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Version: September 2021

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To download a PDF file of this report, go to the U.S. Department of the Interior, Bureau of Ocean Energy Management Data and Information Systems webpage (<http://www.boem.gov/Environmental-Studies-EnvData/>), click on the link for the Environmental Studies Program Information System (ESPIS), and search on 20xx-xxx. The report is also available at the National Technical Reports Library at <https://ntrl.ntis.gov/NTRL/>.

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ABOUT THE COVER

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# List of Abbreviations and Acronyms

|  |  |
| --- | --- |
| [short form] | [long form, add more rows to this table to add lines] |
| BOEM  | Bureau of Ocean Energy Management |

# Heading 1

Do not modify the style definitions in this template. Add a new style only if necessary.

## Heading 2

This is the Normal style. Heading styles in this template are all followed by the Normal style in the next paragraph. Spacing between headings and paragraphs is already set. Heading styles are kept together with the following paragraphs to prevent awkward page breaks.

### Heading 3

See a sample table in **Table 1**. Use the Table Title style to automatically include the table title in the List of Tables. Styles are provided for column headers, row headers, and table cells (text, number left aligned, and number right aligned).

To align the numbers in a column on the decimal as shown in the fourth column of **Table 1**.

* Use the “Table Cell (left)” style
* Select the cells you want to align
* Double click on the lower part of the ruler around the place you want to put the decimal (or go to Paragraph > Tabs and enter an amount for the distance of the decimal from the left cell margin)
* Select “Decimal,” “Set,” and “OK.”

Table 1. Sample table using preset styles

| Table Header (center) | Table Header (center) | Table Header (center) | Table Header (center) |
| --- | --- | --- | --- |
| Table Header (left) | Table Cell (left) | Table Cell (left) | 4.231 |
| Table Header (left) | Table Cell (left) | Table Cell (left) | 888.56 |
| Table Header (left) | Table Cell (left) | Table Cell (left) | 0.38 |

Note: Use the Table Notes style for sources or additional info.

#### Heading 4

Use Headings 1–6 for the main body of the report. Headings 1–3 are listed in the Contents.

Use Headings 7–9 for the appendix or appendices. Heading 7 is listed in the Contents. Headings 8 and 9 may be used if needed.

##### Heading 5

* List Paragraph style is default for bulleted lists.
* List Paragraph style is default for bulleted lists.
* List Paragraph style is default for bulleted lists.
1. Use the Numbered List style for numbered lists.
	1. Use the Numbered List style for numbered lists.
		1. Use the Numbered List style for numbered lists.

###### Heading 6

**Figure 1** included below. Figure Caption style is automatically included in the List of Figures. Figure Notes style is provided for additional information.



Figure 1. Figure caption in sentence capitalization

Use the Figure Notes style for giving the source or additional info about the figure.

# References [or Works Cited]

[CSE] Council of Science Editors. 2014. Scientific style and format: the CSE manual for authors, editors, and publishers. 8th ed. Chicago (IL): University of Chicago Press. 722 p.

Appendix A: Heading 7 Style

Heading 8 Style

Normal style

Heading 9 Style

Normal style

Appendix B: Sample Page in Landscape Orientation

Table B-1. Sample table in landscape orientation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table Header (center) | Table Header (center) | Table Header (center) | Table Header (center) | Table Header (center) |
| Table Header (left) | Table Cell (left) | Table Cell (left) | Table Cell (center) | Table Cell (right) |
| Table Header (left) | Table Cell (left) | Table Cell (left) | Table Cell (center) | Table Cell (right) |

Notes: [Insert notes]

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|  |  |
| --- | --- |
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