

Southeast Coast Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure 2.1.09

Guidelines for SECN Editors

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Summary

The following standard operating procedure (SOP) outlines the training, guidelines and resources for editors at the Southeast Region Inventory and Monitoring (SER I&M) Publications editing team.

Revision Log

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #

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Introduction and Purpose

The purpose of this standard operating procedure (SOP) is to provide guidance to new members of the Southeast Region I&M Publications (SER I&M pubs) editing team. The editors will prepare documents for publication and edit for content, grammar, style, and usage, as well as the for the National Park Service (NPS) Natural Resource Publications Management (NRPM) required formatting, including compliance with section 508 of the Rehabilitation Act.

This SOP also includes various appendices with helpful information, including checklists for editing, common guidelines, and park names. These are meant to act as stand-alone guides and can be printed on their own and displayed for quick reference.

Views, statements, findings, conclusions, recommendations, and data in this report do not necessarily reflect views and policies of the National Park Service, U.S. Department of the Interior. Mention of trade names or commercial products does not constitute endorsement or recommendation for use by the U.S. Government.

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Inventory and Monitoring

Introduction

The National Park Service (NPS) encompasses more than 400 park units, of which 270, with significant natural resources are grouped under the Inventory and Monitoring (I&M) Division into 32 networks. The I&M Division was established in 1999 to oversee these networks, which conduct long-term ecological inventories and monitoring in NPS park units. (NPS 2017). The Southeast Region (SER) is an administrative division of the National Park Service which encompasses six I&M programs (see Appendix F for a list of all parks in the Southeast Region sorted by I&M network). The SER publications team is housed at the Southeast Coast Network (SECN) headquarters in Athens, Georgia. The team offers editorial support for all SER networks, plus the Great Smoky Mountains (GRSM) program.

The Southeast Coast Network consists of a program manager who oversees an aquatic ecologist, terrestrial ecologist, coastal ecologist, data manager, and managing editor. These positions often oversee various technicians, interns, and graduate assistants. The editing team consists of the managing editor, employed by NPS, and an editor and graduate assistants who are employed by University of Georgia and contracted by the National Park Service.

SER Publication

The publications teams formats and edits materials from the Southeast Coast Network and other SER I&M networks. Currently, all SECN publications are routed through the editing department. Publications from other networks are routed according to each individual network's program manager's preference. The exception is protocols, as technical editing is mandatory pre-review and pre-publication for all protocols published by the region.

The department primarily sees documents intended to be published on the Integrated Resource Management Applications (IRMA) portal, which is the central electronic repository for NPS reports. The team also handles summary documents which may not be published on IRMA, including activity reports and newsletters; educational materials; web materials; and other items as requested.

Report Types

- NRR—Natural Resource Report
 - Protocols (with associated standard operating procedures)
 - NRCA—Natural Resource Condition Assessment
 - PIP—Protocol Implementation Plan (a shortened version of protocols, which also has associated SOPs)
- NRDS—Natural Resource Data Series: Data summaries that present annual results of program monitoring efforts. They include:
 - Landbird monitoring reports;
 - Water-quality reports;
 - Vegetation monitoring reports;
 - And many other categories.
- SOP—Standard Operating Procedure. These usually accompany a protocol, but are occasionally stand-alone. They outline policies and procedures to ensure consistency in I&M efforts.
- Resource Brief—May accompany an NRR or NRDS report; these are two-page summaries of annual or other I&M efforts. They are the “quick-reference cards” of I&M reports.
- Program Brief—A two-page summary of a program that outlines the scope and purpose of the program (e.g., vocal anuran community monitoring).
- Supplemental Materials—These are materials that are necessarily available to specific people, but not the general public. They are usually posted on IRMA with “NPS-only” access, or on a network's shared drive. Examples are directions to monitoring sites or information about exploited resources.
- NRTR (Legacy)—Natural Resource Technical Report. There are no reports currently published in this series. This report template is no longer used.

Submission and Publication Process

Report submission varies based on program. Southeast Coast Network authors submit report materials in a folder on the SECN shared drive. Authors for all other programs upload a zipped folder with the report and auxiliary files. All submissions require completion of a Google form to initiate the editing process. Once received, the managing editor checks that all necessary materials are included, and assigns reports as appropriate.

Typically, reports receive initial edits, and are returned to the author(s) to distribute as appropriate for formal content-based review. After review, authors re-submit

reports for final edits by the SER publications team. This back-and-forth process is repeated as necessary until the report has final approval. The managing editor then submits final drafts to the Fort Collins office for review and to receive an official publication number. When a report is returned, the publications team will add the publication number and check for Section 508 compliance.

For SECN reports, the report and auxiliary files are posted to IRMA. For other programs, the reports are returned to the appropriate program manager for publication on IRMA.

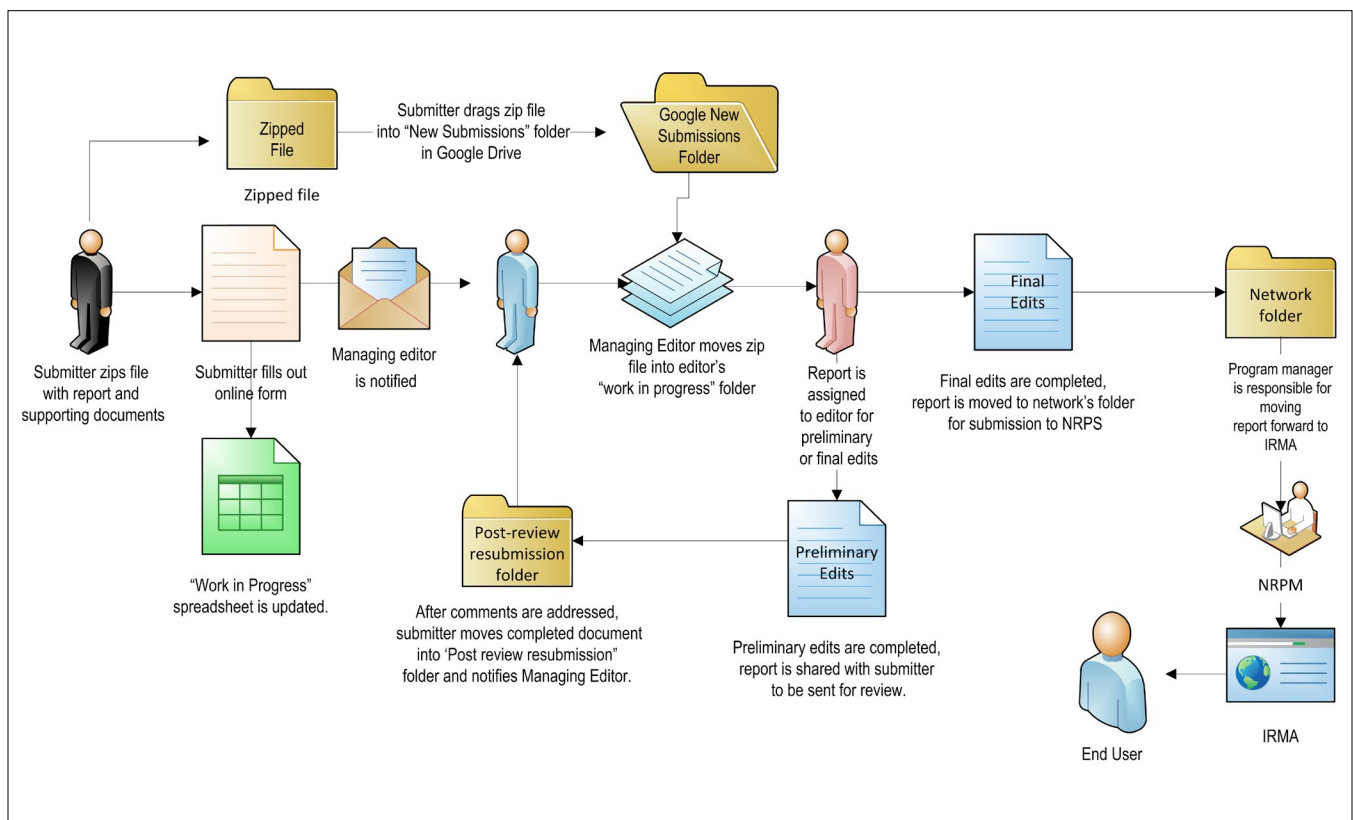


Figure 1. Sample of a typical workflow for report submission.

Introduction to SECN Editing

Getting Started

Before Starting

As a member of the SER publications team, you are likely a University of Georgia (UGA) employee and NPS contractor based at the SECN office in UGA's Whitehall Forest. As a new hire, you will complete initial paperwork online through the UGA onboarding system. You will also complete a federal background check, including fingerprinting, and receive a PIV (Personal Identity Verification) card that provides access to NPS computer systems. You must complete this before you begin work. Before or immediately upon commencement of employment, you must also take and pass the Federal Information System Security Awareness Plus (FISSA+) online training course. You will receive a certificate which must be forwarded to appropriate personnel before you can access NPS computers and receive your official email address.

BisonConnect

NPS employees and contractors use BisonConnect (hosted by Gmail) for email. You will receive an official email address, typically "First Name_Last Name@contractor.nps.gov." It may also be partner.nps.gov. You can open BisonConnect from your desktop computer when you log on with your PIV card. Use this email and its features (chat and calendar) for official business. Access your Google Calendar to add "events" for your work hours, and make sure you share your calendar with the SECN program manager, managing editor, and other members of the editing team. Add the managing editor to your Google Chat feature. You have some storage through Google Drive that may be useful for backups and sharing files with people outside the Southeast Coast Network.

Computer and Network

When you initially login with your PIV card, you will create a set of credentials (essentially a username and password). Periodically you will be reminded to update your password, and you should heed these reminders, as you will be locked out of your account when your password expires. Necessary software should already be installed on your computer. You need at minimum Microsoft Word and Microsoft Excel, Adobe Acrobat DC, and Adobe CC, which includes InDesign, Bridge, Illustrator, and PhotoShop. You need to also download and have installed the NPS fonts Rawlinson and Frutiger.

To have new software installed, you typically will set up a ticket with the Southeast Region Help Desk. Access the help desk via <https://npshelpdesk.nps.gov>. Ignore the pop-window message. Select "Southeast" from the "Select a Workspace" dropdown menu. Your browser should automatically redirect you to the Southeast Region workspace page. Click "New Ticket" and enter your login information (NPS credentials). This is your actual username and not your email. Fill in the required information, then click "Go." The Southeast Region Help Desk Portal will open.

Enter a short description of your request in the *Subject* field. Confirm your personal information. In the *Category* field, choose "Software" from the drop-down menu. In the *Sub Category* field, choose "Software—Install" from the drop-down. *Location* is "SECN." The *Computer ID* is the NPS property number on your computer. For the *Follow-up Date* field, click "current date and time." The *Platform* will be Windows 7 or Windows 10, depending on what system is on your computer.

Enter a brief description of your request in the *Description of Issue* field. Click "Save" in the lower left of the screen. You will then get a confirmation number. You should also receive an email confirmation.

You may need to add the network printers as well. Open "Devices and Printers" from your computer Start menu (or via the Control Panel, click on "Hardware and Sound" then "Devices and Printers"). Click on "Add a Printer" to open the Add Printer Wizard. Choose "Select a shared printer by name." Click "browse." Your computer's icon will appear in the window. Double click to see available printers.

The three printers you want to add are: (1) INPSECNPRN10179 is the Savin color laser printer; (2) INPSECNS01\PRN8610 is the HP Office Jet Pro 85610 color inkjet printer; and (3) INSPSECS01\INSPSECNPRNFCD9E is the HP black and white laser printer, HP2055dn. The plotter is INPSECNS01\ HP Designjet 800.

Highlight the first printer you want to install and click Select. The name of the printer will appear in the box in the Add Printer window. Click "Next" to install. It may ask if you trust the printer being installed. Click "Install Driver."

The network has various shared drives on its server, some of which you will have permission to access. The S drive is the general shared drive. The Q drive is the editing drive,

and only members of the editing team have access to this drive. You will use the Q drive to access draft documents and files and save final documents. The Q drive also has a folder with useful resources for editors.

You will initially have to map your computer to these drives. Open your “Computer” or “Documents” window, click on the “Tools” menu, and select “Map Network Drive.” In the window that opens, choose the appropriate drive (use S: for the shared drive and Q: for the editing drive). Then enter the full name of the drive: the share drive is “\\INPSECNS01\secnshare” and the editing drive is “\\INPSECNS01\Editing.” Click “Finish,” and you should now see the drive listed under “Computer.” Alternately, you can click on “Browse” instead of entering a specific drive name; then click on “Network” and “INPSECNS01” to see and choose from the network’s available shared drives. You should not work off the shared drive but should save files on your local drive (desktop), and back them up to the shared drive through your daily backup folder. Once you map the drives, you can right click on the drive in a Windows Explorer folder, and add a shortcut to your desktop for easy access.

Authors often submit their files as zipped folders containing the report document and any auxiliary files (e.g., tables in Microsoft Excel, original graphics, data files), and whenever we transfer or send reports, we send a folder containing the report document and any auxiliary files. This is essential to preserve links between InDesign documents and images, but also ensures original graphics are available, and is the best way to prevent formatting changes in the process of uploading files and opening them on other computers.

If you receive a compressed folder (.zip), download it, then locate it on your computer (either right click on the download in your Internet browser and choose “Show in folder” or navigate to the download folder on your computer), right click, and “Extract All.” You can typically specify where to extract the files. If you double click on a .zip file or folder, you may prompt software that unzips for you. If you need help setting Windows Explorer as your default zipping program, see the managing editor.

DOI Learn

You will take several additional courses as soon as possible—and you will retake FISSA+ annually—through DOI Learn. You should set up your account on your first day of work if your user account is ready.

You should receive instructions on setting up your DOI learn account along with your user account information. If you did not, follow these instructions:

1. Visit the DOI Learn login page here: <https://gm2.geolearning.com/geonext/doi/login.geo>. Or search for DOI Learn at the DOI website, then click to login.
2. Under the fields for Username and Password, find and click on “Request a new account.” Fill in the required information (use your NPS email address), and click “Create Account.”
3. Within a few days, you should receive an email with a reset password; return to the login page and use this password plus your NPS email to login.

If you encounter issues, contact the DOI Learn Help Desk at: doilearn@sumtotalsystems.com or 866-466-1998.

Daily Protocol

Follow your schedule as closely as possible, and notify the managing editor if you will be significantly late. Use the time sheet to record your hours. This will automatically tally hours weekly and tell you if you are over or under your required hours (20 per week for most graduate assistants). When you arrive at the office, log in to your computer with your PIV card and open BisonConnect to check for new emails. Make sure you appear as available on Google Chat (button above the list of names). Make sure your computer is plugged into the battery backup, and save regularly. For large documents in Microsoft Word, save multiple copies in case one corrupts and you can’t open it.

Throughout the work day, fill out the Google form task tracker. Here is the link: https://docs.google.com/a/contractor.nps.gov/forms/d/e/1FAIpQLScuM2oynT1e5c6o19qpRnp-E5zA2AZ-B_n3dDI7vxwfRwL5Cw/viewform?c=0&w=1 If you worked on more than one item in a day, fill out one form for each item.

