Word Note No. 4.1
Legislation templates, styles
and examples

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Introduction

1. This Word Note sets out information about formatting OPC Bills, instruments and parliamentary amendments. It should be read in conjunction with Word Note 4.2 which contains a range of rules for formatting legislation documents.
2. The main parts of this Word Note are tables setting out all of the features in legislation documents and the styles that should apply, and all of the available styles and where they are used.
3. Attached to this Word Note are sample documents showing formatting of a variety of OPC legislation documents. Other examples are included in S13BK159.

Legislation templates

1. The templates available are as follows:
	1. **Bill\_New.dotx**: for new principal Bills. The headers in this template show Chapters, Parts and Divisions;
	2. **Bill\_Amd.dotx**: for amending Bills. The headers in this template show amending Schedules, and amending Parts;
	3. **Bill\_Pam.dotx**: for parliamentary amendments;
	4. **Bill\_Cor.dotx**: for Bill corrections;
	5. **Bill\_Ins.dotx**: for Bill inserts;
	6. **Bill\_Plan.dotx**: for Bill plans.
	7. **Inst\_New.dotx**: for new principal legislative instruments. The headers in this template show Chapters, Parts and Divisions;
	8. **Inst\_Amd.dotx**: for amending legislative instruments. The headers in this template show amending Schedules, and amending Parts;
	9. **Inst\_ins.dotx**: for legislative instrument inserts;
	10. **Inst\_plan.dotx**: for legislative instrument plans;
	11. **Inst\_Proc.dotx**: for Proclamations;
	12. **NLI\_NEW.dotx**;
	13. **SLIS\_NEW.dotx**: for new principal select legislative instruments. The headers in this template show Chapters, Parts and Divisions;
	14. **SLIS\_Amd.dotx**: for amending select legislative instruments. The headers in this template show amending Schedules, and amending Parts;
	15. **SLIS\_INS.dotx**: for select legislative instrument inserts;
	16. **SLIS\_Plan.dotx**: for select legislative instrument plans.

Attach template macro

1. If you create a Bill or an instrument with the wrong template, there is a macro available to change it to another template. The macro attaches the new template and copies the headers and footers, and the default character styles across.
2. The macro is available from the OPC Macros menu, Formatting sub‑menu, Attach Template. It will prompt you for the name of the new template to attach to the Bill or instrument, then it copies the headers from the template, runs the header macro and formats the table of contents.

How to change headers within a legislation document

1. If a legislation document contains a word-processing section that requires different headers, you will need to insert a section break using the OPC Insert Special Section macro (Alt+X).

Paragraph styles available in legislation documents

1. The following table sets out main features of the styles‑based OPC legislation-related documents. Some styles are available only in some documents.

