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McGuinness Institute

2. Selecting and writing protocol for *Nation Dates*



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Introduction

This document is a protocol for future *Nation Dates* editions. It is based on both *Nation Dates* 5th edition and *COVID-19 Nation Dates*, as both books were completed using the same process.

Note: Each *Nation Dates* edition updates previous editions. This means that **[all?]** entries from previous editions are copied over into the new edition, and new events are added.

The *Nation Dates* website is www.nationdates.org.

Timelines

The primary timeline (Timeline 1)

The Institute determines whether an event is a key milestone in Aotearoa New Zealand's evolution by reviewing each event against five criteria (see Part A, 1.0).

The supplementary timelines (Timelines 2 onwards)

The number of supplementary timelines is flexible. The **fourth edition** of *Nation Dates* has 12 supplementary timelines. These provide readers with quick and comprehensive lists of additional key dates. As with events on the primary timeline, the supplementary timelines are copied over when publishing a new edition.

PART A: GENERAL NATION DATES STYLE FOR ENTRY TITLES AND TEXT

Quotation marks:

Use curly quotation marks.

Use single quotation marks for quotes, informal figures of speech, and for titles of songs, stories and articles), e.g.

1967	• 'Six o'clock swill' ends
1973	• 'Damn the Dam' protest song released

For a quote within a quote, use double quotation marks.

Example (*Nation Dates* 5th edition, p. 88):

Chief Justice Prendergast declares the courts 'lacked the ability to consider claims based on aboriginal or native title. The Treaty of Waitangi was "worthless" because it had been signed "between a civilised nation and a group of savages" who were not capable of signing a treaty. Since the treaty had not been incorporated into domestic law, it was a "simple nullity".'

Abbreviations:

The categories below outline the different ways that abbreviations are used in *Nation Dates* and the rules that apply.

Included in abbreviations list

Category A – Standard abbreviations

Abbreviations are written in full once per entry for Chapter 1 and once per chapter for chapters 2–17 (see example below). All standard abbreviations are included in the abbreviations list. An easy way to check these is to search for '?

1948	• Universal Declaration of Human Rights (UDHR) adopted
1966	• International Convention on the Elimination of All Forms of Racial Discrimination (ICERD) signed
1968	• International Covenant on Civil and Political Rights (ICCPR) signed
1980	• United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) signed

Category B – Common abbreviations

Some abbreviations are more recognisable than their full titles, hence are exceptions to the rule above. They can be written alongside their full title, where logical, but it is not essential.

The current list of common abbreviations used in *Nation Dates* 5th edition is:

ACT	Association of Consumers and Taxpayers
ANZAC	Australia and New Zealand Army Corps
AU	Australia
BBC	British Broadcasting Company
BNZ	Bank of New Zealand
BP	British Petroleum
DIA	Department of Internal Affairs

EU	European Union
FIFA	Fédération Internationale de Football Association (translated as International Federation of Association Football)
GM	Genetically modified
GMT	Greenwich Mean Time
GNP	Gross National Product
LGBTQIA+	Lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual identities and more
LGNZ	Local Government New Zealand
MBIE	Ministry of Business, Innovation and Employment
MCH	Ministry for Culture and Heritage
MFAT	Ministry of Foreign Affairs and Trade
MMP	Mixed-member proportional
MOH	Ministry of Health
NIWA	National Institute of Water and Atmospheric Research
NZ	New Zealand
NZDF	New Zealand Defence Force
NZX	New Zealand Exchange Limited
OECD	Organisation for Economic Cooperation and Development
PAYE	Pay As You Earn
PPM	Parts Per Million
PVC	Polyvinyl Chloride
RNZ	Radio New Zealand
TVNZ	Television New Zealand
UK	United Kingdom
UN	United Nations
US	United States
XRB	External Reporting Board

Not included in abbreviations list

Category C – Unique abbreviations

Both the full title and abbreviation are written for each usage, so there is no need to have them in the abbreviations list.

Examples include:

- Co-ordinated incident management system (CIMS)
- European Union Force (EUFOR)
- Ministry of Research, Science and Technology (MoRST)

Additionally, if an abbreviation is only used in one entry or chapter, it is not included in the abbreviations list.

Examples include:

- Regional Assistance Mission to the Solomon Islands (RAMSI)
- Criminal Cases Review Commission (CCRC)
- Severe Acute Respiratory Syndrome (SARS)

Note: All UN peace keeping operations sit in this category.

Nation Dates book selecting and writing protocol as at 20231207

Italics:

Use italics for ship names, publication titles and court cases – in the titles of events as well as the text (e.g. *Wabine* ferry disaster and *A Grammar and Vocabulary of the Language of New Zealand*).

Macrons:

Use macrons where appropriate in te reo Māori words. (Refer to *Te Aka Māori Dictionary* for correct macronisation.) However, for direct quotes, follow the macron usage in the original. For the names of organisations and legislation, especially historically, follow their macron usage (e.g. Te Ture Whenua Maori Act 1993).

Ellipses:

Ellipses are three dots with spaces before and after. Example (*Nation Dates* 5th edition, p. 49):

[M]any villages [were] almost depopulated, and many settlements were decimated on account of the scourge. Natives of several parts of the North Island have told me ... that when the famous rewharewha (influenza) was ravaging the land the dead were often so numerous that they were left in the houses unburied, while the survivors fled in terror to seek a new home elsewhere.'

However, if there is a full stop in the original quote, use four dots, only using a space after the ellipsis. Example (*Nation Dates* 5th edition, p. 222):

'A lot of fence mending was happening that day – the history between Nga Puhi and Ngati Porou at Te Kaha is quite ferocious.... This is the first time that those two tribes had stood on one marae in about 100 years. And when they referred to the history on that day, they did it in a jovial way. There was nothing vindictive about it.'

