Author checklist

**Consider who your reader/s are and write for them:**

ICES Scientific Reports have a broad readership that expands beyond the ICES community and includes informed non-experts. To successfully encompass all readers:

* When possible, start with the content that will interest all readers and then narrow down to the content for specific audiences.
* Write in an open and accessible way, and restrict the use of jargon that only specific audiences would understand.
* **Do not use the report for internal documentation** (i.e. using the report as an internal record for the group).
* **A good question to ask yourself is, would you recommend/share this report with a colleague outside ICES?**

**Listing editors and authors:**

* **Expert group chairs** are responsible for preparing the editor and author list and ensuring it is correct**.** Guidance can be found in [**Guidelines for ICES Groups**](https://doi.org/10.17895/ices.pub.21630092).
* Use [**this excel template**](http://community.ices.dk/admin/templates/General%20templates/Report_%20Authors.xlsx) to provide the list of editors and authors in the desired order. If no particular author order is desired, please provide the names alphabetically by surname.
* Reviewers should not be listed as authors, they should only appear in the list of participants.

**Guidelines for figures, tables, photographs, videos, data files, and audio files:**

* **Number all figures and tables so they correspond to the main section header** and not the subsections (i.e. Figure 1.1., 1.2, 1.3, …, and **NOT** 1.1.1, 1.2.1.4.1, …).
* Ensure all **figures have sufficient quality and resolution**:
	+ they should not be fuzzy if you zoom in to 200%,
	+ all text on axis and within figures should be readable at 100%, and
	+ it should be printable in black and white/grayscale without loss of information.
* Provide all **tables in a format editable in MS Word**, including those in the annexes. Tables provided as a PDF or image file will not be accepted.
* For all figures/tables from external sources, ensure the source is clearly cited in the caption and **obtain permission to reproduce them from the publisher**.
	+ It is also necessary to request permission if the original figure has been modified/adapted.
	+ The permission should be added to the caption of the figure/table [e.g. reproduced with permission from Smith et al. (2000); modified with permission from Smith et al. (2000)].
* If the figures and tables do not fit within the template margins, they should be submitted as supplementary documents.
* Interactive figures, data files, audio files, and videos can be submitted as supplementary documents.
* If you are using photographs or drawings, credit the owner/photographer/artist.

**Guidelines for use of abbreviations, acronyms, and glossaries:**

* Only use abbreviations and acronyms if the term appears very frequently in the text or is a commonly accepted acronym/abbreviation (e.g. EU for European Union)
* Always write out the abbreviation or acronym in full when it is first used in the text.
* If you use many abbreviations and acronyms, list them in the annex provided at the end of the report.
* If relevant, provide a glossary for specific terms in the same annex (e.g. if your report contains technical terms and is aimed at a broad audience, or if there are terms that can be conflictive or have multiple meanings)

**How to provide Internet links:**

* Links should be provided as footnotes on the same page with the following format:

Website name. Year accessed. Responsible host or entity. URL

*Example:* ICES Marine Data. 2023. International Council for the Exploration of the Sea. <https://www.ices.dk/data/Pages/default.aspx>

**How to format your references:**

* Check that there is one final reference list for the whole report and that it is formatted to the [ICES Style](https://doi.org/10.17895/ices.pub.21673571) (the style for the ICES Journal of Marine Science (IJMS) can be used with reference managers).
* Check that all references have a DOI (if available).

**How to include content that will also be published elsewhere (e.g. in a scientific journal):**

* Write a comprehensive summary of the content of the other publication in the scientific report.
* If your other publication has not yet been submitted or is under review, please observe the following to avoid issues with the other publisher: **do not replicate any text, figures, or tables 1:1** from the draft for the other publication, this includes the abstract.
* Submit your final publication to the [ICES External Publications database](https://ices-library.figshare.com/submit) and indicate in the comment field which expert group it belongs to and which scientific report it supplements (provide title, year, and DOI) The external publication and your scientific report will then be linked in the ICES library so the reader can easily navigate between the two documents.

**How to publish reports for joint groups:**

Joint groups can publish their report either with ICES or the other organization/institution. If publishing with the other organization, please check requirements with your ICES Department Officer. If publishing with ICES:

* Please be aware that the author of the report will be ICES, the copyright of the report will belong to ICES, and the report will be licenced under [CC-BY](https://creativecommons.org/licenses/by/4.0/).
* Confirm whether the partner institution/organization wants their logo included in the publication and/or wishes to add any disclaimer text to the report.
1. Executive summary

**Content:** A clear, succinct, and factual summary of the key scientific content addressed in the report, which will be circulated widely, and should therefore be written so that it can be readable as standalone text. The summary should be written for a non-specialist scientific reader.

**Total maximum length:** 350 words. Exceptions: (i) very lengthy, complicated reports, which can have a summary of up to 500 words (1 page), and (ii) reports from stock assessment groups focusing on multiple stocks, which can exceed 500 words in total, but should not exceed a maximum of 100 words per stock.

**Keywords:** provide 5 keywords related to the scientific content for use in the ICES library. Do not include ICES or your working group acronym. s:

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 summarize 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;
* 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, figures/tables, or sections of the report;
* self-congratulation;
* point-form lists without adequate context;
* full terms of reference pasted in from the resolution;
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* 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).
1. Expert group information

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

#

Reference list

Formatting examples (if using a reference manager to generate the reference list, ICES uses the same Output Style as *ICES Journal of Marine Science*):

* Articles in journals

Weinberg, N. L. 1971. Ray tracing with non-linear sound velocity profiles. Journal of the Acoustical Society of America, 50: 101. https://doi.org/xxxx

Woillez, M., Rivoirard, J., and Fernandes, P. G. 2009. Evaluating the uncertainty of abundance estimates from acoustic surveys using geostatistical simulations. ICES Journal of Marine Science, 66: 1377–1383. https://doi.org/xxxx

* Books and other monographs

Kerr, D. E. 1988. Propagation of Short Radio Waves, 2nd edn. 365 pp. Peninsula Publishing, Los Altos, CA, USA.

Simrad. 2008. ER60 Scientific echo sounder software reference manual. Simrad Subsea A/S, Horten, Norway. 221 pp. htpps://doi.org/xxxx

* Book sections or chapters

Akaike, H. 1998. Information theory and an extension of the maximum likelihood principle. *In* Selected Papers of Hirotugu Akaike, pp. 199–213. Ed. by E. Parzen, K. Tanabe, and G. Kitagawa. Springer, New York. 434 pp.

1. List of participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institute | Country (of institute) | E-mail |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Resolutions

Please provide the most recent approved resolution for the group. Draft resolutions should not be included here.

Annex 3: List of abbreviations and acronyms

This is an optional annex to list all abbreviations and acronyms used in the text, or to provide a glossary.