

NOAA Stock Assessment Report Guidelines

Generalized guidance:

The following sections are a recommended outline for a U.S. fisheries stock assessment report. ASAR is a tool that can generate a template that will meet the following guidelines. It contains standardized sections, figures, and tables for the user as well as formatting so the title page and authorship sections are not included here. Authors not using the template generated from ASAR should place tables and figures at the end of the document.

Note: terms of reference are intended to remain as a stand alone document or can be included in an appendix at the end of the report. Direct answers to the terms of reference should not be included in the body of the stock assessment report.

Outline for Stock Assessment Reports

1. **Executive Summary:** Where possible the executive summary should paraphrase the shared content of the body of the report to minimize redundancy.

The executive summary should include the following:

- a. Short statement describing assessment model used for the current management cycle and any data updates.
- b. Short summary of reference points, stock status, and projections. When using the [ASAR R package](#), tables of reference points and projections will be automatically generated.

2. **Introduction:** The intent is to keep this section to two to three pages and provide a high level summary of the stock. The intention is to provide enough information in this section so the audience does not need to reference previous documents. Please include the species scientific name at the first mention of its common name.

- a. Stock ID (detailed description if appropriate and quantitative studies or data are behind the decision-making)
- b. Management history: Briefly describe the management history of the stock and status. Please only touch on historical policies that would have impacted modeling decisions or would be critical knowledge about the species that might affect its population dynamics.
- c. Assessment history
- d. Fishery Description: Short summary of fleet composition (i.e., boat types), gear types, species targeted, and fishing grounds (one paragraph)
- e. Ecosystem Considerations: If this section is not relevant, please ignore; however the default will state “Ecosystem considerations and/or climate indicators were not included in this assessment.”

3. **Data:** Please provide relevant data that entered the assessment model including temporal and spatial resolutions, sample size, and units where appropriate for each of the following.

- a. Life History (growth, maturity, fecundity, natural mortality, meristics, etc.)
- b. Catch (retained and discarded)
- c. Indices and standardization (Fishery dependent and independent)
- d. Composition data - age, length (Description, aging error, reweighting)
- e. Absolute abundance (if applicable)
- f. Environmental/ecosystem indicator data. Please include a blanket statement if none are considered.

4. Assessment

- a. Current modeling approach: short general overview of modeling platform including the reference to model paper or online reference. Please include a short description of changes between the approach from the last assessment cycle to the current. Please also note the version of the modelling platform used for this assessment.
- b. Configuration of the base model: please describe the setup of the stock assessment model. Please also include any environmental relationships/hypotheses that informed the configuration of the base model.
- c. Bridging: Briefly describe the bridging analysis performed to the previous assessment.
- d. Modeling Results: for each of the following please describe the results for the base model.
 - i. Parameter Estimates
 - ii. Time Series
 - iii. Model Fits
 - iv. Model Diagnostics
- e. Sensitivity Analyses
- f. Management Benchmarks: decisions on management metrics/benchmarks (i.e. provide a rationale for why a specific F-proxy was recommended for management)
- g. Projections: Description of stock status, biological reference points (BRPs), and trends for each scenario; rebuilding times

5. Discussion: Dependent on analyst/assessment/region; please include sub sections discussing ecosystem considerations (if applicable) and research recommendations/improvements to the assessment

- a. Research Recommendations

6. References

7. Tables: At minimum, please include the following tables into the report (when applicable to the stock). Pre-made figures can be found in the `satf` package downloaded from GitHub.

- a.

8. Figures: At minimum, please include the following figures into the report (when applicable to the stock). Pre-made figures can be found in the `satf` package downloaded from GitHub.

9. Appendices: Any information relevant for evaluation of the stock either during SSC or management review should be included in the appendix. The main assessment document should contain the minimum necessary information to inform and provide management advice for the stock while additional materials can be found in the appendix.

* Information only required for an assessment update

Appendix A. Assessment Types

	Assessment Type			
Section	<i>Standard assessment for management advice</i>	<i>NEFSC Management Track (Transition)</i>	<i>SAFE</i>	<i>Assessment Update</i>
Executive Summary	✓	✓		✓
Introduction	✓			
Data	✓			✓
Assessment	✓			✓ - changes only
Discussion	✓			
References	✓			
Tables	✓			✓
Figures	✓			✓