Units of measurement:

There should be always be a space between a number and the unit of measurement (e.g. 100 kg, 1000 km).

Percentages:

Always round these to the nearest whole number, or 1 decimal point if necessary (e.g. in tables = see Chapters 16 and 17 of *Nation Dates*).

Use of 'see':

The following table lists the situations where 'see' is used in *Nation Dates* and provides examples.

Note: When in brackets is when they refer to the sentence or the entry.

Type	Situation	Example
Image	Text refers to image overleaf	(see image overleaf) or see image overleaf Example: p. 53: In the same year Reverend Samuel Marsden (see image overleaf) brings a bull and two heifers to New Zealand.
Image	Text refers to image opposite	(see image opposite) or see image opposite Example: p. 55: Reverend Samuel Marsden (see image opposite) plants a vineyard in Kerikeri.

Image	Text refers to image not overleaf or opposite	(see image, p. XX) Example: p. 106: Richard Seddon is the first Premier to officially use the title 'Prime Minister' (see image, p. 101).
Entry	Text refers to entry on another page.	..., see [[day]] [[month]] [[year]] entry, p. XX Example: p. 10: (who visited New Zealand in 1895, see November 1895 entry, p. 102).
Entry	Text refers to entry on another page.	(see p. XX) Example: p. 52: 'Some of the natives here have informed us that Tongatta Tubua or White people took with them two of Tongata Maure (New Zealanders) to their own country ...' (see p. 51)
Entry	Text refers to entry or image on another page (when 'on' is used).	See entry on p. XX or (see entry on p. XX) Examples: p. 221: See image of New Zealand's largest living kauri on p. 46. Or if multiple pages: p. 317: ... and the tests of quantity and clarity have been achieved (see entries on pp. 210, 236 and 265). Sometimes the word 'see' isn't used, but the intention is the same. Follow the same rules: p. 47: To read the timeline by a thread, simply choose your area of specific interest (a full list of threads and events can be found on pp. 14–45). Note: We avoid using 'on' unless gramatically required.
Timeline	Text refers to another timeline	See Timeline X: [[full name]], p. XX. Example: p. 65: See Timeline 10: New Zealand Wars, p. 341.
Reproduced image/map	Text refers to reproduced image/map on other page	..., reproduced on p. XX Example: p. 10: as shown on the map charted by Lieutenant James Cook Cook, reproduced on p. 50.
Address & Image	Text refers to address and image overleaf	Example: p. 95: See the address and her photo overleaf.

PART B: CREATING AN ENTRY

1.0 Selecting an event for *Nation Dates*

Building on the timeline that already exists in Chapter 1 is important – this gives you the best indicator of what to include and exclude.

The Institute determines whether an event is a key milestone in Aotearoa New Zealand's evolution by reviewing it against five criteria. The event:

1. Illustrates the evolution of our approach to Te Tiriti o Waitangi.
2. Illustrates changes in our constitution, our civic engagement or our method of governance. Where appropriate we have included significant changes in legislation or the functioning of legislative bodies.
3. Is the first of its kind by date (for example, the first workers' strike).
4. Is the largest of its type in terms of impact (for example, the 2011 Christchurch earthquakes are included but not the 2016 Milford Sound earthquake).
5. Contributed significantly to global knowledge and/or improved (or impaired) Aotearoa New Zealand's international reputation (for example, a Nobel Prize win or the publication of Katherine Mansfield's *Bliss and Other Stories* in 1920).

Note: There is no specific weighting to each criterion and they are independent of one another

2.0 Preparing a *Nation Dates* entry

2.1 Entry date

General

The date of the entry should be the ‘official date’ that relates to the entry title or the event’s start date.

Examples:

- Use the date of royal assent if the entry is about legislation. This can be found on the Act under the title.
- For treaties, use the date the treaty was signed. The exceptions to this are the Paris Agreement and the Kyoto Protocol. Due to the amount of legislation involved and how contentious it was, we have used the ratification date for these. We may move to using the ratification date in the sixth edition, refer to a new chapter. Treaty signing dates can be found on the United Nations Treaty Collection, at: <https://treaties.un.org/Pages/ParticipationStatus.aspx?clang=en>
- Where an event covers an extended period of time, use the first date in the entry.

2.2 Entry title

General

The title of the entry needs to convey the key event the entry relates to whilst being as concise as possible.

- Where the title includes a verb, this should be present tense in the active voice (e.g. ‘Plastic bags ban begins’ and ‘Silver Ferns win Netball World Cup’) or in the passive voice and include a past participle (e.g. ‘Foreign donations to political parties restricted’ and ‘Ancient giant penguin fossil found in Waipara’). Examples:
 - New Zealand votes to retain current flag
 - Awaroa Beach purchased by crowdfunding
 - Ashburton District Council decides not to sell freshwater rights
- In order to keep some titles concise, who did the action is not always priority information (or even available). In these situations use passive voice. Example:
 - Largest ‘significant wave height’ in Southern Hemisphere recorded.

Some useful closing verbs are: released, published, announced, introduced, restored, created, established, formed, presented, founded, adopted, signed, ratified, implemented, amended, elected.

‘First’

If the entry relates to the first time something has happened, include ‘first’ as the first word of the title. Examples:

1999	•	First coalition agreement signed with agree-to-disagree convention
2002	•	First co-operation agreement signed under MMP
2005	•	First confidence and supply agreement signed with ministers outside Cabinet

Legislation

If the entry relates to the enactment of legislation, the title should simply be the legislation title and must include the year that it received royal assent.

For legislation enacted by another country, provide the jurisdiction in brackets, e.g. (UK).

