

STYLE MANUAL FOR
FILE AND MANUSCRIPT REPORTS

ED HALL
N.W.T. WILDLIFE SERVICE
1981

File Report No. 10

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ABSTRACT

An abstract is a concise statement of what was done, when, where and how. It must include the date and location of your work, techniques employed, main findings and conclusions. It may also mention such things as motive for research, study design and recommendations. Do not use uninformative statements such as, "The results are discussed." Instead (for instance) summarize the discussion in a few sentences.

The abstract is rarely longer than one page. Although it is the first thing a reader sees (after the title page), it is usually the last part of your report to be written.

If your abstract is translated, it should appear on a separate numbered page.

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INTRODUCTION

The purpose of the Introduction is to identify your subject and to justify your study. State the objectives of your work and give a concise review of previous studies of a similar nature conducted in the same area, or elsewhere when relevant. The date and location of your study should be mentioned in the text. The first figure in your report should be referred to here, giving the general location of your study.

METHODS

This section outlines the manner in which your study was conducted. You must describe the techniques in sufficient detail to enable another person to duplicate the study. For many reports, this will involve a description not only of the field work, but also of the statistical methods used to work up the results. However, if any of these methods are standard, it is sufficient to cite other reports in which they are described.

Any materials used must be described, including brand name, size, capacity, etc. Illustration of certain field techniques may also be required.

RESULTS

In many instances, the bulk of this section will be in the form of figures and/or tables. In the case of surveys, figures showing reconnaissance flights and transect lines should be given. Any details which may have affected your results should be mentioned, e.g. poor weather, different observers, crash of airplane.

Data obtained are often best summarized in table form. If you wish to include the actual raw data from a survey (e.g. as recorded on transect coding sheets), they should be relegated to an appendix.

Interpretation of data is not made in this section.

DISCUSSION

So far your report has been purely objective. This section offers the opportunity for subjective comment. You may wish to discuss the implications of your findings, or compare them to other studies. Mention any problems, limitations or biases you feel your work may contain.

RECOMMENDATIONS

This section is optional. You may wish to make management recommendations based on the results of your work, or identify certain areas requiring further work; or you may simply wish to give advice on logistics, equipment or any number of items which may improve the results of future work.

Recommendations should be numbered.

ACKNOWLEDGEMENTS

It is a courtesy to acknowledge any special assistance you may have received in the course of your work. Often named are people who assisted with field work or logistics (e.g. pilots, Wildlife Officers), and people who have reviewed or assisted in the preparation of your manuscript. Agencies supplying funding must also be acknowledged.

PERSONAL COMMUNICATIONS

The names, titles, employing agencies and addresses of people who provided you with a "personal communication," which was cited as such in the report, must appear here. For example, on page 32 of Completion Report No. 1, the following sentence appeared: "Seventy percent of all caribou present in the area of calving occupied a central high density stratum extending southeast to Quartzite Lake (E. Fast pers. comm.)." The citation for this in the Personal Communications section reads as follows:

Fast, Elmer, Wildlife Officer, N.W.T. Wildlife Service,
Eskimo Point, N.W.T.

Entries should be placed in alphabetical order.

LITERATURE CITED

Every publication referred to in the report must be listed here. Conversely, publications not referred to cannot be included.

There are five basic components to a bibliographic listing. Each component in an entry ends with a period, with one exception (see "Page numbers" on page 14). These components are:

- a) author(s)
- b) year of publication or completion
- c) title
- d) publisher (and report number, if applicable)
- e) page numbers or number of pages.

Any bibliographic entry without all these components is incomplete.

Exact format for entries is discussed below. Here, perhaps more than anywhere else in your report, exists the opportunity for confusion. Virtually every journal or report series has its own system of bibliographic notation. Our own has, in the past, been inconsistent. This is an attempt to remedy that problem. Note, however, that we cannot anticipate every situation that could arise to challenge logical thought processes.

Author

All entries must be placed in alphabetical order, based on the author's last name, or the last name of the senior author. "Et al." is never used in a bibliography to replace the names of contributing authors.

If your bibliography contains more than one entry by the same author(s), complete the name(s) of all author(s) in all entries; do not replace with a line ("_____").

If no author is given for a report you have cited, use the name of the agency or group which prepared the report. This will facilitate the location of the report by interested readers. Only use "anonymous" as a last resort.

Note the following examples:

1. A report by one author:

Bafflegab, John J. 1972. Mating behavior of the red-faced booby. J. Wildl. Manage. 26(2): 173-176.

2. A report by two authors:

Bafflegab, John J., and Red Ruffansore. 1972. Mating behavior of the red-faced booby. J. Wildl. Manage. 26(2): 173-176.

3. A report by more than two authors:

Bafflegab, John J., Red Ruffansore and Pierre Fuddle-duddle. 1972. Mating behavior of the red-faced booby. J. Wildl. Manage. 26(2): 173-196.

4. An anonymous report:

Wooldridge Biological Consulting. 1978. Deterrent and detection systems, Churchill, Manitoba. Report prepared for the N.W.T. Wildlife Service. 40 pp.

Year of Publication

If your bibliography contains more than one entry by the same author(s) published in the same year, the entries are arbitrarily ordered by adding a lower case letter of the alphabet immediately after the year of publication. For example:

Schweinsburg, Ray. 1976a. Use of aspirin in reducing headaches in polar bears. N.W.T. Wildl. Serv. unpubl. rep. 212 pp.

Schweinsberg, Ray. 1976b. Comparison of methods for estimating density of shrubs and saplings on Baffin Island. N.W.T. Wildl. Serv. unpubl. rep. 2 pp.

If the publication cited is undated, use "N.D." For example:

Schweinsburg, Ray. N.D. Immobilization of free-ranging hippies with Sernylan. N.W.T. Wildl. Serv. unpubl. rep. 10 pp.

If you cited a report which is still in the process of being completed, add "(in prep)" at the end. Omit page numbers. If you are certain of the year of completion, add it in the usual place in brackets. If not, omit the year as well. For example:

Schweinsburg, Ray. (1980) Edible poisonous mushrooms. N.W.T. Wildl. Serv. unpubl. rep. (in prep.)

Or:

Schweinsburg, Ray. Edible poisonous mushrooms. N.W.T. Wildl. Serv. unpubl. rep. (in prep.)

If you cited a report which is completed and in the process of being published, add "(in press)" at the end. If known, include year of publication in brackets and page numbers. If you are unsure about either of these two, omit. For example:

Gray, Paul. (1981) Food preferences of ravens. N.W.T. Wildl. Serv. File Rep. No. 823. 2 pp. (in press)

Or:

Gray, Paul. Food preferences of ravens. N.W.T. Wildl. Serv. File Rep. No. 823. (in press)

Title

Capitalize only the first word in the title, plus all proper names.

Note the following examples:

1. A report in a book:

Bafflegab, John J. 1972. Mating behavior of the red-faced booby. Pages 61-103 in Birds of the field, forest and bedroom. Boffo Books, Toronto. 235 pp.