| **Feature** | **Style** | **Shortcut** | **Notes on use****Applies to both Bills and instruments unless noted otherwise** |
| --- | --- | --- | --- |
| The formal part |
| Cover page |  |  | The cover page is included as part of the document. The long title, portfolio and short title need to be completed. |
| Session | Session |  | The style is preset. It is used only in Bills. |
| House of introduction | House |  | The style is preset. It is used only in Bills. |
| Reading | Reading |  | The style is preset. It is used only in Bills. |
| Name of Territory for Ordinance | TerritoryT |  | Used only in Ordinances |
| Short title | ShortT |  | The style is preset. |
| Act number | Actno |  | The style is preset in templates for Bill documents. |
| Select Legislative Instrument number | InstNo |  | The style is preset in templates for Select Legislative Instrument documents. |
| Number of compiled legislation (Act, Statutory Rules or select legislative instrument) | CompiledActNo |  | Used only in compilations (for Act or instrument number with the words “as amended”) |
| Compilation text “made under the” on the cover page of compilation of instrument | MadeunderText |  | Used only in compilations of instruments |
| Compilation text on the cover page of compilation of instrument mentioning Act the instrument was made under | CompiledMadeUnder |  | Used only in compilations of instruments |
| Making words for instrument (on cover page of instrument) | SignCoverPageStart |  | Used only in instruments. Inserted by Insert signature block macro. |
| Title of counter-signer of instrument (on cover page of instrument) | SignCoverPageEnd |  | Used only in instruments. Inserted by Insert signature block macro. |
| Portfolio | Portfolio |  | The style is preset. Used for portfolio name (see Drafting Direction 1.2) in Bills and title of sponsoring Minister or maker in instrument documents. |
| Long title | LongT |  | The style is preset. It is for Bills only. |
| Table of contents | Various |  | Produced automatically using ToC macro. |
| Enacting words | Normal |  | Font size needs to be 16 pt. It is for Bills only. |
| Preamble heading | Preamble |  | Heading to start at margin. It will not appear in the table of contents. |
| Preamble text | Subsection | **ss** | 2 tabs before text. |
| The body |
| Chapter |  |  | Chapters (other than Chapter 1) to start on a new page. |
| Part |  |  | Parts (other than Part 1) to start on a new page. |
| Division |  |  | Divisions (other than Division 1) to start on a new page. |
| Chapter headings | ActHead 1 | **c** | Style following is ActHead 2,p. Heading must be followed by a Part heading or a blank heading. |
| Part headings | ActHead 2 | **p** | Style following is ActHead 3,d. Heading must be followed by a Division heading or a blank heading. |
| SubPart(CASA) | SubPart(CASA) | **csp** | Style to be used ONLY in CASA Regulations.  |
| Division headings | ActHead 3 | **d** | Style following is ActHead 4,sd. |
| Subdivision headings | ActHead 4 | **sd** | Style following is ActHead 5,s. |
| Headings “Guide to...” and “Operative provisions” | ActHead 4 | **sd** | *To be used only in income tax Bills.* Style following is ActHead 5,s. |
| Section headings | ActHead 5 | **s** | Section number, 2 spaces then text. Style following is subsection,ss. |
| Subsection headings | SubsectionHead | **ssh** | Aligns with text margin. Style following is subsection,ss. |
| Section numbers |  |  | On same line as section heading (2 spaces then text).No full stop after number. |
| Subsection numbers |  |  | On same line as first line of text, even if there is a subsection heading. |
| Sections not divided into subsections | Subsection | **ss** | Tab, tab then text. Style following is subsection,ss. |
| Subsections | Subsection | **ss** | Tab, open bracket, subsection number, close bracket, tab then text.Style following is subsection,ss. |
| Sections/subsections “back to the margin” (after (b) or (ii) etc.). Second sentences in sections or subsections. | Subsection2 | **ss2** | No tabs.Style following is subsection,ss.  |
| Paragraphs | paragraph | **a** | Tab, open bracket, paragraph letter, close bracket, tab then text.Style following is paragraph,a. |
| Subparagraphs | paragraph(sub) | **aa** | Tab, open bracket, subparagraph number, close bracket, tab then text. Style following is paragraph(sub),aa. |