If you work on a document and finish the assignment, copy the finished file into the appropriate “final” folder on the Q drive. If you edit but do not finish a document, save a copy in your daily backup folder on the Q drive and in the Edits folder on the Q drive using a different name. This is in case your hard drive crashes. Always back up your work and log off your computer before you leave the office. Leave it on each night for updates.

Gates to the parking area and doors to the building are typically open from roughly 7:00 a.m. to 4:30 p.m. You can also get a key to the building from Mike Hunter, which requires a small deposit (\$10).

Required and Recommended Training

- Read through the style guides (see “Helpful Resources” below).
- Read through this editor SOP and through the author SOP as well.
- Complete FISSA+ course to gain computer access, then annually (through DOI Learn)
- Complete Technical Editing course (through DOI Learn)
- Complete Scientific Integrity course (through DOI Learn)
- Software training videos are available through lynda.com at UGA MyID

Helpful Resources

- Official templates with usage guides, from the Natural Resource Publications Management (NRPM) site (<http://www.nature.nps.gov/publications/nrpm/templates.cfm>), for NRDS and NRR series reports (includes protocols and NRCAs). These are also available on Q drive [[Q:\Editor Resources\Templates](#)].
- Additional templates for SOPs and resource briefs are also available at [Q:\Editor Resources\Templates](#).
- Style Guides
 - Editorial Style Guide for *Park Science and Natural Resource Year in Review*, available for download at: http://www.nature.nps.gov/parkscience/Archive/PDF_Downloads/Editorial%20Style%20Guide%20Revised%208-4-2008/Editorial_Style_Guide_Revised_8-4-2008.pdf.

- Harpers Ferry Center Editorial Style Guide, available for download at: <http://www.nps.gov/hfc/products/pubs/HFCStyleGuide2015.pdf>.
- Chicago Manual of Style, available at the SECN office (16th edition, University of Chicago Press 2010) or online via the UGA library website (for off-campus access, visit ---- and login with your UGA MyID or the Galileo password).
- All of the style guides are available on the Q drive at: [Q:\Editor Resources\Style Guides](#). The hard copy of the Chicago Manual of Style is in the managing editor’s office.
- I&M and SECN websites
 - The National I&M website is available at: <http://science.nature.nps.gov/im/>
 - The SECN website is available at: <http://science.nature.nps.gov/im/units/secn/index.cfm>
- Relevant SOPs, available via IRMA and on the Q drive
 - Southeast Coast Network SOP—2.1.05 (2012). Report publication and distribution.
 - Southeast Coast Network SOP—2.1.02 (2013). Southeast Coast Network reporting guidelines.
 - Southeast Coast Network SOP—2.1.06 (2015). Guidelines for authors.
- Old reports, on share drive and IRMA.

Formatting in Microsoft Word

General

Introduction

In this section, “tab” titles will be in quotation marks, referring to the tabs along the top horizontal menu bar in a Microsoft Word window. “Section” titles will also be in quotation marks, referring to the divisions within each tab. “Styles” will be in italics, referring to specific paragraph styles visible from the Styles pane.

Make sure Microsoft Word is not set to compress images. From the “File” tab go to “Options” and “Advanced,” then in the “Image Size and Quality” section make sure there is a check next to “Do not compress images in file” and the “Set default target output to” box is the highest resolution (220 ppi). Click “OK.”

Some tabs may not automatically appear in the top ribbon; add these by customizing the ribbon. From the “File” tab, click “Options” then “Customize Ribbon.” In the right column, change the view to “All Tabs” in the dropdown. Then scroll down and make sure the tabs you need are checked. In particular, make sure you check the “Developer” tab, as this typically will not be checked when you first open Microsoft Word. You can also add and remove tools from the ribbon using the left column.

Template

The SER publications editing team uses both in-house templates and those via the NPS Natural Resource Publications Management (NRPM). Use of these templates ensures that reports have consistent formatting, including consistent fonts and paragraph styles. Templates also minimize software compatibility issues and bugs that can arise when reports are opened and edited in different versions of Microsoft Word. We use the national templates for NRR and NRDS reports, which are updated regularly, and also have a template for SOPs. You should always use the most current template, whether you start from scratch with the template or add the most current template to an existing document. Though authors are encouraged to use current templates, you may encounter documents with an older template and will have to then reattach the newer template. Always check the template before you begin editing, especially if it appears the styles are older

(anything other than Times New Roman 11.5 text might be an old template). Failing to check that the correct template is attached can cause problems, even within the editing department.

Check and change the template by navigating to the “Developer” tab and the “Templates” section. Click on “Document Template.” In the window that opens, check the template title. If it is incorrect, click “Attach...” then change to dropdown from “All Word Templates” to “All Files” to see more than just Microsoft Word files. The latest versions are located in the Editor’s Resources folder on the Q drive. Navigate through your computer to the appropriate template (e.g., “NRR_Template_v4.1.docx”) an double click or select “Open.” Check “Automatically update document styles” then click “OK.” You may still need to reapply some document styles.

For more detailed instructions and images on how to attach or format using a new template, see Appendix G.

Most templates you encounter should have correct paragraph styles. However, you may occasionally work from a template with errors or missing styles, or when you attach a new template to an existing document you may encounter some duplicate styles. In these cases, you can add, delete, and edit existing styles.

Open the “Styles” pane from the “Home” tab and “Styles” section, by clicking on the arrow in the bottom right corner of the section. You can move and resize the pane, or you can dock it in place by double clicking on the top bar. The pane may not initially show all existing styles; click “Options” and change “Select styles to show,” then change this to “All styles.” Now you should see all available styles. To sort them alphabetically (which will place the desired nrps styles together), return to the “Options” window and change “Select how list is sorted” to “Alphabetical.”

If a style visible in the pane does not seem to follow the correct format (e.g., if the style is set to the wrong font size for the template), or if a style you need is missing, see the managing editor. There should not be an issue if the templates are properly attached. Delete duplicate or unnecessary styles by right clicking the style title and selecting delete; but make sure the style is not applied to any text in the document. If it is, apply the correct style **before** you delete the incorrect style.

Review

Always track all of your changes as you edit a document. Under the “Review” tab, click on the “Track Changes” button to turn track changes on and off. To change the way you see changes, click on the button then click “Change Tracking Options” in the dropdown. I prefer to see changes always in balloons, so they are outside the page in the margins, by setting “Use Balloons” to “Always.” You can also change the color and format of your tracked changes. Click on the arrow in the lower right corner of the Tracking section. In the window that opens titled, “Track Changes Options,” click “Advanced Options.”

To change how the document is being viewed, go to the “Review” tab. In the “Tracking” section you can change your view (top right dropdown). This helps when you want to see how the document will appear without edits in the way. Options are: Original, Simple Markup, No Markup and All Markup. Simple Markup shows comments and marks where changes have been made.

To add a comment, select a portion of the text (try to make it an applicable selection), click “New Comment” in the “Comments” section of the “Review” tab, and type in the bubble. You can also edit comments by clicking on “Reviewing Pane” in the “Tracking” section, though it gets a bit clunky if you have a lot of small tracked changes.

In general, you will want to keep your changes and comments associated with your initials. If, however, you ever need to make comments anonymous, this is done when you save the document. Click File. Click the box, “Check for Issues” next to Inspect Document. In the dropdown, click “Inspect Document.” In the Document Inspector window, click the “Inspect” button. After the inspection is complete, click “Remove All” next to Document Properties and Personal Information. ***Do not click Remove All next to Comments, Revisions, Versions and Annotations. This will permanently delete all of the comments from the document.***

Sometimes documents with tracked changes and a lot of comments added will corrupt, so don’t be excessive with comments and if you are worried about corruption, save some backups. This is very common with large files for which you track a lot of changes and make a lot of table edits (especially the NRCAs). *If* you get any warning

messages, click the “x” at the top to exit the message rather than clicking “OK.” Occasionally this prevents Microsoft Word from freezing and the file from corrupting. If Microsoft Word does freeze (everything will lighten and you will see “(not responding)” beside the file name in the top bar), close the program and try to reopen the file. If it will not open due to corruption, open your most recent backup and start from there.

Make sure Microsoft Word is set to automatically check spelling as you type. This setting may be different for each document so check it every time—especially if you don’t see any words with red underlines. Check this from the “File” tab by selecting “Options” and “Proofing;” then make sure there is a checkmark beside “Check spelling as you type” and there is *not* a checkmark beside “Hide spelling errors in this document only.” To fix a word underlined in red, right-click on the word and select the desired correct spelling. Or, right-click on the word and select “Spelling” to open the window. You can now navigate from word to word to correct spelling, by choosing the correct word, ignoring the word, or adding the word to the dictionary if it is spelled correctly. You can also change or ignore all instances of the word at one time.

Sometimes if there are a lot of misspelled words, Microsoft Word will stop marking them. Usually you will see a message before this happens. This happens often in documents with a lot of Latin scientific names. You can add a dictionary of these names (the Integrated Taxonomic Information System [ITIS] dictionary, located in the Editor Resources folder on the Q drive (<Q:\Editor Resources\ITIS dictionary>)) and other such dictionaries so that Microsoft Word will not mark these words as misspelled. Click on the “File” tab and select “Options.” Under “Proofing” click on “Custom Dictionaries.” Click “Add” and navigate to the file (“ITISTaxonomy.DIC”); select the file. If you receive an error, you may have tried to add the zip folder rather than the .DIC file.

Page Setup

Templates should be set up with the proper page format. Especially pay attention to the first and last pages. These must adhere exactly to national standards, and usually they have slightly different margins than general pages. If you use a template, just delete existing text and add your own rather than trying to replicate these pages on your own.

If you mess up the top bars and they look wrong, you can usually copy them from the template and paste them into your document. Use *only* the thin bar (~.25 inches) for the front and back pages of reports (not the thick bar you may see in some older versions).

Margins for body pages should be 1 inch on every side. Check this in “Page Layout” tab; in the “Page Setup” section click to open the the “Margins” dropdown. Change page orientation in the “Page Layout” tab “Page Setup” section via the “Orientation” dropdown.

Section Breaks

Add various breaks from the “Page Layout” tab. In the top right of the “Page Setup” section, choose a break type from the “Breaks” dropdown. Use Page (under Page Breaks) and Next Page (under Section Breaks) to control the flow of text and images page to page. Also use breaks to assure first-order headings begin on a new page, or a new odd page for NRR series reports. **Do not use the odd page section break.** Instead, use two next-page section breaks to add a blank page and force the first-order heading to the next odd page. Also use next-page section breaks before and after pages you are converting from Portrait to Landscape orientation (the change in orientation will apply to all pages going forward in a section). Use continuous section breaks when you want to apply different formatting to a section of a page. For example, put a continuous section break before and after text if you want part of the page to be in multiple columns.

Every time you add a section break, the pages following the break will be set to “Link to Previous.” We recommend that you uncheck “Link to Previous” on every page. Otherwise, you may encounter formatting issues, especially related to page numbers. If you don’t uncheck “Link to Previous,” then the formatting of the page will be copied from previous pages in the section. If you navigate to another tab and need to relocate “Link to Previous,” look in the “Design” tab in the “Navigation” section (the “Design” tab will only appear if you have clicked into the header/footer).

Make sure you apply the style *nrps Normal* to all section breaks. If the break is in a style that populates a contents list (like *nrps Figure caption*), it can be pulled into the contents, or add blank pages in a PDF

Page Numbers

Introduction pages have page numbers in lower case

Roman numerals, starting with page ii (2). This includes the Publication Policy page, Table of Contents, Executive Summary, Acknowledgements and Glossary of Terms. Main body pages have page numbers in regular numerals, starting with page 1 (if the number continues, you have to uncheck “Continue from Previous Section”). Blank pages should not have page numbers. When you double-click in the footer, it automatically opens the “Header & Footer Tools Design” tab. You can click on “Page Number dropdown arrow” and hover over “Bottom of Page” in the dropdown, then click on “Plain Number 2” (the second option). You can also use the “Insert” tab to access the same dropdown menu.

Format as appropriate by highlighting the number and clicking the “Page Number” dropdown, then clicking “Format Page Numbers.” You can change the type of numeral and also choose to start on a specific number or continue numbering from the previous section. You can also apply styles to the page numbers as you do for regular text, and you can center the number as you would other text. Make sure there is not a top border on the page number, which will add an undesired line across the bottom of the page.

Under the “Design” tab in the “Options” section, check “Different First Page” to remove page numbers on the first page without removing them on subsequent pages. In the “Position” section, check the alignment of the header from top and footer from bottom: both should be 0.5 (inches). If the page number or header ever looks closer or farther from the text than half an inch, the alignment is likely off.

Any formatting will apply to the entire section. If you want a page to have a different format, or want to create a blank page with no number, you need to add continuous or next-page section breaks before and after so the formatting will apply only where you want. Remember to uncheck “Link to Previous” if you add section breaks.

Text

Text should be in the style *nrps Normal*. This style is Times New Roman 11.5 point, with multiple spacing at 1.15 points and spacing of 10 points after each paragraph. *Therefore, you do not need to add a paragraph return between paragraphs.* If you want to adjust spacing between paragraphs or lines, or between text and images, instead go to the “Home” tab and click the arrow at the bottom right of the “Paragraph” section; then set the distance before and after the text. Sometimes when you copy text

from another source and apply a template style, the style will not take hold. You may need to apply it a second time. Take note of any italic, bold, or sub/superscript elements, as application of the style will likely remove this formatting. You will have to then manually re-add those elements.

You may want to add or edit bulleted and numbered lists. Add these by highlighting the text and applying *nrps Normal*. Then click on either the bullets or numbers icon in the “Paragraph” section of the “Home” tab. Make sure the format and indent of lists remains consistent throughout a document. If you start with numbers (1, 2, 3), indent with letters (a, b, c), then indent with Roman numerals (i, ii, iii).

Do not use numerals followed by a parenthesis in one list and numerals followed by a period in another. You can also change the format of bullets. If you apply bold to part of a list item and the bullet or number becomes bold, it’s because you applied bold to the paragraph return at the end of the list item. Select just the paragraph return and unbold it. You can change elements of numbered lists to either start at a particular number or continue from previous.

Tables

Captions

Use the styles *nrps Table caption*. Caption numbers should be bold and as follows: “**Table 1.**” Tables in appendices will be labeled “**Table A-1.**” (for Appendix A). Apply *nrps Table caption* to the first line or two of the caption. If there are additional lines, apply the continued style to these. This will ensure that only the first lines populate the contents list, creating a cleaner look. Sometimes the continued style will automatically change the entire caption, and you will have to reapply the *nrps Table caption* style to the beginning, and then rebold the table label. If there are acronyms or abbreviations in the table, make sure they are defined at the end of the caption. For example [P—phosphorous; mg/L—milligrams per liter; NPS—National Park Service].

Format

You will typically use one of four styles for text in a table: *nrps Table cell*, *nrps Table cell indent*, *nrps Table header*, and *nrps Table note*. Only the top line of a table should be set as *nrps Table header*. All other cells should be *nrps Table cell* or *nrps Table cell indent*. Any explanatory text below the table should be *nrps Table note*.

To format a table, hover over the top left corner and click on the icon (looks like a plus sign +, table will be highlighted). Right click, and open the “Table Properties” window.

