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**GUIDELINES FOR THE PREPARATION AND  
PRODUCTION OF DOCUMENTS PUBLISHED BY  
THE CARIBBEAN REGIONAL FISHERIES  
MECHANISM (CRFM)**

By

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CRFM Secretariat  
Belize

**GUIDELINES FOR THE PREPARATION AND  
PRODUCTION OF DOCUMENTS  
PUBLISHED BY THE  
CARIBBEAN REGIONAL FISHERIES MECHANISM  
(CRFM)**

CRFM Secretariat  
Belize  
2006

# **GUIDELINES FOR THE PREPARATION AND PRODUCTION OF DOCUMENTS PUBLISHED BY THE CARIBBEAN REGIONAL FISHERIES MECHANISM (CRFM)**

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Belize

## **FOREWORD**

The organization of the Caribbean Regional Fisheries Mechanism (CRFM) was formally established in 2002 by Member States of the Caribbean Community (CARICOM) to facilitate continuation and expansion of the work commenced during the 1990s under a regional fisheries initiative, the CARICOM Fisheries Resource and Assessment Management Program (CFRAMP). CFRAMP was a project funded by the Canadian International Development Agency (CIDA) and CARICOM governments.

The status of the CRFM as an autonomous organization, its mandate that includes both advisory and regulatory functions in respect of the fisheries resources under the jurisdiction of its Member States, and its capacity to nurture long-term relations with non-CARICOM States, mean that CRFM initiatives are planned and implemented with long-term objectives in mind. In view of this, it is important for the CRFM to document formally its progress of planned activities and projects on a regular basis, so its achievements can be measured through time. Such documentation would also allow others to benefit from CRFM outputs and experiences.

Consequently, this Special Publication has been prepared to guide the preparation and production of CRFM publications so that these can be accessed and accurately referenced by all potential users. The authors are grateful to Mr. Milton Haughton, Mr. Anthony Mills, Ms. Pamela Gibson-Murphy, Ms. Sherlene Audinett and Ms. Maren Headley for their very useful comments on earlier drafts of this publication.

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	iii
ABSTRACT.....	1
INTRODUCTION.....	1
GENERAL PRINCIPLES.....	2
DESCRIPTIONS OF THE VARIOUS CRFM PUBLICATION SERIES .....	2
CRFM Fishery Report Series.....	3
CRFM Research Paper Collection Series .....	3
CRFM Technical & Advisory Document Series .....	3
CRFM Statistics and Information Report Series (compact disc publication).....	4
CRFM Administrative Report Series.....	4
CRFM Management Report Series.....	4
CRFM Special Publication Series.....	5
CRFM News .....	5
RELATION OF CRFM PUBLICATION SERIES TO PUBLICATION SERIES DEVELOPED BY CFRAMP.....	5
PUBLICATION REVIEW PROCEDURES AND INSTRUCTIONS TO AUTHORS.....	6
Review Procedures.....	6
Instructions to Authors.....	6
REFERENCES .....	7
APPENDIX 1 – CRFM PUBLICATION REVIEW / APPROVAL FORM.....	8
APPENDIX 2 – (I) SAMPLE FRONT COVER OF CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS .....	9
APPENDIX 2 – (II) SAMPLE TITLE PAGE OF CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS .....	10
APPENDIX 2 – (III) SAMPLE INFORMATION PAGE OF CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS.....	11
APPENDIX 2 – (IV) FORMATTING TEXT FOR CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS .....	12
APPENDIX 3 – (I) SAMPLE FRONT COVER OF CRFM RESEARCH PAPER COLLECTION .....	15
APPENDIX 3 – (II) SAMPLE TITLE PAGE OF A CRFM RESEARCH PAPER COLLECTION .....	16
APPENDIX 3 – (III) SAMPLE INFORMATION PAGE OF CRFM RESEARCH PAPER COLLECTION .....	17
APPENDIX 3 – (IV) SAMPLE FIRST PAGE OF AN INDIVIDUAL CRFM RESEARCH PAPER .....	18
APPENDIX 3 – (V) FORMATTING TEXT FOR THE CRFM RESEARCH PAPER COLLECTION AND INDIVIDUAL RESEARCH PAPERS .....	19
COLLECTION VOLUME .....	19
INDIVIDUAL CRFM RESEARCH PAPERS .....	19
APPENDIX 4 – (I) SAMPLE FRONT COVER OF A CRFM TECHNICAL & ADVISORY... DOCUMENT .....	22

APPENDIX 4 – (II) SAMPLE TITLE PAGE OF CRFM TECHNICAL & ADVISORY DOCUMENT.....	23
APPENDIX 4 – (III) SAMPLE INFORMATION PAGE OF CRFM TECHNICAL & ADVISORY DOCUMENT .....	24
APPENDIX 4 – (IV) FORMATTING TEXT FOR A CRFM TECHNICAL & ADVISORY DOCUMENT .....	25
APPENDIX 5 – (I) SAMPLE FRONT COVER OF THE BOUND CRFM ANNUAL REPORT .....	28
APPENDIX 5 – (II) FORMATTING TEXT FOR CRFM ADMINISTRATIVE REPORTS .....	29

## ABSTRACT

The CRFM publication series are discussed. In particular, the content and format of each publication series are described. The general principles for guiding the preparation and production of CRFM publications are noted, and instructions to authors are provided. In addition, this document outlines the procedure for review of manuscripts intended for publication in the CRFM Series.

## INTRODUCTION

The Caribbean Regional Fisheries Mechanism (CRFM) was established formally in February 2002, as the permanent successor of the CARICOM Fisheries Resource Assessment and Management Program (CFRAMP), which was originally an 8-year regional cooperative program of 12 CARICOM countries during the 1990s. The CRFM is a regional organization, with a mandate to address the fisheries conservation and management needs of its Member States.

