

# Bureau of Safety and Environmental Enforcement Oil Spill Preparedness Division Report Specifications Final Report

July 2021



(Photo: BSEE, 2018)

US Department of the Interior  
Bureau of Safety and Environmental Enforcement  
Oil Spill Preparedness Division



# Report Specifications

Final Report

OSRR# 0000

July 2021

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Bureau of Safety and Environmental Enforcement



In-house document  
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Bureau of Safety and Environmental Enforcement  
Oil Spill Preparedness Division**



## **DISCLAIMER**

The text on this page is sample text for this document. See Notices page for language and instructions in **Section 4.5**.

## **REPORT AVAILABILITY**

A copy of the PDF version of this document may be obtained from the Contracting Officer Representative (COR) or from [www.bsee.gov](http://www.bsee.gov).

## **CITATION**

[BSEE] Bureau of Safety and Environmental Enforcement. 2021. Bureau of Safety and Environmental Enforcement, Oil Spill Preparedness Division report specifications (2021). Sterling (VA): US Department of the Interior, Bureau of Safety and Environmental Enforcement.

## **ABOUT THE COVER**

Cover image by Kristi McKinney. OSPD Project 1101 - “Testing of the Active Ice Management System at Ohmsett in a 70% ice field used to improve Arctic oil spill recovery.”

## **ACKNOWLEDGEMENTS**

The Oil Spill Preparedness Division contributed to the development of this document.

## EXECUTIVE SUMMARY

This document provides instructions and guidelines for drafting technical reports for OSPD. It is intended to complement a Microsoft® Word report template that is available for authors when drafting a report. Authors should contact the appropriate BSEE Contracting Officer's Representative (COR) or Contracting Officer (CO) to address questions or potential deviations of the report requirements outlined in this document. See **Section 4.5** regarding expected content and format of an Executive Summary.

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# 1 Introduction

The Bureau of Safety and Environmental Enforcement (BSEE) Oil Spill Preparedness Division (OSPD) Report Specifications provides guidance and serves as a model for preparing reports. This document clarifies the guidelines for authors, contractors, Contracting Officer's Representatives (CORs), and editors. The term "contractors" encompasses all entities preparing OSPD reports through a contract, inter/intra-agency agreement, or cooperative agreement. These specifications apply to all OSPD reports regardless of contractor type.

Deviations from these specifications require approval by the BSEE OSPD COR during the first draft stage of the report.

These specifications may be updated at any time. BSEE OSPD prefers contractors follow the specifications in place at the time the deliverable is being prepared, not those at the time of the award.

OSPD reports must be professional in appearance, reviewed for technical accuracy, and edited by the author(s) or contractor(s) for clear language and compliance with these specifications.

Reports should comply with Section 508 of the Rehabilitation Act; see <https://www.section508.gov/> for more information. BSEE recommends that contractors utilize the "Check Accessibility" function in Microsoft® Word.

To assist contractors in complying with these specifications, BSEE OSPD developed the Microsoft® Word OSPD Report Template (Template), which is available through the project COR or can be downloaded from [www.bsee.gov](http://www.bsee.gov).



## 2 Style Guide

Contractors are strongly encouraged to follow the Council of Science Editor’s (CSE’s) *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers 8th Edition* (CSE 8<sup>th</sup> Edition) (CSE 2014). Part 4 of the *CSE 8<sup>th</sup> Edition*, Technical Elements of Publications, is of particular pertinence for OSPD reports, which BSEE OSPD considers to be technical reports or monographs. **Table 1** lists the elements of these reports, where to find guidance in the CSE, and whether or not BSEE OSPD provides additions and/or exceptions to the *CSE 8<sup>th</sup> Edition* in this document.

**Table 1 OSPD report elements and their relation to CSE 8th Edition**

Section in This Document	Report Element	CSE 8 <sup>th</sup> Edition Section	Addition and/or Exception to CSE
<b>3</b>	<b>Report Format</b>		
3.1	File Format		✓
3.2	Page Size		✓
3.3	Page Margins		✓
3.4	Page Numbers	28.5.1	✓
<b>4</b>	<b>Report Sections</b>		
4.1	Front Cover	28.6.1.1	✓
4.2	Title Page	28.6.1.1.2	✓
4.3	Notices	3.1.5.3, 28.4.2.4.8, 28.6.1.1.3	✓
4.4	Graphical Abstract	27.7.1.4, 28.6.1.1.5	✓
4.5	Executive Summary	28.6.1.2.1	
4.6	Table of Contents and Other Front Matter Lists	28.4.2.6, 28.4.2.8	✓
4.7	Report Body		
4.8	References	28.4.4.5, 28.6.1.3, 29.1, 29.3, 29.2.1.2, 29.3	
4.9	Appendixes	28.4.4.2, 28.6.1.3	
4.10	Abbreviations, Acronyms, and Symbols	11, 28.4.2.11.4, 28.6.1.3	✓
4.11	Back Cover	28.4.1	✓
4.12	Multiple Volumes	27.5	✓
<b>5</b>	<b>Report Body Style Specifications</b>		
5.1	Spacing		✓
5.2	Paragraph Formatting		✓
5.3	Fonts	31.2.1	✓
5.4	Numbers	12.1.3, 13.3	✓
5.5	Units	12.2.1	✓
5.6	Tables and Figures	30.1, 30.2	✓
5.7	Hyperlinks	29.3.7.13	✓
5.8	Endnotes and Footnotes	27.7.2.3	✓

## **3 Report Format**

### **3.1 File Format**

Prepare document deliverables using the word processing software and version in use by BSEE OSPD. OSPD is currently using the Office 365 version of Word. Preparers may use Office 365, or with approval from OSPD, previous versions of Word. The Microsoft® Word version of the final report must include all components in a single file, with three levels of bookmarks corresponding to the report sections. The final report must also be provided in PDF format, with three levels of bookmarks for the report sections. Alternative text should also be included in the PDF. When saving the Word document as a PDF, change the Save as Type to “PDF”. Under Options, make sure to check “Create bookmarks using: Headings” and “Document structure tags for accessibility”. There is no size limitation on the final report files.

### **3.2 Page Size**

Use letter-sized pages (8.5 by 11.0 inch).

### **3.3 Page Margins**

Set page margins at 1.0 inch on all sides. All body text, figures, and tables must fit within the page margins. Page numbers and footnotes can be included in the footer. No other text should be included in the header or footer unless noted elsewhere in these specifications.

