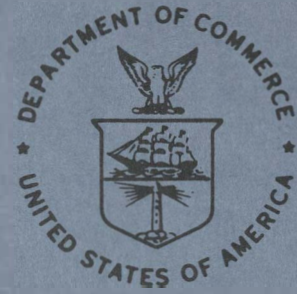NOAA Technical Memorandum OMPA-24

HANDBOOK FOR PREPARING

OFFICE OF MARINE POLLUTION ASSESSMENT

REPORTS

Rosa Lee Echard

Boulder, Colorado
December 1982

noaa NATIONAL OCEANIC AND / Office of Marine
ATMOSPHERIC ADMINISTRATION / Pollution Assessment

NOAA Technical Memorandum OMPA-24

HANDBOOK FOR PREPARING

OFFICE OF MARINE POLLUTION ASSESSMENT

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Rosa Lee Echard

Scientific Support Services
Office of Marine Pollution Assessment
National Oceanic and Atmospheric Administration
Boulder, Colorado 80303

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HANDBOOK FOR PREPARING
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1. INTRODUCTION

This handbook is designed to be used by both authors and typists.
The essential specifications are set forth to ensure that Office of
Marine Pollution Assessment (OMPA) reports are uniform and conform to
the Department of Commerce printing regulations (U.S. Government
Printing Office, 1973; U.S. Department of Commerce, 1978).

2. TYPES OF REPORTS

The various types of reports to be published by OMPA are described
in OMPA Letter 80-12, dated June 24, 1980. These publications are OMPA
Technical Reports, OMPA Special Reports, OMPA Technical Memorandums, and
Technical Service Publications. The definition for each of these
reports as stated in OMPA Letter 80-12 is as follows:

2.1 OMPA Technical Reports

OMPA Technical Reports (TRs) are considered as formal
publications in accordance with NOAA Directives Manual
Chapters 25-01 (paragraph 5) and 25-06 (paragraph 6).
OMPA Technical Reports meet high quality criteria,
reflect sound professional work, and are the preferred
medium for transferring information of broad regional
interest or widespread applicability to decision-makers,
government agencies at all levels, industry, public
interest groups, and the public at large. The OMPA
Technical Report series also may be used for journal-
quality manuscripts which due to certain technicalities
are not well suited for publication in a journal or a
more formal NOAA series. (These technicalities would
include, for example, manuscripts which are too lengthy
for journal articles, too much delay in processing a
manuscript for journal publication, or manuscripts that
contain special tables or data which do not conform to
the formal editorial requirements of a journal or other
NOAA medium.)

OMPA Technical Reports should communicate significant
results which substantially merit publication. Criteria
to be met by manuscripts will include:

- scientific review to verify the content and substance of the research

- technical editing to ensure effective communication and normal standards of conformity as to style, format, grammar, and spelling

- complete references

- excellence in design and printing to provide legibility

- meaningful and attractive layout

- clear and trenchant figures

- review of the advice or recommendations compiled to improve or support the publication

The OMPA Technical Report must be approved by the OMPA Director; therefore, the responsible OMPA Office should submit a double-spaced manuscript to the OMPA Director. In addition to the manuscript, the Director should receive a summary of at least two reviewers' comments supporting publication in this series.

2.2 OMPA Special Reports

OMPA Special Reports are quality reports that can be published for special purposes not covered by the preceding category. Such publications may vary in format, covers, etc. for required special purposes. The selection of such manuscripts will be controlled by the OMPA Director's approval of the release of such manuscripts for publication. Since these reports cannot be covered by blanket Departmental clearances, a Form CD-27 must be submitted for Departmental approval prior to publication. This approval should be sought early in the production of the manuscript. The minimum time to receive approval is one month.

The OMPA Director must approve the publishing of an OMPA Special Report. Requirements for Special Reports are the same as for Technical Reports (i.e., send the OMPA Director a double-spaced manuscript and a summary of at least two reviewers' comments supporting publication in the series).

2.3 OMPA Technical Memorandums

OMPA Technical Memorandums (TMs) are informal publications that are required by an OMPA Office for such purposes as: the documentation of work in progress; preliminary or status reports to sponsors; simple compilations of data; description of procedures and practices. Although the Technical Memorandum is considered an informal publication, it is expected to reflect sound, professional work.