During CFRAMP, a publication series was developed to document the Program's activities (Mahon *et al.*, 1992). However, acknowledging that the CRFM has been established as an autonomous organization officially registered with the United Nations, with the flexibility of extending its activities beyond the range of CARICOM territories and of addressing a wider range of issues than CFRAMP, it is necessary to update the publication series developed under CFRAMP to reflect the new status and *modus operandi* of the CRFM.

The CRFM is composed of three primary organs: the Ministerial Council; the Caribbean Fisheries Forum (hereafter called "the Forum"); and the Technical Unit (hereafter called "the CRFM Secretariat").

**1) The Ministerial Council** is the oversight body that has responsibility for, *inter alia*: guiding policy planning and decision-making based on recommendations and requests from the Caribbean Fisheries Forum, and; promoting the efficient management, conservation and development of shared resources through development of human and institutional capacities and cooperation with other organizations and entities with overlapping aims.

**2) The Forum** provides technical leadership to the CRFM. More specifically the Forum provides technical direction, advice to the Ministerial Council, reviews and recommends work programs, and provides oversight to the operations of the CRFM Secretariat.

**3) The CRFM Secretariat** is responsible for the daily coordination of the CRFM's work program, collaborating with national fisheries authorities, mobilizing resources, and managing the institutional networking to promote optimal involvement and the efficient functioning of the network.

Since the inauguration of the CRFM in March 2003, the Forum and Ministerial Council meet annually to review the organization's plans and progress. The activities of the CRFM are coordinated and implemented through three core programs: Statistics and Information; Research and Resource Assessment; and Fisheries Management and Development. These three programs are responsible for addressing a range of needs, including provision of training; development of fisheries statistical monitoring systems; database development and maintenance; research; resource assessment; development of fisheries management plans; national consultations; formulation of fisheries management and development policies; provision of advice in respect of fisheries legislation needs, monitoring control and surveillance, post-harvest technology; and trade.

Working Groups are established, when necessary, to ensure close regional coordination and cooperation in execution of key CRFM activities, for example, formulating fisheries management recommendations based on fisheries assessment analyses, and the development of a Common Fisheries Policy and Regime. Commencing in 2004, the CRFM Secretariat also introduced an annual scientific meeting to facilitate annual on-site meetings of several CRFM fish resource working groups that coordinate research and assessment of the region's major fisheries.

The documentation of CRFM activities facilitates monitoring of work progress, and provides an essential record of the organization's achievements with the passage of time. By this means, key findings can be made more readily available to inform the planning and implementation of subsequent projects with similar or overlapping aims especially in the region.

### **GENERAL PRINCIPLES**

The general principles outlined in Mahon *et al.*, (1992) for CFRAMP publications are upheld and are reiterated here for completeness of this document. The following principles should be observed by authors of CRFM publications, regardless of their affiliation:

- i. Authors shall maintain the confidentiality of, and refrain from using or disclosing, any confidential and proprietary information of any Participating State.
- ii. The identity of individuals from whom research data or information is obtained shall be kept strictly confidential. No information revealing the identity of any individual shall be included in any report or in any other communication, unless the individual concerned has consented in writing to this inclusion beforehand.
- iii. In the case of publications providing details and findings of projects or studies involving collaboration with individuals from national fisheries divisions or departments, other national agencies or institutions, permission to publish should be sought from the individuals concerned.
- iv. In the case of publications involving more than one author, co-authors should be listed in the order of their level of contribution to the publication. In those instances where authors have contributed equally to a publication, their names should be listed in alphabetical order.
- v. All submissions for publication should be subject to the review procedures for CRFM publications and which are outlined in this publication.
- vi. Activities that are related to the mandate of the CRFM, but which are not directly supported by the CRFM could be included in the CRFM series, if the individual or organization concerned provides funds for production and distribution of the publication.

### **DESCRIPTIONS OF THE VARIOUS CRFM PUBLICATION SERIES**

As far as possible, the CRFM series is designed to maintain continuity with the general nature of the publication series developed by CFRAMP. However, new publication series have been introduced to take into account the expanded obligations, as well as the anticipated growth and unlimited duration of the CRFM as a regional organization.



## **CRFM Fishery Report Series**

This is an annual, formally bound publication with wide circulation. It is dedicated to the reports of the annual CRFM scientific meetings, which deal with:

- (i) The full, detailed reports of the annual on-site meetings of the CRFM fisheries resource working groups,
- (ii) Technical papers submitted to the annual scientific meeting,
- (iii) The report and proceedings of the annual plenary sessions,
- (iv) National reports, and
- (v) Fishery management advisory summaries prepared for each fishery assessed.

In consequence, this publication has two volumes and supplements, as necessary:

- (i) Volume 1 that includes (i)-(iii) listed previously,
- (ii) Volume 2 that includes the fishery management advisory summaries that are the summary sections of the fisheries assessment reports, and
- (iii) Supplements to Volume 1, as necessary, that can include compilations of national reports, special reports, etc.

Volume 2 serves as the fishery manager's and stakeholder's primary reference companion to Volume 1 of the Fishery Report Series. Volume 2 is designed to include fisheries management advisory summaries specially prepared for conveying the important findings, conclusions and recommendations of the assessments completed during the annual scientific meetings, in a succinct and less technical format than the more detailed Volume 1. This publication series has a simple soft cover design. Additionally, given that this report is an annual publication, titles are numbered according to the year of the meeting e.g. *CRFM Fishery Report – 2006, Volume 1. Report of Second Annual Scientific Meeting - Port of Spain, Trinidad and Tobago, 13-22 March 2006.*

## **CRFM Research Paper Collection Series**

This publication series facilitates the documentation of the details of specific technical studies completed under the auspices of CRFM, including but not limited to: research (original investigations, as well as reviews), including interview studies, methodology studies, and; fishery development and technology studies. This publication series has a simple but specific format, and it is published in formally bound volumes, each comprising a collection of up to 20 papers at a time, depending on size.