### **3.4 Page Numbers**

Page numbers begin with the Contents page. Use automatic page numbering fields. Place page numbers outside the margin and in the center of the footer of the page as it is read (on the short edge for portrait-oriented pages and on the long edge for landscape-oriented pages). Number the front matter pages starting with the Contents page consecutively with lowercase Roman numerals (i, ii, iii, etc.). Number the body of the report and back matter pages consecutively with Arabic numerals (1, 2, 3, etc.). Pages should be numbered consecutively whether the page number is expressed or not. When a page only contains illustrations or tables, the page number should not be expressed. Ensure that page numbers in the PDF file (including the page numbers shown in the status bar) match those in the Microsoft® Word file.

### **3.5 Printed Reports**

Printed versions of the report should be printed double-sided on white letter-sized paper. When printing the document, a blank page may be inserted before and after the title page. A blank page does not need to be added after sections that end on an odd numbered page. The back cover should be printed facing outward.

## 4 Report Sections

Each section within the report should start at the top of the page and be followed by a section break. Subsections do not need a section break and should immediately follow the preceding text.

### 4.1 Front Cover

Use the Template to generate the front covers of OSPD reports. The position and size of the BSEE logo and other elements may not be altered. For correct alignment, some cover elements are in borderless tables.

Using artwork on the front cover is optional. Artwork that exemplifies the research is encouraged. The cover art may fill the available space between the title and the authors' names.

At the bottom of the page, above the footer, include the name of the authors in the order in which they are presented on the original report.

Identify "US Department of the Interior," "Bureau of Safety and Environmental Enforcement," and "Oil Spill Preparedness Division" in the footer of the page. This element is aligned one inch from the bottom of the page. The size and position of the footer should not be changed and should be the same as the Template.

Do not put logos other than BSEE's on the cover page. Additional logos for studies conducted through inter/intra-agency agreements and cooperative agreements may be added with the COR's or CO's consent. This element is aligned 1.0 inch from the bottom of the page.

### 4.2 Title Page

Use the Template to generate the title page. For correct alignment, some elements in the Template are in borderless tables. Do not change the size of elements or their position relative to one another. White space between the "Title," "OSRR #" "Authors," and "Prepared" elements may be adjusted as necessary.

Add the title to the top of the page. Cite the publication date of the report as month/year where the date is listed on the title page of the Template. Under "Authors," list the authors or editors as appropriate. Additional authors may be listed following the same format. Where "Prepared under" appears, cite the type of award (contract, interagency agreement, intra-agency agreement, or cooperative agreement) and the award number. Include the contractor's name and address under "By". Additional contractors may be included, following the prime contractor.

The logos of organizations partnering with BSEE OSPD to develop the report may be placed on the title page. Partner logo(s) may be the same size as or smaller than the BSEE logo. Add the logo(s) on the right side of the page, adjacent to the partner's name.

Copyright notice on the title page is optional. A work produced exclusively by government employees within their official duties is not protected under US copyright law and there for no

copyright notice should be included in this case. When a work is developed with joint authorship between US government employees and non-federal colleagues, the work is protected by copyright. The ownership of the copyright depends on the terms of the contract. The copyright notice should be placed directly under the OSRR # using the following format:

© YYYY Copyright holder

Identify “US Department of the Interior,” “Bureau of Safety and Environmental Enforcement,” and “Oil Spill Preparedness Division” in the footer of the page. This element is aligned one inch from the bottom of the page and should be in Arial 11 pt bold. The size and position of the footer should not be changed and should be the same as the Template.

When printing the document, a blank page may be inserted before and after the title page.

### **4.3 Notices**

The notices page includes the disclaimer statement, report availability information, suggested citation, cover graphic/photo credits (optional), and acknowledgments (optional). This page follows the title page, precedes the Contents, and has no page number.

#### **4.3.1 Disclaimer Statement**

A disclaimer statement is required in reports produced by non-BSEE authors or organizations. Include one of the following statements based on the type of award, filling in the appropriate text and numbers where indicated.

##### **Contracts:**

Study concept, oversight, and funding were provided by the US Department of the Interior (DOI), Bureau of Safety and Environmental Enforcement (BSEE), Oil Spill Preparedness Division (OSPD), Sterling, VA, under Contract Number [REDACTED]. This report has been technically reviewed by BSEE, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the US Government, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

**Interagency and Intra-Agency Agreements** (select “Interagency” for agreements with Agencies outside of the US Department of the Interior (DOI) or “Intra-Agency” for Agencies within DOI):

This study was funded, in part, by the US Department of the Interior, Bureau of Safety and Environmental Enforcement (BSEE), Oil Spill Preparedness (OSPD), Sterling, VA, through [Interagency or Intra-Agency] Agreement Number [REDACTED] with the [REDACTED]. This report has been technically reviewed by BSEE, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the US Government, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

**Cooperative Agreements:**

Study collaboration and funding were provided by the US Department of the Interior (DOI), Bureau of Safety and Environmental Enforcement (BSEE), Oil Spill Preparedness (OSPD), Sterling, VA, under Agreement Number [REDACTED]. This report has been technically reviewed by BSEE, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the US Government, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

**4.3.2 Report Availability**

Include the following statement and table on how to obtain a copy of the report. The three sources listed below are required. Include the appropriate information under the search term for each document source. If available, list other sources for the report and associated information:

The PDF file for this report is available through the following sources. Click on the URL and enter the appropriate search term to locate the PDF:

Document Source	Search Term	URL
Bureau of Safety and Environmental Enforcement (BSEE)	Project Number - [REDACTED]	<a href="https://www.bsee.gov/what-we-do/research/oil-spill-preparedness/oil-spill-response-research">https://www.bsee.gov/what-we-do/research/oil-spill-preparedness/oil-spill-response-research</a>
U.S. Department of the Interior Library	[Project Title]	<a href="https://library.doi.gov/uhtbin/cgisirsi/?ps=8L0mpW5uPV/SIRSI/X/60/495/X">https://library.doi.gov/uhtbin/cgisirsi/?ps=8L0mpW5uPV/SIRSI/X/60/495/X</a>
National Technical Reports Library	[Project Title]	<a href="https://ntrl.ntis.gov/NTRL/">https://ntrl.ntis.gov/NTRL/</a>

Sources: a) BSEE (2019), b) DOI [2021], c) National Technical Information Service (2021)

**4.3.3 Citation**

Include a suggested citation for the report on the Notices page. Use the same format as the document references but include all of the authors’ names in this citation. Use the CSE 8<sup>th</sup> Edition (CSE 2014) format for this citation. For additional citation format examples, see the Scientific Style and Format Citation Quick Guide (CSE c2014).

