# TITLE

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).

## Context

Mandatory section and title & paragraph

This Science Response Report results from the Science Response Process [The meeting date and title **must be exactly** as they appear on the Fisheries and Oceans Science Advisory Schedule].

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

## Background

Optional 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

Optional section for stock status updates, title may vary

## Analysis and Response

Mandatory section, title may vary

This section is the core of the report.

### Indicators of the stock status

Mandatory section for stock status updates, title may vary

## Conclusions

Mandatory section and title

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

Mandatory

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

Mandatory section & title

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

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

This Science Response Report results from the Science Response Process [The meeting date and title **must be exactly as they appear** on the Fisheries and Oceans Science Advisory Schedule].

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

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

### Guidance on References

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

Citations - Style “Citation”.

## Appendix (or Appendices)

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:

Center for Science Advice (CSA) (Shift+Enter)  
Name of Region (Shift+Enter)  
Fisheries and Oceans Canada (Shift+Enter)  
Complete mailing address of CSA Office

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Internet address: [www.dfo-mpo.gc.ca/csas-sccs/](http://www.dfo-mpo.gc.ca/csas-sccs/" \o "Fisheries and Oceans Canada / Canadian Science Advisory Secretariat)

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DFO. 2021. <<insert title here – title must be exactly as it appears on the cover page, but in title case>>. DFO Can. Sci. Advis. Sec. Sci. Resp. 2021/nnn.

Aussi disponible en français :

MPO. 2021. << insérez le titre ici – il doit correspondre exactement à celui de la page couverture, mais en lettres minuscules >>. Secr. can. de consult. sci. du MPO. Rép. des Sci. 2021/nnn.

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Copy and paste Inuktitut citation here. Style: citation (translated).

## TOOLKIT

Please refer to the checklist 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)

## 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
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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.

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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

## ALL STANDARD HEADINGS ARE PROPERLY TRANSLATED AND LISTED IN THE CORRECT ORDER

| **English** | **Français** | **Mandatory or Optional** | **Style from Template** |
| --- | --- | --- | --- |
| Context | Contexte | Mandatory | Context-Heading (Heading 2 as per template) Feb 2/18 |
| Background | Renseignements de base | Optional | Heading 2 |
| Analysis and Response | Analyse et réponse | Mandatory, title may vary | Heading 2 |
| Indicators of the Stock Status | Indicateurs de l’état du stock | Mandatory for Stock Status Updates | Heading 3, under Analysis and Response |
| Conclusions | Conclusions | Mandatory | Heading 2 |
| Contributors | Collaborateurs | Mandatory | Heading 2 |
| Approved by | Approuvé par | Mandatory | Heading 2 |
| Sources of Information | Sources de renseignements | Mandatory | Heading 2 |
| Appendix (or Appendices) | Annexe (ou Annexes) | Optional | Heading 2 |
| This Report is Available from the: | Le présent rapport est disponible auprès du : | Mandatory | Heading 2 |

|  |  |
| --- | --- |
| Table | Table |
| A | B |
| 1 | 2 |