

## DATA TRANSMITTAL / SPECIFICATIONS

Product Type	CED 4 <sup>th</sup> (Legal SMG)
Product Title/Release Number	Supplement to Real Property (Ontario)  Bundle CED-616  April 2021
Editorial Contact	Susan Gomes
Transmittal to Analysis	March 3, 2021
Size	2 files; 14 pages
Electronic Files	Y:\IMP-Conversion\public\Outsourcing-SGML\Data Analysis-Conversion\CED\CED-616\
Comment	<p><b>SUPPLIER:</b></p> <ul style="list-style-type: none"> <li>Note change to placement of &lt;SUP&gt; tagging when &lt;SUP&gt; tag encounters punctuation.</li> <li>New supplement (highlighted in green, March 3, 2021) tagging instructions added, please see “KEYING SPECIFICATIONS” for details (Notes ***, ****, etc.)</li> <li>Please note on the instruction on &lt;QUOTE&gt;, (highlighted in yellow below)</li> </ul> <p><b>ANALYSIS:</b></p> <ul style="list-style-type: none"> <li><b>Note for replacement files only:</b> Once the existing file has been replaced with new material, please <b>WIP-CHECK-IN</b>. Never final-check-in.</li> </ul> <p><b>Note to EDITOR:</b> No longer need the caret codes in front of case cites, still need the caret codes for the footnotes but not the one in front of the case cites</p> <p>(Caret coding added to &lt;CITE&gt; tags within &lt;CASEREF&gt; as requested for workflow. This assumes that crup (which adds CCDB numbers) is not run on the data but that CCDB numbers are cut into the –text file by editorial.)</p> <ul style="list-style-type: none"> <li><b>&lt;PATCH REASON=“PROBLEM”&gt; surrounds data that falls out of the expected structure. See “KEYING SPECIFICATION” for details.</b></li> </ul>
From	Carol Wong
Transmittal to Supplier	March 3, 2021
Date Required	<b>HIGH—1 to 5 days</b>
For	<b>SUPPLIER CONVERSION</b>

## KEYING SPECIFICATIONS

### Specific Instructions:

- For this data, please do not key any page number processing instructions.
- When keying Internet addresses, please use the &lt; and &gt; entities to represent single angle brackets that may surround the address. For example &lt;http://www.cira.ca&gt;. Angle brackets from the keyboard are SGML sensitive and cause problems when processing the data.

<PATCH REASON="PROBLEM"> surrounds data that falls out of the expected structure. The editor will check and fix the <PATCH>.

#### Example:

- incomplected cite:

... 2006 MBQ ... → ...<CITE><PATCH REASON="PROBLEM">2006  
MBQ</PATCH></CITE>...

CarswellOnt 8004 → <CITE><PATCH REASON="PROBLEM">CarswellOnt  
8004</PATCH></CITE>

9 R.F.L. (2d) at 327 → <CITE><PATCH REASON="PROBLEM">9 R.F.L. (2d) at  
327</PATCH></CITE>

- extra courtjur:

217 O.A.C. 38 (Ont.S.C.J.) (Div.Ct.) → ... <CITE>217 O.A.C.  
38</CITE><COURTJUR><PATCH REASON="PROBLEM">(Ont.S.C.J.)  
(Div.Ct.)</PATCH></COURTJUR>

#### Endnote not specified in the content:

- capture the endnote (<SUP>) at the end of the paragraph

e.g.

§240.1 In Alberta, a party in a proceeding under the *Family Law Act* may appeal a decision of the court in accordance with the regulations.

1 *Family Law Act*, S.A. 2003, c. F-4.5, s. 89.

capture as:

<docp><n>&sect;240.1</n><p>In Alberta, a party in a proceeding under the <em>Family Law Act</em> may appeal a decision of the court in accordance with the regulations.<sup>^CEDSIanf: &sect;240.1 1</sup></p>

<endnote><n>1</n><p><em>Family Law Act</em>, S.A. 2003, c. F-4.5, s. 89.</p></endnote></p></docp>

A separate <QUOTE><P> tag is NO LONGER required for capturing all URLs that appear within the <ENDNOTE> tag.

