

Bureau of Ocean Energy Management Environmental Studies Program Report Specifications (2021)

Version: September 2021

TEMPLATE AND SAMPLE REPORT AVAILABLE

Download the ESP Report Template (Microsoft® Word format) and a sample study report at ESP Data and Information Specifications (<https://www.boem.gov/ESP-Data-and-Information-Specifications/>).

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List of Abbreviations and Acronyms

BOEM	Bureau of Ocean Energy Management
COR	Contracting Officer's Representative
CSE	Council of Science Editors
DOI	Department of the Interior
ESP	Environmental Studies Program
ESPIS	Environmental Studies Program Information System
PO	Project Officer
SAA	Society for American Archaeology

1 Introduction

The Bureau of Ocean Energy Management (BOEM) Environmental Studies Program (ESP) Report Specifications provides guidance for preparing ESP reports. This document updates the previous version (BOEM 2017) and clarifies the guidelines for authors, vendors, Contracting Officer's Representatives (CORs), Project Officers (POs), and editors. The term "vendors" encompasses all entities preparing ESP reports through a contract, inter/intra-agency agreement, or cooperative agreement. These specifications apply to all ESP reports regardless of vendor type.

To assist vendors in complying with these specifications, BOEM provides the ESP Report Template and a sample study report at ESP Data and Information Specifications (<https://www.boem.gov/ESP-Data-and-Information-Specifications/>).

Deviations from these specifications require approval by the BOEM COR or PO during the first draft stage of the report.

These specifications may be updated at any time. BOEM prefers vendors follow the specifications in place at the time the report is being prepared, not those at the time of the award.

ESP reports must be professional in appearance, reviewed for technical accuracy, and edited by the author(s) or vendor(s) for clear language and compliance with these specifications.

ESP reports should comply with Section 508 of the Rehabilitation Act; see <https://www.section508.gov/> for more information. BOEM recommends that vendors utilize the "Check Accessibility" function in Microsoft® Word.

When additional clarifications to these report specifications are needed, BOEM refers vendors to the Council of Science Editors (CSE) *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers 8th Edition* (CSE 8th Edition) (CSE 2014). Part 4 of the *CSE 8th Edition*, Technical Elements of Publications, is of particular pertinence for ESP reports, which BOEM considers to be technical reports or monographs.

2 Report Format

2.1 File Format

- Prepare document report(s) using Microsoft® Word (Word). Deliver the final documents in both Word and PDF format.
- BOEM is currently using the Office 365 version of Word. Preparers may use Office 365, or with approval from BOEM, previous versions of Word.
- Deliver the final report with all components in a single file.
- Submit files without password protection.

2.2 Page Size and Margins

- Use standard white letter-size pages (8.5 by 11 inches).
- Set page margins at 1.0 inch on all sides. All body text, figures, and tables must fit within the page margins.

2.3 Page Numbers

- Use automatic page numbering.
- Place page numbers outside the margin and in the center of the bottom of the page as it is read (on the short edge for portrait-oriented pages and on the long edge for landscape-oriented pages).
- Show the page number on every page beginning with the Contents page.
- Number the front matter pages starting with the Contents page consecutively with lowercase Roman numerals (i, ii, iii, etc.). Number the body and back matter pages consecutively with Arabic numerals (1, 2, 3, etc.), restarting with page number 1 for the first page of the body.

2.4 Copyrighted Material

- Copyrighted material (such as photographs and figures) cannot be used unless authorized in writing by the copyright holder.
- Provide a copy of each authorization to the COR or PO with the draft report.

3 Report Sections

3.1 Front Cover

- Use the front cover of the ESP Report Template for generating the front covers of ESP reports.
- The position and size of the BOEM logo and other elements may not be altered. For correct alignment, some cover elements are in borderless tables.
- Using artwork on the front cover is optional. Artwork that exemplifies the research is encouraged.
- Do not put logos other than BOEM's on the cover page. Additional logos for studies conducted through inter/intra-agency agreements and cooperative agreements may be added with the COR's or PO's consent.
- In the footer under "Bureau of Ocean Energy Management," put the coordinating BOEM program or region, followed by its city and state (e.g., Headquarters, Sterling, VA).

