ALASKA CHUM SALMON ESCAPEMENT INDICES

Appendix A1.—Peak escapement index series for Cholmondeley Sound fall-run chum salmon index streams, 1980–2019.

Appendix A2.—Peak escapement index series for Northern Southeast Subregion fall-run chum salmon index streams, 1964–2019.

If the various appendices cannot be easily organized within specific groups or topics, a general “APPENDICES” cover page can be created to introduce the appendices as a general section. In this case, each appendix following the cover page will have its own alphabetic designation (e.g., Appendix A, B, C, etc.). If there is only one appendix in the report, it should be introduced with an “APPENDIX” cover page and captioned “Appendix A”. If a general “APPENDICES” or “APPENDIX” section is used, a descriptive title on the cover page is not necessary.

Example 2:

APPENDICES

Appendix A.—Peak escapement index series for Cholmondeley Sound fall-run chum salmon index streams, 2001–2010.

Appendix B.—Age-sex-length recording form.

Appendix C.—Weight of winning Chinook salmon (lb) and station in the Golden North salmon derby, 1996–2020.

Format the appendix cover page title (plus description if required) by applying the Heading 1 style, which creates a hyperlink in the Table of Contents. The Append-Cover style is applied to a hard return before the title to align the title in the center of the page.

The same general formatting rules apply to appendix tables and appendix figures as described for in-text tables and figures (see the *Tables* and *Figures* sections). The only exception is that all appendix captions occur at the top of the page (unlike figure captions in the body of the report). In the case of appendix figures, any footnotes will occur after the figure. For an appendix that begins

with text, a horizontal rule follows the caption to create a clear visual distinction between the caption text and the appendix text. Similarly, a horizontal rule precedes the use of the “-continued-” separator in multipage appendices containing text.

EQUATIONS

Simple equations (e.g., $x + 5 = 10$) may be included in the text if the equation will fit legibly within the normal line spacing. If included in the text, these equations should not be numbered. Numbering of more complicated equations (i.e., equations that contain mathematical symbols or characters, multiple variables, etc.) is required for reference purposes. Place the equation number in parentheses aligned with the right margin of the page. If the equation exceeds the width of the page, do not wrap text around the equation.

The recommended styles and font sizes for equations are defined for Joint-Divisional Series reports (Tables 2 and 3). Use modified settings for specific styles, with matrix vectors **bold** and all other fonts normal, with the exception of variables, which are *italic*.

Table 2.—Equations styles for Joint-Divisional Series reports.

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

Table 3.—Font point size recommendations for equations.

Font variable type	Font point size
Full	12
Subscript/Superscript	10
Sub-subscript/Sub-superscript	8
Symbol	14
Sub-symbol	12

Ideally, the font used in equations should match the Times New Roman font used within the text of the report to promote reader recognition of terms used between text and equations. However, the default font for the Equation editor supplied with Microsoft Word Office 365 is Cambria Math. Cambria Math is similar to Times New Roman, but Times New Roman does not contain all mathematical symbols and characters required for some equations and it cannot replace Cambria Math as the default font in the Equation editor. For that reason, Cambria Math is acceptable for equations presented in Joint-Divisional Series reports.

The most important consideration is consistency within the report. All equations must use the same font—either the preferred Times New Roman or Cambria Math, not a mix of both. These rules apply to numbered equations and terms used in equations that are presented in the running text.

To change the font to Times New Roman after an equation is inserted using the Equation editor in Microsoft Word, follow these steps:

1. Highlight the equation or individual characters of the equation.
2. Select “ab Text” in the Equation tab of the Ribbon.
3. Right click on the highlighted equation or characters, select Font from dropdown, and choose Times New Roman, size 12.
4. To italicize or add bold to portions of the equation (i.e., variables or matrix vectors; Table 2), highlight the relevant character and select Italic or Bold from the Font menu on the Home tab.
5. Adjust font point sizes based on recommendations (Table 3).

SCIENTIFIC JOURNAL ARTICLES

Scientific journal articles are professional papers published in a recognized, peer-reviewed scientific journal. All professional manuscripts prepared by ADF&G staff must obtain approval from the director (or designee) before submitting to a journal or other external entity for publication. The approval process is in place to ensure that (1) the manuscript is scientifically and statistically rigorous, (2) there is no illegal disclosure of confidential information, and (3) the content does not conflict with ADF&G’s positions, policies, and views. It is every ADF&G employee’s responsibility to act as a representative of the department when producing external manuscripts. Specifically, ADF&G employees “must not purport, and must be careful not to imply, that their personal views are held by the department” (ADF&G Standard Operating Procedure [SOP] III-425).⁴

The senior author should submit the draft manuscript to the regional editor, who will submit the manuscript for the director’s approval. If the regional editor feels that an in-house peer review prior to journal submission will support the document, a statewide peer review may be arranged through RTS publications staff. Manuscripts submitted for publication in a scientific journal follow the guidelines of the intended publisher.

Links and metadata to scientific journal articles published by both Divisions of Commercial Fisheries and Sport Fish will be provided on websites described below. Our partnership with ARLIS will enhance that accessibility by providing full access to select journals.

Additionally, it is advised that regional editors retain any documents associated with the publication of scientific journal articles and archive them at the point of publication.

DIVISION OF COMMERCIAL FISHERIES

The Division of Commercial Fisheries has specific guidance for publishing externally in a scientific journal.⁵ Individual information sheets for all published Division of Commercial Fisheries journal articles are available with Joint-Divisional Series reports in the ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database (<http://www.adfg.alaska.gov/sf/publications/>). To ensure all published journal articles are

⁴ ADF&G Standard Operating Procedure: External Reviews (SOP III-425). Available on internal SharePoint site at <https://stateofalaska.sharepoint.com/sites/DFG/SOPs/iii-425%20External%20Reviews.pdf> (accessed December 1, 2021).

⁵ Bill Templin and Chris Siddon, ADF&G Division of Commercial Fisheries, Chief Fishery Scientists, through Sam Rabung, Director of Division of Commercial Fisheries. “External Publication Protocol” memorandum sent to all Division of Commercial Fisheries staff on September 24, 2020. Available on internal SharePoint site at <https://stateofalaska.sharepoint.com/sites/DFG/Documents/DCF%20External%20Publication%20Protocol%20Memo.pdf> (accessed November 30, 2021).

represented with an information sheet, regional editors or authors are instructed to email Headquarters publications staff the title of their paper and the intended journal for internal tracking purposes. If the paper is published, the senior author should provide Headquarters staff with a full citation, abstract, keywords, and URL or final PDF file of the published paper so that the information sheet can be included in the ADF&G Publications Searchable Database. RTS staff will publish these information sheets when received; however, RTS is not responsible for creating them or monitoring the progress of Division of Commercial Fisheries external publications.

DIVISION OF SPORT FISH

Division of Sport Fish journal articles can be found on the External Scientific Paper Series website: <http://www.adfg.alaska.gov/index.cfm?adfg=librarypublications.externalpapersportfish>.

Regional editors or their designees are encouraged to track scientific journal articles submitted and published by Division of Sport Fish staff and send the following metadata to RTS Publications: a complete citation, abstract, keywords, and a link to the published article. The author may also submit a copy of the final publication (PDF) to RTS for archiving. RTS staff will make the information available on the Sport Fish External Scientific Paper Series website.

ETHICS AND POLICY IN THE PUBLICATION PROCESS

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

DOCUMENTATION

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

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

Complete documentation of the source and clarity in differentiating original content from quoted material is essential. If we quote extensively from another document, we must acquire appropriate permissions to republish that material. Furthermore, we must honor the original document. Original content must be quoted following ethical publication standards; do not edit the work of others for content. In addition, do not assume that paraphrasing others' work saves you from the obligation to recognize the source. If we rely on data gathered from another agency, we must

provide proper attribution, and this reliance must be declared; never present the work of others as if it was performed by our agency.

AGENCY OBLIGATION: COOPERATIVE STUDIES

Many studies are collaborations with other organizations or agencies and ADF&G must provide enough flexibility to adequately report these projects. Almost every document we produce meets a variety of purposes: to fulfill a funding obligation, to guide management, to inform the public, or to meet our ever-present responsibility to publish research results of ADF&G projects. The publication process must fit our specific role as an agency, our mission, and our responsibility to the public. It is a violation of this responsibility to use our series documents to publish outside agency work as our own without proper citation. It is also plagiarism. The works within our series must take place under our control, follow our standards for operational planning, and involve ADF&G staff as required by this manual. This obligation to provide oversight for our data gathering and estimation practices makes it a contradiction of publication policy to publish the work of others within our series documents without proper attribution.

