British Columbia Guide to Recovery Planning for Species and Ecosystems

Appendix 3. Formatting Specifications for Recovery Documents

May 2015

Version 2.0

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1. INTRODUCTION

This document prescribes technical formatting standards for provincial recovery planning documents.

2. NOMENCLATURE

Nomenclature for all species must follow the common and scientific names reported in the [B.C. Species and Ecosystems Explorer](#).

The first time a species is mentioned in the document both the common name and the scientific names must be reported (e.g., common name (*Scientific name*)). All further references to the species should only include the common name.

When using the shorthand for British Columbia it should be B.C. throughout the document except when it is in references to a specific location (e.g., Victoria, BC but B.C. Ministry of Environment).

3. VERSION TRACKING

Document status when in preparation/review is tracked in the upper left portion of the header on the cover page.

4. TYPEFACE

Style types to be used are listed with a description.

Front cover title:
- Cover Heading 1: Arial, bold, 18 point font. Not included in ToC.

Second title page:
- Cover Heading 2: Arial, bold, 14 point font. Not included in ToC. Use for title.
- Cover Heading 3: Arial, bold, 12 point font. Not included in ToC. Use for author and date.

Headings on the colophon pages:
- FrontStyle1: Arial, bold, 14 point font, lower case with first word capitalized only. Not included in ToC. Use for "Recommended citation" to "Disclaimer".
- FRONT STYLE CAP: Arial, bold, 14 point font, all capitals. Included in ToC as a ToC 1 level, but is not numbered. Use for "RECOVERY TEAM MEMBERS" to "EXECUTIVE SUMMARY".

Table of Contents:
- TOC 1: Arial, 11 point. Includes FRONT STYLE CAP and Heading 1.

- TOC 2: Arial, 11 point. Includes Heading 2.
- TOC 3: Arial, 11 point. Includes Heading 3.

List of Figures/Tables:
- Tables of Figures: Arial 11 point

Headers and Footers:
- Footer: Times New Roman, regular, 10 point. Use for text within the header at top of page.

Headings in Body of Report:
Include three levels of headings in the body of the report. Section headings beyond three levels may be included if required but should not be included in the table of contents.
- Heading 1: Arial, bold, 14 point font, all caps; numbered automatically, 12 point before and after. Included in ToC as a ToC 1 level.
- Heading 2: Arial, bold, 14 point font, lower case with important words capitalized; numbered automatically, 12 point before and after. Included in ToC as a ToC 2 level.
- Heading 3: Arial, bold, 12 point font, lower case with first word capitalized only, numbered automatically, 12 point before and after. Included in ToC as a ToC 3 level.
- Heading 4: Times New Roman, bold, 12 point font, lower case with first word capitalized only, not numbered, no extra spacing before or after. Not included in ToC.

Body:
- Normal: Times New Roman, 12 point font. [Note that this is the default unless otherwise specified in this document.]
- Bullet1: Times New Roman, 12 point font, indented. Use when bullets are needed.
- Numberlist: Times New Roman, 12 point font, indented, consecutively numbered. Use when a numbered list is needed.

Styles for tables:
- Table Heading: Use for column headings. Times New Roman, 11 point font.
- Table Text: Use for body text. Times New Roman, 10 point font.
- Table Footnote: Use for footnote. Times New Roman, 8 point font.
- Table Caption: Use for the table caption. Times New Roman, 11 point font. This is included in the ToC.

Styles for figures:
- Figure Caption: Use for the figure caption. Times New Roman, 11 point font. This is included in the ToC.

References:
- References: Times New Roman, 12 point font, with hanging indent. Use for references cited in the document.

5. SPACING AND MARGINS

- There should be one blank line above and below all level 1 – 3 headings ("Header 1, 2, 3" styles automatically do this for you).
- Heading level 4 onward should not have a blank line below.
- A single space should follow after periods.
- All margins should be 2.54 cm (1") (standard MS Word margins)

6. PAGE NUMBERING

Page numbering starts on the page with "Recommended Citation" as page i in roman numerals and continues until the table of contents (or list of tables and figures if included, see below) is reached. Page numbering starts at 1 in regular numerals after the table of contents and continues for the remainder of the document.

7. TABLE OF CONTENTS

- Recovery planning templates already provide a table of contents (ToC). To update the ToC, select the content and then hit the F9 key.
- The ToC should contain three levels of headings that include FRONT STYLE CAP and Headings 1, 2, and 3. These levels coincide with the styles used in the ToC text: TOC 1, 2, and 3 (Arial, 11 point font).

8. LIST OF TABLES / FIGURES / APPENDICES

- Recovery planning templates already provide a list of tables, etc. To update a list, select the content and then hit the F9 key.
- The text of the list should use the style: Tables of Figures (Arial, 11 point font).

9. TABLES

- Tables should not have vertical lines (except for IUCN threat table).
- There are no guidelines on placement of text in tables but it should be consistent throughout the table.
- Table captions should be found above the table without a blank line and with flush left alignment.