2. A report in a book compiled by an editor:

Bafflegab, John J. 1972. Mating behavior of the red-faced booby. Pages 61-103 in Ruffansore, R., ed., Birds of the field, forest and bedroom. Boffo Books, Toronto. 235 pp.

3. A report in a volume compiled by two editors:

Bafflegab, John J. 1972. Mating behavior of the red-faced booby. Pages 61-103 in Ruffansore, R., and Flapdoodle, S., eds., Birds of the field, forest and bedroom. Boffo Books, Toronto. 235 pp.

4. A book or report in several volumes:

Bafflegab, John J. 1972. Mating behavior of the red-faced booby, Vol. I-III. Boffo Books, Toronto. 1753 pp.

5. One volume of a book or report, the title of the volume being different from the general title of the series:

Bafflegab, John, J. 1972. Mating behavior of the red-faced booby. Vol. II in Birds of the field, forest and bedroom. Boffo Books, Toronto. 533 pp.

6. A report in a volume of "proceedings" or "transactions":

Bafflegab, John J. 1972. Mating behavior of the red-faced booby. Pages 61-103 in Proceedings of the Third International Symposium on the Red-Faced Booby. Biol. Papers of the Univ. of Tuktoyaktuk. 235 pp.

Publisher

If the item cited is a book, give the name of the publisher and the publisher's location.

If the item cited is from a magazine or journal, give the name, volume and number, or the name and month of issue, whichever is applicable.

Note the following examples:

1. A report published in a magazine:

Heard, D. 1978. Determination of age and sex in caribou biologists. Audubon (Jan.): 14-21.

Heard, D. 1978. Determination of age and sex in caribou biologists. Arctic 23 (2): 51-56.

2. A report in a journal:

Heard, D. 1978. Determination of age and sex in caribou biologists. J. Wildl. Manage. 40(3): 266-271.

3. A report published as part of a series:

Heard, D. 1978. Determination of age and sex in caribou biologists. N.W.T. Wildl. Serv. File Rep. No. 237. 16 pp.

4. An unpublished report:

Heard, D. 1978. Determination of age and sex in caribou biologists. N.W.T. Wildl. Serv. unpubl. rep. 16 pp.

5. A book:

Heard, D. 1978. Determination of age and sex in caribou biologists. Boffo Books, Toronto. 93 pp.

6. An unpublished thesis:

Gunn, Anne. 1974. Social interactions of 3-year-old spiders. Unpubl. PhD. thesis, University of Tuktoyaktuk. 1899 pp.

7. A report prepared by one agency for another:

Heard, D. 1978. Determination of age and sex in caribou biologists. N.W.T. Wildl. Serv. rep. prepared for Parks Canada. 113 pp.

Heard, D. 1978. Determination of age and sex in caribou biologists. Heard Consulting Co. rep. prepared for N.W.T. Wildl. Serv. Prog. Rep. No. 543. 113 pp.

8. A report prepared by a consulting firm or other agency, the authors of which are unnamed:

Wooldridge Biological Consulting. 1978. Deterrent and detection systems, Churchill, Manitoba. Report prepared for the N.W.T. Wildl. Serv. 40 pp.

Note that abbreviations are commonly used to record the names of some publishers, as well as some government agencies that publish. Here are some standard abbreviations:

Fisheries Research Board of Canada Bulletin (Fish. Res. Bd. Can. Bull.)

Journal of the Fisheries Research Board of Canada (J. Fish. Res. Bd. Can.)

Canadian Journal of Zoology (Can. J. Zoo.)

Canadian Journal of Fisheries and Aquatic Sciences (Can. J. Fish. Aquat. Sci.)

Canadian Field-Naturalist (Can. Field-Nat.)

Journal of Wildlife Management (J. Wildl. Manage.)

Canadian Wildlife Service (Can. Wildl. Serv.)

a) Report Series (Rep. Ser.)

b) Occasional Paper (Occ. Paper)

c) Progress notes (Prog. Notes)

N.W.T. Wildlife Service (N.W.T. Wildl. Serv.)

a) Manuscript Report (Ms. Rep.)

b) File Report (File Rep.)

c) Progress Report (Prog. Rep.)

d) Completion Report (Compl. Rep.)

e) Contract Report (Contr. Rep.)

f) unpublished report (unpubl. rep.)

ESCOM Report (ESCOM)

Transactions of the North American Wildlife Conference (Trans. N.A. Wildl. Conf.)

National Museums of Canada Bulletin (Nat. Mus. Can. Bull.)

Journal of Mammalogy (J. Mammal.)

Note: if in doubt, do not abbreviate.

Page Numbers

If a book is cited, or a report which is complete in itself, the number of pages are given in numerals followed by "pp."

Monaghan, H. 1981. The emption of orts: autochthonous or usufructuary? N.W.T. Wildl. Serv. Prog. Rep. No. 28. 2,897 pp.

If the item cited is an article in a magazine or a report in a journal, the page numbers are preceded by a colon and "pp." is not used. (This is the exception referred to on page 8.)

Monaghan, H. 1981. The emption of orts: autochthonous or usufructuary? J. Lexicog. 43(2): 56-91.

If the item cited is a report appearing in a a volume of proceedings, transactions, or any other collection of reports:

Monaghan, H. 1981. The emption of orts: autochthonous or usufructuary? Pages 56-91 in Proceedings of the Territorial Assembly, Government of the N.W.T. 2,897 pp.

APPENDIX A. Role of the Appendix.

An appendix is used to house material which arose as a result of the study, but which is essentially peripheral to it, such as data forms employed, field notes, weather records, cost and equipment summaries, or observations of animals other than the subject of the study. It may also be used to give raw data which were later summarized and included in the body of the report. Generally, appendices should be kept to a minimum, if used at all.

If an appendix consists of a single item, the title may appear at the top of the page. If an appendix consists of several items, such as tables or examples of data forms employed, the title should appear alone in the middle of a blank page immediately preceding the items.

If more than one appendix is used, they are differentiated by letters of the alphabet.

APPENDIX B. Need for a uniform format.

File and Manuscript reports are internal reports of the N.W.T. Wildlife Service. The former are numbered, enclosed in blue covers, and are of broad enough interest to be distributed throughout the entire Service. The latter are unnumbered, enclosed in yellow covers, and are distributed only to Regional Offices.

In the past, much good work was rendered valueless due to careless or incorrect reporting, which could have been avoided at the time by an adequate review process. Acceptance as a File or Manuscript Report means that your report has had the benefit of such a process. It also guarantees that it will not disappear in a nameless file in a nameless filing cabinet somewhere within the bowels of the government.

This problem has been overcome, but another has now risen in its place. Reports are not being processed at the same rate as they are being written and submitted. The backlog is big and still growing. It is mostly due to problems in format.

Format can vary considerably from journal to journal, publication to publication. Our own reports have suffered from lack of a consistent and uniform format. Reports have been received from both biologists and field staff in widely divergent forms, with the result that the review process prior to publication has taken much longer than necessary to put them into shape.

This guide therefore is an attempt to let you know exactly what form your report should be in when you submit it. By following these instructions, you will ensure that your report won't be hung up by the minor, irritating, yet necessary details attendant to publication.

