

# Annual and Final Report Requirements

## Submitting Annual Reports

Annual reports are required for projects funded for more than one year. The annual report consists of the project activities for the prior year, including data collected, analyses performed, and descriptions of any changes to the project from what was originally proposed in the investigation plan. A draft of the annual report must be submitted for review in Microsoft Word format by May 1 of each year to [fisheries\\_resource\\_monitoring@fws.gov](mailto:fisheries_resource_monitoring@fws.gov). Office of Subsistence Management staff will provide review comments to the principal investigator within thirty days. The principal investigator will address review comments, and if necessary work with staff of the Office of Subsistence Management to resolve any differences of opinion.

Once the annual report has been approved:

- Mail one unbound and two bound paper copies to: U.S. Fish and Wildlife Service, Office of Subsistence Management, 1011 East Tudor Road, Mail Stop 121, Anchorage, Alaska 99503.
- One electronic copy of the report along with a separate abstract and citation file (the abstract must be prepared as shown in the example on page 12) in Adobe Acrobat PDF by mail (CD) to Fisheries Information Services or email to [fisheries\\_resource\\_monitoring@fws.gov](mailto:fisheries_resource_monitoring@fws.gov). The report and abstract may be posted to the web.

## Submitting Final Reports

A final report is required for every Fisheries Resource Monitoring Program project at the end of the period of performance. It typically reports, analyzes, and synthesizes information from all project years. The Fisheries Monitoring Program typically funds projects for a duration of up to three years at which time the final report would be due; an annual report would be prepared and submitted the first two years.

A draft of the final report must be submitted for review in Microsoft Word format to [fisheries\\_resource\\_monitoring@fws.gov](mailto:fisheries_resource_monitoring@fws.gov) no later than sixty days prior to the last day of the period of performance. Office of Subsistence Management staff will provide review comments to the principal investigator no later than thirty days prior to the last day of the period of performance. The principal investigator will address review comments, and if necessary work with staff of the Office of Subsistence Management to resolve any differences of opinion.

Once the final report has been approved, distribute electronic and paper copies as follows:

- One unbound and two bound paper copies to: U.S. Fish and Wildlife Service, Office of Subsistence Management, 1011 East Tudor Road, Mail Stop 121, Anchorage, Alaska 99503.
- One electronic copy of the report along with a separate abstract and citation file (the abstract must be prepared as shown in the example on page 12) in Adobe Acrobat PDF by mail (CD) to Fisheries Information Services or email to [fisheries\\_resource\\_monitoring@fws.gov](mailto:fisheries_resource_monitoring@fws.gov). The report and abstract may be posted to the web.
- Eight bound copies to: Alaska State Library, P.O. Box 110571, Juneau, Alaska 99811-0571, for distribution and placement in libraries.

Guidelines for preparing annual and final reports that meet the requirements of the Monitoring Program are on the pages that follow.

If you have questions, please contact Kathy Orzechowski at (907) 786-3645 or 1-800-478-1456.

## **Guidelines for Preparing Annual and Final Reports**

Annual and final reports can be prepared as part of an established agency or organizational report series but must include: 1) a statement acknowledging the Fisheries Monitoring Program funding and support; 2) a statement citing the Fisheries Monitoring Program project number and indicating whether the report is an annual or final report; and 3) a project abstract and report citation.

All submitted files must have the report title, project number, report type and year correctly reflected in the document properties. To do this in Microsoft Word go to File, Properties and select the Summary tab. In the Title box, type the project title followed by the project number, report type and year.

### **Example**

Feasibility of Using Fishwheels for Long-Term Monitoring of Chinook Salmon Escapement on the Copper River. 01-020. Annual 2001

### **REPORT COMPONENTS**

**Title Page:** The title page includes the study title, author(s)/principal investigator(s) with affiliations and addresses, and publication date (month and year). It may also include a statement indicating that the report is an annual or final report for a specific Fisheries Resource Monitoring Program project. See examples starting on page 8.

**Table of Contents, List of Figures, List of Tables, and List of Appendices:** Can be automatically generate by using the Index and Tables feature in Microsoft Word. See Microsoft Word Help for assistance in using this feature.

