

From: [Grant, Colin](#)
To: llitman@pacbell.net
Subject: Fwd: Ashy Storm-petrel edits
Date: Wednesday, January 30, 2013 10:35:13 AM
Attachments: [changesaccepted2-Laurie edits.docx](#)
[ocean acidification.docx](#)

Hi Laurie,

How can I make a en-dash?

thanks

Colin Grant
Endangered Species Listing Biologist
Bay-Delta Fish and Wildlife Office
650 Capitol Mall, Suite 8-300
Sacramento, CA 95814
916-930-5651
colin_grant@fws.gov

----- Forwarded message -----

From: **Picco, Angela** <angela_picco@fws.gov>
Date: Fri, Jan 25, 2013 at 11:05 AM
Subject: Fwd: Ashy Storm-petrel edits
To: Colin Grant <colin_grant@fws.gov>
Cc: Michael Long <michael_long@fws.gov>

Hi Colin,

Attached are the edits from the technical editor. It looks like they are mostly editorial and based on what we were doing with FR docs, so please feel free to use the edits that are helpful.

Thanks,

Angela

Angela Picco, Ph.D.
Fish and Wildlife Biologist
Pacific Southwest Regional Office, Region 8
U.S. Fish and Wildlife Service
2800 Cottage Way, Room W-2606
Sacramento, CA 95825
(916) 414-6490

----- Forwarded message -----

From: **Laurie Litman** <llitman@pacbell.net>

Date: Fri, Jan 25, 2013 at 10:23 AM
Subject: Ashy Storm-petrel edits
To: Angela_Picco@fws.gov

Hi Angela,

Here are the edits. Just FYI, I had problems opening the document. After sending it through another computer it opened but gave me an "offending command" about half way through when printing. I copied and pasted into a new document and all seems okay but just wanted to let you know in case someone else has this problem.

There are a few issues, suggestions, comments I wanted to note here.

- I don't know how much these species reports should follow the format of previous documents but wanted to make sure that the fact that paragraphs aren't indented was intentional. There are no page numbers here (was that a function of my program or a decision on your side?).
- There is a lot of inconsistency in putting one or two spaces after the period--I prefer one (since computer fonts use proportional spacing unlike typewriters where the two-space convention came from) but usually the Service uses two. It's your choice but fix the document to be consistent.
- Dashes are an art in themselves. A hyphen is used to link two words, an en-dash takes the place of the word "to", and an em-dash is a pause or space. I made lots of edits replacing hyphens with en-dashes for page numbers and other ranges. In the text (besides page numbers) I tried to make things consistent--the document used "to" sometimes and a dash other times so I changed them all to en-dashes. Some people prefer spelling out "to" in the text, it's a little more formal. Your choice but be consistent.
- The Guidelines say to avoid using slashes "/" in the text but there are places where that seems the only logical option. Don't have a solution but wanted to bring that to your attention.
- There were places the font size changed--I changed some but left the smaller font size for the definitions section thinking you might have a reason for that. I wondered whether that section could go in an appendix.
- At the end of many sections there is the discussion of timing, severity, and scope. I added quotes to the category for those so readers clearly knew it was a category name. Italics may be better.
- I wanted to suggest that some of the percentages be rounded--is it necessary to go to the hundredths place for those? Also, some of the measurements should be rounded--the conversion shouldn't have more places than the original measurement.
- I was surprised to see the Five Factors because I thought you weren't following that in the species reports. I guess I'll learn what is expected in these as we go on but just wanted you to know I may not have caught some issues since I don't know much about the format of this new type of document.
- The headings need some work. No underlines--the FR turns those into italics. It seemed to me that the hierarchy fonts were a little arbitrary. Your top level uses small caps, which I haven't seen used before for that--I assume that's fine. But then the next level was sometimes regular and sometimes italics font, sometimes bold. The "Classification of Threats" section was all caps and centered which was totally different from the rest. I didn't mark the heads because I wasn't sure about what you wanted but it's important to get the font type right because it gives people information about where they are in the document and the importance

of a section.

- When referring back (or forward) to a section, be sure to use the same wording as the section head (or quotes around section in regular font).
- There were a lot of abbreviations--I would recommend an abbreviation page for people to refer to.
- The document defined "Service" or "Act" but I'm assuming that will be in the Executive Summary.
- I tried to edit the ocean acidification section but made a mess of it so I've attached a separate document here for that section. I moved sentences around quite a bit to try to make it flow better. I may have added a bit to bridge statements. I don't know much about ocean acidification so I was primarily looking at flow and readability from the point of view of a lay person--I may have made mistakes. Anyway, see what you think. I'd like to see if I can turn the climate change section into a more user-friendly discussion too so would appreciate hearing if the ocean acidification edits were helpful.

I enjoyed working on this and learned a lot about ash storm-petrels. Hope the edits help clean up inconsistencies and make the document flow better. As always, I am happy to discuss any of this more--I love getting into all the little details of editing. Please call if you have any questions.

Laurie

.....

Laurie Litman
PO Box 162644
Sacramento, CA 95816
916.444-5118
916.284-1627 (mobile)
llitman@pacbell.net