

Guide for the Production of Fisheries and Oceans Canada Science Report Series

2nd edition

Fisheries and Oceans Canada
Fisheries and Oceans Canada Library



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Canada

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ABSTRACT

Fisheries and Oceans Canada. Fisheries and Oceans Canada Library. 2019. Guide for the production of Fisheries and Oceans Canada science report series. 2nd edition: v + 24 p.

The *Guide for the Production of Fisheries and Oceans Canada Science Report Series* (Guide) describes each of the Fisheries and Oceans Canada secondary science report series. It details required formatting and outlines the requirements and procedures for publishing and distribution.

Designed to assist authors in preparing reports for the secondary science publications series for Fisheries and Oceans Canada, it contains information on the basic parts of a report including examples of covers, title pages, colophons, citations, abbreviations, and bibliographic references.

The purpose of the Guide is to ensure that authors publish in the appropriate Fisheries and Oceans Canada report series; that reports have a consistent format, and that they are open and accessible to the public.

RÉSUMÉ

Pêches et Océans Canada. Bibliothèque de Pêches et Océans Canada. 2019. Guide pour la préparation des séries de rapports scientifiques de Pêches et Océans Canada. 2^e édition: v +24 p.

Le *Guide pour la préparation des séries de rapports scientifiques de Pêches et Océans Canada* (le Guide) décrit chacune des séries de rapports scientifiques secondaires de Pêches et Océans Canada. Il présente les formats requis ainsi que les grandes lignes des procédures de publication et de distribution de ces rapports.

Conçu pour aider les auteurs dans la préparation des séries de publications secondaires de Pêches et Océans Canada, il contient des exemples de pages de couverture ainsi que des informations sur les différentes parties d'un rapport, notamment les pages titres, les pages de colophon, les citations, les abréviations et les références bibliographiques.

Le Guide vise à s'assurer que les auteurs publient dans la série appropriée de rapports de Pêches et Océans Canada, que les rapports ont un format uniforme et que ceux-ci sont ouverts et accessibles au public.

1. INTRODUCTION

The *Guide for the production of Fisheries and Oceans Canada science report series* (Guide) describes each of the Fisheries and Oceans Canada secondary science report series, specifies required formatting and outlines requirements for publishing and distribution.

The purpose of the Guide is to ensure that authors follow proper processes; that reports have a consistent format, and are open and accessible to all.

This 2nd edition replaces the *Guide for the Production of Fisheries and Oceans Canada Reports. 2003*

The Guide only applies to [1.1 List of secondary science report series](#) and not to other Fisheries and Oceans Canada publications.

1.1 LIST OF SECONDARY SCIENCE REPORT SERIES

Canadian Technical report of Fisheries and Aquatic Sciences
Canadian Manuscript Report of Fisheries and Aquatic Sciences
Canadian Data Report of Fisheries and Aquatic Sciences
Canadian Industry Report of Fisheries and Aquatic Sciences
Canadian Technical Report of Hydrography and Ocean Sciences
Canadian Data Report of Hydrography and Ocean Sciences
Canadian Contractor Report of Hydrography and Ocean Sciences
Economic and Commercial Analysis Report

2. PREPARATION, PUBLICATION and DISTRIBUTION

2.1 PREPARATION PROCESS

As per the [Fisheries and Oceans Canada National Policy for Science Publications](#), it is the responsibility of the appropriate Division Manager to either appoint an individual in his/her division as a Secondary Publications Editor or to fulfill this task themselves. In either case, this individual is responsible for quality assurance including the format and accuracy of content of the secondary publication.

This individual must also complete the [Manuscript Record Form - Secondary Publications - MRF\(2\)](#) thereby approving the author's report, indicating that it is ready for publication. A [Publication Checklist in Appendix 11](#) is available to both assist authors in the process, and to ensure that all requirements for publication have been met.

This guide applies to all authors of reports in the secondary scientific report series mentioned in [1.1 List of Reports](#) above. Non-departmental authors may publish in the report series and should arrange for publication with the most appropriate departmental

establishment (i.e. DFO region), in terms of geography or area of interest. This establishment becomes the “issuing establishment”.