Examples:

1931	• Statute of Westminster 1931 (UK)
1932	• State of emergency able to be proclaimed or declared
1939	• Britain appoints its first High Commissioner to New Zealand
1946	• United Nations Act 1946
1947	• Statute of Westminster adopted
1950	• Legislative Council Abolition Act 1950
1953	• Realm of New Zealand established
1977	• Constitutional crisis: Prime Minister appoints Governor-General
1983	• Letters Patent Constituting the Office of Governor-General of New Zealand
1984	• Constitutional crisis: caretaker convention established
1986	• Constitution Act 1986
1987	• Legal decision: New Zealand Maori Council v Attorney-General
1990	• New Zealand Bill of Rights Act 1990
1993	• Human Rights Act 1993
2004	• Brash delivers Ōrewa speech
2004	• Inquiry to review New Zealand's existing constitutional arrangements begins


Note that 'royal assent' should be in lower case.

Names and honorifics:


- For people mentioned in entry titles, give their first and last names (and middle if commonly used).
- Use honorifics and civil titles in entry titles only for Prime Minister, Governor-General, King/Queen, Dame/Sir/Lord/Lady, Rt Hon (e.g. Dame Claudia Orange or Rt Hon Sir John Key or former Prime Minister John Key).
- Timing matters. The names of institutions or a person's honorifics or title can change over time. Use the name, honorific or title that was current at the time of the entry.
 - E.g. the name of a prize changes over time:
In 1985, Keri Hulme won the Booker Prize. In 2013, Eleanor Catton won the Man Booker Prize.
 - E.g. a person's title changes over time:
For a 2010 event, refer to Bill English as Deputy Prime Minister. For a 2016 event, refer to Bill English as Prime Minister.
- The political party New Zealand First should be typed in full in headings but is written as NZ First in text.

2.3 Entry text


1. When writing entries, use the present tense for the event and anything following it. Use the past tense for events that preceded the event. Example:

<p>1970 n.d.</p> 	<p>First deer farm</p> <p>M. P. Giles is the recipient of the first licence to farm deer, at his property near Taupō. By 1980 there are 1540 deer farms and a total domesticated deer population of 120,000. [t45]</p> <p><i>(Deer Industry New Zealand, n.d.; Drew, K., 2009)</i></p>
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2. Some entries will need to be updated in later editions. This is usually due to new information emerging. See, for example, the red text in the image below.

<p>2019 5 Feb</p> 	<p>Nelson wildfires</p> <p>Sparks from farming equipment cause wildfires in Pigeon Valley that burn over 2300 hectares and cause 3000 people to flee their homes. These are New Zealand's largest wildfires since the Canterbury fires in 1955. [t62-2019] (BBC, 2019; Skerrett & Tukia, 2019).</p>	NC	NC	<p>Sparks from farming equipment cause wildfires in Pigeon Valley that burn over 2300 hectares and cause 3000 people to flee their homes. These are New Zealand's largest wildfires since the Canterbury fires in 1955. Fire and Emergency New Zealand later confirms the fire was accidental. (BBC News, 2019; Skerrett & Tukia, 2019)</p>	<p>Skerrett, A. & Tukia, A. (2019, 13 August). Investigation finds farm equipment to blame for Pigeon Valley blaze. Newshub. Retrieved 12 May 2023 from www.newshub.co.nz/home/rural/2019/08/investigation-finds-farm-equipment-to-blame-for-pigeon-valley-blaze.html</p> <p>BBC News (2019, 10 February). New Zealand wildfire: Thousands of people evacuated near Nelson. Retrieved 16 May 2023 from www.bbc.com/news/world-asia-47187604</p>
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3. Always write 'United Nations' in full. However, if referring to a United Nations organisation, use the standard abbreviation rules. Example:

<p>2009 17 Apr</p> 	<p>Clark becomes Administrator of United Nations Development Programme (UNDP)</p> <p>Former Prime Minister the Rt Hon Helen Clark is appointed as the Administrator of the United Nations Development Programme (UNDP), the third-highest-ranking position in the United Nations. She is the first woman to lead the UNDP. [t14]</p> <p><i>(Alley, R., 2012b; UNDP, n.d.)</i></p>
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4. As with entry titles, use honorifics and civil titles in text only for Prime Minister, Governor-General, King/Queen, Dame/Sir/Lord/Lady, Rt Hon.
5. When referring to organisations from other countries, add the country's name to avoid confusion with New Zealand organisations, e.g. Department of Foreign Affairs and Trade (Australia).


3.0 Threads

Each entry is assigned to one of 70 threads based on its context or characteristics. Each thread covers a different subject.

The threads are grouped under nine broader domains. The domains are inspired by the ‘12 domains of wellbeing’ that form part of the New Zealand Treasury’s Living Standards Framework.

Each entry is followed by the number of the thread in square brackets, e.g. [t1].

Example:

1931 11 Dec 	Statute of Westminster 1931 (UK) ‘The British Parliament passes the Statute of Westminster, which removes London’s right to legislate for the dominions unless they ask it to do so. New Zealand declines to ratify the statute until 1947.’ [t3] <i>(MCH, 2020a; 2020ll)</i>
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4.0 Citing and referencing for *Nation Dates*

The referencing system is adapted from APA. For a more comprehensive guide to the referencing style, refer to the McGuinness Institute *Citation and reference protocol*.

PART C: CREATING AN IMAGES AND QUOTATIONS PAGE

5.0 Preparing an images and quotations page (often together on one page)

Images that do not belong to the Institute require permission for use from the owner to prevent copyright issues. Make sure written approval from the owner/photographer is included in the images hard copy folder.

Refer to the hard copy folder of permissions to see how these have been done for previous editions.

PART D: CREATING AN INDEX

6.0 Creating an Index using Word

There are three indexes:

- Index 1 – People, places and institutions
- Index 2 – Letters Patent, Charters and Ordinances
- Index 3 – Legislation

You will need to create each index separately.