| Sub‑subparagraphs | paragraph(sub‑sub) | **aaa** | Tab, open bracket, sub-subparagraph letter, close bracket, tab then text.Style following is paragraph(sub‑sub),aaa. |
| Sub‑sub- subparagraphs | paragraph(sub‑sub-sub) | **aaaa** | Tab, open bracket, sub-sub-subparagraph number, close bracket, tab then text.Style following is paragraph(sub‑sub-sub),aaaa. |
| Paragraph “back to margin” | paragraph | **a** | Tab, tab then text.Style following is paragraph,a. |
| Subparagraph “back to margin” | paragraph(sub) | **aa** | Tab, tab then text.Style following is paragraph(sub),aa. |
| Definitions in lists | Definition | **dd** | No tabs required.Style following is definition,dd.Defined term in bold italics. |
| Definitions in non‑amending item in amending Schedules | item | **i** | No tabs required.Defined term in bold italics. |
| Penalties at the foot of sections or subsections | Penalty |  | Penalty, colon, tab then text. |
| Note/example—on text margin  | Note(text) | **n** | Note, number (if needed), colon, (or Example, colon), tab then text. |
| Note paragraph (i.e. a paragraph of a note) | Note(para) | **na** | Open bracket, paragraph letter, close bracket, tab then text. |
| Note to paragraph—on paragraph margin | NoteToPara | **ntp** | Note, number (if needed), colon, (or Example, colon), tab then text. |
| Simplified outline text (without dot points) | SO Text | **sot** | Style following is SO Text,sot. |
| Simplified outline text with dot points | SO Bullet | **sotb** | Alt+B, tab then text. Style following is SO Bullet,sotb. |
| Lettered paragraphs in simplified outline (whether or not higher level paragraphs in the outline have dot points) | SO Para | **soa** | Tab, open bracket, paragraph letter, close bracket, tab then text.Style following is SO Para, soa.This style is used whether or not “higher level” word-processing paragraphs in the outline have dot points. |
| Note to simplified outline text without dot points (with note appearing inside outline box) | SO TextNote | **sont** | Note, number (if relevant), colon, tab then text of note.Style following is SO NoteText, sont. |
| Note to simplified outline text with dot points (with note appearing inside outline box) | SO BulletNote | **sonb** | Tab, Note, number (if relevant), colon, tab then text of note.Style following is SO BulletNote, sonb. |
| Bold heading inside simplified outline box | SO HeadBold | **sohb** | Style following is SO Text, sot. |
| Italicised heading inside simplified outline box | SO HeadItalic | **sohi** | Style following is SO Text, sot. |
| Method statement notes | BoxNote | **bn** | Style following is BoxNote,bn. |
| SS Calculator bold heading | BoxHeadBold | **bhb** | Style following is BoxText,bt. |
| Method statement or SS Calculator italics headings | BoxHeadItalic | **bhi** | Style following is BoxStep,bs. |
| SS Calculator text | BoxText | **bt** | Style following is BoxText,bt. |
| Method statement or SS Calculator steps | BoxStep | **bs** | Step, number, full stop, tab then text (without italics for the word “Step”, number and full stop).Style following is BoxStep,bs. |
| Method statement or SS Calculator step para | BoxPara | **bp** | Tab, open bracket, paragraph letter, close bracket, tab then text.Paragraph following is BoxPara,bp. |
| TLIP bullet points in notes(in Tax Code Bills) | TLPNote(bullet) |  | Insert text. |
| TLIP bullet points in table cells (in Tax Code Bills) | TLPTableBullet, ttb | **ttb** | Insert bullet point and text. |
| Excise Tariff Item number | Tabletext | **tt** | Used in the first column of the table and is bolded. |
| Excise Tariff Subitem number | Tabletext | **tt** | Used in the second column of the table. |
| Excise Tariff Item description text | Tabletext | **tt** | Used in the third column of the table and is bolded. |
| Excise Tariff Subitem description text | Tabletext | **tt** | Used in the third column of the table. |
| Excise Tariff description text Paragraph | Table (a) | **ta** | Used in the third column of the table. Open bracket, paragraph letter, close bracket, space then text, all bolded. |
| Excise Tariff description text Subparagraph | Table (i) | **taa** | Used in the third column of the table. Open bracket, subparagraph letter, close bracket, space then text, all bolded. |
| Excise Tariff Rate of Duty | Tabletext | **tt** | Used in the fourth column of the table. |
