

Clicklaw Wikibooks Contributor Guide

Including Style Guide and Cheatsheet

Contents

Clicklaw Wikibooks Contributor Guide	1
Clicklaw Wikibooks User Guide	11
Clicklaw Wikibooks Cheatsheet	13
Clicklaw Wikibooks Style Guide	14

Clicklaw Wikibooks Contributor Guide



This page offers help on how to use Clicklaw Wikibooks and does not contain legal information.

See the Clicklaw Wikibooks Guides category page for a list of guides for Clicklaw Wikibooks users and editors.

If you are not a Clicklaw Wikibooks contributor, but are a contributor to the main Clicklaw website^[1] and looking for support, please see the Clicklaw Website Contributor Guide.

This is a guide for editors and contributors who have accounts with Clicklaw Wikibooks, and who are actively responsible for editing content. The Clicklaw Wikibooks Contributor Guide is designed to get editors and contributors started. If you are not a Clicklaw *Wikibooks* contributor, but are a *Clicklaw* contributor for the main Clicklaw website^[1] and need support, please see the Clicklaw Website Contributor Guide.

Before you edit

Know what you're responsible for

Have you been invited to edit a particular title? Are you certain the page you're on is part of that title, and does not belong to a different wikibook?

Be conscientious about which page you are editing. Several different titles, or wikibooks, reside on this platform. Please only edit pages from those titles (or chapters within titles) for which you are responsible. Generally, let your discretion guide you, or email ?Subject=Wikibooks%20Contributor%20Support wikisupport@clicklaw.bc.ca^[2] for help.

But also...

Relax, you can't screw up

Having asked you to be mindful of the pages you edit, take comfort in knowing that you literally can't damage a page so badly that it cannot be restored. One of the best things about this wiki platform is that each page has a "History" of older versions, including the one you just saved over. You (or another person) can always undo an edit and restore an older version of a page.

When viewing a page's history tab:

- Selecting **Undo** on the current version will show you the difference between it and the next most recent version, and you can then select "Save page" to restore the earlier of the two versions.
- Selecting **Rollback** on the current version of a page will undo all of the recent changes by the contributor who had saved that current version, with the effect of rewinding the page back to the most recent version saved by someone other than that contributor.

If we haven't taught you how to do it, ask us how (or leave it be)

But a minimum knowledge of the tools is required. Other than knowing how to log in, navigate around, and where to find things like the "Edit" tab, you will need to know how to:

1. create (or fix) links to cases, legislation, other web resources,
2. make lists (like this numbered list),
3. create emphasis for key words or documents using *italics*, or in rare cases **bold**,
4. divide pages with section headings and subheadings,
5. indent paragraphs or blocks of text,
6. create text in a plain format (for legislation excerpts), and
7. understand a few technical things that are happening and the limited things you need to know to:
 - change what alert boxes are saying on pages,
 - work with your contributor bio page,
 - understand some of the weird coding and know what to leave alone,
 - *maybe* change the contents of tables, and
 - participate in Discussion pages (these are locked down so only editors can see Discussions about a page).

This page shows you how to do the above. You are not expected to do anything technically beyond what is explained here.

Logging in to your new account

Everyone who contributes to Clicklaw Wikibooks will be given an account. All of your work is linked to your account, so it's important to use the same account every time.

1. You will receive an email from editor@clicklaw.bc.ca containing your username and password.
2. Go to <http://wiki.clicklaw.bc.ca/>.
3. Use the "Log in" button at the top right to log in with the username and password supplied in the email.
4. Change your password to something secure that you will remember (if you need to find the Change Password page, it's <http://wiki.clicklaw.bc.ca/index.php?title=Special:ChangePassword>).



The "Edit" screen

Are you at the page you want to edit? Are you logged in? If yes, you can start editing.

1. Click on the "Edit" tab or click on the "edit" link beside a particular section (if you only want to edit the text for a certain section of a page).

Clicklaw Wiki

Page Discussion View **Edit** History Search Go Search

Problems with a Purchase

Suppose you bought something and you are not satisfied with it. What can you do? You have the right to make a complaint when something that you bought:

- did not do what it said it would do, or
- was not of satisfactory quality, or
- was not as described.

However, you also have the responsibility to find out a store's policies before you buy, and take proper care of things you buy and follow the instructions to use them.

How do I start a complaint?

Step 1: Collect the information

For example:

- Prepare a description of the **goods** you bought. This can include anything the seller said to you

Clicking on the "Edit" tab enables you to edit the whole page...