## **CRFM Technical & Advisory Document Series**

This publication series includes documentation of technical studies and activities generally devoted to generation of advice on one or more aspects of the fishing industry. The series is therefore expected to include the following: reports of technical and training workshops; reports of technical working group meetings and fisheries analyses, conducted separately from the annual Forum and CRFM scientific meetings; reports of national fisheries consultations, including national and fisheries management plans; reports of technical, scientific and fact-finding missions. This publication series can facilitate greater flexibility in its presentation and layout, compared to that of the Research Paper Collection Volume Series. CRFM Technical & Advisory Documents are simply bound, but are formal publications. The numbering system is the Arabic system and includes the year of publication, e.g. *CRFM Technical & Advisory Document Number 2006/2.*

## **CRFM Statistics and Information Report Series (compact disc publication)**

This is an annual publication (on compact disc), intended to provide statistical and information reports, based on contributions to the CRFM regional databases and agreed data sharing arrangements. Given this is an annual publication, report titles are numbered according to the reporting year, e.g. *CRFM Statistics and Information Report - 2007*.

## **CRFM Administrative Report Series**

This publication series is intended to include all reports dealing with the administration of CRFM activities by the Secretariat. The CRFM Secretariat Progress and Financial Report (prepared quarterly) and CRFM Annual Reports are produced by the Secretariat to provide details pertaining to the finance and administration of projects, as well as their course and status of implementation. The main CRFM Annual Report is a formally bound document, and the title gives the reporting period, e.g. *CRFM Annual Report, April 1<sup>st</sup> 2005 to March 31<sup>st</sup> 2006*. Quarterly progress reports and other related administrative reports are primarily internal reports that may not be formally bound. These are not numbered but the titles indicate the chronological order, e.g. *CRFM Secretariat Progress and Financial Report for PY 2007/08 (Quarter 1)*, where PY means 'Program Year'.

## **CRFM Management Report Series**

This is an annual publication, with restricted access. The series includes the reports of those meetings that address general CRFM management issues, as well as review and approve recommendations pertaining to the management of those fisheries assessed by the CRFM. The series is therefore expected to include the following:

- Report and Proceedings of Annual Meetings of the Caribbean Fisheries Forum;
- Report and Proceedings of Special Meetings of the Caribbean Fisheries Forum;
- Report and Proceedings of the Meetings of the Executive Committee of the Forum;
- Report and Proceedings of the Annual Meetings of the CRFM Ministerial Council;
- Report and Proceedings of Special Meetings of the CRFM Ministerial Council.

Given that the Caribbean Fisheries Forum and the CRFM Ministerial Council regular meetings are held annually and the proceedings of the regular, annual Forum meeting is linked to the proceedings of the regular, annual Ministerial Council meeting in any particular program year (for the CRFM, the program year extends from April of one year to March of the next year), the two related proceedings in any program year are published as Volumes 1 and 2 of the same Management Report. For example, the proceedings of the third meeting of the Forum, held in 2005, is published as *CRFM Management Report – PY 2005/06, Volume 1. Report and Proceedings of the Third Meeting of the Caribbean Fisheries Forum, Basseterre, St. Kitts and Nevis, 20-21 April 2005*. Reports of Special Meetings of the Forum and the Executive Committee of the Forum are published as supplements to the Management Report for the year concerned and supplements are numbered in chronological order of the related activity, e.g. the Report of the Special Meeting of the Forum held in October 2006 and the Seventh Meeting of the Executive Committee of the Forum held in December 2006 are published as: *CRFM Management Report – PY 2006/07, Volume 1, Supplement 1. Report and Proceedings of the Special Meeting of the Caribbean Fisheries Forum, Georgetown, Guyana, 23-24 October 2006*; and, *CRFM Management Report – PY 2006/07, Volume 1, Supplement 2. Report and Proceedings of the Seventh Meeting of the Executive Committee of the Forum, Montego Bay, Jamaica, 7-8 December 2006* respectively.

## CRFM Special Publication Series

This publication series includes booklets, special reports, technical documents and CDs providing guidelines or instructions for specialized themes, e.g. preparation of CRFM publications, data collection, and database manuals. This publication can vary in format and design depending on the subject matter and purpose. CRFM Special Publications are numbered using the Arabic system, e.g. the present document is CRFM Special Publication, Number 1.

## CRFM News

The CRFM News is a bi-annual newsletter that is intended to provide agencies and individuals involved and interested in the fisheries sector with information on key developments within the industry, but focusing mainly on the activities of the CRFM Secretariat. This publication is designed for non- technical readership. It is published in issues that are numbered using the Arabic system.

### RELATION OF CRFM PUBLICATION SERIES TO PUBLICATION SERIES DEVELOPED BY CFRAMP

The table below shows the relation of the new CRFM publication titles to the titles used previously by CFRAMP.

**Table 1. CRFM publication series titles and their relation to the titles used for the CFRAMP publication series.**

<u>CFRAMP Publications Series</u>	<u>CRFM Publications Series</u>
CARICOM Fishery Report	CRFM Fishery Report
CARICOM Fishery Research Document	CRFM Research Paper Collection and CRFM Technical & Advisory Document
CARICOM Fishery Advisory Document	CRFM Fishery Report (Volume 2)
CARICOM Special Fisheries Publication	CRFM Special Publication
CARICOM Fisheries Newsnet	CRFM News
	* CRFM Statistics and Information Report
	* CRFM Administrative Report
	* CRFM Management Report
* New additions to the Publications Series.	

## **PUBLICATION REVIEW PROCEDURES AND INSTRUCTIONS TO AUTHORS**

### **Review Procedures**

A special CRFM publication review/approval form is used to facilitate documentation of the reviewer's comments and recommendations (Appendix 1). This form is designed to facilitate also the internal review and approval of manuscripts prepared by Secretariat staff for publication outside of the CRFM Publication Series.