| Customs Tariff Goods tariff rates and Item Nos | Tabletext,tt |  | Use soft returns (Shift+Enter) to customise line endings. Used in the first and third columns in tables. |
| Customs Tariff Phased rate dates | CTA Right |  | Used in the second column in tables. |
| Customs Tariff Goods description headings | CTA CAPS |  | Used in the second column in tables. |
| Customs Tariff Goods description sub headings | CTA ‑CTA ‑‑CTA ‑‑‑CTA ‑‑‑‑ |  | No space between hyphen and text, no tabs.Used in the second column in tables. |
| Customs Tariff Paragraphs in goods description heading | CTA 1(a)CTA 2(a)CTA 3(a)CTA 4(a) |  | Tab, open bracket, paragraph letter, close bracket, tab.The number in the style name indicates how many hyphens are in the subheading.Used in the second column in tables. |
| Customs Tariff Subparagraphs in goods description headings | CTA 1(a)(i)CTA 2(a)(i)CTA 3(a)(i)CTA 4(a)(i) |  | Tab, open bracket, subparagraph letter, close bracket, tab.The number in the style name indicates how many hyphens are in the sub heading.Used in the second column in tables. |
| Amending Schedules (including application, transitional and saving) |
| Amending Schedule headings | ActHead 6 | **as** | Style following is ActHead 7,ap. Heading must be followed by an Amending Part heading or a blank heading. |
| Amending Schedule Part headings | ActHead 7 | **ap** | Style following is ItemHead,ih. Heading must be followed by an item heading or ActHead 9,aat. |
| Amending Schedule Division headings | ActHead 8 | **ad** | Style following is ItemHead,ih. Heading must be followed by an item heading or ActHead 9,aat. |
| Headings showing name of Act or instrument being amended | ActHead 9 | **aat** | No tab before text.Style following is ItemHead,ih. |
| Amending Schedule non-transitional item headings | ItemHead | **ih** | Item number, 2 spaces, text.Style following is Item,i. |
| Amending Schedule transitional item headings | Transitional | **tr** | Item number, 2 spaces, text.Style following is Item,i. |
| Headings to subitems | SubitemHead | **issh** | No tabs before text.Style following is Subitem,iss. |
| Amending Schedule items—amending words | Item | **i** | No tab before text.Style following is ItemHead,ih. |
| Amending Schedule subitems | Subitem | **iss** | Subitem number, tab then text.Style following is Subitem,iss. |
| Amending Schedule—back to subitem margin | Item | **i** | No tab before text. |
| Amended amending Schedule headings | Special as |  | same formatting as style ActHead 6,as |
| Amended amending Schedule Part headings | Special ap |  | same formatting as style ActHead 7,ap |
| Amended amending Schedule Division headings | Special ad |  | same formatting as style ActHead 8,ad |
| Amended headings showing name of Act/instrument being amended | Special aat |  | same formatting as style ActHead 9,aat |
| Amended amending Schedule item headings | Special ih |  | same formatting as style ItemHead |
| Non‑amending Schedules drafted by OPC |
| Schedule headings | ActHead 1 | **c** | No tab before text.Style following is ActHead 2,p. Heading must be followed by a note on the page margin indicating section giving effect to the Schedule, a Part heading or a blank heading. |
| Schedule Part headings | ActHead 2 | **p** | No tab before text.Style following is ActHead 3,d. If Schedule has clauses, heading must be followed by a Division heading or a blank heading. |
| Schedule Division headings | ActHead 3 | **d** | No tab before text.Style following is ActHead 4,sd. |
| Schedule Subdivision headings | ActHead 4 | **sd** | No tab before text.Style following is ActHead 5,s. |
| Schedule clause headings | ActHead 5 | **s** | Clause number, 2 spaces, text.Style following is subsection,ss. |
| Schedule clauses/subclauses | Subsection | **ss** | Tab, subclause number (if any), tab then text.Style following is subsection,ss. |
| Headings to Divisions of Schedule 2 to the *Migration Regulations 1994* (which contains visa classes) | DivisionMigration | **dm** |  |
| Headings to Subdivisions of Schedule 2 to the *Migration Regulations 1994* (which contains visa classes) | SubDivisionMigration | **sdm** |  |
| Other matters |
| Vertical spacing |  |  | There should be no blank lines in Bills other than as set out in Word Notes 4.2 and 3.7. |
| Justification—horizontal |  |  | Left justification only. |
| Quote marks in amending items |  |  | No quote marks where inserted, added or substituted words follow a colon. |
