# Guide to Formatting NS Regulations

## *Block formatting and numbering style for NS regulations:*

**Citation** [1, 2]

1       These regulations may be cited as the *Block Format Example Regulations*.[3]

**Headings for each Section**

2       Each Section must have a unique heading. [4]

**How to number Sections**

3       Number Sections consecutively with arabic numbers.

**No periods after numbers**

4       Do not place periods after Section numbers.

**One sentence per Section**

5       A Section must be composed of only 1 sentence.

**How to format subsections**

6       **(1)**       A Section may be composed of 2 or more subsections closely related in subject matter.

        **(2)**       A subsection must be composed of only 1 sentence.

        **(3)**       Do not use more than 5 or 6 subsections in a Section.

**How to number subsections** [5]

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[1]     Single spacing should be used between the heading and the text of the Section.  Between provisions, there should be 2 hard returns.

[2]     Regulations must have a title.  The title must be in plain language and match the subject matter and terminology used in the regulations and the parent statute.  (Registry editors will review this as they review all headings in the submission.)

[3]     Block formatting refers to the indenting structure of the provisions, not to full justification of the text.  Text must be left-aligned.

[4]     Only the first word in the heading should have the first letter capitalized unless a subsequent  word or phrase is defined using caps (i.e., "Hearing Committee").

[5]      Example of subsection reference: 2(3)

**7**     **(1)**     Only Section and subsection numbers are in bold font.

      **(2)**     Number subsections consecutively with arabic numbers in parentheses.

      **(3)**     A subsection preceded by a Section number is the only instance where 2 numbers or letters for provisions come together side by side (separated by an indent), as demonstrated by subsection (1).

## How to format clauses [6], subclauses [7], paragraphs, subparagraphs

**8**     Subsections or Sections, like this one, may include any of the following:

      (a)     2 or more clauses alone, lettered consecutively in parentheses and separated by semi-colons;

      (b)     2 or more clauses, followed by any of the following:

            (i)     2 or more subclauses alone, numbered consecutively with lower-case roman numerals in parentheses and separated by commas,

            (ii)     2 or more subclauses, followed by any of the following:

                  (A)     2 or more paragraphs alone, numbered consecutively with upper-case letters in parentheses, separated by commas,

                  (B)     2 or more paragraphs, followed by any of the following:

                        (I)     2 or more subparagraphs, numbered consecutively with roman numerals in parentheses and separated by commas, but which are very rarely used,

                        (II)     more paragraphs, subclauses or clauses, as necessary.

## Dividing into Parts

**9**     **(1)**     Do not renumber Sections from 1 when starting a new Part.

      **(2)**     Only divide a regulation into Parts if each Part could form the substance of a separate set of regulations.

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[6]     Examples of clause references: 2(3)(a) or 2(a)

[7]     Example of subclause reference: 2(3)(a)(i)

## *Other formatting tips:*

(Documents or macros referenced in these tips are available on the DOJ Shared I Drive, in the "Regulations - formatting resources" folder. If you use the templates in that folder, many of these will already be set up for you in the document.)

▸ Regulations must be typed in WordPerfect, not Word.  (R&R should be in Word)
▸ Margins: On the 1st page of each Schedule to an R&R, the top margin is 2 inches (to allow room for the Executive Council's stamp), 1 inch for the bottom, left and right margins.  For subsequent pages, the only difference is that the top margin is 1 inch.
▸ Use Times New Roman – 12pt font.
▸ Set document language to English-Canada (CE)
▸ Footer on the bottom of each page of a schedule should include the following text, in red (RGB = 163, 0, 0):  "Schedule "A", page * of *".  The Schedule-red.wcm macro will add this. (Change to reflect lettering of schedule if more than one schedule to the order.).
▸ Do not use automatic paragraph numbering feature or character styles.
▸ Use left text alignment, not full justification.
▸ Only capitalize: proper nouns;  first letter of each word in a centred heading; first word of a Section heading
▸ Do not use spaces to align provisions (use tabs and indents) or tables (use the Table->Format dialogue box to set alignment for cell, row or column), and do not put spaces after provision numbering or lettering.  (tip:  F7 is an indent)
▸ Do not add title pages.
▸ A table of contents can be added to longer regulations for ease of reference (and are sometimes very helpful to see the structure of the document), but they will be deleted before the document is approved and won't form part of the regulations.)
▸ Use curled quote marks, not straight (straight quotes should be used only for the inches symbol).
▸ Text in Header rows for tables should be bold, and the rows shaded as follows:
Primary header row:           20% midnight blue (RGB = 0, 128, 255)
Secondary header row:        10 % black (RGB = 0, 0, 0)
Example:

| **Primary Header Row, Col 1** | **Primary Header Row, Col 2** |
|---|---|
| **Secondary Header Row, Col 1** | **Secondary Header Row, Col 2** |
| {table text} | {table text} |

▸ We have developed a very useful macro for stripping out codes in documents that have travelled back and forth between Word and WordPerfect: docstrip.wcm (May require some reformatting after the document is stripped, so only use on a version to be submitted for approval.)

### *For new or replacement regulations*

▸ Bold headings.
▸ Bold Section and subsection numbers.
▸ One blank line after end of subsections or Sections.
▸ Align all Section, subsections, clauses (even if the Section doesn't have subsections, align clauses with clauses in Sections that do have subsections), subclauses etc.

<u>*For amendments*</u>

▸    Don't bold numbers and letters of amending items.
▸    Don't number if there is only one amendment
▸    Bold numbers and letter of provisions being added to regulations as you would for a new set.
▸    List amendments numerically according to the number of the provision being amended (e.g. amendments to Section 4 come before amendments to Section 12).
▸    Group all amendments to a provision in one amending item.
▸    Use the following language:
  ▸    "Section (subsection, clause etc.) X is repealed and the following Section substituted:"
  ▸    "adding the following Section immediately after Section X:"
  ▸    "Section (subsection, clause etc.) X is amended by striking out "(word or phrase)" and substituting "(word or phrase)"
▸    Don't renumber provisions when adding or repealing other provisions.


<u>*Drafting tips:*</u>

▸    Instead of the auxiliary verb "shall" use "must".
▸    Instead of the phrase "pursuant to" use "under".
▸    Use singular nouns and pronouns.
▸    Do not repeat/conflict with provisions that are already in the statute.  Do not repeat definitions that are in the statute.
▸    Instead of using the word for a number in a sentence – use the arabic numeral (eg., "2 years" not "two years").

*Note:* **Further information and guidance on plain language drafting can be found in the Dept of Justice's *Style and Procedures Manual* or our *Checklist fo Plain Language Regulations* available on our NS Regulations website:   http://www.novascotia.ca/just/regulations/styleman/**

<u>*Updates to this document:*</u>

Feb 9/09:        added language settings requirement
                 added header to guide
                 changed electronic name of file to match document title (formatting, not drafting)

Mar 31/09:       added example language for strike out and substitution amendment

Nov 10/09:       added footnote #3 to Block Formatting Example Regulations to clarify that block
                 formatting does not mean full justification
                 added instruction not to number amendment if only one

Feb 5/13:        added preferences for table header row text and cell fill shading
                 added reference to templates and red footer for schedules
                 updated Section 9 re parts
                 updated appearance

May 21/13        added info on macro for stripping codes that import from Word docs etc.

Jan 7/15         updated margin requirements (left 1.5 inch no longer require by ECO)
                 added reference to formatting folder on Shared I Drive
                 updated hyperlink to Style Manual