...or you can edit a specific section

2. You can make changes to the text in the edit window, and click on the "Save page" button to save your changes.

Clicklaw Wiki

Page Discussion View Edit History Search Go Search

Editing Problems with a Purchase (section)

B **I** **A** **W** **U** **L** **R**

===How do I start a complaint?===

===Step 1: Collect the information===

For example:

- * Prepare a description of the **''goods''** you bought. This can include anything the seller said to you about the goods, anything the seller advertised, or anything the seller gave you in writing.
- * How much you paid, and receipts or other proofs of purchase.
- * Copies of any documents, for example, a **''warranty''**.
- * Details of the problem.

===Step 2: Be ready to keep notes on what happens===

- * **''Who''** did you talk to? (Ask for the person's name or title - sales clerk, manager, **etc.**)
- * **''When''** did you talk to them?
- * **''What''** did you tell them about the problem?
- * **''What''** did they say to you?

===Step 3: Let the company know you have a problem===

The Canadian Consumer Information Gateway has a Complaint Roadmap, an information tool that provides a step-by-step approach to help you present your complaint to a business. The Roadmap includes a sample complaint letter that you can use to develop your letter. Visit [\[http://www.consumerinformation.ca\]](http://www.consumerinformation.ca) and look under "Complaint Roadmap".

Summary: /* How do I start a complaint? */

This is a minor edit Watch this page

Save page Show preview Show changes Cancel | [Editing help](#) (opens in new window)

The edit toolbar includes key commands like bold, italics & hyperlinking

Some wiki "syntax" helps with formatting - e.g., equal signs display text as headings

External hyperlinks are formatted like this

Click "Save page" to save changes

Basic editing tools and formatting

Clicklaw Wikibooks uses a simple markup language to control how content looks, but to start off, you don't need to know much about this markup language. Buttons along the top of the edit window frame do most of the formatting and wiki markup for you.



Select a portion of text while in the edit screen, and then click one of the buttons to apply that formatting. The buttons have the following functions:

Bold

In the edit screen, selecting text then clicking button #1 will apply the wiki markup to make the text appear bold. Bold text is rarely called for by the Clicklaw Wikibooks Style Guide. Italics are preferred for giving emphasis. That said, it is sometimes appropriate to bold the first word in a list item. You can create bold text manually by enclosing one or more words in sets of three apostrophes. Typing:

```
I want to make '''this text''' bold.
```

Will look like this when you save or preview the page:

I want to make **this text** bold.

Italics

In the edit screen, selecting text then clicking button #2 will apply the wiki markup to make the text appear in italics. Use Italics sparingly to add emphasis to words that are unfamiliar or to disambiguate ones that the reader might mistake. Italics are used to cite cases, legislation or certain other sources. Consult the Clicklaw Wikibooks Style Guide for guidelines on when to use italics. To create italic text manually, enclose one or more words in sets of two apostrophes. Typing:

```
An ''arquebus'' is an early muzzle-loaded firearm, while an ''aquabus'' is a motorized boat.
```

Will look like this when you save or preview the page:

An *arquebus* is an early muzzle-loaded firearm, while an *aquabus* is a motorized boat.

Links

Internal Link

One page in a wiki often naturally leads to another page on the same wiki. For example, here is a link to the Clicklaw Wikibooks Style Guide, which is also useful because it tells you when bold and italics are used. To make an internal link click button #3. You will see `[[Link title]]`. Replace `Link title` with the exact name of the page (leaving the square brackets where they are) and you're done. Don't forget to hit "Save page." Typing:

```
Editors are encouraged to read the [[Clicklaw Wikibooks Style Guide]].
```

Will look like this when you save or preview the page:

Editors are encouraged to read the Clicklaw Wikibooks Style Guide.

Note: twin square brackets are used for internal links.

External Link

Examples of external links include any link to another website, or even a PDF or DOC file available somewhere online. Cases on CanLII, for instance, require external links. The simplest way to insert an external link is to just type the full URL, including the `http://` prefix. Typing:

```
For more information on the Court of Appeal process, visit
http://www.courtofappealbc.ca
```

Will look like this when you save or preview the page:

For more information on the Court of Appeal process, visit <http://www.courtofappealbc.ca>.

Much of the time, you won't want the link to appear so obvious. To have other words appear with links to online resources, select the text you want to contain the link, then click button #4. You will see

```
[http://www.example.com link title].
```

Replace `www.example.com` with the correct URL you want to send readers to (e.g.`www.courtofappealbc.ca`). Now replace `link title` with the words you want to contain the link (e.g.`Court of Appeal BC Online Help Guide`). Typing:

```
For more information, visit the Court of Appeal BC's
[http://www.courtofappealbc.ca Online Help Guide].
```

Will look like this when you save or preview the page:

For more information, visit the Court of Appeal BC's Online Help Guide ^[3].

