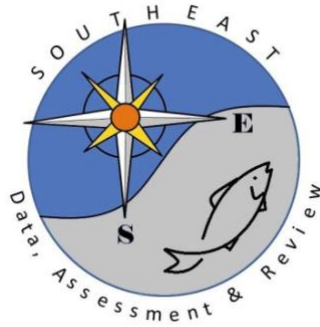# SEDAR Document Guidelines

SouthEast Data, Assessment, and Review

Cooperative Stock Assessment Development and Review Program of:

NOAA Fisheries Southeast Fisheries Science Center

NOAA Fisheries Southeast Regional Office

South Atlantic Fishery Management Council

Gulf of Mexico Fishery Management Council

Caribbean Fishery Management Council

Atlantic States Marine Fisheries Commission

Gulf States Marine Fisheries Commission

NOAA Fisheries Highly Migratory Species Division

SEDAR
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North Charleston, SC 29405

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The SEDAR process generates many documents, from simple descriptions of sampling projects to complete stock assessments. This overview describes the types of documents associated with SEDAR. Organizing and keeping an administrative record of SEDAR documents requires a tracking system that can accommodate these many different document types. Starting with the fourth SEDAR, Atlantic and Caribbean Deepwater snapper grouper, documents prepared for SEDAR workshops follow the SEDAR document series numbering convention. These numbering conventions are described according to document type below.

Working Papers

Working papers are the backbone documents of the Data and Assessment workshops. Through these informal papers authors describe data collection programs, present preliminary analyses of assessment components such as surveys, CPUE indices, and age composition, and summarize life history information. Working papers are intended to be technical documents used to present data and describe analyses that would be too detailed for inclusion in the workshop report. Such information is expected to be a primary component of workshop reports. Portions of working papers may be extracted for use in the workshop reports.

Although working papers are not peer reviewed, they do provide an authorship opportunity for those who do much of the work on the stock assessment, and ideas developed in the working papers and advanced during the Workshop discussions may ultimately lead to peer-reviewed articles. Working papers may be submitted by panelists or non-panelists but must fit the outlines definition of a working paper for inclusion. Due dates for working papers are set for each project, but generally first drafts are due two weeks prior to the associated workshop.

There is no strict format imposed for working papers. As long as the relevant information is provided authors are encouraged to follow a standardized agency or journal format of their choosing. However, documents must include a title, author's name, author's affiliation, and SEDAR document number. Pages should be numbered, but no other headers or footers should be included. **All documents should include an abstract or executive summary.** SEDAR staff will insert a cover page indicating the submission data and the date of any changes or addenda and the following statement:

> *This information is distributed solely for the purpose of pre-dissemination peer review under applicable information quality guidelines. It does not represent and should not be construed to represent any agency determination or policy.*

All SEDAR working papers shall be submitted to SEDAR staff electronically. Submitting documents in an accessible format will allow SEDAR staff to correct the inevitable minor errors, such as spelling mistakes or document numbering errors, and to ensure appropriate revision tracking information is included in the document. SEDAR staff will convert the documents to .PDF formats before distribution to the workshop participants and posting to the SEDAR website.

The numbering convention for working papers includes a workshop designation, SEDAR series number, and a document number. For example, SEDAR4-DW01 would designate working paper number 1 generated for the Data Workshop of the fourth SEDAR. If an assessment does not have

separate data and assessment processes then the working paper will be named with the acronym WP; for example, SEDAR76-WP01. Document numbers are assigned by SEDAR staff. Those wishing to submit documents for consideration at a SEDAR workshop should contact the Coordinator to request the next available document number.

Working papers are considered drafts until finalized by the author(s) following the associated workshop. Minor revisions and corrections are allowed to the original document, especially to correct issues identified by the workshop panel. Substantial changes or additional content should be submitted as separate documents or addenda to the existing paper to prevent confusion that stems from multiple versions of the same document. All revisions or additions to existing papers should be noted sequentially on the cover page with the appropriate date stamp. A summary of each revision, including the reason for the revision and a summary of the outcome, should be included in the abstract or executive summary.

