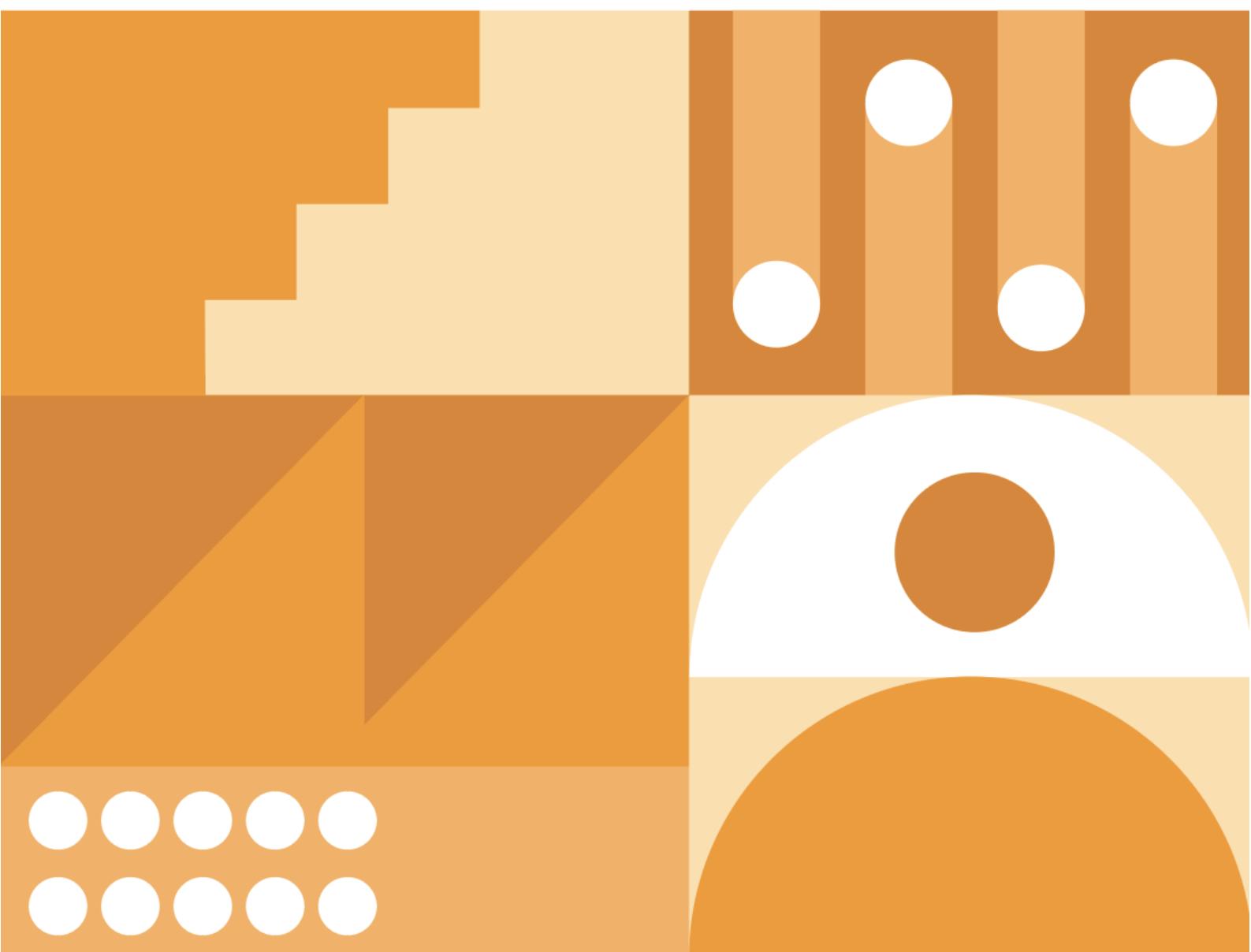


McGuinness Institute

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 2nd edition*, as both books were completed using the same process.

Note: Each *Nation Dates* edition updates previous editions. This means that 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 fifth edition of *Nation Dates* has 17 supplementary chapters. 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 producing a new edition.

For *COVID-19 Nation Dates 2nd edition*, the supplementary timelines were adapted into chapters which precede the primary timeline. Six appendices were also added which contain further information including, but not limited to, figures, tables and diagrams produced by Government in response to COVID-19.

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

Abbreviations:

The categories below outline the different ways that abbreviations are used in *Nation Dates* and the rules that apply. A general rule for all categories is that even if an abbreviation is used only once, include it in the abbreviations list. However, abbreviations in citations should not be added to the list.

Note: Abbreviations should not be included in the titles of entries, only the text.

Included in abbreviations list (found at the back of the book, after 'Final thoughts')

Category A – Standard abbreviations

Abbreviations are written in full once per entry for the timeline and once per chapter for each of the supplementary chapters. All standard abbreviations are included in the abbreviations list. An easy way to check these is to search for ‘%’.

2022	COVID-19 Independent Continuous Review, Improvement and Advice Group report published on lessons from Omicron
The COVID-19 Independent Continuous Review, Improvement and Advice Group (CICRIAG) provides advice on lessons from the Omicron response to inform	

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.

Dates:

When stating a period of time between two dates, use ‘to’ not an em dash (e.g. from 23 July 2022 to 18 August 2022). This applies for both the titles of figures, tables and entries and the text of entries.

Some figures and tables require relevant dates to be included in their titles. These are either:

- dates at a point in time (e.g. ‘Fiscal measures in response to the COVID-19 pandemic by country, per capita (USD), as at 27 September 2021’)
- dates across a period of time (e.g. ‘COVID-19 vaccinations by week, 19 February 2021 to 10 May 2024’), or
- dates when something was in use (e.g. ‘Health and disability sector alert codes, 2015’).

The goal with these dates is to provide more context for the information in the figure or table. Usually, the dates to use will be provided by the information in the figure or table, but if you

need to decide, think about the context that the figure or table sits in and what type of date would answer potential questions from a reader.

When a figure or graph includes values of money, state either the time period that the table or graph applies to or the ‘as at’ date of the values (often used in financial statements e.g., as at 30 June 2024). Always write month names in full.

