



# **SI Template User Manual**

**for drafting of Statutory Instruments**

Version 5.1  
31 January 2023

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## User manual conventions

### Template operations

#### Ribbons

The manual may refer to use of a feature on one of the Ribbon tabs or by means of a key sequence.

#### To turn on Proof Mode from the “SI Drafting Tools” Ribbon

1. **Features:**  Functions,  Proof Mode

*Example of an instruction relating to a ribbon*

The above example directs the user to the “Features” group on the “SI Drafting Tools” Ribbon tab. The “Functions” button is selected, followed by “Proof Mode”.

However, if a reference is made to a Word ribbon, it will be phrased more specifically:

From the **Table Tools** Ribbon: Layout, Delete, Delete Table

#### Keyboard Shortcuts

##### Shortcut alternative

1. Alt + D

*Example of a key sequence*

The above example directs the user to hold the “Alt” key then press the “D” key.

#### Important notes

Within the text, items worthy of attention are emphasised by grey shading, for example

**Note:** Word will prompt you to save changes if you attempt to close an amended document that has not been saved.



# **Section 1. Setting up Word, Installing template etc.**



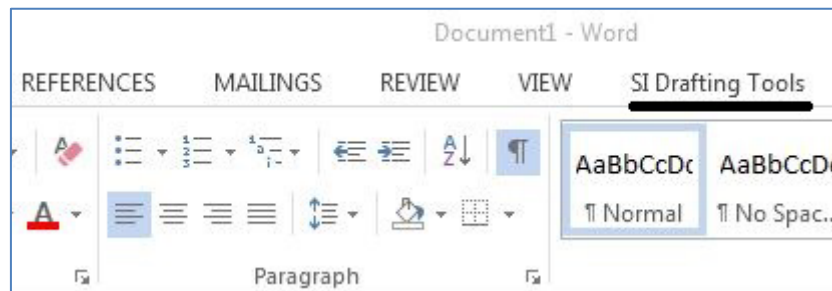
## Installing and Using the SI Template

### Important Notes

1. This version of the template is designed for versions of Word that have a ribbon interface. It will not work on Word versions earlier than 2010.
2. Older versions of the SI template must be removed before installing SI Template version 9.
3. The installation procedure is described fully in a separate document.

### Using the template

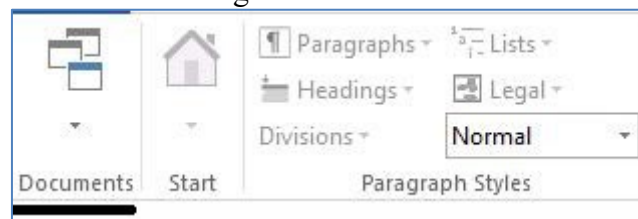
1. Start Word



*Installation adds a new ribbon “SI Drafting Tools”*

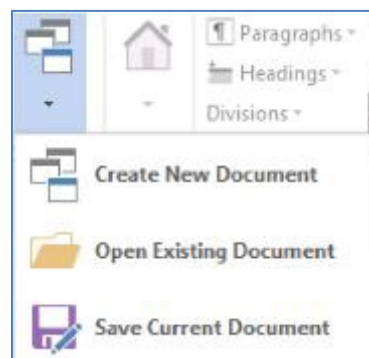
The new ribbon tab is permanently installed. All other ribbon tabs may be used for standard word processing in non-legislation work.

2. Select the SI Drafting Tools Ribbon



*Far left end of the Ribbon has a Documents group*

**Note:** content from documents created using older versions of the template must be copy/pasted to a new document created with the new template.



*This group has options to Create, Open or Save an SI document*



The version of Word used to create the original document does not matter.

## AutoCorrect and AutoFormat

MS Word's AutoCorrect options automatically change text or phrases as you type, which is mostly good, but sometimes frustrating. Within instruments, certain Word default settings will incorrectly change the format as you type, e.g.:

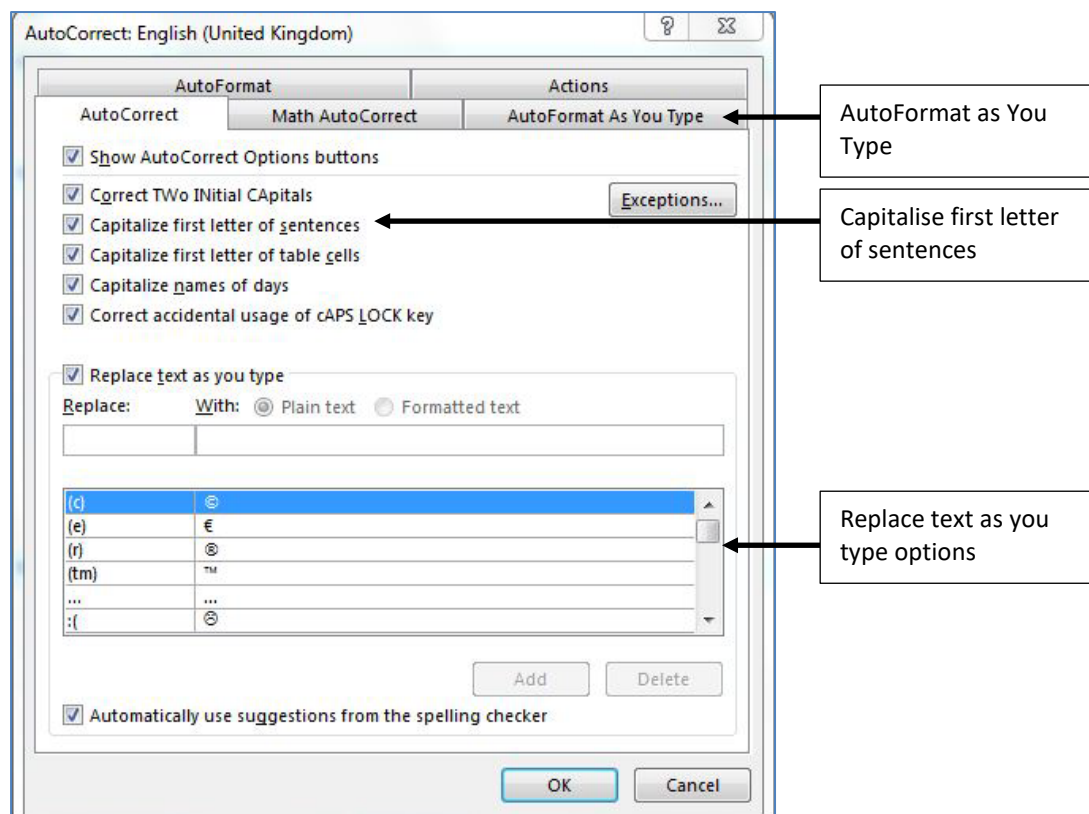
- Date ordinals automatically change to superscript, e.g. "21st March" to "21<sup>st</sup> March"
- The initial letters of certain words change to capitals
- When you try to type "(c)", Word replaces the typed reference with "©"

Changing AutoCorrect options will change all MS Word documents, and not just SI related documents. If you don't want to change these default MS Word settings, you can use Undo (Ctrl+Z) to undo Autocorrect and AutoFormat options.

When changing an option with a checkbox, e.g. "Capitalize first letter of sentences", you can simply turn this back on if needed by left-clicking the checkbox. If you delete a "Replace ... with" option, such as the (c) for copyright symbols, you will need to re-enter the option if needed again.

### Open the Autocorrect dialogue

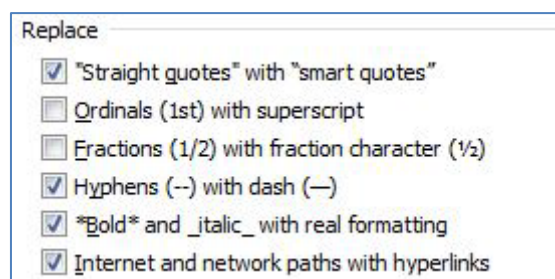
1. From the **File** Ribbon **Options**
2. Select **Proofing**
3. Select **AutoCorrect Options**



## *The Autocorrect Dialogue*

To avoid capitalising first letters of sentences	Uncheck “Capitalize first letters of sentences”
To prevent automatic copyright symbols	Select the row containing the copyright symbol and click delete

The following settings are suggested on the AutoFormat tab

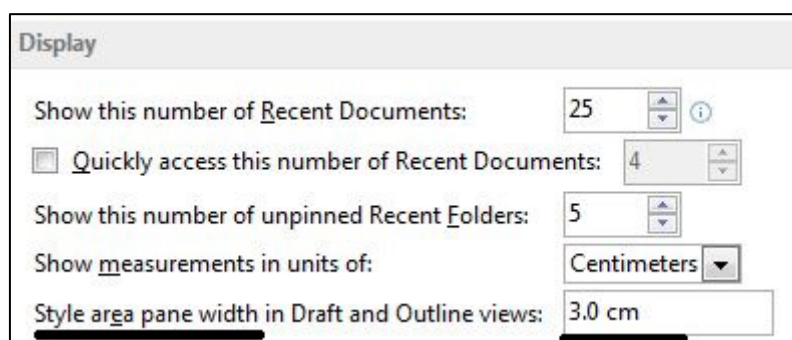


*Selection from the AutoFormat tab*

## The Style Pane

To view paragraph style names on the left side of the screen when in Draft and Outline views.

1. From the **File** Ribbon : **Options**
2. Select **Advanced**
3. Scroll down to **Display** and adjust “**Style area pane width**” to a suitable value



*Adjustment of the Style area pane width*

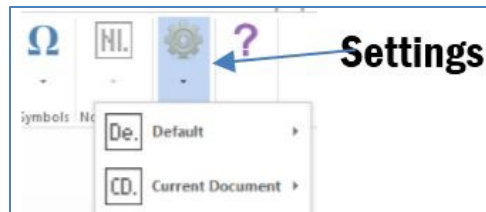
## Document Settings

Statutory Instruments will have variations largely determined by the region; whether it is a UK SI, Scottish SI, Northern Ireland SR or Welsh SI. There will be other variations which may follow a precedent set by a department for its documents. These are controlled by the Settings Menu.

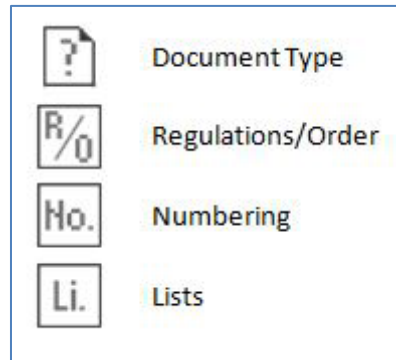
The settings may be:

- Global, applying default settings to all new documents created from this point on

- Local, relevant to actions from this point onwards in the current document only.

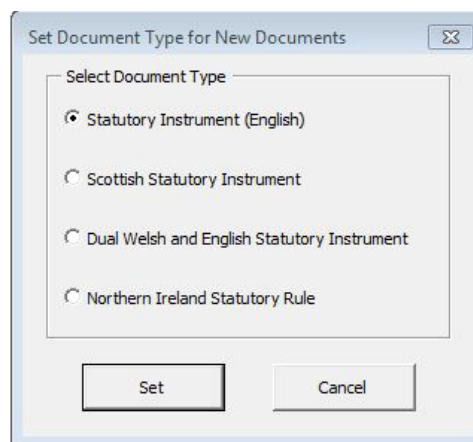


*From the Settings icon, select either “Global” or “Current Document”*



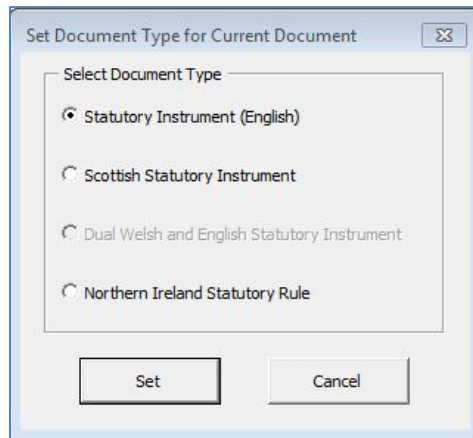
*Options applicable to the “Global” and “Current Document” settings*

The Document Type controls whether it is a UK SI, Scottish SI, Northern Ireland SI or Welsh SI.



*The Default Document type Dialogue*

These settings apply only to new documents created from this point onwards.



*The Current Document type Dialogue*

The current document may be set to either UKSI, SSI or NISR. The current document cannot be made a Welsh SI.

The template has features that insert default text. There are some phrases that might vary. This is determined by the Regulations/Orders option.

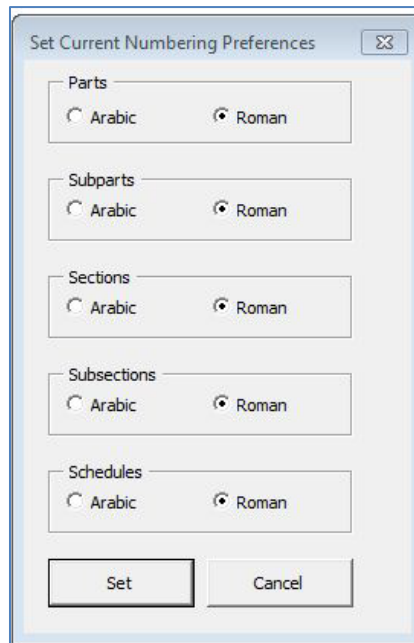


*The Regulations/Orders Preference dialogue*

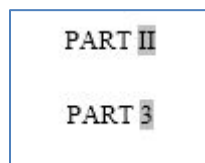
For example, the Coming into Force, Regulations with Date function will insert

- “for the purpose of article”, if set to “Order”
- “for the purpose of regulation”, if set to “Regulations”


Auto numbering in divisions (Part, Schedule, etc.) may be set to Arabic (standard numbers) or Roman.



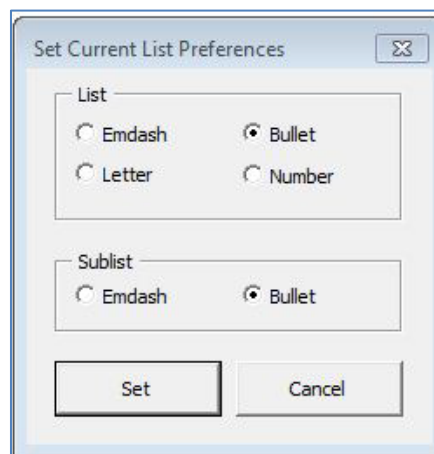
*The Number Preferences dialogue*



*Illustration of Roman vs. Arabic numbering*

Note that a change to a setting would not affect current numbering until the “Update Numbering” function is used (**Features:**  **Update Numbering**).

Finally, there are options to the decoration applied to lists.



*List decoration preference dialogue*

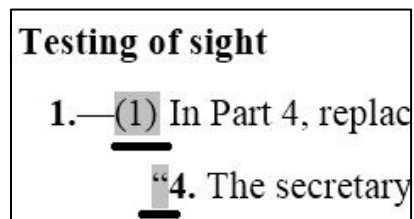
This setting will not change any current list items: they need to be reinserted.

## Document Modes

The majority of drafting is carried out in “Normal” mode. There are two other modes that may be of use when reviewing work:

- Proof Mode
- Draft Mode

Field codes are Word features that make some underlying property have a visual effect. This might be in print only, on screen only, or both.

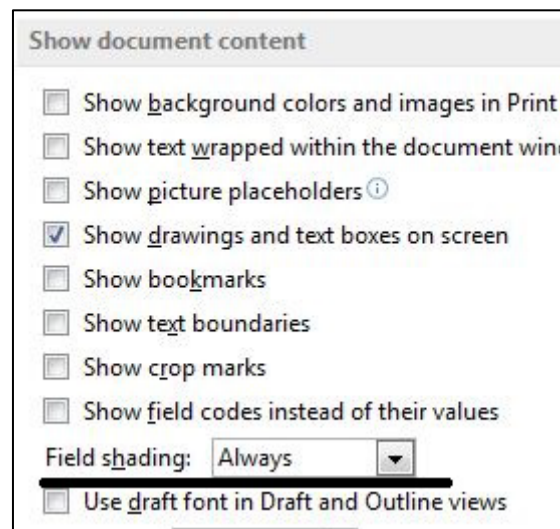


*The “N2” part of the number and long quote marker are field codes*

“Field code shading” must be enabled to see the grey shading on screen.

### Enable Field Code Shading

1. From the **File** Ribbon : **Options**
2. Select **Advanced**
3. Scroll down to **Show document content** and set “**Field shading**” to “Always”



*Setting the Field shading option*

Field code shading is an on-screen effect only. It will not appear in a printed copy. For reviewing, it would be helpful to have the field codes shaded in the printed copy, turn on “Proof Mode”

### To turn on Proof Mode from the “SI Drafting Tools” Ribbon

1. **Features:**  **Functions,**  **Proof Mode**

This printed effect must then be turned off; it cannot be used in published legislation. Revert to “Normal” mode.

## To revert to Normal Mode from the “SI Drafting Tools” Ribbon

1. **Features:**  Functions,  Return to Normal Mode

## To turn on Draft Mode from the “SI Drafting Tools” Ribbon

1. **Features:**  Functions,  Expand to Draft Mode

Draft mode makes a printed copy to be double-line spaced, allowing annotation.

This printed effect must also then be turned off; it cannot be used in published legislation. Revert to “Normal” mode.

It is possible to use Proof and Draft modes at the same time.

## Word Styles

Word provides users with a feature called styles, to easily format and control the layout of documents. Styles store font information — for example, the size, name and style (bold, italic etc.) of a font — and they will also store control features, such as whether to split paragraphs and headings over two pages, and what the spacing should be before and after each paragraph.

In SI publishing, the Word style controls how the publishing process will produce the instrument. Each SI template Word style has a meaning. The template functions will apply the correct Word style for each feature.

In general editing, an understanding of how styles work is useful. If rectifying incorrect use of template features because of feedback from the validation service, for example, it is essential.

### Paragraph Styles

Each paragraph of text in an SI will have one, and only one, paragraph style applied to it. A paragraph style can be seen in the style pane when Draft view is selected (see p7).

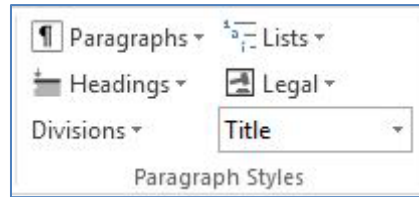
### Character Styles

These are a markup applied to selected text. Some character styles will change the appearance of text in the document; others will not have a visual impact. All character styles have a meaning and their use does have an effect in the publishing system. For example:

- ‘Date’ in a signature block refers to a Made date. It has no visual impact
- ‘Ref’ in a “Schedule” refers to article number(s). It changes the font size

### Applying styles directly

A drop-down box listing all styles may be used to either inspect the style at the cursor location or to apply a style. An experienced user may apply a paragraph style or character style directly. This is done from a drop-down list found in the Paragraph Styles group on the SI Drafting tools ribbon tab.



*The style box shows the style at the cursor location to be 'Title'.*

The style shown at the cursor location will be the paragraph style unless a character style has been applied.

The Word style pane only shows paragraph styles. It cannot show character styles or a style within a table. The style box, however, will show the style at the cursor location.

### **Resetting a paragraph style**

If paragraph properties are set by a style and this has been inadvertently altered, it may be reset as follows:

1. Place the cursor in the paragraph, or select a range of paragraphs in their entirety
2. Press Ctrl + Q

### **Resetting a Character style**

To remove a character style, or any other directly applied formatting (like italic):

1. Select the text to be reset
2. Press Ctrl+ space





## **Section 2. SI drafting functions**



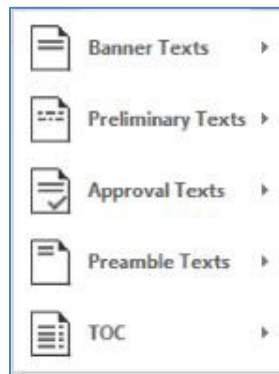
## Start ribbon tab

This contains all of the features that occur before the main body of the SI. If you are familiar with legacy versions of the SI template, it is similar to the “St” toolbar.



*The “Start” ribbon tab*

Under this tab, features are found in five groups.



*Features under the Start ribbon tab*

Banner texts relate to:

- The Banner
- The Draft paragraph
- The Correction Headnote

Preliminary Texts are:

- The SI Number
- The Subject and Sub subject
- The Title

Approval Texts include:

- Made, Laid and Coming paragraphs
- The Approval paragraph
- The Resolution paragraph

Finally, the Preamble Text comprises:

- The Preamble paragraph
- The Royal Presence paragraphs

TOC contains the tools necessary to insert and delete the table of contents.



## Banner

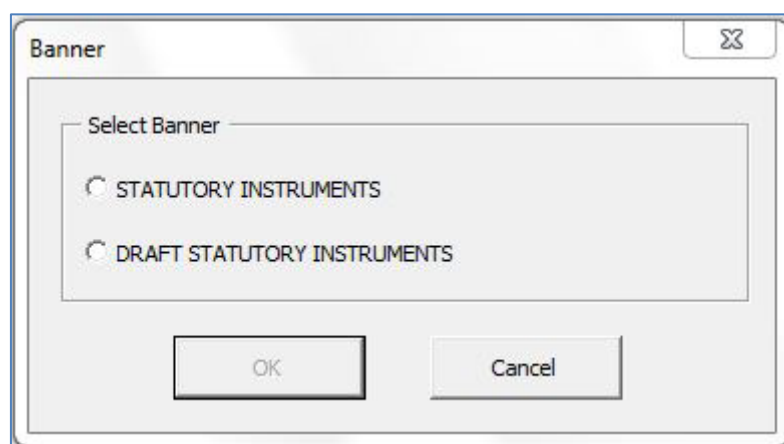
The banner options you can select are dependent upon the document type setting. By default, the document setting is set to Statutory Instrument (UK English). To see the banner options for your region, ensure you have chosen the correct document type setting.



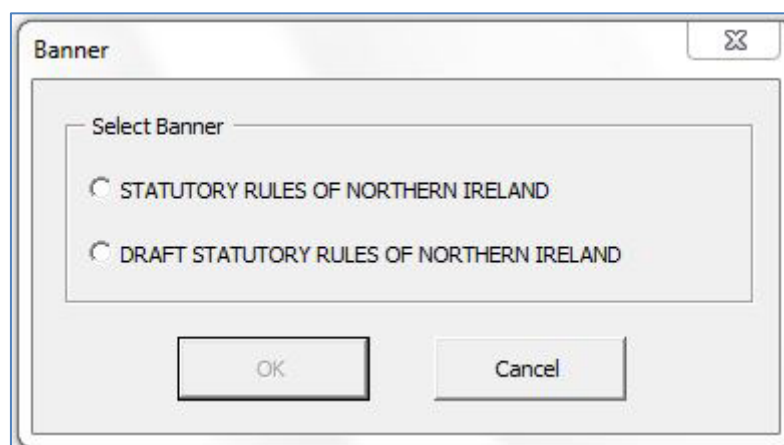
*UK Banner*

### To insert a banner from the “SI Drafting Tools” Ribbon

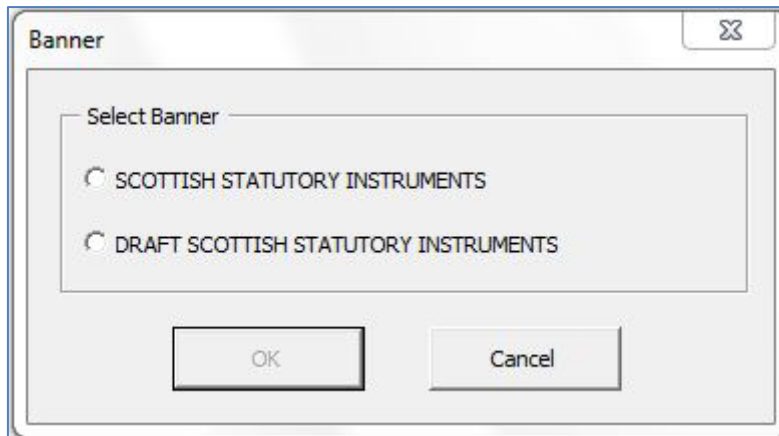
1. **Start:**  **Banner Texts,**  **Banner**
2. Select the required option from the regional dialogue.