**Abstract:** The abstract summarizes the report and should not exceed 200 words.

**Introduction:** Establish why the study was done and its importance to Federal subsistence fishery management. The topics covered in the introduction include: the principal hypothesis of the study, the type of information obtained, the specific issues addressed, the study area, and a review of existing literature and information (publications, gray literature, and personal communications). The literature and information reviewed should provide context for the study within existing knowledge. The objectives of the study may also be included in the introduction.

**Objectives:** Provide a list of all objectives identified in the project investigation plan. If the objectives of the study changed over the course of the project, discuss why the changes were made.

**Methods:** Describe data sources, procedures, equipment, and statistical methods used in the study. These descriptions should provide enough detail to allow readers to evaluate or repeat the study. Other publications may be cited to provide greater detail of equipment, procedures, and statistical analyses. The Methods section can be broken into subsections that correspond to subheadings of the Results section. If the methods used in the study changed from what was originally proposed in the investigation plan, identify and describe the changes and discuss why they were made.

**Results:** Objectively describe information collected during the study and state the results including those of any statistical analyses. Do not discuss or interpret the results of the study in this section unless the

Results and Discussion sections are merged. A combination of text, tables, figures and appendices should be used to present findings. The text should introduce and summarize information contained in tables and figures, as well as present findings that cannot be displayed in tabular or figure formats.

Tables should be used to document data, while figures should be used to present relationships and trends. Do not present the same data in tabular format and figure format. Unprocessed data should not be included in the Results section, but can be provided in an appendix or upon request. Make sure numbers from tables and figures that are cited in the text are correctly cited. The number of significant digits used should be appropriate for the data type. Do not refine and summarize data to the extent that a reader would be unable to verify findings and analyses. State the statistical probability or significance levels selected for statistical analyses, hypothesis testing, or model fitting.

**Discussion:** Relate what was learned to what is known. Study results should be expanded and explained, not simply restated. Interpretation of findings should be presented so the reader can readily differentiate between points supported by evidence and those based on speculation or conjecture. Discuss the relevance of the findings to Federal subsistence fishery management and include an explanation of how the study met or fell short of the objectives. Unanswered questions and potential future paths of study can be identified. While not generally recommended, in certain cases the Results and Discussion sections can be combined. Please consult Fisheries Information Services staff before doing so.

**Conclusions:** Conclusions are required in final reports and may be included in annual reports. A conclusion can represent the synthesis of work in this study, as well as other studies that were previously cited in the discussion. Individual conclusions should be brief statements without further discussion. If there are multiple conclusions, they may be presented as a numbered list. While a separate Conclusions section is recommended, this information may be included in the Discussion section.

**Recommendations:** Recommendations are required in final reports and may be included in annual reports. Recommendations should describe how results can be applied and used in Federal subsistence fishery management, or how results may influence future studies. If there are multiple recommendations, they may be presented as a numbered list. While a separate Recommendations section is advised, this information may be included in the Discussion section.

**Acknowledgements:** Recognize those who have contributed to the study or to the preparation of the report. A statement expressing recognition of financial and other support from the Fisheries Resource Monitoring Program must be included. For example: “The U.S. Fish and Wildlife Service, Office of Subsistence Management, provided \$ \_\_\_ in funding support for this project through the Fisheries Resource Monitoring Program, under agreement (or contract) number \_\_\_\_\_.”

If not stated on the title page or elsewhere in the report, include a statement indicating the version of the report (annual or final). For example: “This report was submitted as the annual (or final) report to U.S. Fish and Wildlife Service, Office of Subsistence Management, Subsistence Fisheries Monitoring Program for project number 00-123.”

**Literature Cited:** List all published materials referenced in the text. Do not list personal communications in this section. Use the following guidelines unless the report is being prepared according to an agency or organizational report series guidelines. See literature citation examples on pages 13-14.

- List citations alphabetically by the first author’s last name (surname), then first name initials, and finally by the surnames of coauthors.
- List papers by the same author(s) in ascending chronological order of the year published.

