

**GUIDELINES FOR PREPARATION AND PRODUCTION
OF FISHERY DOCUMENTATION SERIES
PRODUCED BY THE CARICOM FISHERY RESOURCE
ASSESSMENT AND MANAGEMENT PROGRAM (CFRAMP)**

ABSTRACT

This document describes the publication series which will be produced by the CARICOM Fisheries Resource Assessment and Management Program to document its research and advisory outputs. The following series will be produced: CARICOM Fishery Reports; CARICOM Fishery Research Documents; CARICOM Fishery Advisory Documents; CARICOM Special Fishery Publications; and the CARICOM Fisheries Newsnet (Newsletter). These series are envisaged as continuing after the Program has ended and are therefore entitled CARICOM documents. Formats, quality control and distribution are described herein.

BACKGROUND

In order for the CARICOM Fisheries Management Unit (CFMU) to meet its mandate of coordinating fishery activities among CARICOM Member States, and disseminating fishery advice and information, it is necessary for the Program to produce various types of regular publications, and to document its activities. The following series will be published:

- (1) CARICOM Fishery Reports
- (2) CARICOM Fishery Research Documents
- (3) CARICOM Fishery Advisory Documents
- (4) CARICOM Special Fishery Publications
- (5) CARICOM Fisheries Newsnet (Newsletter)

These series are envisaged as continuing after the Program has ended and are therefore entitled CARICOM documents.

GENERAL PRINCIPLES

CFRAMP regards documentation of Program outputs as an important component of the establishment of a sustainable fisheries management mechanism. Documentation is seen as an important means of promoting communication between individuals and organisations involved in fisheries.

Results of non-Program activities in fisheries which are relevant to the goals of the Program can be published in the CARICOM fishery document series, subject to the following:

- The organisation which is submitting the document might be requested to provide funds for production and distribution;
- The submissions will be subject to the review and quality control procedures described herein.

Confidentiality of Data

Previously unpublished national data and material considered confidential will not be included in any CARICOM Fisheries publication without the consent of the countries involved. In instances where nationals of the country involved are collaborating in the preparation of the publication, the onus for obtaining appropriate clearances for publication will rest with such individuals. In other cases, the Program Director will obtain permission from relevant Member States, the Program Review Committee (PRC) or the Executive of the PRC prior to publishing any national data that might be confidential or otherwise sensitive in nature. This would especially apply to national data. In the cases where the collaboration is between CFRAMP and another agency, the same policy will apply.

Publication by Consultants

Publication of material generated by consultants is encouraged. However, as indicated by the CFRAMP Memorandum of Agreement between ICOD and CARICOM¹, the rights to intellectual property arising from CFRAMP are vested in CARICOM. Therefore, no consultant to the Program has any right to publish material or data resulting from work conducted on behalf of the Program, unless the contract specifies otherwise, or unless prior written approval is obtained from the Program Director.

Publication in the Primary Literature

Scientific or technical papers intended for publication in the primary literature are subject to internal review. One internal referee will provide comments on the technical merit of the paper to the Program Director or his/her delegate, who will decide on submission of the paper for publication taking the comments into consideration.

Papers arising from non-Program activities are not subject to this policy, unless the Program name and address is used, as the primary address.

Authorship

In preparation and publication of documents under the CFRAMP series, CFRAMP staff shall observe standard ethics pertaining to authorship and co-authorship, particularly as it relates to the involvement of individuals from institutions and Fisheries Divisions in participating countries.

Mission reports, workshop reports and other technical reports which are the product of a team effort and may contain significant input from several individuals and organizations shall be produced as corporate CFRAMP publications and shall not bear the names of any individual as author. The Program Directors shall determine which documents are produced as corporate CFRAMP publications.

Scientific articles, papers and technical reports intended for publication under the CFRAMP publication series and prepared by Program staff from work undertaken on the Program may have a named author if the content, analyses and interpretation of information resulted from considerable individual effort. The Program Directors shall be responsible for determining which document are permitted to be published as individually authored documents.

