

GENERAL GUIDELINES FOR NWT SPECIES STATUS REPORTS

NWT Species at Risk Committee
June 2024

SPECIES AT RISK COMMITTEE

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Preface

These guidelines were developed by SARC for use in the NWT. They are drawn heavily from, and in some cases reproduce verbatim, the following sources:

- Committee on the Status of Endangered Wildlife in Canada [COSEWIC]. 2010. Instructions for the Preparation of COSEWIC Status Reports. Available at: http://www.cosewic.gc.ca/pdf/Instructions_e.pdf.
- Newfoundland and Labrador Species Status Advisory Committee. 2009. Status Report Template. Appendix 2 In Species Status Advisory Committee Annual Report 2008–2009. Available at: http://www.env.gov.nl.ca/env/wildlife/endangeredspecies/ssac/ssac_annual_report2008_09.pdf.
- Alberta Conservation Association and Alberta Sustainable Resource Development. 2010. Alberta Wildlife Status Report Series – Schedule B: Guide to Writers. Unpubl. guidelines.

GENERAL GUIDELINES FOR SPECIES STATUS REPORTS

This document gives general guidelines for the preparation, review, and use of Species at Risk Committee species status reports.

Species at Risk Committee

The Species at Risk Committee (SARC) was established under the *Species at Risk (NWT) Act*. It is an independent committee of experts responsible for assessing the biological status of species at risk in the NWT. SARC uses status reports to make assessments (recommendations) on the listing of species at risk.

Species status assessments are done at the territorial level. Assessments are based on species status reports that include the best available Indigenous, community, and scientific knowledge of the species. SARC uses objective biological criteria in its assessments and does not consider socio-economic factors.

Status Report Required for Assessment

Section 30 of the *Species at Risk (NWT) Act* covers species status reports. SARC bases its status assessments primarily on a species status report. The status report must be approved by SARC before a species is assessed.

A species status report is a comprehensive report that compiles and analyzes the best available information on the biological status of a species in the NWT, as well as existing and potential threats and positive influences.

Two Components of a Status Report

Each status report may be prepared in two parts: an 'Indigenous and Community Knowledge Component' (ICK) and/or a 'Scientific Knowledge Component' (SK). Detailed instructions for preparing each of these are given in two separate documents:

- [Detailed Instructions for Preparation of a SARC Status Report: Indigenous and Community Knowledge Component](#)

- [Detailed Instructions for Preparation of a SARC Status Report: Scientific Knowledge Component](#)

A complete status report includes both components, unless SARC determines there is not sufficient available information for one component for a given species. An overall executive summary and an overall technical summary will include information from both components.

Preparation of a Status Report

SARC may arrange for the preparation of a species status report. Alternatively, if SARC considers that an existing report meets all or some of the requirements of a species status report, SARC may incorporate all or part of the existing report into the species status report.

Separate contracts for the ICK Component and Scientific Knowledge Component may be issued because of the different expertise required.

Contracts are typically awarded to qualified people through the Government of the Northwest Territories' (GNWT) 'Request for Proposals' process. Requests for Proposals are advertised on the GNWT contract registry.¹ SARC may also send the Request for Proposals to select organizations or individuals.

The funding for the preparation of status reports is provided by the GNWT, through the Species at Risk Secretariat. The Secretariat manages the preparation, review, revision, and distribution of status reports, and administers the contracts.

The qualified people who write the status report components are called 'preparers.' If a preparer is also a member or alternate member of the SARC, they will not be involved in decision-making during the assessment of that species. However, they may participate in the discussions about that species.

¹ https://contracts.fin.gov.nt.ca/psp/fsprdsp/SUPPLIER/ERP/c/GNT_SS.GNT_LOGIN.GBL?

If a GNWT employee wishes to be involved in preparing a status report outside of working hours, they would first need to get permission from their Deputy Head as required in the [GNWT Code of Conduct](#) (pages 25-26).