| Headers—amending Bills or instruments |  |  | Only contain Schedule heading and Schedule Part headings. |
| Headers—new (principal) Acts or instruments |  |  | See Word Note No. 4.2. |
| Footers |  |  | Finalising process deletes the OPC document name before sending to printer. |
| Drafters notes | Note(draft) | **nd** | Italics drafting note. No tabs required. |
| Examples/notes—on text margin | Note(text) | **n** | Note, number (if needed), colon, (or Example, colon), tab then text. |
| Notes—on page margin | Note(margin) | **nm** | Note, number (if needed), colon, tab then text. |
| Examples/notes—on paragraph text margin | Note(para) | **na** | Open bracket, paragraph letter, close bracket, tab then text. |
| Bullet points | para bullet |  | See Word Note No. 4.2 on use of bullets. |
| Formulas |  |  | Formula to use MathType text and symbols only. If possible, formula to be left aligned with text to which it belongs.First word in each component capitalised.Word-processing paragraph containing the formula must not contain anything else and must be formatted with style appropriate to the provision containing the formula. |
| Agreements and other documents set out in legislation | Normal |  | Left in the format/styles that it was provided in, any direct formatting to maintain its original look |
| Forms (see Word Note No. 4.2) | FreeForm |  |  |
| Tables |
| Table heading rows | TableHeading | **th** | This style will be put on automatically if the OPC Table macro is used. |
| Table text | Tabletext | **tt** | This style will be put on automatically if the OPC Table macro is used. |
| Paragraphs in tables | Table(a) | **ta** | Open bracket, paragraph letter, close bracket, space then text. |
| Subparagraphs in tables | Table(i) | **taa** | Open bracket, subparagraph letter, close bracket, space then text. |
| Notes in tables | Note(margin) | **nm** | Note, number (if needed), colon, tab then text. |
| Decentralised tables of contents |
| Heading to decentralised ToCs | **TofSects(Heading)** | Used for heading to decentralised ToC, either Table of subdivisions or Table of sections. Should be inserted before running the decentralised ToCs macro. |
| Group headings in decentralised ToCs | **TofSects(GroupHeading)** | Used for headings such as “Operative provisions” formatted in ActHead 4,sd style. Inserted automatically with decentralised ToCs macro. |
| Entries for sections in decentralised ToCs | **TofSects(Section)** | Number, tab then text of section heading (automatically inserted by decentralised ToCs macro). |
| Division or Subdivision headings in decentralised ToCs | **TofSects(Subdiv)** | Number or letter, tab then text of heading (automatically inserted by decentralised ToCs macro). |
| Parliamentary amendments |
| Session | Session |  | The style is preset. |
| House in which moved | House |  | The style is preset. |
| Short title | ShortT |  | The style is preset. |
| Sponsor | Sponsor |  | Style is preset. |
| Parliamentary amendment text | ParlAmend | **pp** | Open bracket, amendment number, close bracket, tab then text. |
| Parliamentary amendment topic note | Note(ParlAmend) | **npp** | Note specifying topic for parliamentary amendments. In square brackets right flush. |
| Endnotes in compilations |
| General heading to endnotes | EnotesHeading 1 | **Enh1** | Heading is just “Endnotes” |
| Heading to each numbered endnote | EnotesHeading 2 | **Enh2** | Endnote, space, number, em rule, text of rest of endnote heading |
| Heading of uncommenced legislation | EnotesHeading 3 | **Enh3** |  |
| Endnote table heading | ENoteTableHeading | **enth** |  |
| Text in endnote table, such as legislation history and amendment history, except table headng | ENoteTableText | **entt** |  |
| For indented subheading “as amended by” in legislation history table | ENoteTTIndentHeading | **enTTHi** |  |
| For indented details of legislation appearing in legislation history table under subheading “as amended by” | ENoteTTi | **entti** |  |
| For further indented sub-subheading appearing in table | ENoteTTIndentHeadingSub | **enTTHis** |  |
| For details appearing under further indented subheading appearing in table | ENoteTTiSub | **enttis** |  |
| Descriptive text in endnote about miscellaneous matters | ENotesText | **Ent** | Bold may be applied manually for use in headings within the endnote |