Scientific articles, papers and technical reports intended for publication under the CFRAMP series by persons who are not staff members of the Program and are not work undertaken on behalf of CFRAMP may be published as individually authored document.

¹ Section 20.0, Intellectual Property Rights

Quality Control

There are two aspects to quality control. The first concerns adherence to style and format as described in this document. Authors should follow these guidelines closely, and the designated officer at the CFMU should provide the final check before the document is issued.

The second aspect of quality control concerns the appropriateness and accuracy of content. The latter will be assured by having the document reviewed by an appropriate technical individual in CFRAMP and in the case of the CARICOM Fishery Report series and documents intended for publication in the primary by an additional independent referee. Using the form shown in Appendix 1, authors should have their documents reviewed and submit the revised draft, camera ready and on diskette in Wordperfect 5.1 format, together with the signed forms to the CFMU. On final approval, the CFMU will assign a serial number to the document.

Review sequence and production of documents

The review sequence is summarized in the flow chart appended to this report (Fig 1). The main steps in the sequence are as follows:

- (i) A draft paper for publication must be submitted for internal review (RAUs or CFMU), which internal review must include the RAU Leader if the document originates or is submitted through the RAU.
- (ii) Following any suggested revisions, the draft paper is then submitted to the Program Directors for review.
- (iii) A draft document judged by the Program Directors to be routine in nature and content, will be sent to the author for revision and incorporation of any changes suggested by the Program Directors. The revised draft document is then resubmitted to the Program Directors for approval and then sent to the Program Administrator for printing and distribution.
- (iv) If the Program Directors judge the draft paper to be sensitive in nature or contains confidential information then it is sent for review to either the PRC, its Executive Committee, or the respective Member States in cases where three or less Member States are involved.
- (v) The reviewed document is then returned by the PRC, its Executive Committee or the Member States to the Program Directors who then return the draft paper to the author for revision and resubmission.
- (vi) A draft document intended for publication in the primary literature or in the

CARICOM fishery Report series will be sent for independent review in addition to the internal review.

The Program Directors will select an appropriate independent referee and communicate directly with him or her. The independent referee may be a member of the Technical Committee. The reviewed document is then sent back to the Program Directors and return to the author for revision. The identity of the referee shall remain confidential unless the referee decides otherwise. The comments of the referee shall be kept confidential and shall therefore be labelled "**Confidential**" on their return to the Program Directors and subsequent transmission to the author.

- (vii) The revised draft document, having been amended by the author is then resubmitted to the Program Directors. The Program Directors then approve and submit the document to the journal in question for possible publication. A document intended for publication in the CARICOM series is sent to the Program Administrator for printing. A document intended for presentation at a conference is returned to the author.

The CFMU will be responsible for the printing and distribution of the report from camera-ready copies supplied by the editor/author. Workshop proceedings should be published at the latest six months after the workshop. Other reports should be published as soon after receipt as funds permit. In the case of CARICOM Fishery Reports and certain types of CARICOM Special Fishery Publications, ISBN or ISSN numbers will be required, and will be sought from the CARICOM Secretariat.

DESCRIPTIONS OF THE DOCUMENTATION SERIES

CARICOM Fishery Reports

The objective of these reports is to communicate the proceedings of major workshops and substantive review and research activities which are of regional significance and of interest to an international audience. This is intended to be the highest profile publication of the Program and will be the vehicle through which the Program will contribute to the international fishery literature. Apart from workshop proceedings, sources of these Fishery Reports could include: reports of consultants employed by the Program, and the results of research projects conducted in the region by the Program or by other organizations. In the case of the latter, publications costs may have to be met by the executing organization.