First steps to get the file ready:

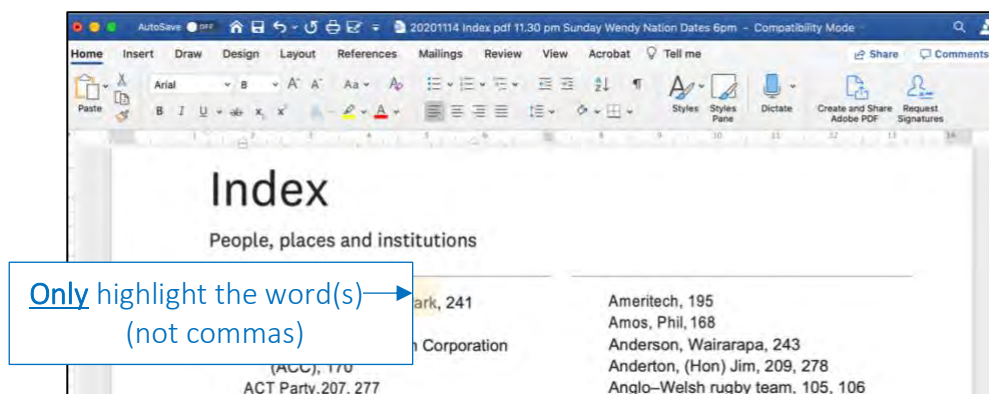
- Export the latest InDesign document to a PDF.
- Open the PDF with Acrobat and export the file to a Word doc.
- Before making any changes, save three copies of the Word doc with the following titles:
 - Index 1 – People, places and institutions
 - Index 2 – Letters Patent, Charters and Ordinances
 - Index 3 – Legislation

Delete all sections from the three Word documents that are not included in that index, including:

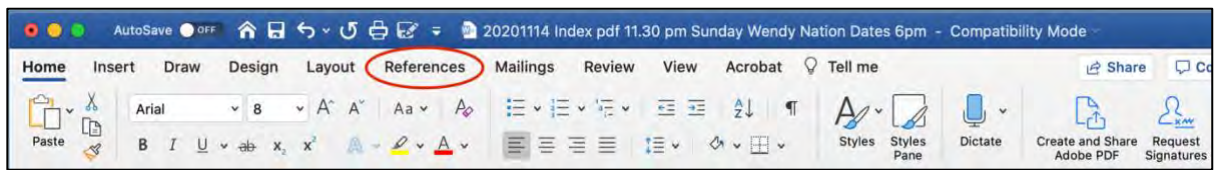
- Title pages
- Table of contents
- Abbreviations
- Acknowledgements
- The two other index lists that are not being done (these will still be in the file from the previous edition).

Then:

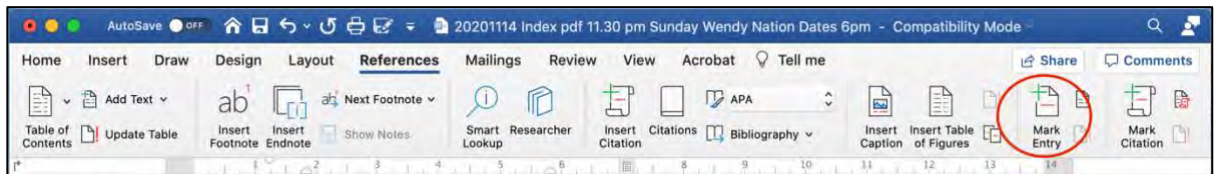
- Scroll to the end of the document to the index (there should only be one index remaining in the file if you have set it up correctly).
- Highlight the first word/set of words in the index. Make sure you don't accidentally highlight commas or any paragraph formatting (e.g. pilcrow). You can click 'show paragraph marks' to ensure you're selecting only text.