Regional management must be aware of any data and content sharing and provide the oversight that will protect our documents from unethical republication practices. They must also ensure that the content does not conflict with ADF&G's policies, positions, or views.

For professional development or collaboration, ADF&G employees may also have the opportunity to conduct external reviews or participate in external panels and planning teams. Ethical guidance for conducting external reviews or participating in outside panels is outlined in [ADF&G Standard Operating Procedure: External Reviews \(SOP III-425\)](#).

DUAL PUBLICATION

Given the many purposes that our scientific publications address, inevitably there will be motives for redundant publication of a document. However, this practice is not recommended as a general policy (Kendall 1981). CSE (2014) states:

Redundant publication is widely proscribed for several reasons: (1) it needlessly expands the burgeoning scientific literature, and, hence, needlessly extends the time required for literature searches, (2) it squanders limited scientific funds because of the expense associated with the review and publication processes; and (3) it could mislead other researchers into counting the same finding twice, which would give that finding more weight than is due.

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

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

findings or leads to different conclusions, or (2) if other special situations exist and are approved by the regional editor.

COPYRIGHT

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

ADF&G COPYRIGHT INFORMATION

The ADF&G Standard Operating Procedure (SOP) III-401 Copyright Policy (Appendix D1) covers the following topics: ADF&G's copyrighted material, departmental contracts, copyright protection versus public disclosure, works made for hire, fair use, licenses and requests to reproduce ADF&G's copyrighted materials, handling requests from other agencies to reproduce copyrighted materials, the internet and copyright, ADF&G's copyright notice, and staff use of copyrighted material. Guidance for using copyrighted material from outside entities by ADF&G staff can be found in SOP III-401.

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

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

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

Copyright and Trademark Disclaimer

In the course of reporting a study, there may be references to specific products used in conducting the research. ADF&G images, information, and published or written materials may never be used as a direct endorsement for commercial or political purposes. Mention of a commercial product by name (e.g., Visqueen, Whirl-Paks) or vendor (e.g., Thermo Fisher Scientific, Sound Metrics) in a departmental or external publication warrants inclusion of a disclaimer. The following disclaimer occurs as a generic statement after the report series description in every report, and current versions of the prebuilt cover pages include the statement:

Product names used in this publication are included for completeness and do not constitute product endorsement. The Alaska Department of Fish and Game does not endorse or recommend any specific company or their products.

It is not necessary to use actual trademark, copyright, or registration symbols (™, ®, ©; CMS 2017). An author's inclusion of an editor's assistance in a work does not imply endorsement. Digital images (Google, ESRI, etc.) must include the attribution statement associated with the image when one is provided.

OTHER ENTITIES USING ADF&G INFORMATION OR DATA

If an outside agency wants to print ADF&G data, this is not an endorsement by ADF&G; ADF&G cannot promote one company, organization, author, or entity over another. Other organizations wanting to use or reprint data from an ADF&G publication need permission from the ADF&G commissioner, director, or designee, and need to cite the source. A disclaimer must be provided when ADF&G images or information are used for information-only purposes by a commercial or political entity or in instances when there could be a perceived endorsement. A copyright grant form is provided for staff convenience (Appendix D2). This form adheres to the requirements stated in the ADF&G Standard Operating Procedure III-401 Copyright Policy (Appendix D1).

CONFIDENTIALITY OF FISHERIES INFORMATION

GENERAL GUIDELINES

Alaska Statute 16.05.815 prohibits the ADF&G from releasing certain information that it receives from anglers, guides, personal use and subsistence fishery participants, commercial fishing participants, and fish buyers and processors. The purpose of such confidentiality is twofold: it ensures that detailed information on individuals and individual business activities will be held confidential, and it provides an incentive for the public to furnish good data to ADF&G. It is essential to successful management that the accuracy and integrity of our databases be maintained. It is also imperative that a trust relationship between state government and private enterprise be maintained by adhering as closely as practicable to the intent of the law.

Failure to protect confidential information can have serious consequences for all ADF&G employees. Not only can an employee lose access to confidential information or suffer disciplinary action including discharge from state employment, but the state and the employee can be sued in a civil matter for a breach in confidentiality or face criminal penalties under Alaska Statute 11.56.860, part of the Alaska Criminal Code.

To ensure that the information we receive from members of the fishing industry is as accurate as possible, we must maintain their confidence in the security of the information they are providing to us. We must also balance two competing factors: the need of the public and other agencies to know the information upon which our decisions are based, and the industry's need to keep some activities confidential. Toward that end, authors must adhere to the following guidelines when deciding whether to release information to the public.

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

RESTRICTIONS ON RELEASE OF INFORMATION

Information will not be released that directly identifies any commercial fishing participants, buyers, processors, or a specific location where fish have been taken. Such information includes, but is not limited to, names of individuals, businesses, and vessels; processor codes; latitude and longitude; GPS bearings; and long-range navigation (LORAN) readings.

Information will not be released if it is reasonable to assume that a person with average knowledge of the fishery could identify an individual commercial or sport fishing party, determine the harvest, determine the specific location where the fish were harvested, or identify an individual fish buyer or processor and determine the fish purchasing, processing, and sales activities of the buyer or processor.

Also covered by these guidelines is information of a voluntary nature, such as that from logbooks and dockside interviews, where ADF&G staff have stated that information will be kept confidential.

The information summarized in this section is taken directly from the Division of Commercial Fisheries *Confidentiality of Fisheries Information Divisional Operating Procedure* (ADF&G 2021). This information is provided as a service to authors; this is not intended to be a complete summary of all confidentiality statutes, because statutes are subject to legislative change. This document can be found at either of the following locations:

<https://stateofalaska.sharepoint.com/sites/DFG/DCF/IS/SitePages/Confidentiality-of-Commercial-Fisheries-Information.aspx>

http://www.adfg.alaska.gov/static/home/news/hottopics/cook_inlet_salmon_task_force/pdfs/dopcf-008.pdf

Authors should confer with division headquarters if unsure whether to release a document that may contain confidential information.

CITATION GUIDANCE

AUTHOR RESPONSIBILITIES

- Authors are responsible for conducting literature searches relevant to the project.
- Authors should cite the author who first reported the phenomenon being studied.
- Authors should be able to provide copies of sources cited or direct readers to a public archive.
- Authors must be aware of copyright issues, obtain permission where required, and pass along any relevant permissions to the regional editor and regional publications staff to be filed together.
- Authors must thoroughly review the References Cited section and all in-text citations prior to submitting a report for final publication to ensure that all in-text citations are correct, every in-text citation has an associated citation in References Cited, and all *In prep* citations, if present, are current and accurate.

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

Never leave your reader to guess regarding the following:

- whether an idea is yours
- the source of the data
- where to find supporting information for the topic presented

Reasons to cite the source include the following:

- establishing credibility and authority
- placing your ideas into context
- permitting the reader to explore the topic further
- permitting the reader to verify information presented

When in doubt, provide a citation, referring to examples in this document or the *ADF&G Writer's Guide* (ADF&G 2010). If you have consulted these examples and are unsure whether a citation should be a footnote or in the References Cited list, provide all identifying information and contact regional publications staff to assist in crafting the appropriate citation.

IN-TEXT CITATIONS

“To avoid ambiguity about what is being referenced, an in-text reference should immediately follow the title, word, or phrase to which it is directly relevant, rather than appearing at the end of long clauses and sentences” (CSE 2014). If no other source intervenes, you may list your citation at the end of a sentence or paragraph.

When citing a table within a source, take care to not confuse results from a cited source with those presented within the report. A semicolon between references denotes that each is separate, and the preposition “in” denotes that they are related.

Examples:

- “(Table 3 in Williams 1990)” clearly indicates the reader should see Table 3 of Williams 1990.
- “(Table 3; Williams 1990)” indicates that Table 3 of the current report and Williams 1990 are being cited separately.

Avoid the following construction:

- “(Table 3, Williams 1990)” is both incorrect and unclear, because it leaves the reader wondering which of the previous two meanings is indicated.

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

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

Use a comma when citing reports by the same author on different dates:

Studies by Smith (1990, 1993a, 1994–2001) provide a history of the project.

Use a semicolon, however, between different authors. Also, when several in-text references occur at the same point, give them chronologic sequence from earliest to latest, separated by semicolons. Include initials to identify different authors with the same last name; if the authors share the same first initial, use 2 initials to distinguish. Alphabetically sequence those published in the same year (in the References Cited section, list by author, earliest to latest).

