

Canadian Environmental Assessment Agency
Research and Development Program



**Guidelines for Authors
for the
Research and
Development
Monograph Series**



Government
of Canada

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du Canada

Canada

**Canadian Environmental Assessment Agency
Research and Development Program**

Guidelines for Authors

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Introduction

These guidelines outline what is required by the Research and Development Program to bring your research report to publication as smoothly and quickly as possible. Consult them before preparing your report for submission. Use the guidelines, to save time up front – rather than making changes after investing heavily in writing.

The Agency may return reports if the guideline requirements are not met.

The guidelines are presented in three sections:

Section 1 will help the researcher better understand the steps in the submission process:

- Step 1 – Submitting the Draft Report
- Step 2 – Peer Review
- Step 3 – Editing
- Step 4 – Submitting the Final Report

Section 2 deals with items related to publication, such as duplicate publication and reproduction.

Section 3 presents the requirements for writing (e.g. organization, style and treatment of the contents). Research reports, published electronically and posted on the Agency's Web site, have common formatting features, meet certain editorial standards and conform to a particular editorial style. Clear writing, as well as plain language, are also promoted. By following the guidelines, you will save time and energy in the long run; your report will be published electronically and posted on the Agency's Web site in both official languages in an efficient and timely way.

Section 1: The Submission

The process of submitting the research report is detailed in the four steps below:

Step 1 – Submitting the Draft Report

- Reports may be submitted in French or in English.
- Even though it is called a “draft,” submit three copies in as final a state as possible. At this stage, the report will be sent for peer review. It is very important that you submit it as closely as you can to the final product.
- Two hard copies must have no author name(s) and no indication of associated organization(s) or affiliation(s); these will be sent for peer review.
- On the third hard copy, clearly identify the author. Include telephone and fax numbers and an e-mail address. A backup contact should also be identified in case the corresponding author might not be available. This copy will be used by the Agency only.

Step 2 – Peer Review

After receiving and acknowledging the draft report, the Agency sends the two copies without names for peer review. The peer review is double blind, so that neither the researcher nor the reviewers know each other’s identity. The Review usually takes about four weeks.

The Agency will send you the reviewers’ comments. These should be addressed in three to four weeks. **Please address all comments individually in a document separate from the report.** In this document, list each comment in order

and state how you have addressed it. If you do not agree with the comment, provide a rationale. Incorporate the appropriate changes into the report. When this is done, it is time for professional editing.

Step 3 – Editing

The researcher is responsible for ensuring that the report is edited by a professional editor, as per the Contribution Agreement. Your editor should be a member of the Editors' Association of Canada. The editor should provide stylistic and copy editing, and should be able to suggest structural editing, depending on the state of your report. Writing must be clear and meet plain language requirements.

If you have trouble finding an editor, you may want to use the Association's online directory (www.editors.ca). Be sure to give a copy of these guidelines to the editor you choose.

Save Yourself Time and Money

Before you send your report to a professional editor, follow the tips under the writing and editing sections of these guidelines.

Step 4 – Submitting the Final Report

- Submit two hard copies and an electronic file of your final report, along with a separate list of review comments and your responses.
- Text and tables may be in Word 95 or WordPerfect. The preferred format is .rtf or rich text format.
- Do not copy or paste material from a Word file into a WordPerfect file, or vice versa.
- Figures should be in the original files as they were generated (e.g. Adobe Illustrator, Excel, CorelDraw, EPS, PDF, TIF are acceptable). Figures in Harvard Graphics are not acceptable.
- Do not incorporate figures into the text on the electronic file. **Figures must be submitted separately, both as electronic files and hard copies.**
- Refer to each figure and table in the text, and number each in the order it is presented in the text.
- Do not use any endnote or footnote word-processing feature to generate a reference list.

The final report must meet the quality and standards indicated in the proposal you originally submitted to the Agency.

If peer review comments have not been appropriately addressed in the final report, or if the report is not appropriately edited by a professional editor, the Agency may hold back 20% of the total contribution.