c) >References Tab

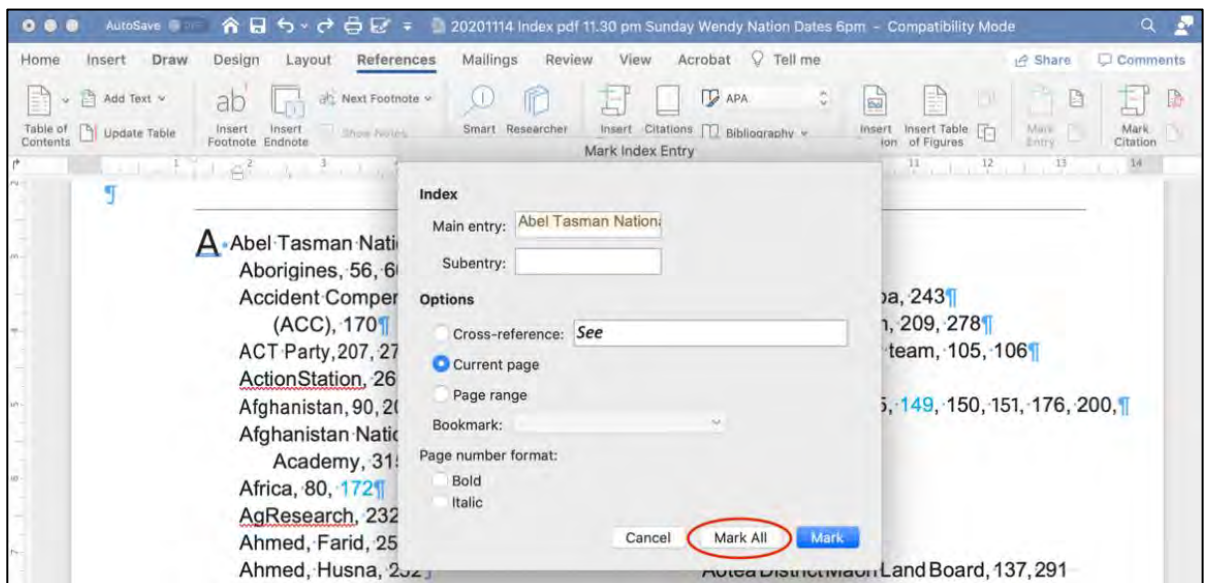


d) >Mark Entry



e) >Mark All

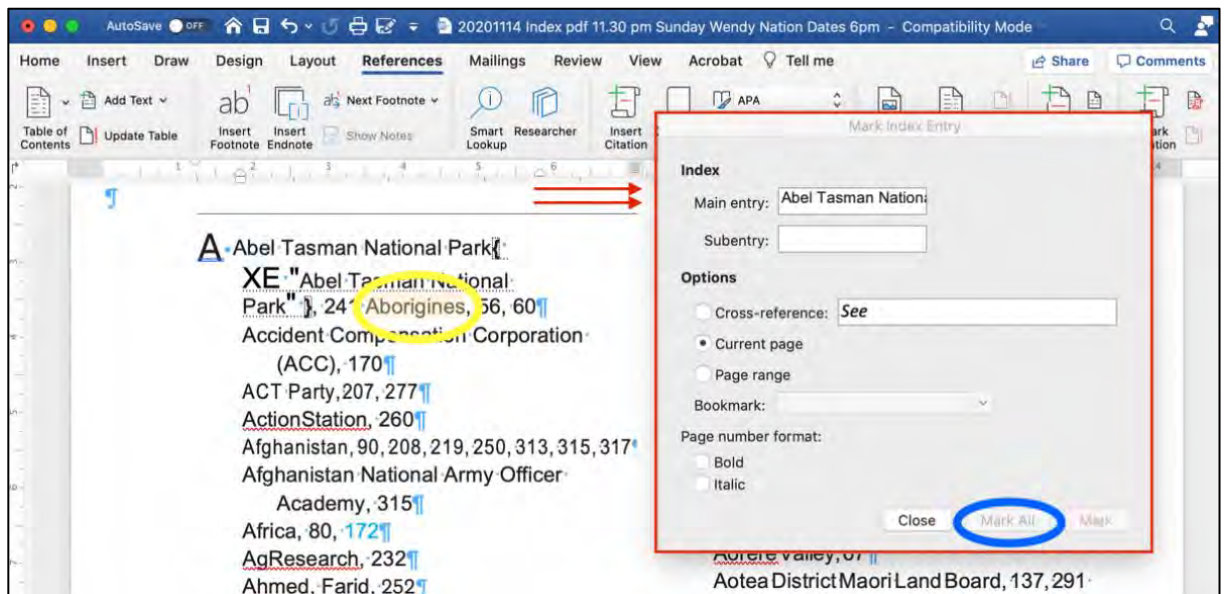
Note: You do not need to close 'Mark Index Window'.



f) Drag window away from list so you can see all the text [see red arrow].

g) Highlight next word in the list [see yellow circle].

h) Mark All [see blue circle].



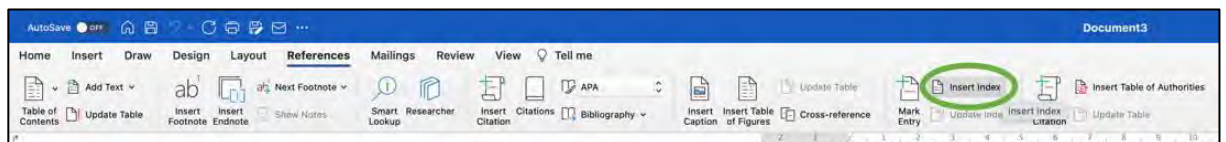
i) Repeat process for every index entry.

Note: The document will start to get really messy and will jump around a bit. This is due to the index entry marker code (`{XE“index entry”}`) being placed throughout the document. To keep the file cleaner and a bit easier to work with, you can delete this added bit of text from the index list itself (as we don't index the index). However, it is a good indicator of where you are up to – especially because you will likely be working on this document over multiple days.

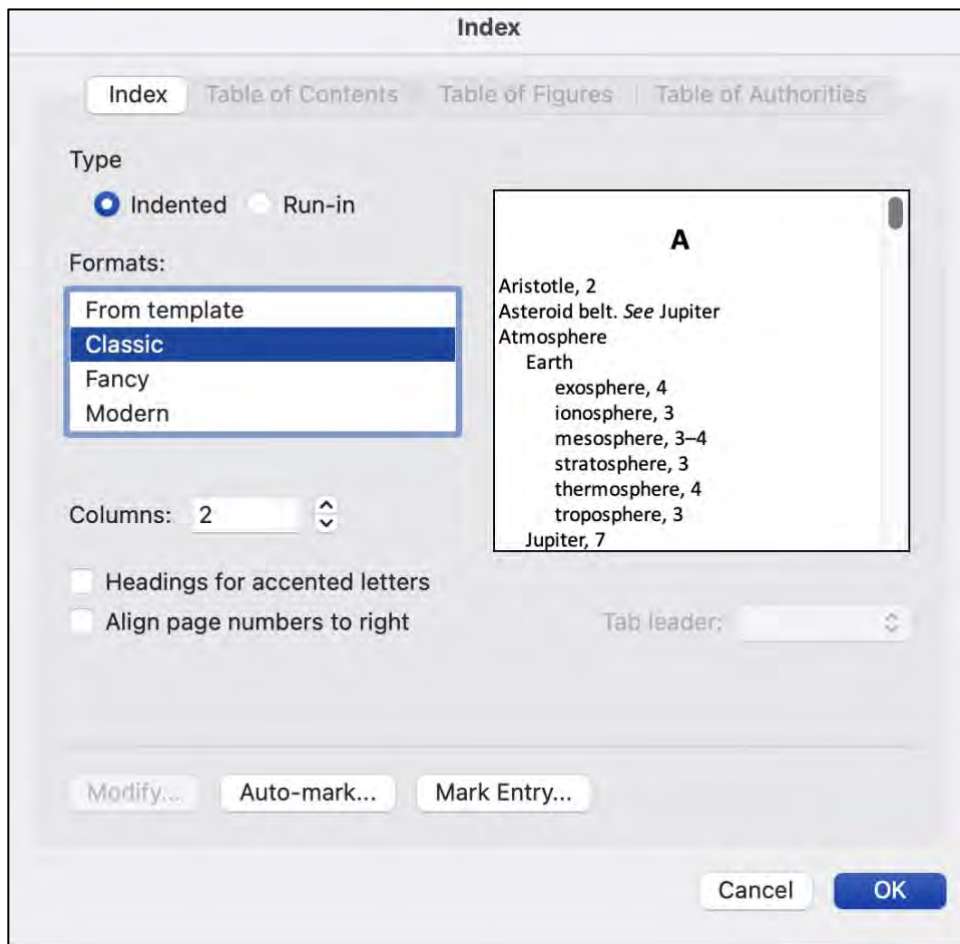
j. Once all entries have been marked, click 'hide paragraph marks' [Home tab > paragraph symbol [see orange circle].