APPENDIX C. Submission of Reports.

Reports are to be submitted on 21-1/2 x 28 cm (8-1/2 x 11 in) sheets, double-spaced, typed on one side only, in the format laid out by this report. Figures and tables should be submitted on separate sheets of paper, one for each figure or table.

Reports submitted for publication as File or Manuscript Reports must first go to your Regional Office for review by the Regional Biologist. They are then submitted to the Supervisor of Management Studies who will initiate further review at Headquarters. Final approval is given at the Co-ordinator's level. Production will be undertaken by Conservation Education.

Any report which is not in the correct format will be returned to the author.

(Reports submitted for publication as a Progress or Completion Report must first go to your Regional Office for review as above. They are then submitted to the Chairman of the Publications Committee for formal review. Final approval is given by the Chief of the Wildlife Service. Production will be co-ordinated by Conservation Education.)

Appendix D. Pagination

The body of a report and any appendices are numbered with arabic numerals, beginning with the Introduction on page 1.

Prefatory material, which includes the title page, abstract, table of contents, and lists of figures and tables, are numbered with lower case roman numerals. The title page is always assumed to be page i of the report, although the page number does not actually appear there.

Note also that no page numbers are used on any blank page of the prefatory material. The back of the title page, for example, is always blank and is always assumed to be page ii. The abstract therefore is given on page iii. Each item of the prefatory material always begins on an odd-numbered page.

Page numbers are placed at the top of the page, centered.

Post-Calving Migration

Beverly Herd

XX
 XX
 XX

Kaminuriak Herd

XX
 XX
 XX

The same heads and subheads would be shown in the Table of Contents as follows:

RESULTS	9
Calving Grounds	9
Beverly Herd	9
Kaminuriak Herd	13
Post-Calving Migration	15
Beverly Herd	15
Kaminuriak Herd	18

Note: The major headings of a report listed above are not exclusive. Some reports, for example, may require extensive information on the study area. "Study Area" may then be use as a major section, which follows the Introduction and precedes Methods.

APPENDIX F. Figures and Tables.

The List of Figures and the List of Tables always follow the Table of Contents and always precede the Introduction. Both lists may appear on the same page if space permits. If more than one page is needed, each list must begin on an odd-numbered page. The List of Figures always precedes the List of Tables. The title of every figure and table must appear in its entirety in the corresponding List of Figures or Tables.

Every figure and table used must be referred to in the text. You may do this in either of two ways:

- a) "Figure 1 shows the location of the two study areas in northeastern Keewatin."
- b) "Surveys were carried out in two areas of northeastern Keewatin (Fig. 1)."

Note that "Figure" is abbreviated to "Fig." only if used within brackets. "Table" is never abbreviated.

Every figure and table should be submitted on a separate sheet of paper. We will ensure their correct placement in the report, which will be as follows: a figure or table will appear on the same page that it is referred to in the text (if space permits) or on the following page. If more than one figure and/or table is referred to on the same page, they will be presented in the same order as first referred to in the text.

The title of a figure or table must include enough information so that it can stand independent of the text. Always mention the date and location.

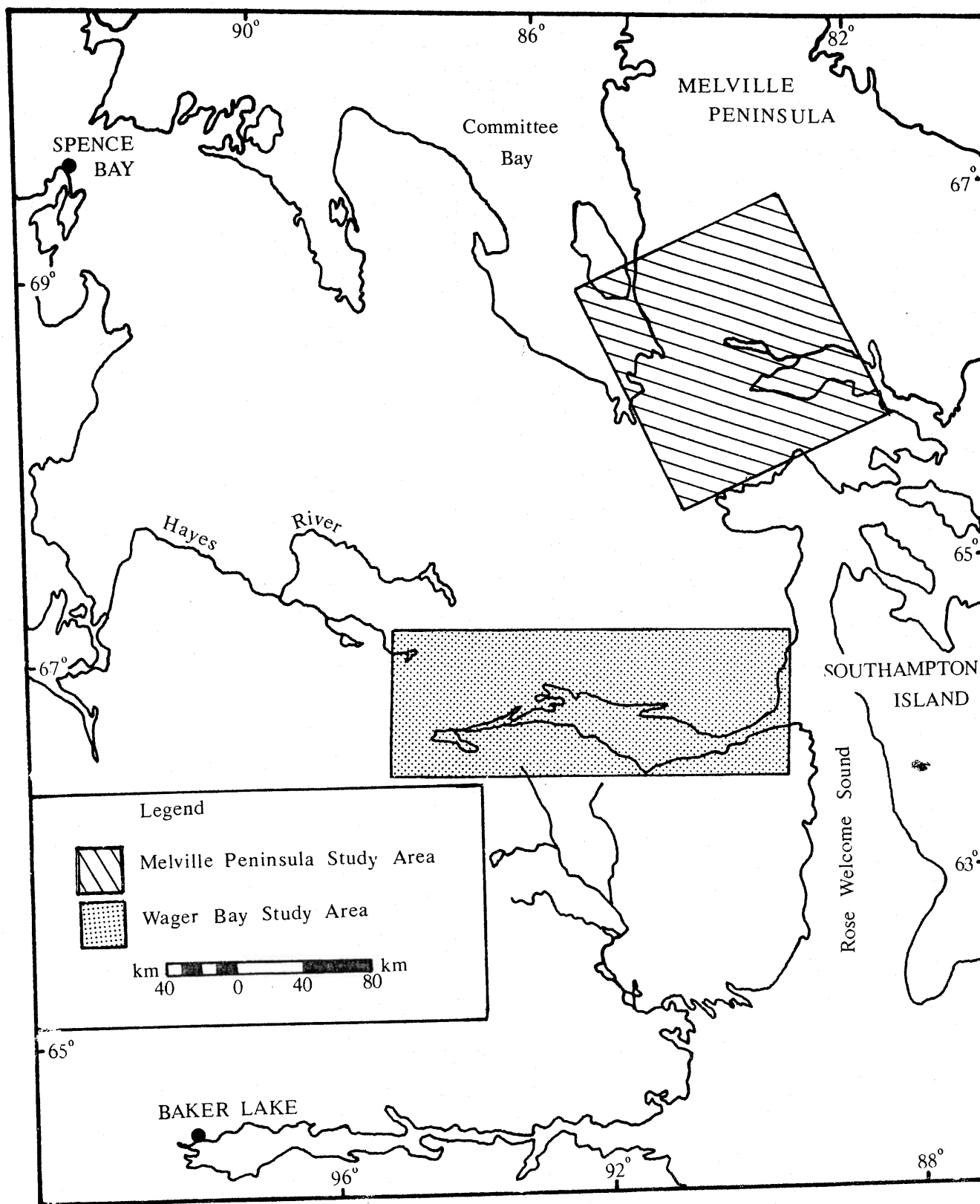


Figure 1. Map of northeastern Keewatin showing the areas searched for raptor nests at Wager Bay and on Melville Peninsula, 1976 and 1977.