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

Other situations may occur that are not described here. For additional details, see the *Reference Formatting* appendix in the *ADF&G Writer's Guide* (ADF&G 2010) for a more comprehensive account of citation formats.

PREFERRED SOURCES

The References Cited list should only include citations you have used in your report and that you have read. Do not include citations you have never seen. Citing documents on the basis of seeing that citation in another report can lead to continued mistakes year after year (CSE 2014). It is the author's responsibility to verify their sources and to maintain a reasonable record of the citations, because it is assumed that the author either has copies or can lead the reader to a public archive where copies can be found.

It is always preferred to provide a primary, peer-reviewed, and published source. Avoid citing drafts, personal communications, or other materials not readily available in a public archive. If you have a choice between citing a print copy or an electronic copy, always cite the print copy. Internet sources are important but not always static. Always include the date accessed for internet citations; however, if the link is a digital object identifier (DOI), the access date is not necessarily required but may be helpful.

It is preferable to use primary sources, but in some cases, there may be no choice but to use a secondary source. In these cases, the author may indicate they do not have the primary source by using this citation format: (Thisfellow 1960, cited by Thesefellows et al. 1970).

REFERENCES CITED STANDARD REFERENCE FORMAT

Preferred sources are included in the References Cited section of each Joint-Divisional Series report. Proper citation guidance for source types not described in this guide can be found in the *ADF&G Writer's Guide* (ADF&G 2010), *Scientific Style and Format* (CSE 2014), *The Chicago Manual of Style* (CMS 2017), or by contacting publications staff.

Book

Buckland, S. T., D. R. Anderson, K. P. Burnham, and J. L. Laake. 1993. Distance sampling: estimating abundance of biological populations. Chapman & Hall, London.

Journal Article

Hanselman, D. H., J. Heifetz, K. B. Echave, and S. C. Dressel. 2014. Move it or lose it: Movement and mortality of sablefish tagged in Alaska. *Canadian Journal of Fisheries and Aquatic Sciences* 72(2):238–251. DOI: [10.1139/cjfas-2014-0251](https://doi.org/10.1139/cjfas-2014-0251) (accessed June 18, 2021).

Online-only Journal Article

Barnett, H. K., T. P. Quinn, M. Bhuthimethee, and J. R. Winton. 2020. Increased prespawning mortality threatens an integrated natural- and hatchery-origin sockeye salmon population in the Lake Washington Basin. *Fisheries Research* 227:105527. <https://doi.org/10.1016/j.fishres.2020.105527> (accessed April 27, 2021).

Other Online Sources

Online sources can include reports, articles, advisory announcements, or other information and can be listed in the References Cited section if the material is published online and available to readers.

DCA (Division of Community Advocacy) Report to the Commissioner. 2007. Current community conditions: Fuel prices across Alaska, fall-winter 2006 update. Research and Analysis Section, Division of Community Advocacy, Department of Commerce, Community, and Economic Development, Juneau, AK. <https://www.commerce.alaska.gov/web/Portals/4/pub/FuelReportWinter2006Update.pdf> (accessed February 4, 2011).

Hayes, S., A. Wiese, and M. Parker. 2011. 2011 Preliminary Yukon River summer season summary. Alaska Department of Fish and Game, Division of Commercial Fisheries, News Release, Anchorage, AK. Issued September 30, 2011. <http://www.adfg.alaska.gov/static/applications/dcfnewsrelease/90349313.pdf> (accessed May 20, 2012).

Joint-Divisional Series Reports

An example citation for each Joint-Divisional Series report is shown below. Starting in 2021, the use of “No.” before each file number is included for consistency in citation presentation for all Joint-Divisional Series reports. It is accepted that the occurrence of “No.” in past citations may be variable or inconsistent, and no effort will be made to correct or modify citations from the past. Hyperlinks to ADF&G Joint-Divisional Series reports may be included in the citation as a convenience to the reader. The hyperlink is placed after the city of publication and is followed by a period. If a hyperlink is listed in the citation of an ADF&G report, all other ADF&G reports listed in the References Cited section should also include a hyperlink. Any links to ADF&G reports must be presented in the current hyperlink format, which includes the domain *adfg.alaska.gov*.

An ADF&G report that has been submitted to regional or RTS publications staff and is awaiting final publication is listed as *In prep*. The use of *In prep* is restricted to draft reports that have been submitted to publications staff, preferably at RTS Publications, and publication is certain and forthcoming. If it is certain the report will be published, include it in the References Cited listing with *In prep* replacing the year of publication (ADF&G 2010). In these cases, the report series is listed in the citation but without reference to the report number.

If a report is in the preparation phase (i.e., still possessed by authors), and data from that report is being referenced in another report, use an in-text footnoted or parenthetical reference to unpublished data or personal communication to cite the work; do not use *In prep*. For more guidance on how to present unpublished sources, see *Footnoted or Parenthetical Source References*.

In press or *Forthcoming* is used to describe journal articles or books that have been formally accepted for publication but no publication date has been given (ADF&G 2010). The *In press* or *Forthcoming* designation does not apply to ADF&G reports because of our publication process.

In prep

Kerkvliet, C. M., and M. D. Booz. *In prep*. Anchor River Chinook salmon escapement, 2021. Alaska Department of Fish and Game, Fishery Data Series, Anchorage.

Fishery Data Series

Rhea-Fournier, W. J., M. Byerly, and C. Kerkvliet. 2020. A bottom trawl survey for Tanner crab in Kachemak Bay, 2017. Alaska Department of Fish and Game, Fishery Data Series No. 20-09, Anchorage.

Fishery Manuscript

Brenner, R. E., S. E. Miller, S. C. Heintz, X. Zhang, J. A. Bednarski, M. M. Sogge, and S. J. Fleischman. 2018. Sockeye salmon stock status and escapement goals for Chilkoot Lake in Southeast Alaska. Alaska Department of Fish and Game, Fishery Manuscript No. 18-01, Anchorage.

Fishery Management Report

Anderson, T. J., J. Jackson, and B. A. Fuerst. 2016. Kodiak Management Area commercial salmon fishery annual management report, 2016. Alaska Department of Fish and Game, Fishery Management Report No. 16-42, Anchorage.

Special Publication

Piston, A. W., and S. C. Heintz. 2020. Pink salmon stock status and escapement goals in Southeast Alaska through 2019. Alaska Department of Fish and Game, Special Publication No. 20-09, Anchorage.

Regional Operational Plan

Burt, R., M. Byerly, A. Hopkins, T. Jackson, and K. McNeel. 2021. Weathervane scallop dredge survey operational plan, 2021–2023. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Operational Plan No. ROP.CF.4K.2021.09, Kodiak.

Regional Information Report

The example below is the current standard for an RIR citation.

Whiteside, C. J. 2020. Alaska Peninsula–Aleutian Islands Management Area commercial herring fishery management strategy, 2020. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report No. 4K20-06, Kodiak.

Note: RIRs specifically published as staff comments reports or agenda change requests to the Alaska Board of Fisheries DO NOT include Division of Commercial Fisheries or other division affiliation on the cover page or in the citation. Regardless of authorship, the division affiliation is not included in the citation or on the cover page of these RIRs because documents presented to the Alaska Board of Fisheries represent ADF&G as a whole.

ADF&G (Alaska Department of Fish and Game). 2019. Alaska Department of Fish and Game staff comments on commercial, personal use, sport, guided sport, and subsistence regulatory proposals, committee of the whole—groups 1–3, Statewide Finfish Alaska Board of Fisheries meeting, Anchorage, March 9–12, 2019. Alaska Department of Fish and Game, Regional Information Report No. 2A19-01, Anchorage.

Note: Regional Information Reports have a long history in the Division of Commercial Fisheries. The format for RIR citations includes the full name of the division, but the reference to the division may vary depending on what year the RIR was published.

Published after 1998: cited as Division of Commercial Fisheries.

Stichert, M. A., T. J. Anderson, and H. Finkle. 2008. Salmon operational plans for the Chignik area, 2008. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report No. 4K08-03, Kodiak.

Published 1996–1998: cited as Commercial Fisheries Management and Development Division.

Zheng, J., M. C. Murphy, and G. H. Kruse. 1996. Overview of population estimation methods and recommended harvest strategy for red king crabs in Bristol Bay. Alaska Department of Fish and Game, Commercial Fisheries Management and Development Division, Regional Information Report No. 5J96-04, Juneau.

Published before 1996: cited as Division of Commercial Fisheries.

