

Pacific Salmon Commission Technical Committee Report Style Guidelines

Publication and distribution of reports:

Send copies of the report Microsoft **Word** and PDF form to Julie Ehrmantraut at the PSC Secretariat (ehrmantraut@psc.org).

The Word version is required so that title page can be properly formatted, the executive summary can be easily inserted into the PSC Annual Report, and the report is available for future reference or revision.

The Secretariat assigns a report number, formats the title page to fit within the window of the title page cover, converts the report to PDF if necessary, posts the report on the PSC website and sends out notification of its availability. Hard copies are made available upon request.

Sections in preferred order:

1) Title page – Justification: Centered

Committee name: ALL CAPs. 1st line: PACIFIC SALMON COMMISSION followed on subsequent lines by the official name of the technical committee: (e.g.) JOINT NORTHERN BOUNDARY TECHNICAL COMMITTEE, JOINT CHUM TECHNICAL COMMITTEE, SELECTIVE FISHERY EVALUATION COMMITTEE, etc. (Note: All Committees are officially named Joint Technical Committees except for the SFEC and HRTC.)

Title (ALL CAPs. Title should clearly reflect report content. Because TC Reports often present annual information, confusion can result with date of analysis and reporting. For example, SFEC annually reports on reviews of proposals for mass marking and mark selective fishing which are received in November for activities anticipated to occur in the following year, and the reports may not be produced until later (e.g., proposals for 2011 activities are due in November 2010 and may not be reported until 2012). In this instance, the report title should clearly indicate that the reviews are for MM and MSF activities proposed to occur in 2011.)

Report Number: (ALL CAPs. TC Name with publication date and number. **The final report number will be assigned by the PSC Secretariat office**)

Date: Month and year when the report is approved and submitted for publication. (Lower case)

Example:

PACIFIC SALMON COMMISSION
SELECTIVE FISHERY EVALUATION COMMITTEE
REGIONAL COORDINATION WORK GROUP

SUMMARY OF MASS MARKING ACTIVITIES AND MARK
SELECTIVE FISHERIES CONDUCTED BY CANADA AND
THE UNITED STATES, 2005-2009

REPORT SFEC (12)-1

April 2012

2) Committee Membership

List Canadian Members on the left and U.S. Members on the Right. List co-chairs first, then members alphabetically. Each name should be prefaced with title (e.g., Mr. Ms. Dr.) and followed by the acronym for their organization.

Example:

MEMBERSHIP OF THE CHINOOK TECHNICAL COMMITTEE

Canadian Members

Mr. Chuck Parken, Co-Chair, CDFO
Mr. Richard Bailey, CDFO
Dr. Gayle Brown, CDFO
Ms. Diana Dobson, DFO
Mr. Roger Dunlop, FNC
Ms. Dawn Lewis, CDFO
Ms. Teresa Ryan, FNC
Mr. Julian Sturhahn, CDFO
Dr. Arlene Tompkins, CDFO
Mr. Ivan Winther, CDFO
Mr. Howie Wright, FNC
Dr. Antonio Velez-Espino, DFO

United States Members

Dr. Rishi Sharma, Co-Chair, CRITFC
Mr. John Carlile, Co-Chair, ADF&G
Dr. Dave Bernard, ADF&G
Mr. Ryan Briscoe, ADF&G
Mr. Ethan Clemons, ODFW
Dr. John H. Clark, ADF&G
Mr. Gary Freitag, UAF
Mr. Ed Jones, ADF&G
Dr. Robert Kope, NMFS
Mr. Brian Lynch, ADF&G
Ms. Marianne McClure, CRITFC
Mr. Scott McPherson, ADF&G
Dr. Gary Morishima, QIN
Mr. James Packer, WDFW
Dr. Ken Warheit, WDFW
Mr. Alex Wertheimer, NMFS
Mr. Henry Yuen, USFWS
Dr. Marianna Alexandersdottir, NWIFC
Dr. Yong-Woo Lee, WDFW
Mr. William Templin, ADF&G

3) List of Acronyms with Definitions

Each Committee should include its own list of preferred acronyms, two sets of two columns Acronym followed by definition, in alphabetical order.