Please DO NOT use <QUOTE> tag in this instance going forward.

#### Before:

E.g.

<ENDNOTE>

<N>1</N>  
 <P><EM>See</EM> Statistics Canada study at  
 <QUOTE>  
 <P><http://www.statcan.ca/english/research/11-621-MIE/11-621-MIE2005024.pdf>  
 </P></QUOTE>, and the analysis published by the Canadian Centre for Policy Alternatives at  
 <QUOTE>  
 <P><http://policyalternatives.ca/News/2005/10/TaxesPaidByRichRIs/>.  
 </P></QUOTE>  
 </P>  
 </ENDNOTE>

#### New requirements:

E.g.  
 <ENDNOTE>  
 <N>1</N>  
 <P><EM>See</EM> Statistics Canada study at <http://www.statcan.ca/english/research/11-621-MIE/11-621-MIE2005024.pdf>, and the analysis published by the Canadian Centre for Policy Alternatives at  
<http://policyalternatives.ca/News/2005/10/TaxesPaidByRichRIs/>.  
 </P>  
 </ENDNOTE>

#### **New instructions (March 3, 2021):**

#### **SPECIFICATIONS FOR SUPTEXT.SGM AND SUPTEXT2.SGM FILES**

Do not use <PATCH> tags when there are multiple <SUP> within one <DOCP>:

Correct tagging:

\_\_\_\_\_

<DOCP> **ADDDATE="20210224" MODDATE="20210224" LANG="EN"**

<P> <BOLD> <sect> 53 </BOLD> <EM> *Change* </EM> The Act <SUP> ^CEDOFish: <sect> 53 2 </SUP>  
 specifically does not authorize the granting of fishery leases conferring an exclusive right  
 to fish in property belonging not to Canada but to a province. <EM> *and note 2 to* </EM> The  
 purpose of the Act is to provide a framework for the proper management and control of  
 fisheries and the conservation and protection of fish and fish habitat, including by  
 preventing pollution. <SUP> ^CEDOFish: <sect> 53 2 </SUP> The Act applies in Canada and to  
 Canadian fisheries waters and, with respect to a sedentary species, any portion of the  
 continental shelf of Canada beyond the limits of Canadian fisheries  
 waters. <SUP> ^CEDOFish: <sect> 53 3 </SUP> A <ldquo> sedentary species </rdquo> is defined as an  
 organism that at the harvestable stage, is either immobile on or under the seabed or is  
 unable to move except by remaining in constant physical contact with the seabed or  
 subsoil. <SUP> ^CEDOFish: <sect> 53 4 </SUP> The Act is to be construed as upholding the  
 rights of Indigenous peoples as recognized and affirmed by the <EM> *Constitution Act, 1982*  
 </EM> . <SUP> ^CEDOFish: <sect> 53 5 </SUP>

Incorrect tagging:

</DOCP> |

<DOCP> **ADDDATE="20210224" MODDATE="20210224" LANG="EN"**

**P** **BOLD** **sect 53** **</BOLD>** **EM** *Change* **</EM>** The Act <sup>^CEDOFish: sect 53 2</sup> specifically does not authorize the granting of fishery leases conferring an exclusive right to fish in property belonging not to Canada but to a province. **EM** *and note 2 to* **</EM>** The purpose of the Act is to provide a framework for the proper management and control of fisheries and the conservation and protection of fish and fish habitat, including by preventing pollution. **PATCH** <sup>^CEDOFish: sect 53 2</sup> **</PATCH>** The Act applies in Canada and to Canadian fisheries waters and, with respect to a sedentary species, any portion of the continental shelf of Canada beyond the limits of Canadian fisheries waters. <sup>^CEDOFish: sect 53 3</sup> A **ldquo** sedentary species **rdquo** is defined as an organism that at the harvestable stage, is either immobile on or under the seabed or is unable to move except by remaining in constant physical contact with the seabed or subsoil. <sup>^CEDOFish: sect 53 4</sup> The Act is to be construed as upholding the rights of Indigenous peoples as recognized and affirmed by the **EM** *Constitution Act, 1982* **</EM>**. <sup>^CEDOFish: sect 53 5</sup>