Davis, A., and J. Kelly. 1989. Southeast Alaska troll fishery performance monitoring, 1988. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report No. 1J89-16, Juneau.

Published in 1994 and 1995: may be difficult determine. Glance at the cover pages and match what they show. If the division is not listed, as is the case with some older reports, list it as the Division of Commercial Fisheries.

Division of Commercial Fisheries Historical Series Reports

Details and background information on the Division of Commercial Fisheries historical report series can be found in MacClellan and Carroll (2008).

Alaska Fishery Research Bulletin

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

Division of Commercial Fisheries Special Publications

Hart, D. A., and P. G. V. Tamelen. 2002. A reference guide to the ADF&G shellfish literature database. Alaska Department of Fish and Game, Division of Commercial Fisheries, Special Publication No. 16, Juneau.

Fisheries Rehabilitation, Enhancement and Development (FRED) Division Reports

White, L. E., and J. A. Edmundson. 1993. Potential for sockeye salmon (*Oncorhynchus nerka*) enhancement of Portage Lake, Afognak Island. Alaska Department of Fish and Game, Fisheries Rehabilitation, Enhancement and Development Division Report No. 129.

Fishery Research Bulletin

O'Connell, V. M. 1991. Examination of breakaway tagging for demersal rockfishes. Alaska Department of Fish and Game, Division of Commercial Fisheries, Fishery Research Bulletin No. 91-06, Juneau.

Informational Leaflet

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

Statistical Leaflet

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

Technical Data Report

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

Technical Fishery Report

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

EndNote Bibliographic Library

Statewide publications staff at RTS maintain a bibliographic database that is updated as reports are published and available on demand. The software EndNote is the current publications standard

reference manager, and our bibliographic database exists in the EndNote proprietary file format using the standard references cited format outlined in the ADF&G *Writer's Guide* (ADF&G 2010). EndNote's *Cite While You Write* feature allows licensed users to add in-text citations and create the References Cited list while writing a manuscript in Microsoft Word. Rather than typing a bibliography as a separate step, authors can rely on the EndNote database to automatically build the list of references. A style sheet has been prepared in conjunction with the EndNote database that will correctly format citations to the Joint-Divisional Series style, both in the text and in References Cited lists. For EndNote users, the bibliographic template and the updated centralized library are currently available on the RTS Publications SharePoint site (Appendix C1).

FOOTNOTED OR PARENTHETICAL SOURCE REFERENCES

The following are examples of citations that are included in the text, as a footnote or parenthetical reference, and should not be listed in the References Cited section.

Authors may need to cite the same footnoted or parenthetical source reference more than once in the same report. One method for doing so without repeating the footnote or full parenthetical reference each time is to create a shortened version of the citation that is introduced on first reference. Subsequent references may then use the shortened version (see *Audiovisual Media* and *Memoranda and Other Unpublished Documents* for examples).

Audiovisual Media

Audiovisual media should be included as footnotes. Include a date if available. For sources not available online, include the pertinent media in square brackets, and note any software or hardware needed to view the source. For online sources, include the URL, date accessed, and any necessary notes.

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

² A day in the life of a bear. 2011. Alaska Department of Fish and Game. Virtual viewing video. <https://vimeo.com/34687326> (accessed June 1, 2021; hereafter cited in text as "Bear video 2011").

Manuals

¹ Sound Metrics Corporation. 2009. Dual frequency identification sonar (DIDSON) operation manual, V.5.23, July 18, 2009. Sound Metrics Corporation, Lake Forest Park, Washington.

Memoranda and Other Unpublished Documents

Internal departmental memoranda and other unpublished communications and reports are documented in a similar manner. They may be documented parenthetically or footnoted. Consider footnoting these if there are a large number of them. Include as much of the following information as you can: the person or people, including affiliation(s); where the document can be found; applicable date(s); and the type of document.

Examples:

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

Robert Bosworth, ADF&G Deputy Commissioner, to Bud Perrine, General Manager, PWSAC, dated February 8, 1999. Unpublished document obtained from Sam Rabung, ADF&G Private Nonprofit Coordinator, Juneau.

In-text example:

In 2020, the tower count was 2,418 Chinook salmon (Tracy Hansen, ADF&G Division of Sport Fish biologist, Glennallen, Gulkana River Chinook Salmon Counting Tower Project, 2020, unpublished data).

Footnote example:

One such proxy for S_{MSY} was developed by Bue and Hasbrouck in 2001 and is now commonly called the Percentile Approach.¹

¹ Bue, B. G., and J. J. Hasbrouck. Unpublished. Escapement goal review of salmon stocks of Upper Cook Inlet. Report to the Board of Fisheries November 2001 (and February 2002). Alaska Department of Fish and Game, Anchorage (hereafter cited in text as “Bue and Hasbrouck *unpublished*”).

Memoranda of Understanding

A memorandum of understanding (MOU) is a legal document describing an agreement between two or more parties. A memorandum of understanding can be footnoted or referenced in the text.

Footnote example:

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

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

In-text example:

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

Online Databases

Online database citations should be included as footnotes. A date is a required component of a reference to any electronic publication because there can be multiple versions. Online databases have additional rules applied to them regarding dates because most of them contain records or other entries that have been collected over time. Examine the database information carefully and document identifying information such as version or release dates or other notes offered and document the cited date. Databases are continually updated, so it is important to make sure to include all applicable information to lead readers back to the materials cited (CSE 2014).

If the database is *closed* (no new records are being added), provide the beginning and ending date (year) separated by an en dash. If records are still being added to the database (i.e., an *open*

database), provide the beginning date of the database followed by an en dash, a space, and a period. Put any updates or revisions and the access date in parentheses. End with a URL. If the beginning date of an open online database cannot be determined, use the words “date unknown” within square brackets followed by an en dash, a space, and a period; closed databases will have [Date unknown] followed by a period (CSE 2014).

Title of database. Beginning date–ending date. Version. Publisher, place of publication. URL (accessed date). [Notes].

Examples:

¹ eLandings: The Interagency Electronic Reporting System. 2005– . Alaska Department of Fish and Game, Division of Commercial Fisheries, Juneau, AK. <https://elandings.alaska.gov/> (accessed June 18, 2021).

² Alaska-Pacific River Forecast Center: Break Up Database. [Date unknown]– . NOAA, National Weather Service, Alaska Region Headquarters, Anchorage, AK. <https://www.weather.gov/aprfc/breakupDB> (accessed July 27, 2012).

Personal Communications

For personal communications, always include name, affiliation, credentials, the location of the author or material, date (at minimum, the year), and the type of communication (personal communication, telephone conversation, email, etc.). Citations for in-text personal communications are enclosed within parentheses; footnote personal communications are presented in footnote style.

Examples:

Chuck Brazil, Division of Commercial Fisheries Biologist, ADF&G, Anchorage, May 29, 2019, personal communication.

Vanessa Lamantia, Assistant Attorney General, Alaska Department of Law, Anchorage, December 13, 2016, email communication.

Software

American Fisheries Society (AFS 2016) recommends that software citations be identified within the text and treated as personal communications or footnotes. Software is a product rather than a source. Provide notes as needed.

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

Footnote examples:

Analysis was performed with Statistics Program for Analyzing Mixtures (SPAM).¹

¹ Statistics Program for Analyzing Mixtures (SPAM) software. Version 3.5. Developed by ADF&G Gene Conservation Laboratory. https://www.adfg.alaska.gov/index.cfm?adfg=fishinggeneconservationlab.software_spamdownload (accessed April 9, 2021).

We imported genotypes into R¹ with the RJDBC package.² All subsequent analyses were performed in R, unless otherwise noted.

¹ The R project for statistical computing. Version 4.0.4. Vienna, Austria. <https://www.R-project.org/> (accessed March 24, 2021).

² Urbanek, S. 2018. RJDBC: Provides access to databases through the JDBC interface. R package version 0.2-7.1. <http://CRAN.R-project.org/package=RJDBC> (accessed March 24, 2021).

STANDARD RESOURCES

ADF&G staff and departmental leadership used the following resources to create the standards set forth in this policy guide. Authors and staff are encouraged to consult these reference materials with any questions not addressed by this guide. Additional resources can be found in the *Standard References* appendix of the *ADF&G Writer's Guide* (2010).

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

Spelling: The standards for word definition and spelling are the *Merriam-Webster.com Dictionary* (2021) and *The American Heritage Dictionary of the English Language* (2020).

Word Usage: The *Chicago Manual of Style* (CMS 2017) and *The Gregg Reference Manual* (Sabin 2010) are the standards for style, usage, and grammar.

