

## **SPECIFICATIONS FOR PREPARATION OF TECHNICAL SUMMARIES**

The following guidelines and specifications should be followed precisely. Any questions regarding the preparation of Technical Summaries should be addressed to the Contracting Officer's Technical Representative (COTR). The Technical Summary shall be approximately two (2) single-spaced printed pages in length, using 10-point Arial font. A range of one and one-half (1-1/2) to three (3) single-spaced printed pages will be acceptable. Pages shall be 8 1/2" by 11" white bond paper with print on one side only. Electronic versions of the Technical Summary text shall be prepared using Microsoft Word 6+. Electronic versions may be provided to MMS on 3 1/2" diskettes or by email attachment. (Electronic versions of maps are not required.) The Technical Summary shall be prepared using the following elements:

- ACCESS NUMBER: (Upper Right, Each Page)
- **STUDY TITLE:**
- **REPORT TITLE:**
- CONTRACT NUMBER(S):
- SPONSORING OCS REGION:
- APPLICABLE PLANNING AREA(S):
- FISCAL YEAR(S) OF PROJECT FUNDING:
- COMPLETION DATE OF REPORT:
- COST(S): (BY FISCAL YEAR); CUMULATIVE PROJECT COST:
- PROJECT MANAGER(S):
- AFFILIATION (OF PROJECT MANAGER):
- ADDRESS:
- PRINCIPAL INVESTIGATOR(S)\*:
- KEY WORDS:
- **BACKGROUND:**
- **OBJECTIVES:**
- **DESCRIPTION:**
- **SIGNIFICANT CONCLUSIONS:**
- **STUDY RESULTS:**
- **STUDY PRODUCT(S):**
- Map showing area of study

As shown above, all headings are in upper case letters and eight of the headings are in bold print. In addition, the access number is in bold print. The access number is placed in the upper right-hand corner of each page of the Technical Summary, including the map. This number is comprised of the last five digits of the MMS contract number. When a contract results in several reports that are to be summarized separately, the access number should include a decimal followed by sequential numbers for each Technical Summary. For example, MMS contract number 14-12-0001-30037 resulted in six final products that were summarized separately. Numbering should reflect the natural (Vol. 1, 2, 3) or chronological (Year 1, 2, 3) order of the reports. The access numbers for those six summaries are listed below:

30037	30037.2	30037.3
30037.4	30037.5	30037.6

An endnote should be placed at the bottom of the last page of text, following conclusion of the "STUDY PRODUCT(S)" element, and should appear on all Technical Summaries for consistency. An asterisk is placed after the "PRINCIPAL INVESTIGATOR(S)" element for reference to the endnote. The endnote is worded as follows:

\* P.I.'s affiliation may be different than that listed for Project Manager(s).

The purpose of the map is to provide the reader with a quick reference of the location of the study. The map shall be on a separate page from the text. Major reference points on land (cities, state boundaries, etc.) and offshore features (canyons, banks, etc.) shall be labeled. Latitude and longitude, bathymetric contours at 200 and 2,000 meters water depth, and map scale shall be provided on each map. Maps prepared for Alaska OCS studies shall be subregion-specific (i.e., Arctic, Bering Sea, or Gulf of Alaska) rather than planning area specific. To insure consistency in the appearance of Technical Summaries, appropriate base maps should be requested from the COTR. It is recognized that maps may not be appropriate for some Technical Summaries. For example, a Technical Summary prepared for a report based on a laboratory study with generic application of results to all OCS areas would not require a map. The COTR for each study will make the determination concerning the inclusion of a map as part of the Technical Summary. Examples of maps and technical summaries with the described specifications will be provided to the contractor by the COTR during the contract period.