\*\*\*

**Tagging for all <SUP> should include the caret code and section number (these are not specified in the Word document, but should be included).**

Correct tagging:

<----->

<DOCP> **ADDDATE="20210224" MODDATE="20210224" LANG="EN"**

**P** **BOLD** **sect 53.1 [Replacement]** **</BOLD>** The Act gives the Minister of Fisheries, Oceans and Canadian Coast Guard wide discretion when making decisions on fisheries matters, such as licence issuance and quota allocations. Before making decisions under the Act, the minister is to consider, amongst various factors, <sup>^CEDOFish: sect 53.1 1</sup> **</SUP>** whether such decisions will adversely affect the rights of Indigenous peoples. <sup>^CEDOFish: sect 53.1 2</sup> **</SUP>** The minister may establish advisory panels and provide for their membership, functions and operation. <sup>^CEDOFish: sect 53.1 3</sup> **</SUP>** To further the purpose of the Act, he or she may also enter into an agreement with any provincial government, any Indigenous governing body and any body, including a co-management body, established under a land claims agreement. <sup>^CEDOFish: sect 53.1 4</sup> **</SUP>** The minister may make fisheries management orders, and renew them as required, where he or she is of the opinion that prompt measures are required to address a threat to the proper management and control of fisheries and the conservation and protection of fish. <sup>^CEDOFish: sect 53.1 5</sup> **</SUP>**

## Incorrect tagging:

**<DOCP>ADDDATE="20210224" MODDATE="20210224" LANG="EN"**

**<P> <BOLD> <sect> 53.1 [Replacement] </BOLD>** The Act gives the Minister of Fisheries, Oceans and Canadian Coast Guard wide discretion when making decisions on fisheries matters, such as licence issuance and quota allocations. Before making decisions under the Act, the minister is to consider, amongst various factors, <sup>1</sup> whether such decisions will adversely affect the rights of Indigenous peoples. <sup>2</sup> The minister may establish advisory panels and provide for their membership, functions and operation. <sup>3</sup> To further the purpose of the Act, he or she may also enter into an agreement with any provincial government, any Indigenous governing body and any body, including a co-management body, established under a land claims agreement. <sup>4</sup> The minister may make fisheries management orders, and renew them as required, where he or she is of the opinion that prompt measures are required to address a threat to the proper management and control of fisheries and the conservation and protection of fish. <sup>5</sup>

\*\*\*

Tagging for Abridgment mapping should appear within their own <DOCP> tags. There is a lot of variety in how these are tagged. Some are in <QUOTE> or <PATCH> tags. They should all appear as follows:

## Correct tagging:

**<DOCP>**

**<P> <EM> Change Abridgment mapping for heading </EM> I.3.(b) <mdash> Protection of Property <EM> to: </EM> </P> </DOCP>**

\*\*\*

The size for headings that are being added or changed is always 12 and they appear in new <BLOCK> and <TI> tags:

## Correct tagging:

**<DOCP>**

**<P> <EM> Change heading </EM> II.3 <mdash> Fish Farming <EM> to: </EM> </P> </DOCP> </BLOCK1>**

**<BLOCK1> <TI> <PROCINS> size 12 </PROCINS> Aquatic Farms <BOLD> [New] </BOLD> </TI>**

**</BLOCK1> </FREEFORM> </BOOKPART>**

\*\*\*

Do not put all references to “see” in bold tags. Only use bold tags around “see” if it is indicated in the Word document.

