

Being a Wikibooks Contributor Help Guide

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Clicklaw Wikibooks User Guide



This page contains no legal information.

It contains help information for Clicklaw or Clicklaw Wikibooks contributors only.

Clicklaw Wikibooks contributors see this list of Clicklaw Wikibooks Guides. (Clicklaw Main Website contributors see the Clicklaw Website Contributor Guide for support about www.clicklaw.bc.ca ^[1].)

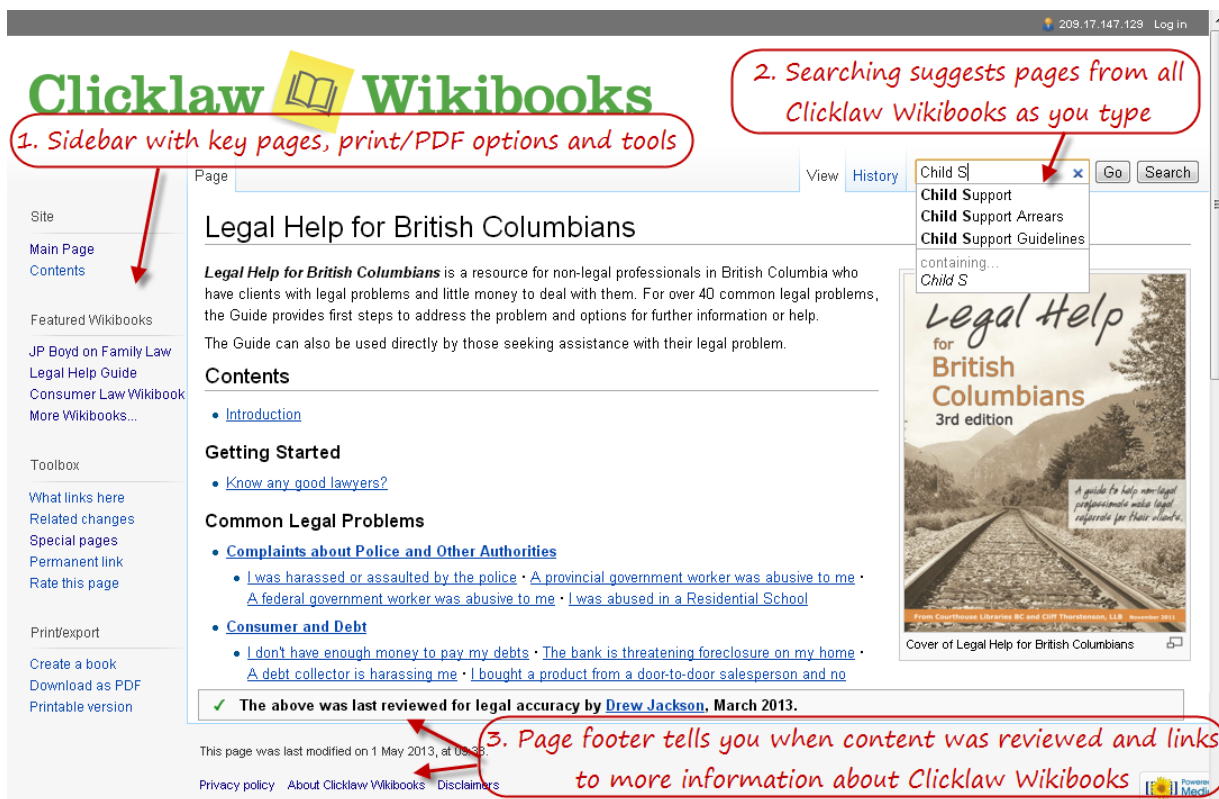
The Clicklaw Wikibooks User Guide explains basic Clicklaw Wikibooks search and navigation. If you are an editor, please consult the Clicklaw Wikibooks Contributor Guide

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.





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 style="color: red;">1. The table of contents block links to the main sections of a Wikibook</p> 	<p style="color: red;">2. The navbox at the bottom links to all pages of a Wikibook</p> 

References

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

Clicklaw Wikibooks Contributor Guide



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Clicklaw Wikibooks contributors see this list of Clicklaw Wikibooks Guides. (Clicklaw Main Website contributors see the Clicklaw Website Contributor Guide for support about www.clicklaw.bc.ca^[1].)