3.2 Title Page

- Use the ESP Report Template for generating the title page. For correct alignment, some elements in this example are in borderless tables.
- Do not change the size of elements or their position relative to one another. White space between the "Title," "Authors," and "Prepared" elements may be adjusted as necessary.
- The logos of organizations partnering with BOEM through inter/intra-agency agreements or cooperative agreements may be placed on the title page. Partner logo(s) may be the same size as or smaller than the BOEM logo. Add the logo(s) on the right side of the page, adjacent to the partner's name. Contractors may not put logos on the title page.
- Cite the publication date of the report where the date is listed on the title page of this document.
- Under "Authors," list the authors and/or editors as appropriate.
- Add the type of award (contract, interagency agreement, intra-agency agreement, or cooperative agreement) and the award number.
- Include the vendor's name and address under "By" on the title page. Additional vendors may be included, following the prime vendor.
- In the footer under "Bureau of Ocean Energy Management," put the coordinating BOEM program or region, followed by its city and state (e.g., Headquarters, Sterling, VA).

3.3 Disclaimer Page

- The disclaimer page includes the disclaimer statement, report availability information, suggested citation, cover graphic and/or photo credits (optional), and acknowledgments (optional).
- This page follows the title page, precedes the Contents, and has no page number.

3.3.1 Disclaimer Statement

- A disclaimer statement is required in reports produced by non-BOEM authors or organizations.
- Include one of the following statements based on the type of award, filling in the appropriate text and numbers where indicated. Remove highlighting after inserting the information.

Contracts:

Study concept, oversight, and funding were provided by the U.S. Department of the Interior, Bureau of Ocean Energy Management (BOEM), Environmental Studies Program, Washington, DC, under

Contract Number [INSERT NUMBER]. This report has been technically reviewed by BOEM, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of BOEM, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

Interagency and Intra-Agency Agreements (select “Interagency” for agreements with Agencies outside of the U.S. Department of the Interior (DOI) or “Intra-Agency” for Agencies within DOI):

This study was funded, in part, by the U.S. Department of the Interior, Bureau of Ocean Energy Management (BOEM), Environmental Studies Program, Washington, DC, through [Interagency or Intra-Agency] Agreement Number [INSERT NUMBER] with the [INSERT ORGANIZATION]. This report has been technically reviewed by BOEM, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of BOEM, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

Cooperative Agreements:

Study collaboration and funding were provided by the U.S. Department of the Interior, Bureau of Ocean Energy Management (BOEM), Environmental Studies Program, Washington, DC, under Agreement Number [INSERT NUMBER]. This report has been technically reviewed by BOEM, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of BOEM , nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

3.3.2 Report Availability

- Include the following statement on how to obtain a copy of the report. Replace “20xx-xxx” with the BOEM publication number (to be provided by the COR or PO).

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/>.

- If available, list other sources for the report and associated information. Examples are listed in **Table 2**.

Table 1. Potential sources of document availability

Document Source	Web address
Bureau of Ocean Energy Management (BOEM)	http://www.boem.gov/Contact-Us/
Federal Depository Libraries	https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp
National Technical Reports Library	https://ntrl.ntis.gov/NTRL/

Sources: BOEM [date unknown], U.S. Government Publishing Office [date unknown], National Technical Information Service c2014.

3.3.3 Citation

- Include a suggested citation for the report on the disclaimer page.

- Use the *CSE 8th Edition* (CSE 2014) format for this citation.
- Include all authors' names in this citation.
- After the report title, use the city and state of the BOEM program or region coordinating the study, not the vendor's location.
- The number of pages in a report is determined by the last Arabic-numbered page.

Citation format for technical report produced by a vendor or partner and published by BOEM:

Lastname IN, Lastname IN, Lastname IN (Contractor name, City, ST). Year. Report title in sentence caps. City (ST): U.S. Department of the Interior, Bureau of Ocean Energy Management. xx p. Report No.: OCS Study BOEM 20xx-xxx. Contract No.: xxxxx.

Citation example: (see more examples in **Appendix A**)

Michel J, Bejarano AC, Peterson CH, Voss C (Research Planning, Inc., Columbia, SC). 2013. Review of biological and biophysical impacts from dredging and handling of offshore sand. Herndon (VA): U.S. Department of the Interior, Bureau of Ocean Energy Management. 261 p. Report No.: OCS Study BOEM 2013-0119. Contract No.: M11D00219.

3.3.4 About the Cover

- This section is optional and may be included for the cover photo credit.

3.3.5 Acknowledgments

- This section is optional and may be included on the disclaimer page after all other elements or, if additional space is needed, on a separate page immediately after the disclaimer page.

3.4 Table of Contents and Other Front Matter Lists

- Include a table of contents (labeled "Contents").
- In the Contents, include the first three levels of section headings with correct page numbers.
- Include any appendixes in the Contents.
- Provide separate lists for tables; figures; and acronyms, abbreviations, and symbols. These lists follow the Contents and are referenced in the Contents. Generate the List of Tables and List of Figures using the automatic features in Word.
- Page breaks may be omitted between the front matter lists if the lists are short.
- Ensure that links are active for the Contents, List of Tables, and List of Figures in both the Word and PDF format.