Report Format: The most recent edition of the Council of Science Editors *Scientific Style and Format* (CSE 2014) is the standard for general questions related to form, structure, and content of scientific reports, as well as *Transactions of the American Fisheries Society Guide for Authors* (AFS 2015). Authors may also find useful guidance in the AFS style guide (AFS 2016), which uses a similar citation format to ADF&G standards.

Fish Species and Aquatic Invertebrates: American Fisheries Society publications *Common and Scientific Names of Fishes from the United States, Canada, and Mexico* (Page et al. 2013), *Groundfish Survey and Species Codes* (NOAA 2019), *Common and Scientific Names of Aquatic Invertebrates from the United States and Canada: Mollusks* (Turgeon et al. 1998), and *Common and Scientific names of Aquatic Invertebrates from the United States and Canada: Decapod Crustaceans* (Williams et al. 1989) are the standards for scientific and vernacular names of the fishes, mollusks, and crustaceans.

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

Writing: A compilation of articles covering styles, graphics, and forms for scientific writing are gathered in *Writing for Fishery Journals* (Hunter 1990) and *The Elements of Style* (Strunk and White 2000).

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Special recognition is extended to Joanne MacClellan (retired, formerly of Division of Sport Fish Research and Technical Services), primary author and leading force behind all Joint-Divisional Series report policy guides since 2004. Her writing and report organization continue to provide the backbone for how Joint-Divisional Series reporting policy is organized and presented here today, and we are honored to include her as an author.

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APPENDIX A: EXAMPLE PEER REVIEW CHECKLIST

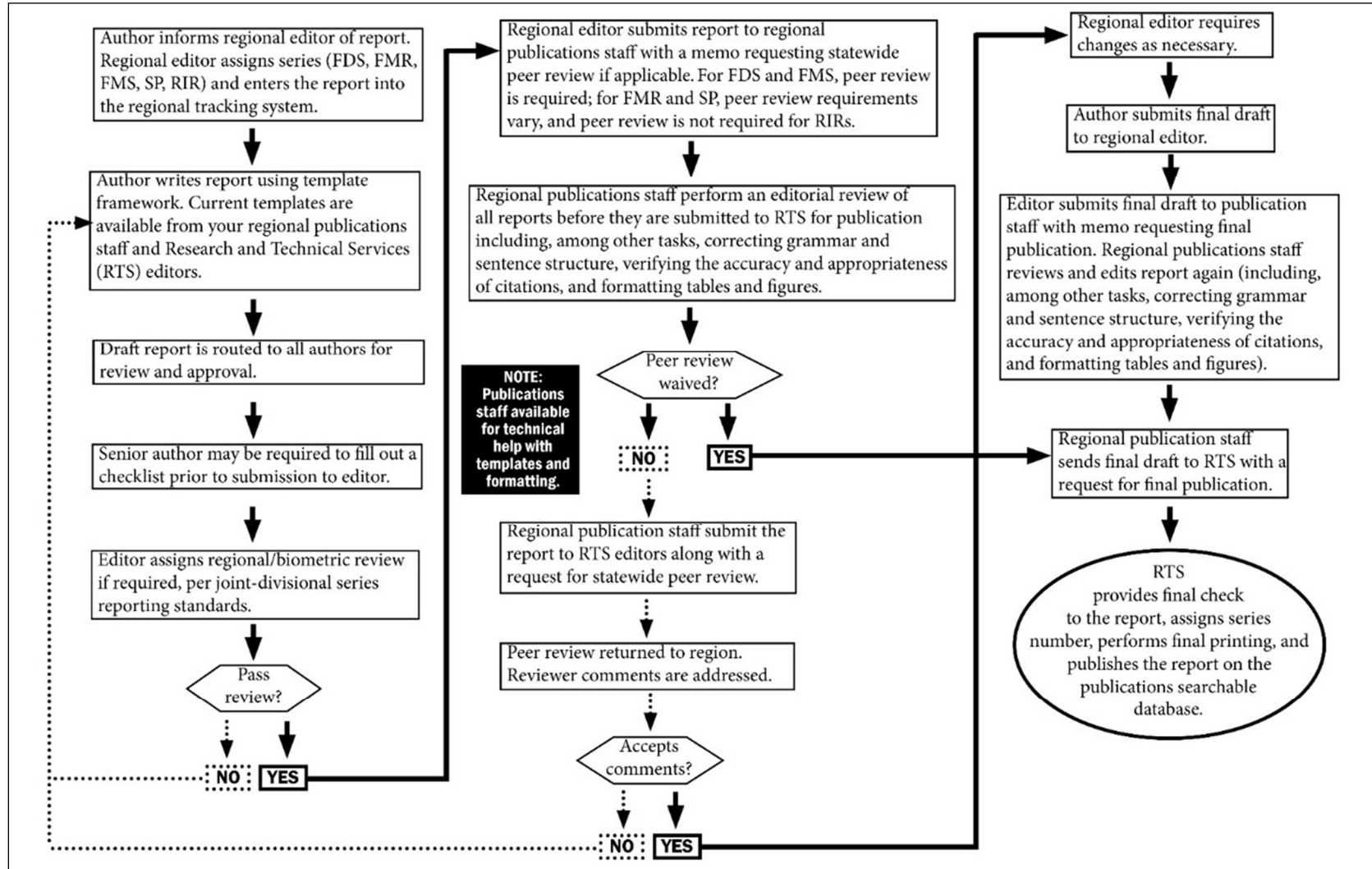
Appendix A1.–Example peer review checklist for conducting statewide peer reviews of Fishery Data Series reports, Fishery Manuscripts, and select Special Publications.

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

Note: If writing errors of a technical nature are detected, it is always helpful to note those, but there is no need to spend a significant amount of time correcting page numbers, references, table and text concurrence, language irregularities, hyphenation or compound word errors, captions, lists, or Table of Contents. These elements will be addressed by editing staff.

APPENDIX B: PUBLICATIONS FLOWCHART

Appendix B1.–Publishing flowchart for Fishery Data Series (FDS), Fishery Manuscripts (FMS), Fishery Management Reports (FMR), Special Publications (SP), and Regional Information Reports (RIR).



Source: Created by Jim Craig, Publications Specialist for ADF&G Division of Commercial Fisheries, Douglas, and Amy Carroll, Publications Specialist (retired) for ADF&G Division of Commercial Fisheries, Juneau.

Note: For guidance on Regional Operational Plans, see Regnart and Swanton (2012).

APPENDIX C: REPORT PREPARATION GUIDES

Appendix C1.–List of publications-related resources for reporting help and support.

Description	Link
Internet sites	
ADF&G Fisheries, Subsistence, and Habitat Publications Searchable Database	http://www.adfg.alaska.gov/sf/publications/
ADF&G Public Databases	https://www.adfg.alaska.gov/index.cfm?adfg=library.databases
ADF&G Writer’s Guide	https://www.adfg.alaska.gov/static-f/home/library/pdfs/writersguide_full.pdf
Alaska Board of Fisheries	http://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.main
Alaska Resources Library and Information Services (ARLIS)	http://www.arlis.org/
Alaska State Library	https://library.alaska.gov/
American Fisheries Society Writing Tools	https://fisheries.org/books-journals/writing-tools/
SharePoint sites (internal use only)	
Commercial Fisheries	
Confidentiality of Commercial Fisheries Information	https://stateofalaska.sharepoint.com/sites/DFG/DCF/IS/SitePages/Confidentiality-of-Commercial-Fisheries-Information.aspx
RTS Publications	
EndNote Master Library weekly updates	https://stateofalaska.sharepoint.com/teams/DFGSPFRTSPublicationsTeam/SitePages/USING-ENDNOTE.aspx
Help Topics	https://stateofalaska.sharepoint.com/teams/DFGSPFRTSPublicationsTeam/SitePages/HELP-TOPICS.aspx
Peer Review Information	https://stateofalaska.sharepoint.com/teams/DFGSPFRTSPublicationsTeam/SitePages/PEER-REVIEW-INFORMATION.aspx
Templates Files and Prebuilt Cover Pages ^a	https://stateofalaska.sharepoint.com/teams/DFGSPFRTSPublicationsTeam/SitePages/TEMPLATE-FILES-AND-PREBUILT-COVER-PAGES.aspx

^a Contact regional publications staff to gain access to current template files or prebuilt cover pages.

Appendix C2.–Basic table elements and formatting, including alignment of numerals at the decimal.