Section 2: Publication Items

Publication

If all requirements are met, it usually takes up to four months after the final report has been submitted for it to be posted in both official languages on the Agency's Web site.

If the Agency has queries or comments at this time, a copy of the electronic file will be forwarded to you for your reply. The queries and comments will be highlighted in the text and you can address these directly on the file. Any changes you make at this time should be highlighted.

The Agency arranges for translation and for the ISBN number, prior to posting on the Web site. The Agency will inform you of the expected date of posting.

Duplicate Publication

Publication by the Agency does not preclude publication elsewhere. Authors are encouraged to submit for publication elsewhere. However, you must acknowledge Agency funding. The author is responsible for determining any policy on duplicate publication if publication of the same, or part of the same, material is being considered through any other organization.

Reproduction

Research reports remain the intellectual property of the author. When citing reports, the universal resource locator the universal resource locator (URL) will be the Agency's Web site (<http://www.ceaa-acee.gc.ca/0012/pub_list_e.htm> or <http://www.ceaa-acee.gc.ca/0010/0001/0002/index_e.htm>). Specific reference should be made to the Agency and the Research and Development Monograph Series before the URL.

Section 3: Writing

Preparing a Report

Keeping Your Audience in Mind

Your report will be used by environmental assessment (EA) practitioners in Canada and abroad. You are writing for an informed audience, but it is one with a wide range of skills and different abilities. They may not share your level of expertise on the subject you are writing about in your report. Also, English or French may not be their first language.

No matter what the subject, all EA practitioners and professionals have a right to receive information clearly, in plain language. Your colleagues also need to quickly understand your message – without having to reread sentences or paragraphs to try to understand them. Always keep your audience in mind while writing.

Note: A well-written report is always easier to translate accurately into the other official language.

Length and Completeness

Your research report should not exceed 40,000 words (including table of contents, tables, figures and references). Be as brief and to the point as possible. The general rule is to report exactly as much as is necessary to cover the topic clearly. Make sentences short and concise. Avoid jargon. Use the active voice. Avoid acronyms if you can.

Organization

The report consists of three major parts: the preliminaries, the text and the reference material. Organize these as follows:

Preliminaries (numbered with lower case roman numerals)

- Title Page
- Table of Contents
- List of Figures
- List of Tables
- Acknowledgements (optional)
- Executive Summary (between two and five pages, 12-point type, double-spaced)

Text (numbered with Arabic numerals)

- Introduction
- Background
- Relevance of the Issue to EA
- Research Methods
- Research Findings
- Implications for EA Practice
- Conclusions
- Areas for Future Research (optional)

Reference Material (continue with Arabic numerals)

- Appendices
- References

Format

Text

Use a serif font (Times Roman) for the main body of the text. Double space and left justify (ragged right) the text. Use 12-point type. Margins should be at least one inch.

Headings

Use a sans serif font (Arial) for figure and table headings, and headings in the text. Use no more than three levels of headings numbered in Arabic numerals only (1,1.1 and 1.1.1). The treatment for each hierarchy should be consistent and clear.

Paragraphs

Uniform masses of type are intimidating. Short paragraphs reassure your reader and varying paragraph size makes the text look more inviting.

Tables and Figures

- Provide a brief title for each table and figure.
- Label rows and columns clearly in tables.
- If you need to expand or clarify titles and headings, do so at the bottom of the figure or table. Use symbols (e.g. asterisks, daggers) to direct the reader to the relevant information. Do not use numbers or letters.
- Use symbols to identify and explain any parts of a figure or expand on information in a table. Do not use numbers or letters.
- Submit figures (electronic files and hard copies) separate from the text.

Acknowledgements

The acknowledgements list individuals, groups and institutions that have assisted the authors and/or contributed to producing the report. This section also provides an opportunity to recognize valuable technical help. The acknowledgements may also note the specific contributions (e.g. technical assistance, financial and/or material support) or a general statement may be made at the beginning of the list (e.g. “The authors thank the following for their assistance: ...”).

