



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Canada's oceans
A natural resource, a natural treasure

Guide for the Production of the Gulf Region Ecosystems Management Series

Fisheries and Oceans Canada, Gulf Region
343 Université Ave., P.O. Box 5030
Moncton, NB, E1C 9B6

2012

Gulf Region Ecosystems Management Series 2012/03



Canada




Gulf Region Ecosystems Management Series

The Gulf Region Ecosystems Management series of publications are reports on initiatives undertaken in or supported by the Gulf Region and consist of discussion papers, studies, consultant reports, workshops and other public documents. The Ecosystems Management series replaces the Gulf Region Oceans Management Series established in 2010. The Oceans Management Series ends at 2012/02 and is replaced by the Ecosystem Management Series 2012/03. Topics in the series are concerned with a broad spectrum of public interest such as policy and Fisheries and Oceans Programs including Governance, Integrated Management, Marine Protected Areas, Coastal Management, Fish Habitat management, Species at Risk protection and recovery, Ecosystem Risk Assessments, Economic Development and Ecosystem-based Fisheries Management. Reports in this series have been written by or prepared under the guidance of staff of the Department of Fisheries and Oceans - Gulf Region. The content of this series is meant as a source of information for public and internal dissemination.

Série sur la gestion des écosystèmes de la Région du Golfe

La série de publications sur la gestion des écosystèmes de la Région du Golfe regroupe des rapports au sujet d'initiatives entreprises ou appuyées par la Région du Golfe et se compose principalement de documents de travail, d'études, de rapports de consultants, d'ateliers et d'autres documents publics. La série remplace celle dédiée à la gestion des océans de la région du Golfe créée en 2010; celle-ci se termine avec la publication numéro 2012/02 et sera dorénavant remplacé par la série dédiée à la gestion des écosystèmes débutant avec le numéro 2012/03. Cette série couvre une large gamme de sujets d'intérêt public tels que les politiques et les programmes du Ministère, la gouvernance, la gestion intégrée, les zones de protection marines, la gestion côtière, la gestion de l'habitat du poisson, la protection et le rétablissement des espèces en péril, les évaluations des risques aux écosystèmes et la gestion des pêches écosystémique. Ces rapports ont été rédigés par le personnel du Ministère de Pêches et Océans ou ont été préparés sous la direction de ceux-ci – dans la Région du Golfe. Le contenu de cette série se veut une source d'information pour une diffusion publique et interne.




Gulf Region Ecosystems Management Series

2012

GUIDE FOR THE PRODUCTION OF THE
GULF REGION ECOSYSTEMS MANAGEMENT SERIES

Fisheries and Oceans Canada
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9B6



© Her Majesty the Queen in Right of Canada, 2012.
Cat. No. Fs103-3/2012-3E-PDF ISBN 978-1-100-21136-7 ISSN 1929-7513

Published by:

Fisheries and Oceans Canada
Gulf Region
343 Université ave
P.O. Box 5030
Moncton, NB
E1C 9B6

Correct citation for this publication:

Fisheries and Oceans Canada. 2012. Guide for the Production of Gulf Region Ecosystems Management Series. Gulf Reg. Ecosystems Mgmt. Ser. 2012/03: iv + 27 p.




TABLE OF CONTENTS

ABSTRACT	v
RÉSUMÉ.....	v
1.0 INTRODUCTION	1
2.0 PUBLICATION PROCEDURE	1
3.0 CONTENT	3
4.0 PUBLICATION FORMAT	3
4.1 Report Number	3
4.2 Cover	3
4.3 Bilingual Reports	4
4.4 Manuscript Preparation	4
4.5 Title Page	4
4.6 Colophon Page	4
4.7 Correct Citation.....	5
4.8 Table of Contents Page	6
4.9 Abstract and Résumé	6
4.10 Preface	6
4.11 Headings	6
4.12 References	7
4.13 Tables.....	9
4.14 Illustrations	9
4.15 Pagination.....	9
4.16 Microfiche or Compact Disk.....	10
4.17 Errata.....	10
4.18 Guidelines for Posting Electronic Publications to Waves.....	10
5.0 DISTRIBUTION OF REPORTS.....	11
Appendix 1.0 Manuscript Record Form	12
Appendix 2.0 Cover: Author From Issuing Establishment	14
Appendix 2.1 Cover: Author Different Establishments.....	15
Appendix 2.2 Cover: Author Under Contract	16
Appendix 2.3 Cover: Bilingual.....	17
Appendix 3.0 Inside Cover	18
Appendix 4.0 Printing and Binding Specifications.....	19
Appendix 5.0 Title Page: Author From Issuing Establishment.....	20
Appendix 5.1 Title Page: Author From Different Establishment.....	21
Appendix 5.2 Title Page: Author Under Contract.....	22
Appendix 5.3 Title Page: Bilingual	23
Appendix 6.0 Colophon Page: Unilingual-English	24
Appendix 6.1 Colophon Page: Unilingual-French	25
Appendix 6.2 Colophon Page: Bilingual	26
Appendix 7.0 Report Distribution List	27

ABSTRACT

This guide details the required format for publishing print and electronic versions of the Gulf Region Ecosystems Management Series. In addition, it outlines the procedures for the preparation and distribution of these reports.

Designed primarily to assist authors in preparing reports for Fisheries and Oceans Canada, it contains information on the basic parts of a report including examples of covers, title pages, colophons, citations, abbreviations, and bibliographic references.