*Citation format for technical report produced by a contractor or partner and published by BSEE:*

Lastname IN, Lastname IN, Lastname IN (Contractor name, City, ST). Year. Report title in sentence caps. City (ST): U.S. Department of the Interior, Bureau of Safety and Environmental Enforcement. xx p. Report No. xxxx. Contract No.: xxxxx.

*Citation example:*

Shigenaka G, Overton E, Meyer B, Gao H, Miles S. (NOAA, Seattle, WA) 2015. Comparison of physical and chemical characteristics of *in situ* burn residue and other environmental oil samples collected during the Deepwater Horizon spill responses. U.S. Department of the

Interior, Bureau of Safety and Environmental Enforcement. 41 p. Report No.:1010. Contract No.: E13PG0000120.

#### **4.3.4 About the Cover**

This section is optional and may be included for the cover photo credit. The photo credit may also be listed under Acknowledgements (see Section 4.4.5).

*About the Cover example:*

Cover image by BSEE. OSRR Project 1101 - “Testing of the Active Ice Management System at Ohmsett in a 70% ice field used to improve Arctic oil spill recovery.”

#### **4.3.5 Acknowledgments**

Acknowledgments are optional and may be included on the Notices page after all other elements or, if additional space is needed, on a separate page immediately after the disclaimer page.

##### **4.3.5.1 Copyrighted Material**

Copyrighted material (including photographs and figures) cannot be used unless authorized in writing by the copyright holder. Provide a copy of each authorization to the COR with the draft report. Copyright permissions should be listed under Acknowledgements.

### **4.4 Graphical Abstract**

A Graphical Abstract is required. Insert a single, concise, pictorial and visual summary of the project’s main [significant] findings. The Graphical Abstract should capture the content of the project report for readers at a single glance. See an example published Graphical Abstract below. The Graphical Abstract should be followed by a page break.

Graphical Abstract Image size: Include an image with a minimum of 531 × 1328 pixels ( $h \times w$ ) using a minimum resolution of 300 pixels per inch(ppi), highest resolution possible is preferred. The image should be scaled proportionally to fit within the page margins. Check the resolution details of your image by saving the image on your computer. Right click on the File> Properties> Details> Image.

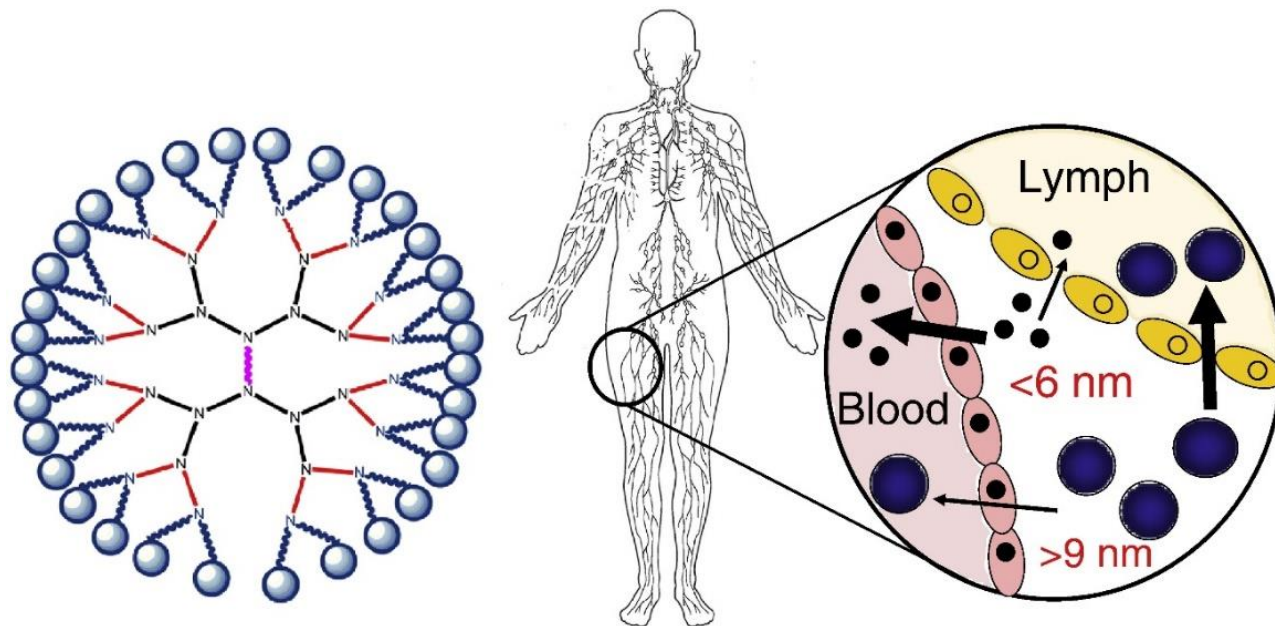
No additional text, outline or synopsis should be included for the Graphical Abstract. However, for Section 508 compliance, provide an “alt text”<sup>1</sup> description for the Graphical Abstract that provides a brief description of what is shown. Right click on the image and select “Edit Alt Text” to add a description. Text within a graphical abstract must meet color contrast standards. Standard text less than 12 pt regular must have a contrast ratio of 4.5 :1. Large text (14 pt bold or 18 pt regular) must have a contrast ratio of 3:1.

Example Reference: Elsevier Science Authors Instructions:  
<https://www.elsevier.com/authors/journal-authors/graphical-abstract>

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<sup>1</sup> Alternative text, or alt text, provides a description to an image or figure that a screen reader uses to describe what is being shown. This provides context to images for those who may be visually impaired. It can also be useful for those who encounters a broken image or disables image loading.

Kaminskasa L, Porter C.J.H. 2011. Targeting the lymphatics using dendritic polymers (dendrimers). *Advanced Drug Delivery Reviews*, 63:10-11. [accessed 2021 Apr 07] <http://dx.doi.org/10.1016/j.addr.2011.05.016>.



#### 4.5 Executive Summary

In this section include an Executive Summary about the study. The Executive Summary should be concise, written in plain language, and provide an overview about the research in approximately 500-1,000 words. The summary should be followed by a page break.