Left column heading	Spanner heading ^a			Spanner heading			
	Column heading	Column heading	Column heading	Column heading	Column heading	Column heading	Column heading
Main entry							
Subentry (unit A)	0.00	0.00	0.00 ^b	0.00	0.00	0.00	0.00
Subentry (unit A)	0.00	0.00	0.00	0.00 ^b	0.00	0.00	0.00
Subentry (unit B)	111	111	111	111	111	111	111
Subentry (unit B)	111	111	111	111	111	111	111
Main entry ^c							
Subentry (unit A)	0.00 ^b	0.00	0.00	0.00	0.00 ^b	0.00	0.00
Subentry (unit A)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subentry (unit B)	111	111	111	111	111	111	111
Subentry (unit B) ^d	111	111	111	111	111	111	111

Source: A source note is used to cite the source of data, if other than the author's own.

Note: A general note contains information that applies to the table as a whole. Nonstandard abbreviations and en dash explanations should be included as general notes.

^a A specific note associated with the first spanner heading.

^b A specific note that applies to data in different cells.

^c A specific note associated with the second main entry.

^d A specific note associated with all data in the last subentry row.

Appendix C3.—An example of a hypothetical table containing fisheries data.

Year	Unit 2									Unit 5		Total
	Willow Creek	Little Willow Creek	Kashwitna River	Caswell Creek	Sheep Creek	Goose Creek	Montana Creek	Birch Creek	Sunshine Creek	Talkeetna River ^a	Other ^b	
1977	137	16	ND	ND	259	ND	415	ND	ND	25	204	1,056
1978	47	0	ND	ND	256	ND	408	ND	ND	12	163	886
1979	459	0	ND	156	10	ND	312	ND	10	312	39	1,298
1980	289	32	ND	215	45	ND	559	ND	13	172	45	1,370
1981	585	0	0	249	0	0	661	ND	57	373	277	2,202
1982	629	0	0	471	0	0	241	0	52	450	220	2,063
1983	534	0	231	272	0	0	504	0	105	934	272	2,852
1984	774	37	0	586	0	0	1,522	0	125	1,272	112	4,428
1985	1,063	25	0	527	0	0	979	0	771	871	106	4,342
1986	1,017	872	73	327	1,778	145	2,796	290	327	908	36	8,569
1987	1,987	711	116	88	1,610	334	1,726	44	319	1,639	29	8,603
1988	2,349	937	0	578	1,847	218	1,070	28	303	1,762	47	9,139
1989	2,846	507	11	357	1,116	385	1,708	28	368	2,372	85	9,783
1990	3,237	387	6	330	1,537	504	478	0	465	2,358	121	9,423
1991	3,208	684	41	305	1,519	288	575	47	230	2,025	161	9,083
1992	8,884	1,023	16	592	2,663	1,033	3,078	101	365	3,338	214	21,307
1993	8,626	1,200	38	531	2,300	633	4,054	9	280	4,729	288	22,688
1994	5,980	745	78	562	1,349	361	3,111	108	297	2,144	235	14,970
1995	2,742	436	18	397	746	226	1,004	0	132	2,126	45	7,872
1996	2,690	896	21	128	1,397	437	1,612	22	53	3,585	182	11,023
1997	3,135	699	10	30	550	298	2,181	30	53	3,800	203	10,989
1998	2,793	546	15	226	700	348	1,471	83	116	3,846	328	10,472
1999	4,988	1,344	83	142	2,558	371	3,279	134	11	3,701 ^c	264	16,875
2000	3,782	578	160	561	851	258	1,728	223	472	2,740	421	11,774
2001	4,573	941	74	238	1,420	160	2,646	65	93	2,866	428	13,504
2002	3,591	580	217	115	928	403	2,026	35	38	2,616	146	10,695
2003	3,922	510	373	26	1,284	350	1,242	167	154	1,276	195	9,499

-continued-

Year	Unit 2									Unit 5		Total
	Willow Creek	Little Willow Creek	Kashwitna River	Caswell Creek	Sheep Creek	Goose Creek	Montana Creek	Birch Creek	Sunshine Creek	Talkeetna River ^a	Other ^b	
2004	2,818	445	125	23	914	335	1,071	0	25	2,473	315	8,544
2005	2,466	621	112	394	878	150	1,328	287	205	1,960	52	8,453
2006	2,141	449	210	264	707	27	1,672	97	211	1,561	0	7,339
2007	2,258	870	223	190	964	31	1,294	0	0	2,476	31	8,337
2008	1,101	505	237	30	589	134	1,188	46	431	1,479	94	5,834
2009	499	85	212	17	393	0	257	0	0	1,982 ^c	210	3,655
2010	218	169	214	0	153	0	371	26	56	1,013	368	2,588
2011	282	33	172	0	213	0	362	0	16	1,087	545	2,710
2012	13	ND	8	0	0	0	13	0	0	113	56	203
2013	0	0	0	0	ND	0	0	0	0	0	18	18
2014	0	0	0	0	0	0	0	0	0	0	31	31
2015	0	0	0	0	ND	0	0	0	0	0	258	258
2016	0	ND	0	0	0	0	0	0	0	0	401	401
Average 2012–2016	3	–	2	0	–	0	3	0	0	23	153	182

Source: Alaska Sport Fishing Survey database [Internet]. 1996– . Anchorage, AK: Alaska Department of Fish and Game, Division of Sport Fish (cited December 25, 2019). Available from: <http://www.adfg.alaska.gov/sf/sportfishingsurvey/>.

Note: ND = no data; en dash means the 5-year average could not be computed because data were not available for all 5 years during 2012–2016.

^a Talkeetna River and tributaries, including Clear Creek except where otherwise indicated.

^b Includes lakes and streams.

^c Data collected in 1999 and 2009 from the Talkeetna River drainage did not include samples from Clear Creek.

APPENDIX D: USE OF COPYRIGHTED MATERIALS

Appendix D1.—ADF&G standard operating procedure copyright policy (SOP III-401).

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

-continued-

STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE	NO	PAGE
	III-401	401-2
	ISSUED 12/01/97	EFFECTIVE 12/01/97

Copyrights and Department Contracts

Copyrightable materials created by an independent contractor hired by the department are not automatically “works made for hire,” and special provisions must be provided to ensure the copyright belongs to the department. Under sections 101 and 102 (b) the following nine categories of works provided under contract can become the department’s intellectual (copyright) property: a work specially ordered or commissioned for use as a (1) contribution to a collective work, (2) part of a motion picture or other audiovisual work, (3) translation, (4) supplementary work (as secondary adjunct to work by another author), (5) compilation, (6) instructional text, (7) test, (8) answer material for a test, or (9) atlas. If the work satisfies one of these categories, a written agreement between the department and the contractor specifying that such contract products are to be prepared as “works made for hire” is needed to ensure the ownership of the copyright belongs to the department. In addition, copyrights of contractual works that fall outside these nine categories can be transferred to the department. Therefore, all department contracts should expressly address the question of whether or not copyright ownership will belong to the department under a “work made for hire” or through copyright transfer. Contacts should also describe any limitations on use of copyrighted materials (see Savikko and Wilbur, 1997. Item 6).

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2. a single copy for each member of a group assembled for research or educational purposes; and
3. similarly, a single-copy reproduction of software for educational use can be made but must be retrieved and destroyed after the use is completed, unless the software is in the public domain.

A state employee should only reproduce/copy of copyrighted materials for personal use as described above. Other uses would require approval from the copyright owner (see section below, *Staff Use of Copyrighted Material*).

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Copyright transfers (exclusive licenses) and nonexclusive licenses of scientific manuscripts prepared for external journal or symposium publication by department staff should be approved by divisional editor (i.e., the individual within the respective division responsible for approving release of manuscripts for external publication).