Paragraph styles used in OPC legislation

| **Style** | **Shortcut** | **Feature(s) it is used for** | **Notes** |
| --- | --- | --- | --- |
| ActHead 1 | **c** | Chapter headingsSchedule headings (non‑amending) | Style following is ActHead 2,p.Heading must be followed by a Part heading, a blank heading or a note on the page margin indicating section giving effect to the Schedule (if relevant). |
| ActHead 2 | **p** | Part headingsSchedule Part headings (non‑amending) | Style following is ActHead 3,d.Heading must be followed by a Division heading or a blank heading. |
| ActHead 3 | **d** | Division headingsSchedule Division headings (non‑amending) | Style following is ActHead 4,sd. |
| ActHead 4 | **sd** | Subdivision headingsTax Code group headings (including Guide heading) | Style following is ActHead 5,s. |
| ActHead 5 | **s** | Section headingsSchedule clause headings (non‑amending) | Section number, 2 spaces then text.Style following is subsection,ss. |
| ActHead 6 | **as** | Amending Schedule headings | Style following is ActHead 7,ap.Heading must be followed by an Amending Part heading or a blank heading. |
| ActHead 7 | **ap** | Amending Schedule Part headings | Style following is ItemHead,ih |
| ActHead 8 | **ad** | Amending Schedule Division headings | Style following is ItemHead,ih. |
| ActHead 9 | **aat** | Headings showing name of Act being amended | No tab before text. Style following is ItemHead,ih. |
| Actno |  | Used on Act number on cover page. Picked up for use in the footer. |  |
| ***TIP*** | ***Box styles should be used for method statements, social security calculators and other similar text. Simplified outlines (including Guides, theme statements etc.) have a different set of styles just for those outlines.*** |
| BoxHeadBold | **bhb** | SS Calculator bold heading | Style following is BoxText,bt. |
| BoxHead Italic | **bhi** | Method statement or SS Calculator italics headings | Style following is BoxStep,bs. |
| BoxNote | **bn** | Notes in method statement or SS Calculator boxes | Style following is BoxNote,bn. |
| BoxPara | **bp** | Method statement or SS Calculator step paragraphs | Tab, open bracket, paragraph letter, close bracket, tab then text. Style following is BoxPara,bp. |
| BoxStep | **bs** | Method statement or SS Calculator steps | Step, number, full stop, tab then text (without italics for the word “Step”, number and full stop).Style following is BoxStep,bs. |
| BoxText | **bt** | SS Calculator text | Style following is BoxText,bt. |
| CompiledActNo |  | Number of compiled legislation (Act, Statutory Rules or select legislative instrument) | Used only in compilations (for Act or instrument number with the words “as amended”) |
| CompiledMadeUnder |  | Compilation text on the cover page of compilation of instrument mentioning Act the instrument was made under | Used only in compilations of instruments |
| Definition | **dd** | Definitions in lists | No tabs required. Defined term in bold italics.Style following is definition,dd. |
| DivisionMigration | **dm** | Headings to Divisions of Schedule 2 to the *Migration Regulations 1994* (which contains visa classes) |  |
| EnotesHeading 1 | **Enh1** | General heading to endnotes |  |
| EnotesHeading 2 | **Enh2** | Heading to each numbered endnote |  |
| EnotesHeading 3 | **Enh3** | Heading of uncommenced legislation |  |
| ENoteTableHeading | **enth** | Endnote table heading |  |
| ENoteTableText | **entt** | Text in endnote table, such as legislation history and amendment history, except table headng |  |
| ENotesText | **Ent** | Descriptive text in endnote about miscellaneous matters | Bold may be applied manually for use in headings within the endnote |
| ENoteTTi | **entti** | For indented details of legislation appearing in legislation history table under subheading “as amended by” |  |
| ENoteTTIndentHeading | **enTTHi** | For indented subheading “as amended by” in legislation history table |  |
| ENoteTTIndentHeadingSub | **enTTHis** | For further indented sub-subheading appearing in table |  |
| ENoteTTiSub | **enttis** | For details appearing under further indented subheading appearing in table |  |
| Header |  | Paragraphs that contain blank spaces that are formatted with character styles for the purpose of automatic headers. | See Word Note 4.2 about when to use blank headings formatted with Header style. |
| House |  | Showing House of Parliament that the Bill or amendments will be introduced into |  |
| InstNo |  | Used on number of select legislative instrument on cover page. |  |
| Item | **i** | Amending Schedule items—amending wordsDefinitions in application, saving and transitional items. | No tab before text.Style following is ItemHead,ih. |
| ItemHead | **ih** | Amending Schedule item headings | Item number, 2 spaces, text.Style following is Item,i. |
| Transitional | **tr** | Amending Schedule transitional item headings | Item number, 2 spaces, text.Style following is Item,i. |
| LongT |  | Long title |  |
| MadeunderText |  | Compilation text “made under the” on the cover page of compilation of instrument | Used only in compilations of instruments |
| Normal |  | Enacting words |  |
| Note(draft) | **nd** | Drafter’s notes | Should not appear in Acts.Italics drafting note. No tabs required. Usually in square brackets. |
| Note(margin) | **nm** | Notes—on page margin | Note, colon, tab then text. |
| Note(para) | **na** | Paragraphs within a note | Open bracket, paragraph letter, close bracket, tab then text. |
| Note(ParlAmend) | **npp** | Note specifying topic for parliamentary amendments | In square brackets flush right.Style following is ParlAmend,pp. |
| Note(text) | **n** | Examples/notes—on subsection text margin | Note, number (if needed), colon (or Example, colon), tab then text. |