Documents in the working papers series become part of the SEDAR Administrative Record. **Authors are responsible for ensuring that SEDAR working papers and SEDAR workshop reports contain no confidential data.** Working papers for a given workshop are available through the SEDAR website for that workshop or project. Working paper authors shall submit electronic copies that are archived as .PDF files and posted to the SEDAR website following the appropriate workshop. Papers not available electronically will be scanned to create .PDF files.

Reference Documents

Reference Documents include peer reviewed articles, technical memoranda, and grey literature that are not developed specifically for a given SEDAR. They are intended to provide general background or general documentation of data sets and assessment methods.

Requests to include a document as a reference document should be made to SEDAR staff. It is the responsibility of the individual suggesting the document to provide a legible copy (PDF, word file) of a potential reference document to SEDAR staff. Documents provided for consideration at workshops and included in the reference document series become part of the SEDAR Administrative Record and are available on the SEDAR website.

Reference documents are numbered sequentially within a SEDAR project. The numbering convention includes a workshop designation, the letters 'RD' to denote reference document, and a document number. For example, SEDAR4-RD01 would designate research document number 1 of the fourth SEDAR. Reference documents should be cited appropriately (as author/year) if referenced in a SEDAR Workshop Report.

Comments

SEDAR is a public process and public comment guidelines are intended to provide appointed representatives and interested people the means to provide comments on any ongoing project. An 'ongoing project' is defined as a numbered assessment, beginning when the first email welcoming appointed participants is sent and concluding when the final Stock Assessment

Report is made available to the Cooperator. Comments may be submitted in any of the following ways:

- Fill out the online comment on the SEDAR website. Each SEDAR project will have a link to the comment form on the appropriate project webpage.
- Emails addressed to SEDAR staff that contain an attached comment letter
- Written letter and faxed comments received at the SEDAR office will be scanned and maintained electronically.

Comments will not be accepted by phone and should not be handed out to staff or panelists at workshops. Please clearly indicate which SEDAR project you are commenting on using the SEDAR number and species prominently in your correspondence (i.e. 'SEDAR 54 Pink Goblinfish'). Please, no personal attacks or slanderous remarks and be respectful. You may submit comments anonymously.

All comments will become part of the publicly available SEDAR administrative record, will be posted on the SEDAR website, and will be made available to panelists and Council committees. Anyone may submit comments, including appointed panelists. Comments will be accepted through the start of the final day of the SEDAR Review Workshop for the project.

Stock Assessment Reports

Stock Assessment Reports (SAR) are the final products of the SEDAR process. Reports prepared by each individual workshop are compiled by SEDAR staff into a single document consisting of multiple sections devoted to each workshop. Report sections shall be submitted in Microsoft Word or compatible format. Stock Assessment Reports are formatted according to the SEDAR Stock Assessment Report Outline, as modified during the Workshops to meet the needs of the particular species or complex. Typically, a separate stock assessment report will be prepared for each species assessed in a SEDAR project.

Documents in the Stock Assessment Reports series become part of the SEDAR Administrative Record and are available on the SEDAR website or upon request from the SEDAR staff. **Authors are responsible for ensuring that SEDAR working papers and SEDAR workshop reports contain no confidential data.** The numbering convention for an SAR includes the SEDAR series number, the designation 'SAR' to indicate the Stock Assessment Report series, and a document number. For example, SEDAR4-SAR-1 would indicate Stock Assessment Report 1 from the fourth SEDAR.

Citing SEDAR Documents

SEDAR documents should be cited as follows:

Stock assessment reports (Research, Operational, Benchmark, and Standard assessments)

SEDAR. 2012. SEDAR 28 - Gulf of Mexico Spanish mackerel Stock Assessment Report. SEDAR, North Charleston SC. XX pages.

Stock assessment reports (Update assessments)

SEDAR. 2012. SEDAR 7 Update - Gulf of Mexico Red snapper Stock Assessment Report. SEDAR, North Charleston SC. XX pages.

Working papers

Smith, B., and J. Johnson. 2012. Methods for estimating shrimp bycatch of cobia. SEDAR28-DW29. SEDAR, North Charleston, SC. XX pages.

Procedural workshop reports

SEDAR. 2010. Characterizing and presenting assessment uncertainty. SEDAR Procedure Workshop Report IV. Edited by J. Carmichael. SEDAR, North Charleston, SC. XX pages.