



SNCBs' MCZ Advice Project – Document style and format (Protocol C)

Version control

Build status:

Version	Date	Author	Reason/Comments
2.0	19 Jan 2012	Jen Ashworth	Final signed off version.
1.0	19 Dec 2011	Jen Ashworth	Final version for sign off
0.4	16 Dec 2011	Jen Ashworth	Updated to reflect JNCC comments
0.3	02 Nov 2011	Jen Ashworth	Updated to reflect the style of Natural England Standards
0.2	09 Aug 2011	Jen Ashworth Lydia Barnes, Amy Ridgeway	Updated following comments from MCZ Project communications leads
0.1	01 Aug	Jen Ashworth	

Distribution list:

Copy	Version	Issue Date	Issued To
Electronic	2.0	20 Jan 2012	Section leads from JNCC and Natural England
Electronic	1.0	19 Dec 2011	Senior Responsible Officers for sign off
Electronic	0.3	02 Nov 2011	Natural England Standards Function and J Davis for sign off
Electronic	0.2	14 Sept 2011	Natural England Standards Function for informal comment
Electronic	0.1	01 Aug 2011	Amy Ridgeway and Lydia Barnes

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Part 1: About this protocol

Introduction

The Marine Conservation Zone (MCZ) advice package will provide the necessary information and draft advice to guide Natural England non-executive Board¹ and the Joint Nature Conservation Committee² (JNCC) in providing their formal advice to Government, upon which ministers can draw when making decisions on the designation of MCZs.

What does this protocol cover?

This protocol sets out the language, writing style and document format Natural England and JNCC will follow when producing our advice package and submitting it to Defra. This protocol is one of a series of protocols we will use in producing our advice (see full list in Annex 3).

Who is this protocol for?

This protocol applies to everyone in Natural England and JNCC who is directly engaged in the production of the Statutory Nature Conservation Bodies' (SNCBs') MCZ advice.

Part 2: The protocol

General principles

We will ensure that the SNCBs' advice to Government on MCZ recommendations is clearly written and accessible to a non-specialist audience. It needs to be evidence-based with clear referencing throughout. It needs to follow the style of the other MCZ Project publications.

Sources

- Natural England style and grammar guide – version 1.1, October 2006



ne-style-grammar-guide.pdf

- PDG.3 ACX036 – Marine Conservation Zone Project Style Guide, March 2010



Logos

The SNCBs' advice will display both the JNCC and Natural England logos and follow the existing guidelines on their use.

Language

¹ http://www.naturalengland.org.uk/about_us/ourpeople/neboard/default.aspx NB. Natural England's Chair will actually sign off our advice

² <http://jncc.defra.gov.uk/default.aspx?page=5349>

We will write the SNCB advice following plain English principles. Authors³ should follow the guidelines in the Plain English campaign guidebook <http://www.plainenglish.co.uk/files/howto.pdf> . Key points are:

- Keep your sentences short
- Prefer active verbs
- Use 'you' and 'we' (remember this is **our** advice)
- Use words that are appropriate for the reader (Government and stakeholders)
- Don't be afraid to give instructions
- Avoid nominalisations
- Use lists where appropriate.

Section authors and contributors should make use of the readability statistics function within Microsoft Word to check their drafts.

Format

Section leads should ensure their sections follow a consistent format. This will help when we pull the document together.

- Margins – use the narrow margins option in Word to save paper.
- Font – use Arial 11pt in black for the main text and use 9pt for footnotes.
- Paragraphs – use 0pt spacing before paragraphs, 10pt after, with a line spacing of multiple at 1.15. Use single spacing in footnotes.
- Headings
 - Separate headings from the text below them by a 10pt space and subheadings with 0pt.
 - Headings and subheadings should start with a capital letter then continue in lower-case.
 - Try to limit headings to three grades: headings (14pt font, bold), subheadings and sub-subheadings (both 11pt, bold).
 - Tag headings as styles (e.g. Heading 1, Heading 2 and Heading 3 but change the default font and size) to make indexing easier.
- Bullets – use for lists. Use numbered bullets if the list is referred to later in the text. At other times use closed dots such as in this guidance.
- Justification – use left justification.