Example:

LIST OF ACRONYMS WITH DEFINITIONS

AABM	Aggregate Abundance Based Management	MSF	Mark-Selective Fishery
AC	Allowable Catch	MSH	Maximum sustainable harvest
AI	Abundance Index	MSY	Maximum Sustainable Yield for a stock, in adult equivalents
ADF&G	Alaska Department of Fish & Game	MSY	Exploitation Rate sustainable at the escapement goal for a stock, in AEQs
AEQ	Adult Equivalent	ER	
Agreement	June 30, 1999 PST Annex and the related Agreement	NBC	Northern British Columbia Dixon Entrance to Kitimat including Queen Charlotte Islands
AUC	Area Under the Curve	NA	Not Available
AWG	Analytical Working Group of the CTC	NBC	Northern British Columbia Dixon Entrance to Kitimat including Queen Charlotte Islands
BCAFC	British Columbia Aboriginal Fisheries Commission	NM	Nautical Mile
BTR	Base Terminal Run	NMFS	National Marine Fisheries Service
C&S	Ceremonial & Subsistence	NOC	Oregon Coastal North Migrating Stocks
CBC	Central British Columbia Fishing area – Kitimat to Cape Caution	NPS	North Puget Sound
CCMP	Comprehensive Chinook Management Plan	NPS-S/F	North Puget Sound Summer/Fall Chinook stock
CDFO	Canadian Department of Fisheries & Oceans	NR	Not Representative
CI	Confidence Interval	NWIFC	Northwest Indian Fisheries Commission
CNR	Chinook Non-retention	ODFW	Oregon Department of Fish & Wildlife
CR	Columbia River	PFMC	Pacific Fisheries Management Council
CRITFC	Columbia River Intertribal Fish Commission	PS	Puget Sound
CRFMP	Columbia River Fishery Management Plan	PSC	Pacific Salmon Commission
CTC	Chinook Technical Committee	PSARC	Pacific Scientific Advice Review Committee
CUS	Columbia Upriver Spring Chinook stock	PSMFC	Pacific States Marine Fisheries Commission
CWT	Coded Wire Tag	PST	Pacific Salmon Treaty
DIT	Double Index Tag	QDNR	Quinault Department of Natural Resources, Division of fisheries
ESA	U.S. Endangered Species Act	QIN	Quinault Nation
Est+fw	Estuary Plus Fresh Water Area	QCI	Queen Charlotte Islands
		RER	Recovery Exploitation Rate

FL	Fork Length	SMSY	Escapement producing MSY
FMP	PFMC Framework Management Plan	SEAK	Southeast Alaska Cape Suckling to Dixon Entrance
FNC	First Nations Caucus	SG	Strait of Georgia
FOG	Fisheries Operational Guidelines	SPS	South Puget Sound
FR	Fraser River	SWVI	Southwest Vancouver Island
GCG	Gene Conservation Group	TAC	Technical Advisory Committee
GW	Gitwinksihlkw	TBR	Transboundary Rivers
GS	Strait of Georgia	TTC	Transboundary Technical Committee
HOR	Hatchery Origin Returns	UAF	University of Alaska Fairbanks
IDFG	Idaho Department of Fish & Game	UFR	Upper Fraser River
IDL	InterDam Loss	UGS	Upper Strait of Georgia
IM	Incidental Mortality	USCTC	U.S. members of the CTC
ISBM	Individual stock based management	USFWS	U.S. Fish & Wildlife Service
LFR	Lower Fraser River	UW	University of Washington
LGS	Lower Strait of Georgia	WA/OR	Ocean areas off Washington and Oregon North of Cape Falcon
mar	Marine Area	WAC	Washington Coast (Grays Harbor northward)
mar+fw	Marine Plus Fresh Water Area	WACO	Washington, Oregon, Columbia River Chinook stock group
MOC	Mid Oregon Coast	WCVI	West Coast Vancouver Island excluding Area 20
MRP	Mark-Recovery Program	WDFW	Washington Department of Fisheries and Wildlife

- 4) Table with definitions for notation used in equations (if applicable)
- 5) Glossary of terms (if applicable)
- 6) Table of contents

(See CTC template for preferred format). Include a list of appendices instead of a separate table.

