

GUIDELINES FOR FORMATTING GENERAL ASSEMBLY REPORTS

Acts and Proceedings

A reference to an Acts and Proceedings is to be in brackets followed by the year then a comma and page number. For example, (A&P 2016, p. 282, 30). Reference to an Acts and Proceedings is to be in the body of the report and not listed as an endnote or footnote.

Book of Forms

A reference to the Book of Forms is to be in brackets in the body of the report and not listed as an endnote or footnote. Example (Book of Forms sections 158–173). Do not underline or put Book of Forms in italics.

PCC

PCC must be written out in full as The Presbyterian Church in Canada. Capitalized “The”.

Tables (for text and figures)

Tables must be formatted manually in your document. Do NOT use any of the quick table styles available in Microsoft Word. Do not format the individual rows in the table. If a side-by-side list of text is used, use tables (see A&P 2016, p. 452). If showing financial information, use tables (see A&P 2016, p. 405–07).

Note: Tables can be tricky for formatting. If you have questions, please contact Maggie Leung.

Do not use columns.

Bullets

Do not use the automatic bullets/numbers on the tool bar. If a list of items is required, then a number or a dash must be inserted manually. Microsoft Word recognizes when you are trying to start a bulleted or numbered list. To turn this off, click on the AutoCorrect Options button that appears when you begin your list.

Dashes / En Dashes

Use a hyphen (-) for lists.

Use an en dash (–) with no spaces for a range of years, e.g. (2016–2017).

Use an en dash (–) with a space before and after in the body of text.

The keyboard command for an en dash is Alt + 0150 in Windows and Option + hyphen on Mac.

Do not use em dashes.

Periods

There is to be 1 space after the period at the end of each sentence. If someone else has typed the report, please check for this.

Helpful Tip: Search through the report with the “Find” command to look for two blanks “ ” and replace with one blank “ ”.

Endnotes

Endnotes must be inserted manually into the text of the document, using superscript for the numbers. Do NOT use automatic numbering of footnotes/endnotes [see A&P 2015, p. 308]. If endnotes are not inserted manually they will not appear at the end of your report, but will jump to the very end of all the reports going to General Assembly when the reports are appended. Auto endnotes will not convert to the Acts and Proceedings template.

Do not list a reference to an Acts and Proceedings or Book of Forms as an endnote – these references are to be in the body of the report. [See A&P 2016, p. 218 for an A&P reference, and A&P 2016, p. 281 for a Book of Forms reference.]

Footnotes

Footnotes must not be used.

Page Numbers

Number each page of the report.

Click on the insert tab and choose Page Number in the Header and Footer group to insert page numbers in your report. Do not put page numbers on your report manually. If a report has been sent to you with page numbers manually inserted, remove them.

Spell Check

Please do a spell check on your document.

Headings and Sub-Headings

Do not put periods or colons after headings or sub-headings. When a main heading and sub-headings are used, they are formatted as follows:

VISION AND MISSION COMMITTEE

Mandate of the Committee

Use a ½ space between the main heading and the sub-heading, as well as between the sub-heading and the paragraph.

Ministers

Ministers are referred to as the Rev. (name of person). If a minister has a doctorate, the reference is the Rev. Dr. (name of person).

Overtures / Previous General Assembly Recommendations

When a committee/agency is responding to an overture/recommendation, the title in the report is to include an Acts and Proceedings reference as follows:

OVERTURE NO. 27, 2015 (A&P 2015, p. 602–03)

Re: Health and dental plan membership options

CLERKS OF ASSEMBLY REC. NO. 2, 2012 (A&P 2012, p. 249–50, 15)

Re: Book of Forms section 195.1 re presbytery appointment of assessor elders

Recommendations

Recommendations are presented in the following format to facilitate the use of the consent agenda:

- Recommendations listed at the beginning of the report are formatted as follows:
 - the first recommendation is the **Consent Recommendation** listing those recommendations that are to be considered under the consent agenda. It is to look like:

Consent Recommendation

That Recommendation Nos. 1, 3, 4, 5 and 7 (identified by **) be adopted by consent.

- list all of the following recommendations in numerical order flushed left, as indicated below.
- recommendations that are to be adopted by consent are to be marked with ** (two asterisks).
- at the end of the recommendation put the page number in brackets where the recommendation is located within the report, for example: (see p. 2–3).
- do not include in the recommendation heading **Adopted/Defeated/Amended**.

**** Recommendation No. 1**

That Book of Forms section 201.4 regarding commissioning lay missionaries to administer communion be added to the Book of Forms and be remitted to presbyteries under the Barrier Act. (see p. 1–2)

Recommendation No. 2

That Appendix A of the Book of Forms, regarding the language used in call, be amended. (see p. 2–3).

**** Recommendation No. 3**

That Book of Forms section 217 be deleted and sections 214 and 216 regarding the practice of members signing call forms be amended and be remitted to presbyteries under the Barrier Act. (see p. 3)

- Recommendations within the body of the report are indented and formatted as:

Recommendation No. 1

Adopted/Defeated/Amended

That Book of Forms section 201.4 regarding commissioning lay missionaries to administer communion be added to the Book of Forms and be remitted to presbyteries under the Barrier Act.

- no brackets and no spaces between Adopted/Defeated/Amended and the slash.
- use “No.” before the numbers.
- no colon after the number.

- only one tab between the number and Adopted/Defeated/Amended.
- the entire paragraph of the recommendation is indented.
- do not start a recommendation with phrases such as “recommend to the General Assembly”, or “that the General Assembly do such and such”, or similar phrases. The recommendation is understood as being addressed to Assembly and unless otherwise stated in the recommendation, the Assembly takes the action requested by the recommendation when adopted.

General Formatting Directions

Follow these directions for your report:

- justify the entire report;
- use the print font Times New Roman 10 pt;
- use the following margins: Top - 1”, Bottom - 1”, Left - 1”, Right - 1”;
- indentations (use tabs not spaces);
- do not put in any running headers as they will be entered after the Assembly Office receives your report;
- use the number key for one “1” rather than the key for the letter “l”;
- if at some point in your report you need to number sections and sub-sections, follow the format, 1.1, 1.2 etc.. When dividing a sub-section, use 1.1.1, 1.1.2 etc.;
- note the spelling of the word “program”;
- do not use superscripts when typing, e.g. 143rd General Assembly.