| NoteToPara | **ntp** | Examples/notes—on paragraph text margin | Note, number (if needed), colon (or Example, colon), tab then text. |
| NoteToSubpara | **nts** | Examples/notes—on subparagraph text margin | Note, number (if needed), colon (or Example, colon), tab then text. |
| Page1 |  | Used on first page of Bill to ensure correct space before long title |  |
| paragraph | **a** | ParagraphsParagraph “back to margin” | Tab, open bracket, paragraph letter, close bracket, tab then text.Tab, tab then text.Style following is paragraph,a. |
| paragraph(sub) | **aa** | SubparagraphsSubparagraph “back to margin” | Tab, open bracket, subparagraph number, close bracket, tab then text.Tab, tab then text.Style following is paragraph(sub),aa. |
| paragraph(sub‑sub) | **aaa** | Sub‑subparagraphs | Tab, open bracket, sub‑subparagraph letter, close bracket, tab then text. Style following is paragraph(sub‑sub),aaa. |
| paragraph(sub‑sub-sub) | **aaaa** | Sub‑sub-subparagraphs | Tab, open bracket, sub-sub‑subparagraph number, close bracket, tab then text. Style following is paragraph(sub‑sub-sub),aaa. |
| ParlAmend | **pp** | Parliamentary amendment text | Only used in parliamentary amendment documents |
| Penalty |  | Penalties at the foot of sections or subsections | Penalty, colon, tab then text. |
| Portfolio |  | Used for portfolio (from Drafting Direction 1.2) for Bills and Minister or maker for instruments. |  |
| Preamble |  | Use for Preamble heading |  |
| Reading |  | Shows which reading of the Bill it is |  |
| Session |  | Shows session in which Bill was introduced |  |
| ShortT |  | Short title on front page. Picked up for use in the footer of the document. |  |
| SignCoverPageEnd |  | Title of counter-signer of instrument (on cover page of instrument) | Used only in instruments. Inserted by Insert signature block macro. |
| SignCoverPageStart |  | Making words for instrument (on cover page of instrument) | Used only in instruments. Inserted by Insert signature block macro. |
| SO Bullet | **sotb** | Simplified outline text with dot points | Alt+B, tab then text. Style following is SO Bullet,sotb. |
| SO BulletNote | **sonb** | Note to simplified outline text with dot points (with note appearing inside outline box) | Tab, Note, number (if relevant), colon, tab then text of note.Style following is SO BulletNote, sonb. |
| SO HeadBold | **sohb** | Bold heading inside simplified outline box | Style following is SO Text, sot. |
| SO HeadItalic | **sohi** | Italicised heading inside simplified outline box | Style following is SO Text, sot. |
| SO Para | **soa** | Lettered paragraphs in simplified outline (whether or not higher level paragraphs in the outline have dot points) | Tab, open bracket, paragraph letter, close bracket, tab then text.Style following is SO Para, soa. |
| SO Text | **sot** | Simplified outline text (without dot points) | Style following is SO Text,sot. |
| SO TextNote | **sont** | Note to simplified outline text without dot points (with note appearing inside outline box) | Note, number (if relevant), colon, tab then text of note.Style following is SO NoteText, sont. |
| Sponsor |  | Shows sponsor of amendments |  |
| SubDivisionMigration | **sdm** | Headings to Subdivisions of Schedule 2 to the *Migration Regulations 1994* (which contains visa classes) |  |
| Subitem | **iss** | Used for subitems in amending Bills | Open bracket, subitem number, close bracket, tab then text.Style following is Subitem,iss. |
| SubitemHead | **issh** | Used for headings to subitems | No tabs before text.Style following is Subitem,iss. |
| SubPart(CASA) | **cp** | SubPart(CASA) | Style to be used ONLY in CASA Regulations. |
| Subsection | **ss** | Sections not divided into subsectionsSubsections or Schedule clauses/subclauses in non‑amending schedules | Tab, tab, text.Tab, open bracket, number, close bracket, tab then text. Style following is subsection,ss. |
| Subsection2 | **ss2** | Sections/subsections “back to the margin”. Second sentences in sections or subsections. | No tabs. Style following is subsection,ss. |
| SubsectionHead | **ssh** | Subsection headings |  |
| Table (a) | **ta** | Paragraphs in tables | Open bracket, paragraph letter, close bracket, space then text. |
| Table (i) | **taa** | Subparagraphs in tables | Open bracket, subparagraph letter, close bracket, space then text. |
| Table (AA) | **taaa** | Sub-subparagraphs in tables | Open bracket, sub- subparagraph letter, close bracket, space then text. |
| TableHeading | **th** | Heading rows of tables.Headings in the body of tables in CASA regulations. |  |
| Tabletext | **tt** | Tables (outside endnotes) | Use the OPC Table macro |
| TerritoryT |  | Territory mentioned on cover page of Ordinance | Used only in Territory Ordinances |
| TLPNote(Bullet) | Used for bullets in notes in Tax Code Bills | Insert bullet point and text. |
| TLPTableBullet | **ttb** | Used for bullets in tables in Tax Code Bills | Insert bullet point and text. |
| ToC 1 to 9 |  | Table of contents |  |
| TofSects(Group heading) | Used for group headings in decentralised ToCs | Used for headings such as “Operative provisions” formatted in ActHead 4,sd style.Inserted automatically with decentralised ToCs macro. |
| TofSects(heading) | Used for heading to decentralised ToCs, either table of subdivisions or sections | Should be inserted before running the decentralised ToCs macro. |
| TofSects(Section) | Used for section references in decentralised ToCs | Number, tab then text of section heading (automatically inserted by decentralised ToCs macro). |
| TofSects(Subdiv) | Used for Division or Subdivision headings in decentralised ToCs | Number or letter, tab then text of heading (automatically inserted by decentralised ToCs macro). |