The following CRFM Secretariat review/approval procedures are intended to ensure quality and consistency in the content, preparation and production of CRFM publications.

- i. Authors must prepare their manuscripts in accordance with the agreed format for the particular type of publication being produced, and submit both a hard and an electronic copy to the Manager of the relevant CRFM program.
- ii. Manuscripts for the CRFM Research Paper Collection and Technical & Advisory Document Series, should be reviewed and approved by the Manager of the relevant CRFM Program, the Deputy Executive Director and Executive Director, prior to submission for publication.
- iii. The CRFM Fishery and Management Reports are essentially publications documenting meeting proceedings. Each report should be reviewed and approved by the Deputy Executive Director and Executive Director, prior to submission for publication.
- iv. The CRFM Statistics and Information Reports are essentially providing agreed summaries of shared data and information. Each report should be reviewed and approved by the Deputy Executive Director and Executive Director, prior to submission for publication.
- v. The CRFM Administrative Reports are prepared by the CRFM Secretariat, and should be reviewed and approved by the Deputy Executive Director and Executive Director, prior to finalization and publication.
- vi. The special CRFM publication review/approval form should be completed by each reviewer, and should be used to confirm the readiness of documents and reports for publication.
- vii. Besides CRFM Administrative Reports, Special Publications and the CRFM News, all other publications should ideally be submitted for review and approval no later than six (6) months after the study, workshop or meeting has been completed. Longer time periods for preparing publications would be allowed for certain studies, especially where they involve computerization of large quantities of data, or where there are limited resources available for data computerization and/or analysis, reporting or communication.

### **Instructions to Authors**

All publications, except CRFM Special Publications and the CRFM News, use 8.5 x 11-inch paper. Authors are required to prepare documents and reports in accordance with the formats recommended for the relevant publication. Appendices 2 to 5 provide specific formatting instructions for each type of CRFM publication, except the CRFM Special Publication Series, the format of which can vary depending

on the content and purpose of the material presented. The CRFM News is produced by the Secretariat using an agreed newsletter format.

## **REFERENCES**

Mahon, R., K.A. Aiken, and J. Neilson, 1992. Guidelines for preparation and production of fishery documentation series produced by the CARICOM Fishery Resource Assessment and Management Program (CFRAMP). *CARICOM Fishery Research Document*, No. 1. 15 pp.

**APPENDIX 1 – CRFM PUBLICATION REVIEW / APPROVAL FORM**  
(reproduced from Mahon *et al.*, 1992, with minor adjustments)

Title of manuscript/document/report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full name(s) of author(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Author's intention for publication:
- CRFM Fishery Report .....
  - CRFM Research Paper Collection .....
  - CRFM Technical & Advisory Document.....
  - CRFM Statistics and Information Report .....
  - CRFM Management Report.....
  - CRFM Administrative Report.....
  - CRFM Special Publication.....

Internal reviewer's comments and recommendations (use extra sheets, as needed):

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Date review completed: \_\_\_\_\_

Reviewer's name and title: \_\_\_\_\_

Reviewer's signature: \_\_\_\_\_

**APPENDIX 2 – (I) SAMPLE FRONT COVER OF CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS**

ISSN XXXX-XXXX  
[ARIAL, BOLD, 9PT]

**CRFM Fishery Report – 2006 [Arial, Bold, 14 Pt]**

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VOLUME 1  
[ARIAL BLACK, 22 PT]

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Report of Second Annual Scientific Meeting -  
Port of Spain, Trinidad and Tobago, 13-22 March 2006

[Arial Black, 14 Pt]

CRFM Secretariat  
Belize [Arial Bold 12 PT]

**APPENDIX 2 – (II) SAMPLE TITLE PAGE OF CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS**

**CRFM Fishery Report - 2006  
Volume 1**

**[Arial, Bold, 18 pt, Centred]**

**Report of Second Annual Scientific Meeting -  
Port of Spain, Trinidad and Tobago, 13-22 March 2006**

**[Arial, Bold, 14 pt, Centred]**

CRFM Secretariat  
Belize [ARIAL, 14 PT]



**APPENDIX 2 – (III) SAMPLE INFORMATION PAGE OF CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS**

CRFM FISHERY REPORT – 2006. Volume 1. Report of Second Annual Scientific Meeting - Port of Spain, Trinidad and Tobago, 13-22 March 2006 [TNR 14 PT]

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Correct Citation:

CRFM. 2006. Report of Second Annual Scientific Meeting - Port of Spain, Trinidad and Tobago, 13-22 March 2006. *CRFM Fishery Report - 2006*. Volume 1, 98 pp. [TNR 12 PT]

ISSN # [TNR 10 PT]

ISBN # [TNR 10 PT]

Published by the Caribbean Regional Fisheries Mechanism Secretariat, Belize and St. Vincent and the Grenadines.[TNR 11 PT]

## **APPENDIX 2 – (IV) FORMATTING TEXT FOR CRFM FISHERY, STATISTICS AND INFORMATION, AND MANAGEMENT REPORTS**

### **Page Setup**

The top, bottom, left and right margins for these reports should be set at 2.5 cm.

### **Foreword/ Executive Summary**

A Foreword or Executive Summary may be prepared for these reports, if necessary.

### **Table of Contents**

A Table of Contents is required. The Table of Contents should be prepared so that the numbers or headings of sections of the report are listed with the relevant page number identified in the document.