2.4 Technical Service Publications

The Technical Service Publication is another category that can be used by specially numbered series (such as data reports) in accordance with the direction given in the NOAA Directives Manual Chapter 25-01. Procedures for establishing and using these series should be arranged by contacting the OMPA Headquarters Office.

OMPA currently has Departmental clearance (approved Forms CD-27) to publish Technical Reports, Technical Memorandums, Data Reports, and OMPA Reports. These approvals are kept on file in the OMPA Headquarters Office. Questions regarding the approvals should be directed to the person in charge of publications at OMPA Headquarters.

3. LEGAL CONSIDERATIONS

The Government may be subject to liability for misuse of the literary property of others (e.g., patents, trademarks, and proprietary information); therefore, the following guidelines should be observed.

3.1 Copyrighted or Contributed Material

Copyrighted material may not be incorporated in a report unless written permission of the copyright owner has been obtained. Prior use of copyrighted material in another Government publication does not necessarily constitute permission for use in an OMPA publication.

When permission has been obtained and the material is used in a report, it shall be identified by a statement substantially as follows:

Reprinted from (title of publication, year of first publication) by (name of author) with permission of (names of copyright owner, if different from that of author).

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To avoid restricting the availability of a report, every effort should be made to avoid using information that has limited distribution. Such information should be used only when it is essential to the understanding of a report and only after approval for its use has been authorized.

Courtesy requires acknowledgment of uncopyrighted materials from other persons. This may be done in a footnote, in a bibliographic reference, or in a statement in the text. Credit lines should not be given for purchased material.

3.2 Draft Documents

Draft documents should not be routinely distributed outside of OMPA. If the provisions of the Freedom of Information Act or programmatic reasons require the distribution of draft reports, these reports must be clearly marked "Draft." Place the word "Draft" on both the outside cover (if the report has one) and on the title page.

3.3 Disclaimer

The following disclaimer notice must appear in all OMPA reports that mention commercial products or processes.

DISCLAIMER

Mention of a commercial company or product does not constitute an endorsement by the National Oceanic and Atmospheric Administration. Use for publicity or advertising purposes of information from this publication concerning proprietary products or the tests of such products is not authorized.

3.4 Contract Information

If a report fulfills the requirements of a contract, that information may be included on the same page with the disclaimer.

4. REPORT ORGANIZATION

The outline below lists the elements that should be included in most OMPA reports. Every report may not include all of these elements; however, if an element is included, it should be placed in the document in accordance with the order given in this outline. Special instructions for some of these elements are given in Section 5.

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<div align="center">Order of Elements</div>

         Front Cover

         Front Matter:

              Title Page
              Disclaimer (and any desired contract information)
              Foreword
              Preface
              Contents
              List of Figures
              List of Tables
              List of Abbreviations and Symbols
              Acknowledgment

         Body of Report

         Back Matter:

              References
              Bibliography
              Appendices
              Glossary
              Index

5. FORMAT SPECIFICATIONS

The specifications for preparing OMPA reports are listed below. Adherence to these specifications will eliminate unnecessary delays in getting reports published.

5.1 Cover, Spine, and Title Page

The cover of an OMPA report will carry the title of the publication and the Department of Commerce seal. It must also list the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, and Office of Marine Pollution Assessment. If, for some reason, the Department of Commerce seal is not printed on the cover, it must be included on the title page. These seals will be furnished by the appropriate OMPA office. Because OMPA Special Reports and certain other OMPA reports are not published in a series, these reports do not have formatted covers. The covers for OMPA Technical Reports, OMPA Technical Memorandums, and OMPA Data Reports are formatted. OMPA offices may obtain the camera-ready form for these covers from OMPA Headquarters. Formatted covers include the date and place of publication; these are optional on other covers.

The spine is the part of the report that is visible when the report is on a bookshelf. All reports with at least 130 pages should have printed spines that include the title of the publication and the publication date or series number. The first word of the title should be at the top of the spine. The words go from top to bottom with the date or series number nearest the bottom. Reports that contain fewer than 130 pages cannot have a printed spine.

The title page for OMPA Technical Reports, OMPA Technical Memorandums, and OMPA Data Reports is formatted. The forms for the title page are available to OMPA offices from OMPA Headquarters. The title page for other OMPA reports may vary slightly; however, the following items must be included on the title page:

- the NOAA seal - if the Department of Commerce seal is on the cover

- title of the document

- publication date

- U.S. Department of Commerce

- name and title of the current Secretary of Commerce (e.g., Malcolm Baldrige, Secretary)

- National Oceanic and Atmospheric Administration

- name and title of the current NOAA Administrator

- Office of Marine Pollution Assessment

- name and title of the current OMPA Director

The print size and the order of the organizations must coincide with their ranking. See the title page of this report as an example.

