NRCA Author Checklist

This author checklist was designed to assist you in the writing of your report and for your final revision process. It focuses on our most salient expectations regarding report content. Content refers to the style and consistency of the language, graphics, data, and citations in your report. Refer to the [Editorial Style Guide for Park Science and Natural Resource in Review](https://irma.nps.gov/DataStore/DownloadFile/150863) for more specific guidance on style and usage. For formatting style and consistency, use the NRCA Author Template.

**Note:** Distributing this checklist to all contributing authors will increase consistency and result in fewer final draft revisions.

**Important:** Make sure that **your report content *originates* in** **MS Word 2010 or later**; problems will arise if you use earlier versions (much of NPS uses MS Word 2013). If you are using newer versions of MS Word (2016, 365), save the document in 2013 format (*.docx*) before submitting.

* **Does the body of your report have the following characteristics?**
* A brief introduction to each section was included
* Lists, tables, and figures were used to present information where appropriate
* Findings were clearly and coherently presented
* Source material was synthesized, interpreted and summarized (with appropriate citations), where possible, rather than simply pasted into the report. (This is especially important in cases where source material is lengthy or complicated.)
* Source material that was directly copied from other reports was pasted into the destination document as *text* (To do: highlight, copy, and in destination document select the paste option, “Keep as Text.”)
* All track changes and comments were accepted, rejected, and turned off
* All URLs link to the correct web destinations
* Pages were correctly numbered using Word’s built-in page numbering
* Recommended Styles (e.g., *nrps Heading 1*) were used (use NRCA Author Template and/or Importing and Replacing MS Word Styles documents)
* **Is the writing (language) of your entire report characterized by the following?**
* Correct and consistent grammar, punctuation, capitalization, and spelling
* Straightforward, concise, and natural wording
* Defined acronyms and abbreviations (at first usage)
* Sentences written in active voice (However, some passive constructions are fine for variation in style or may even be appropriate for reporting scientific findings.)
* Latin names of plants and animals (Genus species) were set in italic. At first mention of a species, the Latin name was included in parentheses. Genus names were capitalized, but species names were never capitalized even if they were in a capitalized title, as recommended in the [Editorial Style Guide for Park Science and Natural Resource in Review](https://irma.nps.gov/DataStore/DownloadFile/150863)
* **Are the graphics (photos, charts, etc.) used in your report characterized by the following?**
* Hyperlinked (cross-referenced) to their applicable list of Figures
* All graphics are within the required page margins
* Formatted as “In line with Text” (no text wrapping)
* Referred to in the body of the report *before* they appear in the report
* Labeled and numbered consistently in style (Figure 4.1. vs. **Figure 4-1.**)
* Described accurately and succinctly in the caption
* Formatted properly with the caption in the correct Style appearing *below* graphics
* Accompanied by a legible legend or the information necessary to interpret what was presented.
* Borrowed or adapted graphics were credited to their sources (creators or owners of graphics), preferably using NPS guidelines
* Original-sized photos and images were saved in a separate electronic file to send to us (NRCA publication staff), if requested
* **Are the Tables used in your report characterized by the following?**
* Hyperlinked (cross-referenced) to their applicable lists of Tables, Figures, or Appendices
* Formatted as “In line with Text” (no text wrapping)
* Referred to in the body of the report *before* they appear in the report
* Labeled and numbered consistently in style (Figure 4.1. vs. **Figure 4-1.**)
* Formatted properly with the caption in the correct Style and appearing *above* tables
* First rows of tables were designated as “header rows”
* Described accurately and succinctly in the caption
* Current NRCA Author Template natural resource condition status table (red, yellow, green signs) was used in your report
* **Are the data in your entire report generally characterized by the following?**
* Common and consistent measurements (miles, feet, kilograms) and their appropriate abbreviations (mi, ft, kg)
* Consistent use of decimal places (unless significant figures are carried over from previous data)
* **Are the citations (in-text and bibliographic references) in your report characterized by the following?**
* Consistent in-text citation style—e.g., (Jones 2016)\* vs (Jones, 2016) or (Jones 2016; Smith 2016)\* vs. (Jones 2016, Smith 2016) (\*preferred format)
* Consistent bibliographic reference/citation style in the Literature Cited section (see NRCA Author Template for examples).
* In-text citations can be found, alphabetically, in the Literature Cited section, and all citations in the Literature Cited section have at least one in-text citation
* All citations are at the end of the report (not after each chapter)