

Logo(s)

(of issuing Organization(s), Project etc)

Title

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Year

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Best practices may be documented in the form of standard operating procedures or manuals or other formats. The list below are suggested sections and not all of these may be occurring in the document. Replace the page with N/A if the section is not available. Additional topic titles should be added to the table of contents in the appropriate section, inserting sequential number

Page Number

1.0 EXECUTIVE SUMMARY/ABSTRACT

Free text 250 words maximum. Please provide a brief summary of your best practice including, as appropriate, a brief descriptions of what techniques your best practice is about, which ocean environments or regions it targets, type of data/measurements/observing platform it covers, limits to its applicability and note the community of practice that developed the best practice.

2.0 INTRODUCTION *(include scope of document and target audience)*

3.0 OCEAN MODEL

3.1 Model selection/name

3.2 Best Practice Description

3.2.1 Pre-Requisites

3.2.2 Tools, models hardware or software used

3.2.3 International Standards or Best Practices used

3.2.4 Output (product) type and description (including specific formats, variables measured , data store...)

3.2.5 Quality Control

3.2.5.1 Potential error sources

3.2.5.2 Implementation challenges or issues

3.2.5.3 Replicability

4.0 CONCLUSIONS

5.0 ANNEXES

5.1 List of Figures

5.2 Glossary

5.3 Acronyms

5.4 References (include DOIs)

(Other contributing BP citations should be annotated, and live link provided to full text)

6.0 DOCUMENT DATA SHEET

Document Data Sheet for REPORT BP (for submissions to www.oceanbestpractices.org)

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