# TITLE - STYLE “HEADING 1”: ARIAL, SIZE 16, BOLD, ALL CAPS, CENTERED, PARAGRAPH SPACING 12 PT (0.17 IN, 0.42 CM) BEFORE AND 6 PT (0.08 IN, 0.21 CM) AFTER

Note on this section: The readers must easily recognize the stock/species/unit/area and also the specific issue of concern (e.g., use of a different gear, potential extension of the fishing season, update on the current removals, Stock Assessment Updates).

## Web Accessibility Notes

Web accessibility standards are to be used for new documents posted on the CSAS website. (See [Treasury Board Secretariat Standard on Web Accessibility](http://www.tbs-sct.gc.ca/ws-nw/wa-aw/index-eng.asp) for details).

**Please refer to the checklist in the** [**CSAS Publications Toolkit**](http://intra.dfo-mpo.gc.ca/home_e.htm/GuidePol/Templates-Gabarits/Templates-Gabarits-eng.html) **located on the CSAS Intranet site.**

## Layout Requirements (Formatting and Styles)

## Heading 2: Arial, size 14, bold, centered, paragraph spacing 12 pt (0.17 in, 0.42 cm) before and 6 pt (0.08 in, 0.21 cm) after

### Heading 3: Arial, size 12, bold, left-aligned, paragraph spacing 12 pt (0.17 in, 0.42 cm) before and 6 pt (0.08 in, 0.21 cm) after

#### Heading 4: Arial, size 11, bold, left-aligned, left indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after

Body Text: Arial, size 11, left-aligned, paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after

* List Bullet: Arial, size 11, left-aligned, hanging indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 0 pt before and 6 pt (0.08 in, 0.21 cm) after
* List Bullet 2: Arial, size 11, left-aligned, left indentation 18 pt (0.25 in, 0.64 cm), hanging indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 0 pt before and 6 pt (0.08 in, 0.21 cm) after

Examples of List number:

1. List Number: Arial, size 11, left-aligned, numbering style: 1, 2, 3, hanging indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 0 pt before and 6 pt (0.08 in, 0.21 cm) after
2. List Number
3. List Number 2: Arial, size 11, left-aligned, numbering style: a, b, c, left indentation 18 pt (0.25 in, 0.63 cm), hanging indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 0 pt before and 6 pt (0.08 in, 0.21 cm) after
4. List Number 2

Caption – Table: Arial, size 10, italics, left-aligned, paragraph spacing 12 pt (0.17 in, 0.42 cm) before and 6 pt (0.08 in, 0.21 cm) after, keep with next paragraph. Table caption goes above the table.

Caption – Figure: Arial, size 10, italics, left-aligned, paragraph spacing 6 pt (0.08 in, 0.21 cm) before and 12 pt (0.17 in, 0.42 cm) after. Figure caption goes below the figure.

citation: Arial, size 11, left aligned, hanging indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after, keep lines together.

Blockquote: Arial, size 11, left-aligned, left indentation 36 pt (0.5 in, 1.27 cm), paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after

## The main titles of the reports are as follows

## Context

Heading 2, mandatory section and title

### Note on this section

The context section must give the readers a clear idea of the issue being addressed and of the history of how the need for this process came about (e.g., the rationale for using the Science Response Process in this specific case). It should include the formal request/question from the client, the response deadline, as well as a short summary of the conclusion (one or two sentences).

The rationale for the approach taken to answer the request can be described (e.g., specific scientific questions that were addressed).This section could also include information on previous related meetings and advice on which this process is based.

This section is not intended for detailed background information on the science issues themselves, but rather gives the bigger picture. At the end of this section, the reader will have a clear understanding of the reason to produce the report, will know how this specific report fits in the sequence of past advice, and what advice is expected to be produced in the future on this specific issue.

If the objective of the process was to comment on a specific report (e.g., Environmental Assessment report produced by a proponent in the context of the *Canadian Environmental Assessment Act*) then the relevant link to the report that was the subject of the review could be identified in this section.