CARICOM Fishery Research Documents

This series is intended to document the basis for the advice provided in the CARICOM Fishery Advisory Documents. As such, they are aimed at a technical readership. They differ from the report series in that they may contain preliminary information, compilations of data which are not suitable for publication in the primary literature or the Fishery Report Series, and routine calculations and analyses. These reports could also contain summaries of data on fish catches, prices, fishing effort, and structure of the fishing industries in Member States. These documents should provide sufficient detail that a reader may assess the validity of the calculations, and the rationale for the conclusions drawn. Fishery management institutions elsewhere have found this type of documentation invaluable in conducting retrospective analyses of the basis for past fishery management decisions.

CARICOM Fishery Advisory Documents

This series is intended to document the advice provided by the CFMU to Member States or other organizations. As such these documents are aimed at an informed but non-technical readership. They differ from the Research Document Series in that they provide the advice in a form comprehensible to the decision makers, and also summarise the rationale and main technical points on which the advice is based. These documents should provide sufficient detail that a reader may assess the rationale for the advice, particularly where various social and economic factors may cause the advice to differ from that in the Research Document. Fishery management institutions have found this type of documentation invaluable in conducting retrospective analyses of the basis for past fishery management decisions.

CARICOM Special Fishery Publications

The purpose of this series is to provide an outlet for miscellaneous publications such as: popular and educational pamphlets, brochures, leaflets, and posters.

CARICOM Fisheries Newsnet

The CARICOM Fisheries Newsnet will be a quarterly newsletter which will provide agencies and individuals involved and interested in the CARICOM fisheries sector with information on key developments within the sector as well as information on the activities of CFRAMP.

The Newsnet is targeted at an informed but non-technical readership. The scope will be broad enough to interest other persons and agencies involved in fisheries-related subjects e.g. sports-fishing enthusiasts, suppliers of fishing gear and equipment, government fishery departments, fisheries students, etc.

STYLE AND FORMAT

The completed report should be sent to the CFMU. Near letter quality dot matrix print is the minimum acceptable quality of print, but laser printed text is preferable. The pages should have one inch margins on all sides.

CARICOM Fishery Reports

These reports will be 8.5 by 11 inch soft cover documents (Appendix 2) produced in typescript, similar to: FAO Fishery Reports or Fisheries Technical Papers; Canadian Technical Reports of Fisheries and Aquatic Sciences; (US) NOAA Technical Reports of the NMFS; and ICLARM Studies and Reviews or Conference Proceedings.

Each Report should include the following sections in order of appearance.

Cover: There will be a standard format cover with logos (Appendix 2). The box will contain a graphic, which is specific to the report in question. This may be a picture, a graph, or a diagram.

Title page: This should give the title of the document, the editor or author with affiliation/address, and the series title and number (format in Appendix 3).

Information page: This repeats the above information giving the correct citation for the document and the ISBN or ISSN numbers assigned to the document (Appendix 4).

Abstract (In the case of conference proceedings, there must be an overall abstract, and one for each paper): The abstract should be preceded by the correct citation for the report or paper, should summarise the major findings, and should not exceed one typed page in order to be acceptable to an abstracting service (Appendix 5).

Preface (optional): The preface provides the editor or author with an opportunity to explain how the document came about and to provide any personal insights which might be useful in its interpretation (Appendix 6).

Table of contents: Lists the sections of the document and gives the number of the page on which each section begins.

Lists of Figures, Plates and Tables (optional): When the most important information in the document is contained in the figures, plates and/or tables these lists facilitate rapid access.

Workshop report or executive summary (for workshop proceedings only): These are usually longer than an abstract since they are not intended to be acceptable to an abstracting service.

The main body of the report: In the case of workshop proceedings this would consist of the contributed papers, and in the case of a research or review paper would contain the usual sections: Introduction, Methods, Results, and Discussion.

Acknowledgements: (optional)

References Cited: All references cited in the report should be included in this section, or in the case of Workshop Proceedings, at the end of individual papers (formats in Appendix 7).

