

Guidelines for CMP Monitoring Report Template

California Department of Fish and Wildlife

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General Instructions

The template is designed with the required font, font size, and formatting. All text in *italics* is instructional and should be deleted before finalizing the report. Comments should also be deleted before finalization. Any text that is highlighted in gray indicates where text should be replaced or deleted with the appropriate information for your report. For example, **First Name1 Last Name1** should be replaced with the first and last name of the first author of your report. Make sure to update the Table of Contents, List of Figures, and List of Tables once you have drafted your report. Captions for figures and tables should be changed to reflect your report. Captions included in the template reference the example tables only. To meet California Monitoring Plan (CMP) reporting standards, all reports must maintain compliance with the Americans with Disabilities Act (ADA). Before finalizing your report, please utilize the ADA Checklist below and run the Word Accessibility Checker to point out major issues. To use the Word Accessibility Checker, navigate to the “Review” tab at the top of the page and click the “Check Accessibility” button. If requested, the CMP Coordinator (CaliforniaMonitoringPlan@wildlife.ca.gov) can provide the California Department of Fish and Wildlife Document Accessibility Resource Booklet for more information.

ADA Checklist

All items below must be completed to meet CMP reporting standards:

- Font type must be sans-serif, such as Century Gothic, Arial, or Calibri.
- The Table of Contents, List of Figures, and List of Tables must have 1.15 line spacing.
- The document should not have extra returns. If returns are needed for space, use Shift+Enter. This will allow you to create space without creating empty paragraphs.
- All images and figures should have alt-text.
- Header styles in the template are ADA compliant and should not be changed.
- For figures, avoid low contrast color combinations and combinations that do not meet ADA compliance (e.g., red-green). Figures must be interpretable when viewed in grey scale.
- Tables should not have merged cells.
- Tables should repeat the header row if they were to break across pages, even if the table fits on one page.
- Images must be inline rather than fixed on the page.
- PDFs must have a document title added in “Properties”. Select the document title as “initial view,” and select English as the language.
- Hyperlinks should be linked to displayed text rather than pasting the URL into the document.

File Naming Convention

Save your report with the naming convention, “River/Area YYYY-YYYY Life-Stage (if applicable) Salmonid Monitoring Report.” Below are some examples:

- Lagunitas Creek 2023-2024 Juvenile Salmonid Monitoring Report
- Coastal Mendocino 2023-2024 Salmonid Monitoring Report
- Scott River 2023-2024 Adult Coho Salmon Monitoring Report

Guidance for Units, Numbers, and Statistics

- All values should be reported using the metric system.
- Averages should represent the mean of the values being reported.
- Generally, numeric values should be written as numbers. However, spell out numbers if they begin a sentence and when they are less than 10, except when used in dates, measurements, percentages, or comparisons with numbers 10 or greater.
- If decimals are appropriate for the value you are reporting, please report up to three significant units.
- When available, 95% confidence intervals should be reported to estimate the probability of a population parameter.
- Always use abbreviations for standard units of measurement (e.g., 50% instead of 50 percent, 10 km instead of 10 kilometers, etc.). Add a space between the number and the unit, except for percentages (e.g., 1 cm instead of 1cm).

Guidance for Abbreviations, Acronyms, and Species Naming Conventions

- If an abbreviation/acronym is used fewer than three times, an acronym or abbreviation may not be necessary.
- Abbreviations/acronyms should be spelled out upon first use, and the abbreviation/acronym should be used thereafter. If an Executive Summary is included, this is considered separate from the main body of the manuscript, and any abbreviations/acronyms should be reintroduced.
- Avoid using abbreviations/acronyms in titles and headings.
- Follow the [AFS Style Guide](#) recommendations for capitalizing species and sub-species names.

Guidance for Creating ADA-Compliant Maps

Information in this section was provided by Alejandro Caamano-Barrientos in CDFW Region 5.

Region 5 developed a .stylx file for ArcPro that contains five point symbol options, five line symbol options, and seven polygon symbol options. If more symbols are need, you will need to develop additional symbols and verify their compliance. This can be done by uploading your map to a [color-blindness simulator](#) and confirming that each symbol you used can be differentiated for every form of color blindness.