## ***Report Components***

- When authors have more than one publication in a year, add a lower case letter to the year and list alphabetically (1998a, 1998b).
- Substitute the words “in press” for the year if a paper has been accepted for publication but page numbers are not available.
- If a reference has more than five authors or editors, cite only the first and indicate the number of coauthors or coeditors (Smith, S. J. and five coauthors).
- Do not use abbreviations except the first name and middle initials of authors and editors, and abbreviations that occur in titles of articles and books.

**Text Endnotes:** The use of text footnotes should be minimal; most material, including personal communications, should be included in the text within parentheses. Reference the footnote within the text using superscripted, sequentially arranged, numbers.

**Figures:** All figures should be simple, uncluttered, and easy to interpret. The figure number and a short caption should be placed underneath the figure. Clearly label graph axes. Use legends or captions to define data elements, as well as all nonstandard and non-defined symbols. Use symbols that are easy to differentiate. Include place names and a directional arrow on maps and charts to orient the reader.

**Tables:** All tables should be organized to provide the most information in the least amount of space. Keep the following in mind when formatting tables:

- The number of columns should be less than the number of rows.
- Do not use vertical lines between columns.
- Capitalize only the first word, proper nouns, and appropriate symbols in column and row headings.
- Significant digits should be appropriate for the type of data being presented.
- Place a zero to the left of the decimal point for numbers smaller than one.
- A caption containing the table number and one or more sentences describing the table should be placed above it.
- Use either captions or footnotes to identify nonstandard abbreviations and symbols.
- Reference footnotes within tables using sequentially ordered superscripted lowercase letters.
- List the table footnotes in ascending alphabetical order below the table.

**Appendices:** Appendices can be used to report supplementary information that illustrates, expands on, or otherwise supports the text, but is not needed to directly support results and conclusions. Information presented in an appendix is usually too long and detailed to put in the main text, but might be of interest to some readers. Examples included: unprocessed data, mathematical derivations, lengthy descriptions of unusual methods, detailed protocols, long lists, questionnaires, and documents. The use of appendices can be minimized if sources for obtaining the information are made available to readers. For example, the information is made available over the Internet or upon request to the authors. The formatting of tables and figures included in an appendix should be the same as those in the main body of the document.

**Non-Discrimination Statement:** A non-discrimination statement must be included, and is usually on the last page in the report. Federal or State agencies may already have statements that are included in reports. See page 15 for non-discrimination statements.

## DOCUMENT FORMATTING

**Word Processing Software:** Microsoft Word (97 edition or newer).

**Paper:** 8 ½" x 11" good quality white paper for bound and unbound final copies.

**Margins:** 1" left, right, top, bottom

**Justification:** Left

**Tab Settings:** Every ½" in text; This can be altered for tables and appendices

**Line Spacing:** Draft reports should be double-spaced. Final reports are single-spaced.

**Positioning of Text:** To position text within the report use (1) spaces to separate words and sentences, (2) tabs to position portions of text across a page, and (3) a hanging indent for each citation listed in the Literature Cited section

### Page Numbering:

- Page numbers appear on the bottom center of a page.
- No page number on title and non-discrimination statement pages.
- Lowercase Roman numerals should be used for the summary page, table of contents, list of figures, list of tables, and list of appendices.
- The summary page will receive page number "i".
- Arabic numerals are used for all remaining section pages.
- In annual reports, the first page of the introduction will receive page number "1".

### Text Formatting:

- Body text: Times New Roman, 12 pt with paragraphs separated by a single space.
- *Scientific names, publication titles* cited in the text, *variables* or *lettered constants* in mathematical or statistical expressions, and the words "*in*" and "*in press*" in the Literature Cited section: Times New Roman, 12 pt, italic
- **FIRST ORDER HEADING:** Times New Roman, ALL CAPS, bold, 12 pt, centered, with two spaces above and below the heading.
- **Second Order Heading:** Times New Roman, bold, 12 pt, title case, left justified, with one space above and below the heading.
- **Third Order Heading:** Times New Roman, bold, italic, 12 pt, title case, left justified, with one space above and below the heading.
- **Fourth Order Heading:** Times New Roman, bold, italic, 12 pt, title case, with one space above the heading. Fourth order headings are a part of the first paragraph of the section and are followed by a colon.
- Tables and figures — Any font and point size as long as they are used consistently.