In the Table tab, set the width to 6.4 inches (portrait) or 8.9 inches (landscape). Alignment will be “Left” and Text wrapping will be “None.”

With the table highlighted, click on the Row tab and remove checks from all the boxes. Highlight just the header row, right click to get back Table Properties, then click the Row tab again. Click the box “Repeat as header row at the top of each page.”

In the Cell tab, uncheck the Preferred width box and highlight the “Top” box under Vertical alignment, then hit “OK.” Then in the Cell tab, click on the “Options” button to set the default cell margins to 0.05" on top and bottom and 0.05" on left and right. You can increase the left and right margins for all internal columns. Do not indent the left side of the first column or the right side of the last, as this will push the table outside of the gridlines. In the “Row” tab, uncheck “Specify Row Height.” If the rows then are too close together, make sure you have set the top and bottom cell margins to 0.05" and applied the style *nrps Table cell*, which adds 1-point spacing before and after the text. Note that when using “Table Properties,” it is sometimes necessary to make one change, exit out, and go back in to make the next. Making changes on multiple tabs will not apply all of the changes.

Resize columns by dragging the column edges, or open the “Table Properties” window and use the “Columns” tab to set columns to specific widths. You can also highlight some columns, right-click, and choose “Distribute Columns Evenly” (if this option is not available via right-click, navigate to the “Layout” tab and click on “Distribute Columns”). If you accidentally drag a column edge while the cell is highlighted, it will only change the column width for that cell. View table gridlines to avoid this or to match up column edges if this occurs. Select the entire table, navigate to the “Home” tab and the “Paragraph” section, then click on the arrow next to the “Borders” icon in the bottom right corner. Choose “View Gridlines” from the dropdown.

Generally, tables have a black hairline border (0.25 point) above and below the header line and below the last table row. Add other lines as desired—sparingly—only if they improve table readability. Select the entire table, click “No

Borders” if there are already, then highlight rows and add borders as desired. Alternating shading can also be added, only if it enhances readability (for instance, in multipage tables with nearly identical rows, like species lists). Alternate every other line or every other five lines, and fill cells with the lightest gray. Select row(s) and navigate to the “Home” tab. In the “Paragraph” section click on the fill bucket icon to open the dropdown menu, and click on the lightest gray (5%) box. You can also adjust borders and shading via “Borders and Shading,” accessible via the right-click menu or by navigating to the “Home” tab “Paragraph” section and clicking next to the “Borders” icon.

Note: Table formatting must be the same for all of the tables in the document.

If shifting text might push a table to break over two pages, select the caption and all table rows, click the bottom right arrow in the “Paragraph” section of the “Home” tab, go to “Line and Page Breaks,” and check “Keep with next” and “Keep lines together.”

508 Compliance

Tables can not have subheaders or cells merged across columns. If a table has subheaders, usually you can create a new column to contain the information presented by the subheader. Screen readers read across columns row by row, and they read the header cells before each row. Subheaders are not read like headers.

Some reports have colors in table cells that correspond to descriptions (e.g., levels of quality). Any color code must be understandable to someone who cannot see the colors. To achieve this, add superscript numbers or letters to every cell with color and a corresponding key to the caption. Then someone using a screen reader can tie each cell to a description independent of color.

For water and other reports with colors corresponding to ratings, there are specific compliant colors. To adjust colors, click on the arrow next to the “Font Color” icon in the “Font” section of the “Home” tab to bring up a drop-down menu, then select “More Colors,” click on “Custom,” and enter the numbers for the colors in the RGB color model, in order from red to blue. Compliant red is 241-153-135; compliant green is 164-252-168; and compliant yellow is the base or solar yellow. For more details on 508 Compliance, see Appendix F.

Figures

Captions

Position the caption below the figure and use the styles *nrps Figure caption* and *nrps Figure caption continued*. If there is not a continued style in the template style list, you can add it (see “Template” section). Caption numbers should be bold and as follows: “**Figure 1.**” Figures in appendices will be labeled “**Figure A-1 (for Appendix A).**” Apply *nrps Figure caption* to the first line or two of the caption. If there are additional lines, apply *nrps Figure caption continued* to these lines. This will ensure that only the first lines populate the contents list, creating a cleaner look. Sometimes the continued style will automatically change the entire caption, and you will have to reapply the *nrps Figure caption* style to the beginning, and then rebold the table label. If there are acronyms or abbreviations in the table, make sure they are defined at the end of the caption. For example [P—phosphorous; mg/L—milligrams per liter; NPS—National Park Service].

Format

Figures (in image format, such as .jpg or .png) should be in the style *nrps Normal single line*. If applying this style also changes the caption style, you may need to add a paragraph return after the image. The image should be left justified, and as quality allows should fill up as much of the page as possible without exceeding the margins (maximum 6.5 inches for portrait and 9 inches for landscape pages). Add a hairline (0.25 [1/4] point) border around all images. Click or double-click on the image to open the “Format” tab, then click “Picture Border” in the “Picture Styles” section, hover over “Weight,” and select the 1/4-point line. **After** applying paragraph style to the figure and caption, select the figure, click the bottom right arrow in the “Paragraph” section of the “Home” tab, go to “Line and Page Breaks,” and check “Keep with next.” Then select all caption lines, navigate back to “Line and Page Breaks,” and check “Keep lines together.” This is better than adding page breaks to make sure figures and captions stay together if the document text flow shifts. Text wrap on all figures should be set to “In Line with Text” (right click on the figure and hover over “Wrap Text” to choose this option). If you change the text wrap and the figure position moves, you can click on the figure and drag it back to position at the paragraph return before the appropriate caption.

Some figures will contain multiple images or elements, such as text boxes and arrows in maps or graphs and

charts. Use Adobe PhotoShop to create one image (.png or .jpg format) of the highest possible resolution (600 dpi), then add the image back to Microsoft Word.

If creating one image in Adobe PhotoShop is not an option (e.g., no access to original images, extremely poor resolution), you should group the elements. To do this, change the text wrap on all elements of the figure from “In Line with Text” to “Behind Text” or “In Front of Text,” then arrange the items as desired, hold the “Ctrl” key while clicking to select all items, then right click. Hover over “Group,” and click on Group. You may then choose to make the grouped figure into just one image. This can be helpful with text boxes, because if you apply the *nrps Normal single line* style to a grouped figure with text boxes, the text will take on that style. You can sometimes select a grouped figure, cut the figure from the document (“Ctrl + X” on the keyboard, or right-click and select “Cut”), then right-click and choose “Paste as Picture” under “Paste Options” (the picture icon).

Another option is to create a .pdf, then convert to .jpg in Adobe PhotoShop or Acrobat. Highlight the figure with your mouse. You may have to start with the caption. Make sure all of the elements get highlighted. Go to Save as Adobe PDF. When the Save Adobe File As window appears click the “Options” button in the lower right. Under page range, click “Selection” and hit “OK.” You are ready to save the file. Open the new pdf in Adobe PhotoShop and save as a jpg. If you don’t have Adobe PhotoShop, you can open in Acrobat Pro. On the right hand side, click on “Export PDF.” Click on “Image,” then “JPEG.” Then hit the “Export” button.

Save any images that you make outside of Microsoft Word (including screenshots) in the “Graphics” folder, located inside the specific report’s folder on the Q drive. This is critical to avoid any accidental reduction in quality, and so graphics can be added again or altered later.

508 Compliance

Add alternate text (Alt Text) to all figures. This allows the screen reader to readout what is the figure. Copy the caption text, right click on the image, and select “Format Picture.” Then, click on the “Layout & Properties” icon and click on “Alt Text.” Paste the caption text in the Description box and the figure number in the Title box. Make sure you include the figure number at the beginning of the caption in the Description box. For more details on 508 Compliance, see Appendix F.

Literature Cited

Include every source listed in the text in the full reference list in the literature cited section. Apply the style *nrps Literature Cited* to all elements, and make sure all web sites are in the *Hyperlink* style (blue and underlined) with an active hyperlink. Order items alphabetically by last name, and separate multiple entries for the same author and year with letters (i.e., Curry 2016a, Curry 2016b). For examples of citations covering a range of source types, look at other reports, templates, and the Park Science style guide.

Ensure every item in the Literature Cited section is cited somewhere in the text. In-text citations include the author last name(s) and date. Place citations inside parentheses at the end of the sentence, and order citations chronologically unless you have reason to order them otherwise. For multiple references, separate with a semicolon. See Appendix D and the Park Science style guide for examples and additional guidance.

Double check the dates in citations: make sure the date in the literature cited section matches the date in the in-text citation, and vice versa. When possible, track down the source to check the publication date and title. You can easily find and check most citations through Google Scholar. Type key words in the search bar, find the appropriate source entry, and click on “Cite” below the entry. Make sure the information from Google matches the report citation. If it does not, change as appropriate or make a comment for the author to address any discrepancies. If the citation includes a web site for online access, make sure the url link both works and goes to the correct page for the citation. If a link is correct, update the “Accessed On” date to the current date (Month and Year). If a link is incorrect, try to find the appropriate url; if you are not sure about the correct site, make a comment for the author.

Table of Contents

Templates contain a preset table of contents that includes lists of figures, tables, and appendices. Always use the appropriate heading and caption paragraph styles, as the *nrps* styles are linked and automatically populate these lists. If you work from one of the templates or on a document with existing contents lists, you can update the lists as you edit the document by right-clicking, selecting “Update Field,” then selecting either “Update page numbers only” or “Update entire list” (select this if you have edited any of the headers or captions); then click “OK.” Don’t apply *nrps Normal* to the list itself, as this

will affect the list format. Instead, to change the text (for example, if you began with an old template and the font is 12 point), highlight all text (don't click as this will just select the list), go to the "Home" tab, and in the "Font" section manually change the font. Lists should always have the word "Page" at the top, right justified, in the style *Page Right*. This is not part of the linked list and should be added if not there.

To change a list linked to the wrong styles or to create your own list, go to the "References" tab, and in the "Table of Contents" section click "Table of Contents." Then select "Insert Table of Contents" from the dropdown menu. Make sure "Show page numbers" and "Right align page numbers" are checked, and the tab leader is dots. You can change the number of levels shown with the "Show levels" dropdown—typically contents lists show three levels. Then click "Options" to select styles. For contents lists, delete the numbers beside all styles but these three, and number them accordingly: *nrps Heading 1*, *nrps Heading 2*, and *nrps Heading 3*. For figures lists, delete the numbers beside all styles but *nrps Figure caption*, and enter 1 by this style. For tables lists, delete the numbers beside all styles but *nrps Table caption*, and enter 1 by this style. For appendix lists, delete the numbers beside all styles but *nrps Heading 1 appendix*, and enter 1 by this style.

Contents lists should only have one or two lines of text. Apply the "continued" styles to all additional lines—these styles are not set up to link to the lists, so this will ensure the lists only contain elements with the main caption style applied. You can alternatively delete some text from the lists, but if you later update the list again you will have to repeat this process.

Final Steps

Add our official watermark to any draft documents. In the "Page Background" section of the "Design" tab, click "Watermark" then choose "Custom Watermark" from the dropdown. Choose "Picture Watermark" then click "Select Picture" to open a dialog box with your files. Navigate to and select the watermark (Q:/Editor Resources/Watermark/watermark2.jpg), then hit "Apply" or "OK."

Save the final version of the report using the following convention for naming documents: "Author_Year_Network or Park Code_Title_Editor Initials," with no spaces and all elements separated by an underscore. Sometimes

documents are sent back for review as PDFs, and final versions sent to the national office for final review are sent as PDFs. For these, make sure you have accepted all changes and removed any comments. Use the Acrobat tab to save the document as a PDF by clicking on "Create PDF."

Formatting in InDesign

General

Orientation to InDesign

Adjust the dock on the right sidebar by toggling between workspace presets using the top bar (Advanced and Digital Publishing are helpful presets). Customize presets or create your own workspace to include helpful tools by selecting the tabs at the top of InDesign and opening tools you want to dock (the "Windows" tab contains most of these). Drag the tool window that opens onto the right sidebar until you see a blue line, and then the tool will be docked. To remove a tool, click on it and drag off of the sidebar.

As you work in InDesign, it may be helpful periodically to view various grids and guidelines that show you the outside extent and margins of the page. You can toggle between views and change what you see. To see the page as you would in print, hit "w" on the keyboard (or "Esc + w" if your cursor is inside a text box). Hit "w" again to return to your editing view. In the "View" tab hover over "Grids and Guides" to hide or show various options. "Snap to Guides" can be quite helpful, as if you move or resize a text or picture frame, it will highlight the edge when you are aligned with the guide.

InDesign allows you to set up pages as spreads where you see the left and right page (even pages on the left, odd on the right) together on the screen. Margins are typically set at 0.75 inches, so the printable text area spans 7 inches (versus 6.5 in Microsoft Word). If you have a document set up in spreads, the right side page will start at 8.5 inches on the top ruler, and the first column will begin at 9.25 inches. Columns should always have space between (a gutter) of 0.375 inches.

Template

Similar to the templates used in Microsoft Word, we do have documents set up to act as templates that have the correct page setups and paragraph styles for different

types of documents. Therefore, you should start with one of these templates or edit another document made from the original template document. Templates should have a variety of master pages (portrait, landscape, single column, double columns, with/without page numbers), existing front and back pages with the correct top bar and arrowhead, and nrps styles equivalent to those in Microsoft Word but in Frutiger and Rawlinson font families.

Review

You can track changes and add notes in InDesign. From the “Windows” tab, hover over “Editorial” and open the “Notes” or “Track Changes” tools. You can then turn track changes on and off. You will have to use the Story Editor to view these changes. In the “Edit” tab, click on “Edit in Story Editor” (or type “Ctrl + Y”).

Page Setup

Open the Pages window to view all document pages, separated by master pages above. You can add master pages, or you can edit existing masters by double-clicking on them. You can return to main pages by double-clicking on any document pages. Click on page icons and drag them around to rearrange their order in the document. Use the icon at the bottom of the Pages window to add new pages, or click on one and use the trash icon to delete. Apply master page format to a document page by clicking on the master and dragging onto the document page (which should then be outlined in yellow).

For columns, you can either use a two-column master page and have two text frames per page aligned to the columns, or you can set the text frame to have two columns. Always ensure the gutter (space in between the columns) is .375. To confirm, go to Layout, then Margins and Columns.

When you add a new page (in the Pages window), hover over the thumbnail for the new page and make sure the appropriate master is applied. If not, click on the appropriate master in the top part of the window and drag it down to the new page thumbnail. Release, and make sure the master was applied.

Text Frames and Flow

All text will exist inside text frames. Drag these frames to reposition and resize them by selecting them, clicking on one of the small white boxes on the borders, and moving the mouse. You can also specify the dimensions and position of frames by selecting a frame and entering specific numbers in the top left boxes (X and Y for

position; W and H for size). You can push the bottom border of a text frame up so that the text in both columns is roughly the same height and there are no hanging headers or single lines of text, or you can move the side of the frame over so that text only runs down one column and you can position a figure in the place of the second column (inserting a frame break will also accomplish this).