*UKSI Banner Dialogue*



*NISR Banner Dialogue*



*SSI Banner Dialogue*

### Shortcut alternative

1. Alt + B

### Draft

If required, draft text could be added above the banner; if the banner is already in place, the template will automatically insert the draft text above it. The default Draft text can be edited.

*Draft Order laid before Parliament under section \*\*\* of the \*\*\* Act \*\*\*, for approval by resolution of each House of Parliament.*

*Default Draft Text*

### To insert Draft text from the “SI Drafting Tools” Ribbon

1. **Start:**  Banner Texts,  Draft

### Shortcut alternative

1. Alt + D

### Correction Headnote

When an Instrument needs to be issued after a change, correction text is placed before the banner. The text may be edited.

*This Statutory Instrument has been printed in substitution of the SI of the same number and is being issued free of charge to all known recipients of that Statutory Instrument.*

*Default Correction Headnote text*

## To insert a Correction Headnote from the “SI Drafting Tools” Ribbon

1. **Start,**  **Banner Texts,**  **Correction Headnote**

## Number



When the instrument has been registered with TNA, they will provide an SI number. The SI number is inserted directly below the banner. It will always be present and is a mandatory field. Prior to registration, this number will be unknown, and so for drafting purposes, the SI number field can be left blank.

If an advance number has been requested and approved by the SI Registrar then the number must be inserted into the SI before submission for registration.

**2020 No.**

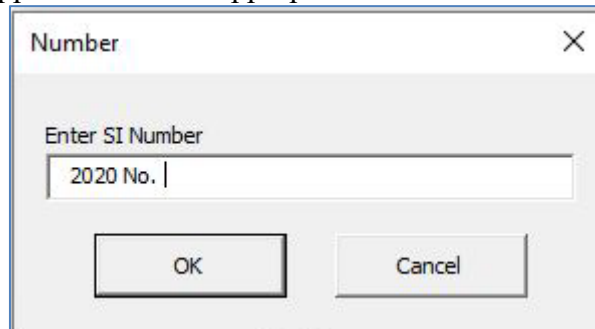
*Number paragraph*

## To insert a Number from the “SI Drafting Tools” Ribbon

1. **Start:**  **Preliminary Texts,**  **Number**
2. Edit year, append number if appropriate

### Shortcut alternative

1. Alt +N
2. Edit year, append number if appropriate



A dialog box titled "Number" with a close button (X) in the top right corner. Inside the box, there is a label "Enter SI Number" above a text input field. The input field contains the text "2020 No. |". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

*Number Dialogue*

## Subject

Documents may have more than one subject paragraph. Each subject may itself have sub subject paragraphs. Subsequent use of the subject and sub subject functions will prompt to either select existing paragraphs or insert a new one in the correct location.

**ENVIRONMENTAL PROTECTION**

*Example Subject paragraph*

### To insert a Subject from the “SI Drafting Tools” Ribbon

1. **Start:**  Preliminary Texts,  Subject

### Shortcut alternative

1. Alt + S

## Sub Subject

The Sub subject is optional. It will appear beneath a subject.

**DESTRUCTIVE ANIMALS**

*Example Subsub paragraph*

### To insert a Sub Subject from the “SI Drafting Tools” Ribbon

1. **Start:**  Preliminary Texts,  Subsub

## Title

Legislation has one title, which is unique. The title appears after subject(s) and sub subject(s).

**The Business Impact Target (Relevant Regulations) Regulations  
2020**

*Example Title paragraph*

### To insert a Title from the “SI Drafting Tools” Ribbon

1. **Start:**  Preliminary Texts,  Title

### Shortcut alternative

1. Alt + T

## Sift Date

This is an optional date for UK Statutory Instruments that if present must be the first of the date paragraphs, inserted before the Made date. This feature will insert a Sift paragraph, if one is not present, or allow the date to be added in an existing paragraph.



The Date text may be left blank if not known. Date text may be incomplete, e.g. just “2020” or “May 2020”, but should not be invalid, e.g. “xx mmm 2020”.

*Sift requirements satisfied* \*\*\*

*Example of a Sift date paragraph in a UK Statutory Instrument*

## To insert a Sift Date from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Sifted

## Made Date

The Made date is the first of the date paragraphs if the Sift date is not present. This feature will insert a Made paragraph, if one is not present, or allow the date to be added in an existing paragraph.

The Date text may be left blank if not known. Date text may be incomplete, e.g. just “2020” or “May 2020”, but should not be invalid, e.g. “xx mmm 2020”.

*Made* - - - - \*\*\*

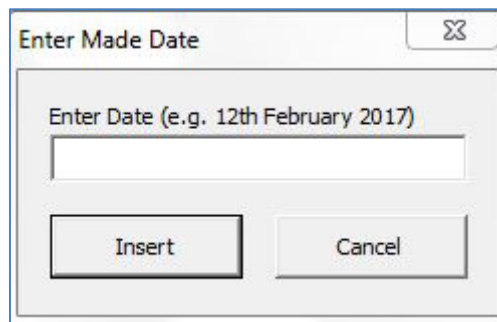
*Example of Made date paragraph, where the date has not been entered*

## To insert a Made Date from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Made

## Shortcut alternative

1. Alt + M



The image shows a dialog box titled "Enter Made Date". It has a close button in the top right corner. Inside the dialog, there is a label "Enter Date (e.g. 12th February 2017)" above a text input field. Below the input field are two buttons: "Insert" and "Cancel".

*Made Date Dialogue*

## Laid Date

This feature will insert a Laid paragraph, if one is not present, or allow the date to be added in an existing paragraph.

The Date text may be left blank if not known. Date text may be incomplete, e.g. just “2020” or “May 2020”, but should not be invalid, e.g. “xx mmm 2020”

*Laid before Parliament* \*\*\*

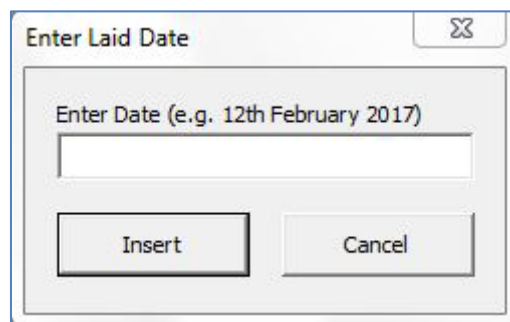
*Example of Laid date paragraph, where the date has not been entered*

## To insert a Laid date from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Laid,  Edit Date

## Shortcut alternative

1. Alt + L



A dialog box titled "Enter Laid Date" with a close button (X) in the top right corner. Inside the dialog, there is a text input field with the placeholder text "Enter Date (e.g. 12th February 2017)". Below the input field are two buttons: "Insert" and "Cancel".

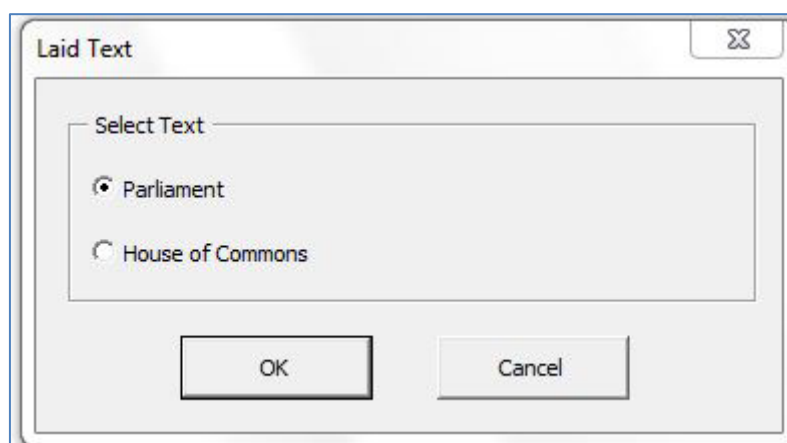
*Laid Date Dialogue*

## Laid Date Text

The laid date has the option to set Laid text to “Parliament” or “House of Commons”.

## To change the Laid Date Text from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Laid,  Commons

A dialog box titled "Laid Text" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Select Text" containing two radio button options: "Parliament" (which is selected) and "House of Commons". Below these options are two buttons: "OK" and "Cancel".

*Laid Date Text Dialogue*



## Laid in Draft

This optional element may appear in place of a Laid element.

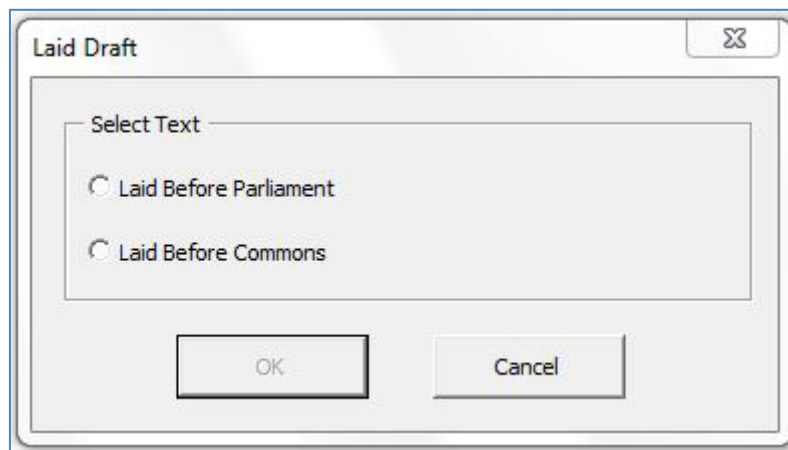
*Laid before Parliament in draft*

*Example of Laid Draft paragraph*

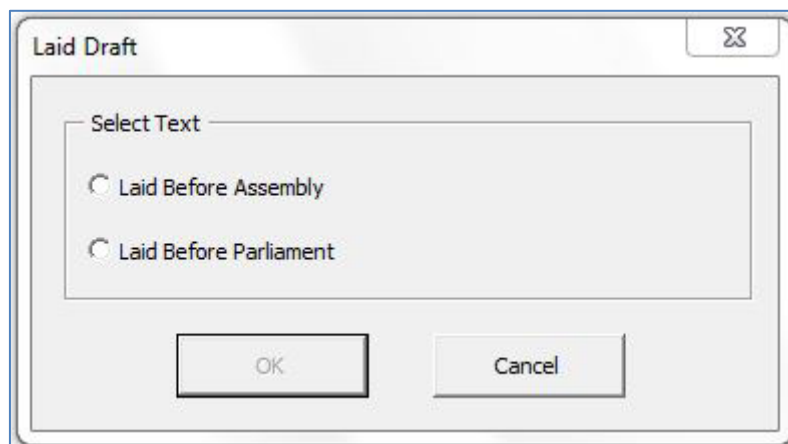
## To insert a Laid Draft paragraph from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Laid in Draft
2. Select required option and click OK

(There is no Dialogue for SSIs)



*Laid Draft Dialogue (UKSI only)*



*Laid Draft Dialogue (NISR only)*

## Laid in Recess

If the publication takes place when Parliament is dissolved, the normal italic heading ‘Laid before Parliament’ should be replaced by ‘To be laid before Parliament’ when it is not necessary to specify a date. If the instrument will come into force before it can be laid before the new Parliament this heading should be appear below the ‘Coming into force’ heading.

*To be laid before Parliament*

*Example of Laid in Recess paragraph*

## To insert a Laid in Recess paragraph from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Laid in Recess

## Coming into force

There are three Coming into Force options;

- The Coming into Force date is stated
- The Coming into Force date is specified in a regulation
- More than one Coming into Force date applies

The Date text may be left blank if not known.

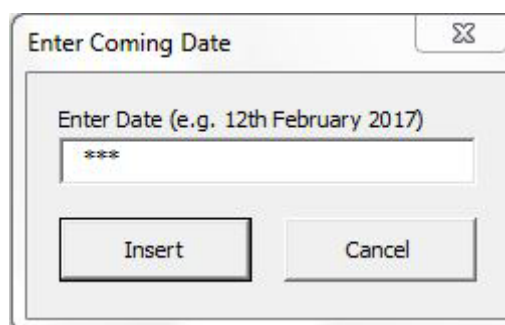
Date text may be incomplete, e.g. just “2020” or “May 2020”, but should not be invalid, e.g. “xx mmm 2017”

*Coming into force - - \*\*\**

*Example of Coming into Force date paragraph, where the date has not been entered*

## To insert a Coming into Force paragraph from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Coming,  Coming



The image shows a dialog box titled "Enter Coming Date". It has a close button in the top right corner. Inside the dialog, there is a label "Enter Date (e.g. 12th February 2017)" above a text input field. The input field contains three asterisks "\*\*\*". At the bottom of the dialog, there are two buttons: "Insert" and "Cancel".

*Coming into Force date Dialogue*

The default text to reference a regulation may be edited, e.g. change “section” to “regulation”.

*Coming into force in accordance with section \*\*\**

*Example of Coming into force specified in a paragraph*

## To insert a Coming in Accordance paragraph from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Coming, Regulations



When more than one Coming into Force date is required, a second indented paragraph style, called ‘ComingC’, is used.

*Coming into force  
for the purpose of article \*\*\** \*\*\*

*The default text for multiple Coming into Force dates*

The enter key will insert extra paragraphs after the first ‘ComingC’. The text may be edited as required.

## To insert multiple Coming into Force paragraphs from the “SI Drafting Tools” Ribbon

1. **Start:**  Approval Texts,  Coming, Regulations with Date



## Reorder Dates

This function reverses the sequence of a Laid and Coming paragraph. It would be used when the instrument Comes into Force/Operation before it is Laid.

## To reorder the Laid and Coming Date paragraphs from the “SI Drafting Tools” Ribbon

Made	<i>Made - - - -</i>
Coming	<i>Coming into force</i>
Laid	<i>Laid before Parliament</i>

*Example of reordered Dates*

1. **Start:**  Approval Texts,  Reorder Dates

**Note:** the function will reorder dates in documents created with Drafting Tool Version 9.1 and earlier. However, the spacing between the Coming and Laid paragraphs will be incorrect. Please contact the SI Support team if guidance regarding updating document styles is required.



## Approval

This is an optional element that is inserted before the Made date.

*Approved by both Houses of Parliament*

*Example Approval paragraph*

### To insert an Approval paragraph from the “SI Drafting Tools” Ribbon

1. **Start:**  **Approval Texts,**  **Approval**
2. Select required option and click OK



*Approval Dialogue*

## Resolution

If no preamble is present, there should be a resolution. The feature inserts default text at the cursor location.

**Resolution of the House of Commons, dated \*\*\*, passed in pursuance of the House of Commons \*\*\*.**

*Default Resolution text*

### To insert a Resolution paragraph from the “SI Drafting Tools” Ribbon

1. **Start:**  **Approval Texts,**  **Resolution** 

## Preamble

One or more paragraphs that include the enacting text for the SI. The feature inserts default text, including one footnote reference, at the cursor location. Subsequent ‘Pre’ paragraphs may be added by using the Enter key at the end of the paragraph.

The \*\*\*, in exercise of the powers conferred by sections \*\*\* of the \*\*\* Act \*\*\*(a), makes the following [Order/Regulation/Rules/Scheme]:

*Default UKSI and NISR Preamble text*

The Scottish Ministers make the following Order in exercise of the powers conferred by section[s] of the Act\*(a) [and all other powers enabling them to do so].

*Default SSI Preamble text*

## To insert a Preamble the “SI Drafting Tools” Ribbon

1. **Start:**  Preamble Texts,  Preamble 

## Royal Presence

The Royal Presence will, if needed, be included after the Coming into force date. The default text is edited according to requirement. It may be two or three paragraphs.

At the Court at Buckingham Palace, the \*\*\* day of \*\*\*  
Present,  
The Queen’s Most Excellent Majesty in Council

*Default Royal Presence text*

## To insert the Royal Presence paragraphs from the “SI Drafting Tools” Ribbon

1. **Start:**  Preamble Texts,  Royal

## Shortcut alternative

1. Alt + R

## Table of Contents (TOC)

A long instrument can include a table of Contents. The TOC will be built from the divisions and headings that you have used in the instrument

A TOC may be inserted at any time during the drafting process, but should be deleted and reinserted as the last task.

All instruments published on legislation.gov.uk have a TOC automatically inserted irrespective of whether they appear in the document.

<b>CONTENTS</b>	
<b>PART 1</b>	
<b>INTRODUCTION</b>	
1.	Citation, commencement and effect
2.	Interpretation
<b>PART 2</b>	
<b>SOCIAL SECURITY BENEFITS AND PENSIONS</b>	
3.	Rates or amounts of certain benefits under the Contributions and Benefits Act
4.	Rates or amounts of certain pensions and allowances under the Contributions and Benefits Act
5.	Rates or amounts of certain benefits under the Pension Schemes Act
6.	Dates on which sums specified for rates or amounts of benefit under the Contributions and Benefits Act or the Pension Schemes Act are changed by this Order

*Example of part of a TOC*

## To insert a TOC from the “SI Drafting Tools” Ribbon

1. **Start:**  **TOC**,  **Insert Contents**

There are two additional options:

- The TOC option “Insert contents with page numbers” may be used
- A third TOC option, “Delete Contents”, is also available. The cursor must be in one of the TOC paragraphs for this to operate

## To insert a TOC in a Schedule

A TOC may also be inserted at the start of a schedule.

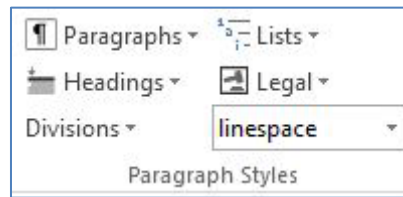
1. Place the cursor on the Schedule Heading paragraph
2. **Start:**  **TOC**,  **Insert Contents**

**Note:** a TOC cannot be inserted into a Quoted Schedule by this means. See “Quoted TOCs in Quoted Schedules”, p109



## Paragraph styles ribbon tab

All of the standard SI paragraphs have been grouped here.

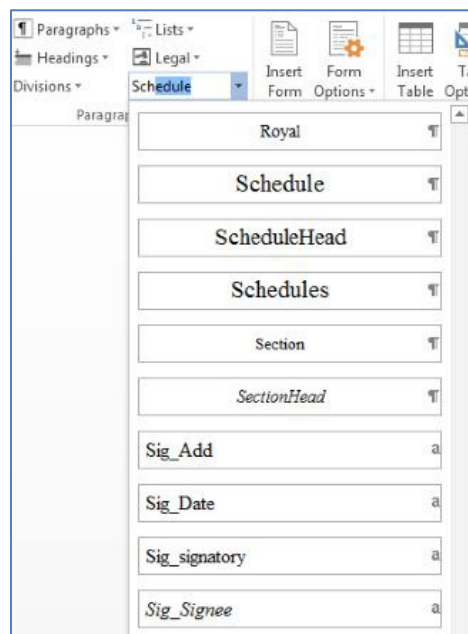


*The “Paragraph Styles” ribbon tab*

This includes:

- Numbered and unnumbered provision paragraphs
- Heading paragraphs
- The division paragraphs
- Lists
- Legal (Rules) numbering.

The ribbon tab also provides a drop-down list of styles, allowing experienced users to apply or change paragraph styles directly.



*Snapshot of the drop-down list of template styles*

## Numbered Provision Paragraphs

Auto numbered paragraphs are used for numbered provisions in an instrument. The numbering must not be altered nor can a numbered paragraph be created by typing the number.

The paragraphs are named “N1”, “N2”, “N3”, “N4”, N5”.

N1	1. In the following regulation
N2	(1) In regulation 46
N3	(a) In paragraph (1A)
N4	(i) In paragraph (1B)
N5	(aa) In Schedule 3

*Depiction of the numbering and indent of the numbered paragraphs N1 to N5*

There is also a set of combined number paragraphs, named “N1+2”, “N2+3”, “N3+4”, “N4+5”.

N1+2	1.—(1) In the following regulation
N2	(2) In regulation 46
N2+3	(3) (a) In paragraph (1A)
N3	(b) In paragraph (1B)
N3+4	(c) (i) In Schedule 3
N4	(ii) In Schedule 4
N4+5	(iii) (aa) In Part 1
N5	(bb) In Part 2

*Depiction of the combined numbered paragraphs used in conjunction with standard numbered paragraphs.*


The numbered paragraphs create a hierarchy in the document:

- “N5” paragraphs are sub paragraphs of “N4”
- “N4” paragraphs are sub paragraphs of “N3”

and so on.

It is permissible to skip a level, for example using “N3” as sub paragraphs of “N1”. Consideration should be given to the subsequent meaning and how this could be misinterpreted by the user.

## To insert a Numbered paragraph from the “SI Drafting Tools” Ribbon

1. **Paragraph Styles:**  Paragraphs
2. Select the option where the icon matches the format of the numbered paragraph

## Shortcut alternatives

1. Alt + 1 for “N1”
2. Alt + 2 for “N2”
3. Alt + 3 for “N3”

## Unnumbered Provision Paragraphs

Unnumbered paragraphs can be regarded as continuation text for a numbered paragraph.

There are a set of unnumbered paragraphs called “T1”, “T2”, “T3”, “T4” and “T5”. The number after “T” should match the number of the “N” paragraph that it follows.

(2) If—
(a) the former employer fell within category E; and
(b) in consequence of any amalgamation, merger or other arrangement the institution becomes part of another (the “successor establishment”) and ceases to have a separate governing body
the governing body of the successor establishment becomes the compensating authority.

*Example of a “T2” paragraph continuing an “N2” paragraph*

In the above example, “the governing body...” is the continuation/conclusion of reg (2). The regulations (a) and (b) are sub paragraphs of reg (2).

Note that in a combined numbered paragraph, the number of the “T” paragraph style name needs to match the second of the two numbers in the combined “N” paragraph style name. A “T2” would be the correct unnumbered paragraph to continue an “N1+2” numbered paragraph, for example:

H1	Changes to notifications
N1	57.—(1) Where the Secretary of State determines that a notified body—
N3	(a) no longer meets a notified body requirement, or
N3	(b) is failing to fulfil any of its obligations under these Regulations, other than conditions set in accordance with
T2	the Secretary of State must restrict, suspend or withdraw the body’s status as a notified body under regulation 51.
N2	(2) Where the Secretary of State determines that a notified body no longer meets a condition set in accordance with
	body’s status as a notified body under regulation 51.