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Status Report Review and Revisions

An effort will be made to keep the two components of the status report together throughout the review process. However, it is often necessary to review each component separately. The review and revision process is as follows:

1. The Secretariat will review a draft of each component for completeness and adherence to the guidelines.
 - a. Preparers make these changes, as appropriate.
 - b. Secretariat ensures that changes were made.
2. SARC and other knowledgeable persons (as identified by SARC) will be asked to review the draft components for completeness and accuracy.
 - a. Preparers make requested changes, as appropriate.
 - b. Secretariat ensures that changes were made.
3. Upon receipt of final drafts from preparers, Secretariat packages the two components together.
 - a. Secretariat drafts an overall threats assessment for the species (see *Detailed Instructions* for parameters used in the threats assessment).
 - b. SARC reviews threats assessment and makes necessary changes.
4. Secretariat circulates consolidated report for legally required 6-month review period.
 - a. Management Authorities, Indigenous governments and Indigenous organizations, and interested members of the public review the status report for completeness and accuracy, as required under subsection 30(5) of the Act.
 - b. Secretariat makes changes and provides final draft to SARC for approval.
5. SARC reviews the final draft. A conference call may be called to discuss any substantive changes needed.
 - a. Secretariat makes changes.
6. SARC approves species status report prior to conducting assessment.

With the exception of the review period of six months required by subsection 30(5) of the *Species at Risk (NWT) Act*, the duration of each of these steps may be amended as appropriate. Likewise, additional SARC reviews may be necessary depending on the complexity, length, and profile of the species status report in question.

After the species has been assessed, SARC provides the assessment to the Conference of Management Authorities (CMA) and the approved species status report is made public. The status report and assessment is posted on the NWT Species at Risk website and publicized through a news release, social media post and/or other communications tactics, as appropriate. ²

It is essential that all drafts are high quality and as complete, accurate, and readable as possible. The executive summary and technical summary must be completed and included in all drafts. Spelling errors, incorrect formatting, missing references, and unexplained missing information should be avoided, even in the first submitted draft.

Report Ownership (Waiver of Moral Rights)

It is essential that status reports and their component parts can be used, edited, reformatted, reproduced, modified, distributed, and shared, in whole or in part, by SARC without infringing on the rights of the preparer. All preparers are required to submit a signed statement indicating willingness to waive moral rights and cede intellectual property to the GNWT on behalf of SARC. Any intellectual property belonging to the report writer or anyone else before the status report is undertaken would still belong to the original holder.

SARC is both the author and the publisher of approved species status reports and their component parts. The preparer(s) will be acknowledged in the final status reports, and the roles of other contributors will be recognized. Preparers may, however, opt out of acknowledgement of their role in the status report if they wish. In the case of updated status reports, all preparers involved in the preparation of the original status report on the species and any previous updated reports will also be acknowledged.

² www.nwt-speciesatrisk.ca

Unsolicited Status Reports

From time to time, a person may wish to submit a species status report that has not been solicited by SARC. If the species is not already on the assessment schedule, then the unsolicited report must be accompanied by an application to SARC to assess the species. The application must include reasons for requesting the assessment.

Before preparing an unsolicited status report, potential preparers are asked to contact the Secretariat. Potential preparers will be advised concerning eligibility for assessment, the estimation of threats to the species in question, the imminence of the threats, the species' current standing on SARC's assessment schedule, valuable sources of information, and other advice concerning the preparation of a status report.

Preparers of unsolicited reports must follow the same guidelines as for a commissioned status report and are required to provide permission to publish, waive moral rights, and cede copyright. The report is subject to the same review process as for a commissioned status report. The preparer is expected to make editorial changes, add available information, and/or delete inapplicable sections of the report as specified by SARC. Failure to comply with such requests may result in a report being returned unreceived by SARC.

