



**Title**

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**Title**

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NOAA Technical Memorandum NOAA-TM-NMFS-PIFSC-###

[Month] [Year]



U.S. Department of Commerce

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National Oceanic and Atmospheric Administration  
Richard W. Spinrad, Ph.D., NOAA Administrator

National Marine Fisheries Service  
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**About this report**

The Pacific Islands Fisheries Science Center (PIFSC) of NOAA Fisheries uses the NOAA Technical Memorandum NMFS-PIFSC series to distribute scientific and technical information that has been scientifically reviewed and edited. Documents within this series reflect sound professional work and may be referenced in the formal scientific and technical literature.

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Edited by [First name] [Last name]

**Recommended citation**

Doe J.S., Smith C.R. (Year). Title in sentence case. U.S. Department of Commerce. NOAA Technical Memorandum. NOAA-TM-NMFS-PIFSC-##. doi:10…

*Delete this text. Please go to File > Properties > Title > insert the title of this document > save*

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Honolulu, Hawaiʻi 96818

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<https://repository.library.noaa.gov/>

# General Formatting: Delete this section when you are finished building your report.

Hey! Welcome to the guide. Most of the content in this formatting section is pre-built into the manuscript, it’s mainly here for you in case something fails. There are a few things you need to do. Anything highlighted in yellow are things you need to fill out. Anything highlighted in green are things for the editor/librarian to complete.

Please be sure to input your alternative text before submission to the MCP. Good luck and have fun! As always, your editorial team is here to support you. Reach out to [pic.editorialservices@noaa.gov](mailto:pic.editorialservices@noaa.gov) to resolve any questions or concerns.

## Text formatting

Please use the pre-designed styles for headings and text formatting. The styles are necessary for 508 compliance. The PIFSC styles can be found in the style gallery of this document, any other style is not within our brand and may be removed. **Do not insert hard paragraph breaks. This template is designed to automatically format for spacing.**

*Emphasis One*

This format may be used to emphasize text without adding it to the logical reading order (headings). While there is no limit to the amount of text that may be emphasize, it should be kept in mind that emphasizing too much text defeats the purpose of emphasizing.

*Emphasis Two*

Either emphasis may be used, it is up to the author’s color preference. Both emphases may be used in the same document, however, emphasizing too much can defeat the purpose of emphasizing. The editorial team also recommends sticking to one emphasis color per concept, group, or section.

The formats “Emphasis One” and “Emphasis Two” cannot be applied within, or at the beginning or end of sentences. However, you may take the color in the emphasis to highlight text within a sentence.

*Emphasis should not be used for quotes*, see the next section for information on styling quotes.

**Bolding** can also be used instead of color emphasis. It’s up to your preference as the author whether you want color or bolded material. If there is already a lot of color present on the page, it may help avoid visual clutter to use bolding instead of color. However, *italics* should not be used to emphasize text as a mean to draw the attention of the reader. Italics should be used for key terms or phrases that have a definition following, titles, species, variables (except for Latin and Greek variables which should not be italicized,) etc.

## Formatting Quotes

*The most durable thing in writing is style, and style is the most valuable investment a write can make with [their] time… (Raymond Chandler)*

There are a few style choices for quotes. Any quotes that are inserted into a paragraph of text should not be styled; they should remain consistent with the formatting of the paragraph. Please make sure to properly cite the quote, regardless of its placement.

### Block quotes

Block quotes are used to highlight a long quote or a quote that you want to stand out in comparison to the rest of the text. A quote longer than 40 words should be in a block quote format.

It is best to paraphrase sources … rather than directly quoting them because paraphrasing allows you to fit material to the context of your paper and writing style. Use direct quotations rather than paraphrasing when reproducing an exact definition … when an author has said something memorably or succinctly, or when you want to respond to exact working (e.g., something someone said) (Publication Manual 7th Edition of the American Psychology Association, 2020).

In-text citations should be included at the end of the block quote and quotation marks should not be used. You can easily format your block quotes by using Style: Block Quote.

### Short quotes

Short quotes are a great addition to the start of sections, they can help set a theme for the upcoming text or analysis. Additionally, short quotes can be added throughout the text for analysis, agreement, or emphasis.

Short quotes without additional emphasis should be separated from the rest of the text. You can easily format short quotes without emphasis by using Style: Short Quote.

### Quotes with emphasis

Whether you are quoting another source, or highlighting original text you want the reader to focus on, you can emphasize the text to grab the reader’s attention.

