**Document Templates**

These templates are amended from those made available by the [Ocean Best Practices System (OBPS)](https://www.oceanbestpractices.org/ocean-best-practices-systems/repository/). These templates provide a suggested structure and content for the creation of practice documents across various domains including sensors, instruments, platforms, mooring types, ocean applications, modelling, data management etc. While the templates are comprehensive, not all suggested content will be relevant to every document. Therefore, authors are encouraged to use these templates as flexible guidelines rather than strict requirements,

The following templates are available:

1. Sensors
2. Ocean applications
3. Ocean modelling
4. Data management
5. **SENSOR PRACTICE DOCUMENT TEMPLATE**

**TABLE OF CONTENTS**

Practices may be documented in the form of standard operating procedures or manuals or other formats. The list below shows suggested sections and not all of these may be occurring in the document. Additional topic titles should be added to the table of contents in the appropriate section, inserting sequential page numbers.

1. **EXECUTIVE SUMMARY/ABSTRACT**

Free text 250 words maximum. Please provide a summary of your practice including, as appropriate, a brief description of what techniques your 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 practice.

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

**3.0 INSTRUMENT AND PLATFORM**

* Sensor (include make, model, serial number (if appropriate), information on instrument, maintenance protocols and logs of maintenance carried out).
* Purpose (identified need)
* Design Overview (provide manufacturer reference document if appropriate)
* Detailed Design (include configurations, protocols for setting the manufacturer-provided parameters)
* Deployment (what, where, how, and when (brief summary; linking to website)
  + Platforms integration into the platform's operational consideration for the platform
* Methods for data collection
* Functionality
* Analysis
* Calibration
* Uncertainties in observations
* Standards used
* Quality Assessment methods
* Data Management/Data Delivery (including formats)
* Organizations with Current Operational Implementations
* Issues (drawbacks, vulnerabilities etc)
* Training Materials and Contacts (include resource links)
* Contributing Practices

**4.0 CONCLUSION**

**5.0 ANNEXES**

* List of Figures
* Glossary
* Acronyms
* References (include DOIs)

1. **OCEAN APPLICATIONS PRACTICE DOCUMENT TEMPLATE**

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1. **EXECUTIVE SUMMARY/ABSTRACT**

Free text 250 words maximum. Please provide a summary of your practice including, as appropriate, a brief description 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 practice.

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

**3.0 OCEAN APPLICATIONS**

* Issue being addressed
* Product of Practice
* Practice Description
  + Output (product) type and description (including specific formats)
  + Steps for Implementation
  + Data Required
  + Tools, models or software used
  + International Standards used
  + Quality Control
  + Implementation challenges or issues
  + Visualization Tools
  + User Feedback Mechanisms

**4.0 CONCLUSIONS**

**5.0 ANNEXES**

* List of Figures
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* References (include DOIs)

1. **OCEAN MODELLING PRACTICE DOCUMENT TEMPLATE**

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**1.0 EXECUTIVE SUMMARY/ABSTRACT**

Free text 250 words maximum. Please provide a summary of your best practice including, as appropriate, a brief description 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 practice.

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

**3.0 OCEAN MODEL**

* Model selection/name
* Practice Description
  + Pre-Requisites
  + Tools, models hardware or software used
  + International Standards or Best Practices used
  + Output (product) type and description (including specific formats, variables measured, data store…)
  + Quality Control
  + Potential error sources
  + Implementation challenges or issues
  + Replicability

**4.0 CONCLUSIONS**

**5.0 ANNEXES**

* List of Figures
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1. **DATA MANAGEMENT PRACTICE DOCUMENT TEMPLATE**

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1. **EXECUTIVE SUMMARY/ABSTRACT**

Free text 250 words maximum. Please provide a summary of your best practice including, as appropriate, a brief description 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 practice.

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

**3.0 DATA MANAGEMENT (for the organization creating the Practice)**

* Observation Parameter (e.g. sea surface temperature)
* Observation Instrument (e.g. discrete water sampler)
* Collection Details (link to reference document(s) if available; short Instrument description and conditions (if available)
* Data Format(s)
* Code Management (upload or link to DMP of organization with data policy)
* Interoperability Approach/Implementation
* Data Standards used in data management
* Metadata (schema, data flag info, etc)
* Quality Assessment & Control
* Archive Arrangements (trusted repository details, Data curation)

Documentation Management (with names and or links to instrument manuals, calibration sheets …)

* Access and use (data distribution, web service, data citations with PID)
* Visualization Tools
* Data Management Issues

**4.0 CONCLUSIONS**

**5.0 ANNEXES**

* List of Figures
* Glossary
* Acronyms
* References (include DOIs)