Other items that may be included on the title page are the author's (or editor's) name and affiliation and the location of publication.

5.2 Foreword and Preface

Neither a foreword nor a preface are required in an OMPA report; however, one or both may be included. A foreword differs from a preface in that it is an introductory note written as an endorsement by a person other than the author. A preface is written by the author (or the editor of a multi-authored volume).

5.3 Contents Page, List of Figures, and List of Tables

The contents page must be typed in the same format (i.e., margins and spacing) as the text. See the contents page of this report as an example. The list of figures and list of tables are optional. However, when included, they must be placed immediately following the contents page, and should be typed in the same format as the text.

The information on these pages should be verified against the headings, captions, and page numbers that appear in the report.

5.4 Body of Report

The sections of the body of the report depends, of course, on the type of report. Almost all reports should contain an introduction or background section. Scientific reports should contain a methods section. If applicable, results, conclusions, and recommendations should be included in the report.

If the report is large, an abstract should be included. An abstract should briefly state the important results of the research. Although an exact word count in not manditory, an abstract should not be longer than one page. It may be the first page in the body of the report, or it may be placed on a separate page that immediately precedes the body of the report.

5.5 References

References concern source material cited in the document. Extreme care should be taken to ensure that the citation in the text agrees with the listing in the reference section. This information should be presented in an accurate, uniform manner. Use a style that is consistent with that used in a reputable scientific journal or a style manual such as A Manual of Style (University of Chicago Press, 1969).

The following are guidelines for references.

The first author is listed last name first. All succeeding authors (in the same citation) are listed initials first.

    Smith, A.A., and B.J. Jones
    Smith, A.A., B.J. Jones, and R.D. Johnson

The second and succeeding lines of a citation are indented five spaces. (Note that this is exactly opposite from the footnote format.)

An example of a reference of a journal article:

Smith, A.A., and B.J. Jones. 1980. Title of article.
Journal Title, 10(2):500-521.

Note: - Capitalize only the first word of the article title
(except for proper nouns, which are always capitalized).

- Underline the journal title.

- The words "volume," "number," and "page" are not used. The
above example is found on page 500 of volume 10, number 2.

An example of an article published in a book:

Smith, A.A., and B.J. Jones. 1980. Title of article. In:
BOOK TITLE, Martin Publishing Company, Boston. pp. 500-521.

An example of an entire book that is referenced:

Smith, A.A., and B.J. Jones. 1980. BOOK TITLE. Martin
Publishing Company, Boston. 650 pp.

The date of publication follows the name of the authors. If a
publication is in press, this is stated instead of the date, for
example,

Smith, A.A., and B.J. Jones. In press. Title of article.
Journal Title.

5.6 Bibliographies

Whereas references concern the source material cited in the docu-
ment, bibliographic entries may include any published material that
relates to the text. The difference between the two is whether the
material was cited in the text. The format for bibliographies is
identical to the format for references.

5.7 Illustrations

Illustrations (figures) include charts, drawings, and photographs.
Captions are always placed beneath the figure. The caption should
be typed as follows:

Figure 1. Title....
Second and succeeding lines of title are aligned
under the first word of the title. (Only the first
word of title and proper nouns are capitalized.)

If a figure is so large that it needs to be placed crossways on the page, the caption should be along the right side (below figure) when the report is in the normal reading position. The exact placement of the figure is determined by the size of the figure. A figure larger than one-half of the image area should be placed on its own page. Two half-page figures in sequential order may be placed on the same page.

Illustrations should be clear graphic-arts' quality originals. Photocopies will not reproduce satisfactorily in many cases. All black and white photographs should be glossy prints.

Illustrations should be numbered and mentioned sequentially throughout the report (not within sections). An illustration should be placed in the text as soon as possible after it is mentioned.

5.8 Tables

A table is two or more columns of numbers or words. Tables are used when precise data are required. If the information in the table needs to be read along with the text, the table should be included in the body of the report. On the other hand, if the table is likely to be referred to after the report is read, the table should be placed in an appendix. A caption should be placed above the table, and each column should have an appropriate heading.