## Correct tagging:

**<P1> <ENDNOTE> <N> 1 </N>**

**<P> <EM> Canadian Charter of Rights and Freedoms </EM>, see R.S.C. 1985, App. II (No. 4) </P>**

**</ENDNOTE> </P1> </P>**

## Incorrect tagging:

`<P1><ENDNOTE><N>1</N>`  
`<P><EM>Canadian Charter of Rights and Freedoms</EM>, <BOLD>see</BOLD> R.S.C. 1985,`  
`App. II (No. 44)</P>`  
`</ENDNOTE></P1></P>`

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## General Instructions

### Title Material

- Convert <TI> contents upper and lower case.
- Please follow bolding as provided word files  
**DO NOT list within <TI>:**
  - Do not surround the entire contents of <TI> with <EM> tags.
  - Do not use <EM> tags to surround Act, Regulation and Rule titles in <TI>.
  - Do not key periods at the end of </TI> tags.
  - Do not use <CASEREF> within <TI> tags as this causes problems for WLEC TOC building.
  - Do not <BOLD> “see now” references

### Use of <EM> tags:

- Capture the text “*supra*, *infra*, *bona fide*, *inter alia* and *prima facie*”, in <EM> even when it does not appear in italics in the source file
- Capture the Act, Regulation and Rule titles in <EM> even when it does not appear in italics in the source file— with the exception of <TI>, see “Title Material” above.

### Use of <BOLD> tags:

- Use <BOLD> tag for all “see also”, “See also”, “but see”
- Use <BOLD> tag for “See” or “see”, **UNLESS** the “See” or “see” is followed immediately by “Canadian Abridgment...”— <EM> tag is required

e.g.

`<EM>See</EM>:`

See Canadian Abridgment: <LINK....

tag as:

`<EM>See</EM> Canadian Abridgment: <LINK....`

`<BOLD>See</BOLD>:`

`<P>See &sect;51.</P>`

tag as:

`<P><BOLD>See</BOLD> &sect;51.</P>`

### Infra and Supra Text

- The italic text “supra” and “infra” often follow an abbreviated style of cause reference that also appears in italic. The italic text “supra” and “infra” should be tagged within their own <EM> tags when they follow other italic text. For example <EM>Smith</EM>, <EM>infra</EM> rather than <EM>Smith, infra</EM>.

### Entities (&mdash; and &ndash;)

- Do not key spaces around the &mdash; or &ndash; entities.
- Use the &ndash; entity for all types of ranges whether the range includes numbers or letters.

### French Data — Appropriate Entities

- When converting French material key the entity &nbsp; (non-breaking space) before colons, before the “%” sign and before the “\$”.
- Use the following entities within French text in place of the <SUP> tag:

TO GENERATE	CONVERT AS
-------------	------------



n°	n <sup>ordm</sup> ;
Superscript e	&sup-e;
Superscript er	&sup-er;
Superscript ere	&sup-ere;
Superscript ère	&sup-egre;
Superscript ers	&sup-ers;
Superscript rs	&sup-rs;
Superscript re	&sup-re;
Superscript res	&sup-res;
Superscript lle	&sup-lle;
Superscript me	&sup-me;
Superscript os	&sup-os;

- **NEVER** place any of the above entities within the <SUP> tag. These entities are to be used *in place of* <SUP>. If the superscript content does not appear in the above chart, use <SUP> to capture the superscripted text. For example, 1<sup>ier</sup> would be captured as 1<SUP>ier</SUP> and NOT as 1<SUP>i&sup-er;</SUP>.

## SUPPLEMENT:

### Notes:

\*\*\*\*\*

### 1. Add <FORMAT> before each first level bookpart <N>, numbering scheme I, II, III, etc.

e.g.

```
<ROOT>
<BOOKPART>
<FORMAT>
<RUNNING PLACE="FootStartOdd1RC">June 2011</RUNNING> ← *
<RUNNING PLACE="FootStartOddRC">June 2011</RUNNING> ← *
<RUNNING PLACE="FootOtherEvenLC">CED (4th)</RUNNING> ← *
<RUNNING PLACE="FootStartOdd1C"><?Folio></RUNNING>
<RUNNING PLACE="FootStartOddC"><?Folio></RUNNING>
<RUNNING PLACE="FootOtherEvenC"><?Folio></RUNNING>
<RUNNING PLACE="TopOtherEvenLC"><?vear><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherEvenA">SUPPLEMENT TO SENTENCING</RUNNING> ← **
<RUNNING PLACE="TopOtherOddRC"><?rear><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherOddA">SENTENCING</RUNNING> ← ***
</FORMAT>
```

