

PARLIAMENTARY COUNSEL



Word Note (No. 3) Bill templates, styles and examples

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Introduction

1 This Word Note sets out information about formatting OPC Bills and parliamentary amendments. It should be read in conjunction with Word Note 4 which contains a range of rules for formatting Bills and parliamentary amendments.

2 The main parts of this Word Note are tables setting out all of the features in Bill documents and the styles that should apply, and all of the available styles and where they are used.

3 Attached to this Word Note are sample documents showing formatting of a variety of OPC Bill documents.

Bill templates

4 The templates available for Bills are as follows:

- (a) **Bill_New.dotx**: for new principal Acts. The headers in this template show Chapters, Parts and Divisions;
- (b) **Bill_Amd.dotx**: for amending Bills. The headers in this template show amending Schedules, and amending Parts;
- (c) **Bill_Pam.dotx**: for parliamentary amendments;
- (d) **Bill_Cor.dotx**: for Bill corrections;
- (e) **Bill_Ins.dotx**: for Bill inserts;
- (f) **Bill_Plan.dotx**: for Bill plans.

Attach template macro

5 If you create a Bill with the wrong template, there is a macro available to change it to another template. The macro attaches the new template and copies the headers and footers, and the default character styles across.

6 The macro is available from the OPC Macros menu, Formatting sub-menu, Attach Template. It will prompt you for the name of the new template to attach to the Bill, then it copies the headers from the template, runs the header macro and formats the table of contents.

How to change headers within a Bill

7 If a Bill contains a word processing section that requires different headers, you will need to insert a section break using the OPC Insert Special Section macro (Alt+X).

Paragraph styles available in Bill documents

8 The following table sets out main features of the styles-based OPC Bill related documents.

Feature	Style	Shortcut	Notes on use
<i>The formal part of a Bill</i>			
Cover page			The cover page is included as part of the document. The long title, portfolio and short title need to be completed.
Session	Session		The style is preset.
House of introduction	House		The style is preset.
Reading	Reading		The style is preset.
Short title	ShortT		The style is preset.
Act number	Actno		The style is preset.
Portfolio	Portfolio		The style is preset.
Long title	LongT		The style is preset.
Table of contents	Various		Produced automatically using ToC macro.
Enacting words	Normal		Font size needs to be 16 pt.
Preamble heading	Preamble		Heading to start at margin. It will not appear in the table of contents.
Preamble text	Subsection	ss	2 tabs before text.

The body of a Bill

Chapter			Chapters (other than Chapter 1) to start on a new page.
Part			Parts (other than Part 1) to start on a new page.
Division			Divisions (other than Division 1) to start on a new page.
Chapter headings	ActHead 1	c	Style following is ActHead 2,p. Heading must be followed by a Part heading or a blank heading.
Part headings	ActHead 2	p	Style following is ActHead 3,d. Heading must be followed by a Division heading or a blank heading.
Division headings	ActHead 3	d	Style following is ActHead 4,sd.
Subdivision headings	ActHead 4	sd	Style following is ActHead 5,s.
Headings “Guide to...” and “Operative provisions”	ActHead 4	sd	<i>To be used only in income tax Bills.</i> Style following is ActHead 5,s.
Section headings	ActHead 5	s	Section number, 2 spaces then text. Style following is subsection,ss.
Subsection headings	SubsectionHead	ssh	Aligns with text margin. Style following is subsection,ss.
Section numbers			On same line as section heading (2 spaces then text). No full stop after number.
Subsection numbers			On same line as first line of text, even if there is a subsection heading.
Sections not divided into subsections	Subsection	ss	Tab, tab then text. Style following is subsection,ss.