The format for a table is as follows:

Table 1. Title....
          Second and succeeding lines of title are aligned
          under the first word of the title. (Only the first
          word of title and proper nouns are capitalized.)

Column heading	Column heading	Column heading
XXX	XXX	XXX
XXX	XXX	XXX

The beginning and end of the table are marked by an underline. When headings are used for the columns, they are also underlined. If the table is larger than one page, do not underline before the end of the table. If footnotes are included, they are typed beneath the underline and are left justified. Symbols used to denote footnotes should be easy to differentiate from the information in the table.

Headings should be centered over the appropriate column. Numbers
should be aligned by the decimal point. Any number less than 1
should have a 0 in front of the decimal. An example of alignment
follows:

```
  152
    0.053
   91
    0.178
    1.259
    8
   12.69
    0.005
```

When inserted into text, tables should be numbered and mentioned
sequentially throughout the report (not within sections). A table
should be placed in the text as soon as possible after it is
mentioned. When placed in an appendix, tables should be numbered
sequentially within each appendix.

5.9 Footnotes

Footnotes should be avoided, if possible. When they must be
included, place a symbol in the text one-half space above the line
of type. At the bottom of the same page, draw a line that extends
1½" from the left margin. Under this 1½" line, indent five spaces
and repeat the footnote symbol. Drop down ½ space and begin typing
the footnote. The second and all succeeding lines of text in the
footnote return to the left margin.

6. REPORT NUMBERING SYSTEM

Various numbering systems have been devised, and the most impor-
tant factor is internal consistency. The numbering system chosen for a
report should be determined by the complexity of the report.

6.1 Headings

A simple report may number only the major sections; therefore the
numbers used would be 1, 2, 3, 4....

For more complex reports, a decimal system shows the ranking of
headings and subheadings. The decimal system also enables easy
revisions and additions. A partial outline of this system is shown
below:

```
                    1.0  FIRST MAIN HEADING
                    2.0  SECOND MAIN HEADING
                    3.0  THIRD MAIN HEADING

        3.1  First Subdivision of Third Main Heading

             3.1.1  First subdivision of 3.1
             3.1.2  Second subdivision of 3.1

        3.2  Second Subdivision of Third Main Heading
```

Please note that if you have a "1" any place in this system, you
must have a corresponding "2"; i.e, you cannot have a 3.1 without
a 3.2. Also note that you may have more than two subdivisions.
The decimal numbering system is used in this handbook.

In addition to the numbers, the style and placement of the headings
are determined by the ranking of the headings. Main headings are
usually all capital letters and centered on the page and followed
by two blank lines. The first level of subdivision headings are
placed at the left margin with the first letter of each major word
capitalized. This heading is set off by two blank lines above and
one blank line below it. The second level of subdivision headings
should be indented five spaces from the left margin.

The listing above illustrates three heading levels of a report.
These should be included in the contents page. Additional levels
may be used in a report; however, these levels should not be
included in the contents page.

6.2 Page Numbering

All pages that precede the body of the report are numbered with
lower case Roman numerals. The title page is the first page but it
is not numbered. Therefore, the disclaimer, if used, is the first
page with a number showing; it is numbered ii.

The first page of the body of the report is Arabic 1. Like the
title page, this number is not shown. The second page shows the
number 2. The entire report (including back matter) should be
paginated sequentially.

Placement of page numbers must be consistent throughout text--
centered ½" from the bottom of the sheet.

Certain page numbering conventions are followed when reports are
printed on the front and back of the paper. All odd-numbered pages
must be on the right side when the report is opened. It may be
necessary to include blank pages in the report because certain
pages require odd numbers.

The following pages must have an odd number:

    Title Page
    Foreword
    Preface
    Contents
    Body of Report (first page)
    References
    Bibliography
    Appendix (each one)
    Glossary
    Index

7. OTHER CONSIDERATIONS

7.1 Size of Paper Stock

Most OMPA reports will be printed on standard 8½" x 11" paper stock. Sometimes a report may justify a different page size. Any size other than the standard size will usually increase the cost of the publication. When planning a document with a page size other than 8½" x 11", contact the GPO for advice on page size and cost.

7.2 Image Area

The ideal image area leaves 1" margins at top and bottom of the page and 1¼" margins on both the left and right sides. This gives a 6" x 9" image area. This area should not be exceeded. Sometimes it is not possible to fit tables and figures into this image area. When this occurs, the margins may be reduced to 3/4" on all margins. If the figure still won't fit, it must be photographically reduced to fit the image area. Fold-outs are costly and should not be considered.