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.’

Italics:

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

Legislation:

The image below shows abbreviations to use if making a pinpoint reference to a specific bit of an Act. If the pinpoint reference appears at the beginning of a sentence, write it in full rather than abbreviated.

Also, be aware of what type of legislation you are referring to, as different types use different terminology (e.g. Acts have sections whereas Bills have clauses). For more detail, see the *New Zealand Law Style Guide Third Edition*.

Section	s	Rule	r
Sections	ss	Rules	rr
Subsection	subs	Sub-rule	sub-r
Subsections	subss	Sub-rules	sub-rr
Paragraph	para	Regulation	reg
Paragraphs	paras	Regulations	regs
Schedule	sch	Sub-regulation	sub-reg
Schedules	schs	Sub-regulations	sub-regs
Part	pt	Clause	cl
Parts	pts	Clauses	cls
Article	art	Sub-clause	sub-cl
Articles	arts	Sub-clauses	sub-cls

Lists:

For single-sentence lists (where the points in the list form a complete sentence with the preceding text), begin each point in lower case and only use a full stop after the last point. For example:

Act 2022. A limited set of tools remained in place, including:

- isolation for seven days for anyone testing positive for COVID-19
- face masks being required in certain health care facilities
- COVID-19 remaining a notifiable disease
- hospital and wastewater surveillance
- whole genome sequencing
- ongoing monitoring for new variants arriving from overseas, and
- infection and policy modelling (MOH, 2023b).

For multi-sentence lists (where the points in the list form complete sentences), each point begins in upper case and ends with a full stop. For example:

In New Zealand, the purchase and distribution of the COVID-19 vaccine involved a number of organisations. In mid-2024, the current framework is as follows:

- Medsafe is now the institution responsible for assessing and approving COVID-19 vaccines for use in New Zealand. On 1 July 2023, management of all COVID-19 vaccines was transferred from MOH to Pharmac. This means Pharmac is now responsible for the management of COVID-19 vaccines, including their funding, procurement and supply (Pharmac, 2024a).
- Health New Zealand (Te Whatu Ora) continues to be responsible for designing New Zealand's vaccine strategy, including managing the COVID-19 vaccination programme (Pharmac, 2024a).
- The Centre for Adverse Reactions Monitoring (CARM) and Medsafe jointly run the digital database that records details of all adverse reactions to medicines (MOH, 2023d).
- The Immunisation Advisory Centre (IMAC) is funded by MOH to provide training and deliver education around the COVID-19 vaccines (IMAC, 2021).

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).

Numbers:

Numbers greater than 999 should always use a comma as a thousands separator (e.g. 1,000; 10,000; 100,000; 1,000,000). This applies to all use cases.

Small numbers (ten and under) should be written out in full, not as numerals, when used in text. The exceptions are:

- Always use numerals for dates.
- Retain numerals used in names.
- If showing a range between numbers and one of them is nine or under, use numerals (e.g. 5–85; 4 to 34).

When referring to money in text, tables, or figures, ensure the correct units are being used

(e.g. do not confuse millions for billions) and are clearly stated. For example:

Amount (\$m)

Or:

NZ\$ (billions)

Use the 12-hour clock for time (e.g. 1:30pm not 13:30) and always state the time in full (e.g. 1:00pm not 1pm).

When referring to 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 5th edition*). Unless quoting, ‘percent’ should not be written out in full, only use the symbol (e.g. 10% not 10 percent). All percentages are written as numbers and there should not be a space between the number and the symbol.

Proper nouns and titles:

As a general rule, all titles and proper nouns should be capitalised when they are used in a specific capacity. They should be in lower case when they are used in a non-specific capacity. See the examples below.

For example, ‘Prime Minister Jacinda Ardern...’ is a title so is capitalised.

For example, ‘many prime ministers...’ is used generally so is lower case.

Ministers:

For ministers, various versions of the official titles exist. Some are commonly used and easily interpreted so it is acceptable to stray from the strict official title. For example:

Official title	Acceptable version	Incorrect (examples)
Minister for COVID-19 Response	COVID-19 Response Minister	COVID-19 Minister; Minister of COVID Response
Minister of Health	Health Minister	Minister for Health
Minister of Foreign Affairs	Foreign Minister	Foreign Affairs and Trade Minister; Minister for Foreign Affairs
Minister for Trade	Trade Minister	Minister of Trade
Minister of Transport	Transport Minister	Minister for Transport
Minister of Climate Change	Climate Change Minister	Minister for Climate Change; Climate Minister

Note that portfolio titles usually use either ‘for’ or ‘of’. Checking which of these is used is important. You can usually find this on the Ministry’s website or the DPMC website:

www.dpmc.govt.nz/our-business-units/cabinet-office/ministers-and-their-portfolios/ministerial-list.

It is important to distinguish between Associate Ministers and Ministers – they are distinct roles.

As a general rule, ‘Minister’ is capitalised when referring to specific minister/s. It is not capitalised when referring to the position generally.

Where a sentence refers to one person and two or more of their ministerial portfolios, it is best practice to list the full official titles to avoid confusion and conflation of distinct portfolios. For example:

‘John Smith, Minister for Trade and Minister of Climate Change’ NOT ‘John Smith, the Minister for Trade and Climate Change.’

All-of-Government:

Where this phrase refers to an official body or response, it should be capitalised and hyphenated (All-of-Government or AoG). Where it is used in a general sense (e.g. to describe the whole of government) it should not be capitalised, and the abbreviation AoG cannot be used.

Chief Executive:

As a general rule, where ‘Chief Executive’ refers to a specific person or role, it should be capitalised. Where it is used in a non-specific capacity, it should be in lower case. For example:

‘The former Air New Zealand Chief Executive, Rob Fyfe...’

‘The group was made up of Chief Executives of five ministries.’

‘One system imagines the involvement of a chief executive to improve operation.’

Prime Minister:

‘Prime Minister’ will usually be capitalised following the general rule above. For example:

‘Prime Minister Jacinda Ardern’

‘...the Prime Minister led the country through the pandemic.’