2.2 PUBLICATION PROCESS

The Fisheries and Oceans Canada Library has the mandate to catalogue, archive and create permanent links to reports in the Fisheries and Oceans Canada scientific report series. At the completion of this process, reports are considered to be “published”. The Library will then distribute the report to the official distribution list.

2.2.1 Author must request a Report number and ISBN from Communications

Prior to publication, a [Request for Publication Numbers form](#) must be completed by the author or issuing establishment and sent to Communications Branch at Publications.XNCR@dfo-mpo.gc.ca where a unique report number and ISBN will be assigned. Numbers should be requested just prior to publication so that report numbers and publication dates in the series correspond.

Multi-volume reports are assigned a common report number. It should be clear from the title of the report that it has more than one part.

Examples:

A fish habitat survey of the Jacquet River Watershed, Restigouche County, N.B.
Volume 4: Species composition and relative abundance of benthic macro-invertebrates.

A user's guide to nonlinear response surface analysis software. Part II: Plotting response surface contours (RSAPLOT).

If, after the numbers have been assigned, it is decided that the report will not be published, the Communications Branch should be notified.

2.2.2 Author must send the report in PDF format to the Fisheries and Oceans Canada Library

It is essential that as outlined in section [2.1 Preparation Process](#) the author submit:

- An electronic copy of the report in [PDF format \(section 4.16\)](#) must be sent to the Fisheries and Oceans Canada Library DFO.Library-Bibliotheque.MPO@dfo-mpo.gc.ca. MS Word and other formats cannot be accepted. The report must be fully assembled and correctly formatted with all figures and tables inserted in the report.

2.3 DISTRIBUTION PROCESS: THE DFO LIBRARY IS RESPONSIBLE FOR THE DISTRIBUTION OF THE REPORTS FOR PUBLICATION

The Fisheries and Oceans Canada Library is the official distributor of the reports for publication purposes.

The author must send the report to the Fisheries and Oceans Canada Library at DFO.Library-Bibliotheque.MPO@dfo-mpo.gc.ca, who will in turn send the report to the official distribution list.

The distribution list consists of required recipients including Government of Canada Publications.

The author will be notified by the Fisheries and Oceans Canada Library when the report has been officially published and distributed. The author is then free to distribute the report's permanent link supplied by the Library

To see the official distribution list see [Appendix 1. Report distribution list](#)

3. CONTENT

Reports in these series communicate new scientific information, document scientific data, summarize existing knowledge, provide economic and commercial analyses, or offer technical recommendations.

Technical and manuscript reports contain scientific and technical information that contributes to existing knowledge but which is not appropriate for the primary literature. Technical reports are directed to national or international audiences while manuscript reports deal primarily with national or regional issues.

Data reports provide a medium for filing and archiving data compilations where little or no analysis is included. Such compilations commonly will have been prepared in support of primary publications or other reports. Generally, data specifically required to substantiate analyses should appear with the analyses as tables or appendices in a technical or manuscript report. Raw data considered worth archiving but not specifically reported for substantiation should be published separately as a data report.

Economic reports contain analyses of trends, studies of government policies, marketing programs, support programs, trade, tariffs, etc., and are directed to national and international audiences.

Contractor reports are unedited final reports from scientific and technical projects contracted by the oceanographic sciences and hydrographic sectors of the Department. The contents of the reports are the responsibility of the contractor and do not necessarily reflect the official policies of Fisheries and Oceans Canada. If

warranted, contractor reports may be rewritten for other departmental publications series or for publication outside the government.

Industry reports contain the results of research and development useful to industry and are directed primarily toward individuals in the primary and secondary sectors of the fishing and marine industries. Distribution of industry reports is to national and international audiences.

4. FORMATTING OF REPORT

4.1 LANGUAGE

Reports are published in one language only and contain a link to the other language version, if it exists.

Authors are required to inform the library if the report to be published exists in the other official language. This will ensure that a link is provided to connect them in the catalogue.