The purpose of the guide is to ensure that reports have a consistent format, are easy to retrieve, and are economical to produce.

RÉSUMÉ

Le présent guide stipule le style de mise en page acceptable pour la publication de versions imprimées ou numériques des documents publiés dans la Série sur la gestion des océans de la Région du Golfe. En outre, il explique les procédures pour la préparation et la distribution de ces documents.

Le guide est conçu surtout pour aider les auteurs dans la préparation de rapports de Pêches et Océans Canada. Il contient des renseignements sur les différentes parties d'un rapport, y compris les pages couvertures, pages titres, colophons, citations, abréviations, ainsi que les références bibliographiques.

L'objectif du guide est d'assurer la consistance dans le formatage des rapports, que ceux-ci soient faciles à repérer, et qu'ils soient produits avec des coûts minimes.

1.0 INTRODUCTION

This guide specifies formats for both print and electronic versions and procedures for the preparation and distribution of the *Gulf Region Ecosystems Managements Series*. This guide is adapted directly from the National Guide for the Production of Fisheries and Oceans Canada Reports and the Publication Policy for the Science reports for the Gulf Region. This is to ensure that reports from Fisheries and Oceans Canada are consistent in format and procedure as a Secondary Publication.

The purpose of the guide is to ensure that reports developed by the Gulf Region have a consistent format, are easy to retrieve, and are economical to produce. This guide has been produced for use in the Gulf Region but is made available to any Region wishing to take advantage of this report series and template design.

2.0 PUBLICATION PROCEDURE

The Department's regional establishments and headquarters groups finance and arrange the publication and distribution of publications. Directors and group leaders have the editorial responsibility for format and for accuracy of content for reports issued by their establishments. They also have the responsibility for ensuring long-term access to their publications by depositing print copies in departmental libraries and electronic reports on the Department's archive server.

Non-departmental authors may publish in the report series. These authors should arrange for publication with the most appropriate departmental establishment, in terms of geography or area of interest; this establishment becomes the issuing establishment.

If an author is a DFO employee and is interested in providing a manuscript that is intended for publication within the *Gulf Region Ecosystems Management Series*, the following process is used to ensure the quality and integrity of the publication.

The draft manuscript must be in a format that is consistent with the publishing structure that is described in *4.0 Publication Format*. This document should be in 11-point Arial font and include: title page, table of contents, abstract, numbered sections, references and headings formats. The process will be accompanied by the *Manuscript Record Form* available in Appendix 1 that will serve as a guidance document to ensure the publication will have the proper approvals and recommendations.

The author submits a draft manuscript to the *Regional Manager of Oceans, Regional Manager of Habitat Management or Regional Manager of Species at Risk Management, as appropriate for the publication*. Copies will then be given to two reviewers, who may be either internal or external to the Department. Reviewers are asked to evaluate the content of the manuscript, to document their comments and to recommend (1) acceptance of the manuscript; (2) acceptance following appropriate revisions; or (3) rejection. The *Manuscript Record Form* with attached recommendations are then forwarded to the *Regional Manager of Oceans, Regional Manager of Habitat Management or Regional Manager of Species at Risk Management, as appropriate for the publication* and a decision is made based on the review. The author is informed of the decision and if changes to the manuscript are required, the author makes these before resubmitting to the *Regional Manager of Oceans, Regional Manager of Habitat Management or Regional Manager of Species at Risk Management, as appropriate for the publication*.

The *Regional Manager* will review the final manuscript and accept it formally by signing the *Manuscript Record Form*. This form and the final manuscript will be forwarded to both the *Regional Director of Ecosystems Management* for approval.

The *Regional Director Ecosystems Management* will specifically examine the Manuscript for statements that may address sensitive issues or contradict the current Department policy or for use of proprietary data and/or information. If no controversial or sensitive material is identified, the *Regional Director of Ecosystems Management* signs the *Manuscript Record form*, returns the form and manuscript to the originating *Regional Manager*, and a copy of the *Manuscript Record Form* is forwarded to the author.

In the rare case where controversial or sensitive subjects are identified, the *Regional Director of Ecosystems Management* first consults with the senior author to confirm the intent of the manuscript. If there are no changes, the *Regional Director of Ecosystems Management* signs the *Manuscript Record form*, and keeps a copy of the manuscript (with a note that the manuscript contains sensitive subjects). If the author wishes to make changes, these are made and then the process proceeds with acceptance and publication.

In the rare case where an author has used proprietary data and information, the *Regional Director of Ecosystems Management* shall withhold permission for the paper to be submitted for publication until appropriate written permission to use the data in the publication is obtained from the owner of the data.

A limit of ten working days is given after the time of submission of the manuscript by the originating *Regional Manager* to the *Regional Director Ecosystems Management* to identify potentially sensitive issues. Regardless of the outcome of this review, after ten working days, the originating *Regional Manager* can submit the manuscript for publication without waiting for the *Manuscript Record Form* to be returned by the *Regional Ecosystems Management Director's* office. However, approval is required by *Director of Oceans and Habitat Division*.

Prior to publication, the *Manuscript Record Form* and Manuscript must be sent to the Librarian of the Gulf Fisheries Centre in Moncton where a report number, ISBN and Cat. No. will be assigned. Numbers should be requested just prior to publication so that report numbers and publication dates in the series correspond. If, after a number has been assigned, it is decided that the report will not be published, the Librarian should be notified so that the report number can be flagged for reassignment. If the report is in French, and not intended to be translated, and therefore is anticipated to exist as a single French document; a new ISSN must be assigned. This process may require a longer time period, as the librarian must apply for a new ISSN number and must have the report in the proper publication format to give as an example for the Report Series. Once an ISSN is assigned for separate French documents, it may be used for future French-only documents.