3.5 Report Body

- See **Section 4** of these specifications for guidance on report body formatting.
- See Chapter 7 in the *CSE 8th Edition* (CSE 2014) for guidance on prose style and word choice.

3.6 References

- Use in-text and end references.
- BOEM strongly encourages vendors to use the citation function in Word or a reference manager such as EndNote to manage references.

- In the end references, include every source referenced or quoted in the report, including unpublished material, personal communications, and references cited in figures and tables.
- Use an author-date reference system consistently throughout the document.
- BOEM recommends using the Society for American Archaeology (SAA) citation style (SAA 2018) for reports relating to the social sciences and the CSE 8th Edition (CSE 2014) citation format for all other reports. See **Appendix A** for CSE 8th Edition citation format examples.

3.7 Back Cover

- Use the back cover provided in these specifications and the ESP Report Template.
- No alterations are permitted.

3.8 Appendixes

- A report may have appendixes as needed for supplemental information.
- Include appendixes in the Contents.
- If a report has more than one appendix, number or letter them consecutively.

3.9 Multiple Volumes

- If the report is very long, it may be prepared in multiple volumes.
- Number multiple volumes consecutively using Arabic numbers.
- List all volumes in the Contents.
- Each volume is formatted as a separate report with all of the components described in these specifications: front and back covers, a disclaimer page, a title page, Contents and other front matter lists, and references.

3.10 Technical Summary

- Prepare a separate technical summary for the study.
- A technical summary is required for each study, even if there is no final report for the study. Additional technical summaries may be submitted as needed.
- Refer to the technical summary specifications, template, and sample on the ESP Data and Information Specifications webpage (<https://www.boem.gov/ESP-Data-and-Information-Specifications/>).

4 Report Body Style Specifications

4.1 General

- Use the paragraph and character styles in this document and the ESP Report Template.
- Do not change the style settings provided by BOEM. Add new styles only if necessary.
- Use consistent formatting throughout the document.
- Use one space after end-of-sentence punctuation.

4.2 Paragraph Formatting

- Set body text paragraph justification to left justified (with a ragged right margin).
- Use single line spacing.
- Use spacing between paragraphs (as set by the paragraph styles).

4.3 Numbers

- Separate every three digits to the left of the decimal point with a comma (e.g., 1,234). Do not use a separator comma in the numbers after a decimal and where the use of a comma is inappropriate, such as in a U.S. ZIP Code.
- Use a period (not a comma) as a decimal point.
- For numbers less than 1.0, use a zero to the left of the decimal point (e.g., 0.12).

4.4 Units

- Metric units are preferred, but vendors may use the standard unit for the discipline.

4.5 Abbreviations, Acronyms, and Symbols

- Spell out acronyms and abbreviations on first use in the text.
- Use an acronym if the phrase it represents appears three or more times in the document, or if the acronym is more commonly known than the phrase.
- If the document includes five or more abbreviations, acronyms, and/or symbols, include an alphabetical list of them in left-aligned columns (a borderless table is recommended), in the front matter of the report. This list is placed after the lists of figures and tables, if present, or after the Contents, if there are no other lists.
- Abbreviations in common use (such as “kg” and “hr”) do not need to be included in the list of abbreviations.

4.6 Tables and Figures

- Every table or figure must be referred to in the text. Insert tables and figures as closely as possible after the text that refers to them.
- Table titles appear above the table; figure captions appear below the figure. Table titles and figure captions appear on the same page as the table or figure.
- Use the provided styles (Table Title, Figure Caption). Use Table Note or Figure Note for notes and citations.

- Each table and figure should be “stand alone” and accompanied by descriptive text so that the reader can understand the key point of the figure or table.
- Table title and figure captions should be short (no more than one sentence) and appropriate for use in the List of Tables and List of Figures. Use the title or caption to provide a descriptive name and unique number, not to explain the table or figure.
- Use sentence-style capitalization for table titles and figure captions.
- Add additional descriptive information (on the order of one or two sentences) under the table title and figure captions using the Table Notes and Figure Notes styles, followed by sources or credits (for tables, these are typically placed under the table itself).
- Incorporate lengthier discussions in the body text.
- Include spacing above and below tables, figures, and the associated text.
- Acronyms are permitted if they were spelled out ahead of the table or figure.
- Footnote references are not permitted in the title or caption. Include references in the notes just below the table or figure.
- If there are many consecutive tables or figures, or if a single table or figure occupies multiple pages (and so disrupts the continuity of the text of the report), these tables or figures may be grouped at the end of the chapter or placed in an appendix.

