

YOUR TITLE HERE

and here

Authors

A document prepared for



Australian Institute of Marine Science

|  |  |  |
| --- | --- | --- |
| PMB No 3  Townsville MC Qld 4810 | PO Box 41775  Casuarina NT 0811 | Indian Ocean Marine Research Centre  University of Western Australia, M096  Crawley WA 6009 |

This report should be cited as:

Authors (year) Report title. Report prepared for [Client]. Australian Institute of Marine Science, Location. (xx pp)

© Copyright: Australian Institute of Marine Science (AIMS) [year]

All rights are reserved, and no part of this document may be reproduced, stored, or copied in any form or by any means whatsoever except with the prior written permission of AIMS

Where the disclaimer and/or copyright are joint, the other parties need to be added accordingly and the tense changed.

DISCLAIMER

While reasonable efforts have been made to ensure that the contents of this document are factually correct, AIMS does not make any representation or give any warranty regarding the accuracy, completeness, currency or suitability for any particular purpose of the information or statements contained in this document. To the extent permitted by law AIMS shall not be liable for any loss, damage, cost or expense that may be occasioned directly or indirectly through the use of or reliance on the contents of this document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Leader shall ensure that documents have been fully checked and approved prior to submittal to client. | | | | |
| Revision History: | | Name | Date | Comments |
| 1 | Prepared by: | *Insert Lead Author’s name* | *Insert date* |  |
| Reviewed by: | *Insert Reviewer name* | *Insert date* |  |
| Approved by: | *Insert Program Director’s name* | *Insert date* |  |
| 2 | Prepared by: | *Insert Lead Author’s name* | *Insert date* |  |
| Reviewed by: | *Insert Reviewer name* | *Insert date* |  |
| Approved by: | *Insert Program Director’s name* | *Insert date* |  |

Cover photo:

Insert description of cover image including any acknowledgements/credits to photographer.

Current picture ‘Green turtle at Rowley Shoals. Image: N. Thake’

You can change the cover picture by right-clicking it and choosing the change picture option. You may have to re-size.

Contents

[1 SUMMARY or EXECUTIVE SUMMARY 1](#_Toc461531005)

[1.1 Heading 2 1](#_Toc461531006)

[1.1.1 Heading 3 1](#_Toc461531007)

[2 BACKGROUND OR INTRODUCTION 1](#_Toc461531008)

[3 METHODS 1](#_Toc461531009)

[4 RESULTS 1](#_Toc461531010)

[5 CONCLUSIONS 1](#_Toc461531011)

[6 REFERENCES 1](#_Toc461531012)

[7 PROJECT DETAILS (if required) 3](#_Toc461531013)

[8 APPENDICES 4](#_Toc461531014)

TABLE OF FIGURES

Use Microsoft Word captioning for Figures and Tables: See References – Insert Caption

List of Figures and Tables generated: See References – Insert Table of Figures.

Recommended list style

*Figure 1: Assessment of environmental monitoring programs against the LTSP natural values and attributes: Seagrass 6*

LIST OF TABLES

# SUMMARY or EXECUTIVE SUMMARY

Refer AIMS Style Guide for specific guidelines on writing style and typography.

## Heading 2

Text

### Heading 3

Text

#### Heading 4

Text

# BACKGROUND OR INTRODUCTION

# METHODS

# RESULTS

# CONCLUSIONS

# REFERENCES

Use similar to Coral Reefs journal but do not abbreviate Journal names.

Risk MJ, Sammarco PW, Edinger EN (1995) Bioerosion in Acropora across the continental shelf of the Great Barrier Reef. Coral Reefs 14: 79–86

Conley DJ, Schelske CL, Stoermer EF (1993) Modification of the biogeochemical cycle of silica with eutrophication. Marine Ecology Progress Series 101: 179-192

Books

Sorokin YI (1993) Coral reef ecology. Springer, Heidelberg

Bosence DWJ (1991) Coralline algae: mineralization, taxonomy, and palaeoecology. pp 98–113 In: Riding R, Jones FR (Eds) Calcareous algae and stromatolites. Springer, New York

# PROJECT DETAILS (if required)

Project Team

|  |  |
| --- | --- |
| Team Member -NAME | Brief bio |
|  |  |
| Team Member - NAME | Brief bio |
|  |  |
| Team Member - NAME | Brief bio |

Project Timeline

Budget Summary

Additional Information

APPENDICES