Figures

Generally speaking, when a report is submitted for publication, the figures must be "camera-ready." Recognizing, however, that most N.W.T. communities do not have facilities for our staff to do this, we will provide this service at Headquarters as required.

The following instructions will inform you of the level at which we wish our figures to be submitted. Do the best you can.

Figures are numbered consecutively in order of appearance. Each figure must have a concise title. This title must always appear underneath the figure, never above. If a figure has been derived from one in another report, you must acknowledge this by including the names(s) of the report's author(s) and the date of publication in brackets at the end of the title (Fig. 2); if the report has more than two authors, use the name of the senior author and "et al."

If the figure is a map:

- a) the title must mention the location and the date of the study;
- b) and the figure must include a legend, latitude and longitude, and a distance scale (in metric).

The title of the figure may be typed, but any other lettering must be done with a printing device such as Letraset.

Occasionally figures will be too large or too full to include the title and legend on the same page comfortably. In this case, the title, or title and legend, may appear on the facing page as shown in

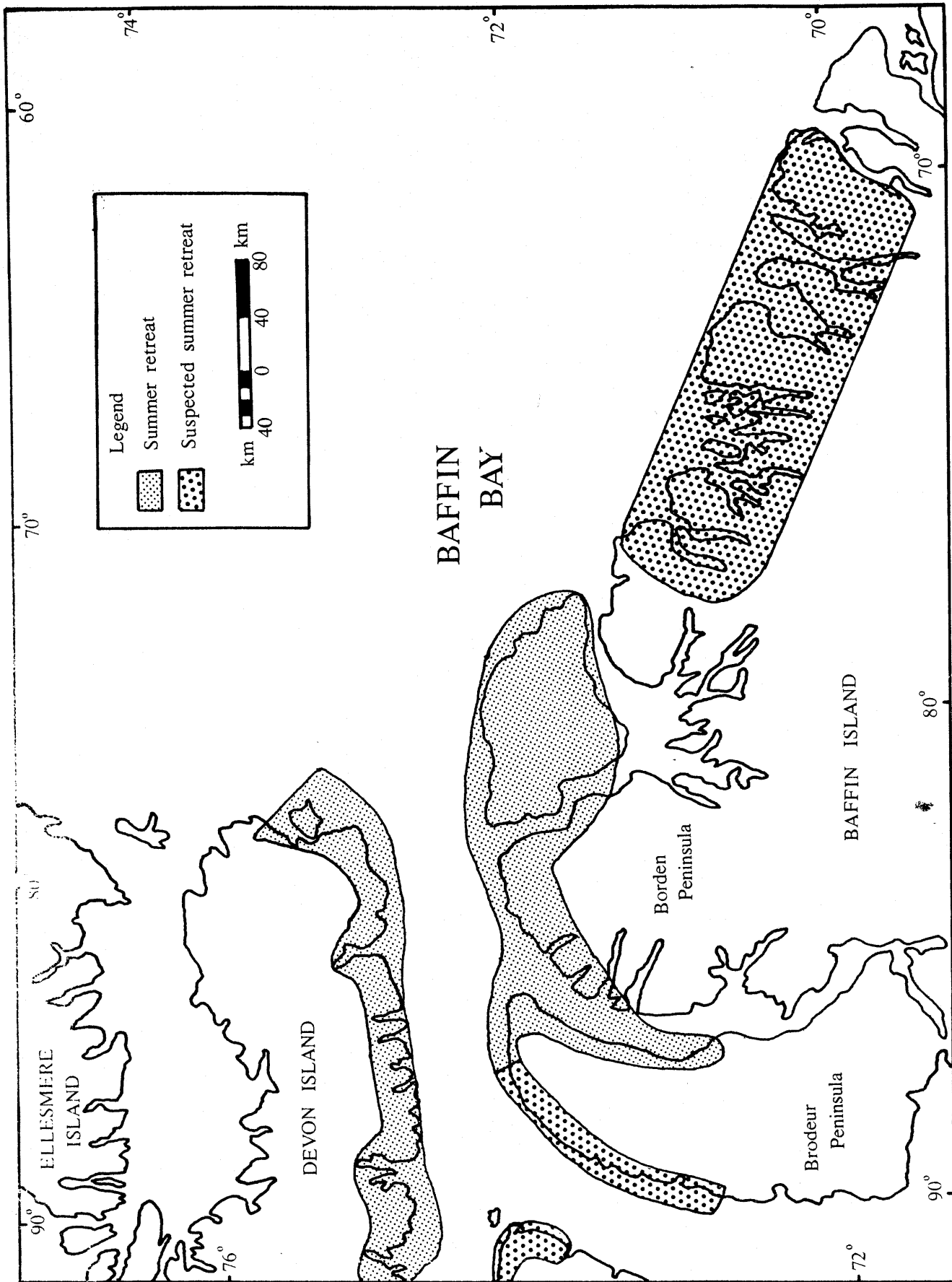


Figure 2. Summer distribution of polar bear in the Lancaster Sound area (Milne and Smiley 1978).

Figure 3, or as in Figure 4 of File Report No. 7.

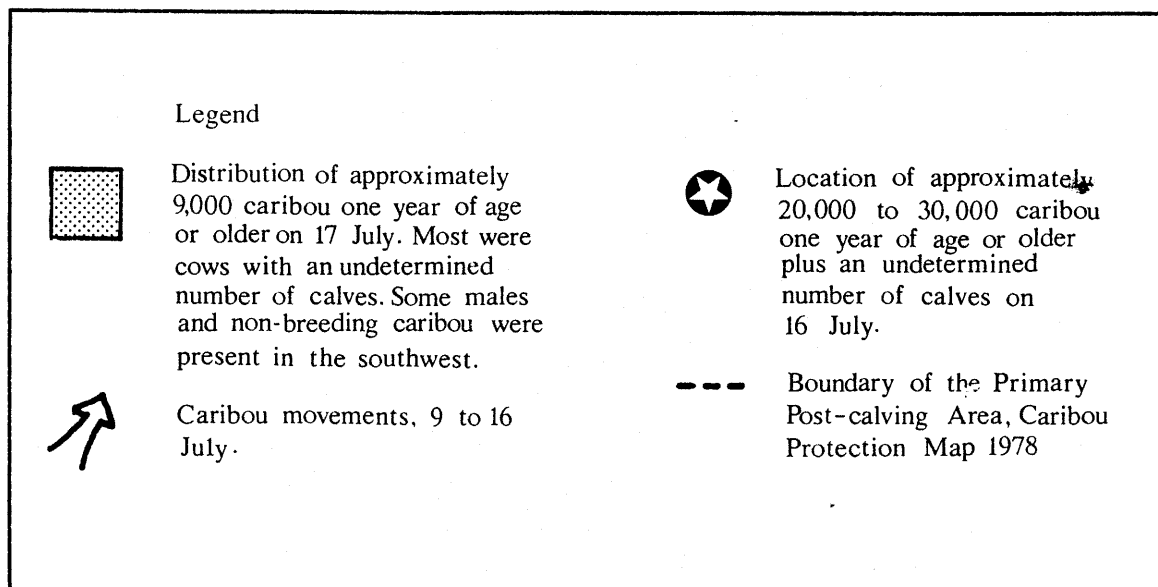
The first figure in you report will almost always be a map showing the location of your study area; it should be referred to in the Introduction.