### Note:

- \* Check Transmittal cover page “Product” for release month
- \*\* Check Inventory “Data” for supplement title content
- \*\*\* Check Inventory “Data” for title content (without the word “Supplement to”)

### 2. Change the first two <RUNNING PLACE ...> lines content according to the release month, check cover page “PRODUCT” for release month

Note: Use “Month 2011” if release month not provided

e.g.

```
<FORMAT>
<RUNNING PLACE="FootStartOdd1RC">June 2011</RUNNING> ← 1st line, release month
<RUNNING PLACE="FootStartOddRC">June 2011</RUNNING> ← 2nd line, release month
<RUNNING PLACE="FootOtherEvenLC">CED (Ont. 4th)</RUNNING>
<RUNNING PLACE="FootStartOdd1C"><?Folio></RUNNING>
```

```

<RUNNING PLACE="FootStartOddC"><?Folio></RUNNING>
<RUNNING PLACE="FootOtherEvenC"><?Folio></RUNNING>
<RUNNING PLACE="TopOtherEvenLC"><?year><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherEvenA">SUPPLEMENT TO ACTIONS</RUNNING>
<RUNNING PLACE="TopOtherOddRC"><?rear><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherOddA">ACTIONS</RUNNING>
</FORMAT>

```

**3. Change the third <RUNNING PLACE...> line content according to the CED jurisdiction:**

CED Shared: CED (4th)  
 CED West: CED (West. 4th)  
 CED Ont.: CED (Ont. 4th)

e.g. CED Ontario

```

<FORMAT>
<RUNNING PLACE="FootStartOdd1RC">June 2011</RUNNING>
<RUNNING PLACE="FootStartOddRC">June 2011</RUNNING>
<RUNNING PLACE="FootOtherEvenLC">CED (Ont. 4th)</RUNNING> ← 3rd line, CED Ontario
                                                                jurisdiction
<RUNNING PLACE="FootStartOdd1C"><?Folio></RUNNING>
<RUNNING PLACE="FootStartOddC"><?Folio></RUNNING>
<RUNNING PLACE="FootOtherEvenC"><?Folio></RUNNING>
<RUNNING PLACE="TopOtherEvenLC"><?year><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherEvenA">SUPPLEMENT TO ACTIONS</RUNNING>
<RUNNING PLACE="TopOtherOddRC"><?rear><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherOddA"> ACTIONS</RUNNING>
</FORMAT>

```

**4. Change the 8<sup>th</sup> <RUNNING PLACE...> line content according to the CED title (all upper case required), see data inventory under "DATA" for CED title:**

```

<FORMAT>
<RUNNING PLACE="FootStartOdd1RC">June 2011</RUNNING>
<RUNNING PLACE="FootStartOddRC">June 2011</RUNNING>
<RUNNING PLACE="FootOtherEvenLC">CED (Ont. 4th)</RUNNING>
<RUNNING PLACE="FootStartOdd1C"><?Folio></RUNNING>
<RUNNING PLACE="FootStartOddC"><?Folio></RUNNING>
<RUNNING PLACE="FootOtherEvenC"><?Folio></RUNNING>
<RUNNING PLACE="TopOtherEvenLC"><?year><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherEvenA">SUPPLEMENT TO ACTIONS</RUNNING> ← 8th line,
                                                                CED title
<RUNNING PLACE="TopOtherOddRC"><?rear><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherOddA">ACTIONS</RUNNING>
</FORMAT>

```

Copy the whole <FORMAT> and add to each of the first level <BOOKPART> before the <N> tag and continue the step 5