You can also link the frames so that text flows freely between them (i.e., if you edit text on one page and it adds or deletes lines, the text in linked frames will automatically adjust the layout). Linked text frames have small blue arrows on their borders, and linkages are shown with thick blue lines. If you add text to a frame that is too small and is not linked to another frame, the text will exist in the frame but will not appear on the page (called overset text). In this case, you will see a red plus sign on the bottom right of the frame border. InDesign recognizes overset text as an error and will add it to the errors shown at the bottom of the page. Fix this by adding a new page and creating a new linked text frame. Just click on the red plus sign at the bottom right of the existing text frame to pick up the text. Then click and drag—or double click—on the new blank page, and the text will flow from the existing to the new text frame. If you click and pick up text but want to get rid of it, just hit the “Esc” key. To view existing text threads, select the text frame with the selection tool, and click “ctrl + alt + y.”

Page Numbers

If you apply existing master pages to your document, page numbers should be set up properly. To create blank pages, click on the “None” master page thumbnail and drag it onto the blank page thumbnail in the “Pages” tool window; this should apply the none formatting without a page number. You may need to adjust the numbering order on numbered pages. In the “Pages” tool window, right-click on the thumbnail of the page for which you want to edit the page number. Select “Numbering and Section Options.” To continue numbering from the previous page, make sure “Start Section” is not checked. To restart numbering (e.g., for the Introduction page), check “Start Section,” choose automatic numbering or set a specific value, and choose the type of number (i.e., Roman numerals, standard numbers). You may have to save, close, and reopen the file to see the page numbers update after you make changes.

Hyperlinks

To add hyperlinks, change to the “Digital Publishing” workspace or open the “Hyperlinks” window. Highlight the relevant text (typically a web or email address). In the “Hyperlinks” window, click on the arrow at the top right, and select “New Hyperlink” from the dropdown. Choose the appropriate option from the “Link To” dropdown (likely URL or Email), make sure the destination address is correct, and click “OK.” For web sites, you can also just click on “New Hyperlink from URL.” You can also access these two options by highlighting text, right clicking, and hovering over “Hyperlinks.” To test a link, right click, hover over “Hyperlinks,” and click on “Go to Destination.” The link should open in your default web browser.

Text

Double-click inside a text frame or select the “Type Tool” from the left side bar to add and edit text. Text should be in the “[Basic Paragraph]” default style. For most InDesign templates (i.e., NRR, NRDS), this style is similar to *nrps Normal* in Microsoft Word, and is the font “NPS Rawlinson OT Condensed” type “Book” size 10.5 point, with a 13.5 point leading. For Resource Brief templates, “[Basic Paragraph]” is “NPS Rawlinson OT Condensed” type “Book” size 9 point, with a 12 point leading. These styles add space after a paragraph return, so *you do not need to add any additional returns* (and when copying or pasting text from a Microsoft Word document, you may need to delete extra returns between paragraphs). Copy and paste text from Microsoft Word or other document types, and the pasted text should have “[Basic Paragraph]” applied (if not, reapply this style). You will probably need to reapply appropriate styles to most of the headers, as they will be pasted with the default Basic Paragraph. Just highlight the text, and use the “Paragraph Styles” window to scroll to the appropriate style and click to apply. Do *not* copy and paste captions or figures along with text—these require different procedures.

The “[Basic Paragraph]” style should *not* be set to hyphenate words, and you should not allow words to hyphenate across lines unless absolutely necessary. If you notice any hyphenation, you may need to edit the paragraph style. Click on “Paragraph Styles,” right-click on “[Basic Paragraph]”, and choose “Edit [Basic Paragraph].” In the “Paragraph Style Options” window that opens, click on “Hyphenation” and uncheck “Hyphenate.” This should update any text with the “[Basic Paragraph]” style already applied.

To add italics or bold to this basic style, click the dropdown at the top left below the main font type and select the appropriate type, such as “Book Italic” or “Bold.” Use the eyedropper tool to apply the style to more than a few words. Apply style to one word, then select the eyedropper tool. If you don’t see it in the left sidebar, find and right-click on either the “Measure Tool” or the “Color Theme Tool,” then select the eyedropper from the dropdown menu. With the eyedropper selected, click on the style you want to apply. The dropper should fill—indicated by black in the tip of the icon—as it picks up the style. Then double-click on a word which you want to apply the style, or drag over a word or multiple words. To empty the eyedropper, click outside the text frame or click on the “Selection Tool.” Be careful when double-clicking, as if you double-click one then another word too quickly in sequence, it acts like a triple-click, highlights the entire line of text, and applies the format. In this case, use “Ctrl + Z” to undo the action and try again. If you want to remove overrides (like bold or italic text), right click on the appropriate style in the “Paragraph Styles” window and choose “Apply, clear overrides,” or “alt+click” to remove.

Add special characters, including various dashes and measurement symbols, by right-clicking, hovering over “Insert Special Character,” and locating the character you need. For symbols, go to the “Type” tab and open the “Glyphs” window (or type Alt + Shift + F11).

Adding numbered or bulleted lists is different. First, define a different paragraph style for each level of the list. Open the “Paragraph Styles” tool, then click the top right arrow and select “New Paragraph Style...” from the dropdown. Use the “Indents and Spacing” and “Bullets and Numbering” tabs to set the proper format. Then apply the different styles to each level of the numbered or bulleted list.

Add a hanging indent to bulleted lists with more than one line of text. Select all of the bulleted text, open the tab menu from the “Type” tab (or via “Ctrl + Shift + t”), and click on or near 0.2. Then click in the box, type 0.2, and hit enter to set the tab. Now click at the beginning of the line (after the bullet and before the first character of text), and type “Tab” then “Ctrl + I” to add the hanging indent. It helps to show hidden characters during this process (Ctrl + Alt + I).

Tables

Captions

Captions should be in their own text frame positioned above the table, with text wrap on all sides to ensure consistent spacing. Always set text wrap to 0.1. Make sure the caption text frame is the full width of the figure. You can group the caption with the figure if it helps maintain positioning, especially when moving the table on the page. Do this by selecting both frames (shift click on the figure and caption), then right click and choose “Group” or type “Ctrl + g.”

“Continued” captions should precede tables that cover multiple pages. Copy the first caption text frame, then paste it on the next page, move it to the top of the page, and adjust the table frame to be just under the continued caption. Adjust the caption title (e.g., “**Table 1.**” becomes “**Table 1 (continued).**” Do this for all pages that include the table.

Format

Add tables in their own frame rather than the main text frame, as this simplifies arranging text and tables. If you start from a template or a similar document with existing similar tables (e.g., a bird report for one park using a complete bird report from another park or year), you can copy and paste into the existing table. Select rows and hit “Backspace” or “Delete” to clear the contents. Then highlight a few cells and past (do not paste into just one cell, but don’t worry about highlighting the precise number of rows and columns—highlighting a few cells is fine).

To create a new table, copy the table elements from Microsoft Word or Microsoft Excel (make sure you remove any extra paragraph returns first), and paste in InDesign inside a new text frame. Click inside the text frame and select all text (type “Ctrl + A”), then select “Convert Text to Table...” from the “Table” tab. Accept the defaults (column separator as tab, row separator as paragraph). If the table is larger than the text frame, click the red plus sign at the bottom of the frame and drag new frames on subsequent pages until the entire table is visible. Now apply appropriate styles to headers and text (*nrps Header*, *nrps Table Cell*). Apply additional styles (e.g., add italics to species names) either by selecting a column and using the font type dropdown menu, or applying styles to many items with the “Eyedropper Tool” (see the “Text” section).

Delete extra rows by selecting rows, right-clicking, hovering over “Delete,” and choosing “Rows” to delete

rows, or select rows and type “Ctrl + Backspace.” Follow the same process for columns, and for adding versus deleting rows or columns. Resize columns by hovering over the borders (click into the text frame or select the “Text Tool”) until you see a two-sided black arrow; then drag left or right. If you see a red dot in a table cell, text in the cell cannot be displayed (usually because the cell is too small). Widen the column, or for tables with many columns, move the columns until the red dots are gone, then right-click and choose “Distribute Columns Evenly.”

Make sure tables that span multiple pages have a continued caption above, formatted as described in the previous section.

508 Compliance

Ensure text and headers have the correct styles applied. The styles are tagged in InDesign, and those tags are maintained when you export the document to PDF. This simplifies the process of making PDFs compliant.

Tables cannot have subheaders or cells merged across columns. Screen readers read across columns row by row, and they read the header cells before each row. Subheaders are not read like headers. If a table has subheaders, try to create a new column to contain the information presented by the subheader. Otherwise, split the table into subcomponents that are compliant, and use letters to name the split tables. For example, “**Table 1.**” might become “**Table 1a.**” and “**Table 1b.**” Update each caption to reflect changes in the table content.

Some reports have colors in table cells that correspond to descriptions (for example, levels of quality). Any color code must be understandable to someone who can not see the colors. To achieve this, add superscript numbers to every cell with color and a corresponding key to the caption. Then someone using a screen reader can tie each cell to a description independent of color.

For water and other reports with colors corresponding to ratings, there are specific compliant colors. To use these colors, create new color swatches. Use the “Window” tab and hover over “Color” to open the “Swatches” tool (or type “F5”), then click on the arrow in the top right and select “New Color Swatch...” from the dropdown. Change “Color Mode” to RGB and enter the numbers for the colors in the RGB color model, in order from red to blue. Compliant red is 241-153-135; compliant green is 164-252-168; and compliant yellow is the base or solar yellow.

Figures

Captions

Captions should be in their own text frame positioned below the table, with text wrap on all sides to ensure consistent spacing. Always set text wrap to 0.1. Make sure the caption text frame is the full width of the figure. You can group the caption with the figure if it helps maintain positioning, especially when moving the figure on the page. Do this by selecting both frames (shift click on the figure and caption), then right click and choose “Group” or type “Ctrl + G.”

For reports with a lot of figures that are standard across parks and/or years (e.g., landbird reports), you will likely work from a template or existing report with empty figure frames and linked caption text frames. If you are converting a report from Microsoft Word to InDesign, you can more easily paste all captions by creating or using a pre-made list of caption text from Microsoft Word, copying all text, clicking in the first caption box, using “Ctrl + a” to select all, deleting, and then pasting in all of the captions at once. They should automatically flow through all of the linked boxes. You may need to resize a few caption frames to allow the text to flow properly, as some captions may be longer or shorter than others.

Apply appropriate styles to caption text after you paste it into InDesign. Captions should be in the paragraph style *nrps Figure caption*. For some reports, figure captions inside appendices should have a different style (so that they will populate a separate contents list). Some templates may have this as *nrps app caption* or *nrps Figure caption appx*. Caption numbers should be bold and as follows: “**Figure 1.**” Figures in appendices will often be labeled “**Figure A-1.**” and so on.

You will likely need to add the bold after applying the caption style to all text, by selecting just the figure number and using the dropdown menu to change the font type. You can also use the eyedropper to change many figure numbers in quick succession. For some reports (e.g., landbird reports), you will follow the same process to change species names in captions to the appropriate italic font type.

Format

Do *not* copy and paste figures from another document. Add original files to existing empty frames by selecting the frame with the “Selection Tool” (black arrow), and opening the “Place” window by typing “Ctrl + D” or from

the “File” tab. Navigate to and select the appropriate file. If the frame contains an image you would like to replace, first click on it with the “Direct Selection Tool” (white arrow) and hit “Backspace” to delete the figure. Then follow the previous steps to add a new figure. Right-click and hover over “Fitting” to see the options for sizing the frame to the image, or vice versa. Helpful shortcuts are “Ctrl + Alt + E” (Fit Content to Frame) and “Ctrl + Alt + C” (Fit Frame to Content).

You can resize a figure and frame however you like. Select the frame and drag its edges; if you check “Autofit” in the top bar, this will maintain the aspect ratio and resize the entire image. If you deselect “Autofit” this will leave the image in place and resize the frame, potentially masking parts of the image. You can also move the image inside the frame using the “Direct Selection Tool.” Or, select the frame and use the W and H boxes at the top left of the menu bar to enter a specific size (make sure you check “Autofit” if you want the image size to change along with the frame). To place an image at a set location on the page, specify its horizontal and vertical position. Select the frame with the “Selection Tool” and use the X and Y boxes in the top left to enter numeric positions. This helps when you want to place an image at the same position on multiple pages (e.g., landbird reports).

Template figure frames should already have a hairline (0.25-point) black border. If not, add one by selecting the frame and using the “Stroke” and “Swatches” tools (either in the top bar or from the right sidebar). Set the color to black, the stroke weight to 0.25 points, and the stroke type to solid. To remove a border, simply change the stroke weight to 0.

If the quality of an image appears poor, you can select it, right-click, and hover over “Display Performance.” Typically this will be set as “Use View Setting.” If you click on “High Quality Display,” the picture quality should improve. If not, the image itself may not have the required resolution for its size, and either you should minimize the size until the resolution improves or try to obtain a higher-quality image. The settings will default back to “Use View Setting,” so it’s not a problem if most of the figures appear pixelated in InDesign view.

InDesign figures must use the Frutiger and Rawlinson fonts. Figures using other fonts should be re-made with these fonts. In rare special cases, you can get around this by adjusting an image inside a frame to hide the portion with the incorrect fonts (e.g., if incorrect fonts are on

an unnecessary header/banner) or creating a text frame to group with the figure and cover the incorrect fonts. Legends should also use these fonts. Legends can be placed at the same place on each figure using the X and Y position boxes (visible when you select the legend text frame, for example in reports with numerous images (landbird reports). If legends are added but not visible, they may be obscured by the image. Select the image and right click, hover over “Arrange,” and select the appropriate prompt to move the legend to the front and the image to the back.

508 Compliance

Images should be within frames, and you apply alt text to the frame. Click on the image with the Selection Tool (black arrow), right-click, and select “Object Export Options.” Under the “Alt Text” tab, use the dropdown menu for “Alt Text Source” to select either “Custom” or “From XMP:Description.” For custom entries, paste the caption text. For linked entries, make sure the linked caption matches the actual figure. If nothing appears in the “Alt Text” tab, you may have selected the image rather than the frame. Exit the window, make sure you have selected the Direct Selection tool, and try again.

Some reports (e.g., landbird monitoring reports) include multiple similar images. Templates should be set up with text frames into which you will add these images, and the frames should already be set to pull alt text from the metadata description. See Appendix F for steps on how to add metadata in Adobe Bridge.

Literature Cited

Include every source listed in the text in the full reference list in the literature cited section. Apply the style *nrps Literature Cited* to all elements, and make sure all websites are in the hyperlink style (blue and underlined) with an active hyperlink. Order items alphabetically by last name, and separate multiple entries for the same author and year with letters (i.e., Curry 2016a, Curry 2016b). For examples of citations covering a range of source types, look at other reports, templates, and the Park Science style guide.

Ensure every item in the “Literature Cited” section is cited somewhere in the text. In-text citations include the author last name(s) and date. Place citations inside parentheses at the end of the sentence, and order citations chronologically unless you have reason to order them otherwise. See Appendix F and the Park Science style guide for examples and additional guidance.