4.6.1 Tables

- See example tables in **Table 1** and **Table B-1**.
- Tables must include units where applicable.
- Even if the table fits on one page and does not break across pages, select the following table properties:
 - Repeat header row on every page of the table.
 - Do not allow table rows to break across pages.
- Tables may include notes at the bottom of the table.
- Align numbers in a column on the decimal point:
 - 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.”
- Per Section 508 requirements, leave cells empty if there is no content; do not merge or split cells.

4.6.2 Figures

- The minimum resolution for graphic files is 330 ppi. In File > Options > Advanced, set the default resolution to 330 ppi and check the box for “do not compress images.”
- For Section 508 compliance, provide an “alt text” description for each figure.
- Set the text wrapping style (when you click on the image, use the Layout Options icon) to “in line with text.”
- **Figure 1** provides a sample figure to show the caption and an optional note below the title.



Figure 1. Katrina iris

A hybrid of bog-tolerant African irises *Dietes vegeta* and *Dietes bicolor*, the Katrina Iris was developed in New Orleans just after Hurricane Katrina. Sale proceeds benefit wetland restoration.

4.7 Hyperlink

- In general, do not put hyperlinks or web addresses in the body of the report.
- If used, a web address must be correct, complete, and linked to an active web page. Provide a screen tip for each web address.
- Treat web-based documents like references; cite them in the text, and include them in the References or Works Cited list.

4.8 Endnotes and Footnotes

- Endnotes and footnotes may be shown in a smaller font size than the body text but must be at least 9 pts in size.
- Use a consistent style for all endnotes footnotes.
- Put endnotes in a section at the end of each volume before the references section.
- Endnotes and end references are preferred, but footnotes may be used if appropriate for the area of study.

5 References (or Works Cited)

The following references are in the recommended format of the *CSE 8th Edition* (CSE 2014). For more citation format examples, see **Appendix A**. See additional instructions in **Section 3.6**.

- [BOEM] Bureau of Ocean Energy Management. 2017. Bureau of Ocean Energy Management Environmental Studies Program report specifications. Sterling (VA): U.S. Department of Interior, Bureau of Ocean Energy Management. 15 p.
- BOEM. [date unknown]. Contact us. Washington (DC): U.S. Department of Interior, Bureau of Ocean Energy Management; [accessed 2017 Mar 28]. <http://www.boem.gov/Contact-Us/>.
- [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.
- National Technical Information Service. c2014. National Technical Reports Library. National Technical Information Service; [accessed 2017 May 15]. <https://ntrl.ntis.gov/NTRL/>.
- [SAA] Society for American Antiquity. 2018. Editorial policy, information for authors, and style guide for American Antiquity, Latin American Antiquity, and advances in archaeological practice. Washington (DC): SAA. [accessed 2020 Mar 09]. https://documents.saa.org/container/docs/default-source/doc-publications/style-guide/saa-style-guide_updated-july-2018c5062f7e55154959ab57564384bda7de.pdf?sfvrsn=8247640e_6. 46 p.
- U.S. Government Publishing Office. [date unknown]. Welcome to the Federal Depository Library Directory (FDLD). Washington (DC): U.S. Government Publishing Office; [accessed 2017 May 15]. <https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp>.

Appendix A: Council of Science Editors 8th Edition Bibliography Formatting Examples (Name-Year)

This appendix provides examples of CSE 8th Edition references (in Name-Year format) that are commonly found in environmental study reports. Items in works cited or reference lists should not break across pages.

A.1 Technical Report

Authors(s). Year. Title of report in sentence caps. Edition. Place of publication: Publisher. Extent. Report No.: xx. Contract No.: xx. Notes.

Feller BA. 1981. Health characteristics of persons with chronic activity limitations. United States, 1979. Hyattsville (MD): National Center for Health Statistics (US). 68 p. Report No. VHS-2345. Available from: NTIS, Springfield, VA; PB88-284858.

Sheridan P. 2008. Seasonal foods, gonadal maturation, and length-weight relationships for nine fishes commonly captured by shrimp trawl on the northwest Gulf of Mexico continental shelf. Panama City Beach (FL): National Marine Fisheries Service, Southeast Fisheries Science Center. 40 p. Report No.: NOAA Tech. Memo. NMFS-SEFSC-566.