SmartArt is a great way to produce visual representations of processes, flows, diagrams, and other materials. However, editorial services prefers using tables to produce emphasized quotes since SmartArt can be quite difficult to format. You can still use SmartArt if it is your preference. Tables used to make emphasized quotes or text do not need captions or to be listed as a table.

|  |
| --- |
| Style is that which indicates how the writer takes [themselves] and what [they are] saying. It is the mind skating circles around itself as it moves forward. (Robert Frost) |

Make sure to remove the border of the table for a clean look. **You will need to add line spacing before the paragraph of the next text.** Spacing before and after an emphasized quote should be 12 pt. Unfortunately, spacing can’t be after a table can’t be added to tables themselves. If the manuscript is reviewed by editorial services, we will help you resolve any spacing issues.

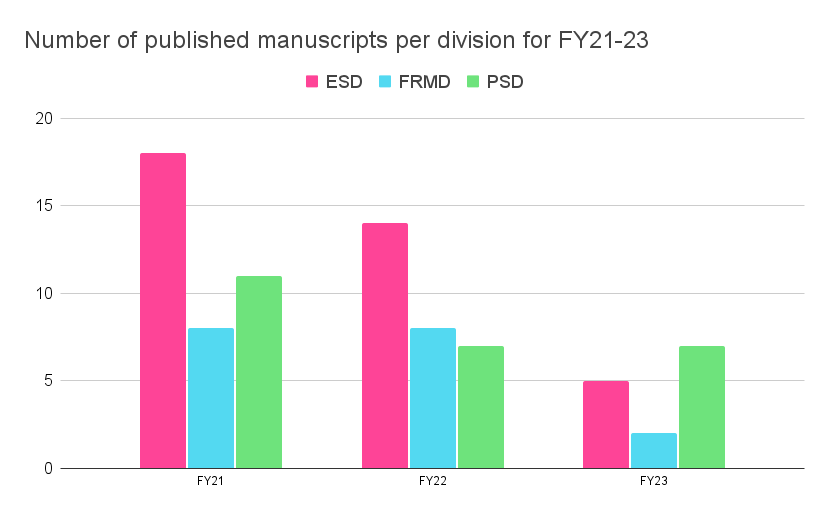
The quotation must match the wording, spelling, and interior punctuation of the original source, even if the source is incorrect. If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word “[*sic*],” italicized and in brackets, immediately after the error in the quotation.

#### Colors for emphasized quotes

There isn’t a required color palette for emphasized quotes, the only requirement is that the colors are 508 compliant (they must pass the WebAIM color contrast test for WCAG AA) and that they are complementary to the NOAA blues.

You can use the NOAA Fisheries [color palette](https://sites.google.com/noaa.gov/inside-fisheries-comms/communications/products-and-services/brand-guidance-and-templates) for branded colors, just make sure the text contrasts well over the color used. Avoid using NOAA Sky, NOAA Sea, and teal green from the branded colors as these are designated colors for headers and other decorative content within the template. Dark backgrounds need light text and light backgrounds need dark text.

## Formatting Figures



**Figure 0**. (Style: Caption, bold only the Figure #) Insert figure as an image. If copying and pasting a figure (which is not recommended as it decreases the quality of an image) make sure to choose the paste button that has a little photo icon to ensure the image is inserted as an image.

Notes: Use this area to give the figure acronym definitions, footnotes, and sources, if needed. Notes are optional.

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| Figures should have transparent backgrounds. PIFSC publications do not use pure white pages to avoid eye strain. |

**To insert a caption for a figure.** right-click image and select “Insert Caption.” Note: it is not recommended to add the full text during this stage as it has a character limit. It is recommended to “insert caption” as “Figure #.” then continue to add the text once the caption is produced.

**If formatting fails during the process of inserting a caption.** To format the added caption using the instructions above, highlight the text and go to Home > Style > Caption. Bold figure number only. Keep the figure center-justified and the caption left-justified. All figures are required to have captions and alternative text.

**To add alternative text.** Right click and select “Edit Alt Text.”

Alternative text allows figures to be understood by those who are unable to see the figure. Alt text should be short and sweet, like a tweet, don’t include language like “image of” or “photo of.” It is okay to reference what type of graph is being used (i.e., bar chart). The PIFSC Publications intranet page has a [guide on creating alternative text](https://sites.google.com/noaa.gov/pifsc-intranet/publications-station/citations-and-508-compliance).

*Can the auto-generated alt text function be used?* The editorial team has messed around with Word’s new auto generated alt text and did not find the alternative text to be robust enough to meet 508 compliance standards for figures. The auto generated feature can be used as a skeleton, however, authors are still responsible for ensuring that the alternative text meets the standards outlined on the [508 compliance](https://sites.google.com/noaa.gov/pifsc-intranet/publications-station/citations-and-508-compliance) intranet page.