References

References should be selected carefully and kept to a minimum. Published material takes precedence, but electronic references may be used. Please refer to *The Canadian Style: A Guide to Writing and Editing* for more information on the style of citation which should be adhered to.

Make sure all references that are in the text are in the list of references, and vice versa.

List of References

In the list of references, cite references in alphabetical order, by the last name of the first author. When authors and year of publication are identical, place lower case letters in alphabetical order after the year of publication; use the first letter of the title to determine the order of placement.

To reference a document with more than one author, only the first name listed is inverted; the rest are transcribed as they appear in the document, separated by a comma.

If there are more than three authors, please use “et al” after the name of the first author. When referencing an editor, please use “ed(s)”.

Examples

- a) Carpenter, Thomas. *Profiles in Canadian Genius*. Camden East, Ontario: Camden, 1990a.
Carpenter, Thomas. *An Outlook on Life*. Cambridge, Ontario: Cambridge Press, 1990b.
- b) Eagleson, Alan, and Scott Young. *Powerplay: The Memoirs of Hockey Czar Alan Eagleson*. Toronto: McClelland and Stewart, 1991.
- c) Klassen, Paul, et al. *The Butterflies of Manitoba*. Winnipeg: Manitoba Museum, 1989.
- d) Tortelli, Anthony B., ed. *Sociological Approaching the Twenty-first Century*. Los Angeles: Peter and Sons, 1991.

When citing an article in a periodical, enclose the article title in quotation marks and place the periodical title in italics. Note that the date is placed in parentheses and no comma separates it from the volume or issue number.

Examples

- a) Moore, J. “Understanding Old Age.” *Popular Medicine* 7,3 (August 1991): 210-14.
- b) Luna, J. “Allow Me to Introduce Myself: The Performance Art of James Luna.” *Canadian Theatre Review* 68 (Fall 1991), pp.46-7.

In the case of government publications, begin the entry with the name of the country, province, state or municipality issuing the document.

Example

- a) Canada. Department of the Environment. *Trademarks on Base-Metal Software*. Ottawa: Canada Communication Group, 1991.

Conference proceedings are identified by the title of the conference:

Example

- a) Cultural Economics 88: A Canadian Perspective. Proceedings of the 5th International Conference on Cultural Economics, Ottawa, September 27-30, 1988. 3 vols. Edited by Harry Hillman-Chartrand, et al. Akron, Ohio: Association for Cultural Economics, 1989.

Electronic references

List the authors, name of the report any other available information about its source, the URL and the date of access. Please follow the following format:

Example

- a) Gibson, R.B. *Specification of sustainability-based environmental assessment decision criteria and implementations for determining significance of environmental assessments*. Canadian Environmental Agency Publications List, Research and Development Monograph Series. Date of access: 1 April 2002. URL: <http://www.ceaa-acee.gc.ca/0012/pub_list_e.htm>, 2002.

References in the Text

References in the text, and for tables and figures, are cited by author(s) and year of publication. For more than two authors, use the name of the first and “et al.” References in the text should be placed at the appropriate place, usually at the end of the sentence, and enclosed in brackets.

Examples

- a) All systems build structures through feedback (Smith and Smith, 2001).
- b) The entropy model has been used recently with satisfactory results (Smith, 1999a, 1999b; Boring et al. 2000, 2002).
- c) Wilks (1993) states that ...

For Internet references, please refer to the date of the publication if available, otherwise use the date of access.

Unpublished observations and data and personal communications are cited in the text in parentheses. Do not include these in the list of references.

Examples

- a) ... (Dr. D. Davies, Regional Geomorphology Laboratory, Hamilton, Ont.: unpublished observations, 2002).
- b) ... (D. Davies, Regional Geomorphology Laboratory, Hamilton, Ont.: personal communication, 2002).