Written by a Performing Organization and Published by a Sponsoring Organization or Agency

Authors(s) (performing org [contractor] name, City, ST). Year. Title of report in sentence caps. Edition. Place of publication: Publisher. xx p. Report No.: xx. Contract No.: xx. Grant No.: xx. Notes.

Ford B, Borgens A, Bryant W, Marshall D, Hitchcock P, Arias C, Hamilton D (Texas A&M University, College Station, TX). 2008. Archaeological excavation of the Mardi Gras Shipwreck (16GM01), Gulf of Mexico Continental Slope. New Orleans (LA): U.S. Department of the Interior, Minerals Management Service. 326 p. Report No.: OCS Report MMS 2008-037. Contract No.: 1435-01-04-CA-32806-39902 (M08AC12864).

Jochens A, Biggs D, Benoit-Bird K, Engelhardt D, Gordon J, et al. (Texas A&M University, College Station, TX). 2008. Sperm whale seismic study in the Gulf of Mexico: synthesis report. New Orleans (LA): U.S. Department of the Interior, Minerals Management Service. 500 p. Report No.: OCS Study MMS 2008-006. Contract No.: 1435-01-02-CA-85186.

Stunz GW, Ajemian MJ, Streich MK, Brewton R, Downey C, et al. Texas A&M University–Corpus Christi Harte Research Institute for Gulf of Mexico Studies, Corpus Christi, TX). 2016. Investigation of the relative habitat value of oil and/or gas platforms and natural banks in enhancing stock building of reef fish in the western Gulf of Mexico. St. Petersburg (FL): National Marine Fisheries Service, Southeast Regional Office. 109 p. Grant No.: NA14NMF4330219. Report No.: SEDAR52-RD-02.

Wood J, Southall BL, Tollit DJ (Environmental Resources Management [ERM] Group, Inc.). 2012. PG&E offshore 3-D seismic survey project EIR–marine mammal technical draft report. St. Andrews (GB)¹: SMRU Ltd. 78 p. Report No.: SMRUL-NA0611ERM.

A.2 Article in a Journal

Author(s). Year. Article title in sentence caps. Journal title [use ISO 4 journal abbreviations for titles of journals²]. Volume(issue):location.

Johnson M, de Soto NA, Madsen PT. 2009. Studying the behaviour and sensory ecology of marine mammals using acoustic recording tags: a review. *Mar Ecol Prog Ser.* 395:55–73.

Smart NP, Fang ZT, Bervick RL. 2003. Practical guidance for sperm whale studies. *J Card Fail.* 9(1):45–78.

Article Accepted for Publication and in Review

*If the article has been accepted for publication, designate as “Forthcoming.” as in Author. Forthcoming Year. Article title. Journal name, etc. If it has been submitted but not yet accepted, *and* it is available to the public, treat it as an unpublished manuscript.*

Roulee RA, Getty RG, Rascal CA, Peterson AD. Forthcoming 2020. Listening to fish: passive acoustics and fisheries science. *Fisheries.*

(Roulee et al. Forthcoming 2020)

A.3 Book

Author(s). Year. Title of book in sentence caps. Edition. Place of publication: Publisher. Extent [optional]. Notes.

Richardson WJ, Greene Jr CR, Malme CI, Thomson DH. 1995. *Marine mammals and noise.* San Diego (CA): Academic Press. 502 p.

Multi-volume Book When All Volumes Are Referenced

Mica WJ, Baca Jr CR, Malme CI, Thomson DH. 1995. *Marine mammals and family hierarchy.* San Mateo (CA): Blimey Press. 4 vol.

Part of Book When Author of the Part Is Same as Book Author

Bobsled IL, Pratt YN. 2009. *Marine mammals and ocean noise.* Wilmington (NC): University of North Carolina-Wilmington. Chapter 4: Toothed whales; p. 70–97.

Part of a Book When the Author is Not the Author or Editor of the Book

¹ Two-letter ISO country code; see the link below for source.

² The full list of journal title abbreviations: <https://www.issn.org/services/online-services/access-to-the-ltwa/?lettre=s#recherche>

Author(s). Year. Title of part or chapter in sentence caps. In: Editors names, editors. Name of the book. Edition [ed.]. Place of publication: publisher. Extent of cited part or chapter.

Andriolo A, de Castro FR, Amorim T, Miranda G, Di Tullio J, et al. 2018. Marine mammal bioacoustics using towed array systems in the western South Atlantic Ocean. In: Rossi-Santos MR, Finkl CW, editors. *Advances in marine vertebrate research in Latin America*. Vol. 2. Cham (CH)³: Springer International Publishing AG. p. 113–147.