k. References Tab > Insert Index [see green circle].



- l. Formats > Classic > OK



- m. The index will be inserted at the end of the document.
- n. Delete all page numbers that refer to the index list itself.
- o. Copy entire index and place into InDesign document. Repeat the process for the two other indexes.

6.1 Protocols for *Nation Dates* indexing

Checking the index

Once you have the index in InDesign, check **all** the page numbers, as Word includes all mentions, but there are several types of mention we don't include in the index (in addition to the previously deleted sections).

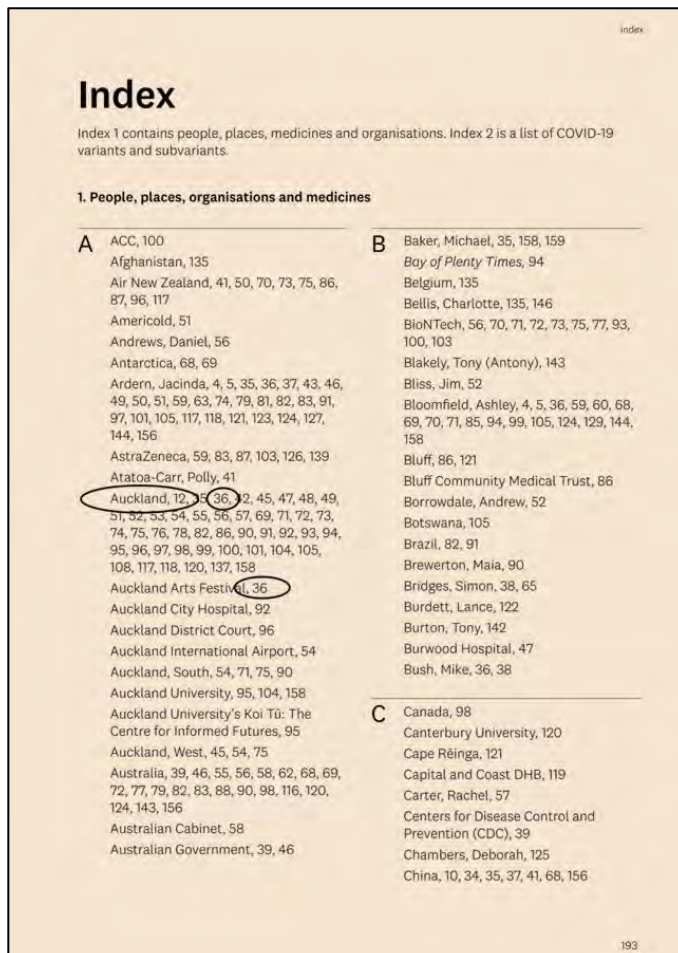
While you are doing this page number check, it is also important to do a Find in the PDF, as Word occasionally misses things (often due to formatting, or if you accidentally highlighted a comma etc.)

Delete the page number if it refers to mentions in:

- references or sources
- personal communications
- image captions
- publications, or
- bills that have been passed into Act.

We do include page numbers for mentions in:

- quotes
- the introduction and preface
- bills that have either been rejected or have not passed yet (e.g. Climate Change Adaptation Bill and Electoral (Entrenchment of Māori Seats) Amendment Bill), and
- multiple locations. For example, Auckland Arts Festival is indexed as both Auckland Arts Festival and Auckland (see image below). An exception to this is South Africa which is not indexed for Africa.



Index formatting

- Index entries are alphabetised based on standard alphabetisation, so Te Papa is before Tearoom or Tennent. You can see this in the index from *Nation Dates* 4th edition, where King William comes before Kīngitanga and Du Fresne before Duff. If confused about the alphabetical order, you can automatically sort A–Z in Word. This can be done using the A–Z button found next to the indent buttons in the home tab.
- In *Nation Dates* 5th edition, page numbers referring to an image caption or an image have been bolded. Page numbers referring to quote captions, even if they are on an image page, are roman.
- If the index entry is an organisation from another country, put the country name in brackets after the organisation, e.g. House of Lords (UK). For American and British organisations, the abbreviations ‘US’ and ‘UK’ are used. For Australian organisations, ‘Australia’ is written in full. The same applies for locations in another country, e.g. Sydney (Australia).
- For index entries that are commonly known under multiple names or are referred to by different names in the book, we add ‘see’ after the index entry, directing readers to the official or most common name in the index, e.g. Museum of New Zealand Te Papa Tongarewa, *see* Te Papa Tongarewa. Page numbers are not included for these entries.
- For index entries that have changed their official names over time or are very closely associated with another index entry, we add ‘see also’ after both connected index entries. The specific page numbers that each entry refers to are kept in, e.g. Ministry for Vulnerable Children, 244; *see also* Oranga Tamariki and Oranga Tamariki (Ministry for Children), 244, 361, 363; *see also* Ministry for Vulnerable Children. Note that ‘see’ is preceded by a comma; ‘see also’ is preceded by a semi-colon.
- For locations with a Māori and English name, the English name is used as the default with the Māori name in brackets, e.g. Doubtless Bay (Tokerau). The Māori name is included in the index, with a *see* directing readers to the English name, e.g. Tokerau, *see* Doubtless Bay.
- As Letters Patent is a difficult part of our history to record, we have chosen to include the date in the Index. The date used should ideally be the date it was witnessed. If this date is not available, use the date that it was signed. If neither dates is available, use the Letters Patent date given at the top of the page in the Brookers Public Law Handbook or some other reputable source. Refer to *Citation and reference protocol* for more information.

