



## Northwest Atlantic Fisheries Organization

Summit Place · 1601 Lower Water Street · Suite 401  
Halifax · Nova Scotia · B3J 3P6 · Canada

Telephone: +1 902 468 5590  
Email: [info@nafo.int](mailto:info@nafo.int) · Web: [www.nafo.int](http://www.nafo.int)

### **Guidelines for SCS Documents**

SCS Documents contain reports of meetings of the Scientific Council (SC), its Committees and Working Groups, national research reports, reports of meetings of other international organizations or matters relevant to the work of NAFO. SCS Documents should be clearly written following normal scientific language with figures, tables and literature being appropriately referenced. SCS Documents are placed on the public pages of the NAFO website and are considered summary documentation.

SCS Documents are reviewed by Scientific Council. Acceptance of SCS Documents is undertaken by the SC Chair. The SC Chair may refer the matter to the Scientific Council Executive Committee for their decision or advice as appropriate.

A National Research Report is a special type of SCS Document and represents the work of the authors, not necessarily the views of the meeting in which it was presented.

### **Content of SCS Document**

The sequence for meeting reports should generally follow the sequence in the agenda. In general, the text should be organized into an Introduction, Discussion (with sections loosely organized on the meeting agenda or objectives), Conclusions or Recommendations, and Acknowledgements. The document should be written in English.

National Research Reports should contain sections describing updates in the fisheries and research studies and should generally follow the sequence of: Title, Abstract/Introduction, text headings (such as Fisheries, Research Studies), References, Tables and Figures. Authors can decide if they would like Tables and Figures throughout the text or following the text. See Appendix 1 for details on preparing and formatting National Research Reports.

#### ***Title***

The paper should start with the title, followed by the name(s), address(es) and emails of the author(s) including professional affiliation, and any related footnotes.

#### ***Abstract***

An informative concise abstract should be provided not exceeding 250 words.

#### ***Text headings should include:***

**Introduction** should be limited to the purpose and rationale of the report.

**Discussion Sections** should explain the main contributions of the meeting.

**Fisheries Section** (for National Research Reports)

**Research Studies** (for National Research Reports)

#### ***Acknowledgements***

Names of individuals who provided significant scientific and technical support, including reviewers, during the preparation of the report, and the names of agencies which provided financial support.

***References***

The references cited in the text should be listed alphabetically. References should be mainly restricted to significant published literature. Unpublished documents and data, papers in preparation, and papers awaiting acceptance to other journals, may be cited with full contact addresses as unpublished or personal communications.

***Tables and Figures***

Tables and Figures must be numbered consecutively and have concise and descriptive captions. Figures should normally be submitted in black and white. Colour plots and photographs are acceptable only if colour is essential to the content.

## **Appendix 1. National Research Reports Format – Sent Annually to SC**

The National Research Report should include summaries of available information on finfish including elasmobranchs, invertebrates, seals and environmental studies. Specific scientific studies should also be in summary form, but it is encouraged that detailed presentations of such studies be submitted for circulation in the Research Document (SCR) series. Such contributions, depending on the nature and quality of the papers, maybe considered for possible subsequent publication in the Journal of Northwest Atlantic Fishery Science.

For uniformity of presentation of material in the National Research Report, the following format has been suggested for reporting the material under each NAFO Subarea:

### I. SUBAREA

#### A. Status of the Fisheries

This should be broken down by species and should first indicate the changes that have taken place in the catches. Any available information regarding quantities of fish, by species if possible, being used for industrial purposes should also be presented. An explanation should follow for these changes based on scientists' best judgement. Reference to biological conditions (e.g. length and age composition), fishing conditions (e.g. effort and availability) and environmental conditions, should be made where necessary and appropriate. Any forecasts for the coming year should be included here. Graphic presentations supporting the text are acceptable.

#### B. Special Research Studies

##### 1. Environmental Studies

- a) Hydrographic studies
- b) Plankton studies (including eggs and larvae)
- c) Benthic studies
- d) Observations on ice conditions in Subareas 0 to 4
- e) Other environmental studies

##### 2. Biological studies by species

Material should be presented in the order of the life cycle, reporting studies on eggs and larval stages first.

3. Gear and selectivity studies, including studies on fishing operations
4. Miscellaneous studies

Your cooperation in using this outline will greatly enhance the effectiveness of the work of the Scientific Council and its Standing Committees.