*Example of a “T2” paragraph continuing a combined “N1+N2” paragraph*

If the number of a “T” paragraph style name is one more than the number of the “N” paragraph style name, then those “T” paragraph would be considered sub paragraphs of the “N” paragraph, rather than continuation paragraphs.

N3	(a)→Numbered paragraph
T3	Unnumbered paragraph
T3	Unnumbered paragraph

*These “T” paragraphs are continuation paragraphs because the number of the “T” style name is the same as the number of the “N” style name.*

N3	(a)→Numbered paragraph
T4	Unnumbered paragraph
T4	Unnumbered paragraph

*These “T” paragraphs are sub paragraphs because the number of the “T” style name is greater than the number of the “N” style name.*

**Note:** the number on the “T” paragraph cannot be less than the number on the “N” paragraph

N3	(a)→Numbered paragraph¶
T2	Unnumbered paragraph¶
T2	Unnumbered paragraph¶

These “T2” paragraphs are not related to the “N3” paragraph that precedes them.

## To insert an Unnumbered paragraph from the “SI Drafting Tools” Ribbon



1. **Paragraph Styles:** Paragraphs
2. Select the option where the icon matches the required “T” paragraph.

### Shortcut alternatives

1. Alt +Shift + 1 for “T1”
2. Alt +Shift + 2 for “T2”
3. Alt +Shift + 3 for “T3”

There are three other unnumbered paragraphs.

The “T1 indent” paragraph is an indented “T1”. It is a visual effect, sometimes found in Explanatory Notes.

EXPLANATORY NOTE
<i>(This note is not part of the Order)</i>
Part 4 of the Immigration Act 2014 (c. 22) establishes a scheme (“the scheme”) whereby proposed marriages or civil partnerships, where one party is not an exempt person, or both parties

*Example of a “T1 indent” paragraph in an Explanatory Note*

## To insert a T1 Indent paragraph from the “SI Drafting Tools” Ribbon



1. **Paragraph Styles:** Paragraphs, **T I** T1 Indent

The second is the Definition Paragraph (DP).

These are usually characterized by a phrase in quote marks followed by a phrase beginning “means”.

Interpretation
2.—(1) In these Regulations—
“1971 Act” means the Immigration Act 1971,
“1977 Act” means the Marriage (Scotland) Act 1977,
“2003 Order” means the Marriage (Northern Ireland) Order 2003,

*Example of a set of Definition Paragraphs*

Note that a Definition Paragraph has the same level in a hierarchy as a “T2”. Complex definitions should therefore use “N3” or “T3” sub paragraphs.

“notice” in relation to a notice submitted or (as the case may be) given by a party of their intention to marry or of their proposed civil partnership, means—

(a) in relation to a proposed marriage under the law of Scotland, notice submitted under section 3(1) of the 1977 Act;

(b) in relation to a proposed civil partnership under the law of Scotland, notice submitted under section 88 of the 2004 Act;

*Example of a complex definition with “N3” sub paragraphs*

## To insert a Definition Paragraph from the “SI Drafting Tools” Ribbon

1. **Paragraph Styles:**  Paragraphs,  Definition Paragraph

### Shortcut alternative

1. Alt + Shift + 0

The final unnumbered paragraph is the “linespace”. These are for blank paragraphs. In general, extra spacing before and after paragraphs is not required. It may increase clarity around Royal Presence paragraphs, signature block or images for example.

## To apply the feature from the “SI Drafting Tools” Ribbon

1. **Paragraph Styles:**  Paragraphs,  Linespace

## Headings

A heading is used to introduce one or more consecutive provisions. The heading paragraphs are “H1”, “H2” and “H3”.

Select the heading where the number in the heading name matches the number in the paragraph name.


The “H1” paragraph is the most common of the three headings. The text of this heading is used by the TOC functionality.

### Citation, commencement and extent

1.—(1) These Regulations may be cited as the Sham Marriage and Civil Partnership (Scotland and Northern Ireland) (Administrative) Regulations 2015.

*Example of an H1 heading preceding an N1+2 paragraph*

## To insert a Heading from the “SI Drafting Tools” Ribbon

1. **Paragraph Styles:**  Headings
2. Select the option where the icon matches the required “H” paragraph.

### Shortcut alternatives

1. Alt + F1 for “H1”
2. Alt + F2 for “H2”
3. Alt + F3 for “H3”

## Lists

Lists are sometimes found in Explanatory Notes.

**EXPLANATORY NOTE**

*(This note is not part of the Order)*

These Regulations further amend the Road Vehicles (Registration and Licensing) Regulations 2002 (“the 2002 Regulations”) (S.I. 2002/2742) to make provision for notification of certain changes to registration documents online or by telephone.

Regulation 3 with regulation 12 amends regulation 3 of the 2002 Regulations—

- to insert a definition of “keeper of a fleet”; and
- to incorporate the definition of “vehicle trader” as previously defined by reference to and in regulation 20(6) of the 2002 Regulations so that that definition can be applied across those Regulations.

*Example of (dashed) list items in an Explanatory Note*

Lists may also be used in the main body of the document or tables.

There are some restrictions on lists following Division headings as there is no provision for the structure in the Crown Legislation Schema. Contact SI Support if further guidance is required.


There are four list formats: dashed, bulleted, lettered and numbered. The format (the “decoration”) must not be altered.

There are two formats of sub list: dashed and bulleted.

There is a continuation paragraph for lists and sublists.

List format is controlled within “Settings” on the SI Drafting Tools Ribbon.

### To insert Lists from the “SI Drafting Tools” Ribbon

1. **Paragraph Styles:**  **Lists**
2. Select the option where the icon matches the required list paragraph.

***Tip:** it may be easier to type all text in paragraphs of style T1, select all paragraphs to be in the list, and then apply the appropriate List feature*

## Legal numbering (Rules)

The template makes provision for alternative paragraph numbering (Rules). These were introduced to reflect the styling of the Insolvency Rules 1986 (SI 1986 No. 1925).



## CHAPTER 1 PRELIMINARY

### Scope of this Part; interpretation

**1.1.—(1)** The Rules in this Part apply where, pursuant to Part I of the Act, it is intended to make, and there is made, a proposal to a company and its creditors for a voluntary arrangement, that is to say, a composition in satisfaction of its debts or a scheme of arrangement of its affairs.

(2) In this Part—

- (a) Chapter 2 applies, where the proposal for a voluntary arrangement is made by the directors of the company, and neither is the company in liquidation, nor is an administration order (under Part II of the Act) in force in relation to it;
- (b) Chapter 3 applies where the company is in liquidation or an administration order is in force, and the proposal is made by the liquidator or (as the case may be) the administrator, he in either case being the nominee for the purposes of the proposal;

(3) In Chapters 3, 4 and 5, the liquidator or the administrator is referred to as “the responsible insolvency practitioner”.

## CHAPTER 2 PROPOSAL BY DIRECTORS

### Preparation of proposal

**1.2.** The directors shall prepare for the intended nominee a proposal on which (with or without amendments to be made under Rule 1.3 below) to make his report to the court under section 2.

### Contents of proposal

**1.3.—(1)** The directors' proposal shall provide a short explanation why, in their opinion, a voluntary arrangement under Part I of the Act is desirable, and give reasons why the company's creditors may be expected to concur with such an arrangement.

*Extract from S.I. 1986 No. 1925, showing legal numbering*

There are four options:

**1.1.** First number in sequence

**2.1.—(1)** First number in sequence combined with N2

**2.2.** Subsequent numbers in sequence

**2.3.—(1)** Subsequent numbers in sequence combined with N2

## To insert Legal numbered paragraphs from the “SI Drafting Tools” Ribbon



1. **Paragraph Styles,** Legal

2. Select the option where the icon matches the required legal paragraph

Legal numbering uses a special paragraph type called “N1 Legal”.

The custom numbering uses hidden text, which may or may not be visible on screen. This is not printed.

N1legal	<b>1.1.1.</b> First number in sequence
N1legal	<b>2.2.1.—(1)</b> First number in sequence combined with N2
N1legal	<b>2.2.</b> Subsequent numbers in sequence
N1legal	<b>2.3.—(1)</b> Subsequent numbers in sequence combined with N2

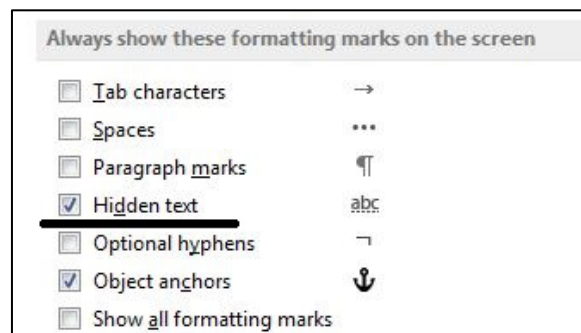
N2 paragraphs may follow N1legal in the same way that they would an N1.

With Hidden Text view enabled		With Hidden Text view disabled	
N1legal	<b>1.1.</b> The rules in this part	N1legal	<b>1.1.1.</b> The rules in this part
N1legal	<b>1.2.</b> The directors shall prepare	N1legal	<b>1.2.</b> The directors shall prepare
N1legal	<b>2.1.—(1)</b> The directors' proposal	N1legal	<b>2.2.1.—(1)</b> The directors' proposal
N2	(2) The following proposals	N2	(2) The following proposals
N1legal	<b>2.2.—(1)</b> With this report	N1legal	<b>2.2.—(1)</b> With this report

*How the same paragraphs would appear on screen in Normal view*

### Enable viewing Hidden Text

1. From the **File** Ribbon : **Options**
2. Select **Options**
3. Select **Display**
4. Within **Always show these formatting marks on the screen** choose **Hidden text**



*The Hidden Text option*

### Parts and Sub parts

An SI, or Schedule to an SI, may be structured by using Parts.



The Treasury make this Order in exercise of the powers conferred on them by section 2(2) of, and paragraph 1A of Schedule 2 to, the European Communities Act 1972(g) and sections 21(9) and (15), 22(1) and (5), 38, 409 and 428(3) of the Financial Services and Markets Act 2000(h).

## PART 1

### Introductory Provisions

#### Citation and commencement

*The first Part in the body of an SI goes between the preamble and first heading*

## SCHEDULE 1

Article 3

### Amendments to legislation

## PART 1

### Amendments to primary legislation

#### The Financial Services and Markets Act 2000

*The first Part in a Schedule goes between the Schedule/Schedule Heading and the first heading*

### To insert a Part from the “SI Drafting Tools” Ribbon

1. Place the cursor at the insertion point
2. **Paragraph Styles: Divisions, Part**

### Shortcut alternative

1. Alt + P

A Part is usually, but not always, followed by a Part heading. Use of the Enter key with the cursor at the end of the Part paragraph inserts the appropriate blank paragraph under “Part”.

### To insert a Part Heading from the “SI Drafting Tools” Ribbon

1. Place the cursor in a blank paragraph beneath the “Part”
2. **Paragraph Styles: Divisions, Headings, Part Head**

Occasionally, Parts may have a reference to a clause elsewhere in the document.

## PART 4

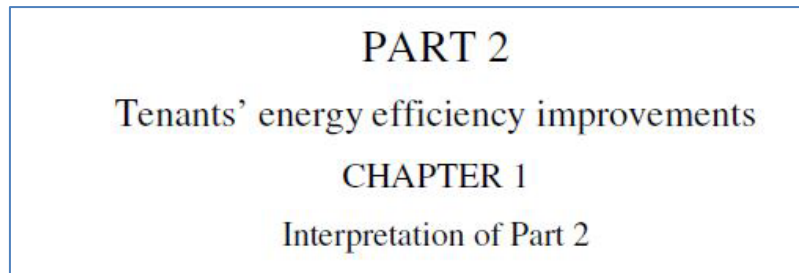
Regulation 6

*Part with a reference*

### To insert a Part with a reference from the “SI Drafting Tools” Ribbon

1. Place the cursor at the insertion point
2. **Paragraph Styles: Divisions, With Refs, Part**

Parts may be divided into sub parts, or Chapters.



*Example of a Part divided into sub parts*

### **To insert a Chapter (sub part) from the “SI Drafting Tools” Ribbon**

1. Place the cursor at the insertion point
2. **Paragraph Styles: Divisions, Sub Part**

In a similar manner to Parts, a Sub Part may have a Sub Part Heading or may have a reference.

### **To insert a Sub Part (Chapter) Heading from the “SI Drafting Tools” Ribbon**

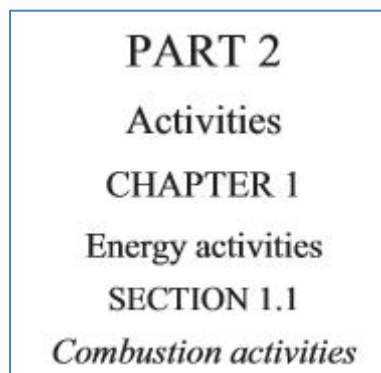
1. Place the cursor in a blank paragraph beneath the “Chapter”
2. **Paragraph Styles: Divisions, Headings, Sub Part Head**

### **To insert a Sub Part (Chapter) with a reference from the “SI Drafting Tools” Ribbon**

1. Place the cursor at the insertion point
2. **Paragraph Styles: Divisions, With Refs, Sub Part**

## **Section and Sub Section**

Parts and sub parts may be further sub divided using sections and sub sections.



*Example of a Part and Chapter sub divided using Sections*

### **To insert a Section from the “SI Drafting Tools” Ribbon**

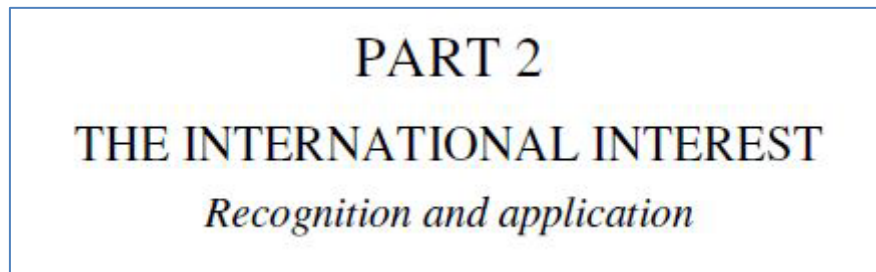
1. **Paragraph Styles: Division, Section.**

A Section is usually, but not always, followed by a Section heading. Use of the Enter key with the cursor at the end of the Part paragraph inserts the appropriate blank paragraph under “Part”.

## To insert a Section Heading from the “SI Drafting Tools” Ribbon

1. Place the cursor in a blank paragraph beneath the “Section”
2. **Paragraph Styles: Divisions, Headings, Section Head**

As an alternative to Sub Parts and Sections, Parts may be divided up using section headings only.



*Example of a Part divided up using a Section Heading*

Finally, Sections may be partitioned into Sub Sections. This is the smallest partition found in secondary legislation.

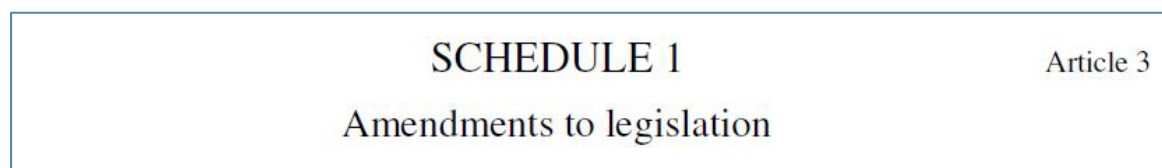
Where Parts are divided up using Section Headings only, these may be sub divided using Sub Section Headings.

Sub Section and Sub Section head functions can also be found on **Paragraph Styles: Divisions**. If references are required, there are also options on **Paragraph Styles: With Refs**.

## Schedules

A Schedule is a feature in secondary legislation comprising a logical collection of appendix-like matter. One or more Schedules may appear following the signature block to the main instrument.

A reference note at the head of a Schedule (for example the words “Article 3”) shows the clause in the main body which introduces the Schedule.



*Sample Schedule and heading*

## To insert a Schedule from the “SI Drafting Tools” Ribbon

1. **Paragraph Styles: Divisions, Schedule.**

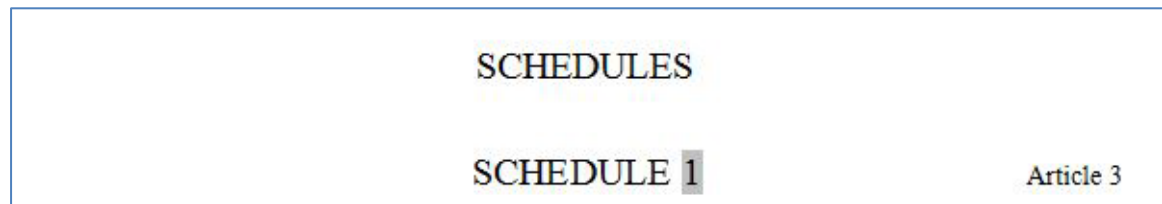
A Schedule is usually, but not always, followed by a Schedule heading. Use of the Enter key after inserting a Schedule applies the appropriate blank paragraph under “Schedule”.

## To insert a Schedule Heading from the “SI Drafting Tools” Ribbon

1. Place the cursor in a blank paragraph beneath the “Schedule”
2. **Paragraph Styles: Divisions, Headings, Schedule Head.**

*Note: a Schedule cannot have more than one Schedule Head paragraph.*

If there are many schedules, a “Schedules” heading may be used between the signature block and the first schedule.



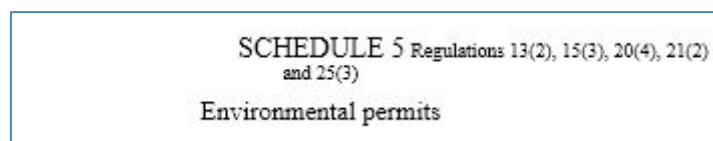
*A “Schedules” heading may appear before the first Schedule*

### To insert a Schedules Heading from the “SI Drafting Tools” Ribbon

1. Place the cursor in a blank paragraph before the first “Schedule”
2. **Paragraph Styles: Divisions, Schedules**

### Split Refs

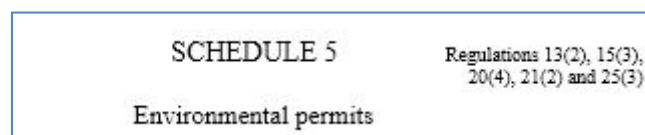
Sometimes, the reference to a Schedule, or other division, is long and does not fit neatly into the paragraph. This template feature can be used to split the reference to flow onto a new line in a more controlled manner.



*Example of a long Schedule reference*

### To apply the feature from the “SI Drafting Tools” Ribbon

1. Place the cursor at an appropriate point.
2. **Paragraph Styles: Divisions, With Refs, Split Refs**



*Example with split applied at “20(4)”*

This may require trial and error to determine the best split point.

### Forms

A “form” is a term used to describe non-legislative content that appears in an instrument. When published, a form is converted to an image. Examples where forms may be used include

- Printed forms that may be filled in
- Notices
- Treaty documents.

## Certificate C

I certify that:

I/The applicant\* posted the notice required by regulation 6(1)(b) of the above Regulations on the land which is the subject of the accompanying application.

It was, however, left in position for less than 7 days during the 21 day period preceding the application.

This happened because it was removed/obscured/defaced\* before 7 days had elapsed.

This was not my/the applicant's\* fault or intention.

I/The applicant\* took the following steps to protect and replace the notice:

(Give description of steps taken).....

Signed.....

\*On behalf of.....

Date.....

\* delete where inappropriate

### *Example of a form*

A form may be inserted as an image (of a form) or by using the SI Template forms functionality. There is no distinction, as far as Word is concerned, between a data table and a form table.

**Note:** Only when a table contains exclusively the three specified Form paragraph styles is the publishing system able to identify this as a Form, rather than a Table.

The three specified paragraph styles are:

- FormHeading
- FormSubHeading
- FormText.

Unlike all other SI template styles, paragraphs using these styles may have their font size and paragraph formatting altered.

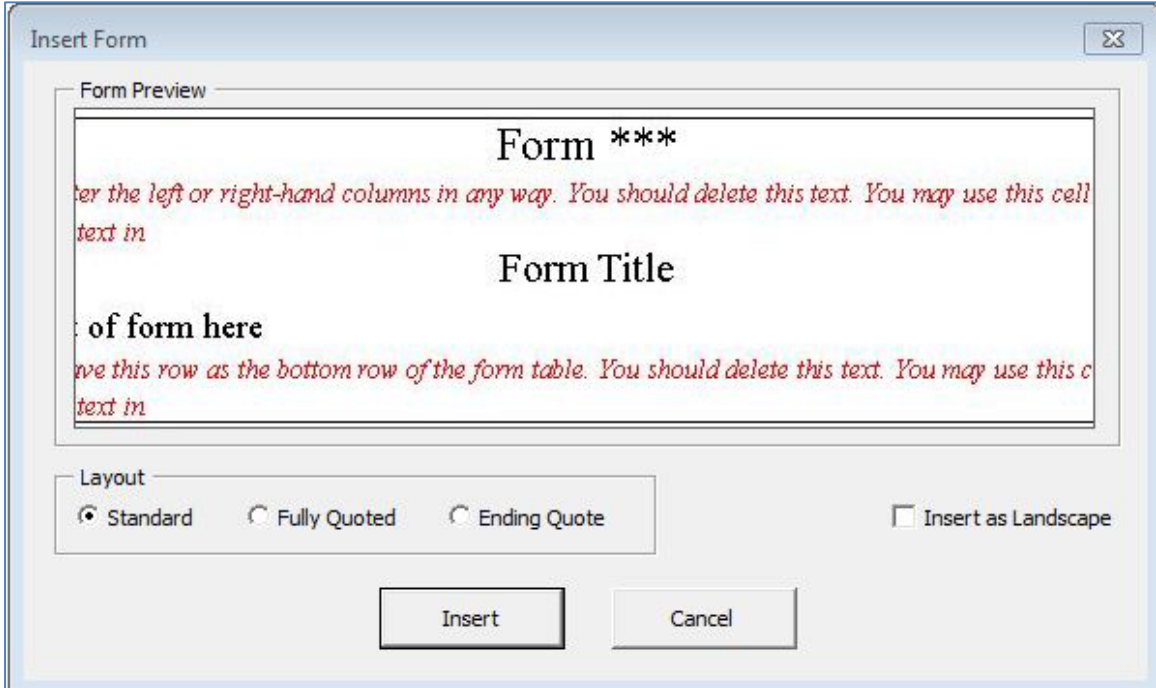
The forms functionality allows a specimen form table to be inserted. The text may then be altered to suit.

An experienced user might create a standard table and apply the forms paragraph styles directly.