PART E: DESIGNING THE COVER

7.0 Notes for designers

Use the latest cover file from the previous edition of *Nation Dates* (find this in the designers' folders on SharePoint), and make updates where needed. Note: You'll definitely need to update the dots timeline and replace the barcode with a new one.

Barcode

- [Allocate an ISBN to *Nation Dates* \(see list of available ISBNs in the McGuinness Institute SharePoint: Documents > Folder – InDesign – do not move > Designer – FINAL > ISBNs > ISBN control.xlsx](#) (this spreadsheet is password protected).
- The following website will make a barcode for a small fee. However, it is possible to work around this and have it generate one for free: <https://bookow.com>.
- Check with Unity Books if the barcode works. Take the cover to their store and have them scan it. It is very important to do this **before** you do a full print run.

Spine width

- The spine width of the cover changes depending on the number of pages. Wakefields Digital can work this out, so we can change the spine width in the InDesign file based on the measurement they give us.
- Change the spine width by selecting the spine > Edit page size > Custom > Input measurement given.

Colour

- Colour on the cover needs to be process not spot, otherwise it prints differently to what we see on our screens.
- Change this in swatch options in InDesign.
- Ensure the cover colour matches previous editions. To help the printers with this, take previous editions to their office.

Note: Adobe no longer has the licensing for Pantone colours, and the main *Nation Dates* colour is Pantone 144 U. This is something to be aware of when proofing the cover.

Matte finish

- When the cover file is ready to send to the printers, make sure to print with a matte finish, not plastic laminate.

Graphs

- These were made in the InDesign document (not in Illustrator then transferred across).
- The researchers will give you an updated graph from Excel. Place this image at a low opacity behind the graph you are updating. Use the pen or pencil tool to trace over the image. Match the style of your lines to the previous graph.

PART F: FINAL CHECKS BEFORE PUBLISHING

8.0 Designer's final checks before publishing

Note: See full style guide in the McGuinness Institute Protocol for an in-depth list of everything that needs to be reviewed. This should have been completed prior to the final check. The following is a short list of elements that are important to review twice as they are prone to change due to last-minute additions.

References to page numbers	Check page numbers used in text are current. This is simple to do if you have marked these all up in another colour (e.g. blue, keep until the final copy goes to print).
Search for ‘*’ and ‘[[‘	In citations, * is used as a placeholder before the abc referencing system is put in. Double square brackets are used to make a note to the designer or to the editor. Remove double brackets and asterisks before publishing.
Citation lettering	Check that citations that need distinguishing have letters following their years. This should be done by a researcher who has been involved in the abc system for referencing. See the <i>Citation and reference protocol</i> . Example: (NZRC, 2009a; 2009b)
Italicised citations	Check that all citations are italicised. However, terms that would normally be italicised (e.g. news publishing agencies and court cases) should be roman. See the <i>Citation and reference protocol</i> . Example: (<i>Electoral Commission, 2016b; n.d.[c]; NZ Herald, 2016</i>)
Quotation marks	Check that all quotation marks are curly. You can undertake a special find for straight quote marks and replace them with curlies (i.e. ‘ instead of ’).
Em dashes (—)	Em dashes, and the text that follows them, are aligned on the left when used as credits for photographers. They are aligned on the right when used for the name of a person used for a quote on an image page. Check that these have been used correctly. Example (left alignment): <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Image: Participants in the McGuinness Institute's <i>WakaNZ: Navigating with foresight</i> workshop view Te Tiriti o Waitangi – the Treaty of Waitangi at the National Library of New Zealand's <i>He Tohu</i> exhibition in Wellington — Nicholas Shackleton, 23 November 2017</div>