**Table of Contents, List of Figures, List of Tables, and List of Appendices:** Can be created using the Table of Contents feature in Microsoft Word. Use predefined or default styles provided in the word processor.

## *Style Conventions*

### STYLE CONVENTIONS

The following are recommended style conventions. Annual and final reports prepared as part of established agency or organizational report series might need to follow different style conventions.

**Abbreviations and Symbols:** Do not overuse abbreviations and symbols, since this can quickly become confusing to the reader. Abbreviations for agencies and organizations must be defined the first time they are used in the text, unless they are used in a text citation. In this case, the abbreviation is introduced in the Literature Cited section.

**Time:** Use the 24-hour (military) clock for time, and spell out the word “hours” (e.g., 1530 hours would be used instead of 3:30 pm).

**Date:** Dates may be reported in either military (e.g., 4 March 2000) or nonmilitary (e.g., March 4, 2000) form, but only one form should be used throughout the report.

**Units of Measure:** Always use the metric system except when quoting sources that use the English system, such as regulations that use inches, fathoms, etc. The first time a measurement appears in the text, the English, or metric, equivalent should be included in parentheses beside it.

**Numbers:** Spell out any number beginning a sentence. Spell out all single-digit numbers unless they are used with a unit of measure or are being directly compared to a larger number. Use commas to subdivide whole numbers that have more than three digits (e.g., 1,000 or 1,456,200). Always use a zero before decimal fractions less than one (e.g., 0.4 or 0.234).

**Equations:** Formulas and original derivations should be included in the report, although commonly used statistical formulas can be cited rather than shown. Equations should be italicized, centered, and have reference numbers positioned on the right margin. Microsoft Word has an equation editing feature to format equations. See Microsoft Word Help for instructions on using this feature.

**Fish Names:** To avoid confusion in identifying fishes, use common names adopted by the American Fisheries Society’s Committee on Names of Fishes. These can be found in American Fisheries Society Publication 29, published in 2006, which is entitled *Common and Scientific Names of Fishes for the United States, Canada, and Mexico, Sixth Edition*. Include the common name followed by the scientific name (genus, species and, if needed, subspecies) in italics the first time the fish is mentioned in the abstract, executive summary, and full text of the report. Do not use a comma or parentheses to separate the common and scientific names. For unknown species, use the genus followed by “sp.” (singular) or “spp.” (plural). For example, char *Salvelinus* sp. (a single unknown or unidentified species of char), or whitefish *Coregonus* spp. (more than one unknown or unidentified species of whitefish).

**Fish Ages:** The age of fishes is reported differently for resident species than it is for anadromous species. The age of resident fishes should be reported using Arabic numerals that indicate total age. For example, an age-5 rainbow trout is five years old. The age of anadromous fishes, such as Pacific salmon, should be reported using European notation, in which two digits separated by a decimal point are used. The digit to the left of the decimal point indicates freshwater age (not including the year spent in the gravel during egg incubation and hatching); the digit to the right of decimal point indicates ocean age. For example, an age-2.4 chinook salmon spent three years in freshwater (one of which was in the gravel), four years in the ocean, and is seven years old (from the time of egg deposition/birth). The age of smolt, the juvenile form of an anadromous salmon or char leaving freshwater for the ocean, may be reported using either Arabic numerals or European notation; just be sure to specify which convention you are using. For example, a

two-year-old sockeye salmon smolt migrating to the ocean can be referred to as either an age-2 or an age-1 sockeye salmon smolt. Use the same age notation for smolt throughout the report.

## **Fisheries Resource Monitoring Program Format**

Genetic Diversity of Dolly Varden Populations in Norton and Kotzebue Sounds, and of Arctic Char Populations in the Noatak National Preserve

Annual Report for Study 00-001

Fred DeCicco  
Alaska Department of Fish and Game  
Division of Sport Fish  
1300 College Road  
Fairbanks, Alaska 99701-1599

and

William Spearman  
U.S. Fish and Wildlife Service  
Conservation Genetics Laboratory  
1011 East Tudor Road  
Anchorage, Alaska 99503

March 2000

# **Federal Agency Report Series Format**

*Alaska Fisheries Data Series Number 2003-2*

Estimation of sockeye and coho salmon escapement in Mortensens  
Creek, Izembek National Wildlife Refuge, 2002