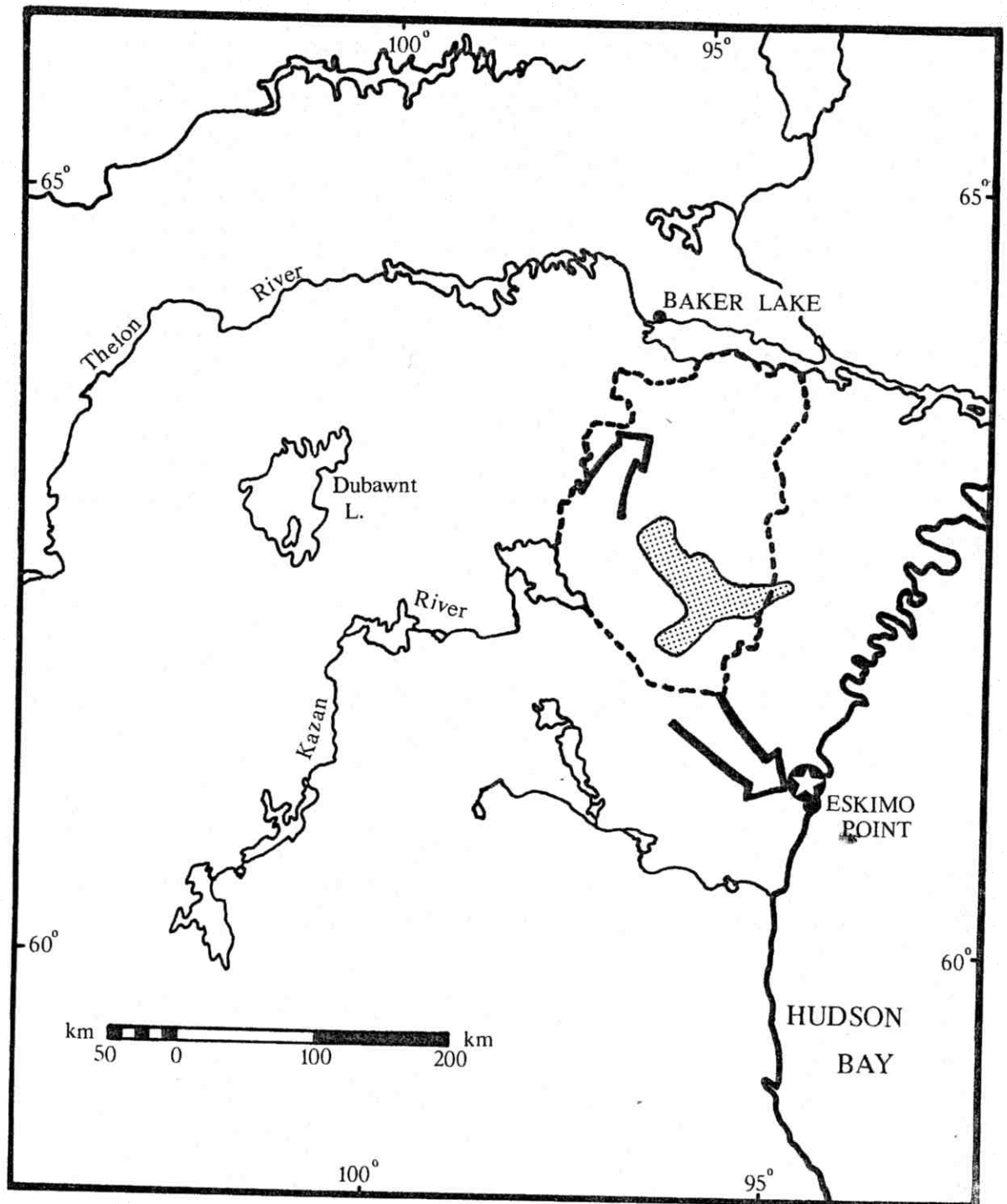
Other types of figures may be graphs (Fig. 4) or diagrams (Fig. 5). Photographs will only be used when essential, and must be submitted in the form of prints, not slides.

Figure 6 is given as an example of an incorrect figure:

- a) use a single border or frame, not a double one;
- b) latitude and longitude should be inside the frame;
- c) north sign is superfluous;
- d) legend and scale are separate; they should be together and boxed in;
- e) shaded study areas should be boxed in;
- f) names of geographical features should appear in their entirety, not cut off by the frame;
- g) map is cluttered by unnecessary lakes and rivers.

Figure 3. Post-calving movements and distribution of Kaminuriak caribou, 9 - 18 July 1978.





