

Change Notice: Version 9.1 of the SI Template

Version 9.0 of the SI Template was designed to incorporate two key changes required as a result of the United Kingdom's future withdrawal from the European Union:

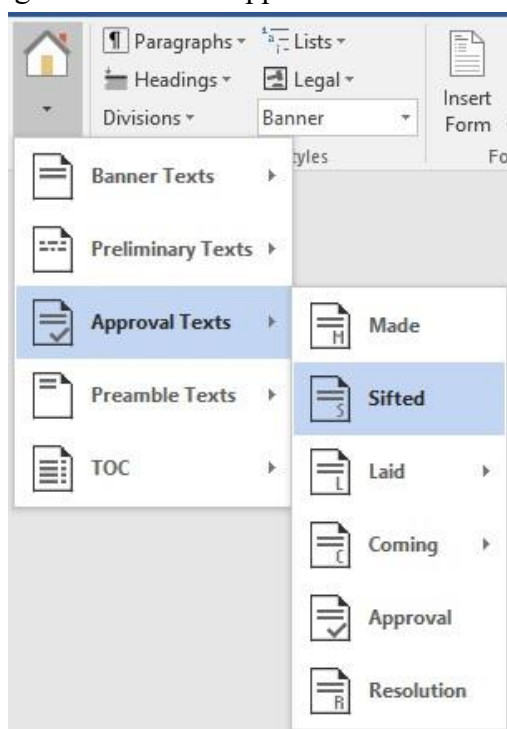
1. The introduction of an italic “Sift requirements satisfied” cross-heading
2. The ability to amend European Union legislation in the form of a long quote or nested long quote.

Version 9.1 has no additional functionality.

This guide introduces users to the changes and provides details on how to use the functionality introduced in Version 9.0.

1. Sift Date

The sift date will not appear by default when you begin drafting an instrument but can be inserted at any time by going to “Start” → “Approval Texts” → “Sifted”



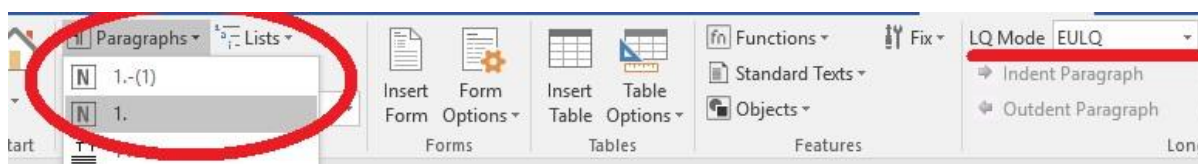
The relevant date should then be inserted into the pop-out box in the format “*ddth mmmm yyyy*” and you can then click “Insert”.

A screenshot of a dialog box titled 'Enter Sifting Date'. It contains a text input field with the placeholder text 'Enter Date (e.g. 12th February 2017)'. The field contains the text '14th October 2018'. Below the input field are two buttons: 'Insert' and 'Cancel'.

2. The New EULQ/EUNLQ Styles

The “LQ Mode” within the SI Template now has an additional option “EULQ” that can be used for inserting long quotes in the style of EU legislation. For example article level numbering in EU legislation is centred and italicised. This can now be achieved with the “EULQsection” style.

Once you are ready to insert your EU long quote, begin by selecting “EULQ” from the “LQ Mode” dropdown menu/textbox. You should then use the SI Template functions to select the correct formatting from the “Paragraph Styles” section of the ribbon toolbar. A sample document with the key styles included is available in Annex A and can be used for reference when drafting.



Note that for article level formatting (EULQsection) the dropdown option is available in “Divisions” then “Section”. You can then select the article number and amend the associated text accordingly, e.g. changing “SECTION” to “Article”.

As you are drafting your EU long quote and find the need to insert a nested long quote using the EU styles you can do so by simply returning to the LQ Mode dropdown and selecting “EUNLQ”.

You should only use the EULQ/EUNLQ functionality if you are long quoting European legislation. You should continue to use the existing LQ/NLQ styles if you are long quoting UK legislation.

The following procedure is recommended when using SI Template Version 9.1 to work on a document that has been prepared using SI Template versions 7, 8 or 9.

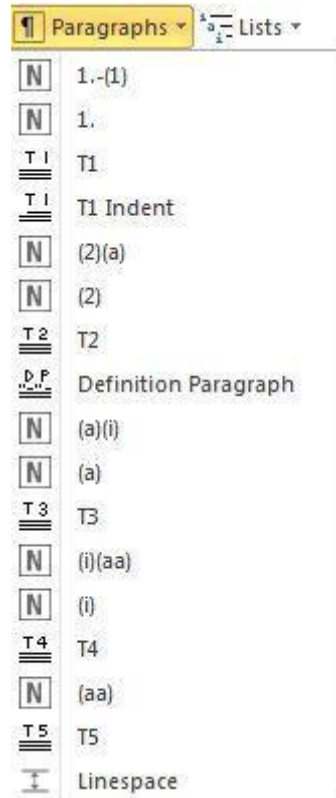
The SI template Open/Create/Save functions in the Documents ribbon group must be used

1. Use the SI template function to open the current document
2. Then use the function to create a new SI document.
3. Copy/paste the text from the original document to overwrite the default text in the new document
4. Backspace to erase the empty paragraph at the end of the new document.
5. Use the SI template function to save the new document.

Converting quoted styles inserted using a previous version of the template

If you have drafted an instrument that quotes European legislation....having “EU” as a prefix.

1. Copy the quoted section to notepad
2. Erase the quoted section from the SI document and replace it with a single blank paragraph style of style ‘linespace’.
3. Edit the text in Notepad to erase any numbering or formatting that precedes the text of a regulation. This includes digits, characters, parentheses, full stop, tabs, spaces, and dashes.
4. Copy/paste the edited text from Notepad into the blank ‘linespace’ paragraph
5. On the Long Quotes ribbon tab, select the “EULQ” mode
6. For each paragraph in turn, use the appropriate template function to reapply the correct paragraph style and numbering



You may wish to refer to the annotated styles in Annex A to ensure that this conversion process applies in the required fashion.

Annex A – A Sample of EULQ styles

“Article 6 (drafted as **EULQSection**)

The article heading is drafted as **EULQsectionHead**

1. Sub-articles are drafted in the style **EULQN1** and carry on to the second line underneath the numbering as per EU legislation.
 - (a) Lettered provisions are drafted as **EULQN3** to match the lettered provisions in UK legislation. The text continues below the text of the previous line.

The style **EULQT3** continues the previous lettered provision in a new paragraph.

 - (i) Provisions that use a Roman numeral use the next style down, **EULQN4**.

These provisions can also be continued using the style **EULQT4**.
2. The next sub-article will also use **EULQN1** as above.

The sub-article provision can be continued onto the next paragraph by using **EULQT1**.

— Lists are indicated by use of an em dash. This is included in the style **EULQList1**.

This is an example of **EULQList1 Cont** that would be a continuation of the previous list item without referring to a new list item.

— Occasionally EU legislation refers to sub-list items and these can be drafted using **EULQSublist1**

These items can also be continued by use of **EULQSublist1 Cont** as a style.”

Highlighting for illustrative purposes and only used to indicate styles used.

It is recommended that the SI template functions are always used to apply the correct paragraph formatting.