Example:

TABLE OF CONTENTS

Membership of the Committee	ii
Acronyms with Definitions.....	iii
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1.1.1 Heading three.....	2
References.....	xxxx
Appendices.....	yyyy
Appendix A	zzz

7) List of Tables

(See CTC template for preferred format).

8) List of Figures

(See CTC template for preferred format).

9) Executive Summary (required)

Executive summaries are required as they are incorporated into PSC annual reports.

10) Body of Report

Margins: Top, Bottom, Left, Right 1”

Preferred font style for use in the body of the reports is **times roman** 12 pt.

Preferred headings style: (see CTC report template as example for sizes and styles of headings.)

Preferred font for Tables: (see CTC report template as example for sizes and styles of headings.)

Pagination:

No page numbers on title page

Alignment: bottom right

Preliminary pages: use roman numerals beginning with ii, through the end of the Executive Summary

Begin page 1 with the Executive Summary

Sections/Appendices **not** numbered separately – continue pagination to end of report

Figures and Tables:

Numbering: Tables and figures should be identified by Chapter, followed by a period, followed by a number (consecutive), followed by a tab, followed by a brief description sufficient to identify content.

Example:

Table 1.1. U.S. and Canadian ISBM fisheries used in the CTC exploitation rate analysis and PSC Chinook Model.

Use of colour: Hardcopies of reports will not be printed using colour due to cost concerns. Keep this in mind when creating tables and figures.

Figures should be inserted as pictures.

The CTC template also speaks to lists, equations, and to captions and cross references in tables and figures.

Footnotes and Endnotes

Number consecutively. Preferred font: **times roman** 10 pt.

Citations and References

See general MLA guidelines: <http://library.concordia.ca/help/howto/mla.php>

11) References

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12) Appendices

List appendices consecutively beginning with the letter A. If the appendix consists of several parts, include a table of contents with each part identified consecutively, e.g., Appendix A.1, followed by a brief description, and page number.

Example:

Appendix A. Landed Chinook salmon catches by region and gear from 1975-2010.

Appendix A.1 Southeast Alaska Chinook salmon catches.....	91
Appendix A.2 Northern British Columbia (NBC) Chinook salmon catches.	92
....	

Attachment 1

CTC Technical Report Template

**PACIFIC SALMON COMMISSION
JOINT CHINOOK
TECHNICAL COMMITTEE REPORT**

TITLE

REPORT TCCHINOOK (yy)-xx

Date

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LIST OF APPENDICES

Appendix one	This is appendix one
.....	Error! Bookmark not defined.

EXECUTIVE SUMMARY

HEADING ONE

1.1 Heading two

1.1.1 Heading three

1.1.1.1 Heading four

1.1.1.1.1 Heading five

All regular text should use Normal Style

A list in text should be formatted as List in Text

This is a List in Text

List in Text Continued

An equation should be formatted with Equation style

$$BYEXP_{BY,F} = \frac{\sum_{a=Minage}^{Maxage} \left(\sum_{f \in \{F\}} TotMorts_{BY,a,f} * AEQ_{BY,a,f} \right)}{\sum_{a=Minage}^{Maxage} \left(\sum_{f=1}^{Numfisheries} TotMorts_{BY,a,f} * AEQ_{BY,a,f} + Esc_{BY,a} \right)}$$

Equation 0.1

TABLES AND FIGURES. USING CAPTIONS AND CROSSREFERENCES.

1.2 Captions for tables and figures.

Insert Caption with label Figure or Table. Numbering should include Chapter number.

