

Subject Headings

All SIs have at least one main subject heading which is located between the Year/Number and the SI Title.

Main subject headings must always be displayed in:

- Times New Roman;
- bold type; and
- be font size 16.

Check the main subject heading against the list in the **Main SI Subject Headings list** to confirm that it is a valid subject heading.

If the main subject heading is not listed then check with the SI Registrar as the Department may need to choose an existing heading instead or a new one may need to be created.

Territorial Suffixes

If the SI does not extend to all of the UK, then some or all of its main subject headings may also carry a territorial suffix.

Subject Headings on Welsh SIs made by Welsh Ministers always carry the “, WALES” territorial suffix with a few exceptions. In the Welsh language “, WALES” is “, CYMRU” and ENGLAND AND WALES is “, CYMRU A LLOEGR”.

Table C from the Statutory Instrument Practice (SIP) sets out the available territorial suffixes and when it is appropriate to use them.

Table C – Use of territorial suffixes in Statutory Instrument headings

Territorial Extent or Application	Suffix to be used
Great Britain (England, Wales and Scotland)	No suffix required
United Kingdom	No suffix required
England	England
Wales	Wales
Scotland	Scotland
Northern Ireland	Northern Ireland
England and Wales	England and Wales
England and Scotland	Two headings = England Scotland
England and Northern Ireland	Two headings = England Northern Ireland

For example an SI which extends to England, Wales and Northern Ireland and has the subject heading “CRIMINAL LAW” will actually require two subject headings:

CRIMINAL LAW, ENGLAND AND WALES
CRIMINAL LAW, NORTHERN IRELAND

Similarly, an SI which extends to England and Scotland (but not to Wales) and has the subject heading “POLICE” will also require two subject headings:

POLICE, ENGLAND
POLICE, SCOTLAND

Equally, an SI which extends to Great Britain (GB), that is England, Wales and Scotland, will not require any territorial suffix. For example:

PENSIONS, ENGLAND, WALES AND
SCOTLAND

...would be wrong!

The correct heading would simply be PENSIONS.

The only “combined” territorial suffix which can be used against a single subject heading is ENGLAND AND WALES.

The **Main SI Subject Headings list** confirms what headings should not carry a territorial suffix.

Sub-headings

Some SIs may also have a sub-heading which sits below the relevant main subject heading to which it relates. Sub-headings must always be displayed in:

- Times New Roman;
- bold type;
- be font size 12; and
- appear with **NO** territorial suffix.

If an SI has a sub-heading with a territorial suffix then it may actually be a main subject heading displayed in the wrong font size and you should check the appropriate Subject Headings list in the **Main SI Subject Headings list** to find out.

If the text of the sub-heading appears in the SI title then the sub-heading cannot be used. If unsure, please refer to the SI Registrar.