Headings and subheadings

Clicklaw Wikibook pages rely heavily on in page headings and subheadings to break up content and to improve navigation. Select the words that you want to become a heading, then click button #5. The results, when saved, will give you a primary section heading in the text of an article. Headings within a page can also be produced by typing multiple equal signs, and you are not restricted to a single, primary level of header. A primary section heading is written `==Words in heading==`, a subsection below it is written `===Words in heading===`, and so on (a maximum of five levels is possible). Spaces between the equal signs and the heading text are optional, and will not affect the way the heading is displayed. The heading must be typed on a separate line. Include one blank line above the heading, and optionally one blank line below it, for readability in the edit screen. (Only two or more consecutive blank lines will add more white space in the public appearance of the page.)

The following points apply to in page headings:

- Use *sentence case* for section headings — that is, the initial letter of a title is capitalized; otherwise, capital letters are used only where they would be used in a normal sentence.
- Headings should not normally contain links, especially where only part of a heading is linked.
- Section and subsection headings should preferably be unique within a page; otherwise section links may lead to the wrong place.

Your "signature"

Leaving your signature next to a comment on a discussion page is essential so that other editors know who left the feedback or suggestion, and know who to respond to. Clicking button #8 at the end of a comment in a discussion page will automatically leave two dashes and four tilde marks (like this `--~~~~`), which when the page is saved, will be translated into your name and the date you left the comment. Alternately, you can type four tildes yourself.

Typing:

```
Hi, I think we should consider citing international treaties on child
abduction for this chapter ~~~~
```

Will look like this when you save or preview the page:

```
Hi, I think we should consider citing international treaties on child abduction for this chapter Nate Russell (talk)
15:08, 4 June 2013 (PDT)
```

Lists

The Clicklaw Wikibooks Style Guide calls for the use of *bulleted* lists to break up serial information where the order is not important, and *numbered* lists where steps or some other sequence is important to understand the information.

The edit toolbar does not have a button for making lists. They are simple to create, however. Authorities on plain language writing tend to agree that lists generally make information easier to absorb.

Making a list

Once you are logged in, and are in the Edit screen of the page you want to change:

- **Numbered lists:** Place each list item on its own line, and start each line with a pound symbol "#". Click "Show preview" to see the list. Notice that the numbered list automatically ends at the last line that you started with a pound symbol.
- **Bulleted list:** To make a list with bullets, follow the same steps as for a numbered list, but replace the pound symbol with an asterix.

List examples

Description	This wiki code	Results in this display on the page
<i>Numbered list</i>	# One # Two # Three	1. One 2. Two 3. Three
<i>Bulleted list</i>	* Red * Green * Blue	• Red • Green • Blue

More complicated lists with sublists are achieved by adding an extra pound or asterix symbol beside items you want to appear as indented subordinate list. Lists can include a subordinate list of another type, for example a numbered list can break off into a series of points in a bulleted list, or vice versa.

Description	This wiki code	Results in this display on the page
<i>A numbered list with a subordinate list that is also numbered.</i>	# Item one # Leads to item two: ## Which itself has at least one sub-item ## And possibly two ## Or even three sub-items # Then back to the main numbered list and item three	1. Item one 2. Leads to item two: 1. Which itself has at least one sub-item 2. And possibly two 3. Or even three sub-items 3. Then back to the main numbered list and item three
<i>A mixed list. Numbered list with a subordinate bulleted list.</i>	# Item one # Leads to item two: #* Which itself has at least one sub-item #* And possibly two #* Or even three sub-items which all need to be bullets # Then back to the main list, which continues at item three	1. Item one 2. Leads to item two: • Which itself has at least one sub-item • And possibly two • Or even three sub-items which all need to be bullets 3. Then back to the main list, which continues at item three
<i>A bulleted list with a subordinate list of numbers, and a further subordinate list of bullets.</i>	* This point is simple. * This point is complicated, and includes: *# Item one *# Item two, which is: *## 40% X, *## 35% Y, and *## 25% Z. *# Item three * This last point is simple again.	• This point is simple. • This point is complicated, and includes: 1. Item one 2. Item two, which is: • 40% X, • 35% Y, and • 25% Z. 3. Item three • This last point is simple again.

Plain language writing

A short definition of "Plain English"

Brian Garner, from *Legal Writing in Plain English*, 2001, pp xiv:

A word about "plain English." The phrase certainly shouldn't connote drab and dreary language. Actually, plain English is typically quite interesting to read. It's robust and direct—the opposite of gaudy, pretentious language. You achieve plain English when you use the simplest, most straightforward way of expressing an idea. You can still choose interesting words. But you'll avoid fancy ones that have everyday replacements meaning precisely the same thing.