	<p>Example (right alignment):</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>'The explosion at Pike River mine ... had its origins in the repealing of the Coal Mining Act and regulations in 1993 ... [This] resulted in the loss of a robust coal mines inspectorate ...'</p> <p style="text-align: right; font-size: small;">— Former chief inspector of coal mines Robin Hughes</p> </div>						
En dashes (–)	En dashes are used to show ranges in numbers and dates (e.g. 2004–2006). Check that regular dashes have not been used instead of en dashes.						
Spell check	Do a spell check of the document in InDesign to check there are no spelling mistakes or typos. Also copy the whole document into Word to check before printing, as Word's spell check is more accurate.						
Line breaks	<p>Check there are no line breaks in proper nouns such as New Zealand or personal names. These need to be moved down a line if possible, so they are not split.</p> <p>Be mindful of smaller titles of publications that should ideally not be split (e.g. <i>Laws NZ</i>).</p>						
Leading	Check the citations are using the correct paragraph style, as spacing can be off otherwise. This is especially important if multiple people have been working in the InDesign file.						
Text colour	Check that all of the text is black, as different colours are used during the editing process. Delete unnecessary swatches from the document.						
Names	Check that the names of organisations and people are spelt correctly. Do not make changes based on assumptions, e.g. Chris is not always short for Christopher.						
Keys	<p>Check that all keys are contained within a box and are above any notes.</p> <p>Example:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Key for Tables 1 and 2 overleaf:</p> <p>(i) Types of reporting</p> <ul style="list-style-type: none"> * Cash accounting in British pounds (GBP) (i.e. revenue and expenditure) ** Cash accounting in New Zealand pounds (NZP) (i.e. revenue and expenditure) *** Cash accounting in New Zealand dollars (NZD) (i.e. revenue and expenditure) **** Accrual accounting in New Zealand dollars (NZD) (i.e. revenue and expenses) <p>(ii) Trendline key</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">↑ Increases over 124 years</td> <td style="width: 33%; text-align: center;">→ Stays roughly the same over 124 years</td> <td style="width: 33%;"></td> </tr> <tr> <td>↓ Decreases over 124 years</td> <td style="text-align: center;">~→</td> <td>Changes frequently over 124 years</td> </tr> </table> <p style="text-align: right; font-size: small;">369</p> </div>	↑ Increases over 124 years	→ Stays roughly the same over 124 years		↓ Decreases over 124 years	~→	Changes frequently over 124 years
↑ Increases over 124 years	→ Stays roughly the same over 124 years						
↓ Decreases over 124 years	~→	Changes frequently over 124 years					

Notes	<p>‘Notes’ should always be written in plural (even if there is only one note), and should not be followed by a colon. Check that notes are showing at the bottom of the page and, if applicable, are sitting below any keys. Example:</p> <div data-bbox="389 342 1316 656" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Notes 1: The years were selected due to available data and are therefore illustrative of changes over time only. 2: The Stats 2022 data continues to be updated. The data overleaf is as at 22 September 2023. 3: Types of exports and imports are based on the categories adopted by the United Nations Standard International Trade Classification (SITC).</p> <p>376</p> </div>
Table spacing in Chapter 1	<p>Chapter 1 is set up as a big table. Ensure the space at the bottom of each row is the same throughout the table. This means making sure the blue # that signifies the end of the text is after the citation, not down a line. It is also good to go through and manually pull up the bottom horizontal line of each row to confirm there is no accidental extra space.</p>
Margins	<p>Make sure the text fits inside the margins and does not bleed over the bottom of the page as there needs to be enough clearance around the page number.</p>
Alignment of total entries and total rows	<p>There needs to be a check of the total number of entries in <i>Nation Dates</i> to ensure no changes have been missed. This is done by getting a figure for the total number of rows in the InDesign document (as Chapter 1 is a table, the designer can easily get a total count by going to ‘table setup’) and counting the total number of threads in the ‘Navigating this book’ section. It is easy when amending entry dates, removing entries and adding new entries to forget to update both of these places.</p>
Signing off final print	<p>Sign off a proof of the book before going ahead with the final print run.</p>

PART G: HOW TO COMMUNICATE AND MARKET THE FINAL BOOK

Communication, marketing, release	
Set up a communications plan for release of <i>Nation Dates</i>	<p>Things to consider when developing the plan:</p> <ul style="list-style-type: none"> • Book launch (organise flyers and distribute them to the correct places and people; send emails inviting people to the launch). • Advertise/promote the book (i.e. prepare social media posts and update all websites accordingly). • Add the latest edition to our online store; remove previous editions. • Manage launch – speakers etc. • Draft press release etc.
Bookshop sales	<p>Terms of trade – Wholesale prices for book stores only</p> <ul style="list-style-type: none"> • The standard terms of trade are on a sale or return basis. • Review the final cost for each book to be printed from the printing company and establish a retail price. Add retail price to terms of trade and a discount of 45% (discount depends on price of book).
Postage of <i>Nation Dates</i> Copies	<p>Two red exercise books must be created for the postage of each edition of <i>Nation Dates</i>:</p> <ul style="list-style-type: none"> - Book 1: Mail out for <i>Nation Dates</i> freebies - Book 2: Mail out for <i>Nation Dates</i> orders (cash) <p>Follow the usual protocol for postage. Refer to previous <i>Nation Dates</i> postage books if any issues.</p>

PART H: GENERAL PROCESSES FOR NATION DATES

How the designers and project team work together:

Task/section	Actions
Processes for <i>Nation Dates</i>	
Establish documentation process for researchers and designers	<p>Designers Designers are responsible for managing the versions of the InDesign document and filing the packaged InDesign file at the end of the day.</p> <p>Soft-copy filing Save the latest PDF in the SharePoint Research folder (ABC folder) so the team can access it.</p> <p>Researchers Researchers are responsible for managing the hard-copy printouts of the content and references.</p> <p>Hard-copy filing Make up labelled <i>Nation Dates</i> filing boxes and store on the project manager's desk. Keep all filing folders for <i>Nation Dates</i> in these boxes.</p> <p>Familiarise the team with the documentation process so all understand how they are expected to handle, record and file their documentation.</p>
Making edits in the book	<ol style="list-style-type: none"> a. Print out all relevant book pages that you are suggesting changes for, and screenshots of reference from web tables if relevant. b. Date, initial and title the page so we have a tracked record of every change made. c. Mark up suggested edit on page. Make sure it is clear what change you are making. d. Give the page to the designer, who will make the change, mark it up in red and return a print out or PDF to you to check. e. Check that the change has been entered correctly. f. All pages of the same version are stapled and corrected versions are marked up with a cross over the whole page.
Passing over text to the designers	Ensure italics and macrons (and other accents) are highlighted. This is because they do not automatically carry over when moving text from Word to InDesign.

PART I: IDEAS FOR NEXT EDITIONS

A new chapter that relates to an analysis of key treaties and agreements that New Zealand has signed or ratified.