**Tip:** use three blank 'linespace'-styled paragraphs and insert the form table on the middle one

## To insert a default form from the “SI Drafting Tools” Ribbon

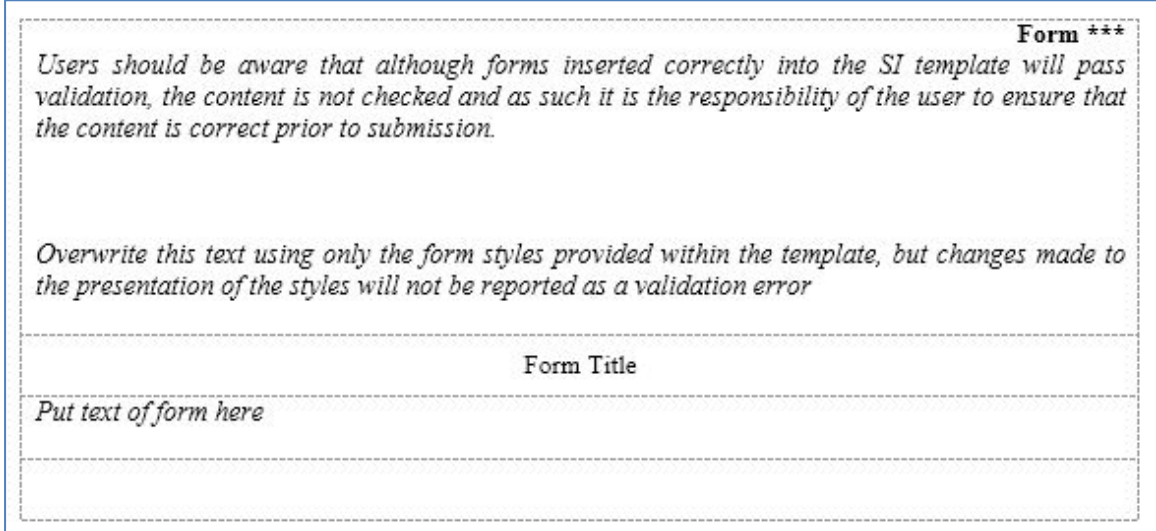
1. **Forms:**  **Insert Form**



The "Insert Form" dialog box is shown. It has a title bar "Insert Form" with a close button. Inside, there is a "Form Preview" section with a dashed border containing the following text: "Form \*\*\*", "Enter the left or right-hand columns in any way. You should delete this text. You may use this cell text in", "Form Title", "Put text of form here", and "Overwrite this row as the bottom row of the form table. You should delete this text. You may use this cell text in". Below the preview is a "Layout" section with three radio buttons: "Standard" (selected), "Fully Quoted", and "Ending Quote". To the right of these is a checkbox labeled "Insert as Landscape". At the bottom are "Insert" and "Cancel" buttons.

*Dialogue to insert a default form*

2. Leave the “Standard” option selected and choose “insert”



The default form text is shown within a dashed border. It contains the following text: "Form \*\*\*", "Users should be aware that although forms inserted correctly into the SI template will pass validation, the content is not checked and as such it is the responsibility of the user to ensure that the content is correct prior to submission.", "Overwrite this text using only the form styles provided within the template, but changes made to the presentation of the styles will not be reported as a validation error", "Form Title", and "Put text of form here".

*Default form text*

The example form may be created by deleting all but one row and editing text



Paragraphs ▾ Lists ▾  
 Headings ▾ Legal ▾  
 Divisions ▾ **FormText** ▾  
 Paragraph Styles

Insert Form Options ▾ Forms  
 Insert Table Options ▾ Tables  
 Functions ▾ Standard Texts ▾ Objects ▾ Features  
 Fix ▾  
 Long Quotes ▾ Symbols Northern Ireland Wales Settings Help

Certificate C  
 I certify that:  
 I/The applicant\* posted the notice required by regulation 6(1)(b) of the above Regulations on the land which is the subject of the accompanying application.  
 It was, however, left in position for less than 7 days during the 21 day period preceding the application.  
 This happened because it was removed/obscured/defaced\* before 7 days had elapsed.  
 This was not my/the applicant's\* fault or intention.  
 I/The applicant\* took the following steps to protect and replaced the notice:  
 (Give description of the steps taken) .....  
 Signed.....  
 \*On behalf of.....  
 Date.....  
 \*delete where appropriate

*Form text in a single table cell. Note that text in the form uses the paragraph style 'FormText'. Formatting may be applied to give the form the required visual effect*

There are two options for “quoted forms”. This inserts extra cells and formatting with the long quote markers in place. There are two options.

A Fully quoted form is for when the form is the only item in a Long Quoted section. This has both Long Quote Quotation markers placed in separate columns to the left and right.

Do not alter the left or right hand columns in any way. You should delete this text. You may use this cell to put your own text in.	Form ****		
	Form Title		
	Put text of form here		
Please leave this row as the bottom row of the form table. You should delete this text. You may use this cell to put your own text in.			

*Default text in a “fully quoted” form. Note the two additional columns: do not delete these*

An Ending quote form is used when the form is the last item in a Long Quoted section. This has the closing Long Quote Quotation marker placed in a separate column to the right.

Do not alter the left or right-hand columns in any way. You should delete this text. You may use this cell to put your own text in.		Form ***
Form Title		
Put text of form here		
Please leave this row as the bottom row of the form table. You should delete this text. You may use this cell to put your own text in.		

*Default text in an “ending quote” form. Do not delete the additional columns*

As with images, a Form Table is not allowed to break across a page. A larger form may need to be split up into a sequence of forms, each less than one page in size. Follow and precede each form with a ‘linespace’ paragraph. Apply the page break function (Features group | Objects | Break) to one of the ‘linespace’ paragraphs.

In common with standard tables, a Form table may not extend into the left and right print margins.

Note that “objects” that have other formatting or underlying content cannot appear in a form table. This would include

- Footnotes
- Cross references
- Automatic numbering
- Other SI template paragraph styles

A form table may contain images.

**Note:** to give the effect of footnotes, use a row at the bottom of the form. The FAQ “How to insert footnotes in forms” elaborates.

## Form characters

A range of check boxes has been provided for use in forms. These are as follows:

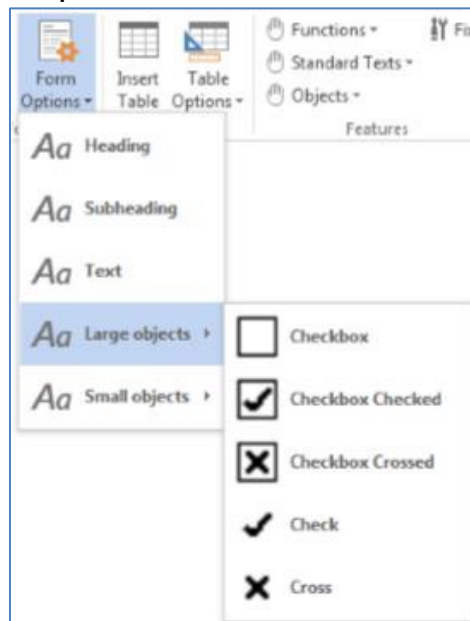
	Small	Large
Check Box	<input type="checkbox"/>	<input type="checkbox"/>
Check Box checked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check Box crossed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check	✓	✓
Cross	×	×

*Form table characters*



## Form table tools on the “SI Drafting Tools” Ribbon

1. **Forms:**  **Form Options**

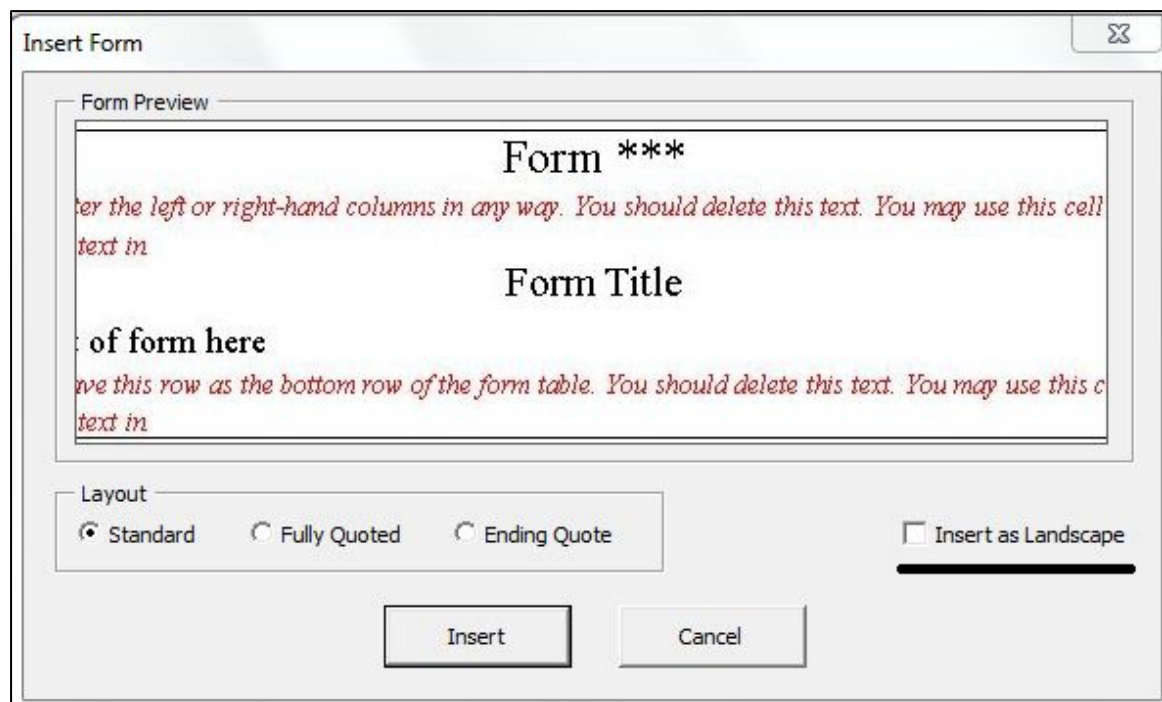


*Form table options: FormHeading, FormSubheading, FormText paragraph styles, form characters.*

### Landscape forms

Forms may be inserted in the same manner as landscape tables. See “Insert a Landscape Section/Table”.

Use the “Insert as landscape” option when inserting the form.



*“Insert as landscape” option.*

## Tables

Tables are used for presenting data in a structured manner. The template has functions to:

- insert tables
- change the format and structure of paragraphs in the cells,
- insert table footnotes
- insert preceding paragraphs to capture information about the table

There are three types of paragraphs that may optionally precede a table, in this order:

- Table Number: an identification
- Table Caption: a heading
- Table Top Text: information about the table

The permitted combinations are

- A Table Number
- A Table Caption
- A Table Number followed by a Table Caption

“Table Top Text” can only be used to follow one of the above options; it cannot appear by itself.

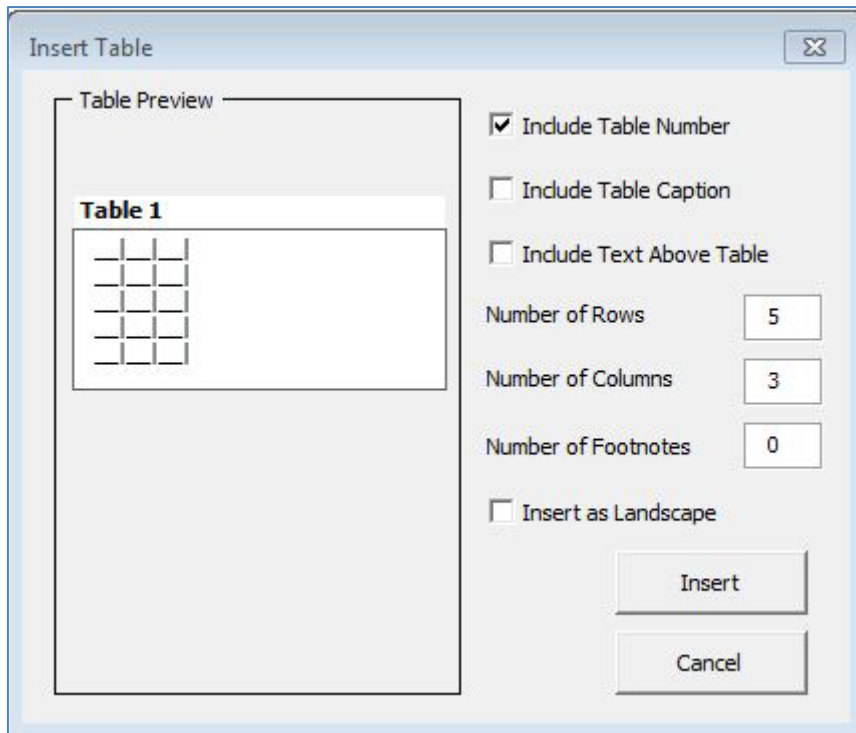
<b>Table 1</b> <b>Seed of other species</b>					
<i>Category of seed sampled</i>	<i>All plant species (including species specified in columns 3 to 6)</i>	<i>other species</i>	<i>Other cereal species</i>	<i>All plant species other than cereals</i>	<i>Wild oats or darnel</i>
Basic seed	1	0	1	0	0 <sup>(1)</sup>
C1	2	1	1	0	1
C2	4	3	2	0	1

<sup>(1)</sup> Only in respect of wild radish and corn cockle.

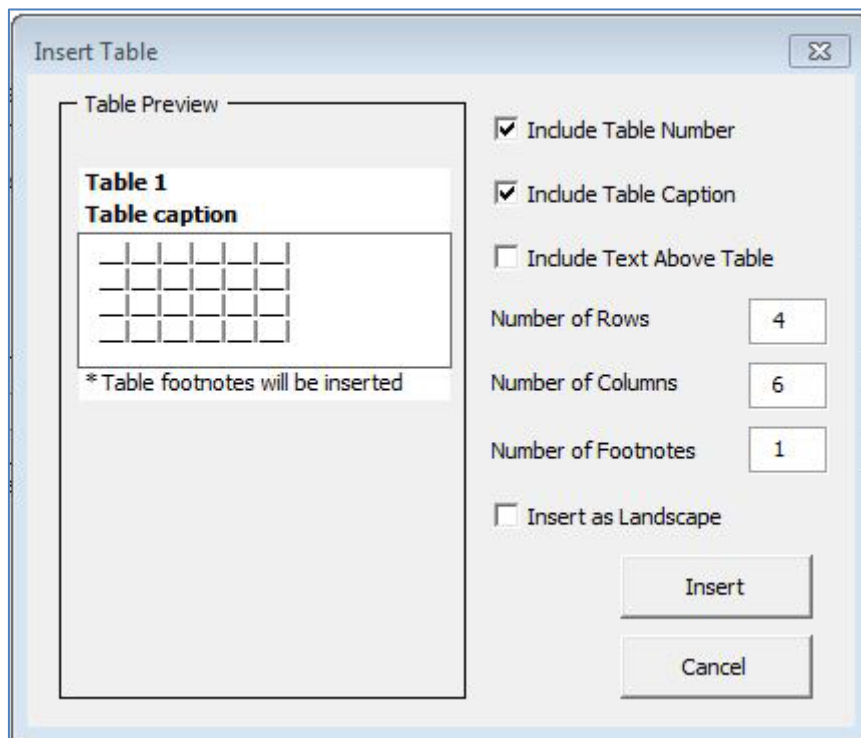
*Example of a table*

### To insert the example table using the “SI Drafting Tools” Ribbon

1. **Tables:**  **Insert Table**



2. Select "Include Table Caption"
3. Set "Number of Rows" to 4, "Number of Columns" to 6, Number of Footnotes to 1.



4. Click "Insert"

**Table 1**

Put table caption here

<i>Column header</i>					

(1) Type text here for footnote 1

5. Enter the table and footnote text.

**Table 1****Seed of other species**

<i>Category of seed sampled</i>	<i>All other plant species (including species specified in columns 3 to 6)</i>	<i>Other cereal species</i>	<i>All plant species other than cereals</i>	<i>Wild oats or darnel</i>	<i>Wild radish, corn cockle, sterile brome or couch</i>
Basic seed	1	0	1	0	0
C1	2	1	1	0	1
C2	4	3	2	0	1

(1) Only in respect of wild radish and corn cockle.

6. Place the cursor to the right of the zero in the cell for Basic Seed/Wild radish

7. **Tables:**

Table Options,



Table Footnote Ref

Insert Table Footnote Reference

Enter Reference Number

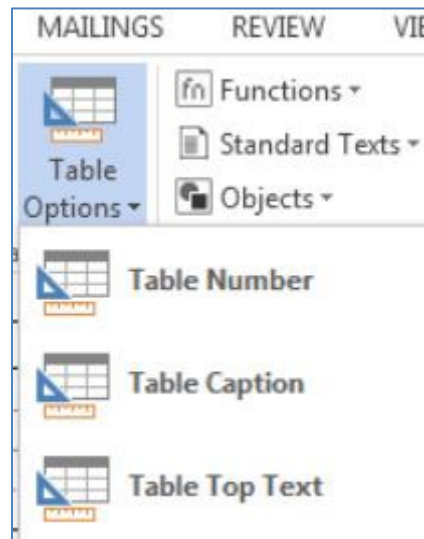
8. Enter "1" and click "Insert".

<i>Wild radish, corn cockle, sterile brome or couch</i>
0 <sup>(1)</sup>
1
1

## Table Options

### Retrospectively adding Table heading paragraphs

To retrospectively add Table Number, Caption, or Table Top Text paragraphs, Table Option functions may be used. If the table is quoted, ensure that the LQ or NLQ mode is turned on first.



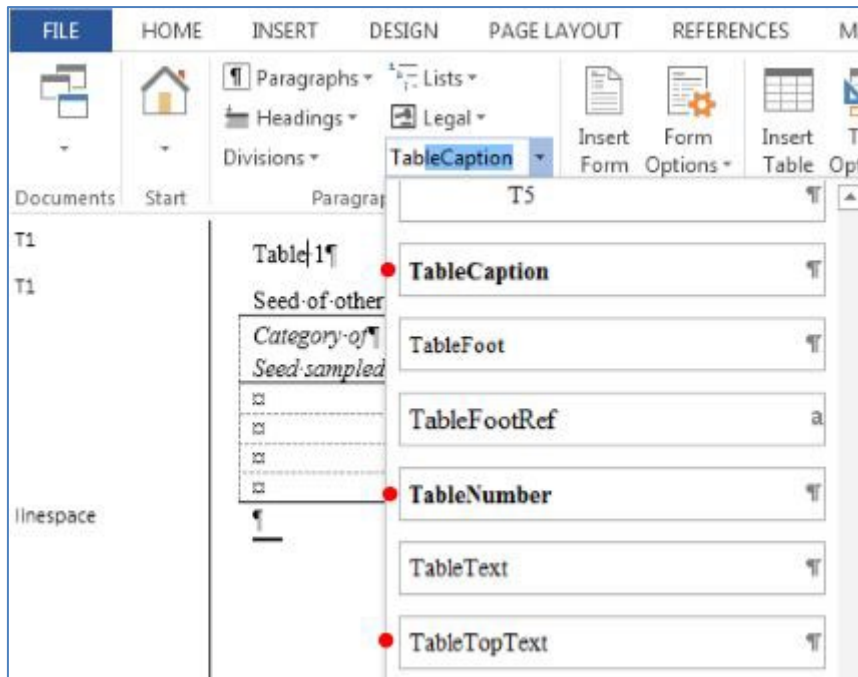
*Functions to insert the three table heading paragraphs*

Alternatively, type the text on 'T1' paragraphs

T1	Table 1						
T1	Seed of other species						
	<table><tr><td>Category of</td><td>All other plant</td><td>Of</td></tr><tr><td>Seed sampled</td><td>species</td><td>sp</td></tr></table>	Category of	All other plant	Of	Seed sampled	species	sp
Category of	All other plant	Of					
Seed sampled	species	sp					

*Text to precede a table*

Then, with the cursor placed in each paragraph in turn, select the appropriate paragraph style from the drop-down list.



*The three styles (or their LQ/NLQ equivalents) may be applied.*

### Retrospectively adding Table Footnote paragraphs

1. If the table is quoted, ensure that the LQ or NLQ mode is turned on first.
2. Place the cursor in a 'linespace' paragraph immediately beneath the table (or existing footnotes), or at an insertion point at the end of an existing footnote

linespace	C2a	4a	3
linespace			

*Inserting the first table footnote paragraph*



3. **Table Options:** , **Table Footnote**
4. Enter the footnote number into the dialogue

### Inserting a Cross Reference to a Table Footnote

1. The Table Footnote to be referenced must exist.
2. Place the cursor where the cross reference is to be inserted



3. **Table Options:** , **Table Footnote Ref**
4. Enter the footnote number into the dialogue

***Note:** if more than one footnote is to be inserted, there must be unformatted text between them*

Column-header
Basic-seed <sup>(1)</sup>

After inserting footnote (1), press Ctrl+space, then type a comma and/or space before adding another footnote

## Straddle Header

A straddle header indicates a sub heading within a table that applies to the rows that follow.

			57.43	86.13
		Zambia	0.04, up to a maximum of 38.29	0.06, up to a maximum of 57.43
<b>Branches with foliage</b>				
Phoenix	up to 100 kg	Costa Rica	16.75	25.13
	each additional 100 kg or part thereof	Costa Rica	1.66, up to a maximum of 134.02	2.49, up to a maximum of 201.03

*“Branches with foliage” acts as a sub heading to rows that follow.*

The properties of a Straddle Header are that it is formatted bold and is merged across all columns. To apply a straddle header

1. Place the cursor in the cell containing the heading



2. **Table Options:** , **Straddle Header**







## **Section 3. SI drafting special features**



## Update, Restart, Continue Numbering

Many template features use fields to implement numbering. This includes

- Automatic numbering of the “N2” part of “N1+2” regulations
- Automatic numbering of Schedules and Parts
- Cross references

Word may not refresh the underlying values of these numbers after some editing operations, including deleting, inserting, copy/pasting of paragraphs. Update numbering makes Word refresh all number codes.

### To Update Numbering from the “SI Drafting Tools” Ribbon

1. **Features:**  Functions,  Update numbering

### Shortcut alternative

1. F9

Word’s default behaviour is to continue a number sequence unless some action forces it to change. The first “N1” number in a Schedule will continue from the previous occurrence of an “N1”.

It is a requirement that all numbering in a Schedule restarts at 1.

SCHEDULE		Article 7(4)
Matters to be considered in the welfare assessment		
8. The eligible person’s emotional state, day to day activities, personal safety, influences on the eligible person and the eligible person’s personal identity.		

*First paragraph in this Schedule is 8 because previous N1 was 7*



In complex definition paragraphs, an N3 sub paragraph will also continue the number sequence.

“electronic transmission” means
(a) by means of an electronic co
(b) by other means but while in
“footpath” and “footway” have th
“statutory undertaker” means—
(c) any person who is a statutory
(d) any public communications
Act;
“street” includes part of a street;

*The sub paragraphs in the “statutory undertaker” definition continue the N3 sequence*

## To Restart Numbering from the “SI Drafting Tools” Ribbon

1. Place the cursor in the paragraph to be restarted.



2. **Features:**  Functions,  Restart Numbering

**Important!** Do not use Word functions, e.g. right-click menus, to restart numbering.

It is unlikely that there will be a need to make a number sequence continue unless it was restarted in error.

## To Continue Numbering from the “SI Drafting Tools” Ribbon

1. Place the cursor in the paragraph where the number sequence is to continue.

2. **Features:**  Functions,  Continue Numbering

## Signature

The signature block describes the authority for making an SI. This will generally include

- Name of a minister or representative
- Name of a government department
- Authority for making the SI
- Date of making
- Address
- Legal Seal

There are regional variations. Furthermore, some items are optional and some may be omitted in Draft instruments. The signature block function will insert the signature text according to the regional setting.

