Style Manual

for

Specific Claims Formatting

September 2014

This manual outlines the required style for Specific Claims produced by Lesser Slave Lake Indian Regional Council, Treaty and Aboriginal Rights Research (LSLIRC-TARR) researchers. Its instructions are specific to Word for Mac 2011, but similar features exist in other word processors.

1.0   Formatting

1.1   Font

- LSLIRC-TARR clients utilize Arial font.

1.2   Font Size

- Cover page: 22 pt. for title (e.g. "Multiple Roadway Uses Specific Claim of the Swan River First Nation) and 16 pt. for remaining text;
- Table of contents: 11 pt. for subheadings and 12 pt. for remaining text;
- Claim body: 12 pt.;
- Block quotations: 11 pt;
- Footnotes, header and footer: 10 pt.

1.3   Line Spacing and Alignment

Space text in the body of the claim at 1.5 lines, excepting block quotes and footnotes, which are to be spaced at 1.0 lines (single spaced). Justify text in the claim body rather than using left alignment.

Block quotations are indented 1.0 cm left (no right indentation). Note that while in academic writing block quotations are generally only used for quotations of four lines or more, HML reports will often have block quotations of less length.

1.4   Headers

Excepting the cover page, add a header on each page containing the title of the claim and the words "Without Prejudice." Following the table of contents, include the page number at the far right, beginning with "1". For example:

Multiple Roadway Uses Specific Claim of the Swan River First NationWithout Prejudice   1

For instructions on formatting headers, page numbers and creating different headers within a document, see sections 2.1, 2.3 and 2.4.

1.5   Footers

Excepting the cover page, add a footer on each page containing "Havlik Metcs Limited – [Month] [Year]."

1.6   Cover Page

- For LSLIRC-TARR clients use LSLIRC-TARR letterhead;
- For T8TA-TARR clients use HML letterhead.

The same details need to be applied to the spine and back cover of the claim when binding.

1.7   Table of Contents

Format the table of contents manually as shown in the image below with the use of tab stops (see section 2.1). If using the automatic table of contents feature, be sure to update the table of contents immediately before sending out in order to ensure it accurately reflects current page numbers.

TABLE OF CONTENTS

VOLUME ONE

I.   STATEMENT OF CLAIM

    1.0   Disclosure of Outstanding Legal Obligation   1

II.   STATEMENT OF HISTORICAL FACTS

    2.0   Prelude to Treaty No. 8   2
        Early Requests for Treaty   2
        The Klondike and Renewed Calls for Treaty   10
        The Government Prepares for Treaty   15
        Metis Policy   21
        The Commissioners   25

    3.0   The Treaty No. 8 Region and the First Nations at the
        Time of Treaty   26

The headings, subheadings and numbering system correspond to those used in the body of the claim.

1.8   Headings and Subheadings

Headings and subheadings are formatted as indicated in the image below, mirroring the table of contents:

II.   STATEMENT OF HISTORICAL FACTS

2.0   Prelude to Treaty No. 8

Early Requests for Treaty

2.0   Tools and Instructions

The following sections contain instructions on how to achieve aspects of the formatting described in section 1.0. Most of these sections concern "nonprinting characters" such tabs, line breaks, paragraph breaks, spaces, etc. While formatting a document it is helpful to enable the "show all nonprinting characters" setting. This setting appears as the selected icon in the toolbar below:
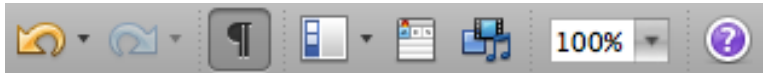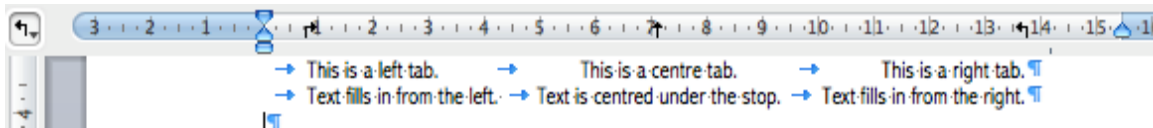

2.1 Tab Stops

Tab stops control how far text is moved and how it is aligned long a line when the tab key is pressed. Tab stops are important for formatting as they:

- Help ensure the document will appear uniformly across computers;
- Allow text to be spaced out at different points along a single line;
- Allow text to be aligned in different ways along a single line;
- Are more precise than pressing the tab key repeatedly.