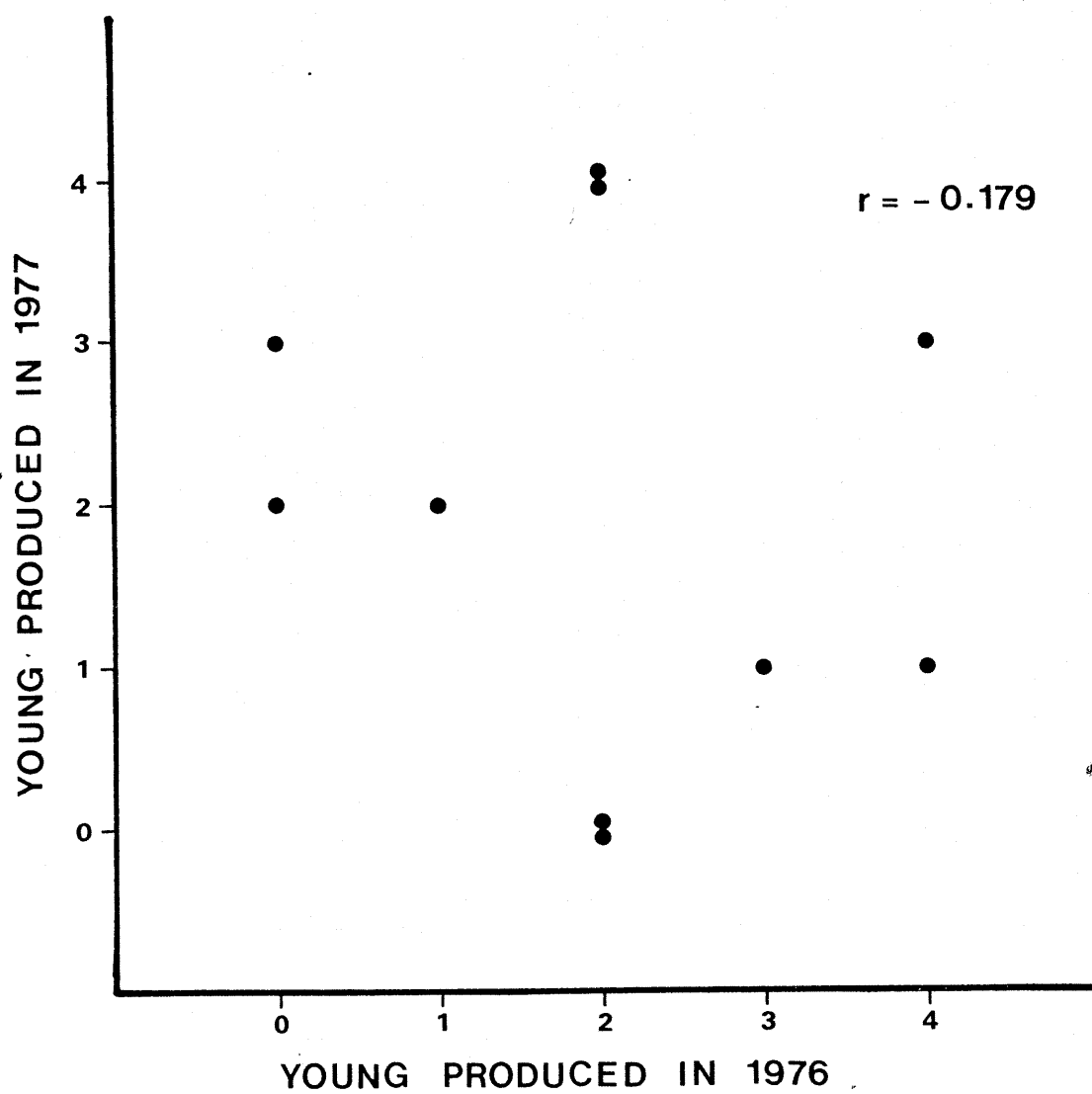


Figure 4. Correlation between number of young produced at 10 peregrine falcon nest sites at Wager Bay, 1976 and 1977.

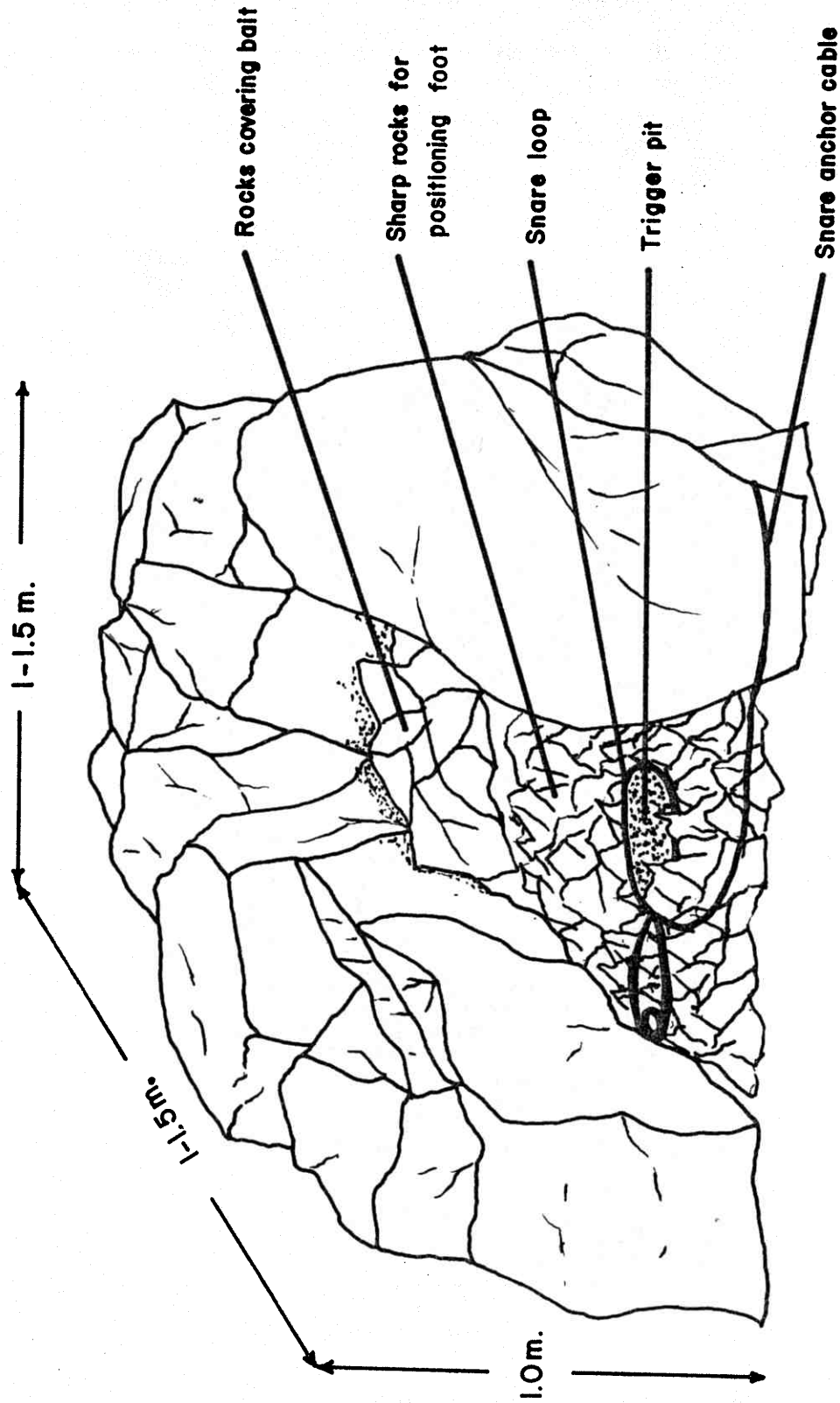


Figure 5. Typical rock snare cubby with a boulder anchoring the snare cable, used for summer polar bear tagging, Wager Bay, 1978.