The signature block will appear after the main body of the document, before any schedules. If there are no schedules, it goes before the Explanatory Note.

A signature block may also appear at the end of schedules, before the Explanatory Note.

Signed by the Authority of the Secretary of State for Health

1st May 2020

*Jane Ellison*  
Parliamentary Under Secretary of State  
Department of Health

*Example of a UKSI signature*

Sealed with the Official Seal of the Department of Justice on 1st May 2020



*David Ford*  
Minister of Justice

*Example of an NISR signature*

St Andrew's House,  
Edinburgh  
1st May 2020

*Maureen Watt*  
Authorised to sign by the Scottish Ministers

*Example of an SSI signature*

### To insert a default signature from the “SI Drafting Tools” Ribbon

1. **Features:**  **Standard Texts,**  **Insert Signature**

***Top Tip:*** do not change the default signature block text until you have something to replace it with.

Each item of text in a signature block is marked with a character style. This has specific functionality in the publishing system. Changes need to be made with care.

To overwrite text that appears on the left:

1. Put the cursor to the right of the text
2. Use the home key or left arrow to select the text to be changed
3. Overtyping the selected text

To overwrite text that appears tabbed to the right:

1. Put the cursor to the left of the text
2. Use the end key or right arrow to select the text to be changed
3. Overtyping the selected text

More than one department may sign an instrument: use two signature blocks.

A signature block with multiple signees and departments can be created by use of the signature block function, but it is recommended that inexperienced users consider the autosig function instead.

9th February 2015	Edward Troup Simon Bowles Two of the Commissioners for Her Majesty's Revenue and Customs
The Lord Chancellor and the Scottish Ministers concur in the making of these Regulations as indicated in the preamble.	
Signed by the authority of the Lord Chancellor	
9th February 2015	Shailesh Vara Parliamentary Under Secretary of State Ministry of Justice
5th February 2015	Paul Wheelhouse Authorised to sign by the Scottish Ministers

*A complex signature block where the autosig function would be advised.*

## Auto Signature

A complex signature can be created by:

- Editing text inserted by repeated application of the signature block function
- Format text using tabs and character styles
- Use of the autosig tool

9th February 2015	Edward Troup Simon Bowles Two of the Commissioners for Her Majesty's Revenue and Customs
The Lord Chancellor and the Scottish Ministers concur in the making of these Regulations as indicated in the preamble.	
Signed by the authority of the Lord Chancellor	
9th February 2015	Shailesh Vara Parliamentary Under Secretary of State Ministry of Justice
5th February 2015	Paul Wheelhouse Authorised to sign by the Scottish Ministers

*A complex signature block where the autosig function would be advised.*

Since the permutation of signature block texts is infinite, the tool might apply rules in a manner that does match the required text.

Here are two different attempts to insert this signature block. The second attempt gives the required result.

**Use Auto Sig tool on from the “SI Drafting Tools” Ribbon to create the example signature block: first attempt.**

1. **Features:**  **Standard Texts,**  **Auto Signature**
2. Enter the first two Signatories, Job Title and Date

Insert Signature

Signatory Text

Address

Date  
9th February 2015

Signatory Group

Signatories  
Edward Troup  
Simon Bowles

Job Title  
misioners for Her Majesty's Revenue and Customs

Department

<-- --> Add

Insert Close

3. Click “Add”
4. Add the Signatory Text, Signatory, Job Title and Department. The previous Date text remains

Insert Signature

Signatory Text  
regulations as indicated in the preamble.  
Signed by the authority of the Lord Chancellor

Address

Date  
9th February 2015

Signatory Group

Signatories  
Shailesh Vara

Job Title  
Parliamentary Under Secretary of State

Department  
Ministry of Justice

<-- --> Add

Insert Close

5. Click “Add”
6. Erase the Signatory Text
7. Add the final Signatory and Job Title. Edit the date

Insert Signature

Signatory Text  
regulations as indicated in the preamble.  
Signed by the authority of the Lord Chancellor

Address

Date  
5th February 2015

Signatory Group

Signatories  
Paul Wheelhouse

Job Title  
Authorised to sign by the Scottish Ministers

Department

<--- --> Add

Insert Close

8. Click “Insert”

The Lord Chancellor and the Scottish Ministers concur in the making of these regulations as indicated in the preamble.  
Signed by the authority of the Lord Chancellor

Edward Troup  
Simon Bowles

Two of the Commissioners for Her Majesty's Revenue and Customs  
Shailesh Vara

Parliamentary Under Secretary of State  
Ministry of Justice  
Paul Wheelhouse

5th February 2015 Authorised to sign by the Scottish Ministers

*First attempt at the auto signature*

In this instance, the required signature block needs to be created as three consecutive signature blocks.

**Use Auto Sig tool on from the “SI Drafting Tools” Ribbon to create the example signature block: second attempt.**

1. **Features:**  **Standard Texts,**  **Auto Signature**
2. Enter the first two Signatories, Job Title and Date



Insert Signature

Signatory Text

Address

Date  
9th February 2015

Signatory Group



Signatories  
Edward Troup  
Simon Bowles

Job Title  
Commissioners for Her Majesty's Revenue and Customs

Department

<--- --> Add

Insert Close

3. Click “Insert”, then “Close”.
4. Press Ctrl+space to reset the character formatting, then the Enter key to start a new paragraph.
5. **Features:**  **Standard Texts,**  **Auto Signature**
6. Enter the two Signatory Paragraphs, the next Signee, Job Title, Department and Date.

Insert Signature

Signatory Text  
Regulations as indicated in the preamble.  
Signed by the authority of the Lord Chancellor.

Address

Date  
9th February 2015

Signatory Group



Signatories  
Shailesh Vara

Job Title  
Parliamentary Under Secretary of State

Department  
Ministry of Justice

<--- --> Add

Insert Close

7. Click “Insert”, then “Close”.
8. Press Ctrl+space to reset the character formatting, then the Enter key to start a new paragraph.
9. **Features:**  **Standard Texts,**  **Auto Signature**
10. Enter the final Signee, Job Title and Date.

11. Click “Insert”, then “Close”.
12. Press Ctrl+space to reset the character formatting, then the Enter key to start a new paragraph.

	<i>Edward Troup</i> <i>Simon Bowles</i>
9th February 2015	Two of the Commissioners for Her Majesty’s Revenue and Customs
Regulations as indicated in the preamble. Signed by the authority of the Lord Chancellor.	
9th February 2015	<u><i>Shailesh Vara</i></u> Parliamentary Under Secretary of State Ministry of Justice
9th February 2015	<i>Paul Wheelhouse</i> <u>Authorised to sign by the Scottish Ministers</u>

*Second attempt at the auto signature*



## Legal Seal

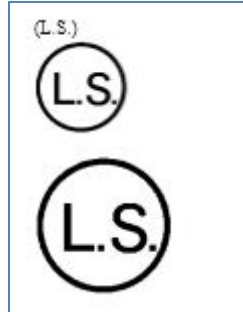
Optional placeholder for a Seal in the signature block. Common in NISRs, occasionally found in UKSIs.

Sealed with the Official Seal of the Department of Justice on 1st May 2020	
	<i>David Ford</i> Minister of Justice

*The Seal is positioned beneath the signatory text*

## To apply the feature from the “SI Drafting Tools” Ribbon

1. Place the cursor at the seal insertion point
2. **Features:**  **Standard Texts**,  **Seal**
3. Select from Text, Standard Image or Large Image



*The text Seal and two image Seals*

## Explanatory Note

The Explanatory Note is usually the last part of an SI, unless there is an Earlier Orders section, and is mandatory. This feature inserts the two heading paragraphs for the Explanatory Note.



*Explanatory Note heading paragraphs*

## To insert the Explanatory Note headings from the “SI Drafting Tools” Ribbon

1. **Features:**  **Standard Texts**,  **Explanatory Note**

### Shortcut alternative

1. Alt + X

The content that follows the headings usually comprises T1, or T1 indent, paragraphs. It may include other features, for example:

- Lists
- H1 headings
- Tables
- “N” paragraphs
- Images

## Earlier Orders

This would be the final part of an SI and is optional. The feature inserts the two heading paragraphs and the table, which may be edited.

NOTE AS TO EARLIER COMMENCEMENT ORDER		
<i>(This note is not part of the Order)</i>		
Provision	Date of Commencement	S.I. No.

*Earlier Orders table and heading paragraphs*

## To insert the Earlier Orders table and heading from the “SI Drafting Tools” Ribbon

1. Features Group | Standard Texts | Earlier

In the third column, the SI number should be correctly cited and not just listed as year and number. For example:

- S.I. 2015/440
- S.S.I. 2015/200
- S.R. 2014/300

## Page break




A common Word processing task is to force a paragraph to start on a new page by using a manual page break. This would be applied from the Insert ribbon or the Ctrl+Enter key sequence. This action introduces a page break character into the document.

**Warning:** This action should not be taken in an SI as it is intended for office-printed Word documents, rather than the electronic publishing system used by secondary legislation. It introduces a physical character in the document, which can cause unpredictable side effects.

The SI Template page break function changes the property of a paragraph so that the paragraph will start a new page in the PDF of the print copy.

## To apply the Page Break feature from the “SI Drafting Tools” Ribbon

1. Place the cursor in the paragraph to become the start of the new PDF page.

2. Features:  Objects,  Page Break,  Apply

## To remove the Page Break feature from the “SI Drafting Tools” Ribbon

1. Place the cursor in the paragraph where the page break feature has been applied

2. **Features:**  Objects,  Page Break,  Remove

## Text Break

Word uses a pagination tool to decide when to wrap a paragraph onto a new line. This is a visual effect, applying to printed products only. There is no concept of a line in electronic legislation, since how a paragraph is rendered depends on the output device.

The text break feature changes the type of space character between selected groups of adjacent words in a paragraph.

The consequence is the paragraph will be paginated in a different way. Word will regard the selected text as if it were a single longer word. It then needs to wrap the “long word” to the next line in order to fit.

The Environmental Permitting (England and Wales) Regulations  
2007

*Example of a Title before Text Break is used to control the word wrap*

The Environmental Permitting (England and Wales)  
Regulations 2007

*Example of a Title with Text Break applied to “Regulations 2007”\**

## To apply the Text break feature from the “SI Drafting Tools” Ribbon

1. Select the words\* to be joined using the Text Break feature

2. **Features:**  Objects,  Text Break

## Footnotes

Any reference in a statutory instrument to an Act, another instrument, legislation of the European Union or a Command Paper should have a footnote giving respectively the year and chapter number, year and serial number, *Official Journal* reference, or Command Paper number.

In the SI document, footnotes are lettered (a), (b) and so on, starting at (a) on each page. The exception is in Welsh legislation, where footnote references are numeric. (When published online, where there is no concept of pages, footnotes are rendered numerically at the end of each chunk).

The Treasury makes the following Order in exercise of the powers conferred by sections 42(3), 42(4) and 42(5) of the Scotland Act 2012(a).

#### Citation and interpretation

1.—(1) This Order may be cited as the Devolution of Landfill Tax (Consequential, Transitional and Saving Provisions) Order 2015.

(2) In this Order—

“FA 1996” means the Finance Act 1996(b);

“LFTR 1996” means the Landfill Tax Regulations 1996(c);

*Example showing references to three footnotes*



- (a) 2012 c.11
- (b) 1996 c.8
- (c) SI 1996/1527; regulation 33 has been amended by SI 1999/3270, SSI 2000/323, SI 2003/46, SI 2003/605, SI 2003/2313, SI 2006/1054, SI 2007/1898, SI 2007/3538, SI 2009/1890, SI 2010/675, SI 2012/360 and SI 2013/658; regulation 36 has been amended by SI 1999/2370; there are other amendments to SI 1996/1527 but they are not relevant to this Order.











































*Corresponding footnotes for previous example*

### To insert a footnote from the “SI Drafting Tools” Ribbon

1. Place the cursor where the footnote cross reference is to appear

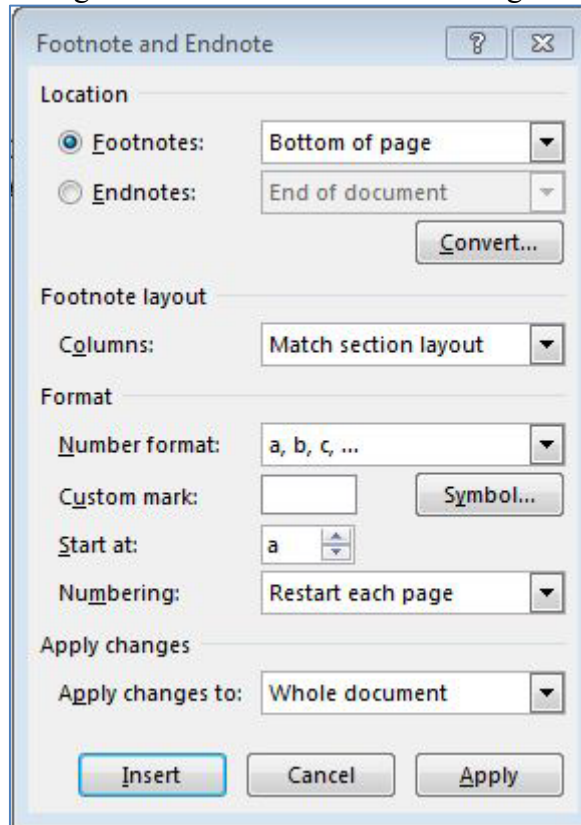
The Treasury makes the following Order in exercise of the powers conferred by sections 42(3), 42(4) and 42(5) of the Scotland Act 2012

2. **Features:**  **Objects,**  **Footnote**

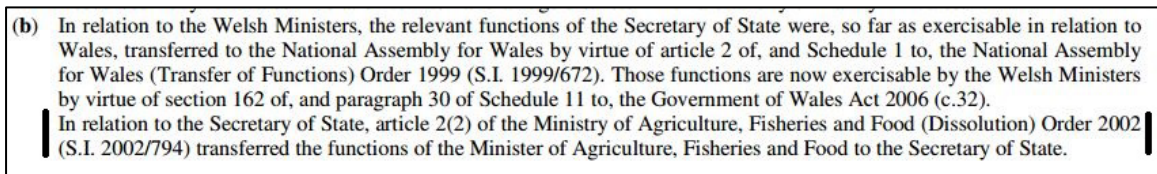


3. Change any setting where it does not match the image below.



4. Select “Apply”

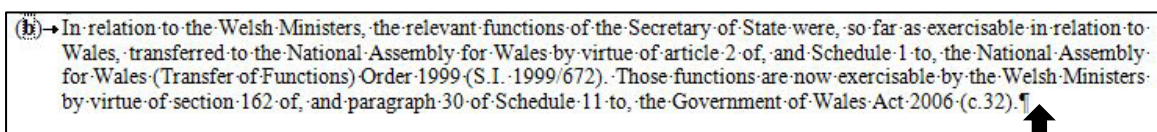
Some footnotes may have continuation paragraphs.



*A footnote continuation paragraph (indicated)*

## To insert a footnote continuation paragraph from the “SI Drafting Tools” Ribbon

1. Place the cursor at the end of the first paragraph




2. Features:  Objects,  Footnote Continuation



3. Type the next paragraph

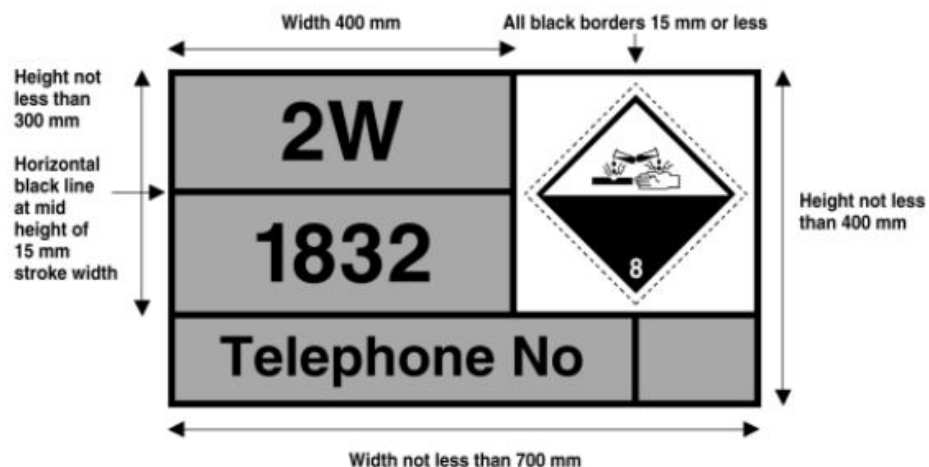
## Images

Images may be inserted inline (within a paragraph of text) or display (standalone paragraph). Word functions must not be used to insert images.

The CE marking  must be affixed in accordance with regulation 8 and Schedule 4. Regulation 9 makes provision for other markings and inscriptions.¶

*Example of an inline image*

- (e) it shall conform to the figure below; and
- (f) it shall be clearly visible.



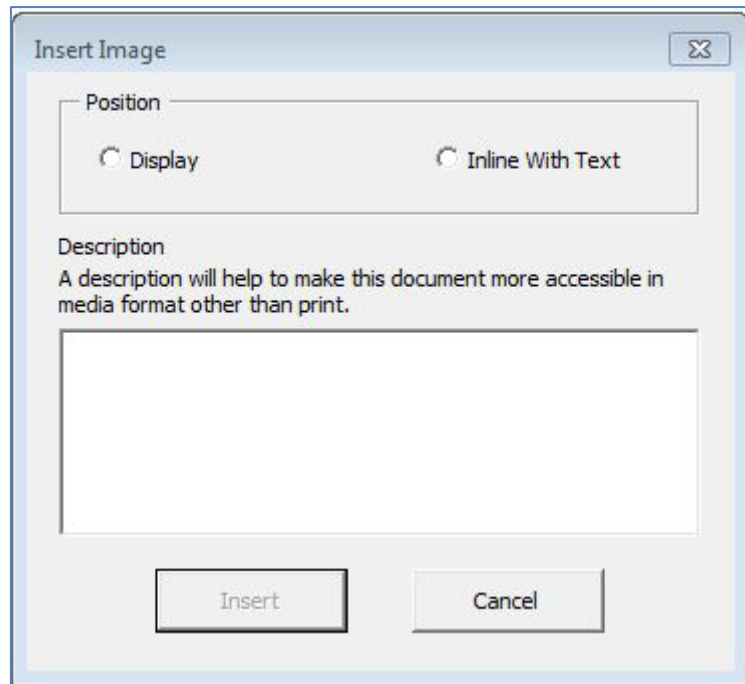
*Example of a Display image*

### To insert an image from the “SI Drafting Tools” Ribbon

1. Place the cursor at the insertion point: within a paragraph for inline, at the end of a paragraph or in a “linespace” paragraph for display.

2. **Features:**  Objects,  Image





*Insert image dialogue*

3. Select “Display” or “Inline with text”
4. Adding descriptive text increases accessibility<sup>1</sup>.
5. Select “Insert”
6. Browse to, and select, the required image

## Formulae

Word may be installed with a default “Equation Editor” or an enhanced “Mathtype”<sup>2</sup>. Equation objects should not be applied directly from the Word Insert Ribbon. The Drafting Tool does not support Equation Objects

To represent a formula, prepare that formula outside of the Drafting Tool. Save an image of the formula and insert that image using the Drafting Tool Image Functionality

## Image Description

The Insert Image function has a dialogue box where descriptive information may be added to improve accessibility. This text will not show in print, but it will aid accessibility for digital users and readers with special needs who use assistive technology such as screen readers. Note that absence of descriptive text will trigger a validation warning.

---

<sup>1</sup> Note that absence of descriptive text will trigger a validation warning

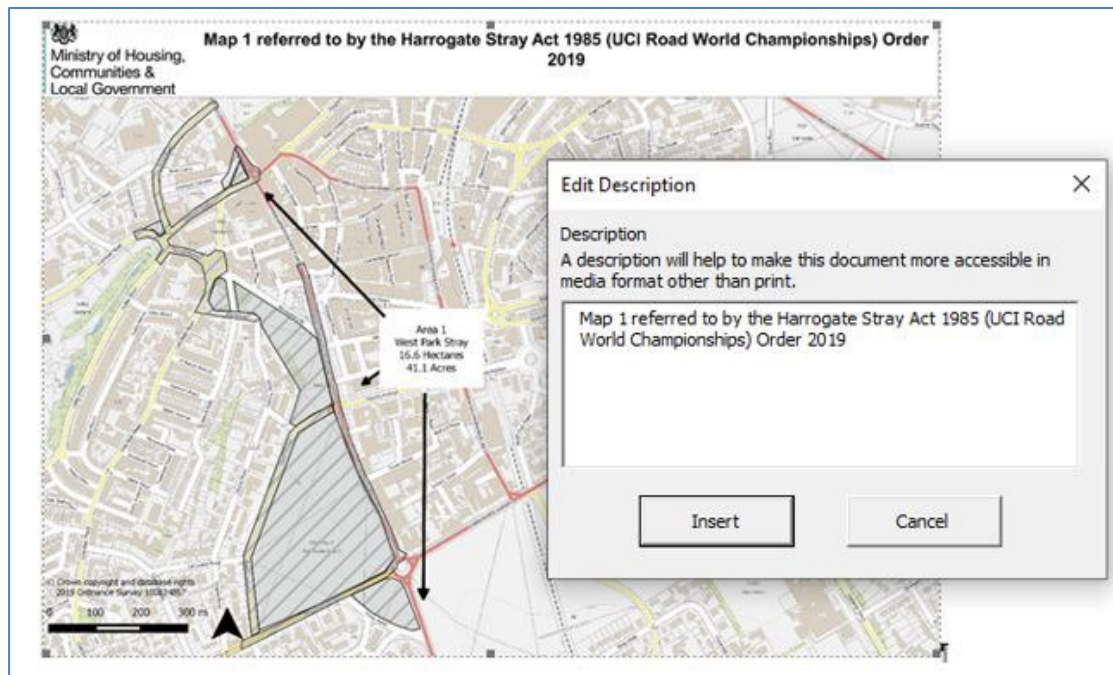
<sup>2</sup> This feature may be disabled in some versions of Word

Description

A description will help to make this document more accessible in media format other than print.

