

PARLIAMENTARY COUNSEL

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

4 The templates available are as follows:

- (a) **Bill_New.dotx**: for new principal Bills. The headers in this template show Chapters, Parts and Divisions;
- (b) **Bill_Amd.dotx**: for amending Bills. The headers in this template show amending Schedules, and amending Parts;
- (c) **Bill_Pam.dotx**: for parliamentary amendments;
- (d) **Bill_Cor.dotx**: for Bill corrections;
- (e) **Bill_Ins.dotx**: for Bill inserts;
- (f) **Bill_Plan.dotx**: for Bill plans.
- (g) **Inst_New.dotx**: for new principal legislative instruments. The headers in this template show Chapters, Parts and Divisions;
- (h) **Inst_Amd.dotx**: for amending legislative instruments. The headers in this template show amending Schedules, and amending Parts;
- (i) **Inst_ins.dotx**: for legislative instrument inserts;
- (j) **Inst_plan.dotx**: for legislative instrument plans;
- (k) **Inst_Proc.dotx**: for Proclamations;
- (l) **NLI_NEW.dotx**;
- (m) **SLIS_NEW.dotx**: for new principal select legislative instruments. The headers in this template show Chapters, Parts and Divisions;
- (n) **SLIS_Amd.dotx**: for amending select legislative instruments. The headers in this template show amending Schedules, and amending Parts;
- (o) **SLIS_INS.dotx**: for select legislative instrument inserts;
- (p) **SLIS_Plan.dotx**: for select legislative instrument plans.

Attach template macro

5 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.

6 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

7 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

8 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			
<i>The formal part</i>			
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

Feature	Style	Shortcut	Notes on use
Applies to both Bills and instruments unless noted otherwise			
			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.
<i>The body</i>			
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	<i>To be used only in income tax Bills.</i> 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))	Subsection2	ss2	No tabs. Style following is subsection,ss.

Feature	Style	Shortcut	Notes on use
Applies to both Bills and instruments unless noted otherwise			
etc.). Second sentences in sections or subsections.			
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, other than last subsection in sections consisting of more than one subsection	Penalty		Penalty, colon, tab then text.
Penalties at the foot of last subsections in sections consisting of more than one subsection	Penalty		Penalty for contravention of this subsection, colon, space 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

Feature	Style	Shortcut	Notes on use Applies to both Bills and instruments unless noted otherwise
			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.

Feature	Style	Shortcut	Notes on use
Applies to both Bills and instruments unless noted otherwise			
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	iss	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

Feature	Style	Shortcut	Notes on use Applies to both Bills and instruments unless noted otherwise
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 <i>Migration Regulations 1994</i> (which contains visa classes)	DivisionMigration	dm	
Headings to Subdivisions of Schedule 2 to the <i>Migration Regulations 1994</i> (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)		See Word Note No. 4.2.

Feature	Style	Shortcut	Notes on use
Applies to both Bills and instruments unless noted otherwise			
Acts or instruments			
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	TofSects(GroupHeading)		Used for headings such as “Operative

Feature	Style	Shortcut	Notes on use
Applies to both Bills and instruments unless noted otherwise			
decentralised ToCs			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	ENoteTableHeadin g	enth	
Text in endnote table, such as legislation history and amendment history, except table heading	ENoteTableText	entt	
For indented subheading “as amended by” in legislation history table	ENoteTTIndentHe ading	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	ENoteTTIndentHe adingSub	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 headings Schedule 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 headings Schedule 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 headings Schedule Division headings (non-amending)	Style following is ActHead 4,sd.
ActHead 4	sd	Subdivision headings Tax Code group headings (including Guide heading)	Style following is ActHead 5,s.
ActHead 5	s	Section headings Schedule 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	<i>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.</i>		
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.

Style	Shortcut	Feature(s) it is used for	Notes
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 <i>Migration Regulations 1994</i> (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 heading	
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 words Definitions 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.

Style	Shortcut	Feature(s) it is used for	Notes
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	Paragraphs Paragraph “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	Subparagraphs Subparagraph “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

Style	Shortcut	Feature(s) it is used for	Notes
Penalty		Penalties at the foot of sections or subsections	
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,so tb .
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 <i>Migration Regulations 1994</i> (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.

Style	Shortcut	Feature(s) it is used for	Notes
SubPart(CASA)	cp	SubPart(CASA)	Style to be used ONLY in CASA Regulations.
Subsection	ss	Sections not divided into subsections Subsections 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	tth	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

9 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.

10 The header macro automates the process of applying character styles to words and numbers that appear in the document header.

Styles in billable instruments

11 Billable instruments should where possible be in OPC styles. This will generally be the most cost-effective approach for the clients.

12 If the clients however would like different styles to be used we are happy to accommodate this, but it may be more costly.

13 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.

14 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.

15 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

16 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

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

Peter Quiggin PSM
First Parliamentary Counsel
13 August 2020

Document History		
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1.0	16 February 2005	s05pp200.v01.doc
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4.0	07 March 2006	s05pp200.v08.doc
5.0	19 April 2006	s05pp200.v09.doc
6.0	25 July 2006	s05pp200.v10.doc
7.0	26 July 2006	s05pp200.v11.doc
8.0	27 July 2008	s05pp200.v12.doc
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11.0	04 February 2008	s05pp200.v15.doc
12.0	05 February 2008	s05pp200.v16.doc
12.1	26 August 2010	s05pp200.v19.docx
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12.3 - renumbered only	27 July 2016	s05pp200.v31.docx
13.0	23 June 2019	s05pp200.v41.docx
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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.