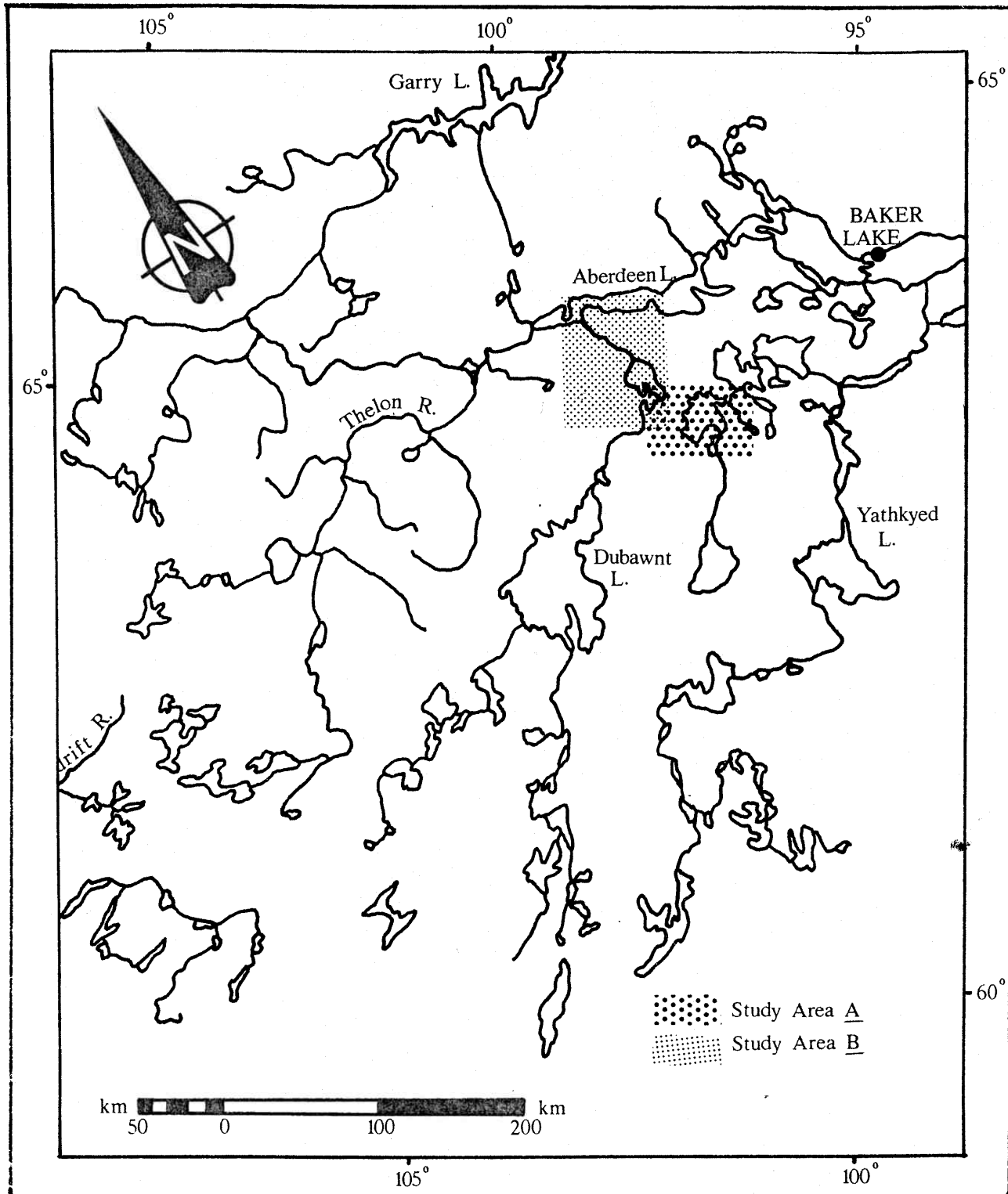


Figure 6. An example of an incorrect figure.

Tables

Tables are numbered consecutively in order of appearance. Each table must have a concise title, which includes the location of the study area where the data were obtained, and the date of the study. If the table has been derived from another source, you must include the name(s) of the author(s) and the date of publication in brackets at the end of the title.

The title of the table always appears above the table.

Do not use vertical lines in tables. Only horizontal lines may be used, of which there are a minimum of three; one between the title and the headings of the table (called the "boxhead"), one between the boxhead and the data contained in the body of the table, and one at the end of the table (Table 1).

More complex tables may contain more than three horizontal lines (Table 2).

Clearly indicate units of measurement in the boxhead. In some cases they may be abbreviated and bracketted (Table 2).

Leave no gaps in the data entered in the table. If some of the data were unobtainable or not collected, indicate this by the use of a dash (Table 2). This shows that numbers were not inadvertently omitted from the table. If any of the data are questionable or uncertain, indicate this with a question mark.

If your data contain decimals, the decimal points must be aligned vertically. If the numerals used are not whole numbers, the decimal point must always be preceded by a zero (this "0.45" not this ".45").

Table 1. Chi-square analysis of differences in hunting patterns based on hunter kill returns for polar bear from five north Baffin communities, 1976 - 1979.

Settlement	Sex	Oct./Dec	Jan./May	$\chi^2_{05,1}$	Season of most kill
Arctic Bay	M	15	12	0.167	Equal
	F	8	2	1.800	Equal
Pond Inlet	M	16	19	0.129	Equal
	F	8	7	0.033	Equal
Grise Fiord	M	17	46	6.675	Spring
	F	14	19	0.379	Equal
Resolute Bay	M	12	59	15.556	Spring
	F	6	19	3.380	Equal
Clyde River	M	63	7	22.400	Autumn
	F	41	1	19.048	Autumn
All Settlements	M	123	143	0.752	Equal
	F	77	48	3.364	Autumn

Table 2. Hours and distance in monitoring the Beverly and Kaminuriak caribou herds, April to September 1979.

Program	Beverly		Kaminuriak		Total	
	Distance flown (km)	Hours	Distance flown (km)	Hours	Distance flown (km)	Hours
Arctic Land Use Research	9,400	42	1,740	10	11,140	52
Manitoba Dept. of Mines, Natural Resources and Environment	-	-	1,040	8	1,040	8
1979 Caribou Monitoring Program	35,110	204	23,980	182	59,090	386
Total	44,510	246	26,760	200	71,270	446

Tables may spill over onto as many pages as necessary, but short tables are preferable. When a table is continued to another page, the number of the table is repeated at the top of the page followed by the word "continued" in brackets, and the boxhead is repeated (Table 3).

If footnotes are needed, you may use asterisks, or letters of the alphabet, or both (Table 3). The footnotes appear directly below the final horizontal line of the table.

Some tables, especially those tabulating statistical treatments, may require additional information at the end of the table--for example, formulas used to derive data included in the body of the table (Table 4).

Table 3. Site characteristics of peregrine falcon eyries at Wager Bay, 1976 and 1977.

Site ^a	Description	Nest type	Number young		Number eggs		Nearest site occupied in 1977	Distance to nearest site (km) in 1977
			1976	1977	1976	1977		
P ₁	sea-cliff	rock ledge	0	3	1	0	P _{5A}	6.41
P ₂	cliff on river	rock ledge	4	1	0	1	P ₁₂	5.62
P ₃	cliff above lake	grassy ledge	4	*	0	*	P ₈	-
P _{3A}	outcrop near stream	large stick nest	-	3	-	0	P _{11A}	8.53
P ₄	cliff above lake	rock ledge	3-4	*	-	0	P ₁₀	-
P ₅	sea-cliff	rock ledge	2	*	1	*	P ₁	-
P _{5A}	cliff near sea	stick nest	-	0 ^b	-	3	P ₂₃	3.24
P ₆	cliff near sea	stick nest	1	*	1	*	P ₇	14.55
P ₇	cliff near sea	grassy ledge	2	0 ^c	0	0	P ₉	-
P ₈	outcrop near sea	stick nest	3	*	0	*	P ₁₁	-
P ₉	sea-cliff	-	0	2+ ^d	0	-	P ₁₀	3.66
P ₁₀	sea-cliff	grassy ledge	1 ^d	2 ^d	0	-	P ₉	3.67
P ₁₁	cliff near pond	-	2-3 ^d	* ^e	-	0	P ₁₁	-
P _{11A}	cirque-like cliff	grassy ledge	3	1	0	0	P ₂	5.68
P ₁₂	outcrop near pond	rock ledge	3	1	0	0	P ₂	5.69

Table 3. (continued)