Plain language tips

We are writing with the public reader in mind, not lawyers or other legal advocates. Depending on the wikibook, you may need to aim for a very low reading level. For example, Legal Help for British Columbians serves very basic information so people can take the first step towards finding help for their common legal problem. JP Boyd on Family Law, on the other hand, presumes a higher reading level, since it offers motivated self-represented individuals a slightly more detailed description of family law. Both groups of readers benefit from plain language writing methods. Some tips to consider when writing or reviewing legal information for the public:

1. Think about your reader and question what they know or don't know.
2. Think about questions your readers will have on the topic, and organize your thoughts accordingly.
3. Summarize main points using headers.
4. Organize steps or similar information with lists.
5. Write brief sentences and keep paragraphs short.
6. Use common phrases and words.
7. Avoid unnecessary descriptive adverbs and words.
8. Write in the active voice and keep verb and subject close together.
9. Ask another reader to evaluate your writing.

More on plain language writing

- CBA PracticeLink: Plain language legal writing ^[4]
- Before and After Comparisons from www.plainlanguage.gov ^[5]
- Joe Kimble, *The Elements of Plain Language* in the *Michigan Bar Journal*, October 2002 ^[6]

Clicklaw Wikibooks Cheatsheet

See Clicklaw Wikibooks Cheatsheet

Using the Discussion tab to comment on content

Clicklaw contributors have the ability to leave comments for other contributors or editors on any page of a Clicklaw Wikibook. This can be a very useful way to flag possible changes that you think might be worth considering, but you are not wanting to make without input from others. Note that any discussion pages are invisible to most users. Only logged-in contributors and those with accounts on Clicklaw Wikibooks can see comments posted in discussion pages.

This was done deliberately so that members of the legal profession could make recommendations or have debates about how to present legal information, and do so freely without concern that the public may encounter comments or questions intended only for other editors, which taken out of context might cause confusion.

To leave a comment on a Discussion page:

1. Login to your account on Clicklaw Wikibooks.
2. Navigate to the page that you want to leave a comment on.
3. Click on the "Discussion" tab, and then click "Edit".
4. Add your comment, leaving your signature at the end. If you are replying to a comment, indent your comment one level further than the comment that you are replying to. So for example:

The link to the Consumer Protection BC's complaint roadmap needs to be updated. - Drew

I have updated the link as of March 2013. - Beatriz

(To indent, use colons for each level you want to indent - for example, two colons (::) to indent two levels.)



Leaving a signature

Typing four tilde marks in a row will automatically place a signature for you, consisting of your username and the time that you left your signature. Please use a signature to let others know who made a contribution to a talk page, and when.

Function	Wiki markup (replaced when saving)	Resulting wiki code	Resulting display
Signature plus timestamp	~~~~~	Username]] 12:34, 1 February 2008 (UTC)	Username 12:34, 1 February 2008 (UTC)
Signature alone	~~~~	Username]]	Username
Timestamp alone	~~~~~	12:34, 1 February 2008 (UTC)	12:34, 1 February 2008 (UTC)

Disabling Glossary/Terminology Popups

Terms that appear along with their definitions on the Terminology page will automatically be detected the first time they appear on any article in the Clicklaw Wiki. In general, this saves work, since no manual coding is required to ensure that a legal term will include a definition. The automatic nature of this process, however, will result in false-positives in cases where a defined term also has a common meaning in addition to a legal one (the terms "hearing", and "order" for example). To exclude defined terms from appearing with their pop-up definition (and where it is the first time the term

has been used on a page), you should bracket the term with the HTML element:

```
<span class="noglossary">term</span>
```

A "div" tag will also work but create a separate paragraph that may not be desired. To exclude an entire article from receiving glossary popups, from the edit screen include the text:

```
__NOGLOSSARY__
```

at the end of the text of a page.

Additional resources

The Clicklaw Wikibooks Style Guide highlights key style and word usage for pages on Clicklaw Wikibooks.

The MediaWiki ^[7] website also includes excellent support material — for example, instructions on navigating a wiki ^[8], editing pages ^[9], and much more ^[10]. (MediaWiki is free, open source software that powers Clicklaw Wikibooks, as well as the hugely popular Wikipedia.)

Note about updating resources in Legal Help for British Columbians

For contributors updating resources for the guide Legal Help for British Columbians, please see the explanatory note on the Resource List for Legal Help for British Columbians. (Resources are managed as individual pages that are then automatically consolidated on a single Resource List.)