Required Content of Status Reports

These instructions describe the types of information to be provided, and questions to be answered, under each heading, to the extent possible. Inclusion of all the headings and subheadings is required (unless otherwise noted). This will ensure coverage of the crucial topics relevant to decision-making by SARC. If information for some sections is deficient or missing, this should be indicated under the appropriate heading. It is important to identify gaps in knowledge and uncertainty associated with the information and conclusions. New subheadings may be added as necessary, depending on the species. Within a section, the ordering of subheadings is flexible and can be changed.

The required headings and subheadings for the Indigenous and Community Knowledge Component are provided in the *SARC General Guidelines for Species Status Reports*.

In some cases, information is relevant under more than one heading. In these cases, it should be fully described and referenced only once, where most appropriate, but can be briefly referred to elsewhere where relevant.

A status report must meet minimum standards of quality and completeness as outlined in this document. A status report must include:

- The best available information, including Indigenous knowledge, community knowledge, and scientific knowledge on:
 - the biological status of the species in the NWT,
 - existing and potential threats to the species and its habitat, and
 - existing and potential positive influences on the species and its habitat.
- Other required content as outlined under the [Detailed Instructions for Preparation of a SARC Status Report: Indigenous and Community Knowledge Component](#) and [Detailed Instructions for Preparation of a SARC Status Report: Scientific Knowledge Component](#).
- Results of reviews by the Management Authorities, relevant Indigenous governments and Indigenous organizations, and other knowledgeable people or bodies (as laid out in subsection 30(5)) that relate to the status of the species.
- Any other information SARC considers relevant.

[Detailed Instructions for Preparation of a SARC Status Report: Indigenous and Community Knowledge Component](#) and [Detailed Instructions for Preparation of a SARC Status Report: Scientific Knowledge Component](#) are provided as separate documents.

Headings/Sub-headings (Table of Contents)

Major headings throughout both documents are the same, but sub-headings differ, as suited to the knowledge system:

Title page
Production note

ASSESSMENT OF THE SPECIES (completed by SARC)

Executive summary

Technical summary

Glossary (optional)

Acronyms (optional)

Table of contents

List of Tables

List of Figures

PLACE NAMES (map/s, if required)

COMPONENT TITLE (ICK or SK)

Preface

Preamble (optional)

ABOUT THE SPECIES

Names and classification

Systematic/taxonomic/naming clarifications (*SK Component only*)

Relationships with people (*ICK Component only*)

Description

Biology and behaviour (*ICK*) OR life cycle and reproduction (*SK*)

Diet and feeding behaviour (*ICK Component only*)

Adaptations to northern regions (*ICK*) OR physiology and adaptability (*SK*)

Relationships within and among species (*ICK*) OR interactions (*SK*)

PLACE

Distribution

World, continental, or Canadian distribution (*SK Component only*)

NWT distribution (*SK Component only*)

Location(s) (*SK Component only*)

Harvest patterns (*ICK*) OR Search effort (*SK*)

Movement and dispersal (*ICK*) OR movements (*SK*)

Changes in distribution (*ICK*) OR distribution trends (*SK*)

Key habitats (*ICK*) OR habitat requirements (*SK*)

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Habitat availability (*SK Component only*)

Habitat trends

Habitat fragmentation

POPULATION

Abundance

Population dynamics

Changes in population size (*ICK*) OR trends and fluctuations (*SK*)

Health (*ICK Component only*)

Rescue effects (*ICK*) OR possibility of rescue (*SK*)

THREATS AND LIMITING FACTORS

POSITIVE INFLUENCES

Acknowledgements

Authorities cited (*ICK Component only*)

Authorities contacted

Status and ranks (*SK Component only*)

Cited sources

Collections examined (*only if needed*) (*SK Component only*)

Biography of preparer(s)

Appendix A. Additional details (*only if needed*)

Traditional knowledge definitions (*ICK Component only*)

Appendix B. Sensitive information (*only if needed*)

Throughout both status report components, it is important to identify gaps in knowledge and uncertainty associated with the information and conclusions. When reporting uncertainty quantitatively, specify what measure of variability is used (standard error, standard deviation, quartiles, etc.).

