



GUIDELINES FOR REPORT SUBMISSIONS

June 2000

1. REPORT FORMAT

TITLE PAGE:

- report title to fit in box of report cover (supplied by CBFWCP) which must be used
- to include author, and date of publication
- prepared for Columbia Basin Fish and Wildlife Compensation Program and list all fund contributors if applicable

EXECUTIVE SUMMARY to include;

- Problem Studied or Hypothesis Tested - identify the problem or hypothesis and explain why it was important. Indicate new data, concepts, or interpretations directly or indirectly used.
- Results - emphasize the most important results, positive or negative, but keep the methods brief unless a new or much-improved method is reported.
- Utility of Results - explain how, when, where, and by whom data or interpretations can be applied to problems or contribute to knowledge of science.
- to be a maximum of 2 pages

KEYWORDS:

- Include some words from the title and others that identify (1) common and scientific names of principal organisms in the report; (2) geographic area, usually the state, province, or equivalent, or region if its name is well known; (3) phenomena and entities studied (e.g., behaviour, populations, radio telemetry, habitat, nutrition, density estimation, reproduction); (4) methods - only if the report describes a new or improved method; and (5) other words not covered above but useful for indexing.

INTRODUCTION:

- Is a concise synthesis of literature and background specific to the reports main topic.
- States objectives or hypotheses tested.

TABLE OF CONTENTS AND LISTS OF TABLES AND FIGURES

- Required for reports that are more than 10 pages in total.

MAJOR SECTIONS:

- Most reports have 8 major sections: Introduction, Study Area, Methods, Results, Discussion, Acknowledgements, and References.
- **Methods** should be brief and include dates, sampling schemes, duration, research or experimental design, and data analyses. Previously published methods should be cited without explanation. New or modified methods should be identified as such and explained in detail. Many research projects require animal-welfare protocols, and these should be cited here if applicable.
- Present **Results** in a clear, simple, concise, and organized fashion. The Results and Discussion section should be presented to address the objects which should be clearly stated in the Introduction. Avoid overlapping text with information in tables and figures; do not explain analyses that should be presented in the Methods section. Results should be presented in past tense (e.g., body-mass loss occurred during winter). Reserve interpretation comments for the Discussion section.

- The **Discussion** section provides an opportunity for interpreting data and making literature comparisons. Reasonable speculation and new hypotheses to be tested may be included in the Discussion. Do not repeat results and comment only on the most important findings. Systematic discussion of every aspect of the research leads to unnecessarily long reports.
- **Management or Enhancement Implications** sections should be short and direct, but explain issues important to conservation. This section may include speculation, but should address specific management opportunities or problems.

2. WRITING GUIDELINES AND STANDARDS:

STYLE AND USAGE:

- Reports may be rejected because of poor writing style (e.g., long and complex sentences, superfluous words, unnecessary information, and poor organization).
- Numbers and Unit Names - use digits for numbers (e.g., 7 and 45) unless the number is the first word of a sentence, where it is spelled out. Use symbols or abbreviations (e.g., % and kg) for measurement units that follow a number unless the number is indefinite (thousands of hectares), is a "0" (zero) standing alone, or is the first word in a sentence. Avoid using introductory phrases such as "A total of..." Spell out numbers used as pronouns (i.e., one) or adverbs and ordinal numbers (e.g., first and second). However, use digits for cases such as 3-fold and 2-way. Convert fractions (1/4, 1/3, etc.) to decimals except where they misrepresent precision.
- Times and Dates - Use the 24-hr system: 0001 through 2400 hr (midnight). Date sequence is day month year, without punctuation. Do not use an apostrophe for plural dates (e.g., 1970s). Spell out months except in parentheses, tables, and figures, in which 3-letter abbreviations are used with no period (e.g., 31 Mar 1947, Appendix B).
- Mathematics and Statistics - Use italic font for Roman letters used as symbols for quantities (e.g., n, F, t, Z, P, and X). Do not underline or italicize numbers, Greek letters, names of trigonometric and transcendental functions, or certain statistical terms (e.g., In, e, exp, max, min, lim, SD, SE, CV, and df). Use bold font for items that should be set in boldface type.
- Abbreviations and Acronyms - All abbreviations or acronyms used in the Abstract or text must be defined the first time used; e.g., Bureau of Land Management (BLM).
- Punctuation - Use a comma after the next-to-last item in a series of more than 3 items (e.g., red, black, blue). Do not hyphenate prefixes, suffixes, or combining forms unless necessary to avoid confusion. Common hyphenation errors occur in 3 cases: (1) a phrase containing a participle or an adjective is hyphenated as a compound when it precedes the word modified, and is written without a hyphen when it follows the word modified (e.g., a small-bird study vs. A study of small birds); (2) a modifier containing a number is usually hyphenated (e.g., a 6-year-old mammal); and (3) a 2-word modifier containing an adverb ending in ly is not hyphenated (e.g., a carefully preserved specimen). Closing quotation marks are placed after periods and commas, but may be placed either before or after other punctuation.