Double check the dates in citations: make sure the date in the literature cited section matches the date in the in-text citation, and vice versa. As feasible, track down the source to check the publication date and title. You can easily find and check most citations through Google Scholar. Type key words in the search bar, find the appropriate source entry, and click on “Cite” below the entry. Make sure the information from Google matches the report citation. If it does not, change as appropriate and/or make a comment for the author to address any discrepancies. If the citation includes a website for online access, make sure the url link both works and goes to the correct page for the citation. If a link is correct, update the “Accessed On” date to the current date. If a link is incorrect, try to find the appropriate url; if you are not sure about the correct site, make a comment for the author.

Contents Lists

Most reports have a contents list with first-, second-, and third-order headings, plus a list of figures and a list of tables. Reports should also have a list of appendices if there are more than three. Reports with appendices may have separate contents lists for an appendix, particularly if the appendix has numerous pages or figures (e.g., landbird report maps). The process for adding and updating these lists is the same as for the main contents.

Templates should have lists set to pull from the proper paragraph styles. Click on “Update Table of Contents” in the “Layout” tab to update text and page numbers. If you want to change the styles that populate the list, click “Table of Contents Styles” in the “Layout” tab, then click “Edit.” Or, to create a new contents list, click “Table of Contents” in the “Layout” tab and define your desired levels and styles.

For lists in which entries span more than one line, prevent hyphenation, and add tabs and a hanging indent. Do this after editing, as if you update the list again you will have to do the whole thing again. Click in the first line and drag down to select the entire list. Uncheck “Hyphenate” in the top bar, or click the arrow at the top right, select “Hyphenation” from the dropdown, and uncheck “Hyphenate.” With the text still selected, open the “Tabs” window from the “Type” tab (or Ctrl + Shift + T). Click on the line above the ruler, in the box, to add a tab. Then highlight the number, and enter your desired tab (usually 0.7 or 0.8, enough create space after even the longest figure or table title). Hit enter. Now, go through each list entry individually. Place your cursor after the figure or table

title and just before the caption text. Hit “Tab” on your keyboard to add the tab (you won’t necessarily see this change), then hit “Ctrl + \” to add the hanging indent. If the tabs aren’t aligned properly, you can try resetting them by highlighting all of the text, opening the “Tabs” window, clicking the dropdown at the top right, and selecting “Clear All.” Then you can re-add the tab. If this still isn’t working, you may need to update the list again and start from the beginning.

Sometimes when you update a list, some lines will suddenly change font, or be highlighted in pink (indicating InDesign does not have the right font). Usually this happens when a Character Style is applied to the caption text. Find the messed-up captions, select all text, and set the Character Style to None using the Character Styles tool. Then, re-update the list.

Final Steps

Ensure that no text automatically flowed to extra pages at the end of the document. If so, adjust text frames and/or add new pages as necessary to remove overset text. Then delete the extra pages. Delete any other extra pages, and add blank pages as necessary to make sure the final page is even, and for NRR reports that all first-order headings begin on odd pages.

Glance at all pages and adjust the bottoms of text frames as necessary to make text line up properly on the page. For some reports (e.g., veg monitoring), you can move the bottom of a text frame up as much as possible without obscuring any text, then add an extra picture below.

Update all contents lists to reflect final changes, and add tabs and hanging indents. Don’t forget to update any appendix contents lists as well. Also check that figure captions populate the lists in the correct order, as occasionally the order will be wrong.

InDesign documents are set up to facilitate the final export to pdf. Add basic information to the document that will transfer when you export the file as a pdf. From the “File” tab, select “File Info...”. Enter the document title and author(s), then click “OK.”

Fix any errors in the document before you export to .pdf. The small dot on the bottom bar will be green if there are no errors, or red if there are errors. If you are not sure what is wrong, double click on the error message to open

the “Preflight” window (or add this to the sidebar via the “Window” tab). Click the arrows next to any errors to see more information about the error. Navigate to the error by double clicking on the last level. Typically, errors will be overset text (you need to resize text frames and perhaps add more pages to accommodate overset text) or broken links (use the “Links” window to relink objects).

Check hyperlinks, including by exporting to .pdf and making sure links exported properly.

Save the final version of the InDesign file in the “Final” folder within the report folder on the Q drive. Make sure edited versions are saved in the “Edits” folder and *all* added graphics (including any you added or altered) are saved in the “Graphics” folder. If you upload or send the edited report to anyone, compress the entire report folder (containing the final and edited report and graphics) and send it as a zipped file. Do this in Windows by right clicking on the folder, hovering over “Send to,” and selecting “Compressed (zipped) folder.”

General Editing

See Appendix D for common standards selected from the Editorial Style Guide for Park Science and Natural Resource Year in Review guide. All elements of a document should follow this guide first. For anything not clearly specified in the Park Science guide, first go to the Chicago Manual of Style. Also use the Harper’s Ferry Center (HFC) Editorial Style Guide, but do not let it supercede anything from the other guides. Keep a copy of these guides on hand for regular consultation. It can also help to print off frequently referenced pages for quick access.

For reports in Word, use the Track Changes feature and the comments feature. Track all changes unless told otherwise, especially for protocols (we need documentation of all changes made for revisions to protocols). Add comments for things you recommend changing, or for changes you make that may be unclear, to better contextualize your recommendations for the author. If viewing in track changes mode is too onerous, you can change the view mode (Simple Markup, No Markup, All Markup or Original), and you can change preferences to view all changes in balloons rather than in text. To delete comments, right-click them. To accept or reject tracked changes, right-click them.

Editing Checklist

As a final step, pull the Checklist for Editing located in Appendix B of this SOP. Verify that each item has been completed in the document you are editing. Included in Appendix B is a checkoff sheet which needs to be filled out and sent to the managing editor after editing is done.

Literature Cited

Gramercy Books. 1994. Webster's encyclopedic unabridged dictionary of the English language. Random House. New Jersey.

Southeast Coast Network. 2012. Report publication and distribution. Southeast Coast Network Standard Operating Procedure NPS/SECN/SOP—2.1.5. National Park Service, Athens, Georgia. Available at <https://irma.nps.gov/App/Reference/Profile/2184583> (last accessed August 2015).

Southeast Coast Network. 2013. Southeast Coast Network reporting guidelines. Southeast Coast Network Standard Operating Procedure NPS/SECN/SOP-2.1.2. National Park Service, Athens, Georgia. Available at <https://irma.nps.gov/App/Reference/Profile/2192670> (last accessed August 2015).

University of Chicago Press. 2010. The Chicago manual of style. Sixteenth Edition. Chicago.

Appendix A. New Employee Checklist

- ☐ Complete background check to obtain IT approval
- ☐ Take current FISSA training
- ☐ Activate BisonConnect email
- ☐ Create Adobe ID using NPS email address
- ☐ Activate Adobe Creative Cloud on computer
- ☐ Register DOI Learn account
 - ☐ Take “Technical Editing” course
 - ☐ Take “Scientific Integrity” course
- ☐ Set up BisonConnect
 - ☐ Share Google calendar (NPS, not personal) with other editors, managing editor, and program manager
 - ☐ Access time sheet and understand how it functions
 - ☐ Add managing editor to Google chat
 - ☐ Access task tracker form and understand how it functions
- ☐ Read Author and Editor SOPs
- ☐ Review style guides
- ☐ Install network printers on computer
- ☐ Verify access to Sharepoint, S drive, Q drive
- ☐ Verify access to personal daily backup folder on Q drive
- ☐ Set up a personal folder on your computer (e.g., folders for current reports, archived reports, templates)
- ☐ Print copies of helpful appendices for reference (hang on partition or add to style guide binder)
- ☐ Make sure Rawlinson and Frutiger fonts are installed on your computer

Appendix B. Checklists for Formatting/Editing

Checklist for Editing in Microsoft Word

1. Check the document template and reattach if necessary. If copying into a new template, clear all formatting before you start. Save a copy of the document and called it Stripped. Then Ctrl + A and hit the Clear All Formatting key in the Home tab.
2. Templates to use:
 - a. NRCA—NRCA_Template_v4.1.dotm
 - b. NRR—NRR_Full_Template_V4.0.dotm
 - c. SOP—SOP_template_with_notes.docx
3. Check text:
 - a. Font styles including Normal and Normal Single Line
 - b. Bullets and Numbering
 - i. This is an example of Bullet and Numbering format
 - c. Measurement conversions. Always spell out measurement in text. (Conversion in parenthesis. Spell out on first reference and abbreviate after that).
 - d. Capitalization.
 - e. Scientific names in italics. Genus in caps, Species not in caps. Do not italicize Family and Order. The following are not italicized. “spp.,” “sp.,” “var.,” and “X.”
 - f. Punctuations including symbols.
 - i. Use × not X for by.
 - ii. Quotation marks. Only use single inside double. Period always goes inside quotes at the end of the sentence.
 - iii. Em Dash (Control+Alt+hyphen in number keys). Use for emphasis or explanatory phrase.
 - iv. En Dash (Control+hyphen in number keys). Use for range of numbers and dates.
 - g. Acronyms. If used as a noun, spell out. If describing something i.e. staff or plan, use the Acronym.
 - h. More items to check.
 - i. Use they or their instead of his/her and he/she.
 - ii. Data set is two words.
 - iii. In a series of items, don’t use comma before last item.
 - iv. Don’t use “on” for a location. Use “at” or “in.”
 - v. Double-check spelling of park names, including title and top bar
4. Check Figures:
 - a. Normal Single Line between frame and caption below.
 - b. Wrap in line with text, left justified.
 - c. Captions are stand along, not grouped with a figure.
 - d. .25 border around the figure.
 - e. Size is 6.5 inches for portrait (3.25 for smaller figures), and 9 inches for landscape.
 - f. Add Alt Text. Include Figure number in Description.
 - g. If multiple elements in a figure, you can create a pdf, save as jpg and insert.
5. Check Tables (Table Properties):
 - a. Table Tab
 - i. Preferred width = 6.4 inches (8.9 for landscape).
 - ii. Indent from left = None.
 - iii. Alignment = Left.
 - iv. Text wrapping = None.
 - v. Hit OK.

- b. Row Tab
 - i. Highlight entire table and remove all checks. Hit OK.
 - ii. Highlight header row, then Table Properties. Check “Repeat as header row at the top of each page.” Hit OK. You can also highlight the header row and click Table Tools, click the Layout tab, then click on the box, Repeat Header Rows.
- c. Cell Tab
 - i. Uncheck preferred width.
 - ii. Vertical alignment = Top. Hit OK.
 - iii. Click Options. Cell margins are .05 Left, Right, Top and Bottom. Check Wrap Text. Hit OK.
- d. ALT TEXT Tab
 - i. Copy Table Caption including Table number into Description.
- e. Additional Table Items
 - i. Use double hyphens in all empty cells.
 - ii. Borders above and below header row. Border on bottom only of bottom row of table.
- 6. Lit Cited:
 - a. Check format, particularly caps in titles, incorrect dashes. Titles are in sentence case.
 - b. When multiple citations are in parentheses, use a semicolon to separate, not a comma.
 - c. Make sure hyperlinks work and are in hyperlink format. Check links and use (last accessed Month Year) at the end.
 - d. Ensure all entries in section are cited in text, and vice versa
 - e. In-text citations ordered by year, format “Author et al. Year”
- 7. Page numbering:
 - a. Numbers 0.5 inches from bottom of page, center justified, Footer style.
 - b. No page numbers on blank pages.
 - c. Last page ALWAYS even, and for NRR reports start ALL first-order headings on odd pages.
- 8. Additional items to check:
 - a. All section breaks should be in nrps Normal style.
 - b. Double check report title, citation, and peer review statement.
 - c. Watermarks need to be included.
 - d. Add a comment on the front page specifying what you did in the document.
 - e. Compare edited version to original, submitted version.
- 9. Update ToC, Figures, Tables, and other indices.
 - a. Update entire table.
 - b. Remove unwanted text if necessary (only required for final edit).
 - c. Make sure every Table and Figure etc. is represented and in numerical order.

Checklist for Editing in Adobe InDesign

1. Start from a document with the correct styles, or add the appropriate nrps styles
2. Text
 - a. Font styles
 - i. *[Basic Paragraph]*
 - ii. *nrps Basic single line*
 - b. Bulleted and numbered lists: consistent style and indent, proper numbering
 - c. All acronyms defined at first mention and used only as adjectives (exceptions include EPA, GPS, USGS)
3. Figures
 - a. Font styles
 - i. Caption: *nrps Figure caption*, *nrps Figure caption cont.*, or *nrps Figure caption SOP* (etc.)
 - b. Caption title bold and in format “**Figure 1.**”
 - c. Do not exceed margins (7 inch width for portrait and 9 inch width for landscape pages)
 - d. Add black hairline (0.25) border around figure
 - e. Add alt text to figure (don’t forget NPS arrowheads and logos)
 - i. Copy/paste to “Custom” or set to “XMP:Description” if image has metadata. If image has metadata, make sure to use the “metadata” object style on the graphic frame.
4. Tables
 - a. Font styles
 - i. Header: *nrps Table header*
 - ii. Cells: *nrps Table cell*, *nrps Table cell indent*
 - iii. *nrps Table cell* is 9 pt.; okay to reduce size as necessary to fit table on page
 - b. Within own frame
 - c. Do not exceed margins, but fill as much as possible
 - d. Caption above, title bold and in format “**Table 1.**” or “**Table 1 (continued).**”
 - e. Black hairline (0.25) border above and below header, and below last row; add other borders sparingly as needed
 - f. Split up/deconstruct as necessary to meet 508 compliance (no merged columns or sub-headers)
5. Lit Cited
 - a. Font styles
 - i. *nrps Literature cited*
 - b. Check format, particularly caps in titles, incorrect dashes
 - c. Make sure hyperlinks work and are in hyperlink format
 - d. Ensure all entries in section are cited in text, and vice versa
 - e. In-text citations ordered by year, format “Author et al. Year”
6. Page numbering
 - a. Numbers 0.5 inches from bottom of page, center justified, *Footer* style
 - b. No page numbers on blank pages
 - c. Last page ALWAYS even, and for NRR reports start ALL first-order headings on odd pages
7. Double-check spelling of park names, including title and top bar
8. Make sure all Latin species names are italicized, and “spp.” “sp.” “var.” and “X” are not
9. Spell-check document
10. Delete any extra pages
11. Address any errors, including overset text and broken links
12. Double check report title, citation, and peer review statement

SECN Editing Checklist

Document name: _____

Editor: _____

Date completed: _____

- ☐ Latest template used.
- ☐ Text edited.
- ☐ Tables formatted with ALT TEXT.
- ☐ Figures formatted with ALT TEXT.
- ☐ Lit Citation check completed.
- ☐ Pages numbered including Watermark.
- ☐ Updated all ToC, Tables, and Figures indices (do this last)
- ☐ Original submitted document compared with edited version.

Figure A-1. Example of current SECN Editing Checklist.

Appendix C. Helpful Keyboard Shortcuts

The following are some helpful shortcuts. See the Editor Resources on the Q drive for a more complete list of InDesign shortcuts [*add location]. In Microsoft Word and InDesign, menu commands often list the command shortcut. If you use certain commands often, you can find and memorize the keyboard shortcut.