If referring to a previous prime minister, state ‘former’ in lower case (unless beginning a sentence) before ‘Prime Minister’. For example:

‘...former Prime Minister, Helen Clark.’

Professional titles:

As a general rule, include people’s professional titles such as ‘Dr’/‘Doctor’ or ‘Professor’. When referring to a specific person, titles that are typed in full (i.e. not abbreviated) should be capitalised.

Publication titles and dates:

When referring to publications such as books, reports, or reviews, state the title in full. If the document has an ISBN number, italicise the title. If a document can be opened as a PDF it will most likely have an ISBN. The year of publication in brackets should also follow the title (e.g. *New Zealand Influenza Pandemic Plan: A framework for action* (2017)).

Sometimes publications, particularly reviews, Cabinet papers and Treasury reports, will not be made immediately publicly available, and may be released initially to only a select entity or entities. They often contain redacted information and have the watermark ‘proactively released’ on each page. Consequently, when publications are produced and when they are published can differ considerably. Ensure you use the correct date in the context of the text. Generally, ‘published’ relates to the date the document was made available in the public arena; and ‘produced’ relates to the date the document was compiled.

Below is a screenshot from DPMC’s [website](#) with an example of one of the reports cited in *COVID-19 Nation Dates 2nd edition*:

The table below contains documents relating to, or produced by, COVID-19 Independent Advisory Groups regarding the COVID-19 pandemic.

Document Date	Document	Type	Date Released
23 Sep 2021	<u>Observations from the Recent Delta Outbreak and their Impact on Reconnecting New Zealanders (PDF 1.58MB)</u>	Report	26 Nov 2021

If using the ‘document date’, use the term ‘produced’. This is given preference over the ‘date released’ (i.e. date published), e.g.

23 Sep 2021	• <i>Observations from the Recent Delta Outbreak and their Impact on Reconnecting New Zealanders</i> report produced
-------------	--

If a document or website where a document can be found gives a ‘publication date’, use the term ‘published’, e.g. see screenshot from MOH’s [website](#) with an example of one of the reports cited in *COVID-19 Nation Dates 2nd edition*:

Publication date: 30 November 2020

30 Nov 2020	• <i>COVID-19 disruptions to hospitals and general practices activity report</i> published
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Quotes and quotation marks:

As a general rule, always use curly quotation marks (also known as typographers quotes).

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”.

For block quotes, double quotation marks should be changed to single quotation marks.

If a sentence ends with a quote, place the full stop either (i) inside the quotation marks if the quoted text ends with a full stop or (ii) outside the quotation marks if the quoted text does not end with a full stop. In the examples below, the highlight shows the text to be quoted.

Quoted text ends with a full stop:

The ministry held no specific target for how many New Zealanders it wanted to vaccinate, as it wanted to vaccinate everyone available, he said.

Quoted text does not end with a full stop:

The ministry held no specific target for how many New Zealanders it wanted to vaccinate, as it wanted to vaccinate everyone available, he said.

Note: This does not apply to quotes used in the supplementary chapters outside of the main timeline. This is because citations in these chapters are in-text. See Table 5 in the *Citation and referencing protocol for Nation Dates*.

When wanting to make small changes to a quote (e.g. changing the case of the first word), use square brackets around the change. For example:

‘Prior to the lockdown, I was consulted [by government policy advisers] as to whether or not the OIA ought to be subject to suspension or amendment during lockdown because of the inability of agencies to be able to comply and I was horrified at any such suggestion.’ Ministers deny any involvement

Do not include square brackets if correcting ‘COVID-19’ in a quote to our standardised format.

If a typo has been made in the quoted text, add ‘[sic]’ after the typo (make sure there is a space between the typo and ‘[sic]’). For example:

This would include ‘covering use of multiple lockdowns, vaccine procurement and efficacy, the social and economic impacts on both regional and national levels, and whether the decisions made, and steps taken, where [sic] justified’.

Units of measurement:

There should be always be a space between a number and the unit of measurement (e.g. 100 kg, 1,000 km).

Use of ‘see’:

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

Note: Place the ‘see’ text in brackets if it relates to a sentence, and outside of brackets if it relates to the whole 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 on p. 101).
Entry	Text refers to another entry on same or different page.	..., see [[day]] [[month]] [[year]] entry. Example: p. 378: See 13 June 2023 entry. Or if used in a full sentence: p. 45: See 26 January 2022 entry, which explains the three-phase system adopted for Omicron.
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.

Vaccines and doses:

When writing about vaccines and vaccine doses, remember to correctly distinguish between the number of doses of the vaccine and the number of vaccinations. For example, 'The new agreements secure access to 7.6 million doses from AstraZeneca – enough for 3.8 million people'.

Note: When referring to the ReCOV vaccine, ensure 'COV' is in upper case.

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:

- Illustrates the evolution of our approach to Te Tiriti o Waitangi.
- 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.
- Is the first of its kind by date (for example, the first workers’ strike).
- 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).
- 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. Where an event covers an extended period of time, use the first date in the entry.

Examples:

- Use the date of royal assent if the entry is about legislation. This can be found on the Act under the title. The date of commencement is used for Orders (e.g. COVID-19 Public Health Response Orders).
- 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.** Treaty signing dates can be found on the United Nations Treaty Collection, at: treaties.un.org/Pages/ParticipationStatus.aspx?clang=en

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.

- a. 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
- b. 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 Governor-General, King/Queen, Dame/Sir/Lord/Lady (e.g. Dame Claudia Orange).
- 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. For a 2020 event, refer to Bill English as former Prime Minister.
- The political party New Zealand First should be typed in full in headings but is written as NZ First in text.

- Note: For *COVID-19 Nation Dates*, do not include the te reo Māori names for the Ministry of Health or Health New Zealand.

2.3 Entry text

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:

1970  n.d.	<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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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.

2019  5 Feb	<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]</p> <p><i>(BBC, 2019; Skerrett & Tukia, 2019)</i></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.</p> <p><i>(BBC News, 2019; Skerrett & Tukia, 2019)</i></p>	<p>Skerrett, A. & Tukia, A. (2019, 13 August). Investigation finds farm equipment to blame for Pigeon Valley blaze. <i>Newshub</i>. Retrieved 12 May 2023 from www.newshub.co.nz/home/rural/2019/8/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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Always write 'United Nations' in full. However, if referring to a United Nations organisation, use the standard abbreviation rules. Example:

2009  17 Apr	<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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As with entry titles, use honorifics and civil titles in text only for Governor-General, King/Queen, Dame/Sir/Lord/Lady.