Inclusion of all headings and subheadings specified in the *Detailed Instructions* is required (unless otherwise noted). This will ensure coverage of the crucial topics relevant to decision-making by SARC. If information for some subheadings is not available, deficient or missing, this should be indicated under the appropriate heading. It is important to identify gaps in knowledge and uncertainty associated with the

information and conclusions. New subheadings may be added as necessary, depending on the species.

In some cases, information is relevant under more than one heading. In these cases, it should be fully described and referenced only once, where most appropriate, but can be briefly referred to elsewhere where relevant.

Status report components may vary in length depending on the amount of information available. The preparer is responsible for synthesizing the best available knowledge into a clear and concise summary of the most relevant information. Bullets and lists should be avoided; in all cases, references must be cited.

The Secretariat can provide assistance with calculations, mapping, and GIS tasks where needed.

The report should provide enough detail and contextual information to assess the biological status of the species. Details beyond this scope are not necessary. For example, information on reproductive success informs a species well-being, however details on mating rituals do not.

Sensitive Information

Once approved by SARC, the final status report will become a public document. Preparers should ensure that any detailed information that might imperil a species (such as the precise locality of populations or their habitat) or that is considered confidential (such as specific details relating to Indigenous knowledge) does not appear in the main body of the status report. Sensitive information must be placed in Appendix B. It should not be explicitly referenced in the status report; however, it should be generally referenced so that a reader of the report can understand its implications for status determination.

Appendix B will be provided to SARC so that a fully informed assessment can be done but will not be made public and will not be distributed beyond SARC.

Although SARC's business is subject to the *Access to Information and Protection of Privacy Act*, under section 146 of the *Species at Risk (NWT) Act*, the GNWT Minister of

Environment and Climate Change (ECC) may direct that information not be disclosed if disclosure of the information could be detrimental to the species. This exception also applies to Indigenous knowledge where a Management Authority requests that it not be disclosed.

Best Available Information

The status report should include the best available information, including Indigenous knowledge, community knowledge, and scientific knowledge.

SARC notes the GNWT policy definition for traditional knowledge: *"knowledge and values, which have been acquired through experience, observation, from the land or from spiritual teachings, and handed down from one generation to another"* (GNWT Traditional Knowledge Policy 53.03, March 2005). However, SARC has not adopted a working definition for traditional/Indigenous knowledge. SARC recognizes that Indigenous knowledge is based on the knowledge of the relationships between humans, wildlife, spirituality, environmental conditions, and land forms in a defined locality. It is a term often used to describe the complex and unique knowledge and knowledge systems held by Indigenous peoples, is often ecosystem-based and does not have a single species approach, and is long-term, community-based knowledge that has been passed down orally from elders and resource users about species' biology.

'Community knowledge' does not imply only the knowledge of Indigenous communities, but also the knowledge of members of the public, including outfitters, resident hunters, and naturalists.

'Best available information' means all existing information that is pertinent to assessing the status of a species and can be obtained from literature sources or from the holders of the information. This can include unpublished information and personal communications from knowledgeable people who are willing to share their information. Transcripts of public hearings, notes from formal or informal meetings, records of public engagement or consultation, and co-management planning documents are examples of knowledge sources that may be used in some cases. Use of quotations is encouraged in the ICK Component. Information that is not in the literature, that is kept secret by its

holders, or that cannot be located following a reasonably diligent search, cannot be included in reports.

The action of contacting individuals/organizations who may be in possession of information valuable to the species status report does not constitute either consultation or engagement. It represents the gathering of best available information only.

The development of the status report is considered to be a collaborative process and the preparer should anticipate receiving extensive comments, questions, and feedback on content, quality, conclusions, and style after the submission and review of each draft. The preparer will be expected to give due consideration to each of these comments and to incorporate them as appropriate into the report and/or respond to them appropriately.