Once the report numbers are obtained by the Librarian, the author arranges to incorporate the final manuscript into the publication format described in *4.0 Publication Format* and finalizes the publication procedures.

3.0 CONTENT

Reports in this series communicate new Integrated Management policy or governance developments, positions and relevant discussion topics as well as document and/or summarize existing knowledge, provide social, cultural, economic and commercial analyses, and/or offer technical recommendations to policy issues or gaps. The primary function of the series is to communicate both the broad and the specific dialogue, issues and actions that are relevant to the Oceans program. Report series document content is meant as a source of information for public dissemination and not for internal departmental purposes.

4.0 PUBLICATION FORMAT

4.1 Report Number

For records in the *Gulf Region Ecosystems Management Series*, a report number is assigned by the Gulf Region Librarian on receipt of a completed *Manuscript Record Form*.

Multi-volume reports are assigned a common report number. It should be clear from the title of the report that the report has more than one part.

A preface may be included in each volume of the report to explain the format of the report. If possible, the preface should include volume or part numbers and their titles.

4.2 Cover

For this series the following information is left-justified, on the front cover: title of the report; author(s); issuing establishment and its address; publication date; and series title and report number. Author(s) may include their electronic mail addresses. Use the year in which the report appears, not the date when the work was done, for the publication date. For reports prepared under contract, only the title, issuing establishment and its address, publication year, and the series name and number appear on the cover. For bilingual reports, the English and French cover information appear in column format.

A uniform format has been adopted for the cover of this report series. The following examples of covers are found in Appendix 2:

- 2.0 Cover: Author from issuing establishment
- 2.1 Cover: Authors from different establishments
- 2.2 Cover: Authors under Contract
- 2.3 Cover: Bilingual

A brief explanation of the history, function, and scope of the series is printed inside the front cover. The inside explanatory material may be found in Appendix 3.

The cover and publishing specifications are available in Appendix 4.

For electronic reports, cover pages are optional except for reports published on compact disk (CD). When an electronic report includes a cover page, the cover information specified above appears on the electronic cover. For reports published on CD, this information should be printed on the CD cover sleeve.

4.3 Bilingual Reports

Print reports containing both the English and French versions of the text are displayed in column format (using 2 columned, 1 row table). Side-by-side reports contain the English and French text in separate columns; the paragraphs in each version are top-aligned.

4.4 Manuscript Preparation

Reports are organized as scientific papers and may contain the following sections: introduction, materials and methods, results, discussion, acknowledgments, references. Tables, figures, and appendices are included if required.

Use 10 point Arial font if report is printed two column or 11 point if one column, ragged right or with right and left margins justified. Printed reports should be printed on both sides of the page. Reports should be single spaced.

Reports published on CD should follow all of the guidelines in regards to font size and layout. To maintain integrity of the electronic publication, it should be burned on the CD in .pdf format. In addition, it should have internal hyperlinks from the table of contents to the appropriate sections and tables.

4.5 Title Page

The title page, page i of the report, is the main instrument of bibliographic description; therefore, completeness and accuracy are essential. For the *Gulf Region Ecosystems Management Series*, the following information is centered on the title page: the series title and report number; publication year; the title of the report, and its part or volume number, if applicable; author(s); and the issuing establishment(s) and address(es).

If the document is a collaborative study with several establishments, including the issuing establishment, the address of the issuing establishment will appear first after the author's name. If the authors are under contract, then the author's address will appear as a footnote on the title page.

When financial support for the report has been received from several departmental establishments, use all the addresses on the cover and title page, if possible.

See Appendix 5 for examples of title pages.

5.0 Title Page: Author from issuing establishment

5.1 Title Page: Authors from different establishments

5.2 Title Page: Authors under Contract

5.3 Cover: Bilingual

4.6 Colophon Page

The colophon page, page ii, bears the copyright statement, the International Standard Serial Number (ISSN), Communication Canada catalog number (Cat. No.), the correct citation for the report, and the web site address, if applicable.

The copyright statement consists of the copyright symbol, ©; the phrase, "Her Majesty the Queen in Right of Canada" and the year of publication. All reports are crown-copyrighted.

The ISSN number of the *Gulf Region Ecosystems Management Series* is the same for every bilingual and English report and should appear below the copyright statement.

Gulf Region Ecosystems Management Series ISSN: 1915-0602

The ISSN number of the *Série sur la gestion des océans de la Région du Golfe* is the same for every French only report and should appear below the copyright statement.

Série sur la gestion des océans de la Région du Golfe ISSN : 1925-1459

The ISBN number and the (Cat. No.) are different for each report. Examples:

ISBN (paper): 978-0662-0540-1
ISBN (PDF): 978-0-662-05241-8

Cat. No. Fs 103-2/2010-1
Cat. No. Fs 103-2/2010-PDF

Insert the report number in the catalog number. For multi-volume reports, include the volume or part number as part of the catalog number. For reports that are published electronically, add a hyphen after the catalog number, followed by the suffix HTML, PDF, or MRC (for CD-ROM) depending on which format they are published in. Bilingual, side-by-side reports have no letter after the catalog number, and the ISSN for English reports is used on the colophon page

Examples:

Fs 97-18/93E	Fs 97-13/724(Vol.4)E
Fs 97-14/178F	Fs97-13/724(Vol.3)E-MRC
Fs 66-5/30	

For reports published only in electronic format (i.e. web published or on CD) will require an ISSN designated for electronic publications. As the Gulf Region Ecosystems Management Series has not published electronically, the librarian must be contacted and allowed sufficient time to contact and apply for this number prior to publication. A copy of the electronic report will need to be formatted and given to the Librarian as a sample report in order for the ISSN number to be issued. For reports published in print with a CD attached, use the ISSN for print.