This is a guide for editors and contributors who have accounts with Clicklaw Wikibooks, and who are actively responsible for editing content. Read on to learn how to:

- Log in
- Make changes on a page

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.

Getting started

Authors, editors and reviewers

Clicklaw Wikibooks houses content for a number of organizations with publications. Each publication, or wikibook title, may have its own culture and arrangement with people tasked with updating it. An partner organization's work will be carried out by contributors, and these people might be staff of that organization with no wiki skills, freelance contractors who've done wiki work before, or volunteer lawyers, judges, advocates, etc. with a wide range of ability. Some wikibooks, such as those produced by Peoples Law School, are administered by a small team of editors only, while other wikibooks, such as *JP Boyd on Family Law*, involve numerous collaborators all of who are volunteers.

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 about to edit is part of the right wikibook title, and does not belong to a different wikibook?

Be conscientious about which page you are editing. 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](mailto:wikisupport@clicklaw.bc.ca)^[2] for help.

That said...

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.

See Undoing Changes.

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

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. If you have questions, email us at wikisupport@clicklaw.bc.ca ^[2]

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 "wikisupport@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).

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.

The edit toolbar includes key commands, such as bold, italics & hyperlink

Click "Advanced" to show more commands, such as bulleted list & numbered list

Some wiki "syntax" helps with formatting, e.g. equal signs

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.

Bold

In the edit screen, selecting text then clicking the Bold button 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

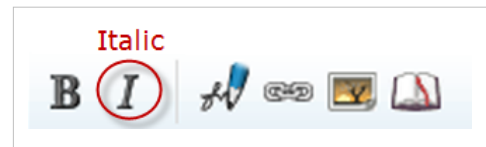
In the edit screen, selecting text then clicking the Italic button will apply the wiki markup to make the text appear in italics. Use Italics sparingly to add emphasis to words that are unfamiliar or to disambiguate ones that the reader might mistake. Italics are used to cite cases, legislation or certain 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

Link to another website

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 the Link button. You will be prompted to enter the URL (the link to the online resource). Make sure to select "To an external web page", then click "Insert link".



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].

Link to another wiki page

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 a Clicklaw Wikibooks page. To make an internal link, click the Link button. You will be prompted to enter the target page, which must be the exact name of the page, and the text to display for the link. Make sure to select "To a wiki page" at the bottom, then click "Insert link".



Typing:

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

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

Editors are encouraged to read the Style Guide.

Note: twin square brackets are used for internal links.

Link to a location on the same wiki page

Sometimes, you may need to make a reference to a section within the same page.

Typing:

```
To learn how to insert links, read [[{{PAGENAME}}#Links | Links]].
```

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

To learn how to insert links, read [Links](#).

Link to a location on another wiki page

In some cases, you may need to direct readers to only a section on another wiki page. For example, when the section you are referring to is located in the middle of a lengthy wiki page. If you provided a link to the page, it would be confusing for the readers to land at the beginning of the page.

Typing:

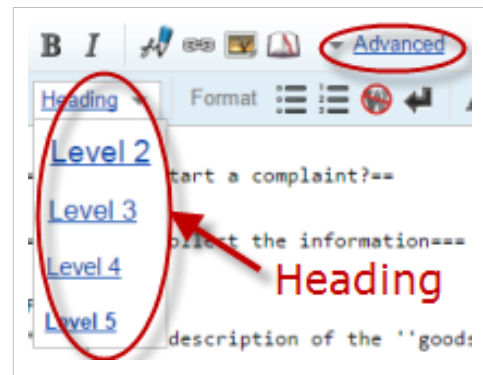
```
To learn how to name a wiki page, read about [[Clicklaw Wikibooks Style Guide#Page titles | page naming convention]].
```

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

To learn how to name a wiki page, read about [page naming convention](#).

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 select the Heading level from the Advanced menu. 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 achieved by typing:



```
==Words in primary heading==
```

A subsection below a primary heading is achieved by typing:

```
===Words in secondary heading===
```

A maximum of five heading levels is possible. Just keep adding more equal sign symbols. 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 paragraph breaks will add white space between paragraphs of text in the page once saved.)

