



## Northwest Atlantic Fisheries Organization

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### Guidelines for SCR Documents

STACPUB discussed the treatment of SCR documents at the Working Group level. STACPUB indicated the importance to incorporate historic SCR documents in the electronic archives of NAFO and it was felt that there should be standards maintained in these kinds of scientific documents. STACPUB agreed to implement the following guidelines for SCR documents:

SCR Documents are produced to support plenary, standing committee and working group meetings of Scientific Council. They should be scientific in nature and content and as far as possible. SCR Documents should be clearly written following normal scientific language with figures, tables and literature being appropriately referenced. They should include an abstract not exceeding 250 words<sup>1</sup> and the statement "NOT TO BE CITED WITHOUT PRIOR REFERENCE TO THE AUTHOR(S)". SCR Documents represent the work of the authors and not necessarily the views of the meeting in which it was presented. SCR Documents are placed on the public pages of the NAFO website and are considered as internal NAFO reports.

SCR Documents must be presented in person by the author or their designate, discussed at the appropriate meeting and changes requested by the Chair incorporated. SCR Documents are not formally reviewed. Acceptance of SCR Documents is undertaken by the Chair. The Chair may refer the matter to the Scientific Council Executive Committee for their decision or advice as appropriate.

### Content of Paper

The paper should be in English. The sequence should generally follow: Title, Abstract, Text, References, Tables and Figures. Authors can decide if they would like Tables and Figures throughout the text or following the text.

#### 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

In general, the text should be organized into Introduction, Materials and Methods, Results, Discussion, and Acknowledgements.

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

**Materials and Methods** should describe in sufficient detail the materials and methods used, so as to enable other scientists to evaluate or replicate the work.

**Results** should answer the questions evolving from the purpose of the study in a comprehensive manner and in an orderly and coherent sequence, with supporting tables and figures.

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<sup>1</sup> *NAFO Sci. Coun. Rep.*, 1999. p. 33

**Discussion** should explain the main contributions from the study, with appropriate interpretation of the results focusing on the problem or hypothesis. Comparisons with other studies should be included here.

**Acknowledgements** should be limited to the names of individuals who provided significant scientific and technical support, including reviewers, during the preparation of the paper, 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. SCR Documents are printed in black and white but coloured figures are included in the pdfs on the website.