Feature	Style	Shortcut	Notes on use
Subsections	Subsection	ss	Tab, open bracket, subsection number, close bracket, tab then text. Style following is subsection,ss.
Sections/subsections “back to the margin” (after (b) or (ii) etc.). Second sentences in sections or subsections.	Subsection2	ss2	No tabs. Style following is subsection,ss.
Paragraphs	paragraph	a	Tab, open bracket, paragraph letter, close bracket, tab then text. Style following is paragraph,a.
Subparagraphs	paragraph(sub)	aa	Tab, open bracket, subparagraph number, close bracket, tab then text. Style following is paragraph(sub),aa.
Sub-subparagraphs	paragraph(sub-sub)	aaa	Tab, open bracket, paragraph letter, close bracket, tab then text. Style following is paragraph(sub-sub),aaa.
Paragraph “back to margin”	paragraph	a	Tab, tab then text. Style following is paragraph,a.
Subparagraph “back to margin”	paragraph(sub)	aa	Tab, tab then text. Style following is paragraph(sub),aa.
Definitions in lists	Definition	dd	No tabs required. Style following is definition,dd. Defined term in bold italics.
Definitions in non-amending item in amending Schedules	item	i	No tabs required. Defined term in bold italics.
Penalties at the foot of sections or subsections	Penalty		Penalty, colon, tab then text.
Note/example—on text margin	Note(text)	n	Note, number (if needed), colon, (or Example, colon), tab then text.
Note paragraph (i.e. a paragraph of a note)	Note(para)	na	Open bracket, paragraph letter, close bracket, tab then text.
Note to paragraph—on paragraph margin	NoteToPara	ntp	Note, number (if needed), colon, (or Example, colon), tab then text.
Theme statement or simplified outline paragraphs	BoxPara	bp	Tab, open bracket, paragraph letter, close bracket, tab then text. Style following is BoxPara,bp.
Simplified outline dot points	BoxList	bl	Alt+B, tab then text. Style following is BoxList,bl.
Method statement or simplified outline notes	BoxNote	bn	Style following is BoxNote,bn.
SS Calculator bold heading	BoxHeadBold	bhb	Style following is BoxText,bt.
Method statement or SS Calculator italics headings	BoxHeadItalic	bhi	Style following is BoxStep,bs.
Theme statements, simplified outlines (without dot points) or SS Calculator text	BoxText	bt	Style following is BoxText,bt.
Method statement or SS Calculator steps	BoxStep	bs	Step, number, full stop, tab then text (without italics for the word “Step”, number and full stop). Style following is BoxStep,bs.

Feature	Style	Shortcut	Notes on use
Method statement or SS Calculator step para	BoxPara	bp	Tab, open bracket, paragraph letter, close bracket, tab then text. Paragraph following is BoxPara,bp.
TLIP bullet points in notes (in Tax Code Bills)	TLPNote(bullet)		Insert text.
TLIP bullet points in table cells (in Tax Code Bills)	TLPTableBullet, ttb	ttb	Insert bullet point and text.
Excise Tariff Item number	Tabletext	tt	Used in the first column of the table and is bolded.
Excise Tariff Subitem number	Tabletext	tt	Used in the second column of the table.
Excise Tariff Item description text	Tabletext	tt	Used in the third column of the table and is bolded.
Excise Tariff Subitem description text	Tabletext	tt	Used in the third column of the table.
Excise Tariff Paragraph description text	Table (a)	ta	Used in the third column of the table. Open bracket, paragraph letter, close bracket, space then text.
Excise Tariff Subparagraph description text	Table (i)	taa	Used in the third column of the table. Open bracket, subparagraph letter, close bracket, space then text.
Excise Tariff Rate of Duty	Tabletext	tt	Used in the fourth column of the table.
Customs Tariff Goods tariff rates and Item Nos	Tabletext,tt		Use soft returns (Shift+Enter) to customise line endings. Used in the first and third columns in tables.
Customs Tariff Phased rate dates	CTA Right		Used in the second column in tables.
Customs Tariff Goods description headings	CTA CAPS		Used in the second column in tables.
Customs Tariff Goods description sub headings	CTA - CTA -- CTA --- CTA ----		No space between hyphen and text, no tabs. Used in the second column in tables.
Customs Tariff Paragraphs in goods description heading	CTA 1(a) CTA 2(a) CTA 3(a) CTA 4(a)		Tab, open bracket, paragraph letter, close bracket, tab. The number in the style name indicates how many hyphens are in the subheading. Used in the second column in tables.
Customs Tariff Subparagraphs in goods description headings	CTA 1(a)(i) CTA 2(a)(i) CTA 3(a)(i) CTA 4(a)(i)		Tab, open bracket, subparagraph letter, close bracket, tab. The number in the style name indicates how many hyphens are in the sub heading. Used in the second column in tables.