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<p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE</p>	<p style="text-align: center;">NO III-401</p>	<p style="text-align: center;">PAGE 401-3</p>
	<p style="text-align: center;">ISSUED 12/01/97</p>	<p style="text-align: center;">EFFECTIVE 12/01/97</p>
<ol style="list-style-type: none"> 1. In general, reproduction of the department’s copyrighted material will be encouraged if the public clearly receives a benefit from the requested use. Stipulations attended to approved uses of the department’s intellectual property should be included, as needed, to ensure the requested use acknowledges the public’s role in developing this material. 2. The department’s intellectual property should not be reproduced by private or other governmental agencies in such a manner that it represents the material as their own. Therefore, permission to reproduce the state’s intellectual property should include a stipulation that the requester(s) properly credit the department. 3. In granting a license, the department may also require disclaimers be included on reproductions to exonerate the state from liability for errors or deficiencies in reproduction. 4. Requests for private commercial reproduction of the department’s intellectual property should be considered on a case-by-case basis. If the department determines the public would clearly derive an associated benefit, the request may be granted. In making that determination, the department may consider the fees the public would have to pay for this commercial product (Savikko and Wilbur, 1997. Item 25 provides procedural details). 5. The department may levy appropriate and reasonable royalties or fees to offset public funding used to develop its intellectual property and to offset fees the public may be charged to purchase the commercial product. If the fees are high and the public or state benefits are comparatively low, requests may not be in the overall public interest and may be accordingly denied. The department should consider the fair market value of its intellectual property (not the cost to develop the product) and set any royalties or fees accordingly (see Savikko and Wilbur, 1997. Item 25). 6. Requests for reproducing the department’s intellectual property should also be denied when the requested use would: <ol style="list-style-type: none"> a) involve profit-making from sale of reproduced items that the department specifically prepared for free public distribution, except when that item is no longer available and the department has no plans to make additional copies for free distribution, b) create public confusion or mislead the public (e.g., reproducing and distributing information that was inaccurate or out of date), or c) reflect badly on the department (e.g., unseemly uses, poor quality of reproduction). 		
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-continued-

STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE	NO III-401	PAGE 401-4
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Under Section 407 of the Copyright Act, if the materials include a copyright notice, you must, within three months of the date of publication, send two complete copies of the material to the Register of Copyrights for filing with the Library of Congress (note: failure to comply, upon written demand by the Register, can make the department subject to fines). Send two copies to:

Register of Copyrights
Copyright Office
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Library of Congress
Washington, D.C. 20559-6000

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When requesting a copyright owner's or their designated agent’s permission to copy, republish, or reprint their material, prepare a letter of request that includes the following: (1) explain the nature of the request, and (2) include pertinent source of information (e.g., year, volume, number, edition, pages or portions of a page) that clearly identifies the material. Include an approval line below your signature on the letter, as shown below, and enclose a self-addressed and stamped return envelope.

Permission Granted:

_____ _____
(signature) (date)

If there is no response, staff should not assume permission to be granted. Permission is essential because state employees acting in their official capacity are not immune from being sued in federal court for copyright infringement (see Savikko and Wilbur, 1997. General Comments).

Source: ADF&G Standard Operating Procedure: Copyright Policy (SOP III-401) can be found at the following link: <https://www.adfg.alaska.gov/static/home/pdfs/iii-401.pdf> (accessed June 23, 2021).

Appendix D2.–Alaska Department of Fish and Game *Use of ADF&G Copyrighted Materials by Outside Agencies or Organizations* form.

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Use of these materials is granted for website scientific or technical report
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In signing below, I agree to the terms and conditions for the materials listed and described on this form.

Name of agency or organization: _____

Printed name: _____ Signature: _____ Date: _____

Email: _____ Phone: _____ Fax: _____

ADF&G USE ONLY.

Director’s Signature: _____ Date: _____

Commissioner’s Signature: _____ Date: _____

Note: This document is based on the copyright information found in ADF&G Standard Operating Procedure III-401 (Appendix D1) and DOP CF-007 (https://stateofalaska.sharepoint.com/sites/DFG/Documents/dcf_extdata_cf-007.pdf).

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

Since the *Alaska Department of Fish and Game Writer’s Guide* was published in 2010, there have been updates, additions, and clarifications as described in the sections below.

Section 3: Acronyms

3.2 Agencies, Organizations, Associations, and Commissions

a. ADF&G divisions and sections

Habitat Section (formerly Division of Habitat)

Subsistence Section (formerly Division of Subsistence)

Section 4: Compound Words

Word	(Form) Example of usage
Arctic-Yukon-Kuskokwim	(n) – hyphenate ¹
Becoming an Outdoors-Woman	(adj) – the program uses specific capitalization and hyphenation
Bering Sea-Aleutian Islands ¹	(n) – hyphenate in finfish reports ²
Bering Sea/Aleutian Islands	(n) – use a slash in shellfish reports ²
age-at-length	(n/adj) – hyphenate
adult equivalent	(adj) – two words
catch-at-age	(n/adj) – hyphenate
cod end	(n) – two words
email	(n/adj/v) – no hyphen preferred (update to ADF&G 2010)
grow-out	(adj) – hyphenated: <i>grow-out</i> site
grow out	(n/v) – two words: an area that is used to <i>grow out</i> shellfish
interannual	(adj) – one word
keyword(s)	(n) – one word
large-claw/small-claw	(adj) – hyphenated: <i>large-claw</i> crab, <i>small-claw</i> crab
Naknek-Kvichak	(n) – hyphenate ¹
nontarget	(adj) – one word
ocean-type	(adj) – hyphenate
otolith-weight-at-otolith length	(n/adj) – hyphenate
run timing	(n/adj) – two words
size–frequency	(n/adj) – en dash when 2 or more elements are open compounds or hyphenated compounds
size–class	(n/adj) – en dash
size-at-harvest	(n/adj) – hyphenate
size-at-maturity	(n/adj) – hyphenate
size-at-instar	(n/adj) – hyphenate
spawner–recruit, stock–recruit	(n/adj) – en dash
sportfishing	(n) – <i>sportfishing</i> is a popular hobby
state–tribal	(n/adj) – en dash
steepass	(n) – one word
stream-type	(adj) – hyphenate
sublegal	(adj) – one word, acceptable for use in fisheries (update to ADF&G 2010)
superexclusive	(adj) – one word
systemwide	(adj) – one word (correction to ADF&G 2010)
tribal–state	(adj) – en dash
weight-at-age	(n/adj) – hyphenate
weight-at-length	(n/adj) – hyphenate
weight-at-otolith	(n/adj) – hyphenate
weight-at-subjective-age	(n/adj) – hyphenate
yield-per-recruit	(n/adj) – hyphenate

¹ An en dash would imply a range of areas, whereas these are related areas. They are defined in regulation with a hyphen.

² For finfish, it is Bering Sea-Aleutian Islands in regulation. For shellfish it is Bering Sea/Aleutian Islands in regulation.

-continued-

Section 4: Compound Words (Continued)

Update to footnote 6

We consider *mid* to be a prefix meaning “middle” in expressions like *mid-1985*, hence the hyphen. The status of prefix means that *mid-* forms one word in combination, unless it is joined to a capital letter or a numeral, in which case a hyphen is employed: midsentence, midcentury; *but* mid-July, mid-1985.

Additional examples include the following:

mid- to late 1985 (short for “mid-1985 to late 1985”)

mid-to-late 1985 (in case the stray hyphen in the previous example might confuse some readers)

Section 5: Capitalization Help

Update to footnote 6

The 17th edition of the Chicago Manual of Style (CMS 2017) advises that when the generic term *river* comes second and applies to 2 or more names, it is capitalized. This also applies to other topographical terms like *mountain*, *ocean*, *island*, etc.

Examples:

Yukon and Kuskokwim Rivers

Taku and Little Campbell Lakes

Southeast and Southcentral Regions

Section 6: Watch-Out Words

amount/number/quantity: The word *amount* is normally used only with singular noncount nouns. You have a *number* or *quantity* of items, but an *amount* of items (singular): a large amount of cash, a small amount of pride, a piddling amount of rain, but an infinite number of critical values.

common property fishery/commercial common property fishery/cost-recovery fishery: *common property fishery* refers to all types of fishing: sport, personal use, commercial and subsistence fishing; *commercial common property fishery* refers only to commercial fishing. Profits from the common property fisheries go the individual permit holders. A *cost-recovery fishery* is a private nonprofit hatchery harvest in which any profits go back to the hatchery for operating costs.

compose/comprise: Avoid using the word *comprise* entirely. The word *comprise* is awkward, often misunderstood, and seldom used correctly. To *comprise* is to be made up of, to include, or to contain (the whole comprises the parts; the parts are comprised by the whole). To *compose* is to make up, or to form the substance of something (the parts compose the whole). The words have roughly opposite meanings. The phrase *comprised of*, although increasingly common, is incorrect usage. Instead, use *composed of*, *consisting of*, *includes*, or *made up of* (CMS 2017).

Use: Most of the run (73%) was composed of age-3 fish.
Seventy-three percent of the run was made up of age-0.3 fish.
The genus *Oncorhynchus* includes Pacific salmon and Pacific trout.

Avoid: Most of the run (73%) was comprised of age-3 fish.
Seventy-three percent of the run was comprised of age-0.3 fish.

