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1. Executive summary

**Content:** A clear, succinct, and factual summary of the content addressed in the report, which will be circulated widely, and should therefore be written so that it can be readable as standalone text.

**Total maximum length:** 350 words. Exception: very lengthy, complicated reports, which can have a summary of up to 500 words (1 page). Longer summaries will NOT fit on the library landing page.

Audience: The executive summary is written for scientists, but readers should not have to rely on specialist knowledge of the analyses to interpret the summary.

Content: An executive summary should describe the remit and objectives of the expert group, the questions addressed in the report, the results and their implications, and priorities for future work.

Style: Executive summaries may be written in third person or first person. Maximum sentence length should generally be 20-25 words.

Length: Executive summaries should not exceed 350 words unless the report is very complicated and lengthy, where up to 500 words (1 page) would be acceptable. However, stock assessment groups may exceed 500 words when a group assesses multiple stocks and the executive summary describes the key trends and forecasts for each stock, but these descriptions should never exceed 100 words per stock.

Structure: The following structure is requested:

• One or two succinct opening sentences describing the overall remit and objectives.

• One or two sentences describing the questions addressed in the report. This text should summarise the terms of reference, but the terms of reference should never be reproduced verbatim.

• Three to six sentences summarising the key results, conclusions and their implications, and the main uncertainties. Science highlights and other relevant publications and outputs discussed in the report such as databases should also be included in the executive summary.

• One or two closing sentences highlighting priorities for future work (optional).

The example below describes a suggested structure for an executive summary.

Executive summaries should not include:

• details of the times and dates, location and attendance at meetings, as these are provided in a separate summary table;

• vague statements that cannot be interpreted without reference to other parts of the report;

• any use of language that implies that the expert group report could be treated as advice;

• cross references to pages in, or sections of, the report;

• self-congratulation;

• point-form lists without adequate context;

• full terms of reference pasted in from the resolution;

• chronological descriptions of the action being summarized;

• acronyms (use full titles and wording at first use of any acronym);

• jargon (write for a general scientific reader and not a specialist in the expert group topic);

• details of chairs or membership of the expert group or the name of any rapporteur;

• lengthy descriptions of methods;

• requests for funding, changes to ICES structures, recommendations for other expert groups, etc. (the latter can be submitted online following the recommendations process, see Section 3.8).

**Required summary structure:**

A description of the overall remit and objectives (1­–2 sentences). The questions addressed in the report (1­–2 sentences). This text should summarise the terms of reference, but the terms of reference should not be reproduced verbatim. Key results, conclusions and their implications, and the main uncertainties (3­–6 sentences). Science highlights, other relevant publications, and outputs discussed in the report such as databases, should also be included. Priorities for future work (1­–2 sentences, optional).

An example and further guidance can be found in the Guidelines for ICES Groups.

**Executive summaries should not include:**

* details of the times and dates, location and attendance at meetings, as these are provided in a separate summary table;
* cross references to pages in, or sections of, the report;
* vague statements that cannot be interpreted without reference to other parts of the report;
* any use of language that implies that the expert group report could be treated as advice;
* literature references;
* self-congratulation;
* point-form lists without adequate context;
* full terms of reference pasted in from the resolution;
* chronological descriptions of the action being summarized;
* acronyms (use full titles and wording at first use of any acronym);
* jargon (write for a general scientific reader and not a specialist in the expert group topic);
* details of chairs or membership of the expert group or the name of any rapporteur;
* lengthy descriptions of methods;
* requests for funding, changes to ICES structures, recommendations for other expert groups, etc. (the latter can be submitted online following the recommendations process, see Section 3.8).
1. Expert group information

|  |  |
| --- | --- |
| Expert group name |  ) |
| Expert group cycle |  |
| Year cycle started |  |
| Reporting year in cycle |  |
| Chair(s) |  |
|  |  |
| Meeting venue(s) and dates |  |
|  |  |
|  |  |

#

Text

1. List of participants
2. (Header)

Text