Section headings and sub-headings should follow a consistent hierarchical pattern. For example: **HEADING LEVEL 1** HEADING LEVEL 2 **Heading level 3** Heading level 4

All figures and tables should be clearly numbered and captioned (figure captions below Figure, Table captions above Table). Typescript is the minimum quality lettering for figures.

CARICOM Fishery Research Documents

The style and format of these documents will be more flexible than that of the Fishery Reports. Nevertheless, they will typically contain an abstract, introduction, methods, results, and discussion. Any literature cited should be fully referenced. They should be produced on 8.5 x 11 inch paper with title page such as shown in Appendix 8.

CARICOM Fishery Advisory Documents

Advisory documents will typically be in narrative style, but may contain Tables and Figures. They should be produced on 8.5 x 11 inch paper, and should be titled as shown in Appendix 9.

CARICOM Special Fishery Publications

The style and format of CARICOM Special Fishery Publications will be dictated by the nature of the publication.

CARICOM Fisheries Newsnet

The Newsletter will be produced quarterly, and will focus on the following areas:

Editorial	-	CFMU commentary on important policy or other issues;
Updates	-	on CFRAMP activities, projects, workshops;
CARICOM Fishery news	-	information on significant events within the region;
Feature Article	-	by CARICOM or other experts;
International	-	major events of importance to the fishery sector;
Reader's Forum	-	selected feed-back from the Newsletter's readership;
New Publications	-	from the CFMU and other sources.

Material for the Newsletter should come from a variety of sources including: Program staff; Fisheries Division staff; Institutional staff; publications and documents.

DISTRIBUTION AND AVAILABILITY

CARICOM Fishery Reports will be distributed, free of charge, to the following:

- Government Fishery Divisions in the wider Caribbean.
- Selected university libraries with priority given to those in the wider Caribbean.
- Regional organizations involved in fisheries (e.g. OECS, CCA, IRF, CDB, Pole Caraibe, CFMC).
- Selected aid agencies operating in the region (e.g. CIDA, USAID, IDRC, OAS, UN organizations).
- Selected extra-regional organizations involved in fisheries (e.g. ICLARM, ICCAT, FFA, FAO, ICES).
- Major abstracting services.

Other institutions and individuals requesting copies of these reports may be required to pay for them.

CARICOM Fishery Research Documents will only be distributed to Fishery Divisions and institutions working on fisheries in participating countries, but will be openly available on request. Material considered to be confidential will not be documented in this series unless permission to do so has been granted by the Member State or States concerned.

CARICOM Fishery Advisory Documents will be distributed to fishery managers in participating countries, but will be openly available on request. Material considered to be confidential will not be documented in this series until permission to do so has been granted by the Member State or States concerned.