### **Text of Main Report**

The report should be prepared in English, using Times New Roman font, with size being 11 point. Both British and American English forms of spelling are acceptable, but the choice must be consistent throughout the report. Headings should be numbered, where appropriate, and also formatted as exemplified below:

#### **1. LEVEL 1 HEADING**

##### **1.1 Level 2 Heading**

###### 1.1.1 Level 3 heading

###### 1.1.1.1 Level 4 heading

In the case of the Fishery and Statistical and Information Reports, traditional scientific guidelines for writing numbers should be followed. This means that numbers below 10 should be spelt out, except those used with units of measurement such as volume, length, weight, etc. All acronyms, abbreviations and technical terms should be written in full the first time that they are used. Calendar dates should follow the format day, month, year, e.g. 15 November 2006. Zeroes should precede all decimal points for values less than one. All units of measurement should be in metric format. The correct scientific names must accompany common and local species names when used, and must be italicized. Where contributed reports and/or papers are technical, the body of the report or technical paper should include the subject categories typically expected of these types of articles: Introduction, Methods, Results, Discussion, Acknowledgements and References.

## Tables/ Figures/ Illustrations

Tables and figures must be numbered, and the text font should be Times New Roman, 11 point. Both table and figures must be placed at the end of the report, or at the end of each individual analysis report, if it represents a compilation of such reports. Tables and figures must be cited in numerical order in the text. Table titles should be short but ample enough to allow the table to be intelligible on its own. Tables should be designed to fit within a printed page. Symbols must be explained in the table/figure legend. Outline rules should not be used around graphs. The first letter of the first word in all labels within figures should be capitalized.

## References

All references cited in the text must appear in the list of references, and all works included in the list of references must be cited in the text. The following examples illustrate the style and format of references for CRFM publications

**Article in a Journal** (note that journal title is italicized, spelled in full [not abbreviated], and the volume is in bold type)

Verspoor, E. & Jordan, W. C. (1989). Genetic variation at the Me-2 locus in the Atlantic Salmon within and between rivers: evidence for its selective maintenance. *Journal of Fish Biology*, **35** Suppl.A, 205-213.

Wright, S. (1931). Evolution in Mendelian populations. *Genetics* **16**, 97-159.

**Article in Chapter of a Book** (note that for the book title, the text is italicized and title case is used)

Balon, E. K. (1980). Early ontogeny of lake charr, *Salvelinus (Cristivomer) namaycush*. In *Charrs, Salmonid Fishes of the Genus Salvelinus* (E. K. Balon, ed.), pp. 485-562. The Hague: Dr. W. Junk Publishers.

Sparre, P. (1987). A method for the estimation of growth, mortality and gear selection/recruitment parameters from length-frequency samples weighted by catch per effort. In *Length-Based Methods in Fisheries Research* (D. Pauly & G.R. Morgan, eds), pp. 75-102. ICLARM Conference Proceedings 13, Manila.

**Book or Special Report - not in a series** (note that the book title is italicized, important words capitalized and title case is used)

Fienberg, S. E. (1980). *The Analysis of Cross-Classified Categorical Data*, 2nd Edition. Cambridge, MA: MIT Press. 198 pp.

Sokal, R. R. & Rohlf, F. J. (1981). *Biometry*. 2<sup>nd</sup> ed. San Francisco: W. H. Freeman. 859 pp.

**Book or Report in a series** (note that the book/report title is written in title case, and the series title is italicized, spelled in full [not abbreviated], and the volume, where applicable, is in bold type)

CFRM. (2005). Report of the First Annual CRFM Scientific Meeting. *CRFM Fishery Report*, No. 11, 318 pp.

Anon. (1965). The North Sea Herring. *ICES Cooperative Research Report*. No. 4. 57 pp.

**Thesis (note thesis title is italicized, and sentence case is used)**

Boyce, I.A. (1988). *The production of biogas and its environmental consequences*. Ph.D. Dissertation, CERMES, University of the West Indies, Barbados.

**Unpublished manuscript** (note brackets around dates)

Williams, R. O. (1996). Public Hearing Document for amberjack management workshops. Florida Marine Fisheries Commission, 2540 Executive Center Circle West, Suite 106, Tallahassee, Florida 32301, 10 pp. Unpubl. Ms.

**Article or Book in Press**

Manooch, C. S. III & Potts, J. C. Age, growth, and mortality estimates of greater amberjack, *Seriola dumerili*, from the U.S. Gulf of Mexico headboat fishery. *Bulletin of Marine Science*. In Press.

**Article from the Internet**

d'Auvergne, C. & Eckert, K. L. 1993. WIDECAST Sea Turtle Recovery Action Plan for St. Lucia (Karen L. Eckert, Editor). CEP Technical Report No. 26. UNEP Caribbean Environment Programme, Kingston, Jamaica. Internet-  
[http://www.cep.unep.org/pubs/Techreports/tr26en/content.html#\\_Toc457793991](http://www.cep.unep.org/pubs/Techreports/tr26en/content.html#_Toc457793991)

APPENDIX 3 – (I) SAMPLE FRONT COVER OF CRFM RESEARCH PAPER COLLECTION



ISSN: XXXX-XXXX  
[ARIAL, BOLD, 9PT]

Caribbean Regional Fisheries Mechanism [Arial, BOLD, 14 pt]

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**CRFM RESEARCH PAPER COLLECTION**  
[ARIAL, BOLD, 22 PT]  
- Volume 1 -  
[Arial, Bold, 20 Pt]

CRFM Secretariat  
Belize [Arial Bold 12 pt]

APPENDIX 3 – (II) SAMPLE TITLE PAGE OF A CRFM RESEARCH PAPER COLLECTION

**CRFM Research Paper Collection**  
**Volume 1**  
**[Arial, Bold, 18 pt, Centred]**

CRFM Secretariat  
Belize[ARIAL, 14 PT]

**APPENDIX 3 – (III) SAMPLE INFORMATION PAGE OF CRFM RESEARCH PAPER COLLECTION**

CRFM RESEARCH PAPER COLLECTION. Volume 1 [TNR 14 PT]

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Published by the Caribbean Regional Fisheries Mechanism Secretariat,  
Belize & St. Vincent and the Grenadines.[TNR 11 Pt]

ISSN # [TNR 10 Pt]

ISBN # [TNR 10 Pt]