Use **Caption style** with a tab after the label & number for the table or figure label formatting

Table 0-1. Caption Style. Never import a Table as a picture, unless absolutely necessary. It should

Bold Labels	And light gray highlight	In Table header	Rows	

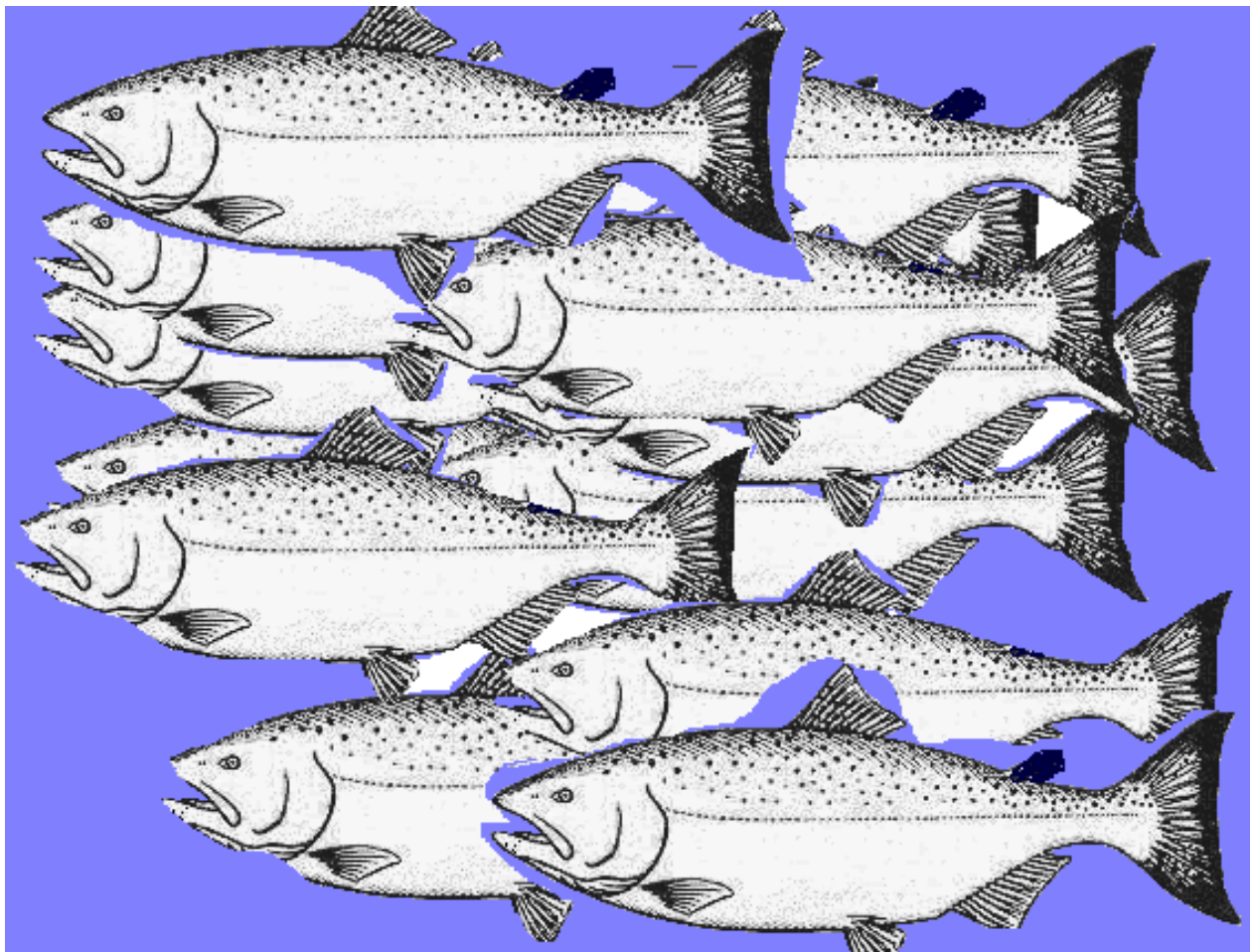


Figure 0-1. Caption Style. Always import Figures as pictures

1.3 Cross-references.

When referencing a table (Table 0-1) or figure (Figure 0-1) use **Cross-reference**.

In **Reference Type**: box choose appropriate label and

in box titled **Insert refere**