*Descriptive information box for Insert Image function*

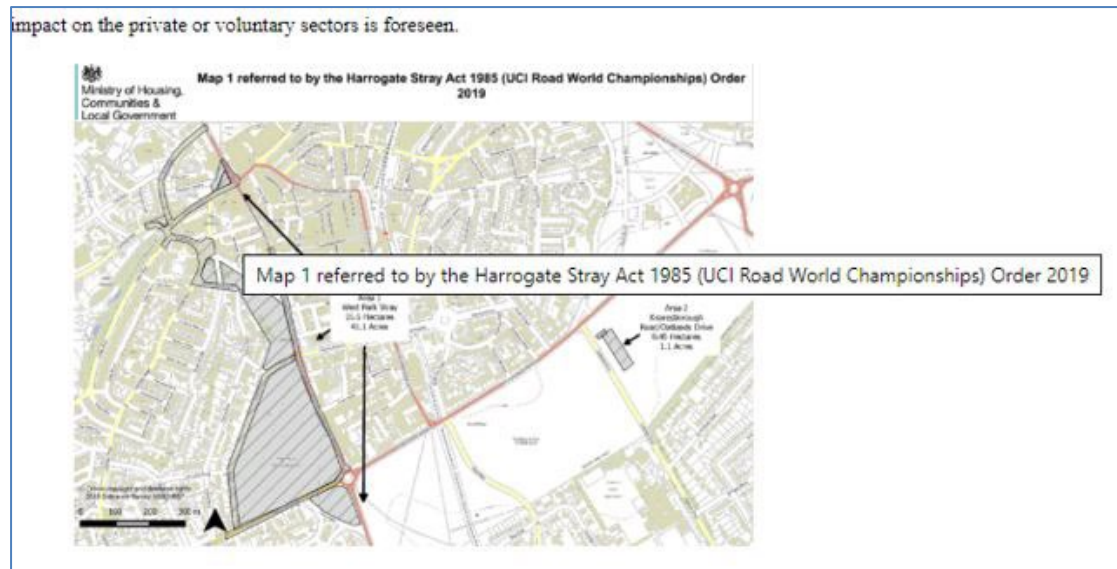
A map, for example, could have a description of the area the image represents.



*Example of Descriptive Information (alt text) being added to a map*

Descriptive information (alt text) for an image shows as mouse-over text in published legislation

impact on the private or voluntary sectors is foreseen.



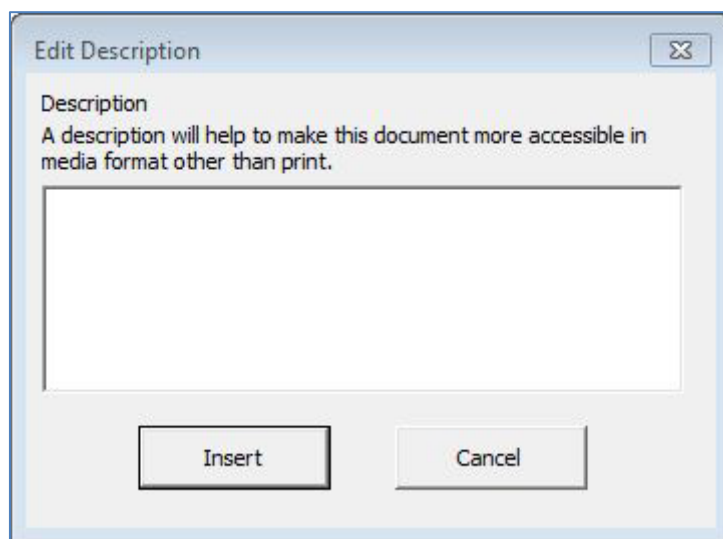
*Example of alt text being displayed when the cursor is placed over an image*

This information may be retrospectively added

## To add descriptive information from the “SI Drafting Tools” Ribbon

1. Select the image

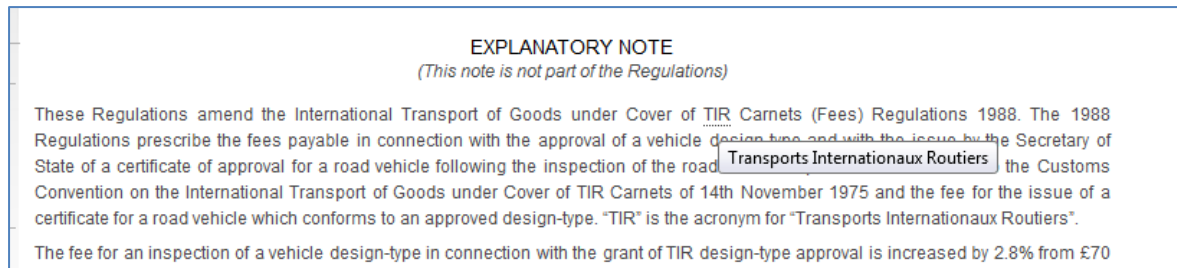
2. **Features:**  **Objects,**  **Edit Description**



3. Add the description and select “Insert”.

## Acronyms and abbreviations

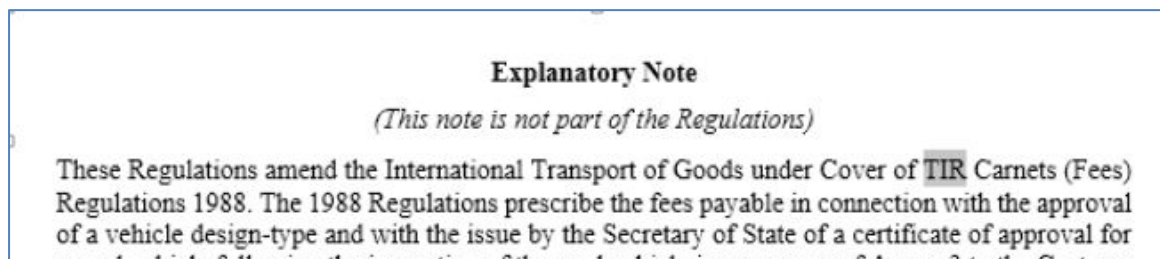
This feature will allow the expanded form of an acronym or abbreviation to be stored. It can then be made accessible in electronic publication.



*Example of an Acronym (TIR)*

## To mark text and as acronym or abbreviation using the "SI Drafting Tools" Ribbon

1. Select the text to be marked



2. Features:  Objects,  Acronyms + Abbreviations,  Mark

Mark Acronym/Abbreviation X

Available List

Item	Item Expansion
TIR	

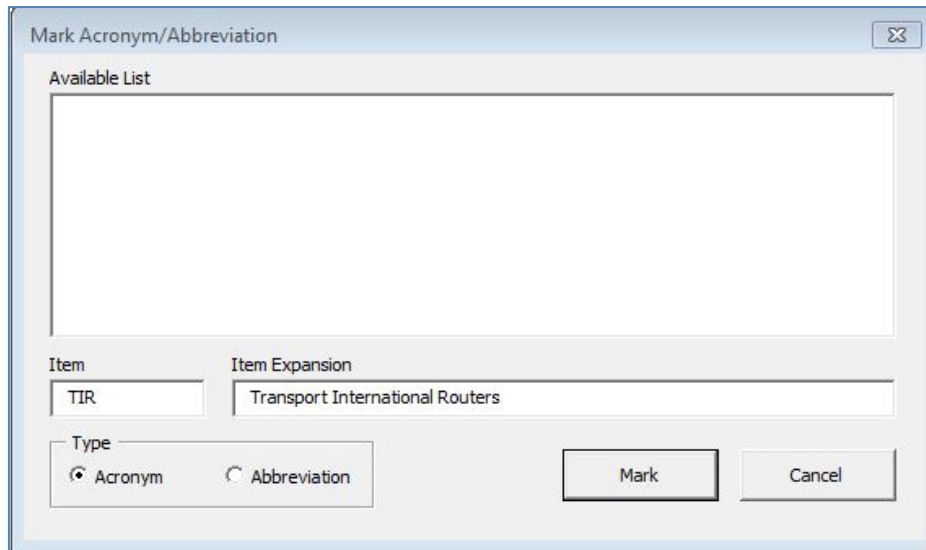
Type

☐ Acronym
 ☐ Abbreviation

Mark

Cancel

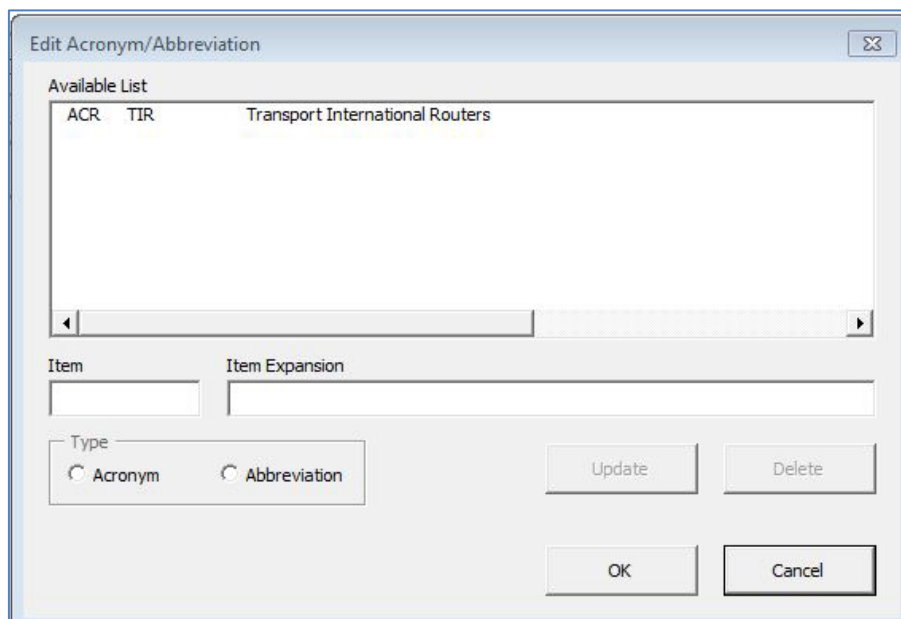
3. Enter the Item Expansion, select "Acronym".



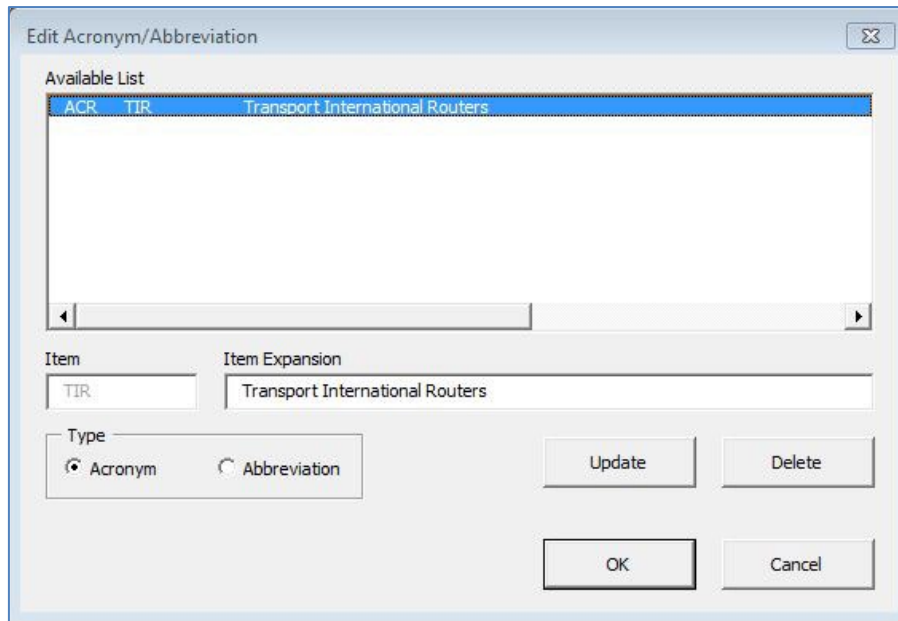
4. Select “Mark”

### To edit the acronym and abbreviation list using the “SI Drafting Tools” Ribbon

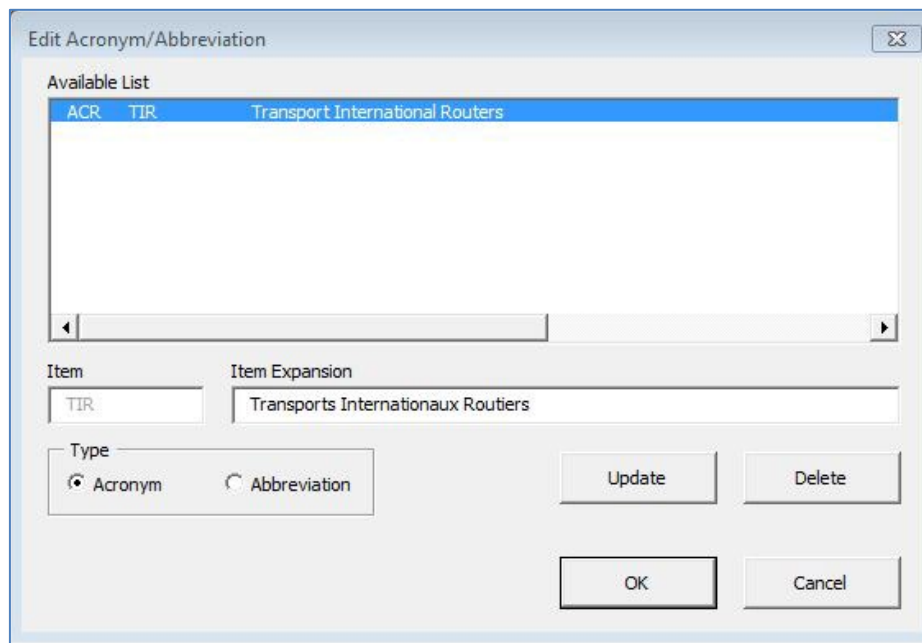
1. **Features:**  Objects,  Acronyms + Abbreviations,  Edit List



1. Select the items to be edited



## 2. Edit the Item Expansion



## 3. Select “Update”, then “OK”. (Note the option to delete from this dialogue).

There is also a feature to “unmark” an acronym or abbreviation from the body of the document. Unlike “delete”, this leaves the item and expansion in the List, but erases the selected reference to it.

## To unmark an acronym or abbreviation using the “SI Drafting Tools” Ribbon

### 1. Select the text to be unmarked

2. **Features:**  Objects,  Acronyms + Abbreviations,  Unmark



## Cross Reference

This feature is used to create a dynamic reference to another part of the document. A static reference is one that is typed. Dynamic means that it can be updated.

Consider the fragment below. Regulation (3) makes a reference to regulation (2)

1.—(1) Every operator must take all measures necessary to prevent major accidents and to limit their consequences for human health and the environment.  
(2) Every operator must provide the competent authority with such assistance as is necessary to enable the competent authority to perform its functions under these Regulations  
(3) Without prejudice to the generality of paragraph (2), every operator must in particular provide such assistance as is necessary to the competent authority.

### *Example of a Cross Reference*

If a paragraph is inserted between (1) and (2), the cross reference is now incorrect.



1.—(1) Every operator must take all measures necessary to prevent major accidents and to limit their consequences for human health and the environment.  
(2) Every operator must demonstrate to the competent authority that it has taken all measures necessary as specified in these Regulations.  
(3) Every operator must provide the competent authority with such assistance as is necessary to enable the competent authority to perform its functions under these Regulations  
(4) Without prejudice to the generality of paragraph (2), every operator must in particular provide such assistance as is necessary to the competent authority.

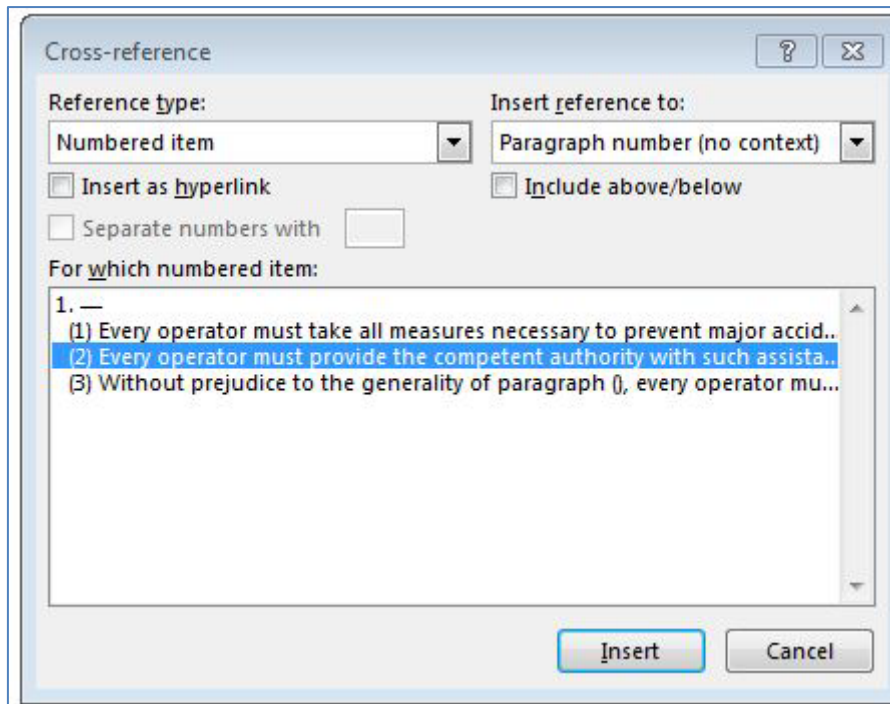
This is true of a static (typed) link

## To insert a cross reference (dynamic link) from the “SI Drafting Tools” Ribbon

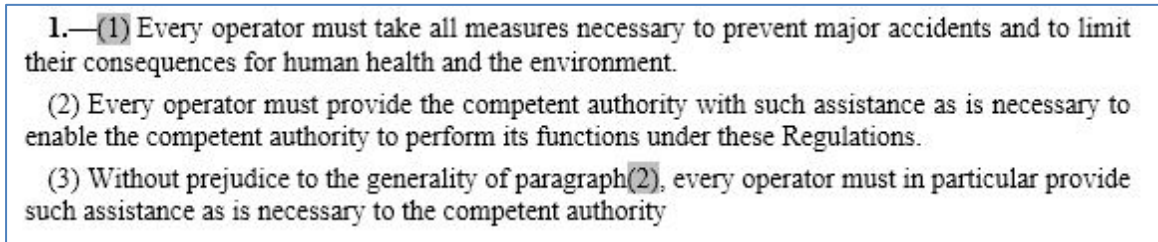
1. Place the cursor at the point where the link is to be made

1.—(1) Every operator must take all measures necessary to prevent major accidents and to limit their consequences for human health and the environment.  
(2) Every operator must provide the competent authority with such assistance as is necessary to enable the competent authority to perform its functions under these Regulations  
(3) Without prejudice to the generality of paragraph, every operator must in particular provide such assistance as is necessary to the competent authority.

2. **Features:**  **Objects,**  **Cross Reference**
3. Change the “Reference type” to “Numbered item” and “Insert reference to” to “Paragraph number (no context)”

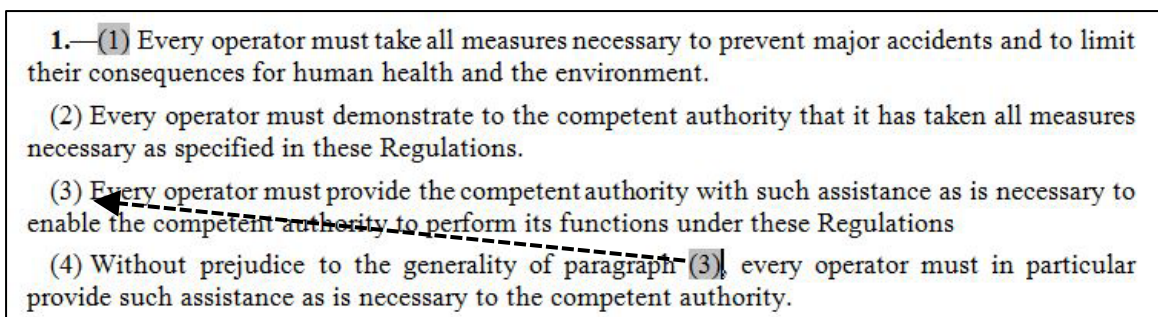


4. Select “Insert”, then close.



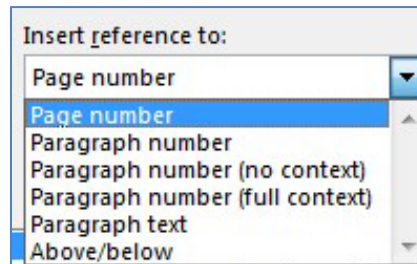
With the new paragraph inserted, the update feature should then be used:

5. **Features,**  **Functions,**  **Update Numbering**



There are a number of options in “Insert Reference to”

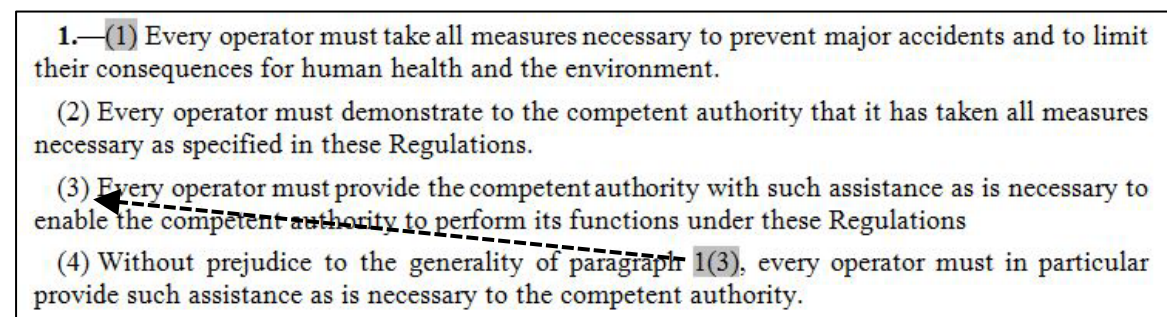




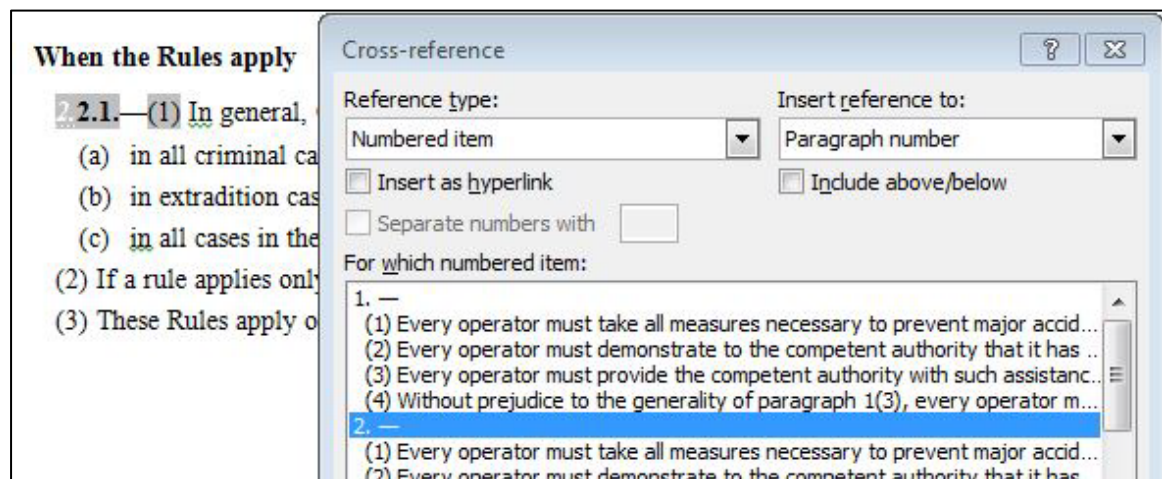
The two options of relevance are

- Paragraph number (no context)
- Paragraph number (full context)

“Full context” is used to make a reference outside of the current regulation. If this were selected instead of “no context” in the example, then the cross reference would instead display as “1(3)”.