**5. Change last <RUNNING PLACE ...> line content, PART number (if any) plus the first <bookpart> title (all upper case required), numbering scheme, I, II, III, etc.:**

e.g.

```

<FORMAT>

```



<RUNNING PLACE="FootStartOdd1RC">June 2011</RUNNING>  
 <RUNNING PLACE="FootStartOddRC">June 2011</RUNNING>  
 <RUNNING PLACE="FootOtherEvenLC">CED (Ont. 4th)</RUNNING>  
 <RUNNING PLACE="FootStartOdd1C"><?Folio></RUNNING>  
 <RUNNING PLACE="FootStartOddC"><?Folio></RUNNING>  
 <RUNNING PLACE="FootOtherEvenC"><?Folio></RUNNING>  
 <RUNNING PLACE="TopOtherEvenLC"><?year><?HR 0.0p><?HR 0.5p></RUNNING>  
 <RUNNING PLACE="TopOtherEvenA">SUPPLEMENT TO ACTIONS</RUNNING>  
 <RUNNING PLACE="TopOtherOddRC"><?rear><?HR 0.0p><?HR 0.5p></RUNNING>  
 <RUNNING PLACE="TopOtherOddA">ACTIONS</RUNNING>  
 </FORMAT>

\*\*\*

Format of <BOOKPART><TI>:

- For Ontario:  
 e.g.  
 Ontario Title 3 → <TI>Title 3</TI>  
 Title 3 → <TI>Title 3</TI>
- For Western:  
 e.g.  
 Western Title 3 → <TI>Title 3</TI>  
 Title 3 → <TI>Title 3</TI>
- For Shared:  
 Ontario Title 3  
 Western Title 5  
 → <TI>Ontario Title 3&newline;Western Title 5</TI>

Use of <SUP>:

- Use <SUP> for any endnote numbers in square bracket within the main supplement:  
 e.g.  
 ...projects or signatory to agreements.<sup>[1]</sup> ...
- tag as:  
 ... projects or signatory to agreements.<SUP>^xxxxx&sect;xx 1</SUP> ...
- Caret code required for all endnote within <SUP>, please see inventory under "Code" for caret code content
- Caret code/endnote style within <SUP>: ^caret code: + section number (where the supplement refer to) + endnote number, e.g. <SUP>^CEDOAct:&sect;27 1</SUP>
- Where <SUP></SUP> tags encounter punctuation (periods and commas), place the <SUP></SUP> tags immediately after the period or comma. For example:

CORRECT:

The panel may cancel the certificates.<SUP>^CEDSentS:&sect;12 1</SUP>

INCORRECT:

The panel may cancel the certificates <SUP>^CEDSentS:&sect;12 1</SUP>.

Format of <ENDNOTE>:

- Capture all <ENDNOTE>s within a <P1>, DO NOT use separate <P1> for different <ENDNOTE>
- The corresponding numbered note and text is tagged as <ENDNOTE><N></N><P> **within a <P1>**.  
 e.g.  
 <P1>  
 <ENDNOTE>  
 <N>1</N>  
 <P>Canada ...  
 ... </ENDNOTE>  
 <ENDNOTE>  
 <N>2</N>

<P>Securities ...  
 </ENDNOTE>  
 </P1>  
 ...

#### Use of <CASEREF>:

- Use <CASEREF> within <ENDNOTE> for any case references. Do not key a period within the <N></N> tags.
- **For all case references** use <CASEREF> tagging within the open <P> tag.
- **DO NOT USE THE <SUP> TAG WITHIN <CITE>:**

For example D.L.R. cites:

1 D.L.R. 4<sup>th</sup> 2 should be converted as:

<CITE>1 D.L.R. (4th) 2</CITE>	← correct
<CITE>1 D.L.R. (4<SUP>th</SUP>) 2</CITE>	← incorrect