Ludwig S, Kreimeyer R, Knoll M. 2016. Comparison of PAM systems for acoustic monitoring and further risk mitigation application. In: Popper A, Hawkins A, editors. *The effects of noise on aquatic life II: advances in experimental medicine and biology*. Vol 875. New York (NY): Springer. p. 655–663.

Book in a Series

Salvador A. 1991. Origin and development of the Gulf of Mexico Basin. In: Salvador A, editor. *The Gulf of Mexico Basin. The geology of North America, Volume J*. Boulder (CO): Geological Society of America. p. 389–444.

Contribution to a Book [Author of the Contribution is Not Author or Editor of Book]

Hazeltine WA. 2009. Kidney disease. In: Michaelson PE, Odetta LF, editors. *The encyclopedia of medicine*. Berlin (DE): Verlag. p. 365–390.

Stanley DR, Wilson CA. 2003. Seasonal and spatial variation in the biomass and size frequency distribution of fish associated with oil and gas platforms in the northern Gulf of Mexico. In: Stanley DR, Scarborough-Bull A, editors. *Fisheries, reefs, and offshore development*. American Fisheries Society Symposium 36. Bethesda (MD): American Fisheries Society. p. 123–153.

³ For selected ISO Country Codes, see p. 647 of CSE 8th edition or see the full list at <https://www.iso.org/obp/ui/#search>

A.4 Conference Proceedings and Poster Presentations

These are one of the only formats that takes title caps (for the proceedings and the conference titles).

Conference Paper in Published Proceedings

Author(s) of paper. Year. Title of paper in sentence caps. In: Title of Book in Title Caps. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Location. Notes.

Lee DJ, Keel PO, Xu X, Dramy IP, Sorth WK. 2003. An imaging system: correlating lip shapes with tongue contact patterns for speech pathology research. In: Krol M, Mitra S, Lee DJ, editors. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems, 2003. CBMS 2003; 2003 Jun 26–27; New York, NY. Los Alamitos (CA): IEEE Computer Society. p. 203–304.

Yoshioka R, Salem A, Swerdon S, Loper C, Pritchett Z. 2016. Turning FPU's into hubs: opportunities and constraints. Proceedings of the Annual Offshore Technology Conference, Vol. 1; 2016 May 2–5; Houston, TX. Richardson (TX): Offshore Technology Conference. p. 3249–3257. OTC-27167-MS. doi:10.4043/27167-MS.

Published Proceedings (Entire Proceedings)

Author(s) of paper. Year. Title of book in title caps. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Location. Notes.

Callaos N, Malmgren K, Cooke J, editors. c2003. Proceedings of the 7th World Multiconference on Systemics, Informatics, and Cybernetics. SCI: 7, 2003; 2003 Jul 27–30; Orlando, FL. Orlando (FL): International Institute of Informatics.

Unpublished Conference

Author. Year of conference. Title of paper in sentence caps. Paper presented at: Title of conference. Number and name of conference: Place of conference.

Beppo KL, Svoboda TR. 2018. Assessments of congregations of red fish at drilling platforms in the Gulf of Mexico. Paper presented at: Where Things Stand: Gulf of Mexico 5th Annual Species Status Conference; 2016 Nov 10–14; Biloxi, MS.

Poster or Paper Presentation

Bourque JR, Demopoulos AWJ, Fisher CR. 2015. Temporal variability of deep-sea coral-associated macrofauna in the Gulf of Mexico after the *Deepwater Horizon* oil spill. Poster presented at: 14th Deep Sea Biology Symposium; 2015 Aug 13–Sep 04; Aveiro, Portugal.

Wells, S, Tupelo P, Edmonson S. 2019. Variability of oyster beds in the Gulf of Mexico after the *Deepwater Horizon* oil spill. Paper presented at: 14th Deep Sea Biology Symposium; 2018 Aug 13–Sep 04; Madrid, Spain.

A.5 Dissertation or Thesis

Author(s). Year. Title of dissertation or thesis in sentence caps [content designator]. Place of publication: publisher. Extent.

Evans AM. 2012. Out of site but not out of mind: submerged landscapes on the northwestern Gulf of Mexico Outer Continental Shelf [dissertation]. Baton Rouge: Louisiana State University.

A.6 Maps

Author, cartographer. Year. Title of map in sentence caps [map type]. Place of publication: publisher. Physical description. Notes.

Heinrich PV, Snead J, cartographers. 2003. Crowley 30 × 60 minute geologic quadrangle. Baton Rouge (LA): Louisiana Geological Survey. Scale 1:100,000.