Styles for tables:
- Table Heading: Times New Roman, bold, 11 point font. Use for column headings.
- Table Text: Times New Roman, regular, 10 point font. Use for table text.
- Table Footnote: Times New Roman, regular, 8 point font. Use for footnote below table.

- Table Caption: Use for the table caption. This is included in the ToC. Times New Roman, 11 point font.

Table 1. This is an example of the formatting (Table heading).

Table heading [a]	Table heading	Table heading	Table heading
Monitor population size, distribution, movement, and productivity	Necessary	All	Count adults, measure productivity
Enhance nesting habitat	Urgent	1, 2, 4, 5	Manage predators
Manage additional colonies	Urgent	3	Establish additional predator-free colonies

[a] Table footnotes go here.

10. FIGURES

- Figures should be centered on the page.
- Figure headings should be found below the figure without a blank line and flush left alignment.
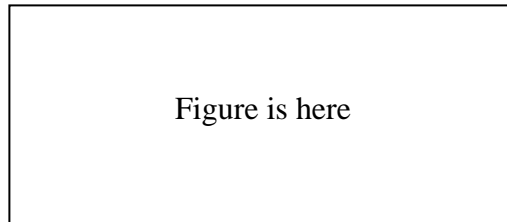- Style for figure captions is Figure Caption. Times New Roman, 11 point font.

Figure is here

Figure 1. This is an example of a figure caption.

11. FOOTNOTES

Use the footnote tool provided in MS Word for all footnotes.
Footnote: Times New Roman, regular, 8 point font.

12. NUMBERS

Use commas to separate numbers with >3 numbers.

13. REFERENCES

13.1   Citations in Document

When citing authors in the text of the document, the following formatting should be used:
- (Smith 1971) OR Smith (1971) found.....
- (Smith and Jones 1995) OR Smith and Jones (1995) found.....
- (Smith *et al.* 1996) OR Smith *et al.* (1996) found.....
- (Smith, pers. comm., 2007) OR Smith (pers. comm., 2007) found.....
- (J. Smith, unpubl. data, 2004) OR J. Smith (unpubl. data, 2004) found......

13.2   Examples of Reference Format

When listing documents, the order is as follows:
- Alphabetically by last name or organization name
- Single author papers first
- Papers with multiple authors ordered alphabetically based on the name of the second author
- Papers with identical authorship ordered by date (oldest to most recent).

The following sections provide examples of the required formatting for commonly used references.

Journal Articles
Antos, J.A., B. McCune, and C. Bara. 1983. The effects of fire on an ungrazed western Montana grassland. Am. Midl. Nat. 110:354–364.

Books
Bussan, A.J. and W.E. Dyer. 1999. Herbicides and rangeland. Pages 116–132 *in* R.L. Sheley and J.K. Petroff, eds. Biology and management of noxious rangeland weeds. Oregon State Univ. Press, Corvallis, OR.
Cawell, H. 2001. Matrix population models: construction, analysis, and interpretation, 2nd edition. Sinauer Associates, Inc. Publishers, Sunderland, MA.

Online Materials
Canadian Wildlife Service (CWS). 2006. Conserving borderline species: a partnership between the United States and Canada. <http://www.speciesatrisk.gc.ca/publications/cbs/more_e.cfm> [Accessed Feb. 8, 2006]

Government Publications
Douglas, G.W., D. Meidinger, and J. Pojar, eds. 1999. Illustrated flora of British Columbia. Volume 4: Dicotyledons (Orobanchaceae through Rubiaceae). B.C. Min. Environ., Lands and Parks and B.C. Min. For., Victoria, BC.
Environment Canada, Parks Canada Agency, and Fisheries and Oceans Canada. 2005. Species at Risk Act policy. Draft policy on the feasibility of recovery. April 15, 2005. Ottawa, ON.

B.C. Conservation Data Centre

B.C. Conservation Data Centre (B.C. CDC). 2005. Element occurrence record: *Silene spaldingii*. B.C. Min. Environ., Victoria, BC.

COSEWIC Status Reports

Committee on the Status of Endangered Wildlife in Canada (COSEWIC). 2005. COSEWIC assessment and status report on the Spalding's campion *Silene spaldingii* in Canada. Ottawa, ON. 18 pp. <http://www.sararegistry.gc.ca/status/status_e.cfm>

13.3   Personal Communications

Personal communications should be listed within and at the end of the references section. See example below.

Jane Smith, Wildlife Biologist, B.C. Ministry of Environment, Victoria, BC.

13.4   Unpublished Reports

Unpublished reports and data should not appear in the references section.

14. APPENDICES

Add appendices as needed at the end of the report. Use the "Insert Caption" tool to insert a heading. Unpublished reports and data should not appear in the references section.

Appendix 1. This is an example of an appendix heading.