Kellie S. Whitton

U.S. Fish and Wildlife Service  
King Salmon Fish and Wildlife Office  
P.O. Box 277  
King Salmon, AK 99613  
(907) 246-3442

February 2003

# State Agency Report Series Format

FALLS, GUT BAY, AND KUTLAKU LAKES

SUBSISTENCE SOCKEYE SALMON PROJECT

2002 ANNUAL REPORT



by

Jan Conitz  
and  
Margaret Cartwright

Regional Information Report<sup>1</sup> No. 1J03-27

Annual report to the U.S. Forest Service to fulfill obligations for  
Sikes Act Contract Numbers 53-0109-2-6110, 53-0109-2-61200 and 43-0109-0-0174  
Study Numbers FIS 00-044 and 01-125

Alaska Department of Fish and Game  
Division of Commercial Fisheries  
P.O. Box 240020  
Douglas, Alaska 99824

June 2003

---

<sup>1</sup> The Regional Information Report Series was established in 1987 to provide an information access system for all unpublished divisional reports. These reports frequently serve diverse ad hoc informational purposes or archive basic uninterpreted data. To accommodate timely reporting of recently collected information, reports in this series undergo only limited internal review and may contain preliminary data, this information may be subsequently finalized and published in the formal literature. Consequently, these reports should not be cited without prior approval of the author or the Division of Commercial Fisheries.

## **Citation Examples**

Fisheries Resource Monitoring Program report citation should contain the following information, in the order listed: author(s), year, title (only first word and proper nouns should be capitalized). U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Resource Monitoring Program, xxxx Annual or Final Report (Study No. xx-xxx). Agency, Office or Division, Agency report series (if applicable), City, State.

### **REPORTS NOT PUBLISHED WITHIN AN AGENCY REPORT SERIES**

#### **Single and multiple authors from the same agency**

**Citation:** DeCicco, A.L. 2002. Genetic diversity of Dolly Varden populations in Norton and Kotzebue Sounds, and of Arctic Char Populations on the Noatak National Preserve. U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Resource Monitoring Program, 2002 Annual Report (Study No. 01-136). Alaska Department of Fish and Game, Division of Sport Fish, Fairbanks, Alaska.

#### **Multiple authors from different agencies (only list agency information for lead author)**

**Citation:** Andersen, D.B., C.L. Brown, R.J. Walker, K.Elkin. 2003. Traditional ecological knowledge and harvest monitoring of subsistence non-salmon fish in the lower Yukon River. U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Resource Monitoring Program, 2002 Annual Report (Study No. 01-100). Research North, Fairbanks, Alaska.

### **REPORTS PUBLISHED WITHIN AN AGENCY REPORT SERIES**

#### **U.S. Fish and Wildlife Service**

**Citation:** Underwood, T. J., and J. F. Bromaghin. 2002. Estimated abundance of adult fall chum salmon in the middle Yukon River, Alaska, 2000-2001. U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Resource Monitoring Program, Final Report (Study No. 01-177). U. S. Fish and Wildlife Service, Fairbanks Fish and Wildlife Field Office, Alaska Fisheries Technical Report 62, Fairbanks, Alaska.

#### **Alaska Department of Fish and Game**

**Citation:** Linderman, J.C. Jr., D.B. Molyneaux, L. Dubois, and W. Morgan. 2002. Tatlawiksuk River weir salmon studies, 1998 – 2001. U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Resource Monitoring Program, Final Report (Study No. 00-007). Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report No. 3A02-11, Anchorage, Alaska.

## ***Abstract Example***

The abstract will be posted to the web and provides a summary of the report helping readers decide if they wish to view the full report. The abstract should be in the same format as the example below. Make sure the report title, project number, report type and year are correctly reflected in the document properties. To do this go to File, Properties and select the Summary tab. In the Title box, type the project title followed by the project number, report type and year.