Site ^a	Description	Nest type	Number young		Number egg		Nearest site occupied in 1977	Distance to nearest site (km) in 1977
			1976	1977	1976	1977		
P ₁₃	outcrop near lake	stick nest	2 ^d	4	0	0	P ₁₃	14.51
P ₁₄	cliff above lake	grassy ledge	?	* ^e	?	*	-	-
P ₁₅	cliff on river	rock ledge	-	4	-	0	P ₁₆	7.22
P ₁₆	cliff on pond	grassy ledge	-	3	-	0	P ₁₆	3.23
P ₁₇	cliff near pond	stick nest	-	2	-	0	P ₁₆	3.22
P ₁₈	cliff on small stream	undetermined	-	-	-	-	P ₂₀	10.46
P ₁₉	cliff on large lake	undetermined	-	-	-	-	P ₂₀	9.25
P ₂₀	cliff on stream	stick nest	-	3	-	0	P ₂₁	4.83
P ₂₁	cliff above river	grassy ledge	-	4	-	0	P ₂₀	4.83
P ₂₂	cliff on stream	stick nest	-	4	-	0	P ₂₁	4.83
P ₂₃	in deep canyon	grassy ledge	-	4	-	0	P _{5A}	3.22
P ₂₄	in deep canyon	undetermined	-	-	-	-	P ₂₇	8.05
P ₂₅	cliff near sea	stick nest	-	2	-	0	P ₂₅	4.02
P ₂₆	cliff near river	undetermined	-	-	-	-	P ₃₀	12.47
P ₂₇	cliff near sea	grassy ledge	-	2	-	0	P ₂₅	4.02

Table 3. (continued)

Site ^a	Description	Nest type	Number young		Number eggs		Nearest site occupied in 1977	Distance to nearest site (km) in 1977
			1976	1977	1976	1977		
P ₂₈	outcrop near sea	undetermined	-	4 ^d	-	-	P ₂₉	19.31
P ₂₉	outcrop near lake	grassy ledge	-	0	-	0	P ₂₈	19.31
P ₃₀	outcrop near lake	grassy ledge	-	3 ^d	-	-	P ₂₆	12.47
P ₃₁	outcrop near stream	undetermined	-	-	-	-	P ₁₃	14.48

^a Sites P₁ - P₁₄ were first located in 1976; sites P₁₅ - P₃₁ were located in 1977.

^b One large downey chick found dead below the nest.

^c White feathers observed in nest - parents vociferous.

^d Young had already left the nest.

^e Nest occupied by gyrfalcon in 1977.

* Nest not occupied by peregrine falcons in 1977.

** Location of sites available with permission of Superintendent of N.W.T. Wildlife Service.

Table 4. Calculation of age-specific probability of parturition for polar bears in Polar Bear Management Zone F, 1970 - 1979.

C	Cx	Dx	Fx	Fx + 1	Cx + Dx	Fx + Fx+1	$\frac{Cx + Dx}{Fx + Fx+1}$
Age	No. of females with Coy	No. of females with year-lings	No. of X females	No. of x + 1 females			
4	2	1	31	28	3	59	0.050
5	6	5	28	20	11	48	0.229
6	5	1	20	14	6	34	0.176
7	6	2	14	26	8	40	0.200
8	9	3	26	21	12	47	0.255
9	7	4	21	13	11	34	0.324
10	4	3	13	16	7	29	0.241
11-14	12	12	47	38	24	85	0.282
15-18	6	2	20	18	8	38	0.211
19-24	3	3	21	16	6	37	0.162
-	60	36	241	-	-	-	-

Weighted mean probability of parturition

$$= \frac{\sum_{24} C_x + \sum_{24} D_x}{\sum_{24} F_x + \sum_{24} F_x + 1}$$

$$= 0.210$$

$$\phi = 0.871 = \text{Survival}$$

APPENDIX G. Citations, Footnotes and Quotations.

Citations

In the body of your report you may use either of two ways to refer to another source:

- a) "Ruffansore (1967) found that ..."
- b) "Our survey results are similar to those of an earlier survey (Ruffansore 1967) ..."

Note that in the latter case there is no comma separating the name and the date.

If the report referred to has two authors, cite both names: "Bent and Twisted (1976)" or "(Bent and Twisted 1976)". If there are more than two names, cite only the senior author as follows: "Hogblatt et al. (1977)" or "(Hogblatt et al. 1977)".

Current usage no longer demands that "et al." be underlined. "Et al." however is used only in citations, never in the Literature Cited section (where the names of all authors must be given in full).

Every report cited in your paper must appear in the Literature Cited section.

If information included in your report was communicated to you by word of mouth, it must be cited as a "personal communication" as follows: "Bendover (pers. comm.)" or "(Bendover pers. comm.)". The name, title and employing agency (if applicable), and address of all those from whom you received a personal communication cited in your report must be given in the section entitled "Personal Communications".

Footnotes

Keep footnotes to a minimum. If used, employ superscript numerals¹ and place the footnote at the bottom of the same page, preceded by the corresponding numeral. If footnotes are used on another page, start with "1" again.

Quotations

Any quotation from another source must be identified in the same manner as a citation, and the source given in the Literature Cited section. If the quotation is short, enclose it in quotation marks and include it in the text as follows:

- a) Gunn (1975) reported that "harassment of helicopters by muskoxen is directly proportional to the sharpness of horns."
- b) Or: "Harassment of helicopters by muskoxen is directly proportional to the sharpness of horns" (Gunn 1975).

If the quotation is lengthy, it is inserted into the text as a discrete unit, indented, single-spaced, and without quotation marks:

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                                                                    (Gunn 1975)

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You may avoid the use of quotations by mentioning, paraphrasing or summarizing what you wish to refer to; in that case a simple citation is sufficient. However, anyone who uses the exact words of another report without identifying them as such is guilty of plagiarism.

¹Superscript numerals are slightly raised above the level of the letters on the line.

APPENDIX H. Recording Time, Date, Numbers and Units of Measure.

The general rule regarding numbers is to use numerals for anything over nine and for units of measure; otherwise, use words. The main exception to this is when a sentence begins with a number, e.g. "Fifty-three km were flown."

Time is always reported using the 24 hour clock. The day begins at midnight, which is written as 0000 hours. The last minute of the day is 2359 hours.

When dates are used, the day is given first, followed by the month and year. For example: 1 January 1981.

All units of measure must be given in metric. Include the English units if you wish by placing them in brackets after the metric unit. Note that abbreviated units are not followed by a period. For example:

millimetre	(mm)	inch	(in)
centimetre	(cm)	foot	(ft)
metre	(m)	mile	(mi)
kilometre	(km)	ounce	(oz)
gram	(g)	pound	(lb)
kilogram	(kg)	gallon	(gal)
litre	(l)		
hectare	(ha)		
second	(s)	day	(d)
minute	(min)	week	(wk)
hour	(h)	year	(yr)

An abbreviation remains the same regardless of the number of units involved; for example, "1 m" or "15 m".

Do not use an abbreviation if it would result in confusion: write "1 litre" rather than "1 l".