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).

When referring to the names of people, academic papers or reports in the text of an entry, make sure to include a sufficient introduction. Below are some examples:

- Auckland microbiologist and COVID-19 commentator Siouxsie Wiles
- Minister for COVID-19 Response Chris Hipkins

- Union leader Helen Kelly
- A report by the COVID-19 Independent Continuous Review, Improvement and Advice Group, *Observations from the Recent Delta Outbreak and their Impact on Reconnecting New Zealanders* (dated 23 September 2021), is proactively released.

3.0 Threads

3.1 ***Nation Dates:***

In *Nation Dates*, 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] (MCH, 2020a; 2020ll)
---	---

3.2 ***COVID-19 Nation Dates:***

In *COVID-19 Nation Dates 2nd edition*, there are 32 threads, grouped under 10 domains that represent the inputs (what happened to us), the outputs (what government did) and the outcomes (what others did).

Unlike in *Nation Dates*, do not include the thread number in square brackets following each entry in *COVID-19 Nation Dates*.

The protocol for the threads, the dates of their entries and their titles are outlined in the table below.

Thread	Reasoning for date	Title generally finishes or starts with
t1. WHO announcements	When the announcement is officially made	announced
t2. Other developments	When the publication enters the public arena	announced
t3. Arrival of variants	When the variant announcement becomes public	detected
t4. COVID-19 cases	When the announcement is made	announced
t5. COVID-19 deaths	When the announcement is made, unless we have the date on which the event happened	announced
t6. Vaccine deaths	When the announcement is made unless we have the date on which the event happened	announced
t7. Hospital and aged	When the announcement is made unless we have the date on which the event happened	announced

residential care outbreaks		
t8. Other outbreaks	When the press release is published	announced
t9. Pandemic strategy	Where possible, when it is published in the public arena – but sometimes for cabinet papers we use the date on which it was given to ministers	published
t10. Institutions	When something is activated/implemented, or the date on which the event occurs	established
t11. Legislation	The date on which the legislation commences	passed
t12. Māori and Pasifika mobilisation		announced
t13. Financial initiatives and impacts		established/disestablished
t14. Health and wellbeing impacts		
t15. Contact tracing		established/disestablished
t16. Testing		established/disestablished
t17. Alert levels and traffic light system		moves to
t18. Mask and vaccine mandates	When the announced change is implemented	announced
t19. Border policy	When the announced change is implemented	announced
t20. Managed isolation and quarantine (MIQ)		announced
t21. Quarantine-free travel (QFT)	When the announced change is implemented	implemented
t22. Vaccines		announced
t23. Medicine		announced
t24. National reserve supply		announced

t25. Personal protective equipment (PPE) and other medical equipment		announced
t26. Food and other products		announced
t27. Occupation of Parliament		
t28. Protests		
t29. Court cases		judgements
t30. Other disciplinary proceedings		judgements
t31. Reports and commentary	When published in the public arena	published (when referring to documents such as reports) Calls for (when referring to commentary)
t32. Royal Commission		passed

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 *Citation and referencing protocol for Nation Dates*.

PART C: CREATING AN IMAGES AND QUOTATIONS PAGE

How to source an image

This process relies on using the hard copy image folders for previous editions of the book, as well as the soft copy spreadsheet.

Previously used images

Identify the images to reuse (typically all).

Check previous correspondence and list all images that require a new licensing agreement.

Prepare an email to the previously used recipient and include:

- image details including identifiers so they can find it easily
- the link where you found it
- an attached copy of the image
- a query for re-use of the image in the current edition and all future editions
- information about the relevant publication it is to be used for
- anything else they should know about

New images

Identify new images to include.

Search for contact details of the person/organisation who owns the image.

Prepare an email which includes:

- image details including identifiers so they can find it easily
- a query for any missing information, such as the date the image was taken or the photographers name
- a proposed image caption if it has been written
- the link where you found it
- an attached copy of the image
- a query for use of the image in the current edition and all future editions
- information about the McGuinness Institute
- information about the relevant publication it is to be used for
- anything else they should know about, such as how we intend to modify the image.

It is important to note the wording of image licenses. For example, we were under the impression that the use of the phrase ‘in perpetuity’ meant the photos could continue to be used for COVID-19 Nation Dates, regardless of the edition. RNZ clarified that ‘in perpetuity’ means that we could continue to use the photos, **but in the second edition only**. Where this would come into play, for example, would be if we printed more copies of the second edition at a later time – we wouldn’t have to ask for permission again then.

If possible, do specify in your image request that the purpose is for ‘the series of COVID-19 Nation Dates books’ which allows us to use the images for each and any new edition.

If unsure about the copyright or licensing status, it is best to check again with the organisation.

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

Images

- All images used in *Nation Dates* require a caption that gives an explanation of the image, the name of the photographer (or in some cases, the organisation owning the image) and the date the image was taken.
- The protocol for image captions is: start with ‘Image:’ then state what, where and when. You can follow with context and/or refer to a relevant entry in the book. Do not include full stops, and use past tense for context statements.
- If more than one image on a page, caption them according to order: **e.g.** Images (clockwise from top left); **or** Image (left); and Image (right); **or** Image (top); and Image (bottom):
- In image captions instead of using ‘circa’ in full, use ‘c.’
- Don’t need to include unnecessary information even if it is in the image caption from your source. For example ‘Portrait of Henry Sewell with a cane’ can be shortened to ‘Henry Sewell’.
- When required to note where alterations were made to images, use a single square bracket with the modified term. For example, [cropped and grayscaled]
 - Cropped = adjusting the size and ratio
 - Grayscale = turned a colour photograph to grayscale
 - Retouched = any other edits such as removing slight blemishes or adjusting the contrast and brightness
- Use full names for image references and give the date after a comma. Use the full date if known. If not, just use the year. For example: Ministry of Health, 14 August 2024 **or** Ministry of Health, 2024, but **not** MOH, 14 August 2024.
- Note that these image references do **not** need to be added to the images and quotations reference table on the website. Instead add them to the image credits table which lists the creator of the image, the date the image was taken and the page number where the image appears in *Nation Dates*.

