
CONTENT GUIDELINES FOR PUBLISHED REPORTS

PROJECT PROGRESS REPORTS

Project Progress Reports will include in the content (if applicable):

1. **Statement of Work (SOW)** including: Objectives, Tasks, and Deliverables
2. **A summary of the goals and purpose of the project**
(unless this is clearly described in the SOW as a summary and goals section)
3. **Table(s) comparing projected and actual budget and line item costs**
4. **Map(s) of the project area or watershed and/or legal description**
Use legal descriptions only if the project is associated with specific sites
For sites involving construction or significant studies, include map(s) that identify the site(s) as well as map(s) that identify the entire project area or watershed.
5. **Categories (suggested where applicable)**
 - Planning and Design •Operation and Maintenance •Coordination for the future
 - Construction and Implementation •Monitoring and Evaluation
6. **Lessons learned**
7. **Accomplishments and challenges**
Accomplishments to include at a minimum those associated with each objective and goal in the SOW (this is a separate requirement from lessons learned)

SCIENTIFIC / TECHNICAL REPORTS

Scientific or Technical Reports (reports that primarily present scientific findings from the project) will follow [standard content requirements](#)¹ for publication in technical journals. These general requirements are as follows:

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|------------|---------------|-------------|------------------|------------------|
| •Title | •Abstract | •Methods | •Acknowledgments | •Tables |
| •Authors | •Introduction | •Results | •References | •Figure captions |
| •Addresses | •Study area | •Discussion | •Text footnotes | •Figures |

For each of the above requirements, there are detailed guidelines available.

Posting of technical reports may be delayed (following submission)² to protect the authors' research and accommodate journal publication.

¹ Transactions of the American Fisheries Society

² A Notation of "Report under review" will be posted.