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.

Lists

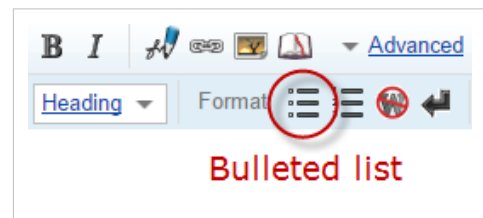
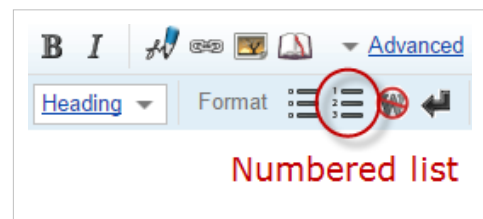
The Clicklaw Wikibooks Style Guide calls for the use of *bulleted* lists to break up serial information where the order is not important, and *numbered* lists where steps or some other sequence is important to understand the information.

The edit toolbar has the buttons for making lists in the Advanced menu. They are also simple to create as you type. 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 list:** 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. Alternatively, you can select the lines and click the Numbered List button.
- **Bulleted list:** To make a list with bullets, follow the same steps as for a numbered list, but replace the pound symbol with an asterisk. You can also use the Bulleted List button.



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 asterisk 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>	<pre># 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</pre>	<ol style="list-style-type: none"> 1. Item one 2. Leads to item two: <ol style="list-style-type: none"> 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>	<pre># 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</pre>	<ol style="list-style-type: none"> 1. Item one 2. Leads to item two: <ul style="list-style-type: none"> • 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>	<pre>* 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.</pre>	<ul style="list-style-type: none"> • This point is simple. • This point is complicated, and includes: <ol style="list-style-type: none"> 1. Item one 2. Item two, which is: <ul style="list-style-type: none"> • 40% X, • 35% Y, and • 25% Z. 3. Item three • This last point is simple again.

Images and video

Uploading images

To upload an image that you will use in a wikibook, or a contributor profile, select the *"Upload file"* link from the sidebar navigation menu. It is located under the *"Toolbox"* header. Please use a descriptive name.

Please restrict your photos to *.png* or *.jpg* formats.

Embedding images

There are several ways to embed an image — however only a couple work well and support PDF, EPUB, and print-on-demand viewing. Consistency is important, so please use the following approach:

Writing this:	... should produce this:
---------------	--------------------------

```
[[File:DescriptiveImageName.jpg| right | frame | link=|
<span style="font-size:60%;">Copyright
Information</span>]]
```



Copyright Information

Obviously, "*DescriptiveImageName.jpg*" should be replaced with the name of the image you uploaded.

The copyright information may take the form of "*Copyright www.shutterstock.com*", for example.

Videos

Clicklaw Wikibooks supports videos embedded from Youtube. You will need to be working with videos that you have already uploaded to Youtube directly. You cannot upload videos to the Clicklaw Wikibooks directly.

You have two options:

1. left aligned videos
2. right aligned videos

The following script might look complicated, but you are only going to be changing one thing. You will only be changing the unique identifier, *e.g.* *ivsBIwncoiY*. This is the unique alphanumeric string found at the end of a Youtube video's "Share" link.

To embed a video (left aligned) type:

```
{{Video || video = {{#ev:youtube|ivsBIwncoiY|350|right}} }}
```

Remember to replace "ivsBIwncoiY" with your own video's unique identifier.

This code should embed a left aligned video:

To embed a video (right aligned) type:

```
{{Videoright || video = {{#ev:youtube|ivsBIwncoiY|350|right}} }}
```

Again, remember to replace "ivsBIwncoiY" with your own video's unique identifier.

This code should embed a right aligned video:

Undoing changes

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 the older version.

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.