### **Example**

Feasibility of Using Fishwheels for Long-Term Monitoring of Chinook Salmon Escapement on the Copper River. 01-020. Annual 2001

## **Abstract Example**

### **Genetic Stock Composition of Dolly Varden Populations in Norton and Kotzebue Sounds**

Anadromous northern form Dolly Varden, *Salvelinus malma* are common throughout most of northwestern Alaska and are an important component of subsistence harvests in this region, particularly in the communities of Kivalina, Noatak and Kotzebue. This species has complex migratory patterns involving annual summer feeding migrations to sea and annual fall movements back to freshwater rivers where they may spawn prior to spending the winter. Subsistence harvests are primarily taken from mixed stock wintering aggregations during fall seining, winter jigging, and spring gill netting. Earlier studies have shown that these harvests are comprised of stocks ranging throughout northwest Alaska, Norton Sound and even the Russian Far East. The relative contribution of stocks over this wide geographic area is unknown, and the effects of this harvest on specific spawning stocks or stock groups cannot presently be determined. Other studies have indicated that stock specific genetic analysis of mitochondrial DNA and nuclear DNA microsatellites may provide a useful tool to estimate stock contributions to mixed stock fisheries. This project was the first step in achieving the goal of estimating stock contribution to mixed-stock Dolly Varden subsistence harvests in northwestern Alaska. The project collected fin tissue from Dolly Varden populations sampled in spawning streams north and south of the Bering Strait. These collections will be added to future collections to create a stock specific genetic base line for anadromous Dolly Varden in northwestern Alaska. It is hoped this base line will be of use in estimating stock contributions from subsistence harvests in areas such as the Noatak and Wulik rivers.

**Citation:** DeCicco, A. L. and W. Spearman 2001. Genetic stock composition of anadromous Dolly Varden populations in Norton and Kotzebue Sounds. U.S. Fish and Wildlife Service, Office of Subsistence Management, Fisheries Resource Monitoring Program, Final Report (Study No. 00-001). Alaska Department of Fish and Game, Division of Sport Fish, Fairbanks, Alaska.

## **Literature Citation Examples**

### **ARTICLES IN JOURNALS**

author(s), year, title, serial, volume, issue (if available), and page number(s)

#### **Examples**

Huntington, H.P. 1998. Observations on the utility of the semi-directive interview for documenting traditional ecological knowledge. *Arctic* 51(3): 237-242.

Larkin, P.A. 1974. An epitaph for the concept of maximum sustained yield. *Transactions of the American Fisheries Society* 106:1-11.

Buzby, K., and L. Deegan. 1999. Retention of anchor and passive integrated transponder tags by Arctic grayling. *North American Journal of Fisheries Management* 19:1147-1150.

### **BOOKS**

author(s), year, title, edition (if not first) or volume (if part of series), publisher, city (state, province or country, if needed to identify publisher's location)

#### **Examples**

Cochran, W.G. 1977. *Sampling techniques*, 3<sup>rd</sup> edition. John Wiley and Sons, New York.

Hilborn, R., and C.J. Walters. 1992. *Quantitative fisheries stock assessment: choice, dynamics and uncertainty*. Chapman and Hall, New York.

Landeem, D., and A. Pinkham. 1999. *Salmon and his people: fish and fishing in Nez Perce culture*. Confluence Press, Lewiston, Idaho.

### **ARTICLES IN BOOKS OR SYMPOSIA PROCEEDINGS**

author(s), year of publication, title, pages, editor(s), book title, publisher, series name (if needed), city, state, and province or country (if needed to identify publisher's location)

#### **Examples**

Campton, D.E. 1995. Genetic effects of hatchery fish on wild populations of Pacific salmon and steelhead: what do we really know? Pages 337-353 *in* H.L. Schramm, Jr. and R.G. Piper, editors. *Uses and effects of cultured fishes in aquatic ecosystems*. American Fisheries Society, Symposium 15, Bethesda, Maryland.

Peterman, R.M., J. Grout, and B.J. Pyper. 1999. Comparison of methods for detecting climate-induced changes in productivity of Pacific salmon stocks. Pages 39-42 *in* Adkison, M., B. Baxter, C. Hartmann, G. Kruse, P. Livingston, and C. Pautzke, editors. *Ecosystem approaches for fisheries management*. University of Alaska Sea Grant, AK-SG-99-01, Fairbanks, Alaska.