SARC does not fund or carry out original research and does not pay people honoraria for providing the best available information. From time to time, if SARC deems that the best available information is not sufficient to do an assessment and that original research is needed, SARC can solicit the Management Authorities to collect more information on a species. The Management Authorities are not obligated to fulfil such a request. If the status report has fully investigated all the best available information and is complete, but there is not enough information to assess the species or assign status, the species would be assessed as Data Deficient.

Management recommendations and suggestions are not usually relevant for determining status unless there is an indication that they will be implemented.

Contacts and Sources of Information

In addition to conducting a thorough review of the relevant literature, preparers must also use contacts and sources of information specified by SARC. SARC will provide a list of minimally required contacts and a list of required sources of information.

SARC will make the first contact with the required contacts by sending a letter that introduces the preparer and describes the project.

The preparer must make every reasonable effort to communicate with the required contacts about possible sources of the best available information, and to obtain and use all the relevant information sources that are identified. The preparer will be required to fill in a 'contact tracking sheet' and submit updated versions of this sheet with each draft of the report.

Preparers are encouraged to include information from other credible sources, including personal communications with knowledgeable local people and other experts. The preparer's own professional inferences are welcome.

Example of a contact tracking sheet:

Contact/agency name	Person(s) contacted and date(s)	Outcome
List of required contacts to be specified by SARC and Secretariat at the beginning of report preparation		
...		
List of other contacts made at the initiative of the preparer		
...		

Permissions and Information Sharing Agreements

In certain cases, it may be necessary to obtain permission to use an information source. This may include establishing an information sharing agreement. The preparer shall coordinate with the Secretariat to ensure that SARC, the preparer, and the Secretariat are included in permissions and agreements, and to ensure that they include the necessary terms. The preparer will be required to provide a list of all sources for which permission was needed as well as copies of the permissions and agreements. See Formatting and Style – Figures for more information on permissions.

Formatting and Style

Status reports must be written in English. Use Canadian English, not American English. Do not use the first person, as the 'author' of the report will eventually be SARC. Where

technical terms are used, include brief explanations for these. Consider that the audience for these reports includes non-scientists.

A template document may be provided by the Secretariat. Always italicize scientific names for species and the Latin term "*et al.*" Spell out all acronyms and abbreviations fully the first time they are used. For the Northwest Territories use the abbreviation 'NWT' in the text and NT under Information Sources. For other territories and provinces use the official abbreviation (e.g., NU, AB).

Use 12pt Faricy New Rg (or Times New Roman) font throughout the report. Use 1.15 line spacing. Formatting styles for headings, normal text, quotations, tables, and figures are included in the template. The final draft can contain reference links or cross-referencing in the table of contents. If cross-referencing is used within the text, ensure that each instance is highlighted for easy identification by the Secretariat (given that the final report is moved into a designated template, broken links are common). Where the report refers to another section, the title of the section should be italicized and page numbers should be omitted. Example: 'More details are included in *Threats and Limiting Factors*.'

Use metric units throughout, including on map scales. Include metric conversions in brackets when quoting a source that uses non-metric units.

All direct quotations should begin and end with quotation marks (""). Direct quotations of less than three lines can be integrated into the paragraph. Direct quotations of three lines or longer should be separate paragraphs indented from the rest of the text.

Spell out numbers up to 10 (e.g., nine); use digits for larger numbers (e.g., 11). All units of measurement using decimals should be spelled out in digits (e.g., 5.6). Likewise, all unit ranges should also be spelled out using digits (e.g., between 4 and 11, 4-11, etc.).

The Secretariat will coordinate assistance regarding the preparation of distribution maps and the calculation of extent of occurrence and area of occupancy, when needed.

Preparers must submit all unpublished information (species observations/localities, search effort, in press/in prep. documents, meeting notes, personal communications, etc.) provided by themselves or obtained from third parties. Reasonable effort should be made to ensure that the data obtained from third parties can be transferred to SARC by obtaining proper permissions.

Report drafts should be submitted in Microsoft Word format. Figures and tables should be inserted throughout the report.