In order to use tab stops, enable "Ruler" from the "View" menu. In the image below, the icon in the top left corner shows a right tab stop. This is the tab stop selection menu. Tab stops are placed by clicking on a point on the ruler, and can be moved by dragging the stop along the ruler. Note that the first tab moves text to the first tab stop, the second to the second tab stop, and so on:

Use tab stops when formatting the header and the page numbers in the table of contents. The image below shows the sample header used in section 1.3 with the ruler and non-printing characters enabled:
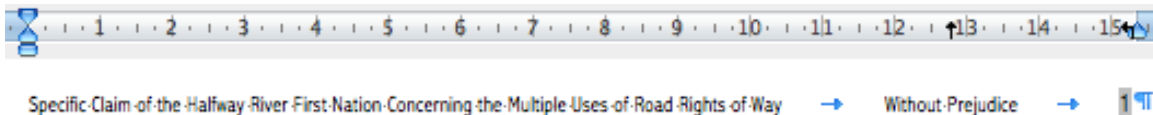
In order to achieve this formatting:
- Create a centre tab stop between the title and right margin (or page number);
- Create a right tab stop at the right margin;
- Press the tab key once following the title and once following "Without Prejudice."

2.2   Page Breaks

In the place of repeatedly pressing the enter key, insert a page break at the end of each numbered (Roman or Arabic) section of the claim body to ensure that:

- Previous pages remain separated even as other formatting changes are made;
- The document will appear uniformly across computers.

Page breaks are found in the "Insert" menu under "Break".

2.3   Section Breaks

From the "Break" menu, insert one "Section Break (Next Page)" after the cover page and another after the table of contents. Section breaks allow formatting that would normally be applied to the entire document to be applied only to one portion of the document. In claims, they are used to create multiple independent headers within the document.

Once the section breaks are inserted, headers and footers will appear as "Footer -Section [#]-". Usually by default they will also be "Linked to Previous" and copy the previous section's formatting. In order to format claim headers:

- Deselect the "Link to Previous" checkbox within the "Header and Footer" menu for the headers of sections 2 (table of contents) and 3 (claim body);
- Remove the header from section 1 (cover page);
- Apply a header to section 2 as shown in 1.3 of this manual. Do not include the page number;
- Apply a header to section 3 (the claim body) including the page number.

2.4   Page Numbers

The first page of the claim body is the first numbered page. At the right margin of the header of section 3, use the "Insert" "Page Numbers" function and select "Format" then "Start at" and type "1."

2.5   Footnotes

Add footnotes to the bottom of the document's pages by selecting "Footnote" from the "Insert" menu. To add subsequent footnotes, the keyboard shortcut "Command + Option + f" can be used.

Footnotes can be hard to edit due to their small size. Select "View" -> "Draft" and then "View" -> "Footnotes" to easily navigate and edit all the footnotes in the claim.

3.0 Final Review and Printing

Before printing and binding the entire claim print out the cover page, table of contents and the first and last page of each section and review it side-by-side with the style manual. After this has been completed, make any necessary changes and then print the document.

4.0 Notes on Style, Grammar, and Punctuation

Historical research reports prepared by HML generally follow the norms of academic writing. For consistency and because it lends itself well to historical writing, HML uses the Chicago Manual of Style. It is important to note that in the case of historical reports, argumentative and opinionated language not be used; the focus is on presenting historical facts and evidence. Although this style guide is not intended to provide a primer on academic writing, there are several common errors that are worth highlighting.

4.1 Abbreviations

Abbreviations should only be used after the full name or title; e.g., "Hudson's Bay Company (HBC)." As a general rule, abbreviations do not contain periods (e.g., do *not* use H.B.C.). The exception to this rule is with lower-case abbreviations such as "a.m." or "p.m.," although according to the Chicago Manual of Style, "U.S." may be also be an exception on the basis of tradition (though this is up to the writer's discretion).

4.2 Punctuation

As a general rule, punctuation should appear *inside* quotation marks. For instance:

> While the Indian Agent's letter recommended, "no additional money should be distributed," the official instructions called for "distribution of funds per usual."

The exception to this rule is when a quotation contains a full question:

> The Indian Agent asked, "should additional money be distributed?"

When using "e.g." or "i.e.," they should be followed by a comma:

4.3 Citations

All secondary sources should be cited according to the Chicago Manual of Style. Most university library websites host guides to Chicago bibliographic form. Recommended resources include:

SFU Library: http://www.lib.sfu.ca/help/writing/chicago-turabian
Bedford/St. Martin's: http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0001.html

The style for citing archival material varies somewhat. As a general rule, citations should start with the general and move towards the specific: Archive Name, Fonds, Volume No., File No., author, name of file, date. "Name of file" may refer to the title of a specific document (e.g., "Report of 19 September 1931"), in which case it would appear in quotation marks, or it may refer to the writer's interpretation of the document if it lacks a title (e.g., Report of 19 September 1931, but without quotation marks). The "author, name of file" section may be replaced with the author/recipient information for a letter (e.g., Secretary of State to Superintendent of Indian Affairs). Where possible, list both the title and name of the author/recipient, though very often with older letters only the title will be available. If there is no date, put "n.d."

4.3   Italicization

When two consecutive footnotes use the same source, use "Ibid." (or "Ibid., 142" if citing a different page number for a paginated document) for the second footnote. Use a period, but do not italicize "Ibid." "Et al." should also not be italicized, nor should any other Latin abbreviations (e.g., op. cit., NB) other common Latin terms such as inter alia, status quo, ad hoc, and pro forma. Non-common Latin terms (e.g., *ex ante*) should be italicized.