See Appendix 6 contains for examples of a colophon page.

- 6.0 Colophon page: unilingual- English
- 6.1 Colophon page: unilingual-French
- 6.2 Colophon page: bilingual

4.7 Correct Citation

The correct citation consists of author(s) name(s); publication year; title; the abbreviated series name and report number, if applicable; and pagination for print reports and electronic reports in .pdf files. List the pagination as prescribed in the examples below; that is the preliminary pages plus the number of pages in the body of the report (including annexes or appendices).

Examples:

Larocque, R. 2000. A SCUBA technique for collecting live *Sebastes spp.* specimens. Can. Tech. Rep. Fish. Aquat. Sci. 2309: v +13 p.

Thomson, A.J. and McKinnell, S. 1997. Summary of reported Atlantic salmon (*Salmo salar*) catches and sightings in British Columbia and adjacent waters in 1996. Can. Manuscr. Rep. Fish. Aquat. Sci. 2407: iv + 37 p.

Brown, T.G., Barton, L., and Langford, G. 1999. Coho salmon habitat within Black Creek, Vancouver Island. Can. Tech. Rep. Fish. Aquat. Sci. 2294: vii + 75 p.

The correct citation is located at the bottom of the colophon page and above the abstract and the résumé. None of the elements in the correct citation is translated.

4.8 Table of Contents Page

A table of contents is optional; when present, the contents page begins at page iii. First-order headings are typed flush left and second, third, and fourth level headings are indented 3, 6, and 9 spaces, respectively. It may be appropriate to omit fourth-level headings, and in some cases, third order headings, especially in a lengthy report. This is a matter of judgment for the authors, who should balance the needs of their readers with the increased cost and inconvenience of an exhaustive table of contents. A list of illustrations or tables, or both, may be presented, immediately following the contents if necessary for understanding the organization of the report.

Example:

1.0 INTRODUCTION

1.1 Government Departments

1.1.01 *Federal Government*

1.1.02 *Provincial Government*

For electronic reports, links from headings on the contents page to the appropriate sections in the body of the report improve readability.

4.9 Abstract and Résumé

All reports must contain an English abstract and a French résumé. This follows the table of contents page(s) if the report contains a contents page or is page iii, if no contents page is present. It contains a summary of the major results and conclusions of the report. It should be restricted to about 135 words to conform to the requirements of abstracting and indexing services and computerized information retrieval systems.

It is the responsibility of the issuing establishment to arrange for translation of the abstract or résumé.

4.10 Preface

A preface is optional and if present, becomes page iv or page v of the report. A preface may be used to indicate the relationship between the work reported and previous work, current studies, or planned investigations. Such a preface may be appropriate, for example, if the work is part of a series or a component of a broadly based investigation, the results of which may be published in diverse media. In a contractor report, the preface may be used to document a Fisheries and Oceans Canada contract number or to acknowledge the scientific authority.

4.11 Headings

Terse, informative headings assist the reader by clarifying the report's structure and organization.

Use centered bold capital letters for first level headings; flush-left bold lower-case letters for second level headings; flush-left bold lower-case italics or underlined text for third level headings; and indented bold lower-case underlined italics for fourth level headings. Text begins on the second line following the heading for first, second, and third level headings but follows directly after fourth level headings. Headings are listed, without change, to the third or fourth level, as appropriate, in the table of contents.

First level headings appear in the text in between two line spaces, and the second, third and fourth will have one space before. All headings are one font-size larger than the body of the text (for example, two columned reports that are size 10, will have size 11 headings)

Examples:

FIRST

Text begins here after first level headings.

Second

Text begins here after second level headings.

Third

Text begins here after third level headings.

Fourth: Text begins here after fourth level headings.

4.12 References

References are formatted according to Instructions to Authors for the *Canadian Journal of Fisheries and Aquatic Sciences*, NRC Research Press at:
http://pubs.nrc-cnrc.gc.ca/cgi-bin/rp/rp2_auth_e?cjfas.

However, due to the interdisciplinary nature of the Series, other referencing methods (such as APA, Chicago Style, footnotes) may be available upon the discretion of the originating *Regional Manager*. Therefore, it is recommended the author speak with the originating *Regional Manager* prior to developing an alternate referencing technique.

In general, the name-and-year system will be used when citing references in the text. The surname(s) of the author(s) and the year of publication are included in the text in parentheses. If the reference has more than two authors, include only the surname of the first author followed by "et al.". The placement of the parentheses depends on the use of the reference in the sentence.

Examples:

Brown (2000) compared...
 Brown et al. (2000) compared...
 ...were compared (Brown and Smith 2000).
 ...were compared (Brown et al. 2000).

Personal communications are not listed in the reference list. Using parentheses in the text, state the name and mailing address of the communicator followed by "pers. comm."