- Case references may appear as:
  - two parties separated by "v." or "c." ;
  - one party followed by ", Re" ;
  - one or more parties beginning "In the Matter of" or "In Re" .
- Within <CASEREF>:
  - Place style of cause within <SOC>.
  - **For an unreported case** place the judgment date within <JUDGDATE>. Do not key parenthesis.
  - **For an unreported case** place the docket number within <DOCKET>.
  - **For a reported case** place the round bracketed year within <YEAR>. Do not key parenthesis that may surround the year.
  - Place the main cite, or first cite listed, within <CITE>.
  - **Never** use <SUP> or <SUB> tags within <CITE>.
  - Use the <PAGENUM> tag for any "at" references that follow <CITE> data (i.e. 12 C.B.R. 14 at 15).
  - Use the <PARANUM> tag for any paragraph references in among data tagged as <CITE>, <DOCKET>, <JUDGDATE> etc. Do not capture the &para; symbol within the <PARANUM> tag as the <PARANUM> tag will generate the ¶ symbol. For example <CITE>[1998] 1 S.C.R. 770</CITE><PARANUM>63</PARANUM> is proper tagging.
  - Place any further cites within <CORRELAT> tags. The <CORRELAT> tag contains optional <SOC> and required <CITE>.
  - Place the name of the judge or "decider" within <DECIDER> tags.
  - Place the court/jurisdiction data within <COURTJUR>. Do not key parenthesis that may surround the court/jurisdiction.
  - Place a different "level" of the case (i.e. higher or lower court information) within <CASEHIST>. The <CASEHIST> tag contains optional <CASEDISP> (for treatment of the higher or lower court level such as "reversed by" or "reversing" etc.) and required <CASEREF>. Do not key <TEXT> within <CASEDISP>.
  - Do not key punctuation that would fall between tags.
- **Note: do not add <ENDNOTE> in <CASEREF> tag, if <ENDNOTE> belongs to <CASEREF> material, please add it after the closing </CASEREF>:**

...</CASEREF><ENDNOTE>...</ENDNOTE>

(endnote in <CASEREF> results in broken links on wlec and problems with the Novus conversions)

- Do not use <CASEREF> within <TI> tags as this causes problems for WLEC TOC building.
  - The strings "see also", "See also", "but see" and "But see" should always be surrounded with <EM></EM> tags. Casing of the first letter of the strings should reflect whether a new sentence begins or not. Where "see" or "but" follows a semi-colon the "s" or "b" should be lower case. Where "See" or "But" begins a new paragraph the "S" or "B" should be upper case.
  - References to other CED titles will appear within the text in all upper case and should be keyed in upper and lower case.

#### Tagging Samples:

#### Supplement:

```

<ROOT>
<BOOKPART>
<FORMAT>
<RUNNING PLACE="FootStartOdd1RC">June 2011</RUNNING>
<RUNNING PLACE="FootStartOddRC">June 2011</RUNNING>
<RUNNING PLACE="FootOtherEvenLC">CED (Ont. 4th)</RUNNING>
<RUNNING PLACE="FootStartOdd1C"><?Folio></RUNNING>
<RUNNING PLACE="FootStartOddC"><?Folio></RUNNING>
<RUNNING PLACE="FootOtherEvenC"><?Folio></RUNNING>
<RUNNING PLACE="TopOtherEvenLC"><?year><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherEvenA">SUPPLEMENT TO ACTIONS</RUNNING>
<RUNNING PLACE="TopOtherOddRC"><?rear><?HR 0.0p><?HR 0.5p></RUNNING>
<RUNNING PLACE="TopOtherOddA">ACTIONS</RUNNING>
</FORMAT>
<TI>Ontario Title 3</TI>
<FREEFORM>
<BLOCK1><TI><?size 14>ACTIONS</TI></BLOCK1>
<BLOCK1><TI><?size 14>Part II&mdash;Forms and Classes of Action</TI>
<DOCP><P><?size 10>&sect;14 note 2  <!-- Place the processing instruction <?size 10> after the first
<DOCP><P> of the text paragraph following the <BLOCK1>
<P1>Federal Courts ...</P1></P>
...