For example:

Image: An old face mask around a mailbox, a relic of lockdown
— Wendy McGuinness, 20 April 2024

Note: Sometimes the context following the description of an image needs to be evidenced with a reference. For example:

Image: More than 1,000 troops were required to staff MIQ facilities, and in total more than 6,200 Army, Navy and Air Force personnel were involved in Operation Protect (Knight, K., 2022)
— New Zealand Defence Force, September 2020

These references need to be added to the images and quotations reference table on the website. See the *Citation and referencing protocol for Nation Dates* for detail about image and quotation citations. Alternatively, if the information in the context is discussed in an entry in the timeline, a direction to that entry can be used instead of a reference.

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.

Quotations

Quotations are mostly used to supplement image pages. References for quotations appear twice on the page that they are used – once directly under the quotation and once under the image caption. The protocol for quotations is as follows:

- For the reference directly under the quotation, state who and when. For the reference below the image caption, start the sentence with 'Quotation:' then state who and when. In either case, you can follow with context. Do not include full stops and use past tense.
- Use full names for image references and give the date after a comma. Use the full date if known. If not, just use the year. For example: Ministry of Health, 14 August 2024 **or** Ministry of Health, 2024, but **not** MOH, 14 August 2024.
- Every quotation needs to be evidenced with a reference. On the page the quotation appears, this is added only into the reference below the image caption. These references also need to be added to the images and quotations reference table on the website. See the *Citation and referencing protocol for Nation Dates* for detail about image and quotation citations.

For example:

'We expect the Civil Defence Emergency Management powers to be used when necessary and to slow the spread of COVID-19, reduce its impact, and manage the consequences.'

— Director of Civil Defence Emergency Management Sarah Stuart Black, 25 March 2020

Image: The five members of 'the Quin' were, from left, All-of-Government (AoG) Controller John Ombler (Chair), Director of Civil Defence Emergency Management Sarah Stuart-Black, Strategic Operations Command Lead Mike Bush, Director-General of Health Dr Ashley Bloomfield, and (not pictured) AoG Strategy and Policy Lead Dr Peter Crabtree. The Quin was in operation between 12 March and 30 June 2020, and managed the all-of-government COVID-19 national response

— Stuff Limited, 2020

Quotation: Director of Civil Defence Emergency Management Sarah Stuart Black, responding to a question from the press after the declaration of the State of Emergency on 25 March 2020 (Small, Z., 2020a)

In rare cases, when wanting to refer readers directly to a piece of work, the title can be used in the citation in place of the author. The only current example of this in *Nation Dates* is shown below:

Quotation: Director-General of the New Zealand Security Intelligence Service Rebecca Kitteridge, June 2020 (New Zealand Security Intelligence Service Annual Report, 2020)

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:

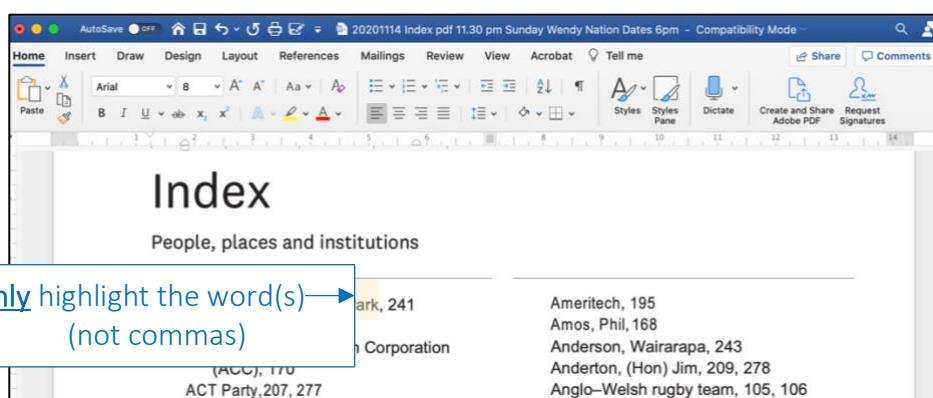
- Export the latest InDesign document to a PDF.
- Open the PDF with Acrobat and export the file to a Word doc.
- Before making any changes, save three copies of the Word doc with the following titles:
 - Index 1 – People, places and institutions
 - Index 2 – Letters Patent, Charters and Ordinances
 - 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).
- Any other pages not included above that are grey.

Then:

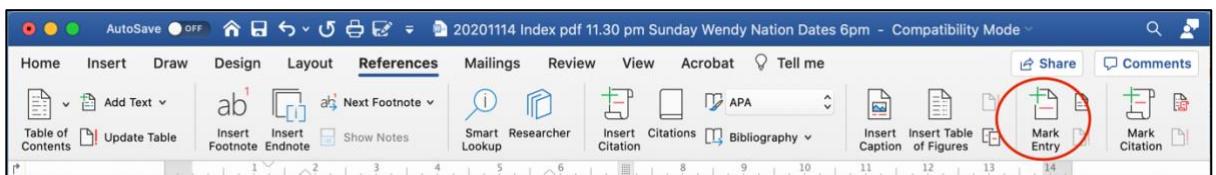
- a) Scroll to the end of the document to the index (there should only be one index remaining in the file if you have set it up correctly).
- b) Highlight the first word/set of words in the index. Make sure you don't accidentally highlight commas or any paragraph formatting (e.g. pilcrows). You can click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