## ***Literature Citation Examples***

Wallace, S. 1998. Changes in human exploitation of marine resources in British Columbia pre-contact to present day. Pages 58-64 *in* D. Pauly, T.J. Pitcher, and D. Preikshot, editors. Back to the future: Reconstructing the Strait of Georgia ecosystem. University of British Columbia, Fisheries Centre Research Report 6(4), Vancouver, British Columbia, Canada.

### **AGENCY AND CONSULTANT'S REPORTS**

author(s) or agency, year, title, agency, type and number of publication, city (state, province or country, if needed to identify city)

#### **Examples**

Egeland, G., L.A. Feyk, and J.P. Middaugh. 1998. The use of traditional foods in a healthy diet in Alaska: risks in perspective. Alaska Department of Health and Social Services, Division of Public Health, Section of Epidemiology, Anchorage, Alaska.

USFWS (United States Fish and Wildlife Service). 1999. Subsistence management regulations for the harvest of fish and shellfish on federal public lands and waters in Alaska, effective October 1, 1999-February 28, 2001. Office of Subsistence Management, Anchorage, Alaska.

Walters, C. 1995. Fish on the Line: The Future of Pacific Fisheries. A report to the David Suzuki Foundation Fisheries Project, Phase I. University of British Columbia, Vancouver, B.C., Canada

### **THESES AND DISSERTATIONS**

author, year, title, doctoral or master's thesis or dissertation, college or university, city, state, and province or country (if needed to identify university)

#### **Examples**

Gillis, D.M. 1992. Decision dynamics at sea: an application of foraging theory to the study of fishing effort. Ph.D. thesis, Simon Fraser University, Vancouver, British Columbia, Canada.

Shortall, D. 1973. Environmental perception in two local fisheries: a case study from eastern Newfoundland. M.A. thesis, Memorial University of Newfoundland, St. John's, Newfoundland, Canada.

VanHatten, G.K. 2000. Abundance and timing of summer run chum salmon *Oncorhynchus keta* and water quality in Clear Creek-Hogatza River, NW Alaska. M.S. thesis, University of Alaska Fairbanks, School of Fisheries and Ocean Sciences, Fairbanks, Alaska.

### **CONTRACT REPORTS**

author(s), year, title, organization that issued report (if different from author), organization that received report, receiver's city state, province or country (if needed to identify receiver's location)

#### **Example**

Jones and Stokes Associates, Inc. 1987. Southcentral Alaska sport fishing economic study. Report to the Alaska Department of Fish and Game, Juneau, Alaska

## **Non-discrimination Statements**

### **Fisheries Resource Monitoring Program**

The U.S. Fish and Wildlife Service, Office of Subsistence Management conducts all programs and activities free from discrimination on the basis of sex, color, race, religion, national origin, age, marital status, pregnancy, parenthood, or disability. For information on alternative formats available for this publication please contact the Office of Subsistence Management to make necessary arrangements. Any person who believes she or he has been discriminated against should write to: Office of Subsistence Management, 1011 East Tudor Road, Mail Stop 121, Anchorage, Alaska 99503; or O.E.O., U.S. Department of Interior, Washington, D.C. 20240.

### **Federal Agency Report Series**

The U.S. Department of Interior prohibits discrimination in Departmental Federally Conducted Programs on the basis of race, color, national origin, sex, age, or disability. If you believe that you have been discriminated against in any program, activity, or facility operated by the U.S. Fish and Wildlife Service, or if you desire further information please write to: U.S. Department of Interior, Office of Equal Opportunity, 1849 C Street, N.W., Washington, D.C. 20240

### **State Agency Report Series**

The Alaska Department of Fish and Game administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The department administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. If you believe you have been discriminated against in any program, activity, or facility, or if you desire further information please write to ADF&G, P.O. Box 25526, Juneau, Alaska 99802-5526; U.S. Fish and Wildlife Service, 4040 N. Fairfield Drive, Suite 300, Arlington, Virginia 22203; or O.E.O., U.S. Department of the Interior, Washington, D.C. 20240. For information on alternative formats for this and other department publications, please contact the department ADA Coordinator at (voice) 907-465-4120, (TDD)907-465-3646, or (FAX) 907-465-2440.