**APPENDIX 3 – (IV) SAMPLE FIRST PAGE OF AN INDIVIDUAL CRFM RESEARCH PAPER**

*CRFM Research Paper Collection, Vol. 1, No. 11.*  
*[CRFM Series title, volume and paper number in header, in italic font on first page only, TNR 12 pt]*

**TITLE OF RESEARCH PAPER  
THAT MAY CONTINUE FOR SEVERAL LINES  
[TNR, BOLD, 16 PT, centred]**

Jack B. Nimble, and Mary F. Brown<sup>1</sup>

*[Authors' names, title case, TNR 12 pt, centred]*

<sup>1</sup> *Biologists, CRFM Secretariat, Princess Margaret Drive, Belize City, Belize. Email:*  
*[crfm@btl.net](mailto:crfm@btl.net)*

*[Authors' addresses, title case, TNR 12 pt, Italics, centred]*

**Abstract**

The text of the Abstract should be in regular font. The Abstract must be no more than 200 words in length and should not contain any citations. [TNR 11pt]

*KEYWORDS: keyword1, keyword 2, keyword 3*  
*[TNR 11 pt, Limited to 5 words, centred]*

[start new page for main body of report]



## **APPENDIX 3 – (V) FORMATTING TEXT FOR THE CRFM RESEARCH PAPER COLLECTION AND INDIVIDUAL RESEARCH PAPERS**

### **COLLECTION VOLUME**

#### **Foreword/ Explanatory Note**

A Foreword or Explanatory Note may be prepared for the Collection Volume when compiled for publication.

#### **Table of Contents**

A Table of Contents is required for each Collection Volume, listing research papers in numerical ascending order, together with their first page numbers.

### **INDIVIDUAL CRFM RESEARCH PAPERS**

#### **Page Setup**

The top, bottom, left and right margins for the CRFM Research Paper should be set at 2.5 cm.

#### **Abstract**

An abstract is necessary for the CRFM Research Paper.

#### **Text of Main Report**

The report should be prepared in English, using Times New Roman font, with size being 11 point. Both British and American English forms of spelling are acceptable, but the choice must be consistent throughout the report. In the case of workshop reports, headings should be numbered, where appropriate, and also formatted as exemplified below:

#### **1. LEVEL 1 HEADING**

##### **1.2 Level 2 Heading**

##### 1.1.1 Level 3 heading

##### 1.1.1.1 Level 4 heading

The body of the CRFM Research Paper should include as major headings, the subject categories typically expected of these types of articles: *Introduction, Methods, Results, Discussion, Acknowledgements, and References.*

Traditional scientific guidelines for writing numbers should be followed. This means that numbers below 10 should be spelt out, except those used with units of measurement such as volume, length, weight, etc. All acronyms, abbreviations and technical terms should be written in full the first time that they are used. Calendar dates should follow the format day, month, year, e.g. 15 November 2006. Zeroes should

precede all decimal points for values less than one. All units of measurement should be in metric format. The correct scientific names must accompany common and local species names when used, and must be italicized.

### **Tables/ Figures/ Illustrations**

Tables and figures must be numbered, and the text font should be Times New Roman, 11 point. Both table and figures must be placed at the end of the report, or at the end of each individual analysis report, if it represents a compilation of such reports. Tables and figures must be cited in numerical order in the text. Table titles should be short but ample enough to allow the table to be intelligible on its own. Tables should be designed to fit within a printed page. Symbols must be explained in the table/figure legend. Outline rules should not be used around graphs. The first letter of the first word in all labels within figures should be capitalized.

### **References**

All references cited in the text must appear in the list of references, and all works included in the list of references must be cited in the text. The following examples illustrate the style and format of references for CRFM publications.

**Article in a Journal** (note that journal title is italicized, spelled in full [not abbreviated], and the volume is in bold type)

Verspoor, E. & Jordan, W. C. (1989). Genetic variation at the Me-2 locus in the Atlantic Salmon within and between rivers: evidence for its selective maintenance. *Journal of Fish Biology*, **35** Suppl.A, 205-213.

Wright, S. (1931). Evolution in Mendelian populations. *Genetics* **16**, 97-159.

**Article in Chapter of a Book** (note that for the book title, the text is italicized and title case is used)

Balon, E. K. (1980). Early ontogeny of lake charr, *Salvelinus (Cristivomer) namaycush*. In *Charrs, Salmonid Fishes of the Genus Salvelinus* (E. K. Balon, ed.), pp. 485-562. The Hague: Dr. W. Junk Publishers.

Sparre, P. (1987). A method for the estimation of growth, mortality and gear selection/recruitment parameters from length-frequency samples weighted by catch per effort. In *Length-Based Methods in Fisheries Research* (D. Pauly & G.R. Morgan, eds), pp. 75-102. ICLARM Conference Proceedings 13, Manila.

**Book or Special Report - not in a series** (note that the book title is italicized, important words capitalized and title case is used)

Fienberg, S. E. (1980). *The Analysis of Cross-Classified Categorical Data*, 2nd Edition. Cambridge, MA: MIT Press. 198 pp.

Sokal, R. R. & Rohlf, F. J. (1981). *Biometry*. 2<sup>nd</sup> ed. San Francisco: W. H. Freeman. 859 pp.

**Book or Report in a series** (note that the book/report title is written in title case, and the series title is italicized, spelled in full [not abbreviated], and the volume, where applicable, is in bold type)

CFRM. (2005). Report of the First Annual CRFM Scientific Meeting. *CRFM Fishery Report*, No. 11, 318 pp.

Anon. (1965). The North Sea Herring. *ICES Cooperative Research Report*. No. 4. 57 pp.

**Thesis (note thesis title is italicized, and sentence case is used)**

Boyce, I.A. (1988). *The production of biogas and its environmental consequences*. Ph.D. Dissertation, CERMES, University of the West Indies, Barbados.

