# INTRODUCTION

Introduction is not mandatory, but when available, it begins on page 1

# OTHER HEADINGS AS APPROPRIATE

Research Documents explain technical information and data to support the advice. Other headings may include: Methods, Results & Discussion. These headings are optional and context dependent.

# REFERENCES CITED

Reference citations must follow the [Guide for the Production of Fisheries and Oceans Canada Reports](https://waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/333125.pdf). Include hyperlinks only if the site is hosted by the Government of Canada or a DOI handle system is used.

Style “citation”

# APPENDIX (OR APPENDICES)

All appendices must be formatted using styles and tables and figures should all have captions.

## TOOLKIT

Further instructions on formatting can be found in the [CSAS Publications Toolkit](http://intra.dfo-mpo.gc.ca/csas-sccs/index-eng.html) located on the CSAS Intranet site.

## LAYOUT REQUIREMENTS (FORMATTING AND STYLES)

There are two sets of styles for headings: numbered and unnumbered. Choose one style set to format your document (not a mix of both). Aside from the numbering, both sets are formatted the same.

# HEADING 1: ARIAL, SIZE 12, BOLD, CENTERED, ALL CAPS, PARAGRAPH SPACING 18 PT (0.25 IN, 0.63 CM) BEFORE AND 6 PT (0.08 IN, 0.21 CM) AFTER

## HEADING 2: ARIAL, SIZE 12, BOLD, LEFT ALIGNED, ALL CAPS, 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

##### Heading 5: Arial, size 11, italics, left aligned, left indentation 0.39”, hanging indentation none, paragraph spacing 6 pt before and after

1. HEADING 1 WITH NUMBERS
   1. HEADING 2 WITH NUMBERS
      1. Heading 3 with numbers
         1. Heading 4 with numbers
2. Heading 5 with numbers
3. APPENDIX H1
   1. APPENDIX H2

Appendix H3

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; 0.63 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

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, left indentation 18 pt (0.25 in, 0.63 cm), hanging indentation 18 pt (0.25 in, 0.63 cm), numbering style: a, b, c, 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, keep lines together. 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, keep lines together. 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, indentation 36 pt (0.5 in, 1.27 cm), paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after