**#th Meeting of the Scientific Committee (SC#)**

*[Meeting location], [Meeting dates]*

**SC-##-## (Document # to be assigned by the Secretariat)**

Report title

Author(s)

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| **Document type** | working paper  information paper |
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| **Abstract** | |
| A brief summary that provides a clear and adequate overview of the paper’s content including the purpose of the paper, the investigation on which it is based, the general methods used, and summarises the conclusions. | |

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| **Recommendations** (for proposals and working papers only) |
| * R1 * R2   Clear and concise recommendations that are suitable for potential inclusion as stand-alone statements in Scientific Committee meeting reports. |

Report title

Title should be an adequate description for information retrieval.

The information should be presented logically and using the style that is appropriate for submission to Scientific Committee.

See <https://github.com/SIOFASecretariat/SIOFA_Reporting_templates/tree/main/SC%20reports> for templates and guides (including this one).

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# Introduction

Summarise the objectives and relevant terms of reference for the project that are considered by the report. Also include the project code and title (e.g., the SIOFA Project Code and Project Title for the project).

# Methods

Methods, results, discussion, and appendices should be presented in a consistent and logical manner. The abbreviations, formulas, units, and nomenclature used should conform with the International System of Units (SI) or other applicable standards and rules.

Illustrations and tables should all be captioned, clear, and are appropriate for the analyses.

# Results

The report should not show or present any confidential data, commercially sensitive information, or financial matters that have not been approved for release by SIOFA and the relevant CCPs. This would normally include fine-scale catch and effort data, or data that identifies catch and effort data that can be attributed to less than 3 vessels.

# Discussion

Provide a summary and interpretations of the results, and the conclusions resulting from the project.

# Conclusions

Conclusions and recommendations should be justified given the supporting information presented in the report.

# Acknowledgments

Please acknowledge the SIOFA Secretariat if relevant, CCPs (and other sources) for data extracts, and the funding agency for this project.

If the project was funded by a European Union grant, please include the appropriate logo (available from the Secretariat) on the cover page of the report.

# References

Use the Chicago Style Manual “AUTHOR-DATE” citation style, the same as used for Ecology, or a similar citation style.

See <https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html> and <https://esajournals.onlinelibrary.wiley.com/journal/19399170>.

For example, when you reference another source use an in-text citation in the body of your paper use the following format.

Basic Format:

(Author's Last Name(s) Year).

Citation examples:

Papers: Harville, E. W., G. Giarratano, J. Savage, V. Barcelona de Mendoza, and T. Zotkiewicz. 2015. Birth outcomes in a disaster recovery environment: New Orleans women after Katrina. Maternal and Child Health Journal 19: 2512–2522. [doi: 10.1007/s10995-015-1772-4].

Reports/Books: David, E., and E. P. Enarson. 2012. The women of Katrina: how gender, race, and class matter in an American disaster. Vanderbilt University Press, Nashville, TN, USA.

Book chapter: Regenstein, L. G., and W. A. Atkins. 2019. Love canal. Pages 585-589 in J. L. Longe, editor. The gale encyclopedia of environmental health. Second edition, volume one. Gale, Farmington Hills, Michigan, USA.

# Annex 1 – Terms of Reference for the project

ToR of the project are appended as an annex of the report.

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