Amending Schedules (including application, transitional and saving)

Amending Schedule headings	ActHead 6	as	Style following is ActHead 7,ap. Heading must be followed by an Amending Part heading or a blank heading.
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Feature	Style	Shortcut	Notes on use
Amending Schedule Part headings	ActHead 7	ap	Style following is ItemHead,ih. Heading must be followed by an item heading or ActHead 9,aat.
Amending Schedule Division headings	ActHead 8	ad	Style following is ItemHead,ih. Heading must be followed by an item heading or ActHead 9,aat.
Headings showing name of Act being amended	ActHead 9	aat	No tab before text. Style following is ItemHead,ih.
Amending Schedule item headings	ItemHead	ih	Item number, 2 spaces, text. Style following is Item,i.
Headings to subitems	SubitemHead	issh	No tabs before text. Style following is Subitem,iss.
Amending Schedule items—amending words	Item	i	No tab before text. Style following is ItemHead,ih.
Amending Schedule subitems	Subitem	iss	Subitem number, tab then text. Style following is Subitem,iss.
Amending Schedule—back to subitem margin	Item	i	No tab before text.
Amended amending Schedule headings	Special as		same formatting as style ActHead 6,as
Amended amending Schedule Part headings	Special ap		same formatting as style ActHead 7,ap
Amended amending Schedule Division headings	Special ad		same formatting as style ActHead 8,ad
Amended headings showing name of Act being amended	Special aat		same formatting as style ActHead 9,aat
Amended amending Schedule item headings	Special ih		same formatting as style ItemHead

Non-amending Schedules drafted by OPC

Schedule headings	ActHead 1	c	No tab before text. Style following is ActHead 2,p. Heading must be followed by a note on the page margin indicating section giving effect to the Schedule, a Part heading or a blank heading.
Schedule Part headings	ActHead 2	p	No tab before text. Style following is ActHead 3,d. If Schedule has clauses, heading must be followed by a Division heading or a blank heading.
Schedule Division headings	ActHead 3	d	No tab before text. Style following is ActHead 4,sd.
Schedule Subdivision headings	ActHead 4	sd	No tab before text. Style following is ActHead 5,s.
Schedule clause headings	ActHead 5	s	Clause number, 2 spaces, text. Style following is subsection,ss.
Schedule clauses/subclauses	Subsection	ss	Tab, subclause number (if any), tab then text. Style following is subsection,ss.

Feature	Style	Shortcut	Notes on use
Other matters			
Vertical spacing			There should be no blank lines in Bills other than as set out in Word Notes 4 and 16.
Justification—horizontal			Left justification only.
Quote marks in amending items			No quote marks where inserted, added or substituted words follow a colon.
Headers—amending Bills			Only contain Schedule heading and Schedule Part headings.
Headers—new Acts			See Word Note No. 4.
Footers			Finalising process deletes the OPC document name before sending to printer.
Drafters notes	Note(draft)	nd	Italics drafting note. No tabs required.
Examples/notes—on text margin	Note(text)	n	Note, number (if needed), colon, (or Example, colon), tab then text.
Notes—on page margin	Note(margin)	nm	Note, number (if needed), colon, tab then text.
Examples/notes—on paragraph text margin	Note(para)	na	Open bracket, paragraph letter, close bracket, tab then text.
Bullet points	para bullet		See Word Note No. 4 on use of bullets.
Formulas	Formula		Whole of formula in Roman. If possible, formula to be left aligned with text to which it belongs. First word in each component capitalised.
Agreements	normal		Left in the format/styles that it was provided in, any direct formatting to maintain its original look

Tables

Table text	Tabletext	tt	This style will be put on automatically if the OPC Table macro is used.
Paragraphs in tables	Table(a)	ta	Open bracket, paragraph letter, close bracket, space then text.
Subparagraphs in tables	Table(i)	taa	Open bracket, subparagraph letter, close bracket, space then text.

Decentralised tables of contents

Heading to decentralised ToCs	TofSects(Heading)		Used for heading to decentralised ToC, either Table of subdivisions or Table of sections. Should be inserted before running the decentralised ToCs macro.
Group headings in decentralised ToCs	TofSects(GroupHeading)		Used for headings such as “Operative provisions” formatted in ActHead 4,sd style. Inserted automatically with decentralised ToCs macro.

Feature	Style	Shortcut	Notes on use
Entries for sections in decentralised ToCs	TofSects(Section)		Number, tab then text of section heading (automatically inserted by decentralised ToCs macro).
Division or Subdivision headings in decentralised ToCs	TofSects(Subdiv)		Number or letter, tab then text of heading (automatically inserted by decentralised ToCs macro).

