TABLE OF CONTENTS - Style: “TABLE OF CONTENTS”: 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

A table of contents is recommended, especially when several topics are addressed and the document is long. Typically, only the top three level headings are listed in a Table of Contents.

Lists of tables and figures (if necessary) must also follow the same format as the ToC.

[ABSTRACT – STYLE “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 iv](#_Toc436984907)

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[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 2](#_Toc436984917)

# ABSTRACT – STYLE “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

MANDATORY

The Abstract and *Résumé* are mandatory. This section will be posted in HTML format on the CSAS website followed by the link to the full PDF version of the publication.

Please [contact your CSA Coordinator](http://www.dfo-mpo.gc.ca/csas-sccs/contact-contactez-eng.htm) for the translation of the Abstract/*Résumé*.

**The Abstract must not be more than ½ a page (roughly 400 words).**

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# RÉSUMÉ - STYLE : « HEADING 1 »

Le Résumé et le *Abstract* sont obligatoires. Cette section sera affichée sur le site du SCCS en format HTML suivi du lien vers la version complète de la publication en format PDF.

La longueur recommandée est de ½ page.

Prière de [contacter votre coordonnateur du CAS](http://www.dfo-mpo.gc.ca/csas-sccs/contact-contactez-fra.htm) pour la traduction du Résumé/*Abstract*.

**Le Résumé de doit pas être plus long qu’une demi page (environ 400 mots).**

# TRANSLATION

Research Documents are generally published in the language in which they are presented. However, for bilingual Research Documents, please contact your CSA Coordinator to make arrangements for translation and formatting. Refer to the [*Canadian Science Advisory Secretariat Policy on the translation of documents*](http://www.dfo-mpo.gc.ca/csas-sccs/process-processus/Translation-Traduction-eng.html)on the CSAS website.

# DEDICATIONS

Dedications may be included on page iii. Example: [Research Document 2013/042](http://www.dfo-mpo.gc.ca/Csas-sccs/publications/resdocs-docrech/2013/2013_042-eng.html).

# WEB ACCESSIBILITY NOTES

Web accessibility standards are to be used for new documents posted on the CSAS website. (See [Treasury Board Secretariat Standard on Web Accessibility](http://www.tbs-sct.gc.ca/ws-nw/wa-aw/index-eng.asp) for details).

**Please refer to the checklist in the** [**CSAS Publications Toolkit**](http://intra.dfo-mpo.gc.ca/home_e.htm/GuidePol/Templates-Gabarits/Templates-Gabarits-eng.html) **located on the CSAS Intranet site.**

# REFERENCES CITED

Reference citations must follow the [*Guide for the Production of Fisheries and Oceans Canada Reports*](http://www.dfo-mpo.gc.ca/Library/333125.pdf).

References listed in the References Cited section should be publicly available when the report is posted on the website. The only exception is for books or articles that have been accepted for publication (page proof stage or for which there is an acceptance letter). These can be listed followed by the notation “in press”. All others should be included in the text as unpublished data (or unpublished manuscript) and not included in the reference list.

Style “citation”: Arial, size 11, left aligned, hanging indentation 18 pt (0,25 po, 0.63 cm), paragraph spacing 6 pt (0.08 in, 0.21 cm) before and after, keep lines together.

# APPENDICES

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

# LAYOUT REQUIREMENTS (FORMATTING AND STYLES)

# 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

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
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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.

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