Checklist before submission

**Editorship and authorship**

* Responsibility for preparing the editor and author list and ensuring it is correct rests with the **expert group chairs.** Information on defining the list of editors and authors to be included can be found in [**Guidelines for ICES Groups**](https://www.ices.dk/about-ICES/Documents/Guidelines_for_ICES_Groups.pdf) (Section 3.7.1).
* Use [**this excel template**](http://community.ices.dk/admin/templates/General%20templates/Report_%20Authors.xlsx) to provide the list of editors and authors in alphabetical order by surname (unless your group has specific requests regarding the sequencing of author names).
* Reviewers should not be listed as authors; they should only appear in the list of participants.

**Figures and tables**

* Both figures and tables must be numbered after the main section header and not the subsections (i.e. Figure 1.1., 1.2, 1.3, …, and not 1.1.1, 1.2.1.4.1, etc).
* Ensure all figures have sufficient quality – they should not be fuzzy, all text on axis and within figures should be readable, and all details should be distinguishable.
* Ensure that all figures can be printed in black and white/grayscale without loss of information.
* All tables must be provided in a format editable in MS Word. Tables provided as a PDF or image file are not acceptable.
* For all figures/tables from external sources – ensure the source is clearly cited in the caption, and obtain permission to reproduce them if relevant.
* All figures and tables should fit within the template margins (either in landscape or portrait format).

**Equations**

* Ensure all equations are correct, and that all symbols and abbreviations used are described immediately after.
* If a tool other than the MS Word equation tool was used, it is the authors responsibility to ensure that all symbols are correct after insertion into the template.

**Sections and subsections of the text**

* Check all headers concise and clear.
* If there are many very small subsections, consider whether a list or bullet points could be used instead.

**Internet links and cross-references**

* Confirm all links work and lead to the right place.
* Include information on when the website was last accessed. This is important since the information contained may change and no longer reflect the authors’ intended message.

**References**

* Check that there is one final reference list for the whole report, that it is formatted to the ICES Style (please see the [CRR/TIMES author guidelines](https://www.ices.dk/Science/publications/Documents/ICES_CRR_TIMES_AUTHOR_GUIDELINES.pdf) for reference; the style for the ICES Journal of Marine Science (IJMS) can be used with reference managers), and that all references have a DOI (if available).

1. Executive summary

**Content:** A clear, succinct, and factual summary of the content addressed in the report, which will be circulated widely, and should therefore be written so that it can be readable as standalone text.

**Total maximum length:** 350 words. Exception: very lengthy, complicated reports, which can have a summary of up to 500 words (1 page). Longer summaries will NOT fit on the library landing page.

Audience: The executive summary is written for scientists, but readers should not have to rely on specialist knowledge of the analyses to interpret the summary.

Content: An executive summary should describe the remit and objectives of the expert group, the questions addressed in the report, the results and their implications, and priorities for future work.

Style: Executive summaries may be written in third person or first person. Maximum sentence length should generally be 20-25 words.

Length: Executive summaries should not exceed 350 words unless the report is very complicated and lengthy, where up to 500 words (1 page) would be acceptable. However, stock assessment groups may exceed 500 words when a group assesses multiple stocks and the executive summary describes the key trends and forecasts for each stock, but these descriptions should never exceed 100 words per stock.

Structure: The following structure is requested:

• One or two succinct opening sentences describing the overall remit and objectives.

• One or two sentences describing the questions addressed in the report. This text should summarise the terms of reference, but the terms of reference should never be reproduced verbatim.

• Three to six sentences summarising the key results, conclusions and their implications, and the main uncertainties. Science highlights and other relevant publications and outputs discussed in the report such as databases should also be included in the executive summary.

• One or two closing sentences highlighting priorities for future work (optional).

The example below describes a suggested structure for an executive summary.

Executive summaries should not include:

• details of the times and dates, location and attendance at meetings, as these are provided in a separate summary table;

• vague statements that cannot be interpreted without reference to other parts of the report;

• any use of language that implies that the expert group report could be treated as advice;

• cross references to pages in, or sections of, the report;

• self-congratulation;

• point-form lists without adequate context;

• full terms of reference pasted in from the resolution;

• chronological descriptions of the action being summarized;

• acronyms (use full titles and wording at first use of any acronym);

• jargon (write for a general scientific reader and not a specialist in the expert group topic);

• details of chairs or membership of the expert group or the name of any rapporteur;

• lengthy descriptions of methods;

• requests for funding, changes to ICES structures, recommendations for other expert groups, etc. (the latter can be submitted online following the recommendations process, see Section 3.8).

**Required summary structure:**

A description of the overall remit and objectives (1­–2 sentences). The questions addressed in the report (1­–2 sentences). This text should summarise the terms of reference, but the terms of reference should not be reproduced verbatim. Key results, conclusions and their implications, and the main uncertainties (3­–6 sentences). Science highlights, other relevant publications, and outputs discussed in the report such as databases, should also be included. Priorities for future work (1­–2 sentences, optional).

An example and further guidance can be found in the Guidelines for ICES Groups.

**Executive summaries should not include:**

* details of the times and dates, location and attendance at meetings, as these are provided in a separate summary table;
* cross references to pages in, or sections of, the report;
* vague statements that cannot be interpreted without reference to other parts of the report;
* any use of language that implies that the expert group report could be treated as advice;
* literature references;
* self-congratulation;
* point-form lists without adequate context;
* full terms of reference pasted in from the resolution;
* chronological descriptions of the action being summarized;
* acronyms (use full titles and wording at first use of any acronym);
* jargon (write for a general scientific reader and not a specialist in the expert group topic);
* details of chairs or membership of the expert group or the name of any rapporteur;
* lengthy descriptions of methods;
* requests for funding, changes to ICES structures, recommendations for other expert groups, etc. (the latter can be submitted online following the recommendations process, see Section 3.8).

1. Expert group information

|  |  |
| --- | --- |
| Expert group name | ) |
| Expert group cycle |  |
| Year cycle started |  |
| Reporting year in cycle |  |
| Chair(s) |  |
|  |  |
| Meeting venue(s) and dates |  |
|  |  |
|  |  |

# 

1. List of participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institute | Country (of institute) | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Resolutions