

PUBLICATION GUIDELINES: EXECUTIVE SUMMARIES AND DETAILED REPORTS

Rapporteurs of Species Groups are responsible for the preparation of: (1) draft Executive Summary of the Species Group; (2) final version of the Detailed Report of the Species Group; and (3) electronic record containing all of the input files, programs used in the analyses, and all of the outputs of the analyses. Rapporteurs are requested to conform to deadlines and follow the appropriate format and guidelines given below:

1 Deadlines

The draft Executive Summary and adopted Detailed Report should be passed to the Secretariat by the completion of the stock assessment session. Corrections to the Detailed Report will be accepted by the Secretariat from the Rapporteur up to the end of the SCRS Plenary. Adoption of reports completed/corrected after these deadlines is the sole responsibility of the Rapporteur, and their distribution may be delayed. The electronic record (inputs/outputs) should also be provided to the Secretariat by the completion of the stock assessment session.

Document type	Submitted to Secretariat by	Deadlines		Notes
		Document for distribution	Final corrections	
Executive Summary*	Rapporteur	End of Stock Assessment Session (and at least 48 h before the SCRS Plenary)	On the same day as SCRS review	- Draft reviewed and adopted by the SCRS Plenary
Detailed Report**	Rapporteur	End of Stock Assessment Session***	End of SCRS Plenary***	- Adopted by Species Group; not discussed at the SCRS Plenary
Electronic record of stock assessment session	Rapporteur	End of Stock Assessment Session	n/a	- All of the input files, programs used in the analyses, and all of the outputs of the analyses should be archived electronically

* Published in the Biennial Report series

** Published in the Collective Volume series

*** Adoption of reports completed/corrected after these deadlines is the sole responsibility of the Rapporteur, and their distribution/publication may be delayed.

2 Executive Summary of the Species Group (translated for SCRS Plenary and Biennial Report)

The Executive Summary of Species Group is the report for the sections on species stock evaluation of the SCRS Report. It contains the stock status advice for the ICCAT stocks. The Executive Summary for the SCRS Report should be as concise as possible. This report should summarize the facts and new findings. Substantial changes to methodologies used for previous assessments should be noted. The term “the Committee” is used in Executive Summaries to refer to the SCRS Plenary and should be reserved for strong recommendations. The Species Group Rapporteur will present the draft Executive Summary to the SCRS in an oral presentation of not more than 20 minutes.

2.1 Format for Executive Summaries

The format below was established in 1995. Rapporteurs are requested to follow the appropriate format and guidelines given below:

Executive Summary Outline	Maximum # pages* (5-page + catches max)
<i>SPP-1. Biology</i>	¼
<i>SPP-2. Description of fisheries</i>	¼
<i>SPP-3. State of stocks</i>	1
<i>SPP-4. Outlook</i>	½
<i>SPP-5. Effects of current regulations</i>	¼
<i>SPP-6. Management recommendations</i>	½
SPECIES SUMMARY [table]	

SPP-Table 1	$\frac{1}{4}$ + catches
SPP-Figs.	2

* Where multiple stocks are presented in one Executive Summary, the length of the report may be expanded at the discretion of the SCRS Chairman.

2.2 Tables and figures for Executive Summaries

There will be two **tables** only in the Executive Summary: a Summary table placed at end of the text of the Executive Summary, and the catches by nation on the following page(s). The Summary table will summarize the status of the resource and state what the management objective is and where the stock is in relation to that benchmark. There should be flexibility in the choice of the benchmark(s) used and this is best determined by the Species Group. Please see below:

Headings for Executive Summary SPECIES SUMMARY table:
Maximum Sustainable Yield
Current Yield
Current Replacement Yield
Relative Biomass (or SSB) or Numbers <i>e.g.</i> , $B_{\text{current}}/B_{\text{MSY}}$, $B_{\text{current}}/B_{\text{reference year}}$
Relative Fishing Mortality <i>e.g.</i> , $F_{\text{current}}/F_{\text{MSY}}$, $F_{\text{current}}/F_{\text{max}}$, $F_{\text{current}}/F_{0.1}$, $F_{\text{current}}/F_{\text{ref. yr.}}$
Relative Recruitment, <i>e.g.</i> , $\text{Recruitment}_{\text{current}}/\text{Recruitment}_{\text{reference year}}$
Management Measures in Effect

All of the **figures** must fit on two pages (an exception may be made for multi-stock reports, see above). The number and form of the figures should be tailored to the need of the particular species. The following figures are recommended: stock boundaries, catch (length of time series determined by the SG), abundance of large fish (spawning stock biomass preferred or some plus-group), abundance of small fish (recruitment of small fish grouping), and fishing mortality rate.