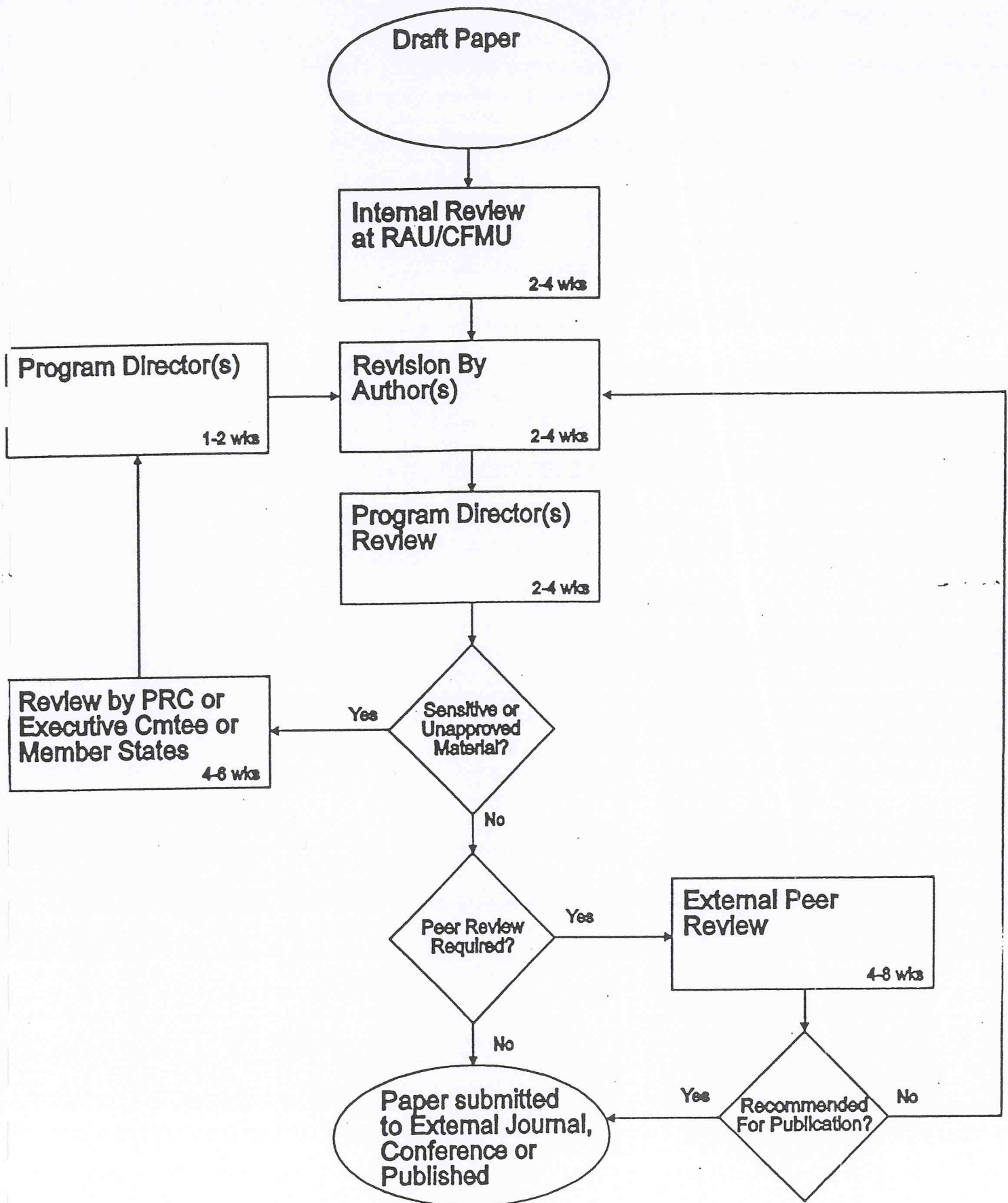
The CFMU should aim for a wide circulation of the Newsletter, including:

- National Fisheries Administrations;
- Fisheries Associations and Co-operatives;
- Regional and National organisations involved in fisheries.

Acknowledgement

We wish to thank all the staff members of CFRAMP particularly Robin Mahon, Karl Aiken and John Neilson of the Pelagic, Reef and Deep Slope Fishes Resource Assessment Unit in St. Vincent, for their contribution in preparing this document. The comments and suggestions received from the CARICOM Secretariat is also much appreciated. Thanks also to the OECS Fisheries Unit whose publications policy was used as a guide in preparing this document.

Figure 1. Publication Review Process



APPENDIX 1: FORM FOR REVIEWER'S APPROVAL OF MANUSCRIPTS TO BE
PUBLISHED AS CARICOM FISHERY DOCUMENTS, OR IN THE
PRIMARY LITERATURE UNDER CFRAMP'S NAME

CFRAMP
Internal Review of Manuscript for Publication

Title:

Author(s):

Authors' Intention for Publication:

CARICOM Fishery Report	_____
CARICOM Fishery Research Document	_____
CARICOM Fishery Advisory Document	_____
CARICOM Special Fishery Publication	_____
Primary Publication	_____
Other (specify)	_____