4.2 MANUSCRIPT PREPARATION

Reports are organized as scientific papers and the body of the report may contain the following sections:

- Introduction
- Materials and methods
- Results
- Discussion
- Acknowledgements
- References
- Tables, figures, and appendices are included if required

4.3 COVER PAGE

Use: [Templates for covers and explanatory material for report series](#)

It is important to use the templates to ensure the proper use of logos and other graphics:

[Appendix 2. Examples of cover pages](#)

[Appendix 3. How to insert cover page \(template\) into Word document](#)

The following information is to be included on the cover page for all series except the Economic and Commercial Analysis Report series.

Front cover: left-justified

- title of the report
- author(s): include preferred full name by which the author is known:
 - first/middle/other
and
 - initials
and
 - last name
- issuing establishment and its address
- publication date – use the year in which the report is published which may not be the same as the year that the report was completed
- series title
- report number – applied for and received from Communications see [section 2.2.1](#)
- email address (optional)

For economic reports, only the title, author(s), issuing establishment and its address, and the series title and report number are found on the cover. For economic reports prepared under contract, only the title and the series name and number appear on the cover.

4.4 EXPLANATORY MATERIAL

Explanatory material is located on the page following the cover page. It provides a brief explanation of the history, function, and scope of the series.

Use the [Templates for covers and explanatory material for report series](#). All necessary information is included in the templates.

4.5 TITLE PAGE

[See: Appendix 4. Examples of title pages](#)

The title page, page (i) of the report, is the main instrument of bibliographic description; therefore, completeness and accuracy are essential.

The following information is centered on the title page:

- series title and report number
- publication year
- title of report and its part or volume number if applicable
- Author(s): Full name by which author is known including:
 - first/middle/other
plus
 - initials
plus
 - last name

- Issuing establishment(s) and address(es) are included and may include their own sequential report numbers.

If the author's address is not that of the issuing establishment, the address of the issuing establishment appears after the author's name on the cover and title page. The author's address is provided in a footnote on the title page.

When financial support for the report has been received from several departmental establishments, use all the addresses on the cover and title page, if possible.

4.6 COLOPHON PAGE

[See Appendix 5: Examples of colophon pages](#)

The colophon page (page ii) includes the:

- copyright statement:
Example: © His Majesty the King in Right of Canada, as represented by the Minister of the Department of Fisheries and Oceans, 20XX
 - All reports are crown-copyrighted and should include these three elements as in the example above:
 1. the copyright symbol ©
 2. the phrase, "His Majesty the King in Right of Canada, as represented by the Minister of the Department of Fisheries and Oceans"
 3. the year of publication
- International Standard Book Number (ISBN)
- International Standard Serial Number (ISSN)
- catalogue number (Cat. No.) provided by Communications Branch
- correct citation for the report
- website address if applicable

4.6.1 ISSNs and catalogue numbers for departmental series

ABBREVIATION	ISSN - electronic	Cat. No.
<i>English reports</i>		
Can. Tech. Rep. Fish. Aquat. Sci.	1488-5379	Fs 97-6/0000E
Can. Manusc. Rep. Fish. Aquat. Sci.	1488-5387	Fs 97-4/0000E
Can. Data Rep. Fish. Aquat. Sci.	1488-5395	Fs 97-13/0000E
Can. Ind. Rep. Fish. Aquat. Sci.	1488-5409	Fs 97-14/0000E
Can. Tech. Rep. Hydrogr. Ocean Sci.	1488-5417	Fs 97-18/0000E
Can. Data Rep. Hydrogr. Ocean Sci.	1488-5433	Fs 97-16/0000E
Can. Contract. Rep. Hydrogr. Ocean Sci.	1488-5425	Fs 97-17/0000E
Econ. Commer. Anal. Rep.	1488-5441	Fs 66-5/0000E
<i>French reports</i>		
Rapp. tech. can. sci. halieut. aquat.	1488-545X	Fs 97-6/0000F
Rapp. manus. can. sci. halieut. aquat.	1488-5468	Fs 97-4/0000F
Rapp. stat. can. sci. halieut. aquat.	1488-5506	Fs 97-13/0000F
Rapp. can. ind. sci. halieut. aquat.	1488-5476	Fs 97-14/0000F
Rapp. tech. can. hydrogr. sci. océan.	1488-5484	Fs 97-18/0000F
Rapp. stat. can. hydrogr. sci. océan.	1488-5522	Fs 97-16/0000F
Rapp. can. entrepr. hydrogr. sci. océan.	1488-5514	Fs 97-17/0000F
Rapp. anal. écon. commer.	1488-5492	Fs 66-5/0000F