Parliamentary amendments

Session	Session		The style is preset.
House in which moved	House		The style is preset.
Short title	ShortT		The style is preset.
Sponsor	Sponsor		Style is preset.
Parliamentary amendment text	ParlAmend	pp	Open bracket, amendment number, close bracket, tab then text.
Parliamentary amendment topic note	Note(ParlAmend)	npp	Note specifying topic for parliamentary amendments. In square brackets right flush.

Paragraph styles used in OPC Bills

Style	Shortcut	Feature(s) it is used for	Notes
Actno		Used on Act number on cover page. Picked up for use in the footer.	
TIP		<i>Box styles should be used for theme statements, method statements, social security calculators, simplified outlines and other similar text.</i>	
BoxHeadBold	bhb	SS Calculator bold heading	Style following is BoxText,bt.
BoxHead Italic	bhi	Method statement or SS Calculator italics headings	Style following is BoxStep,bs.
BoxList	bl	Simplified outline dot points	Alt+B, tab then text. Style following is BoxList,bl.
BoxNote	bn	Notes in boxes	Style following is BoxNote,bn.
BoxPara	bp	Theme statement paragraphs Method statement or SS Calculator step paragraphs	Tab, open bracket, paragraph letter, close bracket, tab then text. Style following is BoxPara,bp.
BoxStep	bs	Method statement or SS Calculator steps	Step, number, full stop, tab then text (without italics for the word "Step", number and full stop). Style following is BoxStep,bs.
BoxText	bt	Theme statements, simplified outlines (without dot points) or SS Calculator text	Style following is BoxText,bt.
Definition	dd	Definitions in lists	No tabs required. Defined term in bold italics. Style following is definition,dd.
Formula		Formulas	
Header		Paragraphs that contain blank spaces that are formatted with character styles for the purpose of automatic headers.	See Word Note 4 about when to use blank headings formatted with Header style.

Style	Shortcut	Feature(s) it is used for	Notes
ActHead 1	c	Chapter headings Schedule headings (non-amending)	Style following is ActHead 2,p. Heading must be followed by a Part heading, a blank heading or a note on the page margin indicating section giving effect to the Schedule (if relevant).
ActHead 2	p	Part headings Schedule Part headings (non-amending)	Style following is ActHead 3,d. Heading must be followed by a Division heading or a blank heading.
ActHead 3	d	Division headings Schedule Division headings (non-amending)	Style following is ActHead 4,sd.
ActHead 4	sd	Subdivision headings Tax Code group headings (including Guiding heading)	Style following is ActHead 5,s.
ActHead 5	s	Section headings Schedule clause headings (non-amending)	Section number, 2 spaces then text. Style following is subsection,ss.
ActHead 6	as	Amending Schedule headings	Style following is ActHead 7,ap. Heading must be followed by an Amending Part heading or a blank heading.
ActHead 7	ap	Amending Schedule Part headings	Style following is ItemHead,ih
ActHead 8	ad	Amending Schedule Division headings	Style following is ItemHead,ih.
ActHead 9	aat	Headings showing name of Act being amended	No tab before text. Style following is ItemHead,ih.
House		Showing House of Parliament that the Bill or amendments will be introduced into	
paragraph	a	Paragraphs Paragraph “back to margin”	Tab, open bracket, paragraph letter, close bracket, tab then text. Tab, tab then text. Style following is paragraph,a.
paragraph(sub)	aa	Subparagraphs Subparagraph “back to margin”	Tab, open bracket, subparagraph number, close bracket, tab then text. Tab, tab then text. Style following is paragraph(sub),aa.
paragraph(sub-sub)	aaa	Sub-subparagraphs	Tab, open bracket, sub-subparagraph letter, close bracket, tab then text. Style following is paragraph(sub-sub),aaa.
Item	i	Amending Schedule items—amending words Definitions in application, saving and transitional items.	No tab before text. Style following is ItemHead,ih.

