



Environmental Studies Program Draft and Final Report Checklist

Complete this checklist and submit with your draft and final report submissions.

- The ESP Report Specifications (checklist and template) apply to all ESP reports regardless of the preparer. Deviations from these specifications require approval by the BOEM COR or PO.
- These specifications supersede the previous version (2021). Use the specifications in place at the time the report is being prepared, not those at the time of the award.
- When additional clarifications are needed, refer to the Council of Science Editors (CSE) *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. 8th Edition* (or later).

Report title:

Submitted by:

Date:

No.	Category	Item	Completed
1	General	Uses the 2025 ESP Report Template and (unmodified) paragraph styles provided in the template Reviewed and edited for technical accuracy, clear language, and compliance with these specifications	
2	File Format	Deliverables: draft document submitted in Word; final documents in Word and PDF All files without password protection Standard white pages, 8.5 by 11 inches in size, with 1-inch margins	
3	Section 508	Complies with Section 508 of the Rehabilitation Act and passes Microsoft® Word (Word) and Adobe® Acrobat accessibility checks	
4	Page Numbers	Uses the page number settings and formats in the template	
5	Copyrighted Material	Any copyrighted material (e.g., photographs, figures) has been authorized in writing by the copyright holder; copy of authorization provided to the COR or PO with the draft report	
6	Front Cover	No additions to cover Date is the publication month and year	
7	Back Cover	No alterations	
8	Title Page	All table entries are completed except those noted as optional	
9	Technical Summary	All fields are filled Length is 1.5 to 3 pages	

No.	Category	Item	Completed
10	Frontmatter	Table of Contents, List of Figures, and List of Tables are generated automatically by Word and linked to the appropriate locations	
11	References	All sources are cited in the report consistently using Author-Year in-text and end references (not footnotes) References are consistently formatted using an appropriate author-year reference style (BOEM highly encourages using the format by the Council of Science of Editors, 8 th or later edition) When possible, use Word or plug-in (such as EndNote) reference manager	
12	Appendices	Numbered or lettered consecutively	
13	Volumes	Numbered consecutively with Arabic numbers Formatted as separate reports with all components included in the template	
14	Numbers	Separator commas for every third digit, as appropriate Numbers less than one have a zero before the decimal point (e.g., 0.12)	
15	Equations	Generated with Word's built-in Equation editor; or, if using an image, insert the linear form of the equation in the alt text	
16	Abbreviations and Acronyms	Spelled out on first use and included in the List of Abbreviations and Acronyms	
17	Tables and Figures	Every table or figure is referred to in the text and inserted as closely as possible after the text that refers to them	
18	Table Titles	Appear above the table, appear on the same page as the table, are not longer than one sentence), and use the Table Title style	
19	Table Notes	Placed under the table title using the Table Notes style	
20	Figure Captions	Appear below the figure, appear on the same page as the figure, are not longer than one sentence, and use the Figure Caption style	
21	Figure Notes	Placed under the figure caption using the Figure Notes style	
22	Tables	Placed as tables and not images Do not have merged, split, or empty cells (place a hyphen in a blank cell) Table properties set to <ul style="list-style-type: none"> • Repeat header row on every page of the table • Do not allow table rows to break across pages Units provided where applicable	
23	Figures	Each figure is a single image Have alternate text and appropriate color contrast Text wrap set to "in line with text" Do not have text boxes layered over a figure Include a border	
24	Hyperlinks	Have clear, descriptive, and meaningful text Confirmed to be linked to active webpages Cited if source material for the report	