**To add in-text reference for figures/tables in parentheses.** Insert in-text reference to Figure #: go to the toolbar > References > Cross-reference > select reference type, insert reference as “Only label and number” (for just “Figure #” and not the entire caption) > select the figure or table you want to reference > and click Insert. For example: This is a sentence requiring a reference to a figure (see Figure 0.) If you hover over “Figure 0” it will be highlighted, it can be clicked to route the reader to the figure in reference.

**Alternative method to add in-text reference for figures/tables in parentheses.** Go to the figure/table you want to reference in text for. Highlight the “Figure #” or “Table #” and go to the toolbar > Insert > Bookmark > write name as “Figure#” or “Table#” with NO spaces > go back to the text you want to add the reference to and highlight the in-text reference (i.e., (see Figure #) or (see Table #)) and go back to the toolbar > Insert > Hyperlink > Place in the Document (look at the left hand toolbar) > scroll to “Bookmarks” and click the figure/table you want to reference.

## Formatting Tables

Utilize consistent significant figures within the same table. If the table spans more than one page: highlight the header row(s) > go to the toolbar at the top of the page > Table Tools (this will only appear once you have highlighted the header rows) > Layout > select “Repeat Header Rows.”

*All blank cells must be filled.* You may use a hyphen (-) to indicate that a cell is left intentionally blank.

|  |
| --- |
| Do not insert screenshots or images of tables.  Tables MUST be inserted as tables. |

**To insert a caption for a table:** highlight the entire table (you can click the icon at the top left corner of the table to highlight the whole table), then right-click the table and select “Insert Caption” to caption the table. Make sure caption is positioned above the table. All tables are required to have captions.

| **Variables (Style: Tables, left aligned, top-anchored, bold)** | **Descriptive Text (Style: Tables, left aligned, top-anchored, Bold)** | **Numerical Data (Style: Tables, left aligned, top-anchored, Bold)** |
| --- | --- | --- |
| (Left-aligned, bottom anchored, Style: Tables) | (Left-aligned, bottom-anchored, Style: Tables) | (Right-aligned, bottom-anchored, Style: Tables) |
| Year 2 | Lorem ipsum | 67.89 |
| Year 3 | Lorem ipsum | 1.00 |
| Year 4 | Lorem ipsum | 123.45 |
| Year 5 | Lorem ipsum | 67.89 |
| Year 6 | Lorem ipsum | 1.00 |
| Year 7 | Lorem ipsum | 112.13 |
| Year 8 | - | - |
| Year 9 | - | - |
| Year 10 | - | - |
| Year 11 | Lorem ipsum | 112.13 |
| Year 12 | Lorem ipsum | 123.45 |
| Year 13 | Lorem ipsum | 67.89 |
| Year 14 | Lorem ipsum | 1.00 |
| Year 15 | Lorem ipsum | 112.13 |
| Year 16 | Lorem ipsum | 123.45 |
| Year 17 | Lorem ipsum | 67.89 |
| Year 18 | Lorem ipsum | 1.00 |
| Year 19 | Lorem ipsum | 112.13 |
| Year 20 | *c.d.* | *c.d.* |
| Year 21 | *c.d.* | *c.d.* |
| Year 22 | *c.d.* | *c.d.* |
| Year 23 | Lorem ipsum | 112.13 |
| Year 24 | Lorem ipsum | 123.45 |
| Year 25 | Lorem ipsum | 67.89 |
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| Year 30 | Lorem ipsum | 1.00 |
| Year 31 | Lorem ipsum | 112.13 |
| Year 32 | Lorem ipsum | 123.45 |
| Year 33 | Lorem ipsum | 67.89 |
| Year 34 | Lorem ipsum | 1.00 |

(Style: Table Descriptive Text) Descriptive text, footnotes, and sources. I.e., *c.d.* denotes confidential data.

### Formatting large tables

For large tables, instead of reducing font size, orient your table to landscape. Highlight the entire table then go to Toolbar > Layout > click the little carrot at the bottom right corner of Page Setup > under Orientation, select Landscape > under Preview, select the dropdown menu called Apply To: and choose Selected Text.

If you are having issues changing the orientation of pages for your tables, your editor will assist you during editorial review of the manuscript clearance process. If your manuscript is not being edited by an editor, you can reach out to [pic.editorialservices@noaa.gov](mailto:pic.editorialservices@noaa.gov) for assistance.