If an unpublished book or article has been accepted for publication, list it in the reference list section followed by the notation "in press". Only those manuscripts that are in page proof stage

or for which there is an acceptance letter can be considered in press. If an article is submitted but not yet accepted, state the name and address of the author of the unpublished material followed by the notation “unpublished data” in the text and do not include it in the reference list.

Example:

Peckarsky, B.L., Taylor, B.W., McIntosh, A.R., McPeck, M.A., and Lytle, D.A. 2001. Variation in mayfly size at metamorphosis as a developmental response to risk of predation. *Ecology*. In press.

References are listed at the end of the report, in alphabetical order according to surname of the first author. References with the same first author are listed in the following order: papers with one author only are listed first in chronological order; papers with dual authorship follow and are listed in alphabetical order by the last name of the second author; and papers with three or more authors appear after the dual-authored papers and are arranged chronologically.

The following bibliographic citations illustrate style and punctuation in reference lists.

Examples:

Journal article

Bondini, A. 2000. Reconstructing trophic interactions as a tool for understanding and managing ecosystems: application to a shallow eutrophic lake. *Can. J. Fish Aquat. Sci.* 57: 1999-2009.

Entire issue of a journal

Lean, D.R.S. (ed.). 2000. The St. Lawrence River. *Can. J. Fish. Aquat. Sci.* 57 (Suppl. 1). 181 p.

Book

El-Sayed, S.Z. (ed.). 1994. *Southern Ocean ecology: the BIOMASS perspective*. Cambridge University Press, Cambridge, U.K. 399 p.

Ward, J.V. 1992. *Aquatic insect ecology V.1: biology and habitat*. Wiley & Sons, New York. 438 p.

Book in a series

Crawford, S.S., 2001. Salmonine introductions to the Laurentian Great Lakes: an historical review and evaluation of ecological effects. *Can. Spec. Publ. Fish. Aquat. Sci.* 132. 205 p.

Part of a book

Porter, K.G. 1996. Integrating the microbial loop and the classic food chain into a realistic planktonic web. *In Food webs: integration of patterns and dynamics*. Edited by G. Polis and K.O. Winemiller. Chapman and Hall, New York. pp. 51-57.

Thesis

Ptashynski, M.D. 2000. Accumulation, distribution, and toxicology of nickel in lake whitefish (*Coregonus clupeaformis*) and lake trout (*Salvelinus namaycush*) exposed

through the dietary route of uptake. Thesis (M.Sc.) University of Manitoba, Winnipeg, Man. 127 p.

Report

Zitko, V., and Collins, H. 1997. Mercury and organochlorine compounds in eels (*Anguilla rostrata* L.) from the Miramichi watershed. Can. Manuscr. Rep. Fish Aquat. Sci. 2396: 31 p.

Translation

Hagen, W. 1988. On the significance of lipids in Antarctic zooplankton. Ber. Polarforsch. 49: 1-29. [Pages 5-63 and 92-117 translated from German by Can. Transl. Fish. Aquat. Sci. 5458, 1989.]

Corporate author

St. Lawrence Beluga Recovery Team. 1995. St. Lawrence beluga recovery plan. Fisheries and Oceans Canada and World Wildlife Fund (Canada), Toronto, Ont. 73 p.

Electronic publication

World Biodiversity Database CD-ROM Series. 1999. Euphausiids of the world ocean. Expert Centre for Taxonomic Identification, Amsterdam, The Netherlands.

Internet

Zitko, V. 2001. First derivative UV spectra of surface water as a monitor of chlorination in drinking water treatment. TheScientificWorld [serial online], 1: 39-43. <http://www.thescientificworld.com> (accessed 28 January, 2002).

Canada. Environment Canada. 2012. *Species at risk public registry* (Online). [Ottawa],. Available: http://www.sararegistry.gc.ca/default_e.cfm (accessed August 13, 2012).

4.13 Tables

All tables should be numbered consecutively in Arabic numerals. An informative, complete, and self-contained caption is required for each table; type this immediately above the table.

Ideally, each table should be placed in the text close to where it is first mentioned. However, where a series of tables would interrupt the text, it may be better to present all tables together at the end of the report.

4.14 Illustrations

Number each illustration consecutively in Arabic numerals and provide a complete, self-contained caption immediately below the figure. Provide clear labels and scales on all figures. For microscopic drawings or photomicrographs, scale bars rather than magnification factors are essential. If photo-reduced, all letters and numerals should be no less than 1 mm high after reduction.

As with tables, either place each illustration in the text close to its first mention or present all illustrations together at the end of the report after the tables.

4.15 Pagination

Preliminary pages (i.e. title page, colophon page, contents, abstract and résumé and preface) are numbered in lower-case Roman numerals. The pages of the report, beginning with the

introduction and including tables, figures, and appendices are numbered consecutively with Arabic numerals. Right-hand pages are odd-numbered pages; even numbers are on left-hand pages. Leave a blank page, if necessary, to ensure that new chapters or appendices begin on a right-hand page. The blank page is numbered, although it is not necessary to print its page number.

4.16 Microfiche or Compact Disk

Reports or parts of reports can be produced on microfiche or CD to reduce production and distribution costs. For microfiche, the header must be legible without magnification and contain the following elements: abbreviated series name; report number; author(s) and year of publication, if applicable; and report title. If tables or appendices only are on the microfiche, specify that information on the header. Each fiche must be numbered as 1 of 1, 2 of 3, etc. The last frame of each fiche should indicate either “continued” or “end”.