c) >References Tab

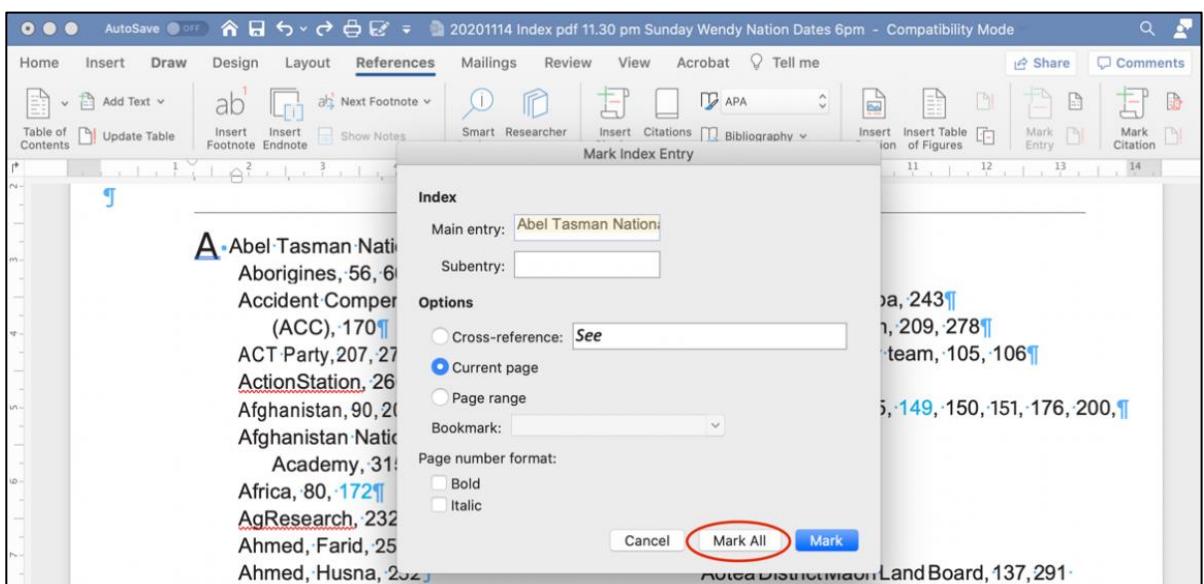


d) >Mark Entry



e) >Mark All

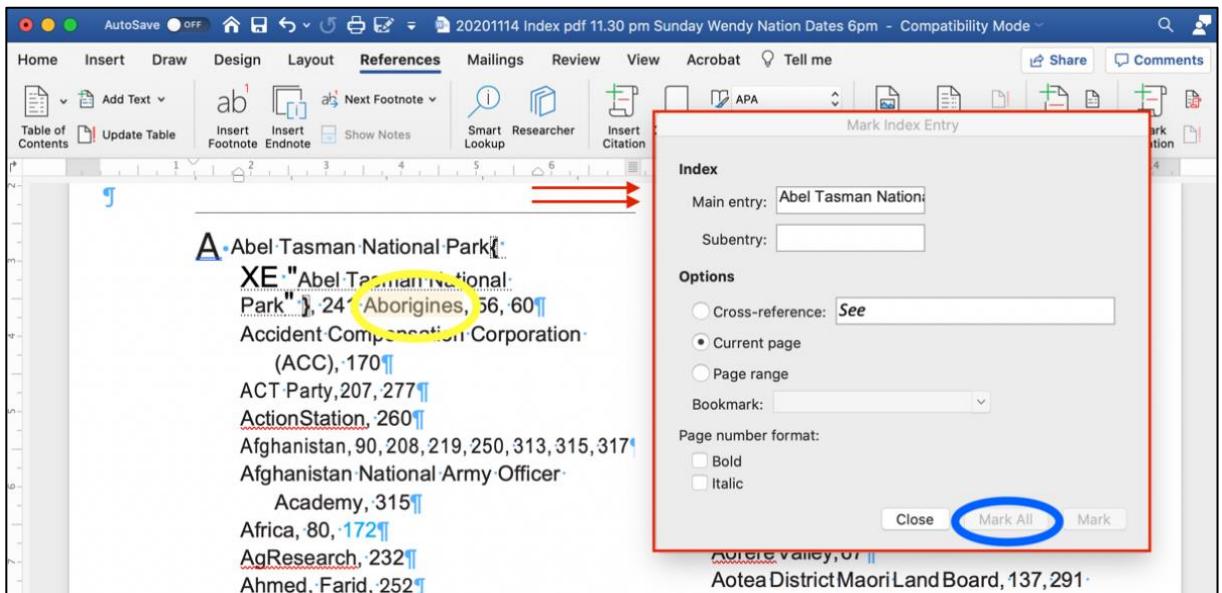
Note: You do not need to close 'Mark Index Window'.



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].

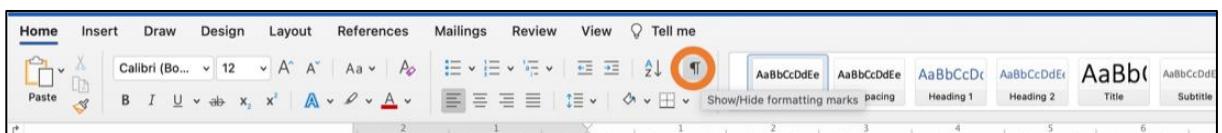
h) Mark All [see blue circle].



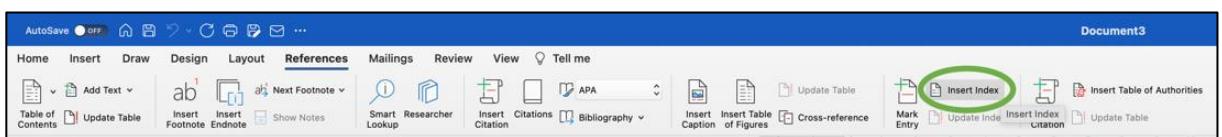
i) Repeat process for every index entry.

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.