Figures and tables must also be provided separately along with the final draft. Tables must be submitted as separate electronic files, using the Table function in Word or a spreadsheet program such as Excel. Figures should be submitted separately as electronic files. Figures should use a compressed image format such as JPEG. Image resolution need only be good enough for use in a report (150 dpi or lower). Final versions of maps will be submitted in a JPEG format along with the species-specific ESRI Geographic Information System (GIS) projected feature files, and associated metadata, used to create the map.

Tables

Use tables to summarize large amounts of data. Tables must be created using the Table function in Word or in a spreadsheet program such as Excel. Do not insert tables as images; do not insert tables with links to sources. All tables must be numbered and linked to the "List of Tables" (i.e., using the "Insert caption" feature), and tables must be referred to in the text of the report.

Figures

All figures (e.g., photos, graphs, maps), including photos of the species and its habitat, should be numbered and linked to the "List of Figure" (e.g., using the "Insert caption" feature) and referred to in the text of the report. Ensure that figures photocopy well in black and white. Ensure that legends and symbols can be interpreted correctly when read in black and white. Ensure that symbols are large enough to be seen properly.

If a figure is taken from a published document or belongs to someone other than the preparer, it must be accompanied by a letter from the copyright holder indicating that rights have been obtained for its use. Record that permission in the figure caption (e.g., reproduced with permission). Obtain permission to use all photos, if necessary, and credit appropriately. The preparer is responsible for soliciting all such permissions.

Citing Information Sources

All information sources, including literature, personal communications, websites, and unpublished data, must be cited.

Multiple references	Cite chronologically in the text as follows: (Hanson <i>et al.</i> 1989; Briggins <i>et al.</i> 1995; Brownell 1998; COSEWIC 2002) or (Licht 1971a, b; Scott 1986; Trites 1990, 2003; Hogarth 1993).
Personal communications	Cite personal communications in the text as: (Smith pers. comm. 1999).
Electronic sources	Cite electronic sources in the text as: (Michigan DNR 1998).
Unpublished data	Cite unpublished data in the text as: (ECC unpubl. data 2023).
Any specific statements or opinions that are attributed to Elders, harvesters, or other Indigenous or community knowledge holders	Any specific statements or opinions that are attributed to Elders, harvesters, or other Indigenous or community knowledge holders, should be cited in the text as: (Fred Sangris [Ndilo] <i>in</i> Sangris 2012).
Direct quotation by knowledge holder, cite author, year, colon, and page	For a direct quotation, cite author, year, colon, and page number(s); e.g., (Krebs 1989: 216) or (John Doe <i>in</i> Simpson 2002: 23-24), or, in the case of a knowledge holder (Fred Sangris [Ndilo] <i>in</i> Sangris 2012: 77).

number	
Indigenous Elders and/or Knowledge Keepers	<p>Unlike other personal communications, Elders and Knowledge Keepers are cited in-text and in the reference list. For example:</p> <p>Delores Cardinal described the nature of the... (2018).</p> <p>The nature of the place was... (Cardinal 2018).</p>

When possible, use primary literature. Reviews and compilations can be acceptable sources where they have synthesized or analyzed the information in a useful way. This applies in particular to Indigenous knowledge where primary information (e.g., interview transcripts) have been verified and summarized in a published document. In this case, it is not necessary to secure copies of the original transcripts. It is also not recommended that preparers call individuals for information as 'Indigenous knowledge research.' Cite websites only when the information comes from a credible source and the information is not available in printed form.

All sources that are cited in the text (including publications, personal communications, databases, unpublished data, and websites) should be listed under the heading 'Cited Sources' using the following format:

- List references with a space between each, using hanging indents.
- For web citations, record full document title, full URL, and date last accessed.
- Alphabetize citations by authors' name(s), regardless of the number of multiple authors for the same publication. Within alphabetical order the sequence is chronological (e.g., Benton 1980, Benton 1991, Benton and Madison 1979).
- Where there are multiple references by the same author(s) with the same publication date, arrange alphabetically by the title that follows the publication date. Lowercase letters (a, b, c, etc.) should be placed immediately after the publication date:
 - Baheti, J. R. (2001a). Control...
 - Baheti, J. R. (2001b). Roles of...