#### 4.6 Contents and Other Front Matter Lists

Include a table of contents (labeled “Contents”). In the Contents, include the first three levels of section headings with correct page numbers. Include any appendixes in the Contents. Provide separate lists for figures and tables. These lists follow the Contents and are to be referenced in the Contents. Generate these lists using the references features in Microsoft® Word.

#### 4.7 Report Body

See **Section 5** of these specifications for guidance on report body style. See Chapter 7 in the *CSE 8<sup>th</sup> Edition* (CSE 2014) for guidance on prose style and word choice.

#### 4.8 References

Contractors should use in-text and end references and are encouraged to do so using EndNote or other similar software or the citation function in Microsoft® Word. In the end references, include

every source referenced or quoted in the report, including unpublished material, personal communications, and references cited in figures and tables.

Use a Name-Year reference system consistently throughout the document. In-text and end references in this document are in the recommended format of the *CSE 8th Edition* (CSE 2014). For citation format examples, see the *Scientific Style and Format Citation Quick Guide* (CSE c2014). Additional CSE 8<sup>th</sup> Edition citation format samples can be found in **Appendix B**.

## **4.9 Appendixes**

A report may have appendixes as needed for supplemental information. Include appendixes in the Contents. If a report has more than one appendix, number or letter them consecutively. Appendixes should be placed after the References preceded by a half-title page labeled “Appendix” or “Appendixes” as appropriate.

### **4.9.1 Technical Summary**

A technical summary is required for each report and must be the first item listed in the Appendix. Refer to the technical summary in the Template for required elements. The order of the required elements should follow the Template.

## **4.10 Abbreviations, Acronyms, and Symbols**

Spell out acronyms and abbreviations on first use in the text. Use an acronym if the phrase it represents appears more than three times in the document or if the acronym is more commonly known than the phrase. Abbreviations in common use do not need to be included in the list of abbreviations.

If the document includes five or more abbreviations, acronyms, and/or symbols, include an alphabetical list of them in left-aligned columns (a borderless table is recommended), in the back matter of the report. This list is placed after the Appendix.

## **4.11 Back Cover**

Place the DOI and BSEE logos and mission statements on the back cover as shown on the last page of the Template. The layout and wording of the back cover is shown exactly in these specifications and the accompanying Template, with no alterations permitted. Place the back cover facing outward when formatting for printing.

## **4.12 Multiple Volumes**

If the report is very long, it may be prepared in multiple volumes. Number multiple volumes consecutively and list all volumes in the Contents. Each separate volume must have front and back covers, a disclaimer page, a title page, Contents and other front matter lists, and references as described in this document. Volumes should be numbered consecutively started with Arabic numeral 1. Each volume should have the same title, volumes may be differentiated by adding a subtitle. The volume should be listed under the title on both the cover and title page.



## 5 Report Body Style Specifications

Use consistent formatting throughout the document. When printing, a blank page does not need to be added between sections.

### 5.1 Spacing

- Use single line spacing.
- Use spacing between paragraphs as set by the paragraph styles.
- Use one space after end-of-sentence punctuation.

### 5.2 Paragraph Formatting

- Set body text paragraph justification to left justified with a ragged right margin.
- Use 0 pt space before and after the paragraph with the box checked for “Don’t add spaces between paragraphs of the same style.”
- “Widow/Orphan control” should be used. This option is located in the Paragraph section under Line and Page Breaks tab.

### 5.3 Fonts

- Use the paragraph and character styles provided in the Template.
- Do not change the style settings provided by BSEE. Add new styles only if necessary.
- The body text should be 12 point, Times New Roman.
- Titles and Section Titles should be Arial font using the font size listed in the Template.

### 5.4 Numbers

- Separate every three digits to the left of the decimal point with a comma (e.g., 1,234).
- Do not use a separator comma in the numbers after a decimal and where the use of a comma is inappropriate, such as in a US ZIP code.
- Use a period (not a comma) as a decimal point.
- For numbers less than 1.0, use a zero to the left of the decimal point (e.g., 0.12).
- List dates in the sequence of day, month, and year (e.g., 23 April 2021).

### 5.5 Units

- Metric units are preferred, but the standard unit for the discipline may be used.
- Maintain consistency in the units throughout the report. If a change in the unit is required, it must be clearly stated to avoid confusion.
- If appropriate, both standard and metric units may be provided by adding standard units in parenthesis. (e.g. 12.2 to 15.2 m (40 ft to 50 ft))

### 5.6 Hyperlinks

- Avoid adding hyperlinks and URLs in the body of the report when possible.
- Treat Internet-based documents like references; cite them in the text and include them in the References list.

- If used, URLs must be correct, complete, and linked to an active webpage. Provide a ScreenTip<sup>2</sup> for each URL.

## 5.7 Figures and Tables

- Insert figures and tables as closely as possible after the text that refers to them.
- If there are many consecutive figures or tables, or if a single figure or table occupies multiple pages (and so disrupts the continuity of the text of the report), these figures or tables may be grouped at the end of the chapter or placed in an appendix.
- Figure captions appear below the figure; table titles appear above the table. Figure captions and table titles appear on the same page as the figure or table, are left justified, and in bold text.
- Include spacing above and below figures, tables, and the associated text.
- To keep the caption or title length to a minimum, use the caption or title to provide a unique number and descriptive name, not to explain the figure or table. Discuss the meaning of the figure or table in the corresponding body text or in a note beneath the figure or table.
- Figure captions and table titles are single phrases with sentence-style capitalization.
- Acronyms are permitted if they were spelled out ahead of the figure or table.
- Footnote references are not permitted in the title caption. Include references just below the figure or table.

### 5.7.1 Figures

- Provide the individual file for each figure to BSEE OSPD with the final report.
- The minimum resolution for graphic files is 300 ppi. In File > Options > Advanced, set the default resolution to 300 ppi and check the box for “do not compress images.” For Section 508 compliance, provide an alternative text description for each figure if the figure caption and notes do not sufficiently describe the contents.
- Set the text wrapping style (when you click on the image, use the Layout Options icon) to “in line with text.”
- Use the Figure Caption and Figure Notes styles within the Report Template for the caption and description of the figure respectively.
- Photo credit can be given in the following format at the end of the figure caption (Photo: Organization, Year)
- **Figure 1** provides a sample figure to show the caption and description (if desired) as flush left.
- When more than one figure is included in the report, label each figure caption as “Fig.” and number them consecutively in Arabic numerals. For example: Fig. 1, Fig. 2
- Figure notes should consist of a short phrase without a closing period in sentence case.