Clear Writing: Style Tips

The Agency uses the following conventions and authors should conform to them in preparing their reports. You may refer to *The Canadian Style: A Guide to Writing and Editing* (Dundurn Press Limited in co-operation with Public Works and Government Services Canada Translation Bureau, 1997) for any others.

Acronyms

- When using abbreviations or acronyms, write the word out in full when first used and then present the short form in brackets. Do not use an acronym for a term that is also widely used in other contexts (e.g. “OR” is widely accepted as both “operations research” and “operating room”). It is better to use as few acronyms as possible.
- Use the short form “the Act” for the *Canadian Environmental Assessment Act* and “the Agency” for the Canadian Environmental Assessment Agency. **Do not use CEAA for either.**

Numbers

- Abbreviate only commonly used standard units of measurement.
- Use metric units for all measurements.
- Type the numeral one (1) for number 1; do not use lower-case L.
- Type the numeral zero (0) for number 0; do not use the upper case O.
- In text, numbers 1–9 (one–nine) are written out. Numbers 10 and onward are written as numbers.
- Use the % symbol for percent (e.g. 8%) except at the beginning of a sentence, where the term is spelled out (e.g. Eight percent ...).

- Repeat the percent sign with each numeral and avoid the use of dashes (e.g. 10% to 15% rather than 10–15%) when stating ranges of percentages.
- Be consistent in the use of decimals in percentages (and other arithmetic statements) throughout. For example, if one decimal place is used for percentage (e.g. ...37.5% of the points reported ...), percentages that follow should also be presented with one decimal place (e.g. ...45.0% and 30.0%, respectively, reported ...).
- Express numbers smaller than one with a zero in front (e.g. 0.7 mL as opposed to .7 mL).
- Ensure that numbers are accurate (e.g. totals adding up) in tables and figures, and are consistent with any reference to them in the text.
- Define statistical and mathematical abbreviations and symbols clearly when introduced in the report.
- Use < and > for “less than” and “more than” in tables and figures: write out “less than” and “more than” in the text.

Translation

- A well-written report is always easier to translate accurately into the other official language.
- You may be contacted by translators.

Author's Checklist

Review the following checklist before you submit your report.

Authors should consult the *Guidelines for Authors* before writing the report. The Agency may return reports if these guideline requirements are not met.

Submission of the draft report

- Submit three hard copies; two should have no author name(s) and no indication of associated organization(s) or affiliation(s).

Peer review

- Address the reviewers' comments, individually and in order, in a document separate from the report.
- Incorporate the appropriate changes to the report.

Editing

- Send the report to an editor who is a member of the Editors' Association of Canada.

Submission of the final report

- Submit two hard copies and an electronic file (text and tables in Word 95 or WordPerfect).
- Submit figures separately in the original files as they were generated (e.g. Adobe Illustrator, Excel, CorelDraw, EPS, PDF, TIF are acceptable, Harvard Graphics is not).
- Do not use any endnote or footnote word-processing feature to generate a reference list.



Report Format

- ❑ Do not exceed 40,000 words (including table of contents, tables, figures and references).
- ❑ Make sure that the three major parts of your report – preliminaries, text and reference material – are organized as described in the guidelines (see Organization, page 7)
- ❑ Make sure your executive summary is no more than 5 pages.
- ❑ Use a 12-point serif font (Times Roman) for the main body of the text.
- ❑ Double space and left justify the text.
- ❑ Margins should be at least one inch.
- ❑ Use a sans serif font (Arial) for text, figure and table headings.
- ❑ Use no more than three levels of headings. Numbering (Arabic numerals only) and treatment for each hierarchy should be consistent.
- ❑ Provide a brief title for each table and figure. If required, expand or clarify titles and headings at the bottom of the figure or table. Use symbols to direct the reader; do not use numbers or letters.
- ❑ Use symbols to identify and explain any parts of a figure or expand on information in a table. Do not use numbers or letters.
- ❑ Follow the style as presented in the guidelines for citing references.
- ❑ Note that unpublished observations and data, and personal communications, are cited in the text in brackets.