Style	Shortcut	Feature(s) it is used for	Notes
ItemHead	ih	Amending Schedule item headings	Item number, 2 spaces, text. Style following is Item,i.
LongT		Long title	
Normal		Enacting words	
Note(draft)	nd	Drafter's notes	Should not appear in Acts. Italics drafting note. No tabs required. Usually in square brackets.
Note(margin)	nm	Notes—on page margin	Note, colon, tab then text.
Note(para)	na	Paragraphs within a note	Open bracket, paragraph letter, close bracket, tab then text.
Note(ParlAmend)	npp	Note specifying topic for parliamentary amendments	In square brackets flush right. Style following is ParlAmend,pp.
Note(text)	n	Examples/notes—on subsection text margin	Note, number (if needed), colon (or Example, colon), tab then text.
NoteToPara	ntp	Examples/notes—on paragraph text margin	Note, number (if needed), colon (or Example, colon), tab then text.
Page1		Used on first page of Bill to ensure correct space before long title	
PageBreak	pb	Used for page breaks in Bills	Only 1pt high. All text will disappear if used on a line with text. Apply using Alt+P.
ParlAmend	pp	Parliamentary amendment text	Only used in parliamentary amendment documents
Penalty		Penalties at the foot of sections or subsections	Penalty, colon, tab then text.
Preamble		Use for Preamble heading	
Reading		Shows which reading of the Bill it is	
Session		Shows session in which Bill was introduced	
ShortT		Short title on front page. Picked up for use in the footer of the document.	
Sponsor		Shows sponsor of amendments	
Subitem	iss	Used for subitems in amending Bills	Open bracket, subitem number, close bracket, tab then text. Style following is Subitem,iss.
SubitemHead	issH	Used for headings to subitems	No tabs before text. Style following is Subitem,iss.
Subsection	ss	Sections not divided into subsections Subsections or Schedule clauses/subclauses in non-amending schedules	Tab, tab, text. Tab, open bracket, number, close bracket, tab then text. Style following is subsection,ss.

Style	Shortcut	Feature(s) it is used for	Notes
Subsection2	ss2	Sections/subsections “back to the margin”. Second sentences in sections or subsections.	No tabs. Style following is subsection,ss.
SubsectionHead	ssh	Subsection headings	
Table (a)	ta	Paragraphs in tables	Open bracket, paragraph letter, close bracket, space then text.
Table (i)	taa	Subparagraphs in tables	Open bracket, subparagraph letter, close bracket, space then text.
Tabletext	tt	Tables	Use the OPC Table macro
TLPNote(Bullet)		Used for bullets in notes in Tax Code Bills	Insert bullet point and text.
TLPTableBullet	ttb	Used for bullets in tables in Tax Code Bills	Insert bullet point and text.
ToC 1 to 9		Table of contents	
TofSects(Group heading)		Used for group headings in decentralised ToCs	Used for headings such as “Operative provisions” formatted in ActHead 4,sd style. Inserted automatically with decentralised ToCs macro.
TofSects(heading)		Used for heading to decentralised ToCs, either table of subdivisions or sections	Should be inserted before running the decentralised ToCs macro.
TofSects(Section)		Used for section references in decentralised ToCs	Number, tab then text of section heading (automatically inserted by decentralised ToCs macro).
TofSects(Subdiv)		Used for Division or Subdivision headings in decentralised ToCs	Number or letter, tab then text of heading (automatically inserted by decentralised ToCs macro).

Character styles used in Bill documents

9 Character styles are used in Bill documents to create automatic headers. The layout of the headers in Bills has been designed so that the name of the heading type is always on the opposite margin to the spine of the document. For example, “Chapter 1 Preliminary” appears in the header of pages to the left of the bound document spine, while “Preliminary Chapter 1” appears in the header of pages to the right of the document spine.

10 The header macro automates the process of applying character styles to words and numbers that appear in the document header.

Problems with styles

Styles not formatted correctly

11 If a style is not formatted as it should be, run the Fix Document macro to update the styles in the document. See Word Note No. 12 for more information on how to run the Fix Document macro and a list of what it changes.

Styles get too many shortcuts

12 Sometimes styles will get multiple shortcuts. If this occurs, run the Fix Document macro.

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Document History		
Release number	Release date	Document number
1.0	16 February 2005	s05pp200.v01.doc
2.0	05 May 2005	s05pp200.v03.doc
3.0	22 February 2006	s05pp200.v07.doc
4.0	07 March 2006	s05pp200.v08.doc
5.0	19 April 2006	s05pp200.v09.doc
6.0	25 July 2006	s05pp200.v10.doc
7.0	26 July 2006	s05pp200.v11.doc
8.0	27 July 2008	s05pp200.v12.doc
9.0	29 February 2008	s05pp200.v13.doc
10.0	11 February 2008	s05pp200.v14.doc
11.0	04 February 2008	s05pp200.v15.doc
12.0	05 February 2008	s05pp200.v16.doc
12.1	26 August 2010	s05pp200.v19.docx