### 5.7.2 Tables

- Use the table style as shown in the Template.

---

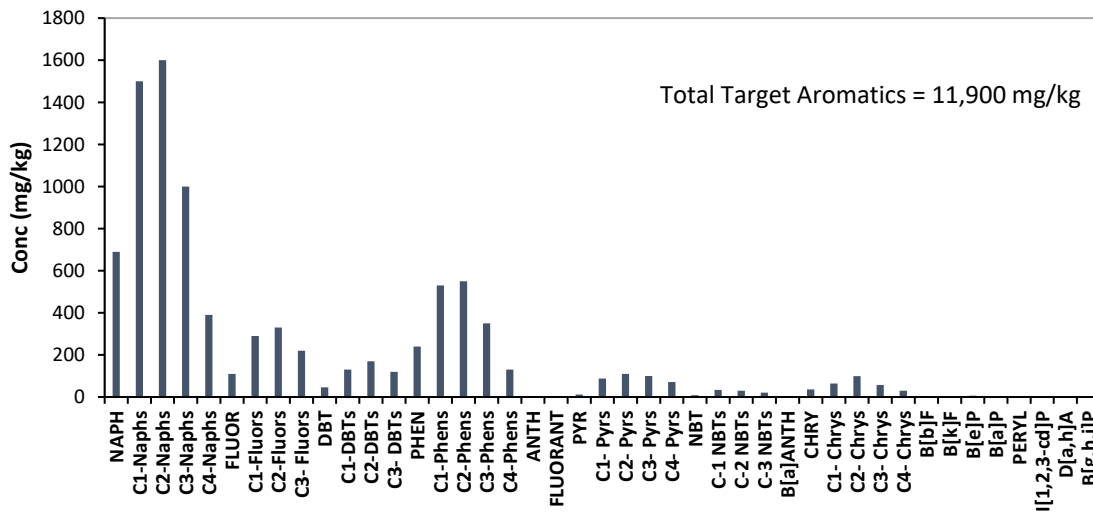
<sup>2</sup> ScreenTips can be added in Microsoft® Word by going to the Insert tab and clicking the Link icon. The URL can be added to the address line and the text to display should remain unchanged. The ScreenTip can be added by clicking on the ScreenTip button next to the Text to Display bar. The ScreenTip text should describe where the link leads.

- Tables may include footnotes at the bottom of the table.
- Tables must include units where applicable.
- Even if the table fits on one page and does not break across pages, select the following table properties:
  - Repeat header row on every page of the table
  - Do not allow table rows to break across pages
- Align numbers in a column on the decimal point (see example in Appendix B).
  - Use the “Table Cell (left)” style.
  - Select the cells you want to align.
  - Double click on the lower part of the ruler around the place you want to put the decimal (or go to Paragraph > Tabs and enter an amount for the distance of the decimal from the left cell margin).
  - Select “Decimal,” “Set,” and “OK.”
- Per Section 508 requirements, leave cells empty if there is no content; do not merge or split cells.



**Fig. 1 P16400 Marco skimmer**

A combined team of personnel from Navy SUPSALV and Global PCCI measure the capabilities of P16400 Marco Class V Skimmer Vessel equipped with an Elastec Grooved X-Disc at Ohmsett (Photo: BSEE, 2021)



**Fig. 2 MC 252 Target aromatics**

Target analyte profiles for aromatics in fresh MC2552 source oil (riser fluid) (Shigenaka, 2015)

## 5.8 Endnotes and Footnotes

- Endnotes may be shown in a smaller font size than the body text but must be at least 9 pts in size.
- Use a consistent style for all endnotes.
- Put the endnote section at the end of each volume before the References section.
- Endnotes and end references are preferred, but footnotes may be used if appropriate for the area of study.
- Footnotes can be added by using the Footnotes feature under the References tab in Microsoft® Word.

## 6 References

Note: The following references are in the recommended format of the *CSE 8<sup>th</sup> Edition* (CSE 2014). For more citation format examples, see **Appendix B**. See additional instructions in **Section 3.6**.

BOEM. [date unknown]. ESP data and information systems. Sterling (VA): US Department of Interior, Bureau of Ocean Energy Management; [accessed 2021 Apr 07].  
<http://www.boem.gov/Environmental-Studies-EnvData/>.

[CSE] Council of Science Editors. 2014. Scientific style and format: the CSE manual for authors, editors, and publishers. 8th ed. Chicago (IL): University of Chicago Press. 722 p.

CSE. c2014. Scientific style and format citation quick guide. Chicago (IL): University of Chicago Press; [accessed 2021 Feb 02].  
<http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html>.

Kaminskasa L, Porter C.J.H. 2011. Targeting the lymphatics using dendritic polymers (dendrimers). *Advanced Drug Delivery Reviews*, 63:10-11. [accessed 2021 Apr 07]  
<http://dx.doi.org/10.1016/j.addr.2011.05.016>.

National Technical Information Service. c2014. National Technical Reports Library. National Technical Information Service; [accessed 2021 Feb 02]. <https://ntrl.ntis.gov/NTRL/>.

Shigenaka G, Overton E, Meyer B, Gao H, Miles S. 2015. Comparison of Physical and Chemical Characteristics of *in situ* burn residue and other environmental oil samples collected during the Deepwater Horizon spill responses. Seattle (WA). US Department of the Interior, Bureau of Safety and Environmental Enforcement. Figure 11. Target analyte profiles for n-alkanes and aromatics in fresh MC252 source oil (riser fluid). p. 20.

US Government Publishing Office. [date unknown]. Welcome to the Federal Depository Library Directory (FDLD). Washington (DC): US Government Publishing Office; [accessed 2017 May 15]. <https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp>.

# Appendixes

## **Appendix A: Technical Data Specifications**

### **A.1 Purpose**

The Appendix is a back matter section to include relevant project/contract details including detailed data, tables, graphs, charts, and other supporting images.

### **A.2 Required Elements**

At a minimum, the following informational elements shall be included in the Appendix.

REPORT TITLE:

CONTRACT NUMBER(S):

FISCAL YEARS(S) OF PROJECT FUNDING:

CUMULATIVE PROJECT COST:

COMPLETION DATE OF REPORT:

BSEE COR(S):

BSEE CO(S):

PROJECT MANAGER(S):

AFFILIATION OF PROJECT MANAGER:

ADDRESS:

PRINCIPAL INVESTIGATOR(S)\*:

KEY WORDS

\* The affiliation of the Principal Investigators(s) may be different than that listed for Project Manager(s).