- 1) Open a new or existing project in ArcGIS Pro.
- 2) Open the catalog. This is under the View tab, within the Windows group, and select the Catalog View.
- 3) Within the Catalog Window, on the left side there will be a Contents Pane. Select your work email to navigate to the SharePoint. Follow this file path to find the .stylx file: Science and Monitoring → GIS & Google Earth → GIS Resources → GIS Files → ADA Compliant Symbology → ADA Compliant.stylx.
- 4) Right click this file and select “Add Style”. Now you have successfully added this symbology to your current project; however, we don’t want to go through these steps for every project we need the ADA compliant symbology.

- 5) Right click this file again and select “Add to new projects”. This will now automatically upload the symbology to any **new** projects you create. Note that this will not work for existing projects you have already created.

Template References

The references below represent reports cited in the *CMP Monitoring Report Template* and can also serve as examples for reference formatting.

Anderson, C., D. Ward, and M. Henderson. 2020. Results of Freshwater Creek Salmonid Life Cycle Monitoring Station 2019-2020. Humboldt State University, Arcata, USA.

Anderson, C. and S. Ricker. 2022. Results of Regional Spawning Ground Surveys and Estimates of Total Salmonid Redd Construction in Prairie Creek, Humboldt County California, 2021-2022. Humboldt State University, Arcata, USA

California Department of Fish and Wildlife. 2020. Revised submission guidelines for the California Fish and Wildlife Journal. Available from <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=185050&inline>.

Campbell, G., J. Jang, M. Reichmuth, and B. McNeill. 2025. Monitoring of Adult Coho Salmon and Steelhead Trout Using Dual-Frequency Identification Sonar (DIDSON) in Lagunitas Creek, California, 2023-2024 Project Summary Supplemental Report. National Park Service, Point Reyes National Seashore, USA.

Herman, B., T. Massey, and M. Berberich. 2024. South Fork Eel River Salmonid Abundance Monitoring Project 2023-2024. California Department of Fish and Wildlife, Fortuna, USA.

Kajtaniak, D., A. Nordstrom, and D. Davis. 2025. Sonar Estimation of California Coastal (CC) Chinook Salmon (*Oncorhynchus tshawytscha*) Abundance in the Lower Main Stem Eel and Van Duzen Rivers, Humboldt County, California 2023-2024. California Department of Fish and Wildlife, Fortuna, USA.

Kang, J. and D. Giudice. 2024. 2023 Scott River Salmon Studies Final Report. California Department of Fish and Wildlife, Yreka, USA.

Kier, M.C., J. Hileman, and K. Lindke. 2023. Trinity River Basin Salmon and Steelhead Monitoring Project: Chinook Salmon, Coho Salmon, and Fall Steelhead Run Size Estimates Using Mark-Recapture Methods 2022-23 Season. California Department of Fish and Wildlife, Arcata, USA.

Kiernan, J.D., R.M. Bond, and S. Funakoshi. 2024. Scott Creek Salmonid Life Cycle Monitoring Station 2023-2024. University of California Santa Cruz, Santa Cruz, USA.

King, B., R. Romero, and C. Robinson. 2024. 2024 Bogus Creek Juvenile Salmonid Outmigrant Study. California Department of Fish and Wildlife, Yreka, USA.

McGuire, J., S. Thompson, E. Lang, D. Ulrich, and S. Gallagher. 2021. Coastal Mendocino County Salmonid Life Cycle and regional Monitoring: 2019-2020 and 2020-2021. Pacific States Marine Fisheries Commission, Fort Bragg, USA.

Queener, N. 2018. Mattole River Juvenile Coho Salmon Summer Spatial Structure Monitoring 2017. Mattole Salmon Group, Petrolia, USA.

Ricker, S. 2020. Results of Spawning Ground Surveys Conducted in Mill Creek, A Tributary to Smith River, Del Norte County, California Winter 2019-2020. California Department of Fish and Wildlife, Arcata, USA.

Romero, R. and C. Robinson. 2024. 2024 Scott River Juvenile Salmonid Outmigrant Study. California Department of Fish and Wildlife, Yreka, USA.