- Microsoft Word
 - Ctrl + z (undo)
 - Ctrl + a (select all)
 - Ctrl + s (save) *DO NOT use if you do not want to overwrite the existing file (use “Save As”)
 - Ctrl + x (cut)
 - Ctrl + c (copy)
 - Ctrl + v (paste)
 - Ctrl + Hyphen (en dash)
 - Ctrl + Shift + Hyphen (em dash)
 - Table properties
 - Format picture
 - Ctrl + Shift + * (show formatting marks)
 - F4 (repeat last action, helpful for applying styles to multiple figures)
 - Change case of selection (all caps, no caps, sentence case, etc.)
- Adobe InDesign
 - Ctrl + z (undo)
 - Ctrl + a (select all)
 - Ctrl + s (save) *DO NOT use if you do not want to overwrite the existing file (use “Save As”)
 - Ctrl + x (cut)
 - Alt + - (en dash)
 - Shift + Alt + - (em dash)
 - Ctrl + ; (show/hide guides)
 - Ctrl + Alt + I (Show/hide hidden characters)
 - Ctrl + H (show/hide text frames)
 - Ctrl + Shift + Alt + v (paste in place)
 - Ctrl d (place figure or photo from file)
 - Ctrl + g (group) and Ctrl + Shift + g (ungroup)
 - Ctrl + ; Ctrl -
 - Ctrl + 0 (zoom out to page or spread)
 - Ctrl + Shift + t (open tabs window)
 - Ctrl + Alt + i (overwrite master)
 - Ctrl + w (close document—make sure you say OK to save)
 - Ctrl + Alt + y (Show text threads)

Appendix D. Abbreviated Style Guide

From the Editorial Style Guide for *Park Science* and *Natural Resource Year in Review*

1. General

- a. Full names of states and U.S. territories are spelled out. If abbreviations are used, check the style guide if you aren't sure. Only use two-letter postal codes when a zip code follows.
- b. All acronyms should be defined at first mention. After that, only a few should be used as nouns (e.g., EPA, GIS, GPS, USGS). All others should only be used as adjectives (including National Park Service [NPS], United States, [U.S.] and park acronyms). Do not start sentences with acronyms.
 - i. Park name acronyms are overused as nouns. Instead, substitute "park" or "seashore," or use the first part of the park name. For example, "HOBE has 600 vascular plant species" could become "Horseshoe Bend NHP has 600 vascular plant species."
- c. Proper date convention is: 13 February 2014. Proper year convention is: 1960s (not 1960's or 60s). Proper time convention is: 1:00 p.m. or 2:34 a.m. (spell out noon and midnight).
- d. The National Park Service is the bureau that manages national parks within the National Park System. The acronym NPS refers to National Park Service, and National Park System has no acronym. Don't use NPS when you mean to refer to the system rather than the agency. See these examples:
 - i. National Park System sites or units
 - ii. NPS reports

2. Numbers and Symbols

- a. Spell out the numbers one through nine and first through ninth; use numerals for all higher numbers. If two numbers appear together, spell out the first or recast the sentence. Always spell out numbers that begin a sentence. Spell out numbers up to one-hundred if necessary for consistency.
- b. Physical quantities (e.g., distance, length and area) are presented as numerals even when they are single digits. Always include the English or metric equivalent. Always spell out the original measurement unit with the conversion in parenthesis). For conversions, spell out first reference, then abbreviate after. See the Park Science Style Guide for the correct abbreviations.
- c. Always include commas in numbers over 999 (e.g., 1,001)
- d. For dimensions, use the symbol $\times$ and not the letter x. Do not use quotation marks for inches or feet.
- e. The percentage symbol is used when the percentage is presented numerically. There is no space between the number and the symbol.
- f. En dash (–) is used to indicate continuing or inclusive numbers. Em dash (—) indicates sudden change in thought, to add emphasis or include an explanatory phrase.
- g. Use day-month-year style. Example: 13 February 2004. If just month and year, use February 2004.

3. Capitalization

- a. In general, use the formal names of agencies and bureaus, e.g., National Park Service, not Park Service; U.S. Geological Survey, not Geological Survey; and USDA Forest Service, not Forest Service. This is so you don't confuse state and federal entities. But for variety within an article, a capitalized shortform is acceptable after the initial use of the formal name.
- b. For Latin species names, capitalize the genus portion only. Do not capitalize any part of common names unless it is a proper noun. Italicize Latin names, but do not italicize "spp.," "sp.," "var.," or "x."
- c. Capitalize the first letter of only proper nouns, but do not for geographics (southern, midwestern). Capitalize the first letter of geographic names if they refer to specific regions of the U.S. (e.g., the South, the Midwest) but do not capitalize general geographic terms (e.g., southern, midwestern). Official names of mountains, rivers, oceans and islands are capitalized along with the generic term (e.g., lake, mountain, river, island).
- d. Capitalize the full and short names of federal, state, county and local roads, as designated in the road atlas or on USGS maps. Example: Interstate 5; I-5; U.S. Route 12; U.S. 12.
- e. Trademarks are usually indicated in the dictionary and are capitalized. When possible, use generic equivalent to

avoid the perception of favoritism. Trademark symbols (®) are not necessary.

4. Punctuation

- a. Oxford comma. In a series of three or more elements, separate the elements with a comma. Example: *The alternatives include actions to improve visitor use, manage natural resources more effectively, and streamline park operations.* The final comma is left off only if the last item is a pair. Example: *We ate soup, salad, and macaroni and cheese.*
- b. Single quotation marks enclose quotations within quotations.
- c. Use a semicolon to separate items of in-text lists or phrases if the items use commas or if use of commas could lead to confusion. Colons introduce an element or a series of elements illustrating or amplifying what has preceded the colon.
- d. The order of brackets and related symbols is as follow: ([]). Recast the sentence if more than two brackets are needed.

4. Lists

- a. Use numbered lists only when order is important; otherwise use bulleted lists.
- b. For numbered lists within sentences, place the numbers inside parentheses (1).
- c. With vertical lists, individual items carry no punctuation and begin with lowercase letters unless they consist of complete sentences.

5. Illustrations

- a. Include illustrations as soon as possible after they are referenced in the text

6. Citations

- a. In-text citations should be in parentheses at the end of the sentence, and should include the author(s) last name and the year; use “et al.” without italics for more than two authors. Unless other criteria apply (see style guide), list citations in chronological order.
 - i. (White and Burnham 1999; Stenseth et al. 2003)
- b. The complete reference list in the “Literature Cited” section includes all items referenced in the text, in alphabetical order. Include all author last names and initials (“et al.” is not appropriate), separated by commas. Use sentence case for titles, with the first word after a colon capitalized.
 - i. Machado, G., and P. S. Oliveira. 2002. Maternal care in the neotropical harvestman *Bourguyia albiornata* (Arachnida: Opiliones): Oviposition site selection and egg protection. *Behaviour* 139: 1509–1524.

More items to reference

- LiDAR not LIDAR
- Do not use his or her, he or she. Instead use they or their.
- Sea-level rise is hyphenated.
- Punctuation in quotations: “This is right.” This is wrong”.
- Avoid the use of impact as a noun. Use affect or a similar wording.
- NPStoret or NPSTORET is OK. First one is preferred.
- Data is plural.

Appendix E. List of Parks

Table E-1. National Park Service Southeast Region parks, divided by Inventory and Monitoring Network or program. Codes refer to four-digit abbreviations for network and park names.

Inventory and Monitoring Network	Name of Park	Park Code
Appalachian Highlands Network	Big South Fork National River & Recreation Area	BISO
	Obed Wild & Scenic River	OBRI
	Blue Ridge Parkway	BLRI
Great Smoky Mountains National Park (Monitoring Program)	Great Smoky Mountains National Park	GRSM
Cumberland Piedmont Network	Abraham Lincoln Birthplace National Historic Park	SBLI
	Carl Sandburg Home National Historic Site	CARL
	Chickamauga & Chattanooga National Military Park	CHCH
	Cowpens National Battlefield	COWP
	Cumberland Gap National Historical Park	CUGA
	Fort Donelson National Battlefield	FODO
	Guilford Courthouse National Military Park	GUCO
	Kings Mountain National Military Park	KIMO
	Little River Canyon National Preserve	LIRI
	Mammoth Cave National Park	MACA
	Ninety Six National Historic Site	NISI
	Russell Cave National Monument	RUCA
Gulf Coast Network	Shiloh National Military Park	SHIL
	Stones River National Battlefield	STRI
	Big Thicket National Preserve	BITH
	Gulf Islands National Seashore	GUIS
	Jean Lafitte National Historical Park and Preserve	JELA
	Natchez Trace Parkway	NATR
	Palo Alto Battlefield National Historical Park	PAAL
	Padre Island National Seashore	PAIS
	San Antonio Missions National Historical Park	SAAN
	Vicksburg National Military Park	VICK

Table E-1. (continued) National Park Service Southeast Region parks, divided by Inventory and Monitoring Network or program. Codes refer to four-digit abbreviations for network and park names.

Inventory and Monitoring Network	Name of Park	Park Code
Southeast Coast Network	Cape Hatteras National Seashore	CAHA
	Cape Lookout National Seashore	CALO
	Canaveral National Seashore	CANA
	Castillo De San Marcos National Monument	CASA
	Charles Pinckney National Historic Site*	CHPI
	Chattahoochee River National Recreation Area	CHAT
	Congaree National Park	CONG
	Cumberland Island National Seashore	CUIS
	Fort Caroline National Memorial	FOCA
	Fort Frederica National Monument	FOFR
	Fort Matanzas National Monument	FOMA
	Fort Pulaski National Monument	FOPU
	Fort Raleigh National Historic Site*	FORA
	Fort Sumter National Monument	FOSU
	Horseshoe Bend National Military Park	HOBE
	Kennesaw Mountain National Battlefield Park	KEMO
	Moore's Creek National Battlefield	MOCR
	Ocmulgee National Monument	OCMU
	Timucuan Ecological & Historic Preserve	TIMU
	Wright Brothers National Memorial*	WRBR
South Florida / Caribbean Network	Big Cypress National Preserve	BICY
	Biscayne National Park	BISC
	Buck Island Reef National Monument	BUIS
	Dry Tortugas National Park	DRTO
	Everglades National Park	EVER
	Salt River Bay National Historical Park and Ecological Preserve	SARI
	Virgin Islands National Park	VIIS

Appendix F. Step for 508 Compliance

InDesign Requirements

Checking Figure Compliance

Ensure each figure has Alt Text. Right click on the figure using the Selection Tool arrow. Choose “Object Export Options.” Click Alt Text. Alt Text Source: is Custom. Copy and paste figure caption into window. Click “Done.”

Articles

Create and order all articles according to reading structure. Under the Windows tab, choose “Articles.” Delete the current Article that is checked. In the lower right corner, hold down Ctrl and click on the plus sign. This will upload all of the articles in the document. Before placing them in the correct order, delete the following articles:

- Captions for figures and tables
- <line>
- <text frame>
- Footer text including Dates (i.e. <February 2017>, and <Science, Stewardship, Solutions>.

Pre-Flight Panel and Links

Check pre-flight panel to address any issues in InDesign document. Relink any pictures to Q drive files as necessary. Go the Links panel on the right side of your screen. Links with a question mark in a circle need to be relinked.

Exporting to Adobe Acrobat 508 (web version)

1. To export the InDesign document to Adobe Acrobat DC, click the File tab, then click “Export.” Save the file as an Interactive pdf. Label with document name plus “_508.” In the “Export to Interactive PDF” window:

- Under the General tab, make sure all boxes under “Options” are checked.
- Under the Compression tab, make sure Resolution is 300 ppi.
- Under the Advanced tab, make sure language is English.
- Click “Export”

2. After the pdf is created, click Enable All Features when the pdf opens.

- Click File>Properties. The Document Properties window opens.
- Under the Description tab, enter Title, Author, Subject and Keywords (separate the words with semicolons).
- Under Security tab, make sure “Content Copying for Accessibility” is allowed.
- Under Initial View, make sure Show: is “Document

Title.”

- Under Advanced, make sure Language: is “English.”
- Click “OK.”

3. Click Accessibility in right-hand menu. You may need to use search to add the Accessibility tool if it is not in the menu. For each pdf, you will need to address both Structure types and Page content order. Begin with structure types as follows:

- Select Reading Order in the Accessibility Menu. The Touch Up Reading Order opens (Figure F-1).
- Select Structure Types.
- Uncheck Display like elements in a single block.
- You will tag elements as either: Text, Figures, Table, Heading (1,2,3...) or Background.

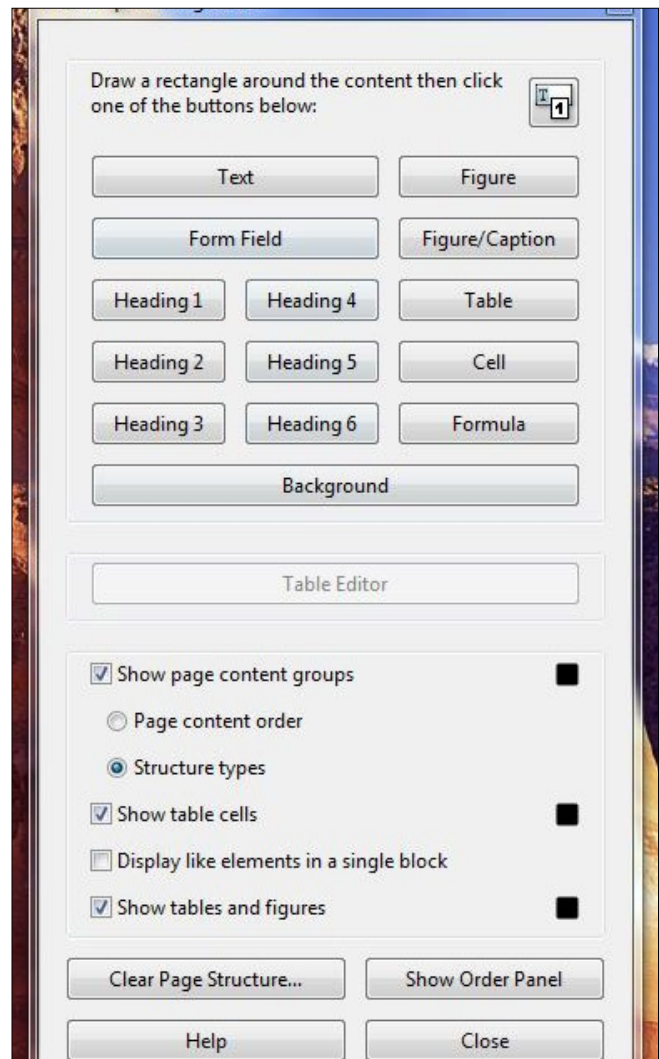


Figure F-1. Screenshot of Touch Up Reading Order Panel.

- There are two ways to tag elements: Click the Span tag with the hand tool and label by clicking on the element tags in the Touch Up Reading Order window.
- Using your mouse, click and hold cursor and drag around the elements use wish to tag together as a group or block. The elements will be highlighted with a blue frame. Click on an element tag in the Touch

Up Reading Order window. See Figure F-2.

- Label initial headers as text. See (ABLI example in Figure F-3). Tag primary headers (under the initial one you tagged as text) as Heading 1. Tag subheaders as Heading 2 and Heading 3 as appropriate. You may, on occasion, tag all the way to Heading 4.