A rule numbered paragraph has three components, one of which is hidden. A cross reference must not point to the hidden part of the number.



The hidden part of the regulation “2” is currently selected. A cross reference **must not** be inserted to this location. Only the “2.1” or “(1)” locations may be selected.

**Note:** Cross references are dynamic. If the point to which the cross reference are made is deleted, it will break the link. This may not become apparent until the numbering is updated by, for example

- Printing
- Validating

- Use of the Drafting Tool “Update numbering” function.

In these cases, the cross reference will be replaced with text “**Error! Reference source not found**”. It can be fixed by reinserting the cross reference (dynamic) or use of text that represents the regulation number (static)

## The Fix tool

This tool will help you to correct many errors that might invalidate the document or would be considered not best practice.

There are five groups of error that may be included when the Fix tool is used.

### Basic formatting errors

This will:

- Remove formatting from tabs
- Remove colour formatting from spaces
- Remove outline levels

### Correct spaces/tabs

With the exception of forms, this will:

- Remove leading spaces at the start and end of lines
- Remove spaces either side of tabs
- Remove tabs at the ends of paragraphs
- Convert double spaces into single spaces

***Note:** a table is not considered a form unless it exclusively contains the specified form paragraph styles.*

### Convert straight quotes to typesetter’s quotes

If the autocorrect option was not set (page 6) apostrophes and quotes are left “straight”. This function will convert them to the typesetter’s (curly) equivalents.

### Correct blank paragraph styles

This converts all blank lines that are not Form styles, SigBlock style or TableText style to the “linespace” style.

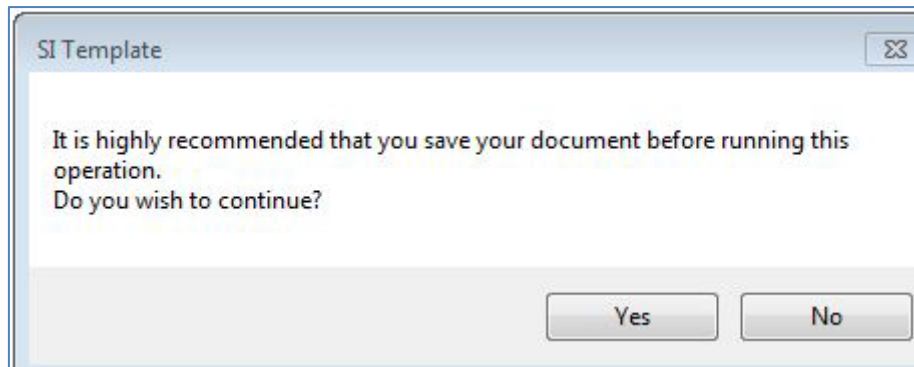
### Remove foreign language settings

Sometimes words or paragraphs are flagged by validation as being set to a foreign language (this can result from copying the text from another source). Usually this is not required, and this Fix option converts all language settings to English (UK).

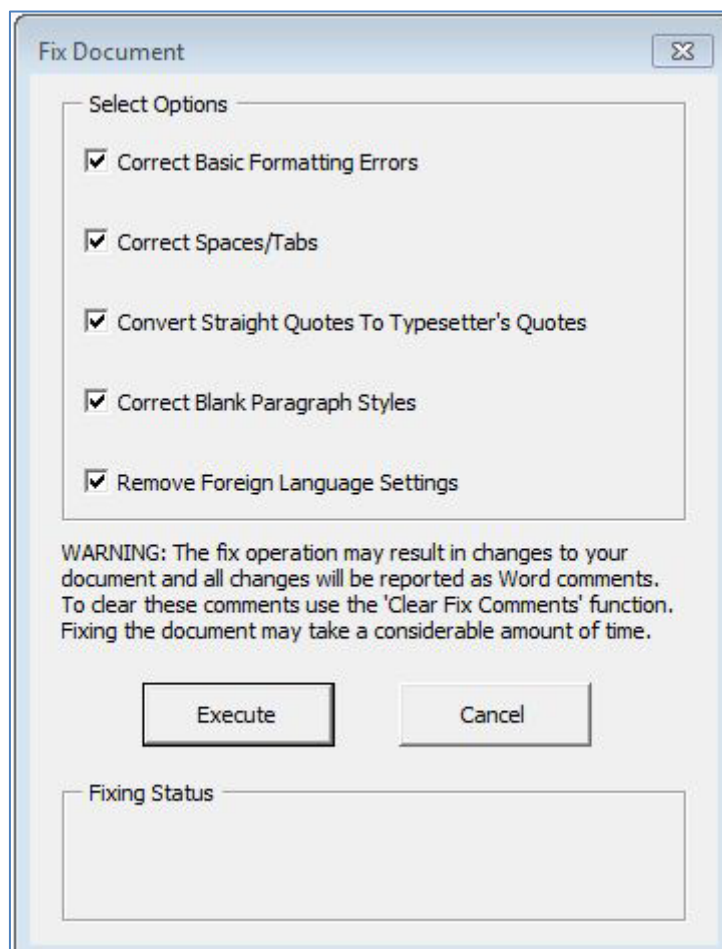
***Note:** The fix tool is not able to correct errors in footnotes: these need to be fixed manually according to feedback in the validation report. Foreign language settings in footnotes require special attention. Please refer to the FAQ “Reset footnote proofing language”*

## To apply the fix tool from the “SI Drafting Tools” Ribbon

1. **Features:**  **Fix**,  **Fix Document**

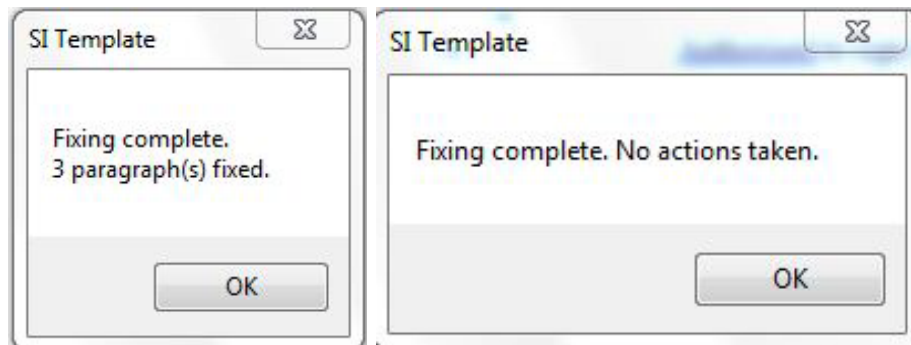


2. Select "Yes" to continue
3. Select the required options



4. Select "Execute" to continue



**Note:** Execution time does depend upon document complexity and size. You might wish to defer running Fix over a lunch break or overnight in a large document.

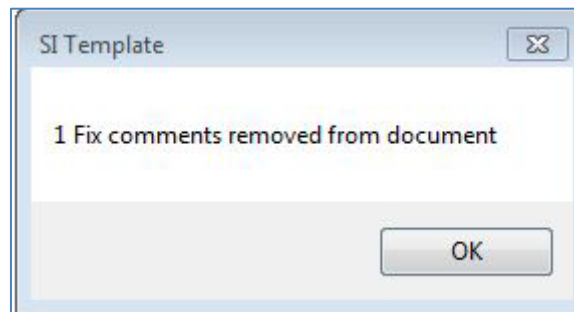


*Alternative feedback messages from the Fix tool*

The Fix command will add comments to the document. These should be reviewed. After reviewing the comments, they should be deleted.

### To remove Fix comments using the “SI Drafting Tools” Ribbon

1. **Features:**  Fix,  Clear Fix Document



*Feedback after clearing Fix comments*



## **Section 4. NI and W regional variations**



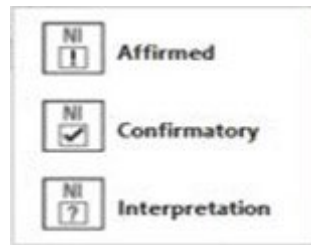
## NI ribbon tab

This contains the features specific to the Northern Ireland SR regional variations. If you are familiar with legacy versions of the SI template, it is similar to the “Northern Ireland” toolbar. It is enabled only when the type of the current document is set to “Northern Ireland Statutory Rule”



*The “NI” ribbon tab*

Under this tab, features are found in three groups



*Features under the NI ribbon tab*

Affirmed relates to

- Subject to affirmation
- Affirmed
- Subject to approval
- Approved

Confirmatory relates to

- Before approval
- Approved

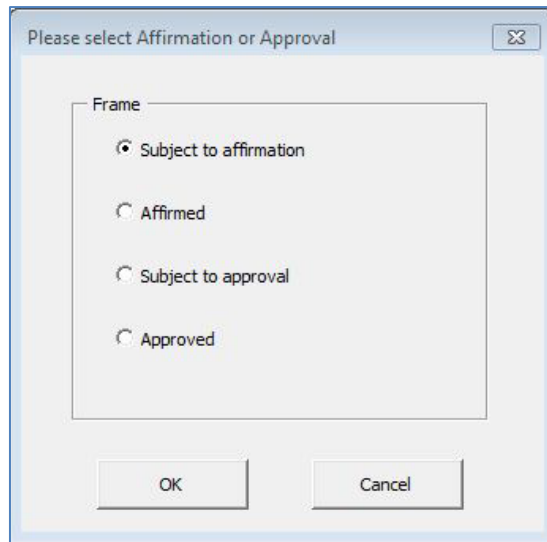
Interpretation inserts text relating to the Interpretation Act.

Users seeking the function formerly known as “Negative” would now find this as Start | Approval Texts | Laid | Laid in Recess

## Affirmed

This is a set of functions relating to Resolutions of the Northern Ireland Assembly.





*The Affirmed dialogue*

*Order laid before the Assembly under section 1(7) of the Harbours Act (Northern Ireland) 1970, and subject to affirmative resolution procedure of the Assembly*


---

STATUTORY RULES OF NORTHERN IRELAND

---

*Example of “Subject to Affirmation”*

### To insert “Subject to Affirmative Resolution” using the “SI Drafting Tools” Ribbon

1. **Northern Ireland:**  **Affirmed**
2. Select “Subject to Affirmation” and “OK”

*Regulations laid before the Assembly under \*\*\*, and subject to affirmative resolution procedure of the Assembly*

---

STATUTORY RULES OF NORTHERN IRELAND


---

3. Edit the text as required

*Made - - - - 19th February 2020*  
*Affirmed by resolution of the Assembly on 10th March 2020*  
*Coming into operation in accordance with Article 1*

*Example of “Affirmed”*

## To insert “Affirmed by Resolution” using the “SI Drafting Tools” Ribbon

1. **Northern Ireland:**  **Affirmed**
2. Select “Affirmed” and “OK”

*Made - - - - 19th February 2020*  
*Affirmed by resolution of the Assembly on \*\*\**  
*Coming into operation in accordance with Article 1*

3. Edit the text as required

*Draft Order laid before the Assembly under section 21(2) of the Justice (Northern Ireland) Act 2004 for approval*

---

DRAFT STATUTORY RULES OF NORTHERN  
IRELAND

---

*Example of “Subject to Approval”*

## To insert “Subject to approval” using the “SI Drafting Tools” Ribbon

1. **Northern Ireland:**  **Affirmed**
2. Select “Subject to Approval” and “OK”

*Draft Regulations laid before the Assembly under \*\*\* for approval*

---

DRAFT STATUTORY RULES OF NORTHERN  
IRELAND


---

3. Edit the text as required




*Laid before the Assembly in draft*  
*Made - - - -*  
*Coming into operation -*

*Example of “Approved”*

## To insert “Approved” using the “SI Drafting Tools” Ribbon

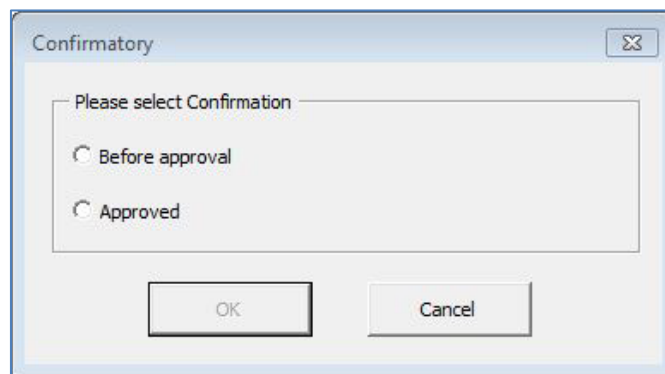
1. **Northern Ireland:**  **Affirmed**
2. Select “Approved” and “OK”

<i>Laid before the Assembly in draft</i>	
<i>Made</i> - - - -	2020
<i>Coming into operation</i> -	2020

*Note: this paragraph may also be inserted using **Start:***  **Approval Texts,**   
*Laid,*  **Laid in Draft** and select “Laid before Assembly”

## Confirmatory

Two functions relating to Approval by resolution of the Northern Ireland Assembly



The dialog box titled 'Confirmatory' has a close button in the top right. It contains a label 'Please select Confirmation' followed by two radio button options: 'Before approval' and 'Approved'. At the bottom are 'OK' and 'Cancel' buttons.

*The Confirmatory Dialogue*

*Regulations made by the Department for Social Development and laid before the Assembly under section 26(11) of the Child Support, Pensions and Social Security Act (Northern Ireland) 2000 for approval of the Assembly before the expiration of 6 months from the date of their coming into operation.*

---

STATUTORY RULES OF NORTHERN IRELAND

---

*Example of “Before Approval”*

## To insert “Before Approval” from the “SI Drafting Tools” Ribbon

1. Northern Ireland,  Confirmatory
2. Select “Before Approval” and “OK”

*Regulations made by the \*\*\* and laid before the Assembly under \*\*\* for approval of the Assembly before the expiration of \*\*\* months from the date of their coming into operation*

---

STATUTORY RULES OF NORTHERN IRELAND


---

3. Edit the text as required

<i>Made</i>	- - - - -	<i>1st February 2020</i>
<i>Coming into operation</i>	-	<i>1st April 2020</i>
<i>Approved by resolution of the Assembly on 23rd March 2020</i>		

*Example of “Approved”*

### To insert “Approved” from the “SI Drafting Tools” Ribbon

1. **Northern Ireland,**  **Confirmatory**
2. Select “Approved” and “OK”

<i>Made</i>	- - - - -	<i>1st February 2020</i>
<i>Coming into operation</i>	-	<i>1st April 2020</i>
<i>Approved by resolution of the Assembly on ***</i>		

3. Edit the text as required

## Interpretation

To insert a reference to the Interpretation Act.

### **Citation, commencement and interpretation**

1.—(1) This Order may be cited as the Justice (Northern Ireland) Act 2004 (Amendment of section 8(4)) Order (Northern Ireland) 2015.

(2) This Order shall come into operation on the day following the date on which this Order is approved by resolution of the Assembly.

(3) The Interpretation Act (Northern Ireland) 1954 shall apply to this Order as it applies to an Act of the Assembly(c).

*Example use of a reference to the Interpretation Act*

### To insert a reference to the Interpretation Act from the “SI Drafting Tools” Ribbon

1. Prepare the paragraph and place the cursor where the text is to be inserted

#### Citation, commencement and interpretation

1.—(1) This Order may be cited as the Justice (Northern Ireland) Act 2004 (Amendment of section 8(4)) Order (Northern Ireland) 2015.

(2) This Order shall come into operation on the day following the date on which this Order is approved by resolution of the Assembly.

(3)

#### 2. Northern Ireland: Interpretation

(3) The Interpretation Act (Northern Ireland) 1954 \*\*\* shall apply to these Regulations as it applies to an Act of the Assembly.

3. Edit the text as required

## Welsh ribbon tab

This contains the features specific to the Welsh SI regional variations. It is only enabled for documents created when the default document type is set to “Dual Welsh and English Statutory Instrument”.



*The “WSI” ribbon tab*

There is one function on the WSI Ribbon tab.

### WSI “Shared”


In some instances, elements from the Welsh or English documents will be shared between the two documents. These elements may include tables, signature blocks or even entire schedules. As both documents need to be the same and align with each other, the documents will need to be prepared for sharing. Preparing and sharing document elements uses the following method.

1. Turn on document line numbering: **Page Layout Ribbon: Line Numbers, Continuous**
2. In the document containing the shared item, make a note of the line numbering to start and end the shared item. Below is an example:

9	<b>Table 1</b>
10	(table-top-text)
	<i>Column header</i>
	Table text*
11	* Table footnote
12	

3. The table that is going to be shared starts at line 9 and continues until line 11.
4. Ensure the same line numbers are available in the opposite document. Below is an example:

7	<b>Citation and commencement</b>
8	1. These regulations may be cited as the Transport
9	
10	
11	
12	<b>Next Heading  </b>
13	

5. Select the element to be shared and click the Shared button: **Wales,**  **Shared**



## **Section 5. SI drafting overview, best practice**





## Insert a Landscape Section/Table

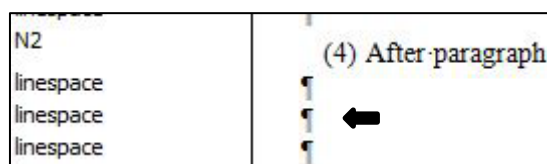
A common use of landscape pagination is for a wide table of data within a Schedule.


Users should not seek to insert their own landscape sections. Word inserts page numbers in a manner that is not the same as in legislation; they will not be in the correct place. It may also introduce errors in page margins or headers/footers which will be difficult to resolve.

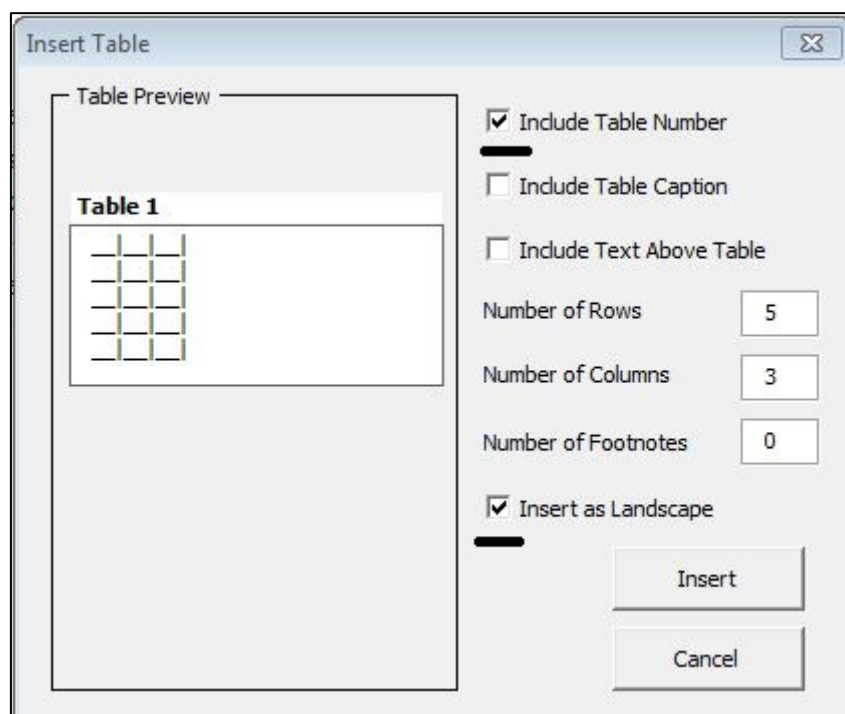
This procedure makes use of a landscape table; which can then be removed if not required.

### To insert a landscape table from the “SI Drafting Tools” Ribbon

1. Place the cursor in the middle of three blank ‘linespace’-styled paragraphs.



2. **Tables:**  **Insert Table**
3. Whether a table is required or not, always tick “Include Table Number” and “Insert as Landscape”



4. If a table *is* required, then other options may be ticked and the number of Rows/Columns/Footnotes set as required.
5. Select “Insert”

<b>Table 1</b>			
Column header			
Section Break (Next Page)			

*Default landscape table, Print layout view. Note the page number in left margin*

linespace	
TableNumber	<b>Table 1</b>
	Column header
linespace	
linespace	

*Left side of landscape table, Draft view*

### To insert paragraphs above the landscape table

1. Place the cursor at the start of the paragraph with the text “Table 1”
2. Press the enter key a few times

linespace	
TableNumber	
TableNumber	
TableNumber	
TableNumber	<b>Table 1</b>

3. Select the blank ‘TableNumber’ paragraphs

4. **Paragraphs:**  Paragraphs,  Linespace

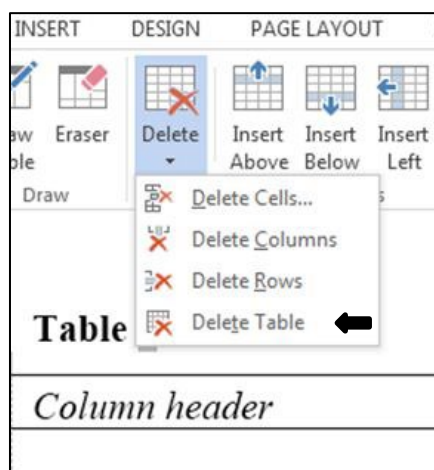
linespace	
linespace	
linespace	
linespace	
TableNumber	<b>Table 1</b>

5. Other features may be applied in this group of three blank paragraphs, for example insert a Schedule.

### To remove the landscape table

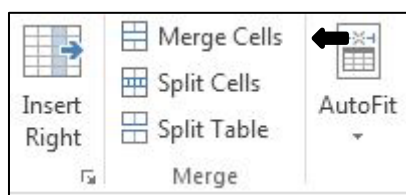
1. Insert the paragraphs above the table, as above
2. Place the cursor in the table

- From the **Table Tools** Ribbon: **Layout**, **Delete**, **Delete Table**

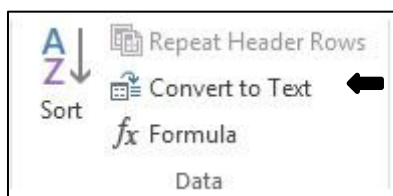


### To insert paragraphs beneath the landscape table

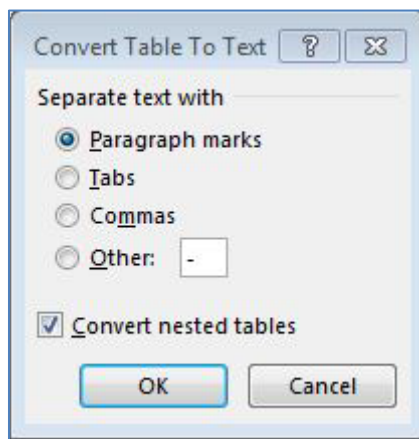
- If there are table footnotes, just place the cursor at the end and use the Enter key. Then change the new blank paragraph to 'linespace'.
- Otherwise, place the cursor in the very last cell of the table and press the Tab key to get a new blank row at the bottom of the table.
- Select this additional blank row.
- From the **Table Tools** Ribbon: **Layout**, **Merge Group**, **Merge Cells**



- From the **Table Tools** Ribbon: **Layout**, **Data group**, **Convert to Text**



- Select "OK"



This will place a blank paragraph before the section break of style 'TableText'

TableText	
linespace	
linespace	

7. Change the paragraph style to 'linespace' and press the Enter key as required.
8. Note that any cell border formats in the final row of the table may now need to be reapplied.