COMMON AND SCIENTIFIC NAMES

- Do not capitalize common names of species except words that are proper names. Scientific names should follow the first mention of a common name, except in the title. If a scientific name is given in the Abstract, do not repeat it in the text or tables. Scientific names following common names should be in italic font in parentheses with the first letter of the genus upper-case and the species name in lower-case letters. Abbreviate genus names with the first letter when they are repeated within a few paragraphs, provided the meaning is clear and cannot be confused with another genus mentioned in the manuscript with the same first letter; e.g., we studied snow geese (*Chen caerulescens*) and Ross' geese (*C. rossii*). Do not use subspecies names unless essential and omit taxonomic authors names. Use "sp." (Not italicized) to indicate unknown species. Use "spp." For multiple species; e.g., the field was bordered by willow (*Salix* spp.).

MEASUREMENT UNITS

- Use Systeme Internationale d'Unites (SI) units and symbols. Use English units (or another type of scientific unit) in parentheses following a converted metric unit only in cases that may misrepresent (1) the statistical precision of the original measurement or (2) the correct interpretation of the results.

REFERENCES IN TEXT

- In most cases, reference citations parenthetically at the end of a sentence; e.g., mallard-brood survival was higher in the wettest years (Rotella 1992). Published literature is cited by author and year; e.g., Jones (1980), Jones and White (1981).

TABLES

- Do not prepare tables for small data sets, those containing many blank spaces, zeros, repetitions of the same number, or those with few or no significant data. Put such data or summary in the text.
- For data that must be shown in a table, items that provide the most important comparisons usually read vertically, not horizontally.

FIGURES

- Most figures are either line (or computer) drawings or pictures (“picture” is used to distinguish scene or object photographs from photos of drawings). If possible, photographic prints should not exceed 20 x 25 cm.

SPATIAL DATA AND MAPS

- In general all spatial data to be delivered in Arc/INFO version 7.x GIS format, as per BC Ministry of Environment Lands and Parks standards (see web page <http://www.elp.gov.bc.ca/gis/>). Most projects should be delivered on CDROM media.
- Data for point locations (such as telemetry, aerial survey, and GPS locations) may also be delivered in Excel 95 format. The following columns, as a minimum, must be included:
 - Observation ID (a unique number for each record)
 - Animal ID (if known)
 - Date (in a format Excel recognises as a date format)
 - UTM Easting
 - UTM Northing
 - DATUM (NAD83 or NAD27)
 - UTM Zone

Other attributes associated with each record, i.e. habitat etc., should be included in other columns of the same spreadsheet, in order to create a single comprehensive database.

- Hard copy maps must have a date, comprehensive legend, datum, and be georeferenced in either UTM or geographic (Latitude – Longitude) projection. Where hard copy maps are the product of GIS, original data layers to be delivered in Arc/INFO version 7.x format as above.

REVIEW PROCESS:

- Draft reports must be submitted to CBFWCP Nelson office.
- Draft reports are to be reviewed by CBFWCP biologist managing the project with assistance from Senior Biologist, Technical Committee, or expert advice as required.

ACKNOWLEDGEMENTS

- Need to acknowledge financial and in kind contributions (i.e. agencies/partners)

OTHER REQUIREMENTS:

- Electronic versions in Word 97 and Excel 97 format to be provided. Final report to be submitted as PDF if possible.

APPENDICES:

- Sensitive information should not be in the main body of the report
- Red/Blue listed species specific information (i.e. locations) must be in Appendices