

GUIDE TO FORMATTING SUBMISSIONS

A. INTRODUCTION

Due to the wide and varied membership of the British Columbia Branch of the Canadian Bar Association, many different writers make representations to government and other bodies on its behalf. In an attempt to improve and standardize the appearance of submissions, the Branch has prepared this style manual. We suggest that those who are preparing submissions on behalf of the Branch follow the format set out.

Details as to appropriate abbreviations, spelling, capitalization, punctuation, use of numbers, formatting of footnotes and other reference matters are not covered and we refer you to the more extensive style manuals described in Appendix I.

We remind you that the Branch has adopted the Gender-Neutral Language Policy appended to the report of the Law Society of British Columbia Gender Bias Committee (known as the Hughes Report) at page A-39. Copies of this Policy are available from the Branch Office. As well, submissions should address gender-related issues which arise in the context of the substantive matters discussed.

B. CONTENTS OF SUBMISSION

1. **Title Page** The title page should be typed in capital letters beginning half way down the page. It should identify
 - a. the nature of the submission,
 - b. authorizing body (i.e. section or committee of the Branch),
 - c. the British Columbia Branch of the Canadian Bar Association, and
 - d. the date.

A sample title page is included in Appendix II.

2. **Preface** The preface should be one to two pages headed PREFACE in capital letters beginning two inches (five centimeters) from the top of the page. Leave a triple space between the heading and main body of the text. The preface should explain the reason why the submission is being made, placed in a historical context if appropriate, and should list the names of committee members involved in preparing the submission. It should also contain the following paragraph:

"The Canadian Bar Association nationally represents over _____ members and the British Columbia Branch itself has _____ members. Its members practice law in many different areas and the Branch has established _____ different sections to provide a focus for lawyers who practice in similar areas to participate in continuing legal education, research and law reform. The Branch also establishes special committees from time to time to deal with issues of interest to the Branch."

A sample Preface format is included in Appendix II.

(Check with Branch Office 604.687.3404 for correct numbers.)

3. **Executive Summary** The summary should be one or two pages headed EXECUTIVE SUMMARY in capital letters beginning two inches (five centimeters) from the top of the page. Leave a triple space between the heading and the main body of the text. It should briefly summarize the contents of the report, including conclusions reached, and recommendations (if any). A sample Executive Summary format is included in Appendix II.
4. **Table of Contents** This should be headed TABLE OF CONTENTS in capital letters beginning two inches (five centimeters) from the top of the page. Leave a triple space between the heading and main body of the text. A sample Table of Contents format is included in Appendix II.

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5. **Main Body of Submission** This should contain the discussion of the topic. Submissions should be phrased respectfully, in a manner similar to that used in making submissions to the Courts. Submissions made in this manner will be most persuasive. They should focus on the issues and not on the personality of the official involved and should not be derogatory in tone.
6. **Conclusion** The conclusion should be one to two pages headed CONCLUSION in capital letters beginning two inches (five centimeters) from the top of a new page. Leave a triple space between the heading and the main body of the text. The conclusion may be in addition to the "Recommendations" section discussed below.
7. **Recommendations** This section should be headed RECOMMENDATIONS in capital letters beginning two inches (five centimeters) from the top of a new page. Leave a triple space between the heading and the main body of the text. This section should be included where the submission recommends that specific actions be taken.
8. **Appendixes** This contains material such as pictures, statistical tables and significant documents which would interrupt the text. If more than one, they are marked by capital roman numerals e.g., Appendix I

C. FORMAT OF SUBMISSION

The pages of this style guide have been prepared in accordance with the following suggested format.

1. **Page Format** Submissions should be typewritten or printed using a "courier" or similar print in double-spaced lines, on one side only of plain, white bond paper, eight and one-half by eleven inches in size.

Footnotes should be single spaced with a horizontal line dividing the text from the first footnote.¹ The first line of every paragraph should be indented eight spaces.

Each page should have top and left hand margins one and one-half inches (four centimeters) wide and a right hand margin of one inch (two and one half centimeters) wide. The last line on the page, text or footnote, should be at least one inch (two and one half centimeters) from the bottom.

Headings should be in capital letters, with a triple space left above and below each heading. Titles should begin at the left margin, with no indentation. Subtitles for subdivisions may be underlined or italicized and begin at the left margin of the text instead of the usual indentation. They should not be capitalized.

2. **Pagination** The title page should be included in pagination but not given a number. The preface, executive summary and table of contents should be numbered with lower case roman numerals three quarters of an inch (two centimeters) above the bottom of the pages. The first page of text in the main body is numbered 1 in an Arabic numeral centered three quarters of an inch (two centimeters) above the bottom of the page, and all following pages have Arabic numerals, starting with 2, in the upper right corner.

D. BINDING

In most cases the Branch office in Vancouver will supply a distinctive Canadian Bar Association (BC Branch) cover with the title of the submission overlaid and will also assist in delivering copies of the submission to the appropriate parties.

¹ This is an example of a Footnote

APPENDIX I

STYLE MANUALS

Department of the Secretary of State of Canada. *The Canadian Style Manual*, Toronto, London: Dundurn Press Limited, 1985.

McGill Law Journal. *Canadian Guide to Uniform Legal Citation*, Toronto, Calgary, Vancouver, Carswell, 1986.

University of Chicago Press. *A Manual of Style (12th Edition)*, Chicago, London, 1969

APPENDIX II

1. Sample Title Page
2. Sample Table of Contents
3. Sample Preface
4. Sample Executive Summary

(Sample Title Page)

Submission to

The Ministry of Attorney General of British Columbia

**(name of department or
ministry or recipient)**

On Proposed Amendments To

The Estate Administration Act

Issued by:

Canadian Bar Association

British Columbia Branch

Wills and Trusts Sections

(Vancouver and Victoria)

(name of section or committee)

January, 1991

PREFACE

The Preface should explain the reason why the submission is being made, placed in a historical context if appropriate, and should list the names of committee members involved in preparing the submission.

It should also contain the following paragraph:

"The Canadian Bar Association nationally represents over _____ members and the British Columbia Branch itself has _____ members. Its members practice law in many different areas and the Branch has established ____ different sections to provide a focus for lawyers who practice in similar areas to participate in continuing legal education, research and law reform. The Branch also establishes special committees from time to time to deal with issues of interest to the Branch."

EXECUTIVE SUMMARY

The Executive Summary should briefly summarize the contents of the report, including conclusions reached, and recommendations (if any).

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