Examples:

Can. Tech. Rep. Hydrogr. Ocean Sci. 106. Gregory, D.N., and Smith, P.C. 1988. Current statistics of the Scotian Shelf and slope.

Can. Data Rep. Fish. Aquat. Sci. 755. Servizi, J.A., and Gordon, R.W. 1989. Turbidity and selected water quality characteristics of the Fraser River at Hell's Gate, 1965-85. Table 1.

For reports published on CD, the file must be in .pdf format to maintain integrity of the report. For parts issued on CD as an appendix to a printed report the CD must accompany the print report in a sleeve attached to the back cover of the report.

4.17 Errata

If there is an error or omission in a report, an erratum is issued.

For print publications, the erratum, usually presented on a single page and identified as “Erratum”, contains the correct citation for the report; the page number; the line, figure, or table number; and the correct or missing information. The erratum is distributed to the addresses listed in Appendix 6.

Example:

Loucks, R.H., and Smith, R.E. 1989. Hudson Bay and Ungava Bay ice-melt cycles for the period 1963-1983. Can. Contract. Rep. Hydrogr. Ocean Sci. 34: 48 p.

Page 6: line 7 should read “subarea series peak...”

For electronic publications, a link is made from the missing or incorrect information in the report to the erratum file which contains the correct citation for the report; the page number; the line, figure, or table number; and the correct or missing information. The table of contents of the report may also be edited to include ‘erratum’ at the appropriate heading and a link to the erratum file.

4.18 Guidelines for Posting Electronic Publications to Waves

Electronic publication is an efficient, cost-saving method of disseminating departmental information. If a report is available to the public electronically, there is no need to print multiple

copies for possible future distribution. The Council of Fisheries and Oceans Libraries (COFOL) has established a procedure to store electronic copies of departmental publications and make them available to the public.

In order to maintain the integrity and long-term accessibility of an electronic document, there needs to be a copy preserved on a secure server. The document needs to be in a protected environment where it cannot be altered or removed and a permanent link to the document via the Internet needs to be secured. COFOL has a secure server in which reports will be stored. A record for the publication will be entered into the WAVES departmental library inventory. The record will contain a URL field and a live link will be set up in WAVES to the secure electronic copy of the publication. WAVES is a public access catalogue available to the world via the Internet and thus departmental publications will be made available to anyone with access to the Internet.

The author of the publication must provide an electronic copy of the final version of the document to a COFOL librarian in his/her region or to Library Policy and Services, Ottawa. The report must be fully assembled with all figures and tables inserted in the text, or else attached and hyperlinked to the appropriate place in the document. A .pdf version of the report is required for posting to the Internet so the publication cannot be revised or altered.

5.0 DISTRIBUTION OF REPORTS

The distribution of reports is the responsibility of the Librarian at the Gulf Fisheries Centre in Moncton.

To conform with government policy on deposit of Canadian publications and to ensure availability and adequate coverage by abstracting and indexing services, a copy of all print reports and notification of electronic reports must be sent to the addresses listed in Appendix 8.

In addition, for electronic reports, a copy of the final file (in .pdf format) must be sent to a COFOL librarian in the institution or region in which the report was produced. The file will be archived on the departmental server and a link will be created to it from the catalogue record for the report in the departmental WAVES library database.

Requests for individual reports are directed to the issuing establishments who generally provide free copies or can provide an Internet address from where the publication can be downloaded.

Appendix 1.0 Manuscript Record Form

Gulf Region Ecosystem Management Series – Approval Form

Manuscript Review coordinator:			
Manuscript Title:			
Manuscript Author(s):			
Step 1)	Manuscript (MS) received by Reg. Manager	Signature:	Date:
			Returned to Coordinator
2)	MS reviewed by Reviewer 1 <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Approved with Revisions	Signature:	Date:
			Returned to Coordinator
3)	MS reviewed by Reviewer 2 <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Approved with Revisions	Signature:	Date:
			Returned to Coordinator
4)	MS received by Reg. Manager <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Approved with Revisions	Signature:	Date:
			Returned to Coordinator
5)	MS revisions completed by authors (if required)	Signature:	Date:
			Returned to Coordinator
6)	MS approved by Regional Manager	Signature:	Date:
			Returned to Coordinator
7)	MS approved by Dir. Ecosystems Management.	Signature:	Date:
			Returned to Coordinator
8)	MS received by Librarian of GFC	Signature:	Date:
		Report Number:	
		ISBN:	
		Cat. No.:	

Manuscript to be returned to review coordinator at each step in review process

Série sur la gestion des écosystèmes de la Région du Golfe – Formulaire d'approbation

Coordonnateur de la révision des manuscrits :			
Titre du manuscrit :			
Auteur(s) du manuscrit :			
Étape 1)	Manuscrit reçu par le gestionnaire régional	Signature :	Date :
			Renvoi au coordonnateur
2)	Manuscrit examiné par l'examineur 1 <input type="checkbox"/> Approuvé <input type="checkbox"/> Rejeté <input type="checkbox"/> Approuvé moyennant certaines révisions	Signature :	Date :
			Renvoi au coordonnateur
3)	Manuscrit examiné par l'examineur 2 <input type="checkbox"/> Approuvé <input type="checkbox"/> Rejeté <input type="checkbox"/> Approuvé moyennant certaines révisions	Signature :	Date :
			Renvoi au coordonnateur
4)	Manuscrit reçu par le gestionnaire régional <input type="checkbox"/> Approuvé <input type="checkbox"/> Rejeté <input type="checkbox"/> Approuvé moyennant certaines révisions	Signature :	Date :
			Renvoi au coordonnateur
5)	Révisions apportées au manuscrit par les auteurs (s'il y a lieu)	Signature :	Date :
			Renvoi au coordonnateur
6)	Manuscrit approuvé par le gestionnaire régional	Signature :	Date :
			Renvoi au coordonnateur
7)	Manuscrit approuvé par le directeur de Gestion des Écosystèmes	Signature :	Date :
			Renvoi au coordonnateur
8)	Manuscrit reçu par le bibliothécaire du CPG	Signature :	Date :
		Numéro du rapport :	
		ISBN :	
		N° du catalogue :	

Le manuscrit doit être renvoyé au coordonnateur de la révision à chaque étape du processus de révision.