**Unpublished manuscript** (note brackets around dates)

Williams, R. O. (1996). Public Hearing Document for amberjack management workshops. Florida Marine Fisheries Commission, 2540 Executive Center Circle West, Suite 106, Tallahassee, Florida 32301, 10 pp. Unpubl. Ms.

**Article or Book in Press**

Manooch, C. S. III & Potts, J. C. Age, growth, and mortality estimates of greater amberjack, *Seriola dumerili*, from the U.S. Gulf of Mexico headboat fishery. *Bulletin of Marine Science*. In Press.

**Article from the Internet**

d'Auvergne, C. & Eckert., K.L. 1993. WIDECAST Sea Turtle Recovery Action Plan for St. Lucia (Karen L. Eckert, Editor). CEP Technical Report No. 26. UNEP Caribbean Environment Programme, Kingston, Jamaica. Internet-  
[http://www.cep.unep.org/pubs/Techreports/tr26en/content.html#\\_Toc457793991](http://www.cep.unep.org/pubs/Techreports/tr26en/content.html#_Toc457793991)

**APPENDIX 4 – (I) SAMPLE FRONT COVER OF A CRFM TECHNICAL & ADVISORY DOCUMENT**



ISSN XXXX-XXXX  
[ARIAL, BOLD, 9 PT]

**CRFM Technical & Advisory Document  
Number 2006/2**  
[Arial, Bold, 14 pt]

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**TITLE OF DOCUMENT  
THAT MAY CONTINUE FOR SEVERAL LINES**  
[ARIAL, CAPS, BOLD, 18 PT]

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**Sketch or photo could be included in this space**

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**CRFM Secretariat,  
Belize [ARIAL Bold 12 PT]**

**APPENDIX 4 – (II) SAMPLE TITLE PAGE OF CRFM TECHNICAL & ADVISORY DOCUMENT**

**CRFM Technical & Advisory Document –  
Number 2006/2 [Arial, Bold, 18 pt]**

**Title of Document should be written here again and may run for  
several lines [Arial, Bold, 14 pt]**

Edited/ Prepared/ Compiled by

Patricia. H. Brown [Author's name, Arial, 14 pt]

Biologist, Fisheries Division, Kingstown, St. Vincent and the Grenadines. Email:  
fishdiv@karibcable.com [Authors' contact information, title case, Arial 12 pt]

and

Jack D. Nimble<sup>1</sup> [Author's name, Arial, 14 pt]

Biologist, CRFM Secretariat, Princess Margaret Drive, Belize City, Belize. Email:  
crfm@btl.net [Authors' contact information title case, Arial, 12 pt]

CRFM Secretariat  
Belize [ARIAL, 14 PT]

**APPENDIX 4 – (III) SAMPLE INFORMATION PAGE OF CRFM TECHNICAL & ADVISORY DOCUMENT**

CRFM TECHNICAL & ADVISORY DOCUMENT –Number 2006/2  
Title of Document should be written here again and may run for several lines  
[TNR, 14 PT]

*Copyright* © [Insert YEAR] by *Caribbean Regional Fisheries Mechanism* [TNR, Italics, 12 Pt]  
All right reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, photocopying, recording or otherwise, without the permission of the publisher or author.

Correct Citation:

Barrow, P.G., & Nimble, J.D. 2006. This is sample title for the citation of a CRFM Technical & Advisory Document. *CRFM Technical & Advisory Document*, No. 2006/2, 19 pp. [TNR, 12 Pt]

ISSN # [TNR 10 PT]

ISBN # [TNR 10 PT]

Published by the Caribbean Regional Fisheries Mechanism Secretariat,  
Belize & St. Vincent and the Grenadines. [TNR, 11 Pt]

## **APPENDIX 4 – (IV) FORMATTING TEXT FOR A CRFM TECHNICAL & ADVISORY DOCUMENT**

### **Page Setup**

The top, bottom, left and right margins for the CRFM Technical & Advisory Document should be set at 2.5 cm.

### **Foreword**

A foreword may be included, as required.

### **Executive Summary**

An executive summary is necessary for the CRFM Technical & Advisory Document.

### **Table of Contents**

A Table of Contents is required for the CRFM Technical & Advisory Document. The Table of Contents should be prepared so that the numbers or headings of sections of the report are listed with the relevant page number identified in the document.

### **Text of Main Report**

The report should be prepared in English, using Times New Roman font, with size being 11 point. Both British and American English forms of spelling are acceptable, but the choice must be consistent throughout the report. In the case of workshop reports, headings should be numbered, where appropriate, and also formatted as exemplified below:

#### **1. LEVEL 1 HEADING**

##### **1.3 Level 2 Heading**

###### 1.1.1 Level 3 heading

###### 1.1.1.1 Level 4 heading

The subject categories for the CRFM Technical & Advisory Document are not as restricted as for the CRFM Research Paper, but like the CRFM Research Paper, should include the subject categories titled *Acknowledgements* and *References* at the end of the main text of the document:

Traditional scientific guidelines for writing numbers should be followed. This means that numbers below 10 should be spelt out, except those used with units of measurement such as volume, length, weight, etc. All acronyms, abbreviations and technical terms should be written in full the first time that they are used. Calendar dates should follow the format day, month, year, e.g. 15 November 2006. Zeroes should precede all decimal points for values less than one. All units of measurement should be in metric format.

The correct scientific names must accompany common and local species names when used, and must be italicized.

### **Tables/ Figures/ Illustrations**

Tables and figures must be numbered, and the text font should be Times New Roman, 11 point. Both table and figures must be placed at the end of the report, or at the end of each individual analysis report, if it represents a compilation of such reports. Tables and figures must be cited in numerical order in the text. Table titles should be short but ample enough to allow the table to be intelligible on its own. Tables should be designed to fit within a printed page. Symbols must be explained in the table/figure legend. Outline rules should not be used around graphs. The first letter of the first word in all labels within figures should be capitalized.