Catalogue number:

- The report number received from the Communications Branch ([section 2.2.1](#)) should be inserted into the catalogue number. For example: Fs97-6/**3245E**-PDF
- Add a hyphen followed by PDF. For example: Fs 97-6/3263E-**PDF**

For multi-volume reports, include the volume or part number as part of the catalog number. For example: Fs 97-13/724(**Vol.4**) E-PDF

4.7 CORRECT CITATION FOR THE REPORT

[See Appendix 6: Examples of correct citation placement](#)

The citation should be in the language of the report.

The citation should be inserted in three places:

- at the bottom of the colophon page
- above the Abstract
- above the Résumé

The citation should consist of:

- author(s) name(s) – last name and initials
- publication year
- title
- abbreviated series name
- report number
- pagination – preliminary pages plus the number of pages in the body of the report

Examples of correct citations:

Greenan, B., Cogswell, A., Greyson, P., Jean, D., Cloutier, M., Bird, E., Losier, R., Marceau, E., Fan, W. 2018. Small Craft Harbours Coastal Infrastructure Vulnerability Index Pilot Project. Can. Tech. Rep. Fish. Aquat. Sci. 3245: xiv + 73 p.

Williams, D. C., Nottingham, M. K., Olsen, N. and Wyeth, M. R. 2018. Summary of the Queen Charlotte Sound synoptic bottom trawl survey, July 4 to 31, 2011. Can. Manuscr. Rep. Fish. Aquat. Sci. 3127: viii + 69 p.

4.8 TABLE OF CONTENTS PAGE

A Table of Contents is optional; when present, it should begin at page iii. The headings in the Table of Contents should be linked to the appropriate content in the body of the report. A list of illustrations or tables, or both, may be presented, immediately following the Table of Contents, if needed to understand the organization of the report.

4.9 ABSTRACT AND RÉSUMÉ

All reports must include an English abstract and a French résumé. They should follow the Table of Contents page(s) if present. If no Table of Contents is present then the abstract/résumé page is on page iii.

The abstract/résumé contains a summary of the major results and conclusions of the report and enhances information retrieval. Clarity and brevity are important; the abstract should be restricted to approximately 200 words. It should be concise, lucid, straightforward and informative.

The correct citation ([see section 4.7](#)) is printed above the abstract and the résumé in the language of the report.

It is the responsibility of the issuing establishment to arrange for the translation of the abstract or résumé. See the [Translation Bureau website](#) for assistance.

4.10 PREFACE

A preface is optional and if present, becomes page iv or page v of the report. A preface may be used to indicate the relationship between the work reported and previous work, current studies, or planned investigations. Such a preface may be appropriate, for

example, if the work is part of a series or a component of a broadly based investigation, the results of which may be published in diverse media. In a contractor report, the preface may be used to document a Fisheries and Oceans Canada contract number or to acknowledge the scientific authority.

4.11 HEADINGS

Brief, informative headings assist the reader by clarifying the report's structure and organization.

4.12 REFERENCES

References are formatted according to Instructions to Authors for the *Canadian Journal of Fisheries and Aquatic Sciences*, at [Canadian Science Publishing](#).

4.13 TABLES

All tables should be numbered consecutively in Arabic numerals. An informative, complete, and self-contained caption is required for each table; type this immediately above the table.

Ideally, each table should be placed in the text close to where it is first mentioned. However, where a series of tables would interrupt the text, it may be better to present all tables together at the end of the report.

4.14 ILLUSTRATIONS

Each illustration should be numbered consecutively in Arabic numerals and include a complete, self-contained caption immediately below the figure. Provide clear labels and scales on all figures. For microscopic drawings or photomicrographs, scale bars rather than magnification factors are essential. If photo-reduced, all letters and numerals should be no less than 1 mm high after reduction.