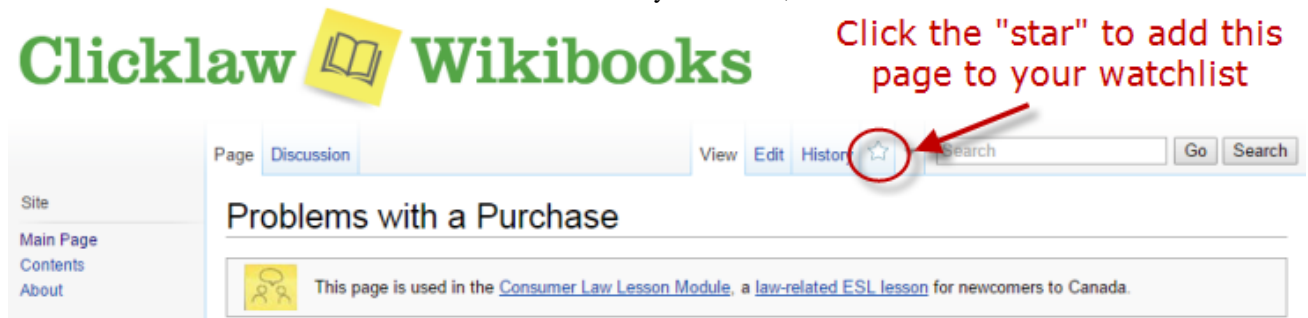
Advanced features

Watchlist

Account holders, including all editors and contributors, have the option of adding pages to a watchlist so they can follow content that they are responsible for and receive a notification when the pages are altered. You receive email notifications (see setting up email notificaiton) or be shown an overview of the changes from the Watchlist page.

Adding pages to watchlist

To add a page to your watchlist you must be logged in. From the page you wish to add, hover your cursor over the downward arrow beside the "History" tab, then click on "Watch."



View your watchlist

Access the Watchlist from the top menu, or from the left menu. Once you are on the My Watchlist page, you should see a list of the recent changes from the last several days.

Special page

Nate Russell | Talk | Preferences | **Watchlist** | Contributions | Log out

Clicklaw Wikibooks

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Help
Log in
My watchlist

My watchlist

For Nate Russell ([View relevant changes](#) | [View and edit watchlist](#) | [Edit raw watchlist](#))

Watchlist options

4 pages on your watchlist, not counting talk pages.

- E-mail notification is enabled.
- Pages which have been changed since you last visited them are shown in **bold**

Below are the last 3 changes in the last 168 hours, as of June 5, 2013, 17:09.
Show last [1](#) | [2](#) | [6](#) | [12](#) hours | [1](#) | [3](#) | [7](#) days | [all](#)

[Hide minor edits](#) | [Hide bots](#) | [Hide anonymous users](#) | [Hide logged-in users](#) | [Show my edits](#) | [Hide patrolled edits](#)

Namespace: Invert selection Associated namespace

May 31, 2013

- [\(diff | hist\)](#) . . . **Introduction to the Legal System for Family Matters**; 12:44 . . . (-5) . . . [Test Account](#) ([Talk](#) | [contribs](#) | [block](#))
- [\(diff | hist\)](#) . . . **Guardianship, Parenting Arrangements and Contact**; 12:09 . . . (+1) . . . [Test Account](#) ([Talk](#) | [contribs](#) | [block](#)) [[rollback](#)]

May 29, 2013

- [\(diff | hist\)](#) . . . **Guardianship, Parenting Arrangements and Contact**; 22:15 . . . (-67) . . . [Drew Jackson](#) ([Talk](#) | [contribs](#) | [block](#)) ([Undo revision 13334 by Nate Russell \(talk\)](#))

Retrieved from "http://wiki.clicklaw.bc.ca/index.php/Special:Watchlist"

Edit your watchlist

Delete pages you no longer want to watch or receive notifications about. Check the box beside the name of the page you want to delete from the watchlist, then click "Remove titles". The pages will be deleted from the watchlist only, not from the wiki.

Special page

Edit watchlist

For Nate Russell ([View relevant changes](#) | [View and edit watchlist](#) | [Edit raw watchlist](#))

Remove titles from watchlist

Titles on your watchlist are shown below. To remove a title, check the box next to it, and click "Remove titles". You can also [edit the raw list](#).