This section will be posted in HTML format on the CSAS website followed by the link to the full PDF version of the publication.

### Mandatory paragraph

[The meeting date and title **must be exactly as they appear** on the Fisheries and Oceans Science Advisory Schedule. Be sure to use the default text in the French template for the translation as well as the meeting information on the French version of the schedule.]

This Science Response Report results from the Science Response Process [meeting date and title (e.g., of February 2011 on the Review of the Sydney tar ponds marine environmental effects monitoring program results with consideration to Sydney Harbour dredging].

[Add the following sentence if there are other associated publications that will be posted on the schedule.]

Additional publications from this meeting will be posted on the [DFO Science Advisory Schedule](http://www.isdm-gdsi.gc.ca/csas-sccs/applications/events-evenements/index-eng.asp) as they become available.

## Background

Heading 2, optional section

### Note on this section

This section can be used when it is considered necessary to add some background information to help the readers understand the nature of the issue to address (e.g., key information on the species, population, or area, or more details on the rationale for providing an answer to the request,). Science Response Reports are intended to be short. References to more background information may be added in the Sources of Information section.

### Description of the fishery

Heading 3, optional section for stock status updates, title may vary

## Analysis and Response

Heading 2, mandatory section, title may vary

### Note on this section

This section is the core of the report.

### Indicators of the stock status

Heading 3, mandatory section for stock status updates, title may vary

## Conclusions

Heading 2, mandatory section and title

### Note on this section

This section is mandatory for all reports. It gives the opportunity to highlight the key conclusions and recommendations with the necessary explanations and rationales. As an example, for reviews of Environmental Impact studies, this section would include an overview of the Science comments. The Conclusions section must also be used to highlight the uncertainties related to the recommendations/views that are formulated and the need to conduct further analysis/peer review in the future. This point is particularly important when a Science Response process was conducted because the deadline to provide the answer was too short for proceeding with the necessary preparatory work and peer review.

## Contributors

Heading 2, mandatory

### Note on this section

Contributors of the report (with their affiliation) **must** be identified.

### Suggested format

Table by name and affiliation. If the list of experts is lengthy, the table can be included in the appendices and referenced here.

If the list is short, a bulleted list is also acceptable.

## Approved by

Heading 2, mandatory section & title

### Note on this section

The Science Response can be approved by a science manager/director at a Division level of responsibility or higher, or by their delegated authority. Each region has the opportunity to identify the relevant level of approval that is necessary on a case by case basis, but the person who approved the final document must be identified along with the approval date.

## Sources of information

Heading 2, optional for regular Science Responses, and mandatory for Stock Status Updates as these must include the citation for the peer-reviewed Science Advisory Report

### Optional paragraph

[The meeting date and title **must be exactly as they appear** on the Fisheries and Oceans Science Advisory Schedule. Be sure to use the default text in the French template for the translation as well as the meeting information on the French version of the schedule.]

This Science Response Report results from the Science Response Process [meeting date and title (e.g., of February 2011 on the Review of the Sydney tar ponds marine environmental effects monitoring program results with consideration to Sydney Harbour dredging].

[Add the following sentence if there are other associated publications that will be posted on the schedule.]

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### Guidance on References

References must be formatted according to the [*Guide for the Production of Fisheries and Oceans Canada Reports*](http://www.dfo-mpo.gc.ca/Library/333125.pdf).

References listed in the References Cited section should be publically available when the report is posted on the website. The only exception is for books or articles that have been accepted for publication (page proof stage or where there is an acceptance letter). These can be listed followed by the notation “in press”. All others should be included in the text as unpublished data.

Citations - Style “Citation”: Arial, size 11, left aligned, hanging indentation 18 pt (0.25 in, 0.63 cm), paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after, keep lines together.

## Appendix or Appendices

Heading 2, optional

### Note on this section

This section may include figures and tables (with captions) or any other relevant information (e.g., list of experts consulted). Figures and tables can also be integrated within the main text of the “Analysis and Response” section.

All appendices must be formatted using styles. Tables and figures should also have captions.

## This Report is Available from the

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