Despite our best efforts, it doesn’t seem that merging formatting through copying and pasting content into predesigned tables works well. If you need help formatting your tables, your editor will help you during the editorial stage of the manuscript clearance process!

## Formatting Appendices

Hey there! Are you using a standard appendix that does not need a separate table of contents or multiple appendices? You can skip this section and head straight to the [Appendix template](#bookmark=id.3tbugp1) provided at the end of this document.

Multiple appendices should be utilized if the manuscript will have a very long and complex appendix or if the content within the appendix requires differentiation. While it is up to the author’s discretion to utilize multiple appendices, please note that it will require more formatting and attention from editorial services, which will require additional time. If the manuscript has multiple appendices, each appendix must be added to the table of contents (TOC). If you utilize the pre-formatted heading option “Style: Appendix Heading” and update your table, it should automatically add it to the TOC list.

List of Appendix Figures should be utilized when the appendix has a substantial number of figures/tables. Otherwise, caption your figures/tables with the intention of being included in the List of Tables/Figures.

While this is an aesthetic preference of the author, a good rule of thumb to utilize is whether the appendix figures/tables will add more than a page to the standard List of Figures. It is up to the authors’ preference on whether the List of Appendix Figures/Tables will be included after the List of Figures or in the Appendix section.

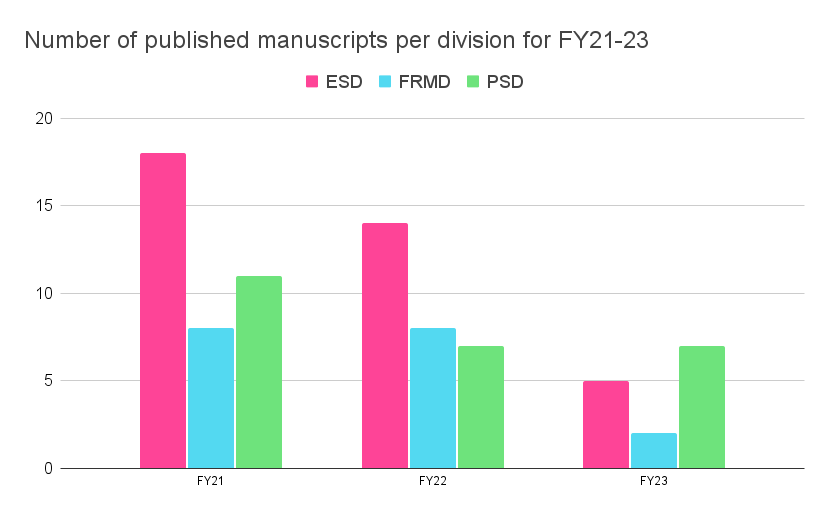
### List of Appendix Figures/Tables

To create a new “List of Appendix Figures/Table” go to Home > References > Insert Table of Figures > General > Check Caption Label is set to Appendix > OK. **Do this process after tables have been inserted into document.** Make sure to update the table, which can be found by highlighting the table and clicking “update table” in the top-left corner.

Figures and tables in appendices should have their own numbering system. Use “Figure A#” or “Table A#” to indicate the figure/table number. If you have multiple appendices, correlate each figure and table to the correct appendix. For example, if your document has two appendices, they will be called “Appendix A” and “Appendix B”. Figures and tables in Appendix A should be A#; Figures and tables in Appendix B should be B#.

**To label appendix figures/tables independently from the figures in the main portion of the document:** create "New label..." or choose Appendix, if it already exists, from the Insert Caption dialog box. Note: if you are using multiple appendices, it is recommended to create a new label and name each label as “Appendix A”, “Appendix B” and so forth. Figures with modified labels will not be listed in the List of Figures section.

### Formatting captions of Appendix figures/tables



**Figure A1.** (Style: Caption. Bold only the “Figure A1.”)

**Table B1.** (Style: Caption. Bold only the "Table B1.")

|  |  |  |
| --- | --- | --- |
| Variables (Style: Tables, left-aligned, top-anchored, Bold) | Descriptive Text (Style: Tables, left-aligned, top-anchored, Bold) | Numerical Data (Style: Tables, left-aligned, top-anchored, Bold) |
| (Left-aligned, bottom anchored, Style: Tables) | (Left-aligned, bottom-anchored, Style: Tables) | (Right-aligned, bottom-anchored, Style: Tables) |
| Year 2 | Lorem ipsum | 67.89 |
| Year 3 | Lorem ipsum | 1.00 |
| Year 4 | Lorem ipsum | 123.45 |
| Year 5 | Lorem ipsum | 67.89 |

(Style: Table Descriptive Text)

This concludes the instructions for formatting. Please delete the entire section labeled “General Formatting” and utilize this template to build your report.This template is preformatted to ease the process of building a new report based on PIFSC editorial requirements. All technical memorandum MUST be formatted to the specifications outlined in this template. If you need assistance in designing your report, please do not hesitate to reach out to the editorial staff at [pic.editorialservices@noaa.gov](mailto:pic.editorialservices@noaa.gov).