### **A.3 Optional Elements**

Optional elements include any additional information, data, or exhibits that support or amplify text contained in the report. These elements could include tables, figures, maps, text, etc.

## Appendix B: Council of Science Editors 8th Edition Bibliography Formatting Examples

This appendix provides examples of CSE 8th Edition references (in Name-Year format) that are commonly found in environmental study reports. Items in works cited or reference lists should not break across pages.

### B.1 Technical Report

**Authors(s). Year. Title of report in sentence caps. Edition. Place of publication: Publisher. Extent. Report No.: xx. Contract No.: xx. Notes.**

Feller BA. 1981. Health characteristics of persons with chronic activity limitations. United States, 1979. Hyattsville (MD): National Center for Health Statistics (US). 68 p. Report No. VHS- 2345. Available from: NTIS, Springfield, VA; PB88-284858.

Sheridan P. 2008. Seasonal foods, gonadal maturation, and length-weight relationships for nine fishes commonly captured by shrimp trawl on the northwest Gulf of Mexico continental shelf. Panama City Beach (FL): National Marine Fisheries Service, Southeast Fisheries Science Center. 40 p. Report No.: NOAA Tech. Memo. NMFS-SEFSC-566.

### Written by a Performing Organization and Published by a Sponsoring Organization or Agency

**Authors(s) (performing org [contractor] name, City, ST). Year. Title of report in sentence caps. Edition. Place of publication: Publisher. xx p. Report No.: xx. Contract No.: xx. Grant No.: xx. Notes.**

Ford B, Borgens A, Bryant W, Marshall D, Hitchcock P, Arias C, Hamilton D (Texas A&M University, College Station, TX). 2008. Archaeological excavation of the Mardi Gras Shipwreck (16GM01), Gulf of Mexico Continental Slope. New Orleans (LA): U.S. Department of the Interior, Minerals Management Service. 326 p. Report No.: OCS Report MMS 2008-037. Contract No.: 1435-01-04-CA-32806-39902 (M08AC12864).

Jochens A, Biggs D, Benoit-Bird K, Engelhardt D, Gordon J, et al. (Texas A&M University, College Station, TX). 2008. Sperm whale seismic study in the Gulf of Mexico: synthesis report. New Orleans (LA): U.S. Department of the Interior, Minerals Management Service. 500 p. Report No.: OCS Study MMS 2008-006. Contract No.: 1435-01-02-CA-85186.

Stunz GW, Ajemian MJ, Streich MK, Brewton R, Downey C, et al. Texas A&M University–Corpus Christi Hate Research Institute for Gulf of Mexico Studies, Corpus Christi, TX). 2016. Investigation of the relative habitat value of oil and/or gas platforms and natural banks in enhancing stock building of reef fish in the western Gulf of Mexico. St. Petersburg (FL): National Marine Fisheries Service, Southeast Regional Office. 109 p. Grant No.: NA14NMF4330219. Report No.: SEDAR52-RD-02.



Wood J, Southall BL, Tollit DJ (Environmental Resources Management [ERM] Group, Inc.). 2012. PG&E offshore 3-D seismic survey project EIR–marine mammal technical draft report. St. Andrews (GB)<sup>3</sup>: SMRU Ltd. 78 p. Report No.: SMRUL-NA0611ERM.

## B.2 Article in a Journal

**Author(s). Year. Article title in sentence caps. Journal title [use ISO 4 journal abbreviations for titles of journals<sup>4</sup>]. Volume(issue): location.**

Conmy, RN, Coble PG, Farr J, Wood AM, Lee K, Pegau S, Walsh I, Koch C, Abercrombie MI, Miles MS, Lewis M, Ryan S, Robinson B, King T, Kelble C, and Lacoste J. 2014. Performance of submersible fluorometers exposed to chemically-dispersed crude oil: Wave tank simulations for improved oil spill monitoring and evaluation of Deepwater Horizon spill measurements. *Environmental Science and Technology* 48(3):1803–1810.

### Article Accepted for Publication and in Review

*If the article has been accepted for publication, designate as “Forthcoming.” as in **Author. Forthcoming Year. Article title. Journal name, etc.** If it has been submitted but not yet accepted, \*and\* it is available to the public, treat it as an unpublished manuscript.*

Roulee RA, Getty RG, Rascal CA, Peterson AD. Forthcoming 2020. Listening to fish: passive acoustics and fisheries science. *Fisheries*.

(Roulee et al. Forthcoming 2020)

## B.3 Book

**Author(s). Year. Title of book in sentence caps. Edition. Place of publication: Publisher. Extent [optional]. Notes.**

Richardson WJ, Greene Jr CR, Malme CI, Thomson DH. 1995. *Marine mammals and noise*. San Diego (CA): Academic Press. 502 p.

### Multi-volume Book When All Volumes Are Referenced

Mica WJ, Baca Jr CR, Malme CI, Thomson DH. 1995. *Marine mammals and family hierarchy*. San Mateo (CA): Blimey Press. 4 vol.

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<sup>3</sup> Two-letter ISO Country Codes, see the full list at <https://www.iso.org/obp/ui/#search>

<sup>4</sup> The full list of journal title abbreviations: <https://www.issn.org/services/online-services/access-to-the-ltwa/?lettre=s#recherche>

### Part of Book When Author of the Part Is Same as Book Author

Bobsled IL, Pratt YN. 2009. Marine mammals and ocean noise. Wilmington (NC): University of North Carolina-Wilmington. Chapter 4: Toothed whales; p. 70–97.

### Part of a Book When the Author is Not the Author or Editor of the Book

**Author(s). Year. Title of part or chapter in sentence caps. In: Editors names, editors. Name of the book. Edition [ed.]. Place of publication: publisher. Extent of cited part or chapter.**

Andriolo A, de Castro FR, Amorim T, Miranda G, Di Tullio J, et al. 2018. Marine mammal bioacoustics using towed array systems in the western South Atlantic Ocean. In: Rossi-Santos MR, Finkl CW, editors. Advances in marine vertebrate research in Latin America. Vol. 2. Cham (CH): Springer International Publishing AG. p. 113–147.

Ludwig S, Kreimeyer R, Knoll M. 2016. Comparison of PAM systems for acoustic monitoring and further risk mitigation application. In: Popper A, Hawkins A, editors. The effects of noise on aquatic life II: advances in experimental medicine and biology. Vol 875. New York (NY): Springer. p. 655–663.

