

## DATA TRANSMITTAL / SPECIFICATIONS

Product Type	CED 4 <sup>th</sup> Edition (Legal SMG)
Product Title/Release Number	CED – Index to Alternative Dispute Resolution (Shared)  Bundle CED-617  March 2021
Editorial Contact	Susan Gomes cc. Heather George
Transmittal to Analysis	March 3, 2021
Size	4 pages
Electronic Files	Y:/IMP-Conversion/public/Outsourcing-SGML/Data Analysis-Conversion/CED/CED-617/
Comment	<b>SUPPLIER:</b> <ul style="list-style-type: none"> <li>• Use &lt;SEE&gt; and &lt;SEEALSO&gt; tags for "see", "see also" references; use &lt;BOLD&gt; tag for text within &lt;SEE&gt; and &lt;SEEALSO&gt;</li> <li>• Always tags the &lt;SEE&gt; or &lt;SEEALSO&gt; tag outside the &lt;TEXT&gt; tag</li> <li>• <u>DO NOT use &lt;EM&gt; tag for act or regulation titles</u></li> </ul> <b>IN-HOUSE:</b> <ul style="list-style-type: none"> <li>• <b>Post QA: WIP-CHECK-IN the index file—DO NOT FINAL-CHECK-IN the index file</b></li> </ul>
From	Carol Wong
Transmittal to Supplier	March 3, 2021
Graphics	NO ISSUE
Date Required	<b>RUSH—March 5, 2021</b>
Routing	SUPPLIER UPDATING

# KEYING SPECIFICATIONS

## Specific Instructions:

- Use <SEE> and <SEEALSO> tags for "see", "see also" references; use <BOLD> tag for text within <SEE> and <SEEALSO>
- Always tags the <SEE> or <SEEALSO> tag outside the <TEXT> tag
- DO NOT use <EM> tag for act or regulation titles
- Capture the whole index within <INDEX ID="CED.....">. See Data Inventory for full ID.
- The <INDEX> tag requires <TI> content, (i.e. <TI>Index to Aboriginal Law</TI> – (do not add (Shared), (Ont) or (West) within the <TI> tag).
- Each index must have:  
<INFOP>(All references are to paragraph numbers.)</INFOP> (this new tag has the same content as a <P> tag).  
Place text (if any) preceding the index proper in a <P1> tag within <INFOP>.

e.g.

<INFOP>(All references are to paragraph numbers.)</INFOP>  
<?columns 2>

**Processing Instruction: <?columns 2> need to be added before the first <INDEX0> tag.**

- Use <INDEX0> for the highest level entries.
- Use <INDEX1> for indented entries below <INDEX0> etc.
- Use the <TEXT> tag for textual portion of the entry.
- Use the <REF> tag for the numerical portion of the entry (the numerical portion may include "Rule", "Reg.", "Form" etc).
- Do not capture the punctuation that separates the <TEXT> from <REF> data (i.e. the comma that follow the text and precedes the numerical portion of the entry).
- Caret coding not required.
- Use <SEE> and <SEEALSO> tags for "see", "see also" references; use <BOLD> tag for text within <SEE> and <SEEALSO>
- Always tags the <SEE> or <SEEALSO> tag outside the <TEXT> tag:

e.g.

complaints. See community health protection

<INDEX0><TEXT>complaints</TEXT><SEE><BOLD>community health protection</BOLD></SEE></INDEX0>

<INDEX0><TEXT>appeal/review of orders</TEXT><SEEALSO><BOLD>health protection/promotion (general)</BOLD></SEEALSO>  
<INDEX1><TEXT>appeal to court</TEXT><REF>204&ndash;208</REF></INDEX1>  
...</INDEX0>

<INDEX0><TEXT>children, immunization of</TEXT><REF>64, 173, 176, 210</REF><SEEALSO><BOLD>communicable diseases; public assistance (provincial); students</BOLD></SEEALSO></INDEX0>

- 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 <sup>o</sup>  | n&ordm;    |
| Superscript os  | &sup-os;   |
| 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;   |

- **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>.