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MONTH YEAR

****National Marine Sanctuaries Conservation Science Series ONMS-2X-XX

U.S. Department of Commerce

Gina Raimondo, Secretary

National Oceanic and Atmospheric Administration

Richard W. Spinrad, Ph.D., Under Secretary of Commerce for Oceans and Atmosphere and NOAA Administrator

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# About the National Marine SanctuariesConservation Series

The Office of National Marine Sanctuaries, part of the National Oceanic and Atmospheric Administration, serves as the trustee for a system of underwater parks encompassing more than 620,000 square miles of ocean and Great Lakes waters. The 15 national marine sanctuaries and two marine national monuments within the National Marine Sanctuary System represent areas of America’s ocean and Great Lakes environment that are of special national significance. Within their waters, giant humpback whales breed and calve their young, coral colonies flourish, and shipwrecks tell stories of our nation’s maritime history. Habitats include beautiful coral reefs, lush kelp forests, whale migration corridors, spectacular deep-sea canyons, and underwater archaeological sites. These special places also provide homes to thousands of unique or endangered species and are important to America’s cultural heritage. Sites range in size from less than one square mile to almost 583,000 square miles. They serve as natural classrooms and cherished recreational spots, and are home to valuable commercial industries.

Because of considerable differences in settings, resources, and threats, each national marine sanctuary has a tailored management plan. Conservation, education, research, monitoring, and enforcement programs vary accordingly. The integration of these programs is fundamental to marine protected area management. The National Marine Sanctuaries Conservation Series reflects and supports this integration by providing a forum for publication and discussion of the complex issues currently facing the National Marine Sanctuary System. Topics of published reports vary substantially and may include descriptions of educational programs, discussions on resource management issues, and results of scientific or historical research and monitoring projects. The series facilitates integration of natural sciences, socioeconomic and social sciences, education, and policy development to accomplish the diverse needs of NOAA’s resource protection mandate. All publications are available on the [Office of National Marine Sanctuaries website](http://sanctuaries.noaa.gov/).

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Styles have been created for all text and heading levels. A style is a predetermined look for a paragraph (i.e. font, font spacing, bold, non-bold, font color, tab spacing, etc.).

The styles can be found by clicking the “Home” tab, then in the “Styles” section. If you want to see all of the Styles available, click the small box in the bottom right corner of the Styles section. Or you can hit Alt+Ctrl+Shift+S. If you are on a Mac, click “Styles Pane” on the Home tab. Once the Styles Pane pops up, you will be able to see the different styles available for the document.

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# Abstract

Abstract text should go here.

# Key Words

If you have key words for your document, include them here.

The document is broken into different sections so you can have a different header for each chapter if you want to. Also, this way you can change the page numbers from Roman numerals on the intro pages to numbers on the chapter pages.

To add a new section, go to the “Layouts” tab, click “Breaks.” Then, go down to “Section Breaks” and click “Next Page.” This will start a new section on the next page. Visit [Microsoft’s website](https://support.microsoft.com/en-us/office/use-section-breaks-to-change-the-layout-or-formatting-in-one-section-of-your-document-4cdfa638-3ea9-434a-8034-bf1e4274c450) for more information on section breaks.

# Chapter 1:Heading 1

Each different section can have a different header. To change the header per section, click “Insert,” then “Header,” and then “Edit Header.” You can also double click in the header area to open the header options. Once you have the header open, before you edit the text, click “Link to Previous” in the header ribbon so that it is not highlighted. Now, if you change the header in this section, it will only be for this section.



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Photo on chapter page is optional – If no photo, chapter content starts below chapter title instead of photo. Photo caption goes under photo if used. This is the “Photo Caption” paragraph style, which can be found under the “home” tab, then select “Styles.” Photo caption should be a full sentence. Add photo credit at end of caption, without parentheses, in the following format: Photo: Name/Affiliation

Text and graphics for Chapter 1 here. This is the “Normal” paragraph style. Simply click the “Normal” paragraph style in the Styles section of the Home tab.

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## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

###### Heading 6

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If you need to add a footnote, go to “References,” then “insert footnote.”[[1]](#footnote-1)

If you need to add a table, click “Insert,” then “Table” and determine the size of your table.

Table 1. Table caption should go above the table in the “Photo Caption” paragraph style found in the Styles section. For the table text, highlight the text and click the “Table Text” style found in the Styles section.

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\*\* Note: If tables will be larger than one page, highlight the top (header) row of the table. In the “Table Tools” tab, select the “Layout” tab and “Properties.” In the “Table Properties” box, select the “Row” tab. Under “Options,” make sure “Allow row to break across pages” is NOT selected and “Repeat as header row at the top of each page” is selected. This will ensure that the table is formatted correctly over multiple pages.

Styles have been created for all the different levels of title headers, captions and credits, main text, etc. See the yellow instructions on the TOC page for more info about styles.

# Chapter 2:Heading 1

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

###### Heading 6

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# Acknowledgements

We would like to thank … Finally, we also thank the anonymous peer reviewers of this report.

# Glossary of Acronyms

If needed, add your list of acronyms here. General rule of thumb: if you have 10 or less acronyms within your document, you do not need a glossary of acronyms unless you want to add them. If the document has more than 10 acronyms, add a glossary. Make sure you really need the acronym before using in the document.

# Literature Cited

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# Appendix A:Appendix Title in Heading 1 Style

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1. Once you have inserted a footnote in the text above, you can edit your footnote text here. For footnote style click the “Footnote Text” paragraph style in the Styles section, found under the Home tab. [↑](#footnote-ref-1)