-continued-

hydrologic/hydraulic: *Hydrology* (n) is the science of the properties, distribution, and circulation of water on the surface of the earth and in its atmosphere. *Hydraulic* (adj) describes something (1) operated or being powered by water (e.g., hydraulic pump); (2) of or relating to hydraulics (e.g., hydraulic engineer); or (3) able to set or harden under water (e.g., cement).

outmigration/emigration: Can be used interchangeably.

sex/gender: Use *sex* in scientific and technical fisheries publications. Although *sex* and *gender* are often considered interchangeable, *gender* is considered a social and cultural indicator; *sex* refers specifically to biological differences (Ogle and Schanning 2012).

single hook (n)/single-hook (adj)/fish hook: According to ADF&G sport fishing regulations, a *single hook* is a hook that has only one point, with or without a barb. If referring to terminal tackle in general, use *fish hook* unless you know the angler specifically used a *treble hook*, or a *single hook*, or some combination. A *treble hook* is legally referred to as a *multiple hook*. A *multiple hook* is a fish hook with 2 or more points, with or without barbs.

Section 7: Plurals

Singular	Plural
antenna	antennae/antennas (either is acceptable; just be consistent)
echo	echoes

Section 8: Numbers

8.6 Ranges (additional examples)

The principal use of the en dash is to connect numbers and, less often, words. With continuing numbers—such as dates, times, and page numbers—it signifies *up to and including* (or *through*). For the sake of parallel construction, the word *to* or *through* (or *until*), never the en dash, should be used if the word *from* precedes the first element in such a pair; similarly, *and* should be used if *between* precedes the first element. (CMS 2017)

Use: from June 15 through June 19
during July 12–August 6, 2020
during July 12–25, 2020
between July 12 and July 25, 2020
He was alive from 1965 to 2001.
The years 1983–1989 were her high-earning years.
In 2020, fish were sampled 5 August–30 September.
I am free to travel December 2012–January 2013.
The recession lasted from April 12, 1990, through May 17, 2012.
The weir was monitored Thursdays, 8:00 AM–6:00 PM, to check for emigrating salmon.

Inclusive years can also be expressed with a slash when referring to a fishery season (CMS 2017).

Use: King crab males were observed during the 1996/97 fishery.
Tag–recovery data were collected from the 2013/14 blue king crab fishery season.

-continued-

8.8 Latitude and Longitude (additional examples)

Although *N* and *S* imply latitude, and *E* and *W* imply longitude, use of the abbreviations *lat* and *long* may aid in understanding. Several acceptable formats are illustrated below. Whatever format you choose, use it consistently throughout your report.

Use:	lat 43°15'09"N, long 116°40'18"E	lat 04°59'17"S, long 01°02'03"W
	43°15'09"N, 116°40'18"E	04°59'17"S, 01°02'03"W
	43°15'09"N lat, 116°40'18"E long	04°59'17"S lat, 01°02'03"W long

Section 9: Species Names and Rules

9.4 Shellfishes of Alaska

Squids and Octopuses

octopus, giant Pacific *Enteroctopus dofleini* (Wülker, 1910)

9.5 Finfishes of Alaska

Notable species name changes are listed below. This list is not all-inclusive; a searchable list of names of fishes published by the American Fisheries Society from Page et al. (2013) can be found here: <https://fisheries.org/books-journals/writing-tools/names-of-fishes-searchable-version/> (accessed May 4, 2021). The ADF&G resource for rockfish species identification is the NOAA species code book (NOAA 2019; available at <https://doi.org/10.25923/h280-f805> (accessed August 11, 2021).

Forage Fishes

herring, Pacific *Clupea pallasii*

Groundfishes

pollock, walleye *Gadus chalcogrammus*

dark rockfish *Sebastes ciliatus*

dusky rockfish *Sebastes variabilis*

Other fishes

stickleback, threespine *Gasterosteus aculeatus*

spiny dogfish, Pacific *Squalus suckleyi*

Section 10: Punctuation Format and Abbreviations

10.1 Parentheses

When numerals or letters are used to create a list in the running text, they need to be enclosed in parentheses (CMS 2017).

Genetic MSA produced stock composition and stock-specific harvest estimates for each fishery by 5 reporting groups: (1) *West*, (2) *Susitna*, (3) *Deshka*, (4) *Yentna*, and (5) *Knik-Turnagain*.

10.10 Italics

Italicize taxonomic terms at the level of genus, subgenus, species, subspecies, variety, and forma. Higher taxonomies (kingdom, phylum, class, order, family) are not usually italicized (CSE 2014). Further guidance on species names and rules can be found in Section 9 of the ADF&G *Writer's Guide* (ADF&G 2010).

-continued-

Section 11: Grammar

11.3 Bias-Free and Gender-Neutral Language

Use of Fisherman/men

Fisherman/men has long been the term used to describe people who participate in commercial fishing, but this term and other gendered terms (chairman, fireman, postman, mailman, etc.) can be considered insensitive and outdated. ADF&G writers should strive to use gender-neutral terms. Use *gillnetter*, *seiner*, *troller*, *trawler*, *fisher*, *commercial fishery participant*, *commercial fishing operator*, or similar terms for participants in commercial fisheries, and use the word *angler* when referencing a person who is sport fishing. *Fisher* is the standard term used in the Division of Subsistence and can be used to replace *fisherman/men* in any context.

Exceptions include organizations that have one of the words to avoid in their official names, and quotations of regulatory or historical language that also use that wording.

Avoid using	Instead use
chairman (default), chairman or chairwoman (if known)	chairperson, chair (if unknown)
craftsman	artisan
congressman	senator/representative/member of Congress
fireman	firefighter
fisherman	angler, gillnetter, seiner, troller, trawler, fisher, fish harvester, commercial fishery participant/operator
manmade	manufactured, artificial
man-hour, man-month	worker-hour, worker-month, angler-hour, hunter-hour
manpower	workforce, personnel, human resources, staff
policeman	police officer
sportsman	sportsperson, outdoor recreationist
waiter/waitress	waitstaff, server
workman	worker

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

A.2 Variables and Mathematical Symbols

a. Spacing of mathematical symbols

When symbols modify a number rather than serving as operators, there is no space (CSE 2014, section 12.3.1.1; CMS 2017, section 12.16).

- Use: biomass of ≤ 500 g (no space between symbol and number)
- $P = 0.05$ (spaces surround equals sign)
- $P < 0.05$ (spaces surround the operator)
- P is > 0.05 (no space between symbol and number)
- $50\times$ magnification (no space between symbol and number)
- $50 \times$ gravity (spaces surround multiplication symbol because the force of gravity is a number)
- the $+5.5$ difference (no space between symbol and number)
- Use: greater than -6°F
- Avoid: $> -6^\circ\text{F}$ or $> -6^\circ\text{F}$
- Use: the target zone equals the optimum plus the...
- Avoid: the target zone = the optimum + the...

-continued-

e. Using mathematical (or scientific) terms developed by others

Eponymic terms: *Eponymic terms* are compound words that incorporate a proper name referring to a person or a place. Often the terms using a name are possessive, and those using a place or patient are non-possessive. The Council of Scientific editors recommends that the possessive form not be used because it is not a true possessive. Capitalize the first word of eponymic terms (virus, disease, syndrome, named chemical reaction, or named equation) that begins with a proper noun (usually naming a person). Capitalizing derivative forms or adjectives is not necessary (CSE 2014).

Use	Avoid
Student <i>t</i> -test	student’s t, t test, student’s t test, student t test
Down syndrome	Down’s syndrome
fallopian tube	Fallopian tube
Gram stain	Gram’s stain
Hodgkin disease	Hodgkin’s disease
Wilms tumor	Wilm’s tumor
Bayes theorem	Bayes’s Theorem, Bayes’ theorem

f. Apparatuses are not capitalized (new section)

Use: petri dish, bunsen burner

Avoid: Petri dish, Bunsen burner

Appendix B: Standard References

B.5 Map References

The *Catalog of Waters Important for the Spawning, Rearing or Migration of Anadromous Fishes* and its associated *Atlas* is commonly referred to as the Anadromous Waters Catalog (AWC). The acronym AWC refers to this publication.

Appendix C: Reference Formatting

C.3 Standards for Citing Sources Within the Text

c. Personal communication and unpublished documents

It is inappropriate to use *personal communication* if you are citing yourself (i.e., if you are the person communicating as well as authoring). It implies you are talking to yourself. Instead, follow the guidelines for citing *unpublished data*.

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