Note that if additional tables are required within a landscape section, the "Insert as Landscape" option should not be used for these tables.

## Long Quoted Paragraphs

In a block amendment, "long quoted" paragraphs are used. Most SI template paragraph styles have a long-quoted equivalent except for those found in

- Items preceding the Main Body (Subject, Number, Dates etc.)
- Signature block
- Explanatory Note and Earlier Orders
- Footnotes

Long quoted tables, forms and images are discussed elsewhere.

<p>(4) After paragraph (3) of regulation 3 insert—</p> <p>"(3A) Where a holding is situated in more than one territory, the final date on which the single application may be submitted, and the final date on which an application for the allocation of payment entitlements may be submitted, are the dates set in the territory of the competent authority for that holding in accordance with paragraphs (2) and (3)."</p>
---

### *Example of a long quote inserting a new paragraph*

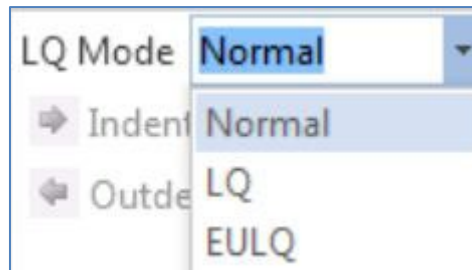
The UK withdrawal from the European Union (EU) will result in a number of items of EU legislation being adopted by the UK. This adopted legislation can be amended by SIs. In order to facilitate this, all of the long quote (LQ) and nested long quote (NLQ) styles have been duplicated and renamed as EULQ and EUNLQ styles with appropriate changes for drafting purposes.

If amending an item of UK legislation then the LQ and NLQ styles should be used. If amending an item of adopted UK legislation (formerly EU legislation) then the EULQ and EUNLQ styles should be used. If an SI is amending both UK and adopted UK legislation then the appropriate long quote and nested long quote styles should be used dependent on if it is amending UK or adopted UK legislation.

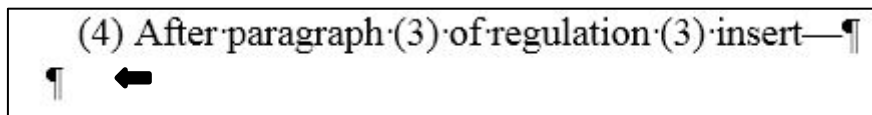
The guidance below will only use the terms LQ and NLQ but the functionality for using EULQ and EUNLQ is identical.

## To insert a long quote using Long Quote mode from the "SI Drafting Tools" Ribbon

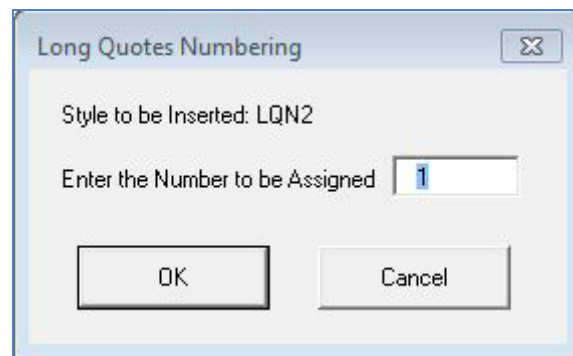
1. **Long Quotes: LQ Mode** change the selector from "Normal" to "LQ"



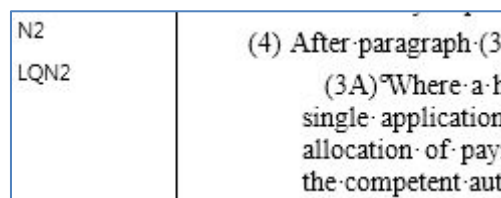
2. Place the cursor at the insertion point




3. **Paragraph Styles: Paragraphs**,  (2), for a quoted “N2” paragraph.




4. Enter the number for the quoted paragraph in the dialogue and “OK”
5. The text can then be added. Note that the paragraph style for a nested “N2” paragraph is called “LQN2”



An alternative method of inserting one or more paragraphs is to use the  “Indent” tool. This takes the range of selected paragraphs (be sure to select complete paragraphs) and changes the paragraph style for each to the long quote equivalent

### To insert a long quote using the Indent feature from the “SI Drafting Tools” Ribbon

*Note This feature does not apply to amendments made to adopted UK legislation (formerly EU legislation)*

1. Place the cursor at the insertion point.
2. **Paragraph Styles: Paragraphs**,  (2), for a nested “N2” paragraph. Note that the appropriate number sequence will be continued.

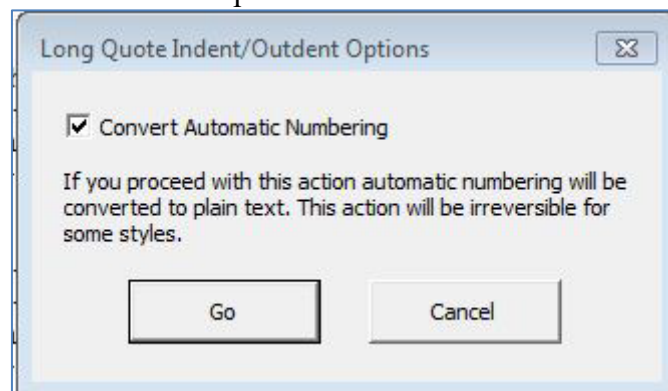
N2	(4) After paragraph (3) of regulation 3 insert—¶
N2	(5) ¶

3. The text can then be added.

N2	(4) After paragraph (3) of regulation 3 insert—¶
N2	(5) Where a holding is situated in more than one tenement application may be submitted, and the final date on which payment entitlements may be submitted, are the date and authority for that holding in accordance with paragraph 4.

4. Long Quotes Group | blue right-pointing arrow ➡, to convert the paragraph style to its long quote equivalent.

The dialogue that follows has an option: to convert or not convert numbering.



The option to select is not significant but it does have two different effects. Choose the one that is most favourable for the range and numbering in the paragraphs being indented.

N2	(4) After paragraph (3) of r
LQN2	(5) Where a holding single application may allocation of payment the competent authority

*Consequence of selecting “Convert Automatic Numbering”*

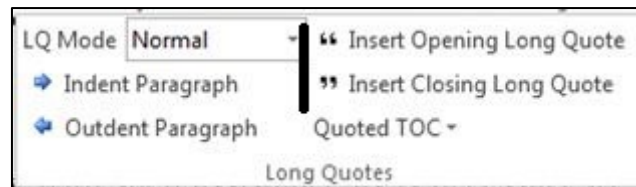
N2	(4) After paragraph (3) of r
LQN2	(*) Where a holding single application may allocation of payment the competent authority

*Consequence of not selecting “Convert Automatic Numbering”*

In either case the text, “\*” or “5”, is then edited to give the required number.


N2	(4) After paragraph (3) of re
LQN2	(3A) Where a holding single application may allocation of payment the competent authority

A block amendment has to start with an opening long quote quotation maker and end with a closing one.




*Long Quote Quotation Markers on the Long Quotes group*

### To insert an opening long quote quotation marker from the “SI Drafting Tools” Ribbon

1. Position the cursor within the first paragraph of the amendment (anywhere).
2. **Long Quotes:**  Insert Opening Long Quote

(4) After paragraph (3) of reg  
(3A) Where a holding  
single application may b  
allocation of payment er  
the competent authority f

### To insert a closing long quote quotation marker from the “SI Drafting Tools” Ribbon

1. Position the cursor at the insertion point where the mark is required
2. **Long Quotes:**  Insert Closing Long Quote

ritory, the final date on which the  
on which an application for the  
re the dates set in the territory of  
th paragraphs (2) and (3). ¶

### Best practice: spanning table cells

Where a data item applies to more than one consecutive row or column, the data should appear once only and the cells merged to span the rows or columns to which it relates.

A separate table row should be used for each set of data items. Blank paragraphs must not be used to vertically align data.



#### NOTE AS TO EARLIER COMMENCEMENT ORDERS

(This note is not part of the Order)

The following provisions of the Business Rate Supplements Act 2009 have been brought into force in England by commencement order made before the date of this Order:

Provision	Date of Commencement	S.I. No.
Sections 1 to 15	19th August 2009	S.I. 2009/2202 (C.96)
Section 16 (partially)	19th August 2009	S.I. 2009/2202 (C.96)
	16th July 2014	S.I. 2014/1860 (C.85)
Sections 17 to 27	19th August 2009	S.I. 2009/2202 (C.96)

*EO Table with two cells spanning a row*

### To merge cells to span two rows

1. Select the two cells

NOTE AS TO EARLIER COMMENCEMENT ORDERS		
(This note is not part of the Order)		
The following provisions of the Business Rate Supplements Act 2009 have been brought into force in England by commencement order made before the date of this Order:		
Provision	Date of Commencement	S.I. No.
Sections 1 to 15	19th August 2009	S.I. 2009/2202 (C.96)
Section 16 (partially)	19th August 2009	S.I. 2009/2202 (C.96)
	16th July 2014	S.I. 2014/1860 (C.85)
Sections 17 to 27	19th August 2009	S.I. 2009/2202 (C.96)

2. From the **Table Tools Ribbon: Layout, Merge cells**

NOTE AS TO EARLIER COMMENCEMENT ORDERS		
(This note is not part of the Order)		
The following provisions of the Business Rate Supplements Act 2009 have been brought into force in England by commencement order made before the date of this Order:		
Provision	Date of Commencement	S.I. No.
Sections 1 to 15	19th August 2009	S.I. 2009/2202 (C.96)
Section 16 (partially)	19th August 2009	S.I. 2009/2202 (C.96)
	16th July 2014	S.I. 2014/1860 (C.85)
Sections 17 to 27	19th August 2009	S.I. 2009/2202 (C.96)

*Amended table showing cells merged to span two rows*

### Best practice: Table number and Caption

The number and caption are two separate items of data. They should be on separate paragraphs to make the information accessible.

<b>Table 1 – Operator Competence Certificate Codes</b>		
	<i>Type of Facility</i>	<i>Minimum Relevant Operator Competence Certificate</i>
1.	Managing a landfill site for hazardous waste	4MLH
2.	Managing a landfill site for hazardous waste – single waste stream	4MLHS

*Table number and Caption should not appear in the same paragraph*

TableNumber	<b>Table 1 – Operator Competence Certificate Codes</b>		
		<i>Type of Facility</i>	<i>Minimum Relevant Operator Competence Certificate</i>
	1.	Managing a landfill site for hazardous waste	4MLH
	2.	Managing a landfill site for hazardous waste – single waste stream	4MLHS

*Incorrect use of ‘TableNumber’ paragraph*

TableNumber	<b>Table 1</b>		
TableCaption	<b>Operator Competence Certificate Codes</b>		
		<i>Type of Facility</i>	<i>Minimum Relevant Operator Competence Certificate</i>
	1.	Managing a landfill site for hazardous waste	4MLH
	2.	Managing a landfill site for hazardous waste – single waste stream	4MLHS

*Separate ‘TableNumber’ and ‘TableCaption’ to capture correctly the two items of data*

## Bad practice: using paragraphs to vertically align text

This example appears to show merged cells spanning rows.

NOTE AS TO EARLIER COMMENCEMENT ORDERS (This note is not part of the Order)		
<i>Provision</i>	<i>Date of Commencement</i>	<i>S.I. No.</i>
Section 2(1) and (2) (partially)	4th April 2014	S.I.2014/900 (C.39)
	9th April 2014	S.I. 2014/940 (C.42)
Sections 3(5) to (7) (partially)	4th April 2014	S.I.2014/900 (C.39)

However, examination of the Word file shows that the data is in a single table row.

NOTE AS TO EARLIER COMMENCEMENT ORDERS		
(This note is not part of the Order)		
Provision	Date of Commencement	S.I. No.
Section 2(1) and (2) (partially)	4th April 2014	S.I.2014/900 (C.39)
Sections 3(5) to (7) (partially)	9th April 2014	S.I. 2014/940 (C.42)
Section 5 (partially)	4th April 2014	S.I.2014/900 (C.39)

There are two problems.

There is no concept of a blank paragraph in electronic publishing, since this is a feature of a printed page. Blank paragraphs are therefore removed from the Word document. The published legislation is likely to appear as below:

NOTE AS TO EARLIER COMMENCEMENT ORDERS		
(This note is not part of the Order)		
Provision	Date of Commencement	S.I. No.
Section 2(1) and (2) (partially)	4th April 2014	S.I.2014/900 (C.39)
Sections 3(5) to (7) (partially)	9th April 2014	S.I. 2014/940 (C.42)
Section 5 (partially)	4th April 2014	S.I.2014/900 (C.39)

The second problem is that tables are “read” electronically cell-by-cell within each row. So, the human interpretation of data items corresponding is not preserved and the data is read as strings within three cells:

1. “Section 2(1) and (2) (partially) Sections 3(5) to (7) (partially) Section 5 (partially)”, followed by
2. “4th April 2014 9th April 2014 4th April 2014 4th April 2014”, then
3. “S.I.2014/900 (C.39) S.I. 2014/940 (C.42) S.I.2014/900 (C.39) S.I.2014/900 (C.39)”.

To resolve this, insert extra table rows (tab key from final cell) then cut/paste the content to the appropriate cells.

## Overview of Amendments

A common role of an SI is to amend other legislation. This is done by means of either inline or block amendments.

- An inline amendment is a change to the text of a paragraph.
- A block amendment relates to one or more complete paragraphs.

(2) In Part 1, item 5, paragraph (2)(b)—

- (a) for the figure “50” in column 3(b) (dual carriageway road), substitute “60”; and
- (b) for the figure “40” in column 3(c) (other road), substitute “50”.

*Example of inline amendments*

(b) after sub-paragraph (ii) insert—

- “(iii) the imposition of a financial penalty under section 12A of the Employment Tribunals Act”.

*Example of a block amendment*

The characteristics of block amendments in the SI document are

- they use a different set of paragraph styles, having an indent
- special “long quote quotation markers” are used instead of ordinary quotes. These appear in the document as a shaded field code.

Text that comes after a closing long quote quotation marker, the full stop in the above example, is called “append text”. The append text can be regarded as the end of the regulation making the amendment. The long quote quotation markers define the amendment.

There may be a sequence of amendments, each having their own set of long quote quotation markers. The paragraph making the amendment will have text of the form “in the appropriate places”. This is usually found in an alphabetic sequence, for example definitions.

5. In rule 1(1) in the appropriate places insert the following definitions—

““early conciliation certificate” means a certificate issued by ACAS in accordance with the Employment Tribunals (Early Conciliation: Exemptions and Rules of Procedure) Regulations 2013(1);

““early conciliation exemption” means an exemption contained in regulation 3(1) of the Employment Tribunals (Early Conciliation: Exemptions and Rules of Procedure) Regulations 2014”;

““early conciliation number” means the unique reference number which appears on an early conciliation certificate”;

*Example of a sequence of discrete block amendments*

Secondary legislation has a precedence of “print only” publication, preceding the advent of electronic publishing. Such practices are discouraged, since they do not make accessible legislation. This often relates to the drafter working in “typewriter mode” (describing the amendment as if it were just amending text). Consider the following example:

(1) Any council which is the local authority for the purposes of the M1Local Authority Social Services Act 1970 may cause to be buried or cremated the body of any deceased person who immediately before his death was being provided with accommodation under Part III of the M2National Assistance Act 1948 by, or by arrangement with, the council or was living in a hostel provided by the council under section 29 of that Act.



*Provision (1) before amendment*

An amendment is to be made so that “was being provided with accommodation...” is one provision (a) and is to be followed by a new provision (b).

- (1) Any council which is the local authority for the purposes of the M1Local Authority Social Services Act 1970 may cause to be buried or cremated the body of any deceased person who immediately before his death—
- (a) was being provided with accommodation under Part III of the M2National Assistance Act 1948 by, or by arrangement with, the council or was living in a hostel provided by the council under section 29 of that Act, or
  - (b) was being provided with accommodation under Part 1 of the Care Act 2014.

*Amendment provision (1)*

The required amendment was phrased as if text editing were taking place:

- (a) after “immediately before his death” insert  
—
- (a) —, and
- (b) after “section 29 of that Act” insert  
—, or
- (b) was being provided with accommodation under Part 1 of the Care Act 2014.

*Example of poor practice in amending legislation*

The best practice way to do this is to quote replacement regulations:

- (1) Replace regulation (1) with the following—
- (1) Any council which is the local authority for the purposes of the M1Local Authority Social Services Act 1970 may cause to be buried or cremated the body of any deceased person who immediately before his death—
- (a) was being provided with accommodation under Part III of the M2National Assistance Act 1948 by, or by arrangement with, the council or was living in a hostel provided by the council under section 29 of that Act, or
  - (b) was being provided with accommodation under Part 1 of the Care Act 2014.

*Example of best practice in amending legislation*

It is, however, acceptable to append text and a new provision with a block amendment,

- After sub-paragraph (b) insert—
- ; or
- (c) universal credit under Part 1 of the Welfare Reform Act 2012.

*Appending a new provision using a block amendment*

## Quoted tables

If a table is quoted, whether part of an amendment or as a replacement, then there are several key points:

- Long quote markers go at the start and end of the amendment.
- There are quoted paragraphs styles specific to the table number, title and caption
- Quoted styles are not used within a table (unless there is an amendment in a table)

<b>“Table 2</b>	
<b>Scheme Year 2014-2015</b>	
<i>Column 1</i>	<i>Column 2</i>
<i>Pensionable earnings band</i>	<i>Contribution percentage rate</i>
Up to £15,431	5%
£15,432 to £21,477	5.6%
£21,478 to £26,823	7.1%
£26,824 to £49,472	9.3%
£49,473 to £70,630	12.5%
£70,631 to £111,376	13.5%
£111,377 to any higher amount	14.5%”.

*Block amendment inserting a table*

### To insert the example table from the “SI Drafting Tools” Ribbon

1. Place the cursor at the insertion point (a blank ‘linespace; paragraph is recommended

N2	(2) For table 2 in sub-paragraph the scheme)(b), substitute—
linespace	
linespace	

2. **Long Quotes:** change mode to “LQ”
3. **Tables:** Insert Table
4. Set the leading paragraphs, number of rows and columns.

**Insert Table**

Table Preview

**Table 1**  
**Table caption**


☒ Include Table Number

☒ Include Table Caption

☐ Include Text Above Table

Number of Rows:

Number of Columns:

Number of Footnotes:

☐ Insert as Landscape

**Insert**

**Cancel**

5. Select “Insert”

timespace																	
LQTableNumber	<b>Table ***</b>																
LQTableCaption	<b>Put table caption here</b>																
	<table border="1"> <tr> <th>Column header</th><th></th></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Column header															
Column header																	
timespace																	

Note the ‘LQTableNumber’ and ‘LQTableCaption’ paragraph styles

6. Edit the text as required, insert opening and closing long quote quotation markers.



<p><b>Table 2</b></p> <p><b>Scheme Year 2014-2015</b></p>	
Column 1 <i>Pensionable earnings band</i>	Column 2 <i>Contribution percentage rate</i>
Up to £15,431	5%
£15,432 to £21,477	5.6%
£21,478 to £26,823	7.1%
£26,824 to £49,472	9.3%
£49,473 to £70,630	12.5%
£70,631 to £111,376	13.5%
£111,377 to any higher amount	14.5%

7. Adjust column widths as required.

**Table 2****Scheme Year 2014-2015**

<i>Column 1</i> <i>Pensionable earnings band</i>	<i>Column 2</i> <i>Contribution percentage rate</i>
Up to £15,431	5%
£15,432 to £21,477	5.6%
£21,478 to £26,823	7.1%
£26,824 to £49,472	9.3%
£49,473 to £70,630	12.5%
£70,631 to £111,376	13.5%
£111,377 to any higher amount	14.5%

## Quoted TOCs (Table of Contents)

A TOC cannot be inserted in a Quoted Schedule using the usual **Start:**  **TOC,**  **Insert Contents** function. A separate function and set of styles is provided for this purpose. This would also be used for amending an existing Table of Contents.

**Note:** *Quoted TOC features will work only in Long Quote Mode. They are disabled in normal and Nested Long Quote modes.*

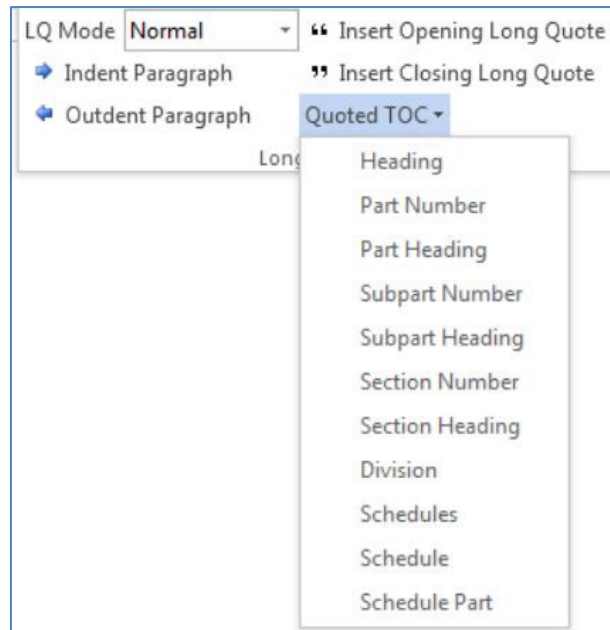
LQArrHead	HEADING (CONTENTS) (LQARRHEAD)	
LQTOC 1		Part Number (LQTOC 1)
LQTOC 2		Part Heading (LQTOC 2)
LQTOC 3		SubPart Number (LQTOC 3)
LQTOC 4		SubPart Heading (LQTOC 4)
LQTOC 5		Section Number (LQTOC 5)
LQTOC 6		Section Heading (LQTOC 6)
LQTOC 9	Division (LQTOC 9)	
LQTOC 9 indent	Division Extra (LQTOC 9INDENT)	
LQTOC 12		SCHEDULES (LQTOC 10)
LQTOC 11	Schedule (LQTOC 11)	
LQTOC 12		Schedule Part (LQTOC 12)

*Illustration of the range of Quoted TOC paragraph styles*

## To insert a Quoted TOC entry using the “SI Drafting Tools” Ribbon

1. **Long Quotes: Quoted TOC**
2. Select the required Division to appear as a TOC paragraph





*The options for a Quoted TOC*

### 3. Add opening and closing Long Quote Quotation markers where required.

LQschedule	▪	→	¶SCHEDULE 1A	→	Regulation 2(1)¶
LQscheduleHead	▪		General Risks¶		
LQArrHead	▪		Contents¶		
LQTOC 9	▪	1. →	Preliminary remarks¶		
LQTOC 9	▪	2. →	General¶		
LQTOC 9	▪	3. →	Risks for persons outside the car¶		
LQTOC 9	▪	4. →	Risks for persons in the car¶		
LQTOC 9	▪	5. →	Other risks¶		
LQTOC 9	▪	6. →	Marking¶		
LQTOC 9	▪	7. →	Instructions¶		
LQH1	▪		<b>Preliminary remarks¶</b>		
LQN1			8.—(1) Obligations under essential health and safety requirements apply only where the corresponding risk exists for the lift or safety component by the installer or the manufacturer.¶		

*Example of TOC in a Quoted Schedule*