Character styles used in OPC legislation documents

1. Character styles are used in OPC legislation documents to create automatic headers. The layout of the headers in OPC legislation has been designed so that the name of the heading type is always on the opposite margin to the spine of the document. For example, “Chapter 1 Preliminary” appears in the header of pages to the left of the bound document spine, while “Preliminary Chapter 1” appears in the header of pages to the right of the document spine.
2. The header macro automates the process of applying character styles to words and numbers that appear in the document header.

Styles in billable instruments

1. Billable instruments should where possible be in OPC styles. This will generally be the most cost-effective approach for the clients.
2. If the clients however would like different styles to be used we are happy to accommodate this, but it may be more costly.
3. If an instrument in the agency’s own styles or OLDP styles is to be amended (and remaking isn’t an option), keep in mind the costs that may be directed to clients from OPC formatting when it comes to compilation. If clients prepare their own compilation, they may prefer a previous style to be used in a table for example.
4. Another option may be that we could provide a shadow document that could be used for compilation for the client free of charge so they do not have to bear the cost of our changes in styles.
5. If you need to use client’s styles, you should copy the particular provision you are amending from the current compilation and then keep source formatting when you paste. Then draft in the client’s styles. If the converter asks to be run, please advise the IT staff (so they can look into switching it off if it causes any issues).

Problems with styles

Styles not formatted correctly

1. If a style is not formatted as it should be, run the Fix Document macro to update the styles in the document. (You can run the macro by clicking on the Fix Doc on the OPC tab of the Word ribbon and choosing Fix Document.)

Styles get too many shortcuts

1. Sometimes styles will get multiple shortcuts. If this occurs, run the Fix Document macro.

Peter Quiggin PSM

First Parliamentary Counsel

24 June 2019

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| 7.0 | 26 July 2006 | s05pp200.v11.doc |
| 8.0 | 27 July 2008 | s05pp200.v12.doc |
| 9.0 | 29 February 2008 | s05pp200.v13.doc |
| 10.0 | 11 February 2008 | s05pp200.v14.doc |
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Note: Before the renumbering of the current series of Word Notes, this Word Note was known as Word Note (No.3), also called Word Note 3.