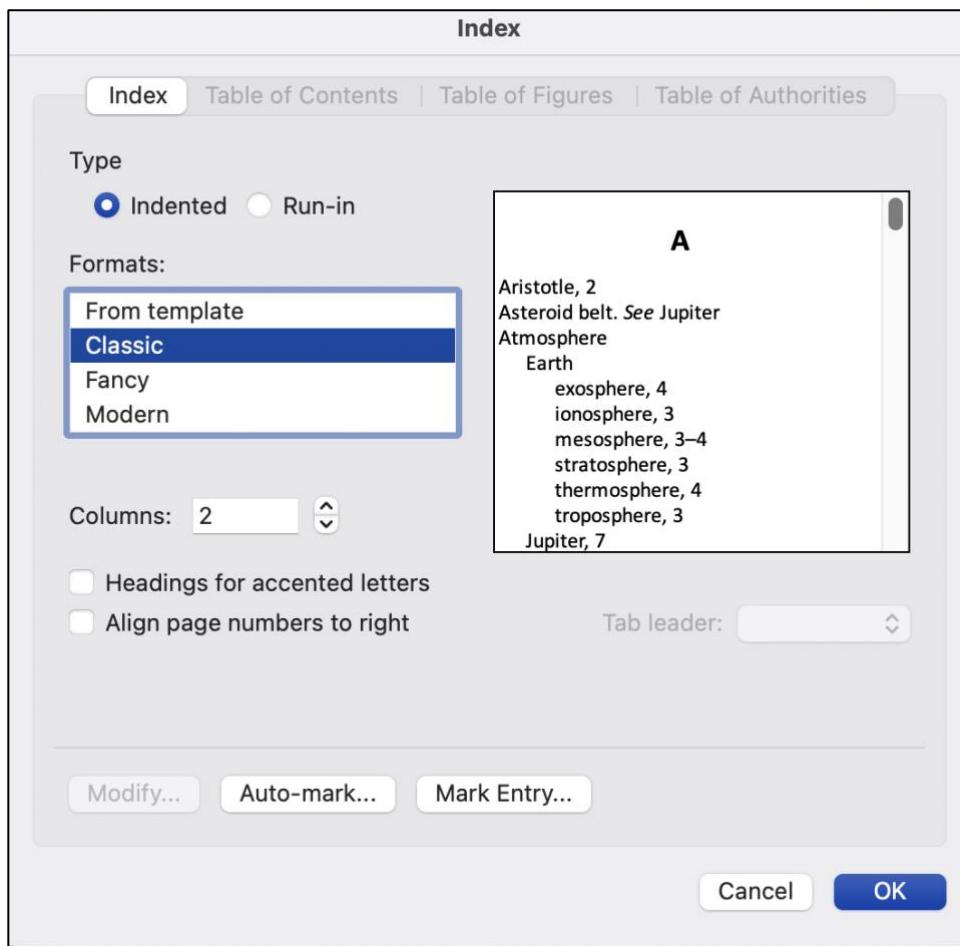
j. Once all entries have been marked, click ‘hide paragraph marks’ [Home tab > paragraph symbol [see orange circle].



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

Please note, for *COVID-19 Nation Dates 2nd edition*, the index is much more extensive than the previous editions of *COVID-19 Nation Dates* and *Nation Dates*. This decision was made as *COVID-19 Nation Dates 2nd edition* was intended to serve as a comprehensive and easy-to-use reference document. Alongside people, places and organisations, things such as documents, categories and concepts (e.g. COVID-19 deaths) were indexed. Expanded context was also added to provide more specific references to the information found in the text (e.g. Ardern, Jacinda and occupation of Parliament).

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
- timeline threads (e.g. Chapter 6 of *COVID-19 Nation Dates 2nd edition*)
- glossary
- abbreviations list
- acknowledgements
- publications, or
- bills that have been passed into Act
- any other pages not included above that are gray.

We do include page numbers for mentions in:

- quotes
- image captions (if the image caption is on a separate page to the image itself, index the page number of the former, not the latter. The only exception to this is images of people, when both page numbers are indexed. See index formatting below for more detail)
- 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.

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. In *COVID-19 Nation Dates 2nd edition*, page numbers are only bolded for images of people. 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 any other countries' organisations, the country 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.
- In *Nation Dates 5th edition*, for index entries that have changed their official names over time or are very closely associated with another index entry, we added 'see also' after both connected index entries. The specific page numbers that each entry refers to were 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. In *COVID-19 Nation Dates 2nd edition*, only the current official names are indexed.
- 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 date 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 referencing protocol for Nation Dates* 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)
- The following website will make a barcode for free: <https://kindlepreneur.com/isbn-barcode-generator/>
- 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 Researcher's final checks before publishing

Prior to the final check, the researchers must review the book for each element in the two tables below. The first table lists key words and terms that are commonly used throughout *Nation Dates* and *COVID-19 Nation Dates*. Please note, this table is live and being added to when needed. Comments are included if further explanation is required.

Key words and terms	Comments
Alert level	Lower case l when referring to alert levels in general. Upper case L when referring to a specific Alert Level(s) (e.g. Alert Level 1).
All-of-government	All-of-government is capitalised in roles and established bodies (e.g. All-of-Government Controller; COVID-19 All-of-Government Response Group). All-of-government is lower case when not referring to a specific body or entity (e.g. 'On 18 March 2020, an all-of-government paper titled "Mitigation v suppression" is tabled with Cabinet.').
COVID-19	References to COVID should always capitalised and include '-19' (i.e. COVID-19) throughout the book, even in quotations. Exceptions are 'Long COVID' and 'COVID Tracer App', which have no '-19'.
COVID-19 Group	DPMC's COVID-19 All-of-Government Response Group should be shortened to the COVID-19 Group.
COVID-19 Ministerial Group	This should only ever refer to the Ministerial Group outlined on this DPMC page .
COVID-19 Orders	'Orders' should be capitalised when referring to the Orders as a collective (e.g. 'The COVID-19 Orders...').
FLiRT	The 'FL' and 'RT' should always be upper case while the 'i' is lower.
Health care	There should always be a space between 'health' and 'care'.
Health New Zealand	Te Whatu Ora Health New Zealand should be referred to only as 'Health New Zealand' in all use cases except citations (see <i>Citation and referencing protocol</i>).
Long COVID	'Long' and 'COVID' should always be capitalised and COVID should not be followed by '-19'.