As with tables, either place each illustration in the text close to its first mention or present all illustrations together at the end of the report after the tables.

4.15 PAGINATION

Preliminary pages (i.e. title page, colophon page, contents, abstract and résumé and preface) are numbered in lower-case Roman numerals. The pages of the report, beginning with the introduction and including tables, figures, and appendices are numbered consecutively with Arabic numerals.

4.16 ELECTRONIC PDF FORMAT

- To conform to the Treasury Board's mandatory, [Procedures for Publishing](#), effective June 1, 2013, it is preferable and in most cases mandatory to publish reports in electronic format only. For volume printing exceptions [See Appendix 7](#) .

4.16.1 PDF format requirements:

- PDFs must not have passwords.
- Title and author information must be added to the Document Properties of the PDF.

4.17 ERRATA

If there is an error or omission in a report, an erratum is issued.

A link is made from the missing or incorrect information in the report to the erratum file which contains the correct citation for the report; the page number; the line, figure, or table number; and the correct or missing information. The table of contents of the report may also be edited to include 'erratum' at the appropriate heading and a link to the erratum file.

5. HOW TO LINK TO DATASETS ON THE OPEN GOVERNMENT PORTAL

The Government of Canada has a [Directive on Open Government](#) promoting information management practices that enable the proactive and ongoing release of government information.

For information on dataset registration on the Open Government Portal; for linking scientific publications to datasets that are already registered, and other open data information, authors can refer to [Open data resources](#).

Appendix 1. Report Distribution List

ASFA Indexer

Email: alexis.pacey@gmail.com

Publications Communications Branch Fisheries and Oceans Canada

Email: publications@dfo-mpo.gc.ca

Government of Canada Publications

[Publishing and Depository Services](#)

Email: publications.acquisitions@tpsgc-pwgsc.gc.ca

Library West / Bibliothèque Ouest (DFO/MPO)

Email: dfo.librarywest-bibliothequeouest.mpo@dfo-mpo.gc.ca

Library East / Bibliothèque Est (DFO/MPO)

Email: dfo.libraryeast-bibliothequeest.mpo@dfo-mpo.gc.ca

Appendix 2. Examples of cover pages

Example of a cover page – Technical Report

Coastal Ecological Survey of Fishes in Western
Coronation Gulf, Nunavut

Darcy G. McNicholl, Karen M. Dunmall and James D. Reist

Fisheries and Oceans Canada
Central and Arctic Region
501 University Crescent
Winnipeg, MB R3T 2N6

2019

Canadian Technical Report of
Fisheries and Aquatic Sciences 3300



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Canada¹³

Example of a cover page – Manuscript Report

Synoptic Water Quality Study of Selected Halifax-Area Lakes: 2011 Results and Comparison with Previous Surveys

Pierre M. Clement and Donald C. Gordon

Fisheries and Oceans Canada
Science Branch, Maritimes Region
Coastal Ecosystem Science Division
Bedford Institute of Oceanography
Dartmouth, Nova Scotia
B2Y 4A2

2019

Canadian Manuscript Report of
Fisheries and Aquatic Sciences 3170



Fisheries and Oceans
Canada

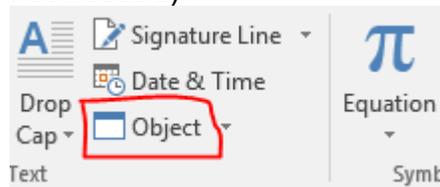
Pêches et Océans
Canada

Canada

Appendix 3. How to insert cover page (template) into Word document

Insert cover page into a report's Word document:

1. In your report, move to the beginning of your document.
2. On the menu at the top of the screen, click on the "Insert" tab.
3. Under the "Insert" options, look for the "Object" button on the right and click it (don't click the arrow to the right; it opens a drop-down list that is not needed):



4. In the window that pops up, switch to the "Create from File" tab.
5. Click on the "Browse" button, find where your cover is saved, select it, and click on the "Insert" button.
6. Click on the "OK" button. Your cover page should be inserted into the document.

