

## ESP Report Specifications and Template 2025 Update

Topic	Change
<b>General</b>	Reduced the specifications (23 pages) to a checklist (2 pages). Updated template with new report look. Made the template easier to use. Deleted the sample report (67 pages).
<b>Report Checklist</b>	Developed a checklist of the critical requirements. Checklist condenses the most important requirements and should be submitted with draft and final reports to confirm acknowledgement and execution of the requirements
<b>Publication Information</b>	Used table to format publication information
<b>Technical Summary</b>	Included in the report itself.
<b>BOEM Logo</b>	Updated with new BOEM logo.
<b>Other Logos</b>	Specified no changes to the front cover (including the addition of a partner logo). Partner name/logo may be provided on the Publication Information page Specified that contractor logos are not permitted.
<b>Report Availability</b>	Updated language to Download a PDF file of this report at <a href="https://espis.boem.gov/Final%20Reports/BOEM_20xx-xxx.pdf">https://espis.boem.gov/Final%20Reports/BOEM_20xx-xxx.pdf</a> . To search other study reports completed by BOEM's Environmental Studies Program, visit <a href="https://www.boem.gov/environmental-studies-information">https://www.boem.gov/environmental-studies-information</a> .
<b>Acknowledgements</b>	Deleted "optional."
<b>List of Contributors</b>	Added List of Contributors for significant contributors not listed as authors.
<b>Page Numbering</b>	Page numbering now matches the number of the actual (PDF) page. Total PDF page count will be the page count for the citation.
<b>Multiple Volumes</b>	Added that volumes should be numbered consecutively with Arabic numbers and formatted as separate reports with all the components included in the template.
<b>Figures</b>	Included spec for borders for borderless figures.
<b>Additional Products</b>	Added this category (including peer-reviewed articles, conf presentations, videos, etc.) to the technical summary.
<b>Formulas</b>	Added that equations should be generated "with Word's built-in Equation editor; or, if using an image, insert the linear form of the equation in the alt text."
<b>508 Compliance</b>	Made specs and template 508 compliant. Specified that both the Word and PDF versions need to pass the accessibility checks. For alt text, provided link to additional guidance on appropriate alt text. Changed the statement "ESP reports should comply with Section 508 ..." to "ESP reports must comply..." Added that tables should not be images of tables.