### Book in a Series

Salvador A. 1991. Origin and development of the Gulf of Mexico Basin. In: Salvador A, editor. The Gulf of Mexico Basin. The geology of North America, Volume J. Boulder (CO): Geological Society of America. p. 389–444.

### Contribution to a Book [Author of the Contribution is Not Author or Editor of Book]

Hazeltine WA. 2009. Kidney disease. In: Michaelson PE, Odetta LF, editors. The encyclopedia of medicine. Berlin (DE): Verlag. p. 365–390.

Stanley DR, Wilson CA. 2003. Seasonal and spatial variation in the biomass and size frequency distribution of fish associated with oil and gas platforms in the northern Gulf of Mexico. In: Stanley DR, Scarborough-Bull A, editors. Fisheries, reefs, and offshore development. American Fisheries Society Symposium 36. Bethesda (MD): American Fisheries Society. p. 123–153.

## B.4 Conference Proceedings and Poster Presentations

*These are one of the only formats that takes title caps (for the proceedings and the conference titles).*

### Conference Paper in Published Proceedings

**Author(s) of paper. Year. Title of paper in sentence caps. In: Title of Book in Title Caps. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Location. Notes.**

Coolbaugh T, Nicoll A, Montgomery A, Varghese G, Heathcote L. 2017. Effective planning for dispersant operations – Making decisions, analyzing options and establishing capability. In: International Oil Spill Conference Proceedings, Vol 1. 2017 May 15-18, Long Beach, CA, p. 2791-2810. <https://doi.org/10.7901/2169-3358-2017.1.2791>.

Yoshioka R, Salem A, Swerdon S, Loper C, Pritchett Z. 2016. Turning FPU's into hubs: opportunities and constraints. Proceedings of the Annual Offshore Technology Conference, Vol. 1; 2016 May 2–5; Houston, TX. Richardson (TX): Offshore Technology Conference. p. 3249–3257. OTC-27167-MS. doi:10.4043/27167-MS.

### Published Proceedings (Entire Proceedings)

**Author(s) of paper. Year. Title of book in title caps. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Location. Notes.**

Callaos N, Malmgren K, Cooke J, editors. c2003. Proceedings of the 7th World Multiconference on Systemics, Informatics, and Cybernetics. SCI: 7, 2003; 2003 Jul 27–30; Orlando, FL. Orlando (FL): International Institute of Informatics.

### Unpublished Conference

**Author. Year of conference. Title of paper in sentence caps. Paper presented at: Title of conference. Number and name of conference: Place of conference.**

Beppo KL, Svoboda TR. 2018. Assessments of congregations of red fish at drilling platforms in the Gulf of Mexico. Paper presented at: Where Things Stand: Gulf of Mexico 5th Annual Species Status Conference; 2016 Nov 10–14; Biloxi, MS.

### Poster or Paper Presentation

Bourque JR, Demopoulos AWJ, Fisher CR. 2015. Temporal variability of deep-sea coral-associated macrofauna in the Gulf of Mexico after the *Deepwater Horizon* oil spill. Poster presented at: 14th Deep Sea Biology Symposium; 2015 Aug 13–Sep 04; Aveiro, Portugal.

Rowe J, Morandi A, Li Z, Blanc P. 2017. Oil spill response technologies (OSR) since Macondo – A review of improvements and novelties. Paper presented at: International Oil Spill Conference, 2017 May 15-18, Long Beach, CA.

Wells, S, Tupelo P, Edmonson S. 2019. Variability of oyster beds in the Gulf of Mexico after the *Deepwater Horizon* oil spill. Paper presented at: 14th Deep Sea Biology Symposium; 2018 Aug 13–Sep 04; Madrid, Spain.

## B.5 Dissertation or Thesis

**Author(s). Year. Title of dissertation or thesis in sentence caps [content designator]. Place of publication: publisher. Extent.**

Evans AM. 2012. Out of site but not out of mind: submerged landscapes on the northwestern Gulf of Mexico Outer Continental Shelf [dissertation]. Baton Rouge: Louisiana State University.

## B.6 Maps

**Author, cartographer. Year. Title of map in sentence caps [map type]. Place of publication: publisher. Physical description. Notes.**

Heinrich PV, Snead J, cartographers. 2003. Crowley 30 × 60 minute geologic quadrangle. Baton Rouge (LA): Louisiana Geological Survey. Scale 1:100,000.

Winker CD, compiler. 1990. Quaternary geology, northwestern Gulf Coast. In: Morrison RB, editor. Quaternary non-glacial geology: conterminous United States. The geology of North America, volume K-2. Boulder (CO): Geological Society of America. Plate 8. Scale 1:2,000,000.

## B.7 Websites and Other Online Formats

References to websites and other online formats follow the same general principles as for printed references, with the addition of a date of update and/or revision (if available) along with an access date and a web address. **NOTE: Providing only a web address is NOT sufficient.**

### Website

**Title of Homepage. Year. Edition. Place of publication: publisher; [date updated; date accessed]. Notes.**

*If no date of publication can be determined, use a copyright date (if available), preceded by “c”. Include the web address in the notes.*

GNOME. c2018. National Oceanic and Atmospheric Administration (NOAA). [accessed 2018 Mar 7] <https://response.restoration.noaa.gov/oil-and-chemical-spills/oil-spills/response-tools/gnome.html>.

*For the in-text reference, include only the first word or two of the title (enough to distinguish it from other titles in the reference list), followed by an ellipsis.*

(GNOME c2018)

## Online Data or Datasets

Seaturtle.org. c2017a. Buck Island turtles [dataset]. Durham (NC): Duke University, Ocean Biogeographic Information System Spatial Ecological Analysis of Megavertebrate Populations; [accessed 2017 Jun 20].  
[http://www.seaturtle.org/tracking/index.shtml?project\\_id=663](http://www.seaturtle.org/tracking/index.shtml?project_id=663).

(Seaturtle.org c2017a)

Seaturtle.org. c2017b. Satellite tracking: Alabama sea turtles. Durham (NC): US Department of the Interior, US Geological Survey National Resource Damage Assessment; [accessed 2017 Jun 20].  
[http://www.seaturtle.org/tracking/?project\\_id=627](http://www.seaturtle.org/tracking/?project_id=627).