Appendix 4. Examples of title pages

Example of a title page – Technical Report

Canadian Technical Report of
Fisheries and Aquatic Sciences 3249

2018

Fish assemblages in rockweed (*Ascophyllum nodosum* (L.) Le Jolis) beds
on the Atlantic Coast of Nova Scotia, Canada

by

Bénédikte Vercaemer, Melisa C. Wong and Monica A. Bravo

Science Branch
Maritimes Region
Coastal Ecosystem Science Division
Fisheries and Oceans Canada
Bedford Institute of Oceanography
PO Box 1006
Dartmouth, Nova Scotia,
B2Y 4A2

Example of a title Page – Manuscript Report

Canadian Manuscript Report of
Fisheries and Aquatic Sciences 3159

2018

PROCEEDINGS OF THE MULTIDISCIPLINARY ARCTIC PROGRAM (MAP) – LAST
ICE: SCIENCE PLANNING WORKSHOP, JANUARY 16-17, 2018

Tracey N. Loewen and Christine Michel

Fisheries and Oceans Canada
Freshwater Institute
501 University Crescent
Winnipeg, MB R3T 2N6

Appendix 5. Examples of colophon pages

© His Majesty the King in Right of Canada, as represented by the Minister of the Department of Fisheries and Oceans, 2022.

Cat. No. Fs97-6/3514E-PDF ISBN 978-0-660-46419-0 ISSN 1488-5379

Correct Citation for this publication:

Loudon, K.L., Pon, L.B., Block, G.S., Lidin, G.W., and Selbie, D.T. 2022. Anthropogenic degradation of endangered Coastrange Sculpin (*Cottus aleoticus*, Cultus Lake population) critical habitat: nutrient and climatic stresses threaten the persistence of multiple species at risk in Cultus Lake, British Columbia. Can. Tech. Rep. Fish. Aquat. Sci. 3514: viii + 62 p.

Appendix 5. Examples of colophon pages (continued)

© His Majesty the King in Right of Canada, as represented by the Minister of the Department of Fisheries and Oceans, 2022.
Cat. No. Fs 97-18/344E-PDF ISBN 978-0-660-46020-8 ISSN 1488-5417

Correct citation for this publication:

Schillinger, Douglas J. 2022. ADCP and drifter measurements on a shallow plateau (80m depth) on the eastern Scotian Shelf: 1 November 2018 - 27 March 2019. Can. Tech. Rep. Hydrogr. Ocean Sci. 344: viii + 44 p.

Appendix 6. Examples of correct citation placements

Example of correct citation placement on colophon page

© His Majesty the King in Right of Canada, as represented by the Minister of the Department of Fisheries and Oceans, 2022

Cat. No. Fs97-18/341E-PDF ISBN 978-0-660-42886-4 ISSN 1488-5417

Correct citation for this publication:

Drozdowski, A., Horne, E., 2022. Strait of Canso Port Model Hindcast Evaluation. Can. Tech. Rep. Hydrogr. Ocean Sci. 341: viii + 88 p.

Example of correct citation placement above abstract

ABSTRACT

Baker, E., Beazley, L., McMillan, A., Rowsell, J. and Kenchington, E. 2018. Epibenthic Megafauna of the Disko Fan Conservation Area in the Davis Strait (Eastern Arctic) Identified from *In Situ* Benthic Image Transects. *Can. Tech. Rep. Fish. Aquat. Sci.* 3272: vi + 388 p.

In 2012 and 2013, Fisheries and Oceans Canada conducted benthic imagery surveys in the Davis Strait and Baffin Basin in two areas then closed to bottom fishing, the Hatton Basin Voluntary Closure (now the Hatton Basin Conservation Area) and the Narwhal Closure (now partially in the Disko Fan Conservation Area). The photo transects were established as long-term biodiversity monitoring sites to monitor the impact of human activity, including climate change, on the region's benthic marine biota in accordance with the protocols of the Circumpolar Biodiversity Monitoring Program established by the Council of Arctic Flora and Fauna. This report summarises the epibenthic megafauna found in seven image transects from the Disko Fan Conservation Area. A total of 480 taxa were found, 280 of which were identified as belonging to one of the following phyla: Annelida, Arthropoda, Brachiopoda, Bryozoa, Chordata, Cnidaria, Echinodermata, Mollusca, Nemertea, and Porifera. The remaining 200 taxa could not be assigned to a phylum and were categorised as Unidentified. Each taxon was identified to the lowest possible taxonomic level, typically class, order, or family. The summaries for each of the taxa include their identification numbers in the World Register of Marine Species and Integrated Taxonomic Information System's databases, taxonomic hierarchies, images, and written descriptions.