```

#### <DOCP> sample tagging:

<p><b>§27.5 [New]</b> Contempt of court is a remedy provided under the various court rules and is not a cause of action.[1]</p>	<pre> &lt;DOCP&gt; &lt;P&gt;&lt;BOLD&gt;&amp;sect;27.5 [New] &lt;/BOLD&gt; Contempt of court is a remedy provided under the various court rules and is not a cause of action.&lt;SUP&gt;^CEDSentS:&amp;sect;27.5 1&lt;/SUP&gt; &lt;P1&gt;&lt;ENDNOTE&gt; &lt;N&gt;1&lt;/N&gt; &lt;P&gt;&lt;CASEREF&gt;...&lt;/CASEREF&gt;.&lt;/P&gt; &lt;/ENDNOTE&gt;&lt;/P1&gt; &lt;/P&gt;&lt;/DOCP&gt; </pre>
<p><i>Change Abridgment mapping for heading I.3.d.iii — Sharing Gross Returns to:</i></p> <p>See Canadian Abridgment: BUS.I.2.b Business associations — Nature of business associations — Nature of partnership — Contrasted with other relationships</p>	<pre> &lt;DOCP&gt;&lt;P&gt;&lt;EM&gt;Change Abridgment mapping for heading&lt;/EM&gt; I.3.d.iii&amp;mdash;Sharing Gross Returns &lt;EM&gt;to&lt;/EM&gt;:  &lt;P1&gt;&lt;EM&gt;See&lt;/EM&gt; Canadian Abridgment: BUS.I.2.b Business associations&amp;mdash;Nature of business associations&amp;mdash;Nature of partnership &amp;mdash;Contrasted with other relationships&lt;/P1&gt;&lt;/P&gt;&lt;/DOCP&gt; </pre>
<p>126 note 1</p> <p><i>Ross v. Chandler:</i> (1911), 19 O.L.R. 584 <i>should read</i> (1909), 1909 CarswellOnt 599.</p>	<pre> &lt;DOCP&gt;&lt;P&gt;126 note 1  &lt;P1&gt;&lt;CASEREF&gt;&lt;SOC&gt;Ross v. Chandler&lt;/SOC&gt;&lt;/CASEREF&gt;&lt;EM&gt;:&lt;/EM&gt; &lt;CASEREF&gt;&lt;YEAR&gt;1911&lt;/YEAR&gt;&lt;CITE&gt;19 O.L.R. 584&lt;/CITE&gt; &lt;EM&gt;should read&lt;/EM&gt; &lt;CASEREF&gt;&lt;YEAR&gt;1909&lt;/YEAR&gt;&lt;CITE&gt;1909 CarswellOnt 599&lt;/CITE&gt;&lt;/CASEREF&gt;. </pre>

Use <BOLD> tags for text which appears in bold

**HIGHLIGHTS: (if any)**

- Capture the whole document within a <BOOKPART>
- Place the centred title and number within <BOOKPART><TI>
- Add PI <?size 14> before “Title” within <TI>, e.g. <BOOKPART><TI><?size 14>Title 115</TI>
- Use <FREEFORM> tagging within <BOOKPART>
- <COMMENT> note required
- Use <BLOCK1> for centred, all upper case heading, add PI <?size 14> before the title within <TI>, e.g. <BLOCK1><TI><?size 14>PARTNERSHIP</TI>
- Use <BOLD> for bold face text
- Add a &newline; entities in a <P> or <P1> to create a space between paragraph

#### Highlights sample tagging:

```

<BOOKPART>
<TI><?size 14>Title 115</TI>
<FREEFORM>
<BLOCK1>
<TI><?size 14>PARTNERSHIP</TI>
<P>&newline;</P>           ← &newline; entities
<P><?size 10><BOLD>HIGHLIGHTS:</BOLD>
This supplement incorporates ...</P>
<P>&newline;</P>           ← &newline; entities
<P><BOLD>Cases:</BOLD>
<P1>&newline;</P1>         ← &newline; entities
<P1><BOLD>British Columbia:</BOLD></P1>
<P1><CASEREF>...
...

```

**PLEASE NOTE:** This data is a working manuscript subject to in-house editorial review and renumbering upon return to Carswell. Please use <PATCH REASON="PROBLEM"></PATCH> to surround data that "falls out" of the paragraph structure. Use <P> tagging within <PATCH>. Use <FOOTNOTE> tagging and all other appropriate tagging within the <PATCH> where appropriate.

**PLEASE NOTE:** no longer need the caret codes in front of case cites—October 6, 2005