BOOK OF REPORTS
PREPARATION GUIDELINES FOR 2018 GENERAL ASSEMBLY

The Book of Reports for the 2018 General Assembly will be produced in a new format. It is our hope that the Book of Reports will increase the ease of managing the material for commissioners and other participants. The new format is described in the next section, Outline of the Book of Reports.

Each committee is asked to prepare its report by first writing the main report and recommendations (Part 3), then work on the synopsis document (Part 2).

OUTLINE OF THE BOOK OF REPORTS

The Book of Reports will be divided into the following parts:

Part 1. Information for commissioners and participants about attending the Assembly and materials that help commissioners understand and prepare for the business that is coming to the Assembly.

Part 2. Synopsis of reports and recommendations
- Purpose of reporting body: this will be prepared by the Assembly Office based on existing terms of reference.

- Summary of report: A brief introduction of the report summarizing the work of the committee this past year and the major recommendations. This is to be about 250 words.

- List of recommendations: each recommendation is preceded by a clear and concise preamble (up to 150 words on average) so that commissioners will understand the substance of the recommendation, why it is presented, and what its effect will be for the church. The first recommendation on the list is the recommendation specifying consent recommendations, if any.

Part 3. Main reports with recommendations
Write the report with recommendations, as normally prepared in previous years, with a view to being as concise as reasonably possible. This report will become a part of the Acts and Proceedings.

This will be the first stage of report preparation. From this, committees will prepare the list of recommendations and concise preamble for Part 2 listed above.

Part 4. Appendix (Material that will not appear in the Acts and Proceedings)
- Audited financial statements
- Actuarial reports, if any
- Practice and procedure documents
- Committee Terms of Reference
- Previous years' overtures referred to in this year's reports, for reference

Part 5. Supplemental reports and recommendations
Reports received after the Book of Reports is issued or revision pages to the Book of Reports will be listed in this section. They will be incorporated into their respective reports in the Acts and Proceedings following the General Assembly.

Page Numbers

The Book of Report pages will be numbered sequentially. The pages numbers will be the same for both electronic and printed versions.

FORMATTING GENERAL ASSEMBLY REPORTS

Acts and Proceedings
Reference to an Acts and Proceedings is to be in the body of the report and not listed as an endnote [for example, (A&P 2017, p. 280, 15)].

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 [for example, (Book of Forms sections 65–80.2)]. 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 individual rows in the table. If a side-by-side list of text is used, use tables (see A&P 2017, p. 438). If showing financial information, use tables (see A&P 2017, p. 419–20).

Note: Tables can be tricky for formatting. If you have questions, please contact Maggie Leung (mleung@presbyterian.ca).

Do not use columns.

Dashes / En Dashes
Use a hyphen (-) for lists.
Use an en dash (–) with no spaces for a range of years, e.g. (2017–2018).
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.

Endnotes
Endnotes must be inserted manually into the body of report as a separate section, using superscript for the numbers [see A&P 2017, p. 255]. Do NOT use Endnote feature in your word processor.

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 2017, p. 276 for examples of A&P and Book of Forms references.]

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 upper right. Do not put page numbers on your report manually.

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

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 or a recommendation, the title in the report is to include an Acts and Proceedings reference as follows:

> **OVERTURE NO. 9, 2016** (A&P 2016, p. 504, 388, 20)
> **Re: Utilize and develop resources re passive energy**

> **CLERKS OF ASSEMBLY REC. NO. 13, 2013** (A&P 2013, p. 261, 15)
> **Re: Immigrant congregation integration resource**

Recommendations
Recommendations are presented in the following format:

1.   Synopsis of reports and recommendations (Part 2) are formatted as follows (see the sample report):

     Consent Recommendation is the first recommendation listing those recommendations that are to be considered at the beginning of your report at the General Assembly. It is to look like:

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

     Recommendations
     - use the same title as in the main report for each recommendation
     - prepare a short/concise preamble outlining the recommendation; up to about 150 words
     - list of the recommendations in numerical order flushed left, as indicated on the sample report
     - mark those recommendations that are to be considered in the consent recommendation preceded with two asterisks (**), for example:

       > **** Recommendation No. 3**
       > That the above definition of the scope and purpose of a Declaratory Act be the response to Memorial No. 1, 2015.

2.   Recommendations in the main report (Part 3) 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
     - use 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:

- indentations (use tabs not spaces)
- use the number key for one "1" rather than the key for the letter "l"
- do not use superscripts when typing; remove auto-formatting superscript if needed