Appendix 2.0 Cover: Author From Issuing Establishment

Social Economic and Cultural Overview Assessment

Mclsaac, R. and M. Hardy

Fisheries and Oceans Canada, Gulf Region
343 Université ave, P.O. Box 5030
Moncton, NB, E1C 9K6

2009

Gulf Region Ecosystems Management Series 1234





Appendix 2.1 Cover: Author Different Establishments

Regional Committee on Coastal and Oceans Management

Herbert, G. and M. Hardy

Fisheries and Oceans Canada, Gulf Region
343 Université ave, P.O. Box 5030
Moncton, NB, E1C 9K6

2010

Gulf Region Ecosystems Management Series 1234





Appendix 2.2 Cover: Author Under Contract

Critiquing Canada's *Oceans Act*: A review of the 1995-2008 academic literature

Fisheries and Oceans Canada, Gulf Region
343 Université ave, P.O. Box 5030
Moncton, NB, E1C 9K6

2010

Gulf Region Ecosystems Management Series 1234





Appendix 2.3 Cover: Bilingual

**Critiquing Canada's Oceans Act:
A review of the 1995-2008
academic literature**

**Critique de la loi Canadienne
sur les Océans : Examen de
la littérature didactique de
1995 à 2008**

Fisheries and Oceans Canada, Gulf Region
343 Université ave, P.O. Box 5030
Moncton, NB. E1C 9B6

Pêches et Océans Canada, Région du golfe
343 av. Université, C.P. 5030
Moncton (N.-B.), E1C 9B6

2010

2010

**Gulf Region Ecosystems
Management Series 1234**

**Série sur la gestion des océans
de la Région du Golfe 1234**



Appendix 3.0 Inside Cover

Gulf Region Ecosystems Management Series

The Gulf Region Ecosystems Management series of publications are reports on initiatives undertaken in or supported by the Gulf Region and consist of discussion papers, studies, consultant reports, workshops and other public documents. The Ecosystems Management series replaces the Gulf Region Oceans Management Series established in 2010. The Oceans Management Series ends at 2012/02 and is replaced by the Ecosystem Management Series 2012/03. Topics in the series are concerned with a broad spectrum of public interest such as policy and Fisheries and Oceans Programs including Governance, Integrated Management, Marine Protected Areas, Coastal Management, Fish Habitat management, Species at Risk protection and recovery, Ecosystem Risk Assessments, Economic Development and Ecosystem-based Fisheries Management. Reports in this series have been written by or prepared under the guidance of staff of the Department of Fisheries and Oceans - Gulf Region. The content of this series is meant as a source of information for public and internal dissemination.

Série sur la gestion des écosystèmes de la Région du Golfe

La série de publications sur la gestion des écosystèmes de la Région du Golfe regroupe des rapports au sujet d'initiatives entreprises ou appuyées par la Région du Golfe et se compose principalement de documents de travail, d'études, de rapports de consultants, d'ateliers et d'autres documents publics. La série remplace celle dédiée à la gestion des océans de la région du Golfe créée en 2010; celle-ci se termine avec la publication numéro 2012/02 et sera dorénavant remplacé par la série dédiée à la gestion des écosystèmes débutant avec le numéro 2012/03. Cette série couvre une large gamme de sujets d'intérêt public tels que les politiques et les programmes du Ministère, la gouvernance, la gestion intégrée, les zones de protection marines, la gestion côtière, la gestion de l'habitat du poisson, la protection et le rétablissement des espèces en péril, les évaluations des risques aux écosystèmes et la gestion des pêches écosystémique. Ces rapports ont été rédigés par le personnel du Ministère de Pêches et Océans ou ont été préparés sous la direction de ceux-ci – dans la Région du Golfe. Le contenu de cette série se veut une source d'information pour une diffusion publique et interne.

Appendix 4.0 Printing and Binding Specifications

Each establishment is responsible for having its own covers printed according to the specifications below.

