REPORT PREPARATION GUIDELINES
FOR 2021 GENERAL ASSEMBLY

The reports for the 2021 General Assembly will be produced in a format similar to previous years. This year, all reports will be posted on PC-Biz. This will require some editing so that each recommendation and a suitable preamble is available during discussion at the Assembly. The General Assembly office, in collaboration with PC-Biz support people, will assist with this.

Reports

Write the full report with recommendations, with a view to being as concise as reasonably possible. This is the first stage of report preparation. This report will become a part of the Acts and Proceedings.

This year use the Interim Report that was submitted to the General Assembly Office in 2020 as a starting point. You may prepare this year's report by:

- keeping sections as prepared in the interim report, or
- revising/updating sections in light of this year, and
- providing new information reflecting the work of the committee this past year.

Summary of Report

Prepare a brief introduction of the report summarizing the committee's current work and the major recommendations in the report. This is to be about 250 words.

Synopsis of Recommendations

The next step is to list each recommendation, 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 synopsis of recommendations will be used at the Assembly during the discussions.

Appendices

A report may contain an appendix that is material which will not appear in the Acts and Proceedings. For example:
- Audited financial statements
- Actuarial reports
- Charts or other helpful background information that will not be printed in the Acts and Proceedings.

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 2019, p. 203, 221)].

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 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 2019, p. 419, 421). If showing financial information, use tables (see A&P 2019, p. 430).

Note: Tables can be tricky for formatting. If you have questions, contact Kathryn Muir (kmuir@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. (2018–2019).
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 2019, p. 295]. 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 notes above.]

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

Section Breaks
Never use "next page" break as it jumps back through the document and is difficult to remove. Please use "page break" then "section break" (in that order).

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. 16, 2018** (A&P 2018, p. 496)
> **Re: Congregational dollar base calculation**
> **OVERTURE NO. 19, 2018** (A&P 2018, p. 498–500)
> **Re: Statistical report re "missionary and benevolent purposes"**
>
> **CLERKS OF ASSEMBLY REC. NO. 2 RE PETITION NO. 2, 2017** (A&P 2018, p. 254, 36)
> **Re: Congregations retaining buildings independent of future decisions**

Recommendations
Recommendations are presented in the following format:

> **Recommendation No. 1**   **Adopted/Defeated/Amended**
> That Book of Forms 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

Contact Terrie-Lee Hamilton (thamilton@presbyterian.ca) or Kathryn Muir (kmuir@presbyterian.ca) when you have questions or require assistance with formatting.