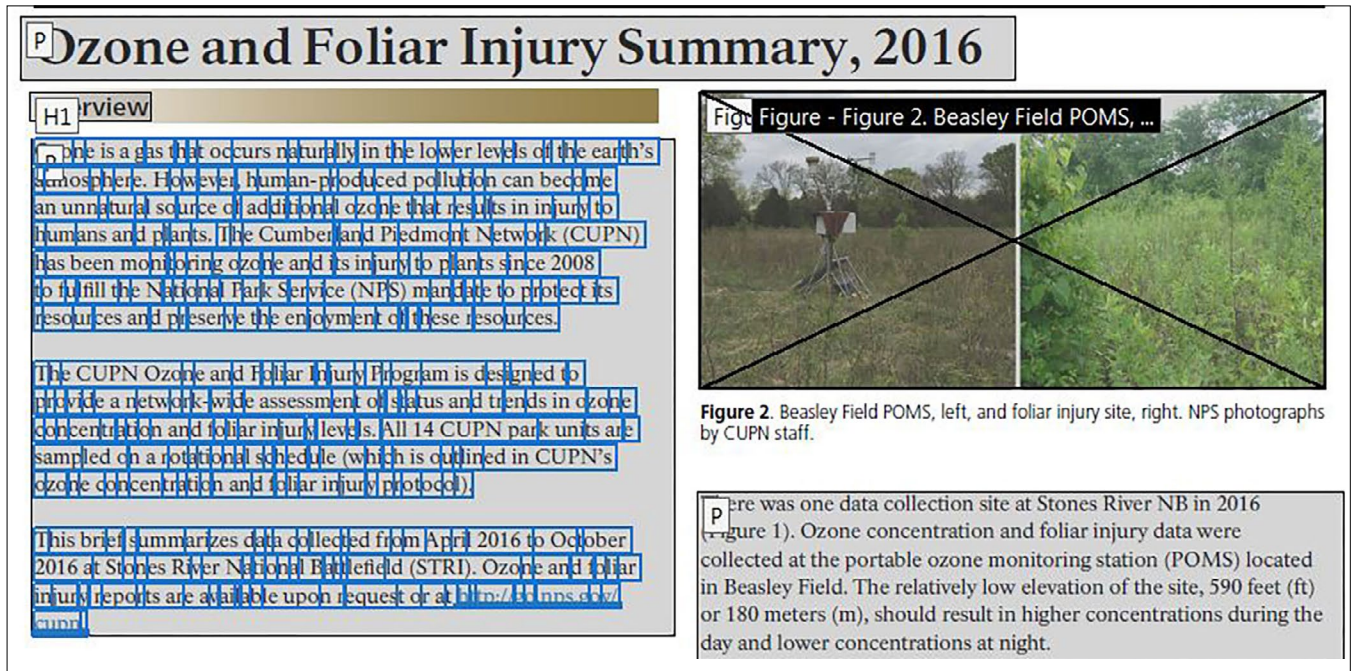


Figure F-2. Screenshot of the blue frames created when tagging elements with the click and drag method.



Figure F-3. Screenshot showing headers to be tagged as text by clicking on the Span tag.

- Tag text blocks as Text.
- Confirm all figures, have Alt Text. If Alt Text is missing, right click and select “Edit Alternate Text.” Add missing Alt Text as needed. Figures should already be tagged, but if not, select and retag as Figure and add Alt Text.
- Tag extraneous text such as ther footer “Science, Stewardship, and Solutions” and dates in footers as Background. Ensure that figure captions and table captions are also tagged as Background.
- Tables should already be tagged. See Figure F-4.
- Right click on the Table tag and select Table Editor. If you have trouble, click on Page content order under

Show page content groups. Click on the number in the upper left corner of the table and select Table Editor in the Touch Up Reading Order Panel.

- Select all cells in the top header row by holding down the Shift key and clicking in each cell.
- Riight click and Select Table Cell Properties.
- Select Type > Header Cell > Scope > Column.
- Right click on the Table again and select Edit Table Summary.
- Copy and paste the Table Caption from the InDesign document into the box and click OK.

Table 1. Incidence-based species richness estimators

Span	Description
1	Incidence-based species richness
2	Chao (1984)
3	Chao (1985)
4	Chao (1986)
5	Chao (1987)
6	Chao (1988)
7	Chao (1989)
8	Chao (1990)
9	Chao (1991)
10	Chao (1992)
11	Chao (1993)
12	Chao (1994)
13	Chao (1995)
14	Chao (1996)
15	Chao (1997)
16	Chao (1998)
17	Chao (1999)
18	Chao (2000)
19	Chao (2001)
20	Chao (2002)
21	Chao (2003)
22	Chao (2004)
23	Chao (2005)
24	Chao (2006)
25	Chao (2007)
26	Chao (2008)
27	Chao (2009)
28	Chao (2010)
29	Chao (2011)
30	Chao (2012)
31	Chao (2013)
32	Chao (2014)
33	Chao (2015)
34	Chao (2016)
35	Chao (2017)
36	Chao (2018)
37	Chao (2019)
38	Chao (2020)
39	Chao (2021)
40	Chao (2022)
41	Chao (2023)
42	Chao (2024)
43	Chao (2025)
44	Chao (2026)
45	Chao (2027)
46	Chao (2028)
47	Chao (2029)
48	Chao (2030)
49	Chao (2031)
50	Chao (2032)

Figure F-4. Screenshot of table showing where the Table Editor Summary has been updated.

4. In the Touch Up Reading Order window, click on Page content order. This will place numbers on all the tags in the document.
 - In the lower corner of the window, click Show Order Panel. This will bring up the list of elements numerically on the left side of the screen (Figure F-5).
 - Using this panel, drag the elements into the proper order based on their reading location on the actual page.
 - *Note: There are typically fewer issues if you drag items down versus up.*
5. After you complete the structure tagging and page order process, it is time to run a Full Check.
 - In the panel on the right side of the page, click on Full Check. The Accessibility Checker Options window will open.
 - Click “Start Checking in the lower right corner of the window.
 - The results will appear in a panel on the left side of the page (Figure F-6).
6. Two issues will show up each time, Logical Reading Order-Needs manual check; and Color Contrast-Needs manual check. Right click on each item and select Pass.

- In the lower corner of the window, click Show Order Panel. This will bring up the list of elements numerically on the left side of the screen (Figure F-5).
- Using this panel, drag the elements into the proper order based on their reading location on the actual page.
- *Note: There are typically fewer issues if you drag items down versus up.*

- Using this panel, drag the elements into the proper order based on their reading location on the actual page.

- *Note: There are typically fewer issues if you drag items down versus up.*

5. After you complete the structure tagging and page order process, it is time to run a Full Check.

- In the panel on the right side of the page, click on Full Check. The Accessibility Checker Options window will open.
- Click “Start Checking in the lower right corner of the window.
- The results will appear in a panel on the left side of the page (Figure F-6).

- Click “Start Checking in the lower right corner of the window.

- The results will appear in a panel on the left side of the page (Figure F-6).

6. Two issues will show up each time, Logical Reading Order-Needs manual check; and Color Contrast-Needs manual check. Right click on each item and select Pass.

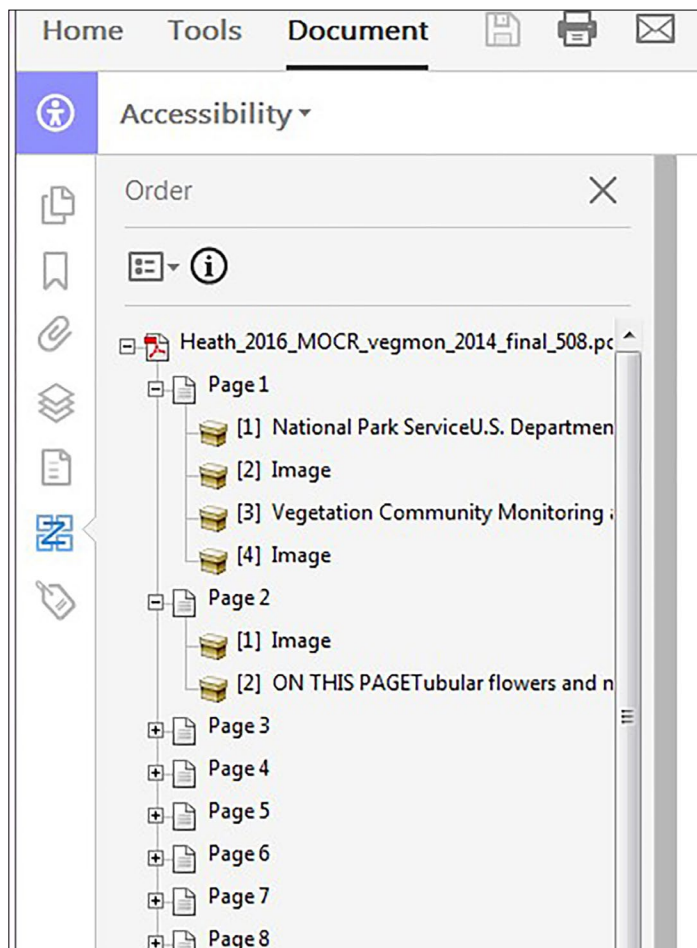


Figure F-5. Screenshot of the Order Panel.

7. Any other errors will need to be addressed.
 - You should be able to click on the error to determine where the element issue is in the document. You can also right click and select Explain.
 - Nesting errors refer to the type of header you have selected so you may need to change (i.e. Heading 2 should be Heading 1).
8. When you have addressed all of the issues, run a Full Check again.
9. Troubleshooting items include:
 - In the InDesign document, start at the bottom of the document, and in reverse reading order, select each text box, figure or table (one at a time) and select bring to front. Do this with each item until you reach the top of the document.
 - As mentioned previously, tables and headers are tricky when ordering them in Page content order. Try to avoid moving tables here if you can. Sometimes headers with gradient colored backgrounds (such as those in Resource Briefs or Newsletters) will show up as the color bar with no text if you move the header up rather than down in content order. If you are experiencing an error with a header, place it back in the original order (in your tabbed Page content order section) and try dragging other items below it (or dragging it up) instead of dragging it down.
 - If there are any minor text errors in the document, you can select Edit>> Edit text and images to make adjustments.

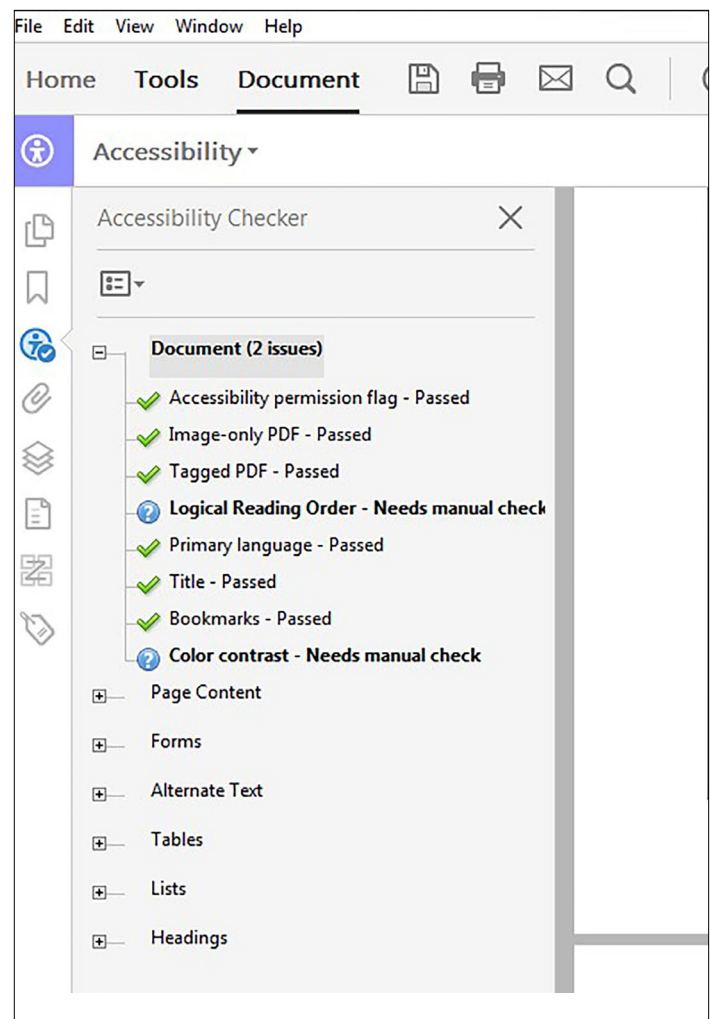


Figure F-6. Screenshot of the Order Panel showing results from Full Accessibility Check.

Adding Metadata through Adobe Bridge

All photos used and generated through the Southeast Coast Network should include metadata for the photo. This includes who took the photo and what the subject matter includes. The Metadata Description is used for Alt Text in the 508 Compliance process.

To find Metadata for a specific photo:

- Open Adobe Bridge CC 2017
- In the upper left panel, click on computer. Locate the drive where the photo is stored and navigate to the file.
- Click on a photo. Metadata for that photo should appear in the panel on the lower left of the screen.
- Click on IPTC Core, then scroll down to Description. This will be used for Alt Text.

To add Metadata for a specific photo:

Save the photo on the Q Drive in the Photos Library folder.

Navigate to the photo and click on it.

In the Metadata panel, click on IPTC Core and fill out as much information as you can.

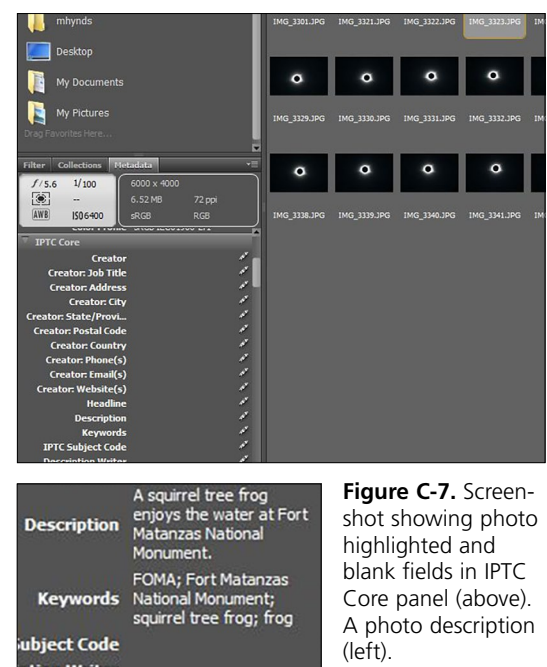


Figure C-7. Screenshot showing photo highlighted and blank fields in IPTC Core panel (above). A photo description (left).

Appendix G. Attaching Templates in Word

Complete steps 1 and 2 to ensure that your settings are up to date. Continue with steps 3-5 to attach a document template to a file in Word.

1. Check to see that you have “Developer” turned on. Open your Word file and click File >> options >> customize ribbon (Figure G-1). Make sure Developer is checked (Figure G-2).

