

## SPECIFICATIONS FOR REPORTS

The following specifications are required for Final Reports to be published as Bureau of Ocean Energy Management, Regulation and Enforcement OCS Studies. Other reports (e.g., Progress Reports) will not be published as OCS Studies and Contractor's own specifications made be substituted as appropriate.

### **A. Text and Pagination**

A camera-ready master copy shall be provided. Text material in the additional copies of the report also shall be of a quality acceptable for printing by National Technical Information Service. All lettering, charts, graphs, or tables shall be easily readable.

The Final Report shall be presented in single-spaced, Times Roman, 12 point or similar type. The non-master copies should be printed on both sides of the page. Tables, charts, and graphs, where used, shall be included in the text as they are referred to rather than at the end of a chapter or volume and numbered consecutively. Numbering of figures shall begin anew with each volume; figure numbers shall include an indication of the volume number in their designation (e.g., II-5 for the fifth figure in Volume II) but only if there are two or more volumes. Pages shall be numbered in similar fashion on the bottom center of the page, indicating both the volume number and the page within the volume.

Size of the pages shall be 8-1/2 by 11 inches, with margins of 1 inch at the left, right, and bottom and 1/2 inch at the top, and the page number centered 1/2 inch above the bottom edge. Volumes shall be limited to between 350 and 400 sheets (700 to 800 pp). The cover of the report shall be of heavy paper; on it shall be displayed appropriate information as designated below.

### **B. External Specifications**

1. Cover Page - The format for this page shall be such that the title is most prominent, the funding agency is of secondary prominence, and other information is less prominent. Final format shall be approved by the Service. The cover page shall include the following:
  - Title of study
  - Indication of volume number or book number in Roman numerals
  - Designation of contractor name, address, and logo, if desired
  - Designation of funding agency and contract number
  - A BOEMRE study number (to be assigned) shall appear in the upper-right-hand corner: "OCS Study BOEMRE 20XX- ." The yearly designation for later reports shall be dated accordingly.
  - The BOEMRE logotype: regional name in lower left. The logotype will be available from COTR as an email attachment at request.
  
2. Title Page - The title page shall include the following:
  - Title of study
  - Indication of volume number or book number in Roman numerals
  - Designation of PI's name, address, and company logo, if desired - Acknowledgment of study sponsorship by including the following statement:

This study was funded by the U.S. Department of the Interior, Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE), Alaska Outer Continental Shelf Region, Anchorage Alaska, under Contract No.\_1535-01-06-CT-M???, as part of the BOEMRE Environmental Studies Program.
  - Month and year that the report is published
  - Disclaimer that reads:

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“This report has been reviewed by the BOEMRE and approved for publication. Approval does not signify that the contents necessarily reflect the views and policies of the Service, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

3. Project Organization Page - List of all report authors and section of responsibility. List of other key project personnel and their responsibilities.
4. Table of Contents - Chapter number, title of chapter, headings under chapter, and page numbers.
5. Back Strip - Title of study, volume number, the PI's name, and Bureau of Ocean Energy Management Service number.
6. Graphics - Graphics in the text shall be prepared to fit within a 6-1/2 by 9-1/2-inch border. A reference for each figure, chart, or table, as well as a title and legend, also shall be included. Figures and tables shall be numbered consecutively with Arabic numerals.
7. Maps in Text - The Offeror shall use a standard-size, uniform-scale format for maps in the text.
8. Units of Measure - The Offeror shall ensure that all units in the Final Report are given in the metric system and that English or other common units are shown in parentheses when the metric unit is of uncommon usage.
9. Literature-Cited Section - The Literature-Cited section shall be an alphabetical list of all references cited in each report. There shall be only one Literature-Cited Section for each report. The styles and/or format for the bibliography shall be based on the Library of Congress publication, Bibliographic Procedures and Styles, Catalog #LC2.8B47/966. A copy of the literature-cited section shall be provided to BOEMRE as digital ProCite or ProCite-importable files.

**C. Digital Images** - All photographs, slides, and images in digital versions of the report shall be in high quality digital format.

#### **D. Presentation of Scientific Material**

1. Clearly distinguish all information belonging in the Introduction from that in Methods from that in Results and Conclusions from that in Discussion and assign the information to the proper section. (This requires careful thought and is not as easily controlled for as it sounds. Not being able to distinguish the information by type is a common trap for scientific writers and a common source of confusion for readers of scientific reports.)
2. The Executive Summary should only highlight important methods and major results and conclusions. It should not be used to feature unsupported speculations or perceived deficiencies in the study.
3. If the study involves computer modeling and/or advanced inferential statistical methods, all applicable assumptions should be briefly summarized by category in a discrete section of the report (separate from any expanded discussion of particular assumptions).
4. The Introduction, Methods, Results, and Conclusions sections should be a positive scientific treatment of the material and should not be used as a platform to appeal for further study or to complain about the inadequacy of study goals. If required for larger scientific perspective, these types of subjective determinations should appear only once and should be confined to the Discussion Section. Scientific biases affecting data interpretation, however, always should be fully discussed in the Discussion Section.

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5. Overall, the report should concentrate on testing hypotheses and/or achieving study goals and then show the reader what was done to address appropriate information needs. Conclusions should be linked as directly as possible to data found in the Results Section. In the case of field experiments, differences between the control and test conditions should be fully discussed under Results and summarized under Conclusions.
  6. If study results indicate a particular problem with oil and gas development, please define this as clearly and accurately as possible for use by the Service and others. (Scientific documentation of a problem is much more useful, effective, and important to decision makers than speculative assertions.)
  7. Raw data and peripheral documentation should appear in an appendix so as not to detract from the importance of the analysis and conclusions.

**E. List of Project Publications, Reports, and Presentations**

A bibliographic-style appendix should be included, which lists publications, other formal, reviewed reports (i.e.; Knowledge Summary, Open-File Reports, but not quarterly reports), and any presentations at scientific meetings resulting from this contract.