Internal Reviewer's Comments (use extra sheet as needed, be sure to include overall recommendation on suitability of work)

Reviewer, Signature _____ **Date** _____

Name _____ **Affil.** _____

Approved, Program Dir. _____ **Date** _____

CARICOM FISHERY REPORT NO. XX (16 PT)

CARICOM
LOGO

CFRAMP
LOGO

TITLE OF REPORT WHICH MAY RUN
FOR SEVERAL LINES (24 PT)

NOVEMBER, 1992 (16 PT)

APPENDIX 3: SAMPLE TITLE PAGE FOR CARICOM FISHERY REPORTS

CARICOM Fishery Report No. xx

**This is the title of the report and
may run on for several lines**

by

John Author and Jane Author

Their Addresses and Affiliations

CARICOM Fisheries Management Unit, Belize City, Belize
July, 1992

APPENDIX 4: SAMPLE INFORMATION PAGE FOR CARICOM FISHERY
REPORTS

The title of the report,
which may run on for
several lines

by John Author and Jane Author

Copyright 1992 by
Caribbean Community & Common Market

Correct Citation:

Author, J. and J. Author. 1988. The title of
the report. CARICOM Fish. Rept. No. 1: xx p.

ISSN 00000-0000
ISBN 00000-0000

Published by the CARICOM Fisheries Management Unit,
Belize City, Belize.

Price: US\$3.00 (limited numbers are available free of charge
to individuals and institutions in developing countries)

ABSTRACT

The themes of the workshop were: (1) establishment and/or harmonisation of fishery data collection systems in participating countries; (2) the establishment, role, and mode of operation of the Data Center at the OECS Fishery Unit.

The need for a comprehensive framework for fishery data collection was emphasised. Path diagrams detailing the flow or movement of all local fish and fishery products from fishermen to the ultimate consumer were used to plan the data collection systems. This framework facilitates prioritization of activities for implementation as resources become available, and regular review and revision of the system. It also facilitates communication of the planned activities to affected government agencies and sectors of the fishing industry.

The tools available for fishery data collection, and their application in eastern Caribbean islands, are reviewed with a view to producing compatible data from the participating islands.

Fishery data collection systems are presented for: Anguilla, Antigua/Barbuda, Barbados, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts/Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago (Tobago only). These were based on background information compiled before the workshop.

The structure of the OECS fishery database is described. Initially the data center would contain data on the structure of the fishery in each island, and the monthly catch and fishing effort by vessel category and fishery type.

² Adapted from OECS Fishery Report No. 2. Fishery Data Collection Systems for Eastern Caribbean Islands. 1988.

PREFACE

The lack of basic data on the performance of the fishery sector is repeatedly cited as a major impediment to rational management and development. The reason for lack of data in most places is usually given as lack of manpower and money. The misconception that fisheries are of minor importance in our part of the world, a misconception which no doubt stems from the lack of data to demonstrate otherwise.

This cycle is gradually being broken, partly due to extended jurisdiction and the increased resource base, and partly due to the persistent efforts of the fishery personnel in the region. Several islands have substantive data collection in progress, many have bits and pieces, and a few have none. As far as can be discerned, none has a comprehensive data collection system or framework aimed at evaluating total catch, and catch per unit effort in the main fisheries.

The project, of which this workshop is a major component, was made possible by two events. First was the establishment of the OECS Fishery Unit with a substantial mandate for strengthening the regional capability for collection and management of data and information in support of fishery management. Second was the posting of an FAO Fishery Resources Officer in the region, with the primary responsibility to provide technical support for the 'Lesser Antilles Committee'.

The common reaction to this project is that the objectives are excellent, but considerable scepticism remains. Can we do it? Do we really expect to see significant improvement in the extent and accuracy of data collection in these islands as a result of this project? We can only answer in two ways.

First, without a clearly defined plan of how one will set about establishing a data collection system, it is difficult, if not impossible to make a convincing case for the required resources, either at home or from donor agencies.