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- Format citations as in the following examples. **[Note that the text in bold illustrates the type of citation only and is not to be included in the bibliography]**

Use the following guidelines for citing personal communications from an existing SARC status report:

- **[in text]** (Larter pers. comm. *in* SARC 2012: 99).
- **[in sources cited]** Species at Risk Committee (SARC). 2012. Species Status Report for Peary Caribou (*Rangifer tarandus pearyi*) in the Northwest Territories. Species at Risk Committee, Yellowknife, NT.

Examples:

Book	Smith, R. L. 1974. Ecology and Field Biology. Second edition. Harper and Row, New York, NY.
Book, Section or Chapter	Trites, A.W. 2003. Food webs in the ocean: who eats whom and how much? Pp. 125-143. in M. Sinclair and G. Valdimarsson (eds.). Responsible Fisheries in the Marine Ecosystem, CABI Publishing, Wallingford, WA.
Book, Edited	McKeague, J.A. (ed.). 1978. Manual on Soil Sampling and Methods of Analysis. 2nd edition. Canadian Society of Soil Science, Ottawa, ON.
Conference Proceedings	Hogarth, M.A. 1993. Glochidial functional morphology and rarity in the Unionidae. Pp. 76-80, in A.C. Buchanan and L.M. Koch (eds.). Conservation and Management of Freshwater Mussels. Proceedings of the Upper Mississippi River Conservation Committee Symposium, St. Louis, Missouri. Illinois Natural History Survey, Champaign, IL.
Electronic Source	Michigan Department of Natural Resources. 1998. Endangered Species Legislation, Michigan Department of Natural Resources. Website: www.dnr.state.mi.us/wildlife/heritage/The_End/end-

	act.htm [accessed April 1999].
Indigenous Elders and/or Knowledge Keepers	Last Name, First Name. Nation/Community/Region. Topic/subject of communication if applicable. personal communication, source of personal communication (email, correspondence, meeting, etc.). Date Month Year (e.g., 18 April 2023). Kuptana, David. 2023. Ulukhaktok, Inuvialuit Settlement Region, Northwest Territories. Dolphin and Union caribou. Species at Risk Committee Meeting – Inuvik, Northwest Territories. 20 April 2023.
Journal Article, single author	Licht, L.E. 1971a. Breeding habitat and embryonic thermal requirements of the frogs, <i>Rana aurora aurora</i> and <i>Rana pretiosa pretiosa</i> , in the Pacific Northwest. <i>Ecology</i> 52(1):116-124.
Journal Article, multiple authors	Hanson, J.M., W.C. Mackay, and E.E. Prepas. 1989. Effect of size-selective predation by muskrats (<i>Ondatra zibethicus</i>) on a population of unionid clams (<i>Anodonta grandis simpsoniana</i>). <i>Journal of Animal Ecology</i> 58:15-28.
Journal Article, in prep.	Fernandez Aguilar, X., Mavrot, F., Thantrige-Don, N., Thantrige-Don, O., Leclerc, L.-M., Davison, T., Hunter and Trappers Associations, Tomaselli, M., and Kutz, S. (in prep.). Brucellosis emergence in the Arctic, Canada. [submitted for publication]
Journal Article, in review	Hanke, A., A. Niptanatiak Dumond, C. Adams, J. Di Francesco, T., Milton, L.-M. Leclerc, G. Blue, and S. Kutz. In review. Inuit-described metrics for monitoring caribou populations articulate a caribou decline. [submitted for publication]
Law	<i>Species at Risk (NWT) Act</i> . 2009. S.N.W.T. 2009, c. 16.
Manuscript	Briggins, B.G., R.J. Neves, and C.K. Dohner. 1995. Draft strategy for

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	the conservation of native freshwater mussels. Fish and Wildlife Service, Washington, D.C. 2 pp.
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