For further information

This Guide is maintained by the Clicklaw site editors. For more information or support, please contact wikisupport@clicklaw.bc.ca ^[2].

```
__NOGLOSSARY__
```

References

- [1] <http://www.clicklaw.bc.ca>
- [2] <mailto:wikisupport@clicklaw.bc.ca>
- [3] <http://www.courtofappealbc.ca>
- [4] <http://www.cba.org/cba/practicelink/cs/plainlanguage1.aspx>
- [5] http://www.plainlanguage.gov/examples/before_after/index.cfm
- [6] <http://www.plainlanguage.gov/whatisPL/definitions/Kimble.cfm>
- [7] <http://www.mediawiki.org/>
- [8] <http://www.mediawiki.org/wiki/Help:Navigation>
- [9] http://www.mediawiki.org/wiki/Help:Editing_pages
- [10] http://www.mediawiki.org/wiki/User_hub

Clicklaw Wikibooks User Guide



This page offers help on how to use Clicklaw Wikibooks and does not contain legal information.

See the Clicklaw Wikibooks Guides category page for a list of guides for Clicklaw Wikibooks users and editors.

If you are not a Clicklaw Wikibooks contributor, but are a contributor to the main Clicklaw website^[1] and looking for support, please see the Clicklaw Website Contributor Guide.

The Clicklaw Wikibooks User Guide explains basic Clicklaw Wikibooks search and navigation. If you are an editor, please consult the Clicklaw Wikibooks Contributor Guide

How to navigate around Clicklaw Wikibooks

Main navigation elements

When viewing any page on Clicklaw Wikibooks, you'll find three main navigation elements:

1. The sidebar links to important pages and commands on Clicklaw Wikibooks. For example, there is a link to the main page of the site, shortcuts to specific Wikibook titles, and printing options (for more information on how to print or export pages or entire wikibooks see the Clicklaw Wikibooks Print/Export Guide).
2. The search box on the top right of each page enables a full text search over all Clicklaw Wikibooks.
3. Towards the bottom of the page you will see more links about Clicklaw Wikibooks and currency information for the page you are viewing.

The screenshot shows the Clicklaw Wikibooks website interface. Three red callout boxes with arrows point to specific features:

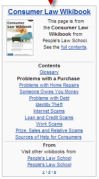

- 1. Sidebar with key pages, print/PDF options and tools:** Points to the left sidebar containing links like 'Main Page', 'Contents', 'Featured Wikibooks', 'Toolbox', and 'Print/export'.
- 2. Searching suggests pages from all Clicklaw Wikibooks as you type:** Points to the search box at the top right, which shows a dropdown menu of suggestions for the search term 'Child S'.
- 3. Page footer tells you when content was reviewed and links to more information about Clicklaw Wikibooks:** Points to the footer area, which includes a green checkmark indicating the content was last reviewed for legal accuracy by Drew Jackson in March 2013, and links to 'Privacy policy', 'About Clicklaw Wikibooks', and 'Disclaimers'.

Wikibook navigation elements

For pages within a Clicklaw Wikibook, there are two additional navigation elements that enable you to navigate around the Wikibook:

1. The table of contents block towards the top right of every page, which provides links to main sections of a Wikibook.
2. The navigation box (called a "navbox") at the bottom of every page, which provides links to all pages of a Wikibook; the navbox is like a sitemap for a specific Wikibook title.

Navigation aids

Table of contents navigation	Bottom navigation box
<p data-bbox="527 577 625 682"><i>1. The table of contents block links to the main sections of a Wikibook</i></p> 	<p data-bbox="820 577 982 619"><i>2. The navbox at the bottom links to all pages of a Wikibook</i></p> 

References

[1] <http://www.clicklaw.bc.ca>

Clicklaw Wikibooks Cheatsheet



This page offers help on how to use Clicklaw Wikibooks and does not contain legal information.

See the Clicklaw Wikibooks Guides category page for a list of guides for Clicklaw Wikibooks users and editors.

If you are not a Clicklaw Wikibooks contributor, but are a contributor to the main Clicklaw website ^[1] and looking for support, please see the Clicklaw Website Contributor Guide.

See the Clicklaw Wikibooks Style Guide for style and word usage.

Works anywhere in the text		
Description	You type	You get
Italic text	<code>''italic''</code>	<i>italic</i>
Bold text	<code>'''bold'''</code>	bold
Bold and italic text	<code>''''bold & italic''''</code>	<i>bold & italic</i>
Link to another Clicklaw wiki page	<code>[[Name of page]]</code> <code>[[Name of page Text to display]]</code>	Name of page Text to display
Works only at the beginning of lines		
Description	You type	You get
Section headings <i>A Table of Contents will automatically be generated when four headings are added to an article.</i> <i>Do not use =Level 1=; it is reserved for page titles.</i>	<code>== Level 2 ==</code> <code>=== Level 3 ===</code> <code>==== Level 4 ====</code>	Level 2 Level 3 Level 4
Bulleted list	<code>* One</code> <code>* Two</code> <code>** Two point one</code> <code>* Three</code>	<ul style="list-style-type: none">• One• Two<ul style="list-style-type: none">• Two point one• Three
Numbered list	<code># One</code> <code># Two</code> <code>## Two point one</code> <code># Three</code>	<ol style="list-style-type: none">1. One2. Two<ol style="list-style-type: none">1. Two point one3. Three
Indenting text	<code>no indent (normal)</code> <code>:first indent</code> <code>::second indent</code> <code>:::third indent</code>	no indent (normal) first indent second indent third indent
Working Example of a Case Citation and Link		