Winker CD, compiler. 1990. Quaternary geology, northwestern Gulf Coast. In: Morrison RB, editor. Quaternary non-glacial geology: conterminous United States. The geology of North America, volume K-2. Boulder (CO): Geological Society of America. Plate 8. Scale 1:2,000,000.

A.7 Websites and Other Online Formats

References to websites and other online formats follow the same general principles as for printed references, with the addition of a date of update and/or revision (if available) along with an access date and a web address. **NOTE: Providing only a web address is NOT sufficient.**

Website

Title of Homepage. Year. Edition. Place of publication: publisher; [date updated; date accessed]. Notes.

If no date of publication can be determined, use a copyright date (if available), preceded by “c”. Include the web address in the notes.

APSnet: plant pathology online. c1994–2005. St. Paul (MN): American Phytopathological Association; [accessed 2005 Jun 20]. <http://www.apsnet.org/>.

For the in-text reference, include only the first word or two of the title (enough to distinguish it from other titles in the reference list), followed by an ellipsis.

(APSnet ... c1994–2005)

Online Data or Datasets

Seaturtle.org. c2017a. Buck Island turtles [dataset]. Durham (NC): Duke University, Ocean Biogeographic Information System Spatial Ecological Analysis of Megavertebrate Populations; [accessed 2017 June 20]. http://www.seaturtle.org/tracking/index.shtml?project_id=663.

(Seaturtle.org c2017a)

Seaturtle.org. c2017b. Satellite tracking: Alabama sea turtles. Durham (NC): US Department of the Interior, US Geological Survey National Resource Damage Assessment; [accessed 2017 Jun 20]. http://www.seaturtle.org/tracking/?project_id=627

(Seaturtle.org c2017b)

Journal Article (if also available online)

Hart K. 2017. Tracking sea turtles in the Everglades. *Endanger Spec Bull.* 33(3): 26–29. [accessed 2017 Jun 9.] <https://pubs.er.usgs.gov/publication/70184304>.

Online Journal Article

Author(s) of article. Year. Title of article in sentence caps. Title of journal (edition). Volume(issue):location. [date updated; date accessed]; web address. Notes.

A DOI (Digital Object Identifier) may be included in the notes in addition to a web address, if available:

Savage E, Ramsay M, White J, Beard S, Lawson H, Hunjan R, Brown D. 2005. Mumps outbreaks across England and Wales in 2004: observational study. *BMJ*. 330(7500):1119–1120. [accessed 2005 May 31]; <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119>. doi:10.1136/bmj.330.7500.1119.

Online Report

Author(s) of article. Year. Title of article in sentence caps. Place of publication: Publisher. Extent. Report No.: xx. Contract No.: xx. [date updated; date accessed]; Volume(issue):location. Notes.

Schirripa MJ, Legault CM. 1999. Status of the red snapper in U.S. waters of the Gulf of Mexico: updated through 1998. Miami (FL): National Marine Fisheries Service, Southeast Fisheries Science Center. 106 p. Report No.: SFD-99/00-75. [accessed 2020 March 30]; https://grunt.sefsc.noaa.gov/P_QryLDS/download/SFD76_SFD-99_00-75A.pdf?id=LDS

[SEDAR] Southeast Data, Assessment, and Review. 2005. Stock assessment report of SEDAR 7: Gulf of Mexico red snapper. SEDAR7 assessment report 1. Charleston (SC): SEDAR. 480 p. [accessed 2020 March 30]; http://sedarweb.org/docs/sar/S7SAR_FINAL-redsnapper.pdf

Online Database

Title of database in sentence caps. Beginning date–ending date. Edition. Place of publication: Publisher. [date updated; date accessed]. Notes.

e-Book

Author(s). Year. Title of book in sentence caps. Edition. Place of publication: publisher; [date updated; date accessed]. Notes.

Brogden KA, Guthmille JM, editors. 2002. Polymicrobial diseases. Washington (DC): ASM Press; [accessed 2014 Feb 28]. <http://www.ncbi.nlm.nih.gov/books/NBK2475/>.

Blog

Author(s). Year. Title of post in sentence caps [descriptive word]. Title of blog. [accessed date]. Web address.

Fogarty M. 2012 Aug 14. Formatting titles on Twitter and Facebook [blog]. Grammar Girl: Quick and Dirty Tips for Better Writing. [accessed 2012 Oct 19]. <http://grammar.quickanddirtytips.com/formatting-titles-on-twitter-and-facebook.aspx>.

A.8 ISO Journal Title Abbreviations: Links

If the full journal name is not listed, and some are not, just use the abbreviation for each word.