(Main)

- [Children in Family Law Matters](#) ([Talk](#) | [History](#))
- [Guardianship, Parenting Arrangements and Contact](#) ([Talk](#) | [History](#))
- [Introduction to the Legal System for Family Matters](#) ([Talk](#) | [History](#))
- [Parenting after Separation](#) ([Talk](#) | [History](#))

Retrieved from "http://wiki.clicklaw.bc.ca/index.php/Special:EditWatchlist"

Email notifications for watchlist

To enable email notification, which will let you know as soon as an edit is made to a page you watch, select "Preferences" from the top menu, select the "User profile" tab, then at the bottom under "E-mail options" select "E-mail me when a page or a file on my watchlist is changed." You can also control notifications about changes to your user talk page through this menu.

The screenshot shows the 'E-mail options' settings page. At the top, it displays the user's email address: 'nrussell@courthouselibrary.ca' with a link to 'Change e-mail address'. Below this, a note states: 'E-mail address is optional, but is needed for password resets, should you forget your password. You can also choose to let others contact you by e-mail through a link on your user or talk page. Your e-mail address is not revealed when other users contact you.' Under 'E-mail confirmation', it says: 'Your e-mail address was authenticated on May 23, 2013 at 17:14.' There are five checkboxes: 'Enable e-mail from other users' (checked), 'Send me copies of e-mails I send to other users' (unchecked), 'E-mail me when a page or file on my watchlist is changed' (checked and circled in red), 'E-mail me when my user talk page is changed' (checked), and 'E-mail me also for minor edits of pages and files' (unchecked). At the bottom, there are 'Save' and 'Restore all default settings' buttons.

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).

Disabling a single occurrence of a term

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.

Disabling definitions for a whole page

To exclude an entire article from receiving glossary popups you need to place one line of text on the page. From the edit screen include the text:

```
__NOGLOSSARY__
```

It is common to place this at the end of the text of a page.

Additional resources

Wikibook goals and selection criteria

See the About page for policies around Clicklaw Wikibooks' governance, selection criteria for new titles, and goals.

Best practices for PLEI

Clicklaw Wikibooks follows Best Practice Guidelines for the development and maintenance of online Public Legal Education and Information (PLEI) in British Columbia.

Style guide

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

MediaWiki manual

The MediaWiki ^[4] website also includes excellent support material — for example, instructions on navigating a wiki ^[5], editing pages ^[6], and much more ^[7]. (MediaWiki is free, open source software that powers Clicklaw Wikibooks, as well as the hugely popular Wikipedia.)

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 ^[8]
- Before and After Comparisons from www.plainlanguage.gov ^[9]
- Joe Kimble, *The Elements of Plain Language* in the *Michigan Bar Journal*, October 2002 ^[10]

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].

References

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

Clicklaw Wikibooks Style Guide



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It contains help information for Clicklaw or Clicklaw Wikibooks contributors only.

Clicklaw Wikibooks contributors see this list of Clicklaw Wikibooks Guides. (Clicklaw Main Website contributors see the Clicklaw Website Contributor Guide for support about www.clicklaw.bc.ca^[1].)

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.

Use italics to bring attention or distinction to a term — e.g., "Whether a party has the right to bring a dispute under a particular act and before a particular court is a question of that party's *standing*, whereas the ability for a court to hear particular disputes or questions involving particular types of parties is a question of *jurisdiction*." or "The term *ex parte* means without notice."

Do not use quotations for emphasis.

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.

Do not use quotations for emphasis. Use italics. See Emphasis.

Do not use quotations when clarifying the acronym to be used for a long term. Use parenthesis only. See Acronyms.

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.

Acronyms

Do not use period marks for acronyms or abbreviations, e.g.:

British Columbia = BC

Attorney General = AG

Ministry of Children and Family Development = MCFD

If a long phrase, term or name of an institution is better referred to by an acronym, help the reader by defining the acronym the first time it is mentioned. Use parenthesis to enclose the acronym, but avoid quotations or periods, e.g.:

British Columbia Supreme Court (BCSC)

public legal education and information (PLEI)

Family Maintenance Enforcement Program (FMEP)

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)
- bylaw
- 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
- judicial review
- 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 (MCFD)

- 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>