
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:

- | | | | | |
|------------|---------------|-------------|------------------|------------------|
| •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.

DOCUMENT FORMATTING REQUIREMENTS

1. Page Appearance and Margins:

- Single column pages. **Exception:** paragraphs with text wrapping for inserted graphics
- Text margins from page edge: 1 inch min., 1.25 inches max.
- Header, footer, and page number margins: 0.25 inch min. from text, 0.5 inch min. from page edge.

2. Font type and size (body text): Arial or Times New Roman; 10 pt. min.-12 pt. max. with consistent font usage throughout the document.

3. Properly sequenced page numbers. Consistent alpha/numeric numbering format³ used continuously on all pages within the main body of text.

- **Cover and Title pages** are not numbered.
- **Appendices page numbers** can either be: **a)** continued from the main text or **b)** treated as separate sections and numbered appropriately [e.g., A-1, A-2, etc.]. Page number format must be consistent for all appendices.

4. All graphics (photos, drawings, blueprints, etc.) appropriately **identified** with a **title/label** on the **same page as the graphic**. Page numbers are not required to be printed on full-page graphics; however, pages must be either included in the overall page numbering⁴; OR the graphics are referenced as “following page XX” in the table of contents

All reports must have a :

5. Title Page in standard format (see attached examples) **that includes:**

- An appropriate and consistently named **Title⁵ / Subtitle⁶**
- Both the **project number** and the **contract number** in the following formats
projects are 9 digits ####-###-## contracts are 8 digits 000#####
- **Reporting Period⁷** - begin month and year to end month and year (day optional)
- **Author(s) and Author Association** (agency, company, etc., with city and state) in the order they are to be cited

Title pages should NOT include: street addresses, email addresses, or phone numbers⁸.

- **Publication date** - Month (non numeric⁶) and year document is submitted to BPA

Any report in excess of ten pages must also include a:

6. Table of Contents identifying sections, graphics, tables, and appended data (i.e., appendices) and

7. An Abstract and/or Executive Summary

Cover pages are optional. [A BPA publications cover page and citation page will be added to all documents before posting to the Web site].

³ If the main body includes distinct sections, sectional page numbering **may** be used [e.g., section 1 page 1-1, 1-2, 1-3, ..., section 2 page 2-1, 2-2... ,etc.].

⁴ e.g., text pages 1 through 26 are followed by graphic page, which would be considered page number 27, and the following text page number would be 28

⁵ Reports that are annual or published in a series for a project or contract should have the same title

⁶ Subtitles identify variations in serial publication content (specific topics, locations, etc.)

⁷ e.g., May 2004 - April 2005

⁸ Useless and/or misleading as a reference unless current.

ELECTRONIC FILE FORMATTING REQUIREMENTS

All reports/documents submitted⁹ must:

1. meet DOCUMENT FORMATTING REQUIREMENTS,
2. be 'camera-ready'¹⁰ (or ready to print), and
3. be in **portable document format (pdf)**. The file must be a '**searchable text**' pdf with **full access**. Only the following security settings are permitted:

User Password: No Master Password: Optional [May be used only if the other security setting requirements are met] Printing: Fully Allowed Changing the Document: Optional [see Master Password]	ContentCopying or Extraction: Fully Allowed Authoring Comments and Form Fields: [Not applicable] FormField Fill-in or Signing: [Not applicable] ContentAccessibility Enabled: Fully Allowed DocumentAssembly: Fully Allowed
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NOTE: To assure accuracy and appearance of headings, page orientation, graphic placement, fonts, and tables, etc., the **complete report/document** (including any spreadsheets, graphs, maps, pictures, etc.) **should be assembled in the word processing application** (Word, Word Perfect, PageMaker, etc.) **as a single electronic file** using proper formatting techniques¹¹ **before converting it to a portable document format (pdf) file.**¹²

⁹ Uploaded on-line or delivered on a CD

¹⁰ All typographical and content errors, and any formatting errors generated by the conversion process have been corrected.

¹¹ e.g., inserting page breaks rather than paragraph returns to define a new page

¹² If graphics or other pages/sections are to be inserted into the final portable document format (pdf) document, then special consideration should be given to the accuracy of page numbering and table of content references.