# Table of Contents

**Delete this text**. To auto-generate the table of contents, highlight the table of contents and click “Update Table” in the top-left corner. If you want Headings 3 visible in the ToC, or if you don’t want Headings 2 visible: go to References > Table of Contents > look at the bottom of the drop-down menu and click “Custom Table of Contents” > keep everything the same except increase or decrease “levels”; to show more headings: show three levels; to show less headings: show two levels > click “Yes” on the pop-up asking to replace TOC. Make sure the new TOC have the dotted lines.

[Table of Contents i](#_heading=h.30j0zll)

[List of Tables ii](#_heading=h.147n2zr)

[List of Figures iii](#_heading=h.3o7alnk)

[Executive Summary iv](#_heading=h.23ckvvd)

[Introduction 1](#_heading=h.ihv636)

[Section I: Title 2](#_heading=h.32hioqz)

[Subheading 2](#_heading=h.1hmsyys)

[Section II: Title 4](#_heading=h.2grqrue)

[Subheading 4](#_heading=h.vx1227)

[Section III: Title 6](#_heading=h.3fwokq0)

[Subheading 6](#_heading=h.1v1yuxt)

[Acknowledgments 8](#_heading=h.4f1mdlm)

[Literature Cited 9](#_heading=h.2u6wntf)

[Appendix 10](#_heading=h.19c6y18)

# List of Tables

*Delete this text. To update the pre-inserted List of Tables (note: since there are no properly formatted figures present in the document, the list shows up as “No table of figures entries found”): highlight the table > go to References > Captions > click “Update Table” > click “update entire table”.*

*If you need to auto-generate a new List of Tables: go to the References tab > Captions > insert Table of Figures > check “Caption Label” is set to “Figures” in the pop-up menu > press “OK”. Do this process after figures have been inserted into document. If your captions are not auto-generating, ensure you have followed proper steps for inserting captions found on pages b and c.*

**No table of figures entries found.**

# List of Figures

*Delete this text. To update the pre-inserted List of Figures (note: since there are no properly formatted figures present in the document, the list shows up as “No table of figures entries found”): highlight the table > go to References > Captions > click “Update Table” > click “update entire table”.*

*If you need to auto-generate a new List of Figures: go to the References tab > Captions > insert Table of Figures > check “Caption Label” is set to “Figures” in the pop-up menu > press “OK”. Do this process after figures have been inserted into document. If your captions are not auto-generating, ensure you have followed proper steps for inserting captions found on pages b and c.*

**No table of figures entries found.**

# Executive Summary

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# Introduction

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# Section I: Title

Each section can be used for things like Methods, Results, Discussion, etc. This is meant to be a versatile template to fit the needs of your report.

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### Additional Subheading

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#### Additional Subheading Two

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*Non-Heading Emphasis One*

*Non-Heading Emphasis Two*

Block quote, no need for quotation marks, include in-text citation in the block of text.

# Section II: Title

“Template for New Sections” can be used for things like Methods, Results, Discussion, etc. This is meant to be a versatile template to fit the needs of your report.

Morbi tempus, lorem a malesuada consequat, mi magna mollis ligula, quis aliquam erat sem in erat. Quisque at libero vel massa tempor aliquam. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nunc semper tincidunt semper. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras nunc leo, iaculis eget purus eu, gravida varius purus. Duis suscipit nulla rhoncus, feugiat magna et, aliquet orci. Nulla ut laoreet ex, egestas placerat orci. Fusce in nisi eget velit hendrerit egestas. Praesent feugiat eros eros, eu vestibulum mauris consectetur nec. Nunc euismod, orci vitae rutrum placerat, metus leo vestibulum ante, at volutpat dolor diam facilisis eros. Praesent eu gravida lacus. Sed id ornare eros, eu volutpat tortor. Sed in sem sit amet neque semper vehicula vel ac mauris. Vivamus sit amet lacinia ante.

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# Section III: Title

“Template for New Sections” can be used for things like Methods, Results, Discussion, etc. This is meant to be a versatile template to fit the needs of your report.

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# Acknowledgments

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<https://www.state.gov/u-s-contributions-to-international-organizations/>

**Appendix**

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