Example of correct citation placement above résumé

RÉSUMÉ

Sonier, R., Filgueira, R., Daoud, D. and Comeau, L.A. (2018). Feeding pressure of *Mytilus edulis* and *Styela clava* on phytoplankton and zooplankton, including lobster larvae (stages I and IV). *Can. Tech. Rep. Fish. Aquat. Sci.* 3263: vi +19 p.

Ce rapport fournit un aperçu de la pression de filtration exercée par les moules d'élevage *Mytilus edulis* ainsi que le tunicier solitaire *Styela clava* sur le phytoplancton et le zooplancton, incluant les larves (stades I et IV) de homard (*Homarus americanus*). En 2015-2016, des expériences en milieux contrôlés ont eu lieu dans un laboratoire mobile à l'Île-du-Prince-Édouard (I.-P.-É.) utilisant de l'eau mer naturelle. La capacité de filtration standardisée (individu de 1g, chair sèche) des moules et tuniciers furent de $12,5 \pm 1,12$ Lh-1g-1 et $6,7 \pm 0,7$ Lh-1g-1 respectivement. L'exercice de modélisation numérique intégrant les la capacité de filtrations de ces deux espèces dans la baie de Malpèque (I.-P.-É.) démontre clairement l'importance des méthodes de contrôles des tuniciers par l'industrie aquacole. Une rétention du zooplancton fut détectée entre $35 \pm 9,4\%$ et $28 \pm 9,0\%$ par les moules et les tuniciers respectivement, avec une préférence apparente pour les copépodes.

Appendix 7. Volume printing exceptions

According to Treasury Board's mandatory, [Procedures for Publishing see Section 6.3](#), volume printing is only undertaken in the following situations:

- a. a printed version is specifically required under legislation, regulations or parliamentary procedures;
- b. the product informs the public about key information related to health, safety or security issues;
- c. a printed version is required to meet the specific needs of the target audience;
- d. the size or format of the product does not allow for printing using commonly available printers;
- e. an existing contract for printing, warehousing or distribution services, put in place prior to these Procedures taking effect, cannot be cancelled, or the cost of cancelling the contract exceeds the benefits; or
- f. the Minister or the person designated in Schedule VI (Part III, Column II) of the Financial Administration Act requests the printing;

Appendix 8. Print ISSN and cataloguing numbers

ABBREVIATION	ISSN – print	Cat. No.
<i>English reports</i>		
Can. Tech. Rep. Fish. Aquat. Sci.	0706-6457	Fs 97-6/0000E
Can. Manusc. Rep. Fish. Aquat. Sci.	0706-6473	Fs 97-4/0000E
Can. Data Rep. Fish. Aquat. Sci.	0706-6465	Fs 97-13/0000E
Can. Ind. Rep. Fish. Aquat. Sci.	0706-3694	Fs 97-14/0000E
Can. Tech. Rep. Hydrogr. Ocean Sci.	0711-6764	Fs 97-18/0000E
Can. Data Rep. Hydrogr. Ocean Sci.	0711-6721	Fs 97-16/0000E
Can. Contract. Rep. Hydrogr. Ocean Sci.	0711-6748	Fs 97-17/0000E
Econ. Commer. Anal. Rep.	0843-5626	Fs 66-5/0000E
<i>French reports</i>		
Rapp. tech. can. sci. halieut. aquat.	0706-6570	Fs 97-6/0000F
Rapp. manus. can. sci. halieut. aquat.	0706-6589	Fs 97-4/0000F
Rapp. stat. can. sci. halieut. aquat.	0706-6597	Fs 97-13/0000F
Rapp. can. ind. sci. halieut. aquat.	0704-3708	Fs 97-14/0000F
Rapp. tech. can. hydrogr. sci. océan.	0711-6772	Fs 97-18/0000F
Rapp. stat. can. hydrogr. sci. océan.	0711-673X	Fs 97-16/0000F
Rapp. can. entrepr. hydrogr. sci. océan.	0711-6756	Fs 97-17/0000F
Rapp. anal. écon. commer.	0847-1185	Fs 66-5/0000F