Text

- Abbreviations/Acronyms – always written out in full first, with the abbreviation in brackets after the name, and abbreviated thereafter (e.g. Marine Conservation Zones (MCZs), Joint Nature Conservation Committee (JNCC)). However, Natural England should never be abbreviated as NE.
- Numbers – the numbers 0-9 should be written out as words e.g. zero, one, two, three etc... Any numbers higher than 9 to be written as numbers e.g. 11, 24, 102 etc...
- Consistent naming – use the information in the MCZ Project Style Guide.

Tables and figures

Tables should follow the following format.

Title	Title	Title
Row heading (if applicable)		

³ Text referring to authors includes lead authors, section authors and contributing authors.

Total (if applicable)		
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- Use the 'insert caption' option to write table and figure titles. Add titles tables and below figures.
- The figure and table number should be in bold but not the rest of the caption. Captions should not have a stop after the caption number and no stop at the end of the caption. E.g.
Figure 1.3 Map of the second survey area
- If a table splits across a page please make sure the column headings carry over.
- Number tables and figures consecutively starting with the overall section number. For example the first figure in section 4 should be Figure 4.1.

Section and paragraph numbering

- Please number each section e.g. Section 4.2.
- Within each main section please number paragraphs consecutively e.g. 4.2.1, 4.2.2. Do not introduce any additional sub-level numbering.

Referencing

All documents (internal and external) used to write the SNCBs' advice should be cited in the text. Within text a reference should consist of the author's surname and relevant year (or years), both within brackets For example: (Smith 1984). For more details see Natural England (2006). Authors should use the inbuilt referencing software in Word to store references and produce a reference list.

Authors should provide a reference list at the end of each section. They should list references in alphabetical order according to the surname of the author, or first author when there is more than one. Examples are provided below but more can be found in Natural England (2006).

- COX, F.C., & NICKLESS, E.F.P. 1972. Some aspects of the glacial history of central Norfolk. *Bulletin of the Geological Survey of Great Britain*, 42, 79–98.
- TORRENS, P. 2005. *Jurassic Stratigraphy*. Vol. I. Oxford: Oxford University Press.
- Information on Sabellaria alveolata [online]. URL: www.ukmarinesac.org.uk/communities/biogenic-reefs/br7.htm [Accessed July 2001].

Header/footer

- Should be 9pt Arial font with 10pt spacing below headers and above footers and single line spacing.
- Page numbers - Number all pages in the footer.
- Include the document title, date and version number in the header of all draft documents and sections.
- Name the lead author(s) in the footer for the draft documents and sections. The final version will include the text 'produced by Natural England and JNCC' in the footer.

Version control

We will provide this information in a separate protocol.

Species names

Write the common names of organisms in lower-case. For example: giant goby. Capitals are used only when a common name includes a proper name. For example: Couch's goby.

Compass points

Write in lower case (e.g. north) unless they form part of a proper name (e.g. East Midlands). Hyphenate inter-cardinal compass points e.g. north-west.

Annex 1: Implementing and communicating the protocol

The lead author of the advice from JNCC and Natural England will be responsible for ensuring the protocol is implemented. They will ensure that all internal contributors to the MCZ advice have a copy of the protocol and understand the requirements.

Annex 2: Monitoring and review

Lead authors of the advice will monitor assessments and draft advice from section leads and contributors to ensure the protocol is followed.

This protocol is currently time limited for the duration of the SNCBs' advice on MCZ recommendations. The MCZ Project Board may commission a review of the protocol in the light of any changes to timetables or policies.

Annex 3: Related documents

List of all of the MCZ advice protocols:

- A. Strategic protocol – the principles by which advice will be formulated;
- B. Quality control, assurance and peer review;
- C. Document style and format;
- D. Audit trail – version control and record keeping;
- E. Assessing the scientific certainty of sites and features;
- F. Assessment of the scientific certainty of conservation objectives;
- G. Assessment of the risk to features;
- H. Assessing the contribution of existing sites to the network.