**Standard Title capitalization should be used for all titles and subtitles -
Do not begin lines with lower case words.
See Example #3 for titles with scientific names**

EXAMPLE #1

1. Title → **Effects of Vitamin Nutrition on the Immune Response of Hatchery-Reared Salmonids**

2. Subtitle **no subtitle indicated**

3. Type of Report → **Annual Report**

4. Reporting Period in this format → **January 1984 - December 1984**

**Authors should be listed in citation order
Authors and their organization should be separated by one line**

5. Prepared by: → Prepared by:

6a. Author(s) → Dave Leith, Project Leader
John Holmes, Project Biologist

7a. Author's Organization/
Association → Abernathy Salmon Culture Technology Center
Longview, WA 98632

and

6b. Author(s) → Dr. Stephen Kaattari, Project Leader
Ms. Mary Yui, Research Associate
Mr. Tobin Jones, Research Associate

7b. Author's Organization/
Association → Department of Microbiology
Oregon State University
Corvallis, OR 97331

8. Prepared for **OR** Funded by:: → Prepared for:

BPA PO Optional → Dr. Gerald R. Bouck; Project Officer

9. BPA Listed as project funder
in this format → United States Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
P.O. Box 3621;
Portland, OR 97208

10a. BPA Project Number(s)
10b. BPA Contract Number(s)
in these formats → Project No. 1984-045-00 and 1984-045-01
Contract No. DE-AI79-84BP18007

11. Publication Date
Month and Year submitted to BPA → **September 1985**

Acceptable Page formatting

Page Margins:

Left - 1"-1.25" and Right - 1"

Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

Font Usage [style and size] should be consistent throughout the document

Acceptable Fonts

- Times/Times New Roman

- Ariel

Acceptable Font Size Titles:

- Minimum 12 pts.

- Maximum 18 pts.

Body Text:

- Minimum 10 pts.

- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.

- Maximum 12 pts.

← Paragraphs/groupings should be single spaced

Standard Title capitalization should be used for all titles and subtitles - Do not begin lines with lower case words. See Example #3 for titles with scientific names

EXAMPLE #2

1. Title → Umatilla River Fish Passage Operations Program

2. Subtitle → Fish Passage Operations in the Umatilla River

3. Type of Report → Annual Report

4. Reporting Period in this format → September 2001 - August 2002

Authors should be listed in **citation order**
Authors and their organization should be separated by one line

Acceptable Page formatting

Page Margins:

Left - 1"-1.25" and Right - 1"

Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

5. Prepared by: → Prepared by

6a. Author(s) → Brian C. Zimmerman

7a. Author's Organization/
Association → Fisheries Program, Department of Natural Resources
Confederated Tribes of the Umatilla Indian Reservation
Pendleton, Oregon

And

6b. Author(s) → Bill B. Duke

7b. Author's Organization/
Association → Oregon Department of Fish and Wildlife
Pendleton, Oregon

8. Prepared for OR Funded by:: → Funded by

9. BPA Listed as project funder
in this format → U.S. Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
Portland, OR. 97208-3621

← Paragraphs/groupings
should be single spaced

10a. BPA Project Number → Project No. 1988-022-00

10b. BPA Contract Number
in these formats → Contract No. 00004112

11. Publication Date
Month and Year submitted to BPA → September 2002

Font Usage [style and size]
should be consistent throughout
the document

Acceptable Fonts

- Times/Times New Roman

- Ariel

Acceptable Font Size

Titles:

- Minimum 12 pts.

- Maximum 18 pts.

Body Text:

- Minimum 10 pts.

- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.

- Maximum 12 pts.

Standard Title capitalization should be used for all titles and subtitles - Do not begin lines with word in lower case . See Examples 1 and 2 for title page formatting detail.

EXAMPLE #3

Prioritization of Naturally Produced Snake River Spring/Summer

Chinook Salmon (*Oncorhynchus tshawytscha*) and

Summer Steelhead (*O. mykiss*) Populations based on

Population Trends

Reporting Period

Month Year to Month Year

If possible, both **common** and **scientific names** should appear on the **same line** (to accomplish adjust Title font size)

If necessary **common names** may be separated but **scientific names** should be on the same line with the second part of the **common name** (to accomplish adjust Title font size)

Font Usage [style and size] should be consistent throughout the document

Acceptable Page formatting

Page Margins:

Left - 1"-1.25" and Right - 1"

Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

Prepared by:

Saang-Yoon Hyun, and André J. Talbot

Columbia River Inter-Tribal Fish Commission

729 NE Oregon St, Suite 200

Portland, OR 97232

Prepared for:

United States Department of Energy

Bonneville Power Administration

Division of Fish and Wildlife

P.O. Box 3621

Portland, Oregon 97208-3621

Project number: 2002-004-00

Contract number: 00011652

Acceptable Fonts

- Times/Times New Roman

- Ariel

Acceptable Font Size

Titles:

- Minimum 12 pts.

- Maximum 18 pts.

Body Text:

- Minimum 10 pts.

- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.

- Maximum 12 pts.

Paragraphs/groupings should be single spaced

August 2004