Appendix 9. Policies and procedures

- [Fisheries and Oceans Canada National Policy for Science Publications](#) : The Assistant Deputy Minister of the Ecosystems and Oceans Science Sector (the Science Sector) and the Regional Directors of Science are accountable for adherence to this national policy on primary (section 1) and secondary (section 2) scientific publications.
- [Procedures for Publishing - Treasury Board](#)
- [Policy on Communications and Federal Identity](#)

Appendix 10. Forms

- [Manuscript Record Form – Secondary Publications – MRF\(2\)](#)
Authors should use the Manuscript Record Form [MRF (2)] for DFO Technical and Manuscript Series Reports to track the review procedure for these publications.
- [Request form for Publication Numbers - Communications Branch](#)

Appendix 11. Publication Checklist

Publication Checklist for Fisheries and Oceans Canada science report series.		
Authority to publish	YES	NO
1. The Manuscript Record Form - Secondary Publications - MRF(2) is signed by Secondary Publications Editor (Division Manager or individual appointed by the Division Manager)	<input type="checkbox"/>	<input type="checkbox"/>
Report number, catalogue number and ISBN from Communications Branch	YES	NO
2. The Request form for Publication Numbers was submitted to Communications Branch at Publications.XNCR@dfo-mpo.gc.ca for report number and ISBN.	<input type="checkbox"/>	<input type="checkbox"/>
3. Report number and ISBN have been received from Communications Branch.	<input type="checkbox"/>	<input type="checkbox"/>
Format: PDF with required metadata	YES	NO
4. The report is in PDF format and includes required metadata: <ul style="list-style-type: none"> • There should NOT be a password on the PDF. • Title and author have been entered as metadata in the <i>Document Properties</i> of the PDF. 	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory elements are included in the report	YES	NO
5. The cover page (left justified) is correctly formatted using Templates for covers and explanatory material for report series and includes in order: <ul style="list-style-type: none"> • title • author(s) • issuing establishment address • publication date • series title • report number • Fisheries and Oceans logo and information at bottom of page 	<input type="checkbox"/>	<input type="checkbox"/>
6. The title page (centered) is correctly formatted on page (i) of the report and includes in order: <ul style="list-style-type: none"> • series title and report number • publication year • title of report and its part or volume number if applicable • author(s) • issuing establishment(s) and address(es) 	<input type="checkbox"/>	<input type="checkbox"/>
7. The colophon page is correctly formatted on page following the title page and includes in order: <ul style="list-style-type: none"> • copyright statement – Example: © His Majesty the King in Right of Canada, as represented by the Minister of the Department of Fisheries and Oceans, 20XX • International Standard Book Number (ISBN) • International Standard Serial Number (ISSN) – (different ISSN for 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • each series) • Communications Canada catalogue number (Cat. No.) • correct citation for the report • website address if applicable 		
<p>8. The correct citation is included and inserted in three places:</p> <ul style="list-style-type: none"> • bottom of the colophon page • above the abstract • above the résumé 	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Abstract and résumé are included.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. References are formatted according to Instructions to Authors for the Canadian Journal of Fisheries and Aquatic Sciences, at Canadian Science Publishing</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Pagination is correct:</p> <ul style="list-style-type: none"> • Roman numerals: title page, colophon page, contents, abstract, and résumé • Arabic numerals : introduction, including tables, figures, and appendices 	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Report submitted to Fisheries and Oceans Canada Library for distribution and publication.</p>	<input type="checkbox"/>	<input type="checkbox"/>