Description	You type	You get
Case reference <i>For linking and providing the proper citation of case law, see Style Guide.</i>	In ''[http://canlii.ca/t/2d35m Domirti v. Domirti]'', 2010 BCCA 472, the Court of Appeal ruled that a spousal support award outside the Advisory Guidelines could be an appealable error.	In <i>Domirti v. Domirti</i> ^[2] , 2010 BCCA 472, the Court of Appeal ruled that a spousal support award outside the Advisory Guidelines could be an appealable error.
Working Example of Lists		
Description	You type	You get
Numbered list <i>For a series of steps where the order is important. See Style Guide for use of lists.</i>	The Application Record should be sorted as follows: # the index, # the Notice of Application, # the Response to Application, and # the affidavits to be relied upon at the hearing	The Application Record should be sorted as follows: 1. the index, 2. the Notice of Application, 3. the Response to Application, and 4. the affidavits to be relied upon at the hearing

References

[1] <http://www.clicklaw.bc.ca>

[2] <http://canlii.ca/t/2d35m>

Clicklaw Wikibooks Style Guide



This page offers help on how to use Clicklaw Wikibooks and does not contain legal information.

See the Clicklaw Wikibooks Guides category page for a list of guides for Clicklaw Wikibooks users and editors.

If you are not a Clicklaw Wikibooks contributor, but are a contributor to the main Clicklaw website^[1] and looking for support, please see the Clicklaw Website Contributor Guide.

This style guide for Clicklaw Wikibooks aims to help contributors produce Wikibooks with consistent and clear language, layout, and formatting. The goal is to make Clicklaw Wikibooks easier and more intuitive to use. See the Clicklaw Wikibooks Cheatsheet for shortcuts for commonly used wiki commands.

Page titles and in page headings

Page titles

The title of a page should be in plain language (as a description of the topic or, for *Legal Help for British Columbians*, a question), concise, and consistent with the titles of related pages.

The following points are important with page titles:

- Each page title on Clicklaw Wikibooks has to be unique, so make your page title as specific as possible. For example, use "Making Changes in Child Support" rather than "Making Changes".
- Use *title case* in page titles; that is, the first letters of all words should be capitalized except for articles (*the, a, an*), prepositions (*in, of, to, from, with*, etc.), and conjunctions (*and, but, for, or* and *nor*).

In page headings

Headings within a page are produced by typing multiple equal signs. A primary section heading is written ==Words in heading==, a subsection below it is written ===Words in heading===, and so on (a maximum of five levels is possible). Spaces between the equal signs and the heading text are optional, and will not affect the way the heading is displayed. The heading must be typed on a separate line. Include one blank line above the heading, and optionally one blank line below it, for readability in the edit window. (Only two or more consecutive blank lines will add more white space in the public appearance of the page.)

The following points apply to in page headings:

- Use *sentence case* for section headings — that is, the initial letter of a title is capitalized; otherwise, capital letters are used only where they would be used in a normal sentence.
- Headings should not normally contain links, especially where only part of a heading is linked.
- Section and subsection headings should preferably be unique within a page; otherwise section links may lead to the wrong place.

Capital letters

In general terms, resist using capital letters, as they hinder the reader when overused.

Legal terms and forms

- Do not use capital letters for legal terms — e.g., "a retainer agreement is a contract between a lawyer and you"; "a will appoints an executor".
- Do not use capital letters for party names — e.g., "after the claimant files a claim, the respondent has 14 days to reply".
- Use capital letters for the names of prescribed court forms — e.g., "the claimant must file a Notice of Family Claim" — but do not use capital letters for general legal forms — e.g., "a power of attorney enables you to appoint someone to look after your financial affairs".

Do not use capitals for emphasis

Do not use capital letters for emphasis; where wording alone cannot provide the emphasis, use italics.

Titles of works

Titles of books and other print works are given in title case — that is, the first letters of all words should be capitalized except for articles (*the, a, an*), prepositions (*in, of, to, from, with*, etc.), and conjunctions (*and, but, for, or* and *nor*).

Calendar items

- *Months, days of the week, and holidays* start with a capital letter — e.g., June, Monday, Christmas.
- *Seasons* are in lower case — e.g., last summer, next fall.

Compass points

Do not capitalize *directions* such as "north", nor their related forms.