A single line of a paragraph at either the top or bottom of the page are called widow or orphan lines. Both of these must be avoided.

When only the first line of a paragraph will fit at the bottom of a page, start the paragraph on the next page. A heading is considered part of its succeeding paragraph, and these should not be separated. It is acceptable to have extra blank lines at the bottom of a page to accommodate elimination of an orphan line or separated heading.

If an entire paragraph will not fit at the bottom of a page, at least two lines of the paragraph must appear on the following page.

7.3 Typestyle

An entire report should have only one typestyle. This includes
figures and tables. When possible, avoid using the lower case "l"
for the number "1" and letters for Greek symbols, e.g., "u" for
"μ".

7.4 Acronyms and Abbreviations

An acronym should be defined the first time it is used, e.g.,
National Oceanic and Atmospheric Administration (NOAA). The
purpose of an acronym is to eliminate using long names throughout
a report. If a name is used only once in a report, there is no
need to give an acronym. The following rules apply to their usage.

-   Acronyms or abbreviations should not be used in the reference
    and bibliography sections of a report.

-   If numerous acronyms or abbreviations are used in a report, a
    list of these should be placed in the glossary.

-   Do not begin a sentence with an abbreviation; however, an
    acronym is acceptable.

7.5 Hyphenation Rules

-   Word breaks should be avoided at the ends of more than two
    consecutive lines.

-   The final word of a paragraph should not be divided. Like-
    wise, the last word on a page should be be divided.

-   Avoid a division which adds another hyphen to a hyphenated
    compound e.g., energy-related not energy-re-lated.

-   Avoid dividing proper names, but if unavoidable, follow
    general hyphenation rules.

-   Do not separate initials in a name.

-   Do not separate the day of the month from the month.

-   Do not separate units from their numeral designations, e.g.,
    5 percent, 2 mm, 8 hours.

-   Words should preferably be divided according to their pronun-
    ciation; and to avoid mispronunciation, they should be divided
    so that the part of the word left at the end of the line will
    suggest the whole word.

- It is important that words be hyphenated or not hyphenated consistently throughout a report e.g., fresh-water vs. freshwater or fresh water.

7.6 Color Printing

Color printing requires approval from the Commerce Department Office of Publications. A letter requesting approval must be sent to the Office of Publications from the OMPA Director. The only acceptable reason for the use of color is that important research information cannot be conveyed without using color printing. Obtaining approval for color printing takes about 6 weeks; therefore, color requests must be submitted before the report is ready to be printed.

7.7 Typing vs. Typesetting

Informal OMPA reports (e.g., Technical Memorandums and Data Reports) should be typed. The camera-ready copy should be free from smudges and noticeable corrections. The text should be single-spaced. If the report contains several super- or sub-scripts, use 1½ spacing.

Typesetting is both expensive and time consuming. The managers of the OMPA office involved should be consulted before plans are made to typeset a report.

8. BIBLIOGRAPHY

U.S. Government Printing Office. 1973. STYLE MANUAL. Washington, DC.
556 pp.

U.S. Department of Commerce. 1978. Handbook of Publishing and Printing. Office of Publications, Washington, DC. 47 pp.

University of Chicago Press. 1969. A MANUAL OF STYLE, 12th Edition.
154 pp.

APPENDIX

Style Guidance

comma in a series - In a series of three or more items, always include the comma before the conjunction.

e.g., - means "for example." It is always typed e.g., Since you are stating examples, <u>never</u> end the list of examples with etc.

et al. - an abbreviation of et alia - Latin words meaning "and others." Note et is not abbreviated and, therefore, does not have a period after it. Do not separate et al. at the end of a line.

Federal - always capitalize when referring to the Federal government

i.e., - means "that is." Typed i.e.,

numbers - Numbers smaller than 10 are usually spelled out except when referring to units of measurement and time, actual or implied, which are expressed in figures.

Examples:

five girls
6 years old
8 ml
7 meters
1 month

% - The GPO Style Manual allows the use of the % symbol in tables. The word percent must be used in the text. Always use numerals with the word percent.

Example: 4 percent

U.S. - United States is always spelled out when used as a noun. U.S. is used only as an adjective; therefore, U.S. Government is proper.

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