

# Statutory Instrument Practice

## Circular No.6 (04)

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### SI TEMPLATE (VERSION 3.0)

1. Departments are advised that a new version of the SI template has now been released. This is available for downloading from the HMSO website at [www.hmso.gov.uk/si/template](http://www.hmso.gov.uk/si/template). The User name and password remain unchanged as follows:

User name: sitemplate

Password: carr3t :

2. This release of the template introduces a number of significant changes to the template, including new styles, improved functionality for long quotes, tables and forms, and some improved error handling and bug fixes. The User Guide and Reference Guide have also been updated to reflect the changes.

### Standard functionality improvements

- **Long Quote toolbar**

The Long Quote toolbar has been modified to allow a user to switch between 'normal' mode, 'Long Quote' mode, and 'Nested Long Quote' mode for including quoted material in an SI/SR.

For reference, the modes are described:

- Normal mode – for standard drafting;
- Long Quote mode – disables automatic numbering, inserts a 1cm indent, to be used for quoted legislation text;
- Nested Long Quote mode – disables automatic numbering, inserts a 2cm indent, to be used for all quoted legislation text already within quoted legislation text.
- **Long Quote markers**  
The Long Quote markers (“ and ”) have been changed to take on the default style of the paragraph (usually 10.5pt), as was present in the SI/SR template prior to version 2.5.
- **Indent / Outdent tools**  
Available on the Long Quote toolbar, the Indent / Outdent tools allow a user to change single or multiple paragraphs between the normal, Long Quote and Nested Long Quote modes. Users are given the option to 'Convert automatic numbering', or to replace the automatic numbering with asterisks.

- **New styles**

A new style **Linespace** has been introduced and included on the SI Paragraph toolbar. Linespace should be used for all empty paragraphs other than SigBlock if additional spacing is required. This is in place of the previous instruction to use T1 style for empty paragraphs.

New Long Quote styles have been introduced for Division elements (e.g. style Schedule) and Table elements (e.g. TableCaption). Long Quote styles are identified with a preceding LQ (e.g. LQschedule).

An entire set of Nested Long Quote styles has been introduced. Nested Long Quote styles are identified with a preceding NQL (e.g. NLQschedule).

- **Styles removed**

Styles H4, H5 and Table – Number have been removed as they are now obsolete.

- **Regulations / Order option**

The selected option will now influence the use of 'regulation' or 'article' within the 'Coming (regulations with dates)' text entry.

- **Proof mode**

'Proof' mode has been added to the SI Function toolbar (Fx). The function will add highlighting to all Long Quote marks that will be visible on a print copy for proofing purposes.

Highlighting must be removed prior to submission by selecting 'Normal' on the SI Function toolbar.

- **Expand draft document to review mode**

All relevant styles will now use double line spacing when in Expand mode on the SI Function toolbar.

- **Auto Sig tool**

The Auto Sig feature has been added to the SI Special toolbar. This feature will open a Signature form, allowing a user to enter all signature block details for correct placement and styling into the SI/SR. Placement and Autotext entries are dependent upon the language setting.

Multiple signatory groups can be added and revised within the form.

- **Table toolbar**

The table toolbar has been significantly modified to include the following functionality:

- **Insert table**

Allows a user to set the surrounding table styles, number of rows and columns and layout of the table (portrait or landscape). The presentation of the table is shown in a preview pane prior to insertion.

- **Styles**  
The toolbar includes style names to allow a user to change the style of a table cell. An option is included to insert a Straddle Header.

In addition to the styles ColumnHeader, TableText and StraddleHeader, any SI/SR template style can now be used within a table.

- **Table Footnote**  
Allows a user to add a table footnote to the bottom of the table.
- **Table Footnote Ref**  
Allows a user to enter a footnote reference within a table. The reference will be linked to the table footnote within the HTML output.

- **Form table**

A new toolbar has been created called the SI Form toolbar. Any form can be drafted using the form table, provided only the form styles (FormHeading, FormSubHeading and FormText) are used. The normal rules of the template do not apply when using these styles, and the look and feel of the styles can be modified in any way to produce the correct layout of the form.

Upon submission to TSO, the form will be converted to an image for HTML output, as a faithful representation of the drafted form.

The toolbar includes the following features:

- Insert form
- Heading
- Subheading
- Text

- **Validation**

The following improvements have been made to validation:

- Validation has been modified to allow for Recitals in the Preamble, allowing numbered paragraphs to appear before the Preamble.
- Improved error checking has been included for Long Quote and Nested Long Quotes.
- The template will no longer prompt to re-validate when closing a document.
- The validation complete message now prompts a user to print the document prior to submission.

- **Start-up window**

The start-up window prompts a user to read the Terms and Conditions for use of the template. These are opened in a separate Word document.

- **Miscellaneous fixes**

A number of minor improvements have been made:

- All known reported bugs have been corrected
- Follow on styles have been amended
- Write protection has been added to the template
- Shortcut keys added for Validation (ALT+V) and Restart numbering (ALT+Q)

### **Northern Ireland Statutory Rules**

This release of the template also includes some modifications specific to the Northern Ireland Statutory Rules language setting.

- **Force / Operation option**  
The option to choose between the use of 'force' or 'operation' has been removed from the SI NIR toolbar and from the Confirmatory feature. 'Operation' is used in all text entries.
- **Regulation / Order option**  
The selected option will now influence the use of 'Regulation' or 'Order' used within the Affirmation, Confirmatory and Interpretation entries.
- **Signature Block**  
The presentation of the signature block has been changed to reflect current publishing practice, and to produce an alignment closer to that of a UK SI.

3. It is recommended that all users should replace their existing template with the newly released version and that this should be used in future. Completed and partially finished documents created using older versions of the template will function correctly with the new version. The website contains detailed instructions as to how to replace the existing template with the new release.

4. Queries regarding use of the SI template should be addressed to the SI Template Help Desk at: [sisupport@theso.gsisup.co.uk](mailto:sisupport@theso.gsisup.co.uk).