Capitalize *names of regions* if they have attained proper-name status, including informal conventional names — e.g., "Lower Mainland". Do not capitalize descriptive names for regions that have not attained the status of proper names, such as "northern British Columbia".

Institutions

Names of particular institutions are proper nouns and require capitals, but generic words for institutions (e.g., "university", "college", "hospital", "high school") do not.

Italics

Emphasis

Italics may be used *sparingly* to emphasize words in sentences (whereas bold is normally not used for this purpose). Generally, the more highlighting in a page, the less its effectiveness.

Titles

Use italics for the titles of books or publications of greater length (including wikibooks). The titles of articles, chapters, and other short works are not italicized; they are enclosed in double quotation marks. (See examples below.)

Lists

Bulleted lists

Use bulleted lists to break up a list of items. Use numbered lists if the list is a series of steps.

When making a bulleted list, put an asterisk before each item to make it a bulleted list item:

```
*Bullet point
```

```
*Bullet point
```

This will appear as:

- Bullet point
- Bullet point

Where the bulleted list has items that are less than a full sentence, use commas between the items, start each item with a lowercase letter, and use a conjunction after the second-to-last item. For example:

To qualify for disability benefits, you must:

- be at least 18 years of age,
- have a severe mental or physical impairment, and
- need help or supervision because of the disability.

When a list is *very* brief, you can omit punctuation within the list. For example:

To make scones you need:

- flour
- salt

- butter
- baking powder

Where the bulleted list has one or more items that are a full sentence or longer, use periods between the items. For example:

Your best bets are:

- Family Law in BC, for forms, self-help materials and other legal information about family legal issues.
- Family Justice Centres, to make an appointment with a counsellor to discuss parenting arrangements, contact or support.
- Family Duty Counsel (Provincial or Supreme), for some assistance on the day you have to appear in court.

Where a heading for a bulleted list item is appropriate, use a colon after the heading, and a period at the end of the item:

- Common Experience Payment: A CEP is payable to all former students of Residential Schools.
- Independent Assessment Process: Under this process, a victim of abuse at a Residential School may apply for additional compensation.

Numbered lists

Use numbered lists if the list is a series of steps.

When making a numbered list, put a pound sign (#) before each item to make it a numbered list item. Note that you should have no space between the pound sign and the beginning of the item, and no spaces between list items.

You can nest a bulleted list within a numbered list. Use the syntax `#*` for the bulleted items within the numbered list:

```
#First numbered item
#Second numbered item
#*Bullet point
#*Bullet point
```

This will appear as:

1. First numbered item
2. Second numbered item
 - Bullet point
 - Bullet point

Quotation marks

Use double quotation marks; use single marks for quotes within a quote.

Periods and commas go inside quotation marks, but semicolons and colons go outside.

References

Case law

When citing a case, use the citation standards in the Canadian Guide to *Uniform Legal Citation* (7th Edition), known as the *McGill Guide*. Names or initials of the parties in the style of cause should be italicized, along with *v.*, *Re.*, (*ad litem*), or any other part of the case name. Do not use bold. Cite Canadian cases to their neutral citation, and ensure that the link you provide is the short URL resource link provided by CanLII wherever possible. Where no neutral citation is available,

use the citation that CanLII provides, and ensure that the parties in the style of cause are as indexed by CanLII. Where a case is not available on CanLII, cite to a printed reporter or electronic service. Examples of acceptable citations:

Case with neutral citation, available on CanLII: *Domirti v. Domirti*^[2], 2010 BCCA 472

Case with no neutral citation, available on CanLII: *Wahl v. Pavle*^[3], 1985 CanLII 861 (BCCA)

Case with no neutral citation, not on CanLII: *Mareva Compania Naviera S.A. v. International Bulkcarriers S.A.*, [1980] 1 All E.R. 213

Publications

When referring to a publication that is a book or other longer work, put the title in italics:

Law Students' Legal Advice Program Manual

When referring to a wikibook, put the title in italics:

JP Boyd on Family Law

When referring to a publication that is a shorter work like a chapter or fact sheet, put the title in quotation marks:

the fact sheet "Dealing with a Problem Roommate" and the pamphlet "Tenant Info for Renters in British Columbia"

For publication titles, use title case; that is, the first letters of all words should be capitalized except for articles (*the, a, an*), prepositions (*in, of, to, from, with*, etc.), and conjunctions (*and, but, for, or* and *nor*).

Links

Internal links

Make links only where they are relevant and helpful in the context; excessive use of hyperlinks can be distracting, and may slow the reader down.