Second, is that at the planning meeting for the OECS Fishery Unit, in St. Lucia, August 1986, almost every island pledged its commitment to the goals of the Unit. Without the effort and input from the individual islands, the Unit's efforts will be stymied. Hopefully, this project will provide the basis from which Fishery Divisions can call for the promised support.

We are not under the impression that we will see full fledged data collection systems spring up overnight. Their establishment will, we are sure, be a slow process of implementation and refinement lasting several years.

³ Adapted from OECS Fishery Report No. 2. Fishery Data Collection Systems for Eastern Caribbean Islands. 1988.

APPENDIX 7: BIBLIOGRAPHIC FORMATS FOR CITATIONS IN CARICOM FISHERY PUBLICATIONS

The following bibliographic citations illustrate the reference system to be used by the CFMU (according to Serial Sources for the BIOSIS Data Base). Citations can generally be printed in small type as shown

Journal Article

Peterman, R.M. 1982. Model of salmon age structure and its use in pre-season forecasting and studies of marine survival. *Can. J. Fish. Aquat. Sci.* 39: 1444-1452.

Entire issue of Journal

Gordon, E.C. Jr., and A.S. Hourston [ed.] 1983. Proceedings of the Symposium on The Dynamics of Turbid Coastal Environments. *Can. J. Fish. Aquat. Sci.* 40 (Suppl.): 1-365.

Book in a Series

Scott, W.B., and E. J. Crossman. 1973. Freshwater fishes of Canada. *Bull. Fish. Res. Board Can.* 184: 966 p.

Book not in a Series

Leblond, P.H., and L.A. Mysak. 1978. Waves in the ocean. Elsevier, New York, NY. 602 p.

Part of a Book

Healey, M.C. 1980. The ecology of juvenile salmon in Georgia Straight, British Colombia, p. 203-229. In: W.J. Neil and D.C. Himsworth [ed.]. Salmonid ecosystems of the North Pacific. Oregon State University Press, Corvallis, OR.

Corporate Author

American Public Health Association, American Water Works Association and Water Pollution Control Federation. 1975. Standard methods for water and wastewater. 14th ed. Washington, DC. 1193 p.

Theses

Kutty, M.N. 1966. Some studies on the respiratory quotient in goldfish and rainbow trout. Ph.D. thesis, Univ. Toronto, Toronto, Ont. 102 p. *Natl. Libr. Can., Can. Theses Microfilm No.* 646.

Reports

Smith, J.E., 1981. Catch and effort statistics of the Canadian groundfish fishery on the Pacific coast in 1980. *Can. Tech. Rep. Fish. Aquat. Sci.* 1032: 90 p.

Translation

Koike, A. and M. Ogura. 1977. Selectivity of meshes and entrances of fish traps and crab traps. *J. Tokyo Univ. Fish.* 64: 1-11. (Transl. from Japanese by *Can. Transl. Fish. Aquat. Sci.* 4950, 1983).

APPENDIX 8: SAMPLE TITLE PAGE FOR CARICOM FISHERY RESEARCH DOCUMENTS

CARICOM Fishery Research Document No. xx

Not to be cited without permission of the authors (optional)

**THIS IS THE TITLE OF THE RESEARCH DOCUMENT,
AND MAY CONTINUE FOR SEVERAL LINES**

by

John Author and Jane Author
Their Affiliation or Institution

Abstract

(Abstract should typically be able to fit on the remainder of the page, but may run to a second page if necessary)

CARICOM Fisheries Management Unit, Belize City, Belize
July, 1992

APPENDIX 9: SAMPLE FIRST PAGE FOR CARICOM FISHERY ADVISORY
DOCUMENTS

CARICOM Fishery Advisory Document No. xx

ADVICE ON THE TOPIC OF

Text follows here

CARICOM Fisheries Management Unit, Belize City, Belize
July, 1992