### **References**

All references cited in the text must appear in the list of references, and all works included in the list of references must be cited in the text. The following examples illustrate the style and format of references for CRFM publications

**Article in a Journal** (note that journal title is italicized, spelled in full [not abbreviated], and the volume is in bold type)

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Wright, S. (1931). Evolution in Mendelian populations. *Genetics* **16**, 97-159.

**Article in Chapter of a Book** (note that for the book title, the text is italicized and title case is used)

Balon, E. K. (1980). Early ontogeny of lake charr, *Salvelinus* (Cristivomer) namaycush. In *Charrs, Salmonid Fishes of the Genus Salvelinus* (E. K. Balon, ed.), pp. 485-562. The Hague: Dr. W. Junk Publishers.

Sparre, P. (1987). A method for the estimation of growth, mortality and gear selection/recruitment parameters from length-frequency samples weighted by catch per effort. In *Length-Based Methods in Fisheries Research* (D. Pauly & G.R. Morgan, eds), pp. 75-102. ICLARM Conference Proceedings 13, Manila.

**Book or Special Report - not in a series** (note that the book title is italicized, important words capitalized and title case is used)

Fienberg, S. E. (1980). *The Analysis of Cross-Classified Categorical Data*, 2nd Edition. Cambridge, MA: MIT Press. 198 pp.

Sokal, R. R. & Rohlf, F. J. (1981). *Biometry*. 2<sup>nd</sup> ed. San Francisco: W. H. Freeman. 859 pp.

**Book or Report in a series** (note that the book/report title is written in title case, and the series title is italicized, spelled in full [not abbreviated], and the volume, where applicable, is in bold type)

CFRM. (2005). Report of the First Annual CRFM Scientific Meeting. *CRFM Fishery Report*, No. 11, 318 pp.

Anon. (1965). The North Sea Herring. *ICES Cooperative Research Report*. No. 4. 57 pp.

**Thesis (note thesis title is italicized, and sentence case is used)**

Boyce, I.A. (1988). *The production of biogas and its environmental consequences*. Ph.D. Dissertation, CERMES, University of the West Indies, Barbados.



**Unpublished manuscript** (note brackets around dates)

Williams, R. O. (1996). Public Hearing Document for amberjack management workshops. Florida Marine Fisheries Commission, 2540 Executive Center Circle West, Suite 106, Tallahassee, Florida 32301, 10 pp. Unpubl. Ms.

**Article or Book in Press**

Manooch, C. S. III & Potts, J. C. Age, growth, and mortality estimates of greater amberjack, *Seriola dumerili*, from the U.S. Gulf of Mexico headboat fishery. *Bulletin of Marine Science*. In Press.

**Article from the Internet**

d'Auvergne, C. & Eckert., K.L. 1993. WIDECAST Sea Turtle Recovery Action Plan for St. Lucia (Karen L. Eckert, Editor). CEP Technical Report No. 26. UNEP Caribbean Environment Programme, Kingston, Jamaica. Internet-  
[http://www.cep.unep.org/pubs/Techreports/tr26en/content.html#\\_Toc457793991](http://www.cep.unep.org/pubs/Techreports/tr26en/content.html#_Toc457793991)

**APPENDIX 5 – (I) SAMPLE FRONT COVER OF THE BOUND CRFM ANNUAL REPORT**



ISSN: XXXX-XXXX  
ISBN: XXXXX-XXXXX  
[ARIAL, Bold, 9pt]

**CRFM ADMINISTRATIVE REPORT**  
[ARIAL, BOLD, 14PT]

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**CRFM ANNUAL REPORT**

[SPACE 11 PT]

**April 1<sup>st</sup> XXXX to March 31<sup>st</sup> XXXX**

**[ARIAL, BOLD, 20 PT]**

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**Sketch or photo to be included in this space**

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*Towards Sustainable Development of Fisheries  
For the People of the Caribbean [Arial, Italics, 14 pt]*

## **APPENDIX 5 – (II) FORMATTING TEXT FOR CRFM ADMINISTRATIVE REPORTS**

### **Page Setup**

The top, bottom, left and right margins for the CRFM Administrative Report should be set at 2.5 cm.

### **Mission Statement**

The first page contains the mission statement of the CRFM.

### **Foreword**

A foreword is included, usually prepared by the Secretariat's Executive Director.

### **Table of Contents**

A Table of Contents is required. The Table of Contents should be prepared so that the numbers and/or headings of sections of the report are listed with the relevant page number identified in the document.

### **Text of Main Report**

The report should be prepared in English, using Times New Roman font, with size being 11 point. Both British and American English forms of spelling are acceptable, but the choice must be consistent throughout the report. In the case of workshop reports, headings should be numbered, where appropriate, and also formatted as exemplified below:

#### **1. LEVEL 1 HEADING**

##### **1.4 Level 2 Heading**

###### 1.1.1 Level 3 heading

###### 1.1.1.1 Level 4 heading

The subject categories for the CRFM Technical Document are not as restricted as for the CRFM Research Paper, but like the CRFM Research Paper, should include the subject categories titled *Acknowledgements* and *References* at the end of the main text of the document:

Traditional scientific guidelines for writing numbers should be followed. This means that numbers below 10 should be spelt out, except those used with units of measurement such as volume, length, weight, etc. All acronyms, abbreviations and technical terms should be written in full the first time that they are used. Zeroes should precede all decimal points for values less than one. All units of measurement should be in metric format. The correct scientific names must accompany common and local species names when used, and must be italicized.

**Tables/ Figures/ Illustrations/Photos**

Tables, figures, illustrations and photos are included immediately adjacent or below the associated text, and should have clear explanatory captions with the text font being Times New Roman, 11 point.

**References**

When references are cited in the text, these must appear in a list of references, prepared in the style and format noted in Appendix 2(IV).