(Seaturtle.org c2017b)

## Journal Article (if also available online)

Perkins S. 2006. Intrepid explorer: An oceangoing rover gathers unprecedented data. Science News Online, 170(5):72. [Accessed 2007 Dec 27];  
<http://www.sciencenews.org/articles/20060729/bob9.asp>.

## Online Journal Article

**Author(s) of article. Year. Title of article in sentence caps. Title of journal (edition). Volume(issue):location. [date updated; date accessed]; web address. Notes.**

*A DOI (Digital Object Identifier) may be included in the notes in addition to a web address, if available:*

Savage E, Ramsay M, White J, Beard S, Lawson H, Hunjan R, Brown D. 2005. Mumps outbreaks across England and Wales in 2004: observational study. BMJ. 330(7500):1119–1120. [accessed 2005 May 31];  
<http://bmj.bmjournals.com/cgi/reprint/330/7500/1119>.  
doi:10.1136/bmj.330.7500.1119.

## Online Report

**Author(s) of article. Year. Title of article in sentence caps. Place of publication: Publisher. Extent. Report No.: xx. Contract No.: xx. [date updated; date accessed]; Volume(issue):location. Notes.**

Schirripa MJ, Legault CM. 1999. Status of the red snapper in U.S. waters of the Gulf of Mexico: updated through 1998. Miami (FL): National Marine Fisheries Service, Southeast Fisheries Science Center. 106 p. Report No.: SFD-99/00-75. [accessed 2020 March 30]; [https://grunt.sefsc.noaa.gov/P\\_QryLDS/download/SFD76\\_SFD-99\\_00-75A.pdf?id=LDS](https://grunt.sefsc.noaa.gov/P_QryLDS/download/SFD76_SFD-99_00-75A.pdf?id=LDS)

[SEDAR] Southeast Data, Assessment, and Review. 2005. Stock assessment report of SEDAR 7: Gulf of Mexico red snapper. SEDAR7 assessment report 1. Charleston (SC): SEDAR. 480 p. [accessed 2020 March 30];  
[http://sedarweb.org/docs/sar/S7SAR\\_FINAL-redsnapper.pdf](http://sedarweb.org/docs/sar/S7SAR_FINAL-redsnapper.pdf)

### Online Database

**Title of database in sentence caps. Beginning date–ending date. Edition. Place of publication: Publisher. [date updated; date accessed]. Notes.**

### e-Book

**Author(s). Year. Title of book in sentence caps. Edition. Place of publication: publisher; [date updated; date accessed]. Notes.**

Brogden KA, Guthmille JM, editors. 2002. Polymicrobial diseases. Washington (DC): ASM Press; [accessed 2014 Feb 28].  
<http://www.ncbi.nlm.nih.gov/books/NBK2475/>.

### Blog

**Author(s). Year. Title of post in sentence caps [descriptive word]. Title of blog. [accessed date]. Web address.**

Fogarty M. 2012 Aug 14. Formatting titles on Twitter and Facebook [blog]. Grammar Girl: Quick and Dirty Tips for Better Writing. [accessed 2012 Oct 19].  
<http://grammar.quickanddirtytips.com/formatting-titles-on-twitter-and-facebook.aspx>.

### B.8 ISO Journal Title Abbreviations: Links

If the full journal name is not listed, and some are not, just use the abbreviation for each word.

*Full list:*

- <https://www.issn.org/services/online-services/access-to-the-Itwa/?lettre=s#recherche>

*Other resources:*

- <https://woodward.library.ubc.ca/research-help/journal-abbreviations/>
- <https://www.wsl.ch/en/publicationssearch/list-of-journal-abbreviations.html>

## Appendix C: Sample Table in Landscape Orientation

**Table B-2 Sample table in landscape orientation with data in columns aligned on the decimal (mg/m2)**

Station	chl c2	Pheo-phorbide	Peridinin +isomer	Pyropheo-phorbide	19-but fuxocantoin	fuxocanthin	Prasino-xanthin	19-hex-fuxocanthin	zeaxanthin	chl b	chl a	Pheo-phytin
23	0.16	2.36	0.45	11.77	0.07	3.80	0.13	0.00	0.05	0.23	4.44	0.19
24	0.11	1.30	0.23	1.38	0.01	2.39	0.00	0.00	0.01	0.13	2.37	0.00
25	0.23	14.77	1.27	33.18	0.72	3.53	0.10	0.02	0.05	0.89	5.63	0.00

## Abbreviations and Acronyms

AUV	Autonomous Underwater Vehicle
BSEE	Bureau of Safety and Environmental Enforcement
CO	Contracting Officer
COR	Contracting Officer's Representative
CSE	Council of Science Editors
DM	Departmental Manual
DOI	Department of the Interior
NRS	National Response System
NTRL	National Technical Reports Library
OSPD	Oil Spill Preparedness Division
OSRR	Oil Spill Response Research
ppi	Pixels Per Inch
PV	Preparedness Verification
Template	Oil Spill Preparedness Division Report Template





### **Department of the Interior (DOI)**

The Department of the Interior protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors the Nation's trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities.



### **Bureau of Safety and Environmental Enforcement (BSEE)**

The mission of the Bureau of Safety and Environmental Enforcement works to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement.

### **BSEE Oil Spill Preparedness Program**

BSEE administers a robust Oil Spill Preparedness Program through its Oil Spill Preparedness Division (OSPD) to ensure owners and operators of offshore facilities are ready to mitigate and respond to substantial threats of actual oil spills that may result from their activities. The Program draws its mandate and purpose from the Federal Water Pollution Control Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990 (October 18, 1991). It is framed by the regulations in 30 CFR Part 254 – *Oil Spill Response Requirements for Facilities Located Seaward of the Coastline*, and 40 CFR Part 300 – *National Oil and Hazardous Substances Pollution Contingency Plan*. Acknowledging these authorities and their associated responsibilities, BSEE established the program with three primary and interdependent roles:

- Preparedness Verification,
- Oil Spill Response Research, and
- Management of Ohmsett - the National Oil Spill Response Research and Renewable Energy Test Facility.

The research conducted for this Program aims to improve oil spill response and preparedness by advancing the state of the science and the technologies needed for these emergencies. The research supports the Bureau's needs while ensuring the highest level of scientific integrity by adhering to BSEE's peer review protocols. The proposal, selection, research, review, collaboration, production, and dissemination of OSPD's technical reports and studies follows the appropriate requirements and guidance such as the Federal Acquisition Regulation and the Department of Interior's policies on scientific and scholarly conduct.