Full list:

<https://www.issn.org/services/online-services/access-to-the-ltwa/?lettre=s#recherche>

Other resources:

<https://woodward.library.ubc.ca/research-help/journal-abbreviations/>

<https://www.wsl.ch/en/publicationssearch/list-of-journal-abbreviations.html>

Appendix B: Sample Table in Landscape Orientation

Table B-1 shows a sample table in landscape orientation with data in columns aligned on the decimal.

Table B-1. Sample table in landscape orientation

Station	Chl c2 (mg/m ²)	Pheo- phorbide (mg/m ²)	Peridinin+ isomer (mg/m ²)	Pyropheo- phorbide (mg/m ²)	19-but fucocant (mg/m ²)	Fuco- can- thin (mg/m ²)	Prasinoxanthin (mg/m ²)	19-hex fucocanthin (mg/m ²)	Zeaxanthin (mg/m ²)	Chl b (mg/m ²)	Chl a (mg/m ²)	Pheo- phytin (mg/m ²)
23	0.16	2.36	0.45	11.77	0.07	3.80	0.13	0.00	0.05	0.23	4.44	0.19
24	0.11	1.30	0.23	1.38	0.01	2.39	0.00	0.00	0.01	0.13	2.37	0.00
25	0.23	14.77	1.27	33.18	0.72	3.53	0.10	0.02	0.05	0.89	5.63	0.00
L250-5	0.03	0.00	0.17	0.38	0.02	1.12	0.02	0.00	0.01	0.01	1.39	0.00
T-3	0.18	3.69	0.69	12.81	0.10	2.04	0.03	0.00	0.00	0.05	2.06	0.19
3A	1.37	3.86	0.68	26.17	0.71	34.79	0.10	0.05	0.51	4.48	68.58	18.91
5A	0.39	1.17	0.14	5.57	0.11	5.44	0.05	0.03	0.03	0.60	9.15	0.34
70-142	0.14	3.45	0.11	4.93	0.12	1.24	0.06	0.01	0.00	0.06	1.88	0.22
70-143	0.35	1.01	0.46	9.23	0.28	3.36	0.09	0.01	0.01	0.19	5.08	0.60
70-145	0.48	1.95	0.43	8.04	0.28	4.44	0.07	0.01	0.01	0.14	5.84	0.28
71-145	0.02	0.00	0.10	1.34	0.03	0.42	0.04	0.00	0.00	0.00	0.63	0.00
71-146	0.07	1.74	0.36	7.02	0.11	0.37	0.10	0.01	0.01	0.17	0.86	0.00
71-147	0.02	0.00	0.15	2.54	0.06	0.46	0.03	0.00	0.00	0.07	0.46	0.00
71-149	0.06	0.00	0.12	2.31	0.06	0.60	0.03	0.00	0.01	0.00	0.77	0.00
71-150	0.75	1.33	0.09	4.11	0.04	4.87	0.01	0.00	0.01	0.27	5.50	0.34
143 W1	0.26	5.66	0.37	14.16	0.38	3.25	0.07	0.03	0.06	0.67	6.35	0.81
143 W2	0.21	0.82	0.38	7.29	0.30	2.60	0.04	0.00	0.00	0.50	3.45	0.43
143 W4	0.15	6.71	0.36	21.33	0.18	0.61	0.06	0.02	0.16	0.53	1.73	1.15
143 W5	0.02	0.00	0.04	1.74	0.03	0.18	0.03	0.00	0.01	0.05	0.43	0.00
149-200	0.03	0.51	0.10	4.37	0.07	0.21	0.06	0.00	0.04	0.05	0.36	0.00
149-350	0.17	0.24	0.24	8.14	0.22	0.66	0.15	0.02	0.20	0.61	2.04	0.00

Source: Smith 2010



U.S. Department of the Interior (DOI)

The DOI protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors the Nation's trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities.



Bureau of Ocean Energy Management (BOEM)

BOEM's mission is to manage development of U.S. Outer Continental Shelf energy and mineral resources in an environmentally and economically responsible way.

BOEM Environmental Studies Program

The mission of the Environmental Studies Program is to provide the information needed to predict, assess, and manage impacts from offshore energy and marine mineral exploration, development, and production activities on human, marine, and coastal environments. The proposal, selection, research, review, collaboration, production, and dissemination of each of BOEM's Environmental Studies follows the DOI Code of Scientific and Scholarly Conduct, in support of a culture of scientific and professional integrity, as set out in the DOI Departmental Manual (305 DM 3).