3 Detailed Report of the Species Group (original language(s) for the SCRS Plenary; text translated for the Collective Volume series)

The purpose of the Detailed Report is to provide a record of the stock assessment session, to document the methodologies used and their assumptions, and any changes from the methodologies used in previous assessments and the rationale for the changes, as well as the results. The term “the Group” is used in Detailed Reports to refer to the participants. As this is a record of the meeting, **it should be completed and adopted by the close of the stock assessment session**. This will ensure its distribution (in the original language(s)) at the SCRS Plenary. Adoption of reports completed after this deadline is the sole responsibility of the Rapporteur, and their distribution by the Secretariat may be delayed.

3.1 Format for Detailed Report

The format below was established in 1995, revised in 2003, and should remain flexible. As the Detailed Report text is translated for the Collective Volume series and to prevent over-wordy documents, size limits have been introduced in 2003. For consistency across species, the following format should be followed, but can vary (within the mandatory headings 1-8) for individual species:

Detailed Report Outline	# Pages (11-page max)
1 Opening, adoption of agenda and meeting arrangements	$\frac{1}{2}$
2 Description of fisheries (this often contains a fleet-by-fleet description)	1*
3 State of the stocks	
3.1 Stock structure	$\frac{1}{2}$ *
3.2 Catch-at-size data	$\frac{1}{2}$ *
3.3 Catch rate data	$1\frac{1}{2}$ *
3.4 Biological population parameters	$\frac{1}{2}$ *
3.5 Stock assessment model results	2*
3.5.1 Production models	
3.5.2 Age-structured models	

3.7 Yield- and spawner-per-recruit	1/2*
3.8 Projections	1/2*
3.9 Uncertainties	1/2*
4 Environmental factors	1/2*
5 Effects of current regulations	1/2*
6 Recommendations	
6.1 Statistics and research	1*
6.2 Management	1/2*
7 Other matters	1/4
8 Report adoption and closure	1/4
Tables**	no limit
Figures**	no limit
Appendices**	no limit

* # pages per stock

** Not translated

For other sessions (*i.e.*, GFCM, Methods Working Group), the 11-page maximum will remain, but the headings will be at the discretion of the Chairman.

3.2 Tables and figures for Detailed Report (not translated for the Collective Volume series)

Tables and figures are placed after the text. They should be drafted clearly, with the knowledge that they may be reduced in the final version for the Collective Volume.

Titles of tables should be placed above the table, whereas figure captions should be placed below the figure. If possible, the source of the tables and figures (*i.e.*, the document from which they were taken) should be indicated in parentheses, unless the figures and tables were created by the Group.

All tables and figures should be numbered in consecutive order.

3.3 Appendices for Detailed Report (not translated for the Collective Volume series)

The Appendices will be placed after the text, tables and figures. The Agenda, List of Participants and List of Documents will be the first 3 appendices. Additional appendices may be added, in exceptional circumstances, and may contain more detailed aspects of the analyses.

4 Electronic record of stock assessment session

All of the input files, programs used in the analyses, and all of the outputs of the analyses should be archived electronically (diskette or CD). This will ensure the repeatability of the stock assessment. If the version of the programs used for the assessment analyses is recorded, its contents can be examined in the future. This will improve the accountability of the SCRS and allow all scientists access to the programs and outputs. This will also enable scientists to use state-of-the-art programs that may still be undocumented. However, as a courtesy to other scientists, every effort should be made by participating scientists to provide documentation for their programs so that it may be included in the ICCAT assessment program catalogue.

The master copy of the diskettes/CDs will remain with the Secretariat.

5 General notes on formats

Please use examples from the recent Biennial Reports and Collective Volume series as general guidelines. Please note the following:

- Software: Please prepare in MSWord.
- Paper: A4
- Font: Final documents should be in Times New Roman 10.
- Margins: 2.5 cm r, l, t, b and 1.5 cm headers, 2 cm footers.
- Paragraphs: Insert a space between paragraphs (ICCAT no longer uses paragraph indents).
- Tonnes: Metric tonne is abbreviated as "t" (no longer MT).