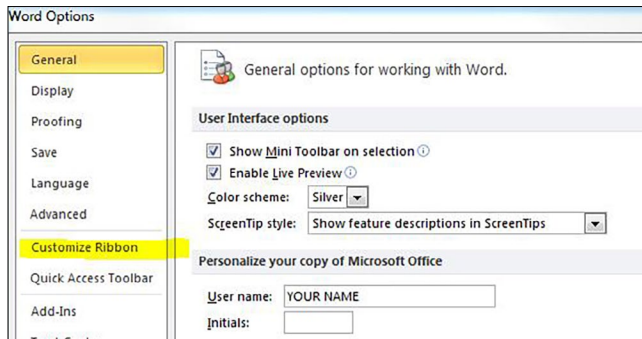


Figure G-1. Screenshot of the Word Options window.

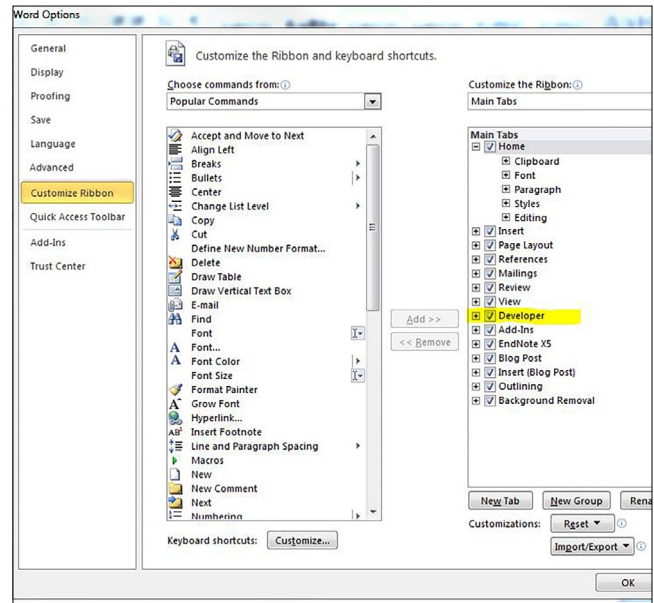


Figure G-2. Screenshot of the Word Options window showing Developer box checked.

2. Confirm that you can view your folders. Go to “Computer” >> “Local Disk (C:).” See Figures D-3 and D-4. Click “Organize” to see drop-down menu (Figure G-5). Select “Folder and search options” and click on the “View” tab (Figure G-6).

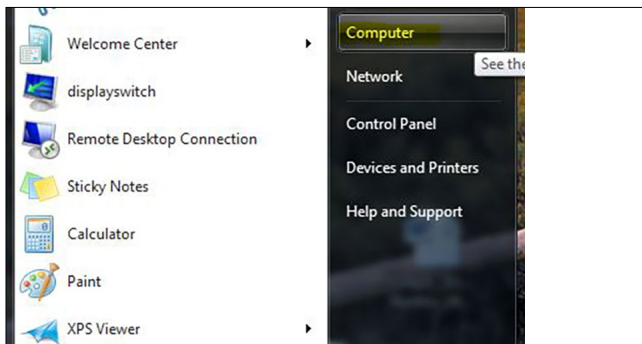


Figure G-3. Screenshot of the “Start” screen

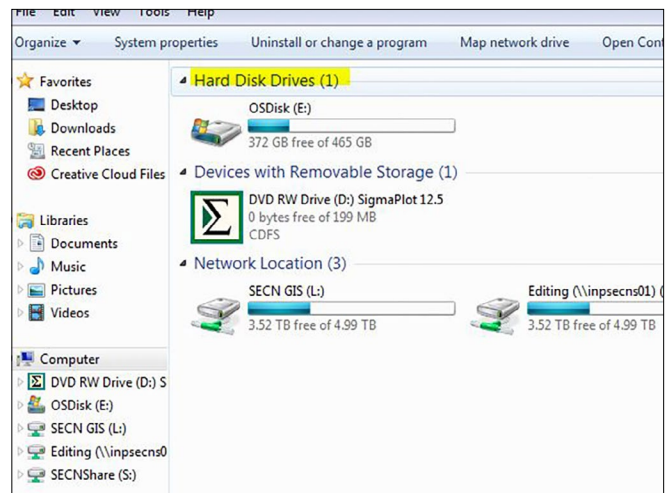


Figure G-4. Screenshot of “Computer” window showing available drives.

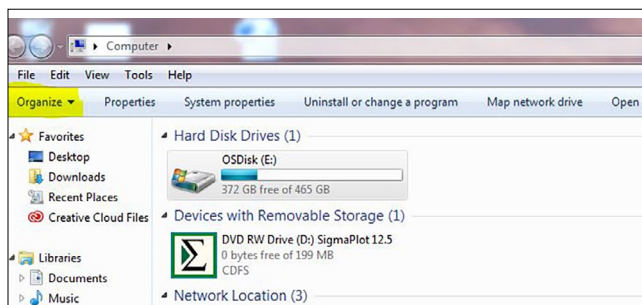


Figure G-5. Screenshot showing “Organize” drop-down menu.

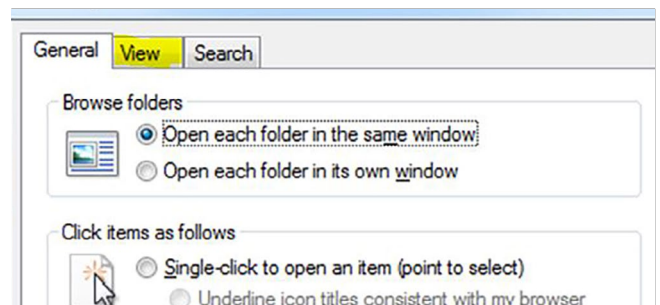


Figure G-6. Screenshot showing the “View” tab.

Under “Hidden files and folders,” make sure that “Show hidden files, folders, and drives” is selected (Figure G-7).

3. Put the template in the correct folder. Go to “Computer” >> “Local Disk (C:).” Find your name under Users (Figure G-8) and navigate to the templates folder by selecting “AppData,” (Figure G-9) >> “Roaming” (Figure G-10) >> “Microsoft” (Figure G-11) >> “Templates” (Figure G-12).

4. Copy your template files into this folder. Your NRDS and NRR templates should also be in this folder (Figure G-13).

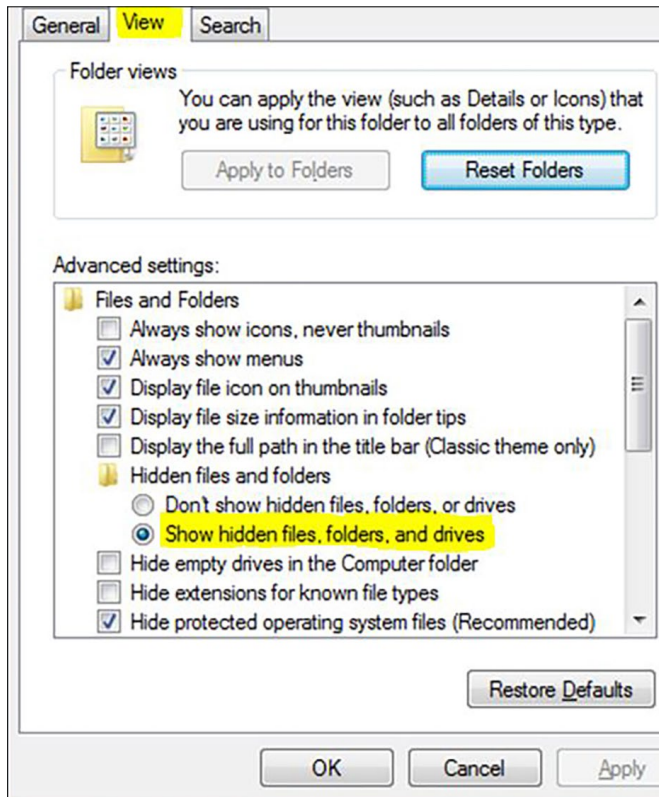


Figure G-7. Screenshot showing Show hidden files, folders and drives button in Advanced settings.

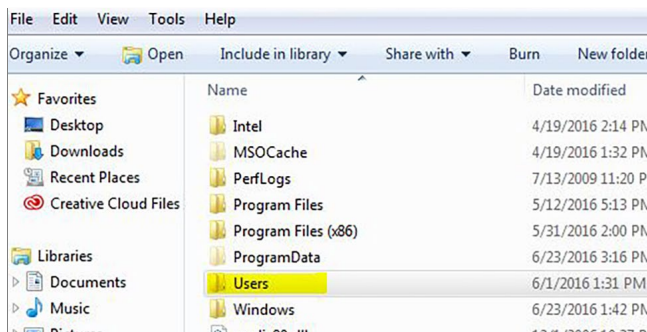


Figure G-8. Screenshot highlighting Users folder.

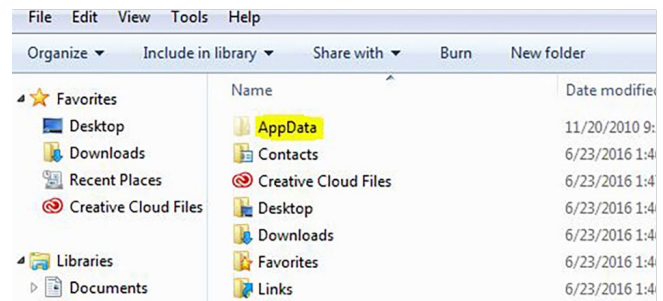


Figure G-9. Screenshot highlighting AppData folder.

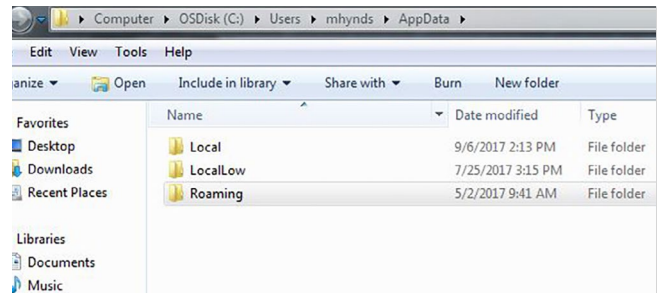


Figure G-10. Screenshot showing Roaming folder.

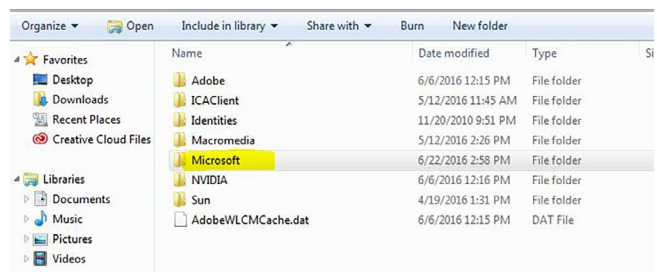


Figure G-11. Screenshot highlighting Microsoft folder.

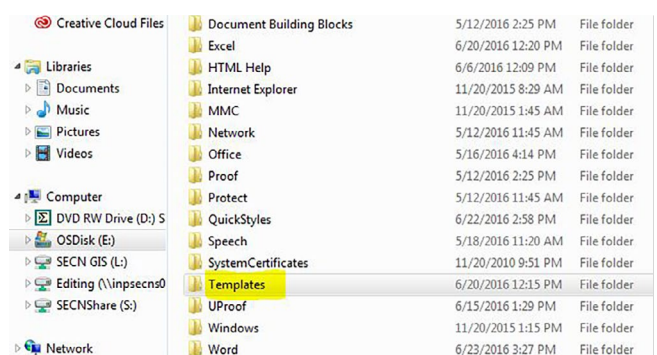


Figure G-12. Screenshot highlighting Templates folder.

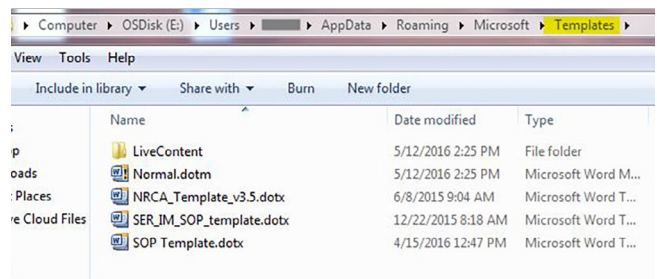


Figure G-13. Screenshot showing Templates in the folder.

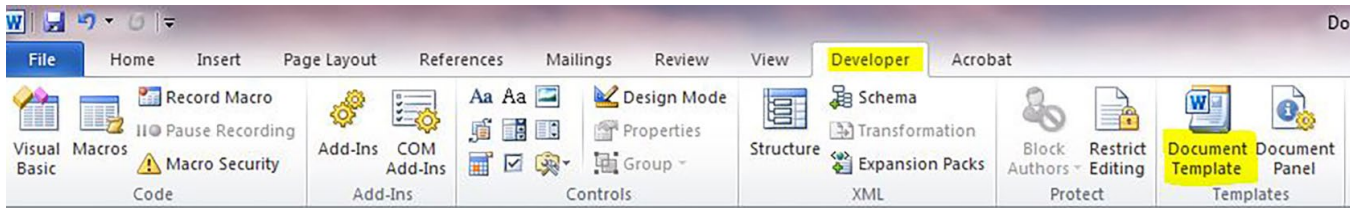


Figure G-14. Screenshot showing Document Template in the Developer tab.

5. Back in Word, click the Developer tab, then document template, then point to this folder you just put the document template in. After you have navigated to this folder once, it should default to this location moving forward.

6. After you click on “Document Template,” the Templates and Add-ins window will open. Click “Attach.” This will take you to the folder where your templates are located. Click on the template you need and hit open. The template will appear in the box next to “Attach” (Figure G-15). Click “OK.” This should update all the correct styles and formats in the document you are working on.

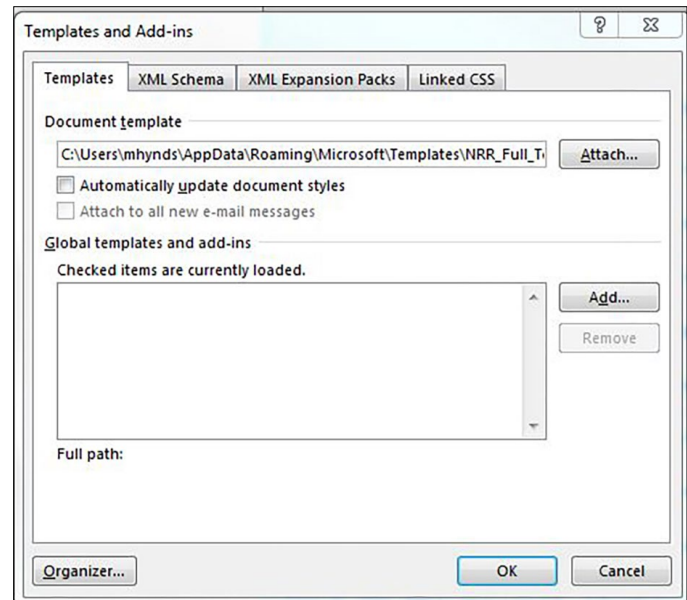


Figure G-15. Screenshot showing Document Template in the Developer tab.

The Department of the Interior protects and manages the nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its special responsibilities to American Indians, Alaska Natives, and affiliated Island Communities.

National Park Service
U.S. Department of the Interior



Natural Resource Stewardship and Science

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