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NRR Report Title (Style: *nrps Title*)

Subtitle (Style: nrps Subtitle)

Natural Resource Report NPS/XXXX/NRR—201X/XXXX (Style: *nrps Series name/number*)

Placeholder for Front Cover Photograph(s) or Image(s)

What Is This Document and How Will It Help Me?

This template is for generating documents published in the National Park Service [Natural Resource Report Series](https://www.nature.nps.gov/publications/nrpm/templates.cfm) (NRR) using MS Word 2013 and later (earlier versions of MS Word are not recommended).

Not sure how to do something as instructed in the template? Click on the hyperlinks provided. The hyperlinks below, and most other links in this document, will only work if you download and unzip all of files in the [NRR\_Template\_4.2.zip](https://www.nature.nps.gov/publications/nrpm/templates.cfm) file inside the same network drive folder.

Template files

1. [**Instructions for NRR Templates and Tips for Preparing and Submitting Reports in MS Word**](file:///D:\NETN\Outreach\NRR_Template_V4.2\1_NRR_Template_Instructions_Tips.docx#begin)—This **READ ME FIRST** document summarizes basic concepts and steps for preparing NRR reports.
2. Document preparation files
   1. [**NRR Author Template**](file:///D:\NETN\Outreach\NRR_Template_V4.2\NRR_Author_Template_V4.2.docx#Begin)—A simplified template used by authors to write and peer review reports prior to sending the final draft to a dedicated NPS layout expert (NPS employees that do the final layout for ten or more NRR or NRDS reports each year).
   2. **Full NRR Template** (this document)—A more comprehensive template used to generate the final layout for publication.
      1. This file provides working examples of the most important format and layout elements (text, figures, tables, etc.).
3. [**Layout Rules & Guidance Notes for NRR Template**](file:///D:\NETN\Outreach\NRR_Template_V4.2\NRR_Template_Layout_Rules_Guidance_V4.2.docx#Begin)—Provides more detailed guidance about NRR layout standards.
4. [**Final Layout Checklist**](file:///D:\NETN\Outreach\NRR_Template_V4.2\NRR_NRDS_Final_Checklist.docx)—Use this checklist to make sure that your MS Word document meets current NRR layout standards prior to submitting it for final publication.
5. [**Manuscript Submittal Form (MSF)**](https://nrss.sharepoint.nps.gov/prg/nrpm/) **(NPS-only)**—Use this online form to submit final documents for publication. You must be logged onto the NPS computer network (in a NPS office or using VPN).

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[**Rules/Guidance**](file:///D:\NETN\Outreach\NRR_Template_V4.2\NRR_Template_Layout_Rules_Guidance_V4.2.docx#FrontCover) **for the front cover page**

Placeholder for Optional Inside Front Cover   
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Before you submit your final draft for final publication review, make sure that the final draft meets the requirements outlined in the [Final Layout Checklist](file:///D:\NETN\Outreach\NRR_Template_V4.2\NRR_NRDS_Final_Checklist.docx). Working examples of the elements outlined in the checklist are provided in this full template file.

**Important:** The final MS Word manuscript must also meet additional [Section 508 of the Rehabilitation Act Requirements](file:///D:\NETN\Outreach\NRR_Template_V4.2\NRR_Template_Layout_Rules_Guidance_V4.2.docx#Section508) if any of the following applies (uncommon).

1. It meets criteria for '[Highly Influential Scientific or Scholarly Information](https://irma.nps.gov/DataStore/DownloadFile/566330)' (see Section III starting on page 23)
2. It is expected to be heavily distributed or scrutinized outside the NPS
3. It is produced by a NPS Washington Support Office, Natural Resource Stewardship and Science division, or NPS-wide program office

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Author One,1 Author Two,2 Author Three,1 Author Four3

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Natural Resource Stewardship and Science

Fort Collins, Colorado