MIQ	'MIQ' should be preceded with 'an' (e.g. 'an MIQ facility' not 'a MIQ facility').
MOH	Apart from the first mention, general references to the Ministry of Health should always be abbreviated to MOH.
New Zealand	General references to New Zealand (including 'NZ') should be in full and only state the English name and not te reo Māori. Te reo Māori should only be included in the first mention, for example, Aotearoa New Zealand (New Zealand).
PCR/PCRs	General references to polymerase chain reaction test(s) should be abbreviated to PCR test(s)
RAT/RATs	General references to rapid antigen test(s) should be abbreviated to RAT or RATs. Do not include 'test' after RAT(s).
Stats NZ	Apart from the first time mentioned, general references to Statistics New Zealand should always be abbreviated to Stats NZ.
Taskforce	Use 'TaskForce' without a space when it is in a quote, otherwise it should be 'task force'.
trans-Tasman QFT bubble	Unless beginning a sentence, 'trans' should always be lower case.
Treasury	There is no set rule regarding whether or not to include 'the' before the Treasury. Instead use what would be grammatically correct on a case-by-case basis. Typically this means 'the' is included.
UK	Apart from the first time mentioned, general references to the United Kingdom should always be abbreviated to UK.
WHO	WHO should never have 'the' in front of it (e.g. 'On 11 February 2020, WHO officially titled the coronavirus disease COVID-19'). Apart from the first mention, general references to the World Health Organization should always be abbreviated to WHO.

The table below lists key checks that ensure the content of the book is consistent with the style outlined in both the *Selecting and writing protocol* and *Citation and referencing protocol*.

Check for	Action
Et al.	Check that citations that use et al. have the correct formatting and punctuation (e.g. Smith, J. et al., 2022).

Italicised citations	<p>In Chapters: Check that all citations are roman. However, terms that should be italicised (e.g. news publishing agencies and court cases) should be in italics. See the <i>Citation and referencing protocol</i>. Example: (Electoral Commission, 2016b; n.d.[c]; <i>NZ Herald</i>, 2016)</p> <p>In Timeline: 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 referencing protocol</i>. Example: (<i>Electoral Commission</i>, 2016b; n.d.[c]; <i>NZ Herald</i>, 2016)</p>
Percentages	Check that unless in a quote, all percentages are written as numbers followed by '%' and that there are no spaces between the number and symbol (e.g. 10%).
References to entries	Check that all referrals to entries of the timeline are in the correct format (e.g. 'see 18 May 2022 entry').
References to Legislation	Check that all pinpoint references to legislation use the correct abbreviations for what is being referred to.
Thousands separators	Check that all numbers greater than 999 use commas as thousands separators (e.g. 1,000; 10,000; 100,000).
Use of numbers relating to days, weeks, months, or years	Check that numbers are not written out in full when referring to a number of days, weeks, months or years (e.g. 'Isolation period for COVID-19 cases and household contacts reduced to 7 days').

9.0 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.

Check for	Action
References to page numbers	<p>Check page numbers used in text are current. This is simple to do if they have all been marked up in another colour (e.g. blue, keep until the final copy goes to print).</p> <p>Also check that 'page' is not used in full and is abbreviated to either 'p.' when referring to a single page number or 'pp.' for two or more. There should not be a space between the p. and the number.</p>
Search for '*' and '[]'	<p>In citations, * is used as a placeholder before the abc referencing system is put in.</p> <p>Double square brackets are used to make a note to the designer or to the editor.</p> <p>Remove double brackets and asterisks before publishing.</p>
Citation lettering	<p>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 referencing protocol</i>.</p> <p>Example: (NZRC, 2009a; 2009b)</p>
Quotation marks	<p>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 ').</p>
Em dashes (—)	<p>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.</p> <p>Example (left alignment):</p> <div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <p>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</p> </div> <p>Example (right alignment):</p> <div style="border: 1px solid black; padding: 5px; background-color: #f9f9f9;"> <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;">— 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.						
Abbreviations	<p>Check that all abbreviations throughout the book are correct and included in the abbreviations list at the back of the book.</p> <p>Note: An easy way to check this is to search for ‘‘.</p>						
Keys	<p>Check that all keys are contained within a box and are above any notes. Example:</p> <div style="border: 1px solid black; padding: 10px; background-color: #f9f9f9;"> <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-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; vertical-align: middle;"> \uparrow Increases over 124 years </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> \longrightarrow </td> <td style="width: 60%; text-align: center; vertical-align: middle;">Stays roughly the same over 124 years</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"> \downarrow Decreases over 124 years </td> <td style="text-align: center; vertical-align: middle;"> \rightsquigarrow </td> <td style="text-align: center; vertical-align: middle;">Changes frequently over 124 years</td> </tr> </table> </div> <p style="text-align: right;">369</p>	\uparrow Increases over 124 years	\longrightarrow	Stays roughly the same over 124 years	\downarrow Decreases over 124 years	\rightsquigarrow	Changes frequently over 124 years
\uparrow Increases over 124 years	\longrightarrow	Stays roughly the same over 124 years					
\downarrow Decreases over 124 years	\rightsquigarrow	Changes frequently over 124 years					
Notes	Check that notes are showing at the bottom of the page and, if applicable, are sitting below any keys. Example:						

	<p>Notes</p> <p>1: The years were selected due to available data and are therefore illustrative of changes over time only.</p> <p>2: The Stats 2022 data continues to be updated. The data overleaf is as at 22 September 2023.</p> <p>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>	
Table spacing in Chapter 1	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.	
Margins	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.	
Alignment of total entries and total rows	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.	
Signing off final print	Sign off a proof of the book before going ahead with the final print run.	

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. • Social media • E Book online access
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: GOING FORWARD

Changes to processes going forward

The list below outlines changes to parts of the process of updating *COVID-19 Nation Dates* to the 2nd edition that were creating inefficiencies or ongoing issues. See *Citation and referencing protocol* for changes to referencing processes going forward.

This list is a living list and will be updated over time with any further changes to be made to the processes of future *Nation Dates* editions:

- For a much clearer rule on whether or not to italicise publication titles, a decision was made to italicise titles only if the publication included an ISBN number.

Ideas for next editions of *Nation Dates*

This is a living list and will be updated over time with new ideas for later editions. This list is specific to *Nation Dates*, as it is not currently intended to update *COVID-19 Nation Dates* past the 2nd edition.

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