To make an internal link, use two square brackets to open the link, followed by the name of the linked page, followed by two closing square brackets:

```
[[Name of Page Here]]
```

Use a vertical bar "|" (the "pipe" symbol) to create a link while labeling it with a different name than the linked page. The first term inside the brackets is the name of the linked page (the page you would be taken to), while anything you type after the vertical bar is what that link looks like on the original page. Here are examples:

```
[[I Want to Write a Will | writing a will]]
```

```
[[Resource List | list of the best sources]]
```

These will appear as:

- writing a will
- list of the best sources

External links

Minimize using external links in the main body of a page; include only external links that are to essential resources or information. For other external links, look to include those in an external links section at the end, pointing to further information outside Clicklaw Wikibooks. The standard format for making an external link is:

```
[http://www.courthouselibrary.ca Courthouse Libraries BC]
```

```
[http://www.clicklaw.bc.ca/helpmap Clicklaw HelpMap]
```

These will appear as:

- Courthouse Libraries BC ^[4]
- Clicklaw HelpMap ^[5]

Where there is an external link that has a Clicklaw page, then link to the Clicklaw page. For example:

```
the fact sheet [http://www.clicklaw.bc.ca/resource/1012 "Persons with  
Disabilities (PWD) Benefit Application"]
```

This will appear as:

- the fact sheet "Persons with Disabilities (PWD) Benefit Application" ^[6]

Numbers

- In general, write whole numbers one through nine as words, and write all other numbers as numerals: one to five; 21 to 30.
- For currency, don't use numbers after the decimal point: \$25.
- In general, use a comma to delimit numbers with four or more digits to the left of the decimal point: 1,050.
- Write 3% or three percent but not three % or 3 % with a space.
- Write telephone numbers with dashes: 1-866-565-4526.

Dates

- Ordinary references to specific dates in a header or body paragraph should list the *day, month, year*, in that order: 10 February 2013.
- In the vast majority of circumstances, write out the full name of the month.
- If the date reference is within a table, chart or graphic or ancillary annotation where condensed formatting is desired, the three letter abbreviation for months is acceptable: 10 Feb 2013.

Punctuation

Em dashes between words

Use an em dash when you want to indicate added emphasis, a break in a sentence, or an abrupt change of thought. For example, "In matters of importance, sincerity — not style — is the vital thing."

To form an em dash on most PCs, hold down the ALT key while typing 0151. On a Mac, hold down the ALT key and SHIFT key while typing the dash (-).

Spaces

The number of spaces following the terminal punctuation of a sentence in the wiki markup makes no difference, as the MediaWiki software condenses any number of spaces to just one when rendering the page. That said, modern practice is evolving towards just one space following the terminal punctuation of a sentence.

Word usage

Avoiding legalese

Avoid using legalese. These words and expressions are to be avoided:

- in respect of
- to defray

That and which

Use *that* (not *which*) to introduce a restrictive relative clause (a clause that is essential to the grammar of the sentence).

Preferred usage for words

This alphabetical list features the preferred usage for words:

- Aboriginal child
- Aboriginal parent
- Aboriginal Affairs and Northern Development Canada (AANDC)
- arbitrator
- BC
- birth certificate
- Blue Pages (of the phone book)
- certificate of divorce
- Clicklaw Wikibook
- Convention refugee
- coordination
- cooperate
- court (as in "go to court"), but "Small Claims Court"
- court registry (but "Supreme Court Registry")
- Court Services Online
- Crown Counsel
- death certificate

- driver's licence
- duty counsel (but "Family Duty Counsel Program" when it's a specific program)
- ebook
- email
- Employment Insurance benefits
- Family Court
- family justice counsellor
- family law arbitrators
- family law mediators
- federal government
- fulfill
- Government Agent office
- Government of Canada (but government when used generically)
- Guide (as in "this Guide")
- homepage
- Indian band
- Indian reserve
- internet
- judge
- judicial case conference
- lawsuit
- legal aid representation (but "Legal Aid Representation" when it's a specific program)
- legal notices section of the newspaper
- licence (noun)
- license (verb)
- Lower Mainland
- marriage certificate
- marriage commissioner
- Ministry of Children and Family Development
- Ministry of Social Development (MSD)
- Old Age Security
- online
- Parenting After Separation Course
- photo ID
- post office
- practice (noun)
- practise (verb)
- reasons for judgment
- Residential School
- Resource List (as in "see the Resource List in this Guide for helpful resources")
- Small Claims Court
- Supreme Court
- toll-free
- tribal council

- trustee in bankruptcy
- Vital Statistics Agency
- website
- well-being
- workers' advisers
- workers' compensation
- Yellow Pages

References

[1] <http://www.clicklaw.bc.ca>

[2] <http://canlii.ca/t/2d35m>

[3] <http://canlii.ca/t/23fjd>

[4] <http://www.courthouselibrary.ca>

[5] <http://www.clicklaw.bc.ca/helpmap>

[6] <http://www.clicklaw.bc.ca/resource/1012>