Print Quality	Informational
Trim Size	8 ½" x 11"
Cover Stock	Rockland (Cover & Vellum Bristol) 67 lb.
Binding	Saddle-stitch or side-wire
Front Cover	Rockland (Cover & Vellum Bristol) 67 lb.
Back Cover	Rockland (Cover & Vellum Bristol) 67 lb.
Cover Color	White

Appendix 5.0 Title Page: Author From Issuing Establishment

i


Gulf Region Ecosystems Management Series 1234

2010

SOCIO-ECONOMIC CULTURAL OVERVIEW ASSESSMENT (SECOA)

Mclsaac, R. and M. Hardy

Fisheries and Oceans Canada
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9B6





Appendix 5.1 Title Page: Author From Different Establishment

i

Gulf Region Ecosystems Management Series 1234


2010

REGIONAL COMMITTEE ON COASTAL AND OCEANS MANAGEMENT

Hardy, M.¹ and G. Hebert²

Fisheries and Oceans Canada¹
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9B6

Fisheries and Oceans Canada²
Maritimes Region
176 Portland Street
P.O. Box 1035
Dartmouth, Nova Scotia
B2Y 4T3



Appendix 5.2 Title Page: Author Under Contract

i

Gulf Region Ecosystems Management Series 1234


2010

**CRITIQUING CANADA'S OCEANS ACT:
A REVIEW OF 1995-2008 ACADEMIC LITERATURE**

D. McCrimmon and L. Fanning¹

Fisheries and Oceans Canada
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9K6

¹ Marine Affairs Program, Dalhousie University, Halifax, NS, B3H 3J5



Appendix 5.3 Title Page: Bilingual

i

CRITIQUING CANADA'S OCEANS
ACT: A REVIEW OF 1995-2008
ACADEMIC LITERATURE

CRITIQUE DE LA LOI CANADIENNE
SUR LES OCÉANS : EXAMEN DE
LA LITTÉRATURE DIDACTIQUE DE
1995 À 2008

2010

2010

D. McCrimmon and L. Fanning¹D. McCrimmon et L. Fanning²

Fisheries and Oceans Canada
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9B6

Pêches et Océans Canada
Région du Golfe
343 av. Université
C.P. 5030
Moncton (N.-B.)
E1C 9B6

Gulf Region Ecosystems
Management Series 1234

Série sur la gestion des océans
de la Région du Golfe 1234

¹ Marine Affairs Program, Dalhousie University, Halifax, NS, B3H 3J5

² Programme des affaires maritimes, Université de Dalhousie, Halifax, NS, B3H 3J5

Appendix 6.0 Colophon Page: Unilingual-English

ii

© Her Majesty the Queen in Right of Canada, 2010.
Cat. No. Fs 103-2/2010-1 ISBN 978-0662-0540-1 ISSN 1915-0601

Published by:

Fisheries and Oceans Canada
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9K6

Correct citation for this publication:

McCrimmon, D, and Fanning, L. 2010. Critiquing Canada's Oceans Act: A Review of the 1995-2008 Academic Literature. Gulf Reg. Ecosystems Mgmt. Ser. vii + 43 p

Appendix 6.1 Colophon Page: Unilingual-French


ii

© Sa Majesté la Reine due Chef du Canada, 2010
Cat. No. Fs 103-2/2010-1 ISBN 978-0662-0540-1 ISSN 1915-0601

Publié par
Pêches et Océans Canada
Région du Golfe
343 av. Université
C.P. 5030
Moncton (N.-B.)
E1C 9B6

On doit citer cette publication comme suit:

McCrimmon, D, and Fanning, L. 2010 Critique de la loi Canadienne sur les Océans : Examen de la littérature didactique de 1995 à 2008. Série gest. des oc. de la Rég. du Golfe 1234 vii + 43 p.



Appendix 6.2 Colophon Page: Bilingual

ii

© Her Majesty the Queen in Right of Canada, 2010.
© Sa Majesté la Reine due Chef du Canada, 2010
Cat. No. Fs 103-2/2010-1 ISBN 978-0662-0540-1 ISSN 1915-0601

Published by:
Fisheries and Oceans Canada
Gulf Region
343 Université Ave
P.O. Box 5030
Moncton, NB
E1C 9B6

Publié par:
Pêches et Océans Canada
Région du Golfe
343 av. Université
C.P. 5030
Moncton (N.-B.)
E1C 9B6

Correct citation for this publication:
On doit citer cette publication comme suit:

McCrimmon, D, and Fanning, L. 2010. Critiquing Canada's Oceans Act: A Review of the 1995-2008 Academic Literature. Gulf Reg. Ecosystems Mgmt. Ser. 1234 vii + 43 p.

McCrimmon, D, and Fanning, L. 2010 Critique de la loi Canadienne sur les Océans : Examen de la littérature didactique de 1995 à 2008. Série gest. des oc. de la Rég. du Golfe 1234 vii + 43 p.

Appendix 7.0 Report Distribution List

Copies of all Fisheries and Oceans Canada's reports (in the format(s) that it is published in) must be sent to addresses in this section. Figures in parentheses indicate number(s) of English and French copies, respectively. Red indicates the locations where there is a legal obligation to send a copy of the publication.

Publications (1,1)
 Communications Branch
 Fisheries and Oceans Canada
 200 Kent Street, Station 4N193
 Ottawa ON K1A 0E6

Depository Services Program (1,1)
 Communication Canada
 350 Albert Street
 4th Floor
 Ottawa ON K1A 1M4

Library (1,1)
 Fisheries and Oceans Canada
 Institute of Ocean Sciences
 P.O. Box 6000
 Sidney BC V8L 4B2

CCIW Library (1,1)
 Environment Canada
 867 Lakeshore Rd
 Burlington ON L7R 4A6

Library (1,1)
 Fisheries and Oceans Canada
 Bedford Institute of Oceanography
 P.O. Box 1006
 Dartmouth NS B2Y 4A2

Government Documents (2,2)
 Canadiana Acquisitions Division
 National Library of Canada
 Ottawa ON K1A 0N4

Library (1,1)
 Fisheries and